

Approved 8-5-14

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – June 3, 2014 at 6:30 p.m.
Windsor Town Hall, 4084 Mueller Road, DeForest**

MINUTES

1. **Call Meeting to Order:** The meeting was called to order by Chairperson Barb Ridd at 6:30 p.m.
2. **Roll Call:** Members present: Barb Ridd, Clay Luttrell, Troy MacDonald, Carol Barth and Dick Woodburn. Mike Switzky had an excused absence. Bill Lapp was absent. Others present: Public Works Supervisor Jim Fredenberg and Administrative Assistant Lisa Blaesing-LaRue.
3. **Pledge of Allegiance:** The pledge was recited.
4. **Amy Anderson Schweppe, Planning and Development, Windsor Parks and Open Spaces Ordinance/Requirements:** A. Anderson Schweppe presented an overview of the Park and Recreation System and the roles different groups play in the management of Windsor Parks and Open Spaces. She discussed both implementation (management and maintenance) and the policies and governance (land division and development). Report on file.
5. **Approve Minutes from May 6, 2014:** D. Woodburn moved to approve the May 6, 2014 minutes, seconded by C. Luttrell. Motion carried with a 5-0 vote.
6. **Treasurer's report:** L. Blaesing-LaRue gave the financial report.
 - a. **Vouchers-** \$21.65 was presented for payment in the month of May.
 - b. **Balance Report-** The balance for the Park Commission Project fund is \$32,978.35. C. Barth moved to approve the treasurer's report, seconded by T. MacDonald. Motion carried with a 5-0 vote.
 - c. **2014 Youth Sports and Recreation Program Update-** The program revenue for the 2014 Youth Sports and Recreation Program as of May 31, 2014 was \$4,275.00.
7. **Appearances before the Park Commission:** None
8. **Park Commission and User Group Responsibilities for facilities maintenance:** L. Blaesing-LaRue reported that there will be two meetings held in June to discuss establishing a Memo of Understanding (MOU) with the Town of Windsor Park user groups. The first meeting will be held on June 16, 2014 and involve the user groups for Windsor Sports Commons- Norski Lacrosse Club and Norski Soccer Club. The second meeting will be held on June 23, 2014 and involve the user group for Fireman's Park- Windsor-DeForest Community Boys Baseball League. L. Blaesing-LaRue will provide an update on the meetings at the July Park Commission meeting.
9. **Old Business:**
 - a. **Dane County PARC Grant Application Update-** L. Blaesing-LaRue notified the Commission that the Dane County PARC Grant award will be not be determined until late Fall/early Winter due to incomplete grant applications submitted by other municipalities. L. Blaesing-LaRue received an email from Sara Kwitek, the Acquisition and Planning Specialist from Dane County Land & Water Resource Department regarding the Town of Windsor's grant application. The Park Commission submitted a grant request for funds to pave the Fireman's Park Bike Path located in Fireman's Park. The existing path is 8.5 feet wide. Ms. Kwitek suggested the park trail be 10 feet wide to be considered a regional trail and to be eligible for the PARC grant. The Park Commission considered the request and based on the fact that the North and South trails connecting to the Fireman's Park Bike Path are 8.5 feet in width have decided not to expand to a 10 foot width. Carol Barth moved to write a letter of addendum for the PARC grant stating that the current path will remain at 8.5 feet wide due to the connecting paths (both North and South) that are currently measured at 8.5 feet wide, seconded by T. MacDonald. Motion

carried with a 5-0 vote. The Park Commission will take into consideration that all future paths should meet the required 10 foot width to be considered a regional trail and to be considered for future grant applications. The Park Commission decided to move forward with paving the path in 2014. L. Blaesing-LaRue will check with both United Paving and Tri-County to confirm the estimate amounts are still valid.

- b. Discuss Madison Cricket Association (MCA) Use of Sunset Meadows field for 2014 and 2014:** D. Woodburn moved to deny the MCA use of Sunset Meadows and all Town of Windsor Parks at this time, seconded by C. Luttrell. Motion carried with a 5-0 vote. D. Woodburn stated that “The Town of Windsor Parks are not for hire” and “Madison user groups should not dump on other communities and should find facilities in Madison”. In addition, the Park Commission did not want to displace any Town of Windsor user groups that are currently using Sunset Meadows. The Commission sited parking as an additional concern.
- c. Park Project List-** The Park Commission reviewed and updated the detailed list of park maintenance needs from the annual park tour. T. MacDonald moved to increase the weed removal budget from \$1,200.00 to \$1,500.00, seconded by C. Barth. Motion carried with a 5-0 vote.

10. New Business:

- a. General Maintenance Issues-** T. MacDonald moved to purchase a new baseball safety net for Fireman’s Park (Diamond #1) in an amount not to exceed \$1,896.00 with the stipulation that the Windsor-DeForest Baseball Community Boys Baseball League pay for the installation, seconded by C. Barth. Motion carried with a 5-0 vote. L. Blaesing-LaRue will work with Mike Switzky of the Baseball League to purchase the net and discuss installation. L. Blaesing-LaRue reported that the ball field at Windsor Hill is still in need of additional repairs. During the park tours it was noted that the ground was not level and that there were several holes; both contributing to liability concerns. The Town of Windsor Public Works Department placed approximately 12 yards of soil in the area. An estimate was received from Windsor Lawns to bring in an additional 20 yards of soil, and to grade and seed the area for \$950.00. The Park Commission decided to wait for complaints and asked L. Blaesing-LaRue to check with Sam Rodriguez of the DeForest Parks and Recreation on whether the park will be able to be used for their baseball program. The Park Commission asked that Windsor Hill Park be placed on the July agenda to discuss the entire park.
- b. Flags- illuminating after dark:** C. Luttrell presented a solar light option for illuminating the Fireman’s Park flag after dark. C. Barth moved to purchase a solar light that would be top mounted on the flag pole in an amount not to exceed \$60.00, seconded by D. Woodburn. Motion carried with 5-0 vote. C. Barth moved to have an electrician evaluate and repair or replace the light fixture that illuminates the Windsor Sports Commons flag in an amount not to exceed \$300.00, seconded by C. Luttrell. Motion carried with a 4-0 vote, with D. Woodburn abstaining as he owns an Electrical business. D. Woodburn offered to install the top mounted solar light at Fireman’s Park.
- c. New Park Signs that State Hours and Ordinances:** No discussion. Consideration at the July Park Commission meeting.

11. Staff and Commission Comments: L. Blaesing-LaRue reported that the July agenda would include discussions on the 2015 Park Commission budget and on the 2015 Youth Sports Recreation Program to determine who would be responsible for replacement patron signs due to vandalism and deterioration.

12. Adjournment: D. Woodburn moved to adjourn the meeting, seconded by C. Luttrell. Motion carried with a 5-0 vote.