

Approved 8-5-14

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – July 1, 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, Troy MacDonald, Bill Lapp, Mike Switzky and Dick Woodburn. Carol Barth and Clay Luttrell had an excused absence. Others present: Public Works Supervisor Jim Fredenberg, Administrative Assistant Lisa Blaesing-LaRue and Christine Capstran, Town of Windsor Clerk.
3. **Pledge of Allegiance:** The pledge was recited.
4. **Consideration of Little Free Library Installation at Millstone Park:** Kelly Thompson, a resident of Windsor presented a proposal (on file) to construct a wooden structure at Millstone Park that would house books for the “Little Free Library” Program. The materials and labor would be donated by Kelly Thompson and Dan Martinson. The structure would be constructed of weather proof material and plexi-glass for the doors. Kelly Thompson and Dan Martinson would be responsible for the upkeep of the structure. B. Lapp moved to allow Kelly Thompson and Dan Martinson to construct and install a structure to be placed in Millstone Park near the Millstone Park Sign for a one year trial period. It is asked that K. Thompson and D. Martinson appear before the commission in one year for a review, that they follow the proposal submitted and that they be responsible for contacting Digger’s Hotline before they install the structure, seconded by D. Woodburn. Motion carried 5-0.
5. **Bear Tree Plat:** Dwight Ziegler, Mike Lawton, Steve Peterson and Dan Birrenkott were present to discuss future park plans within the Bear Tree Plat. A report is on file at the Town Hall.
6. **2015 Budget and Project Evaluation:** T. MacDonald moved to request \$33,000 for the 2015 budget from the Town of Windsor to fund the Park Commission Special Projects fund, seconded by M. Switzky. Motion carried with a 5-0 vote.
7. **Resolution 2014-02 Budget Amendments:** T. MacDonald moved to amend the previously adopted 2014 budget to reflect a truer cost of park operations, seconded by D. Woodburn. Motion carried 5-0. The resolution will now to the Windsor Town Board for consideration.
8. **Consideration of Replacement of Windsor Hill Park Play Structure and Grounds Maintenance:** D. Woodburn moved to approve Windsor Lawns to add soil, seed and grade Windsor Hill Park (estimate #6498 on file), in an amount not exceed \$1,000.00 with the project starting after the DeForest Park and Recreation baseball season and ending before August 15, 2014, seconded by B. Lapp. Motion carried 5-0. L. Blaesing-LaRue will contact Matt and Windsor Lawns.
9. **Update Park Commission and User Group Responsibilities for Facilities Maintenance**
10. **Approve Minutes from June 3, 2014:** D. Woodburn stated that the minutes did not reflect the Park Commissions decision to go forward with paving the Fireman’s Park path. L. Blasesing-LaRue will update the minutes from June 3, 2014 and the minutes will be presented for approval at the August 5, 2014 meeting.
11. **Finance:** L. Blaesing-LaRue gave the financial report.
 - a. **Vouchers-** \$694.52 was presented for payment in the month of June.
 - b. **Balance Report-** The balance for the Park Commission Project fund is \$32,978.35. D. Woodburn moved to approve the treasurer’s report, seconded by B. Lapp. 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 \$4,375.00. The total sign expense for the year is \$675.00. Net Revenue is \$3,700.00

12. Appearances before the Park Commission: Bob Wipperfurth, Town of Windsor Chairperson

13. Old Business:

- a. **Park Project List-** D. Woodburn offered to assist M. Switzky in measuring the net poles at Fireman's Park. Once the measuring is complete the center field net can be ordered and the Windsor/DeForest Boys Baseball League can finalize the cost of the pulley system and installation.
- b. **Flags- illuminating after dark: Park Project List-**

14. New Business:

- a. **General Maintenance Issues-** L. Blaesing-LaRue reported that Preferred Electric will be fixing the lights at the Windsor Sports Commons concession facility. The estimate was \$310.00 and would be expensed to Park Commission Facility Maintenance. L. Blaesing-LaRue addressed the Cradle Hill Flower Box project and asked who would maintain and purchase the flowers. D. Woodburn responded that the project is still in the planning phase. J. Fredenberg reported that there are two dead trees at Cradle Hill, D. Woodburn will replace them with funds designated for trees from the Park Commission Special Projects Fund.

M. Switzky reported on the fencing issues at the parks- after doing research he has determined the best way to fix the fences is to have a front-end loader push down the fence poles. J. Fredenberg commented that public works does not have the man hours to do this project and the Park Commission will need to get a bid or quote from an outside source. M. Switzky will look into getting a quote. D. Woodburn asked L. Blaesing-LaRue to contact both United Paving and Tri-County Paving to confirm that the proposal amounts are still valid.

D. Woodburn reported on the bark for the parks, he researched several different types of bark and has determined that the cedar chips are the best choice for the park play areas. D. Woodburn reported that the insurance company is fine using uncertified play ground material based on the existing base at the play grounds. D. Woodburn moved to refresh the bark (using wide cedar chips) at the following parks: Bull Run, Millstone, Windsor Gardens, Morrisonville Baseball Park, and the Old Amsterdam in an amount not to exceed \$5,000.00, seconded by M. Switzky. B. Lapp will contact Circle B and Windsor Lawns.

J. Fredenberg reported that there is a dead oak tree in the Old Amsterdam Park and he will need to get a quote for removal.

15. Staff and Commission Comments: L. Blaesing-LaRue reported that the "No Unauthorized Vehicle" sign has been placed at the Balsam Bay entrance. L. Blaesing-LaRue requested that Troy MacDonald, Clay Luttrell and Mike Switzky complete and submit their payroll paperwork. L. Blaesing-LaRue notified the Park Commission that she has resigned from the Town of Windsor and that Christine Capstran will be the new staff liaison to the Park Commission.

16. Adjournment: B. Lapp moved to adjourn the meeting, seconded by T. MacDonald. Motion carried with a 5-0 vote.

Minutes prepared by Lisa Blaesing-LaRue