

Approved 12-2-14

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – November 11, 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: Carol Barth, Mike Switzky, Troy MacDonald, Barb Ridd, Dick Woodburn and Bill Lapp. Clay Luttrell had an excused absence. Others present: Town Clerk Christine Capstran.
3. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
4. **Joint Discussion with Town Board regarding the Comprehensive Outdoor Recreation Plan:** General discussion on the Comprehensive Outdoor Recreation Plan took place between the Board and Commission. The Board expressed overall goals of expanding the park system, looking at regional parks, connecting the existing trail system and expansion of trails where possible. Commissioner Woodburn requested clarification of the role of the Park Commission as 25 years ago they just took care of park maintenance. Chairperson Wipperfurth stated that things have evolved and more collaboration is needed to develop larger community parks and trails; the Board and Commission are in it together. The Board and Commission acknowledged the need for better communication. Commissioner Woodburn requested a Town Board member be appointed as a Park Commission liaison. The Board will consider the request at a future Town Board meeting.
5. **Approve October 7, 2014 Minutes:** D. Woodburn moved to approve the October 7, 2014 minutes as presented, second by M. Switzky. Motion carried with a 6-0 vote.
6. **Finance:**
 - a. **Vouchers**
 - b. **Treasurer's Report**

D. Woodburn moved to transfer the remaining balance of money in the Special Projects Budget to the Windsor Sports Commons Storage Facility Fund at the end of calendar year 2014, second by T. MacDonald. Motion carried with a 6-0 vote.

C. Barth moved to approve the Vouchers and Treasurer's Report as presented, second by B. Lapp. Motion carried with a 6-0 vote.
7. **Appearances before the Park Commission:** None.
8. **Updating/Revising Comprehensive Outdoor Recreation Plan:** There was discussion on how to best accomplish updating/revising the Comprehensive Outdoor Recreation Plan. The Town Planner will need to be involved but to what degree is unknown. Clerk Capstran will pursue this. M. Switzky will facilitate editing at our next meeting.
9. **Consider Cancellation of December 2, 2014 and/or January 6, 2015 Park Commission Meeting:** B. Ridd will not be in attendance but meetings in December and January are needed to work on the Comprehensive Outdoor Recreation Plan.
10. **Staff and Commission Comments:** Clerk Capstran stated that a street light will be installed at Cradle Hill Park as a safety precaution due to citizen concerns. In the Spring, electricity will be run to the

shelter for lighting also. B. Ridd talked about putting one of the other Park Commissioners in charge of any joint soccer/lacrosse discussions so she and C. Luttrell can act as neutral commission members. B. Ridd and C. Luttrell would still work together for Windsor Sports Commons and be active in long range planning but would not orchestrate joint meetings or discussions.

11. Adjournment: B. Lapp moved to adjourn the meeting at 8:43 p.m., second by M. Switzky. Motion carried with a 6-0 vote.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Christine Capstran".

Christine Capstran
Town Clerk