

Approved  
2-3-15

**TOWN OF WINDSOR  
PARK COMMISSION MEETING  
Tuesday – January 6, 2015 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 Ridd at 6:33 p.m.
2. **Roll Call:** Members present: Mike Switzky, Troy MacDonald, Dick Woodburn, Carol Barth and Barb Ridd. Bill Lapp had an excused absence. Others present: Public Works Supervisor Jim Fredenberg, Town Clerk Christine Capstran, Town Planner Jamie Rybarczyk, Town Chairperson Bob Wipperfurth and Finance Director/Office Manager Tina Butteris.
3. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
4. **Appearances before the Park Commission:** None.
5. **Approve Minutes from December 2, 2014:** D. Woodburn moved to approve the December 2, 2014 minutes as presented, second by M. Switzky. Motion carried with a 4-0 vote. B. Ridd abstained as she was not at the meeting.
6. **Finance:**
  - a. **Vouchers**
  - b. **Treasurer's Report**

M. Switzky moved to approve vouchers and Treasurer's Report as presented, second by T. MacDonald. Motion carried with a 5-0 vote.

7. **Windsor Sports Commons Playground Equipment:** T. Butteris explained possible capital contribution for park improvements to further enrich key parks such as Windsor Sports Commons. Her memo is on file. The current Park Commission budget is largely for maintaining the parks. Commission members thought this was a great way to improve our most heavily used parks.
8. **Public Input on Comprehensive Outdoor Recreation Plan:** None.
9. **Working Session - Comprehensive Outdoor Recreation Plan:** J. Rybarczyk provided an overview of the process for creating a Comprehensive Outdoor Recreation Plan (CORP). Rybarczyk led the Park Commission through a draft facility inventory checklist which was modified to better fit our specific parks and park needs.

Rybarczyk discussed the draft survey items and changes were made to tailor the survey to Windsor parks. The survey will be available to residents online February 1-28. Paper copies will be available in the Town office. The Commission discussed ways to notify the public of the survey to get maximum participation.
10. **Staff and Commission Comments:** B. Ridd explained that we will have member absences for the next few meetings so it is imperative that everyone notifies C. Capstran of an absence ahead of time to ensure there will be a quorum.

Currently seeking a new commission member to represent Lacrosse on the Park Commission as Clay Luttrell has resigned. T. MacDonald's term expires in April. He would like to be reappointed for another term.

**11. Adjournment:** C. Barth moved to adjourn the meeting at 8:28 p.m., second by M. Switzky. Motion carried with a 5-0 vote.

Respectfully Submitted,



Christine Capstran

Town Clerk