

Approved 6-2-15

**TOWN OF WINDSOR  
PARK COMMISSION MEETING  
Tuesday – March 3, 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 Vice Chairperson Woodburn at 6:30 p.m.
2. **Roll Call:** Members present: Mike Switzky, Troy MacDonald, Dick Woodburn, and Bill Lapp. Barb Ridd had an excused absence. Others present: Town Clerk Christine Capstran, Town Planner Jamie Rybarczyk, Public Works Supervisor Jim Fredenberg, 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 February 3, 2015:** M. Switzky moved to approve the February 3, 2015 minutes as presented, second by T. MacDonald. Motion carried with a 4-0 vote.
6. **Finance:**
  - a. **Vouchers**
  - b. **Treasurer's Report**

B. Lapp moved to approve Vouchers and Treasurer's Report as presented, second by T. MacDonald. Motion carried with a 4-0 vote.
7. **Final Draft of Updated Booster Letter:** There was Commission discussion to clarify a few things in the letter. C. Capstran will make suggested changes. Letter should be mailed out within the week.
8. **Bear Tree Community Park Concept:** The Commission reviewed the updated park concept for the Bear Tree development. M. Switzky stated that both fields need to be lighted, not just the Home Talent field. This was confirmed by B. Lapp. Both fields will be heavily used and lights would allow 2 games to be played in an evening. The smaller field could be used by softball and boys baseball. The smaller field backs up to residential lots which was a concern with lighting. J. Rybarczyk said the lots to the North should be deed restricted indicating there will be lights on the field.
 

D. Woodburn inquired about installing tennis courts. J. Rybarczyk referred to the recent park survey which indicated tennis courts were a low priority for residents.

The developer would like Bear Tree Community Park to be completed in Phase 2 of development which could possibly be 2017 or 2018. There will be 4 pocket parks within the development.
9. **Windsor Sports Commons Updates:** A joint meeting with representatives of Norski Soccer and Norski Lacrosse met with Barb Ridd and Dick Woodburn from the Park Commission and Windsor staff on February 25, 2015. Soccer and Lacrosse will be working together this Spring to complete the grading and seeding of the new field area. There is ongoing discussion regarding the storage facility. B. Wipperfurth addressed Windsor's vision and suggested that the Board may invest in the new structure.

**10. Public Input on Comprehensive Outdoor Recreation Plan:** None.

**11. Working Session - Comprehensive Outdoor Recreation Plan (CORP):** J. Rybarczyk addressed the upcoming schedule which includes no meeting in April, presenting the draft CORP in May, developing a capital improvement plan in June and adopting in July or August.

The Token Creek Conservancy Committee Master Plan will be included in parts or the complete document as an appendix.

Park standards were discussed. The descriptions were reviewed and it was decided that our current parks may not fit in all category descriptions but this was to be the standard for new parks moving forward.

Commission members completed their inventory/checklist sheets for all the parks and handed them in to J. Rybarczyk who will incorporate the information into the CORP before the park tours. The commission will then be able to use these documents on the tours and make final updates.

J. Rybarczyk summarized the park survey results. Our current planning is on track with the priorities of the community.

**12. Designated Placement of Portable Restrooms:** The Commission agreed to place portable restrooms at the same 4 locations as last year which includes Windsor Gardens Park, Sunset Meadows Park, Millstone Heights Park and Windsor Sports Commons. The 2015 budget allows for a 5<sup>th</sup> portable restroom but the Commission agreed to postpone the decision until after a Town Board meeting which could approve building a permanent restroom at Cradle Hill Park. There was also discussion of putting a portable restroom at Windsor Fireman's Park for daytime use and expanded use on nights and weekends.

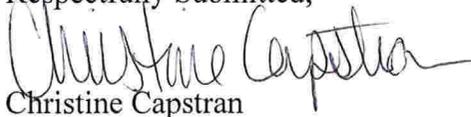
**13. Schedule Dates and Time for Park Tours for April 2015:** Park tours were scheduled for April 20, 2015 at 4:00 p.m. starting at Windsor Fireman's Park and April 22, 2015 at 4:00 p.m. starting at Terrace Park. An earlier start time was chosen to allow more time to review parks as needed for the CORP.

**14. Reschedule April 7<sup>th</sup> Meeting due to Election at Town Hall:** J. Rybarczyk does not need to meet with the Commission in April. He will use that time to put together a rough draft of the CORP. M. Switzky moved to cancel the April 7<sup>th</sup> meeting, second by T. MacDonald. Motion carried with a 4-0 vote.

**15. Staff and Commission Comments:** Per ordinance, the Commission needs to appoint a Chairperson and Vice Chairperson every May. Rental fee for baseball tournaments needs to be reviewed. This would require altering our current park rental agreement. Put on next agenda.

**16. Adjournment:** B. Lapp moved to adjourn the meeting at 8:52 p.m., second by M. Switzky. Motion carried with a 4-0 vote.

Respectfully Submitted,



Christine Capstran  
Clerk