

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – June 2, 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 6:30 p.m.
2. **Roll Call:** Members present: Mike Switzky, Troy MacDonald, Dick Woodburn, Barb Ridd, Greg Cullen and Kris Derra. Bill Lapp arrived later. Others present: Town Clerk Christine Capstran, Town Planner Jamie Rybarczyk and Finance Director/Office Manager Tina Butteris.
3. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
4. **Incorporation Update:** T. Butteris gave a brief review of the process. Explained that if the bill passed, a referendum would be needed this Fall.
5. **Election of 2015-2016 Chairperson and Vice-Chairperson:** D. Woodburn placed into nomination Barb Ridd for Chairperson. M. Switzky moved to confirm the nomination of B. Ridd for Chairperson, seconded by T. MacDonald. Motion carried with a 6-0 vote.

M. Switzky placed into nomination Dick Woodburn for Vice-Chairperson. K. Derra moved to confirm the nomination of D. Woodburn for Vice-Chairperson, seconded by B. Ridd. Motion carried with a 6-0 vote.

6. **Appearances before the Park Commission:** None.
7. **Approve Minutes**
 - a. **March 3, 2015:** D. Woodburn moved to approve the March 3, 2015 minutes as presented, second by T. MacDonald. Motion carried with a 6-0 vote.
 - b. **April 20, 2015:** D. Woodburn moved to approve the April 20, 2015 minutes as presented, second by G. Cullen. Motion carried with a 6-0 vote.
 - c. **April 22, 2015:** G. Cullen moved to approve the April 22, 2015 minutes as presented, second by M. Switzky. Motion carried with a 6-0 vote.

8. **Finance:**
 - a. **Vouchers**
 - b. **Treasurer's Report**

M. Switzky moved to approve Vouchers and Treasurer's Report as presented, second by D. Woodburn. Motion carried with a 6-0 vote.

9. **Memorandum of Understanding Regarding Use of Windsor Fireman's Park:** B. Ridd explained this Memorandum of Understanding (MOU) is similar to the MOU for Windsor Sports Commons. C. Capstran stated that these are reviewed yearly in December. G. Cullen moved to approve the Memorandum of Understanding Regarding Use of Windsor Fireman's Park, second by T. MacDonald. Motion carried with a 6-0 vote.
10. **Public Input on Comprehensive Outdoor Recreation Plan:** None.

11. Working Session - Comprehensive Outdoor Recreation Plan (CORP): J. Rybarczyk gave an overview of the draft document. Commission members were asked to review it before our next meeting and give any feedback or corrections to C. Capstran. The Commission worked on the Capital Improvement Plan designating which projects should be completed in the upcoming years noting that this document would be updated every year as projects are prioritized within the budget.

12. Prioritize Park Projects: While working through the Capital Improvement Plan, projects for 2015 were determined. \$15,000 will be set aside to fund a new concession stand at Morrisonville Ball Park. The remainder will be designated from the 2016 budget with the concession stand being built in Spring, 2016. B. Lapp, D. Woodburn and M. Switzky will be working on plans and bids for this. D. Woodburn will be presenting the bid specifications to improve the shelter at Morrisonville Ball Park at our next meeting.

T. MacDonald will determine which parks need additional bark chips and get this ordered. M. Switzky moved to approve up to \$5,000 to be spent on bark chips, seconded by G. Cullen. Motion carried with a 6-0 vote.

G. Cullen will work on a plan for trail connections in Windsor. We have many paved trail sections that do not have marked road connections.

K. Derra will get information on replacing the awning on the play structure at Windsor Hills Park. Derra will also research where to place a bike rack at Windsor Sports Commons and where to purchase.

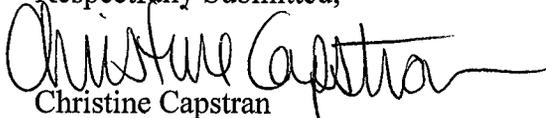
C. Capstran will order 2 benches for placement at Balsam Bay Park and Millstone Heights Park. Replacing the footbridge at Millstone Heights Park is on hold for now due to budget considerations.

13. Park Rental Fee for Baseball Tournaments: Currently parties who hold tournaments are only charged the \$35/day shelter rental fee which covers garbage collection, bathroom cleaning and toilet paper/paper towel use. The fee does not cover groups using lime, using dragging equipment and field repairs. M. Switzky and B. Lapp will discuss and present a proposed fee/policy at our next meeting.

14. Staff Comments: D. Woodburn questioned why the "No Parking" signs were not up on Portage Rd. now that baseball has started. C. Capstran will have Public Works put them up this week. D. Woodburn mentioned that there are no "Port-a-potties" at Windsor Hills and Windsor Meadows parks. DeForest Park and Rec schedules their programs at these fields and should be providing this.

15. Adjournment: B. Lapp moved to adjourn the meeting at 9:00 p.m., second by M. Switzky. Motion carried with a 6-0 vote. (B. Ridd was dismissed at 8:30 p.m.)

Respectfully Submitted,



Christine Capstran

Clerk