

Approved 8-4-15

**TOWN OF WINDSOR
PARK COMMISSION MEETING
Tuesday – July 7, 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, Dick Woodburn, Barb Ridd, Greg Cullen and Bill Lapp. Troy MacDonald had an excused absence. Others present: Public Works Supervisor Jim Fredenberg, 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 update.
5. **Appearances before the Park Commission:** None.
6. **Approve Minutes**
 - a. **June 2, 2015:** D. Woodburn moved to approve the June 2, 2015 minutes as presented, second by B. Lapp. Motion carried with a 5-0 vote.
7. **Finance:**
 - a. **Vouchers**
 - b. **Treasurer's Report**

M. Switzky moved to approve Vouchers and Treasurer's Report as presented, second by B. Lapp. Motion carried with a 5-0 vote.
8. **Public Input on Comprehensive Outdoor Recreation Plan:** None.
9. **Working Session - Comprehensive Outdoor Recreation Plan (CORP):** J. Rybarczyk reviewed the current status of the CORP and asked for feedback or corrections. D. Woodburn and B. Lapp had comments which were discussed and changes were made. Cost estimates will be removed from the individual park profile sheets.

The Commission discussed the updated Capital Improvement Plan noting that this document would be updated every year as projects are prioritized within the budget.

J. Rybarczyk reviewed the Implementation/Action Plan.

An update on park concepts was given by J. Rybarczyk. Ball diamonds were discussed. M. Switzky explained the current needs and future plans for both Windsor and DeForest. The concept of a baseball diamond 4-plex north of Windsor Sports Commons received general support.
10. **2015 Park Projects:** K. Richardson, Town Engineer, explained the bid process for updating the shelter in Morrisonville. D. Woodburn had provided documents to Richardson. The project will be

published in the paper and bids will be opened July 30, 2015.

T. MacDonald contracted Windsor Lawns to refresh bark chips at the following parks: Millstone Heights Park, Grosbeak Glen Park, Traveler Trail Park and Terrace Park. This should be completed by the end of July.

B. Lapp, D. Woodburn and M. Switzky are working on plans for a new concession stand in Morrisonville. They will be working with Kitty Repas on the new layout.

G. Cullen reported on paths and path connections in Windsor. He identified areas where markings are needed and provided samples of signs for possible use. Cullen will continue to research sidewalk use, street markings and signs.

K. Derra has resigned from the Park Commission so G. Cullen volunteered to work on replacing the awning on the play structure at Windsor Hill Park.

C. Capstran ordered 2 benches for placement at Balsam Bay Park and Millstone Heights Park. Public Works will install once baseball season is completed.

B. Ridd will work on replacing the footbridge at Millstone Heights Park as well as placement of a bike rack at Windsor Sports Commons. C. Capstran will order bike rack once a size is determined.

D. Woodburn offered to research purchasing a volleyball net for Oak Springs II.

11. Park Rental Fee for Baseball Tournaments: Currently parties who hold tournaments are charged the \$35/day shelter rental fee. M. Switzky presented a new agreement including a \$50 per day, per field usage charge. The rental form was modeled after the current Windsor shelter rental form. M. Switzky and B. Lapp felt the proposed fees were fair and left room for negotiation. The use of the concession stand and groomer would not be included.

The Commission discussed concession stand use by outside groups at Windsor Sports Commons and Windsor Fireman's Park. The cost of securing cabinets and coolers would need to be researched.

12. Staff Comments: D. Woodburn mentioned that 2 lights need to be replaced at the Morrisonville shelter. He also noted that grass is creeping into the play areas and that weeds are a big problem in the parks. He would like to spray.

13. Adjournment: M. Switzky moved to adjourn the meeting at 9:02 p.m., second by G. Cullen. Motion carried with a 5-0 vote.

Respectfully Submitted,



Christine Capstran
Clerk