

Approved June 7, 2016

VILLAGE OF WINDSOR
PARK COMMISSION MEETING
Tuesday – May 3, 2016 at 6:30 p.m.

MINUTES

1. **Call Meeting to Order and Roll Call:** The meeting was called to order at 6:32 p.m. by Chairperson Barb Ridd. Members present were Dick Woodburn, Mike Switzky, Emily Bouska, Greg Cullen and Greg Goke. Bill Lapp arrived at 7:10 p.m. Others present: Public Works Supervisor Jim Fredenberg, Park Maintenance Worker Keith Cottington, Village Trustee Don Madelung and Village Clerk Christine Capstran.
2. **Recitation of the Pledge of Allegiance:** The pledge was recited by all in attendance.
3. **Appearances before the Park Commission:** There were none.
4. **Election of 2016-2017 Chairperson and Vice-Chairperson:** M. Switzky placed into nomination Greg Cullen for Chairperson. D. Woodburn moved to confirm the nomination of G. Cullen for Chairperson, seconded by G. Goke. Motion carried with a 6-0 vote.

G. Cullen placed into nomination Dick Woodburn for Vice-Chairperson. M. Switzky moved to confirm the nomination of D. Woodburn for Vice-Chairperson, seconded by E. Bouska. Motion carried with a 6-0 vote.
5. **Approve Minutes**
 - a. **March 3, 2016:** D. Woodburn moved to approve the minutes as presented, second by M. Switzky. Motion passed 6-0.
 - b. **March 3, 2016:** G. Cullen moved to approve the minutes as presented, second by E. Bouska. Motion passed 6-0.
 - c. **March 3, 2016:** G. Cullen moved to approve the minutes as presented, second by D. Woodburn. Motion passed 6-0.
6. **Finance**
 - a. **Vouchers**
M. Switzky moved to approve the vouchers as presented, second by G. Cullen. Motion passed 6-0.
 - b. **Treasurer's Report**
G. Goke moved to approve the treasurer's report as presented, second by G. Cullen. Motion passed 6-0.
7. **Distribution of Funds to Youth Groups:** \$500 checks will be cut and sent May 4th from the 2015 booster sign funds to the following groups: Norski Soccer, Norski Lacrosse, Windsor-DeForest Boys Baseball and Windsor Heat Softball.
8. **Ball Diamond Usage by Groups Outside of the Windsor Community:** M. Switzky, as scheduler of all Windsor baseball diamonds, received a request to use a field on a regular basis by a for-profit Madison team. There was also a recent request by a Sun Prairie soccer team to use fields at Windsor Sports Commons. In the past, only non-profit Windsor teams have been allowed to use Village fields. The Commission discussed a possible usage by groups outside of Windsor policy.

M. Switzky and B. Lapp will draft a policy to be reviewed by the commission at their next meeting.

9. **Geo Cache Policy/Permit for Windsor Parks:** Due to a recent request by a resident to put a cache in a Windsor park, the Commission discussed whether or not they wanted to regulate this activity or be aware of cache locations in the community. E. Bouska will draft a policy and free permit application for review by the commission at their next meeting.

10. **Determine 2016 Park Projects:** Reviewed the 2016 proposed project list and 2016 Park Tour Project List. The following projects and funds were chosen for 2016:

Morrisonville Shelter - \$15,000. D. Woodburn is working with the Village Engineer to get the project out to bid.

Electric Strike Locks at Windsor Sports Commons - \$2,200. D. Woodburn will get the locks installed.

Fireman's Park path damage due to root problem - \$4,400. C. Capstran will have contractor complete the project as outlined in the estimate.

Cradle Hill Park drainage issue - \$4,000. C. Capstran will confirm the increased size of the drain and then have contractor complete the project as outlined in the estimate.

Replace flagpole lighting and light fixtures in shelter at Windsor Sports Commons. Place both on timers for evening hours. D. Woodburn will complete.

Locks on cabinets at Windsor Sports Commons. B. Ridd will get estimate.

Bull Run Path – cut brush back. C. Capstran will get quote. May need to be surveyed for property lines.

Replace diggers at Terrace Park and Sunset Meadow Park. C. Capstran will order.

Two replacement picnic tables for Fireman's Park. C. Capstran will order.

Wood Chips - \$4,000. G. Goke will coordinate getting the wood chips refreshed at the following parks: Sunset Meadow Park, Oak Springs 1, Morrisonville Children's Park, Windsor Meadows Park and Terrace Park.

Path Signage and Maps – G. Cullen will work with C. Capstran to get directional path signs, a path map with distances and a potential trail head with maps posted at Windsor Fireman's Park.

Parking lot striping at Fireman's Park. M. Switzky will work with J. Fredenberg on best layout.

11. **Weed Control:** Parks designated at the April 13, 2016 meeting were sprayed on April 29, 2016.

12. **Staff Comments:** C. Capstran reviewed concept designs for Grosbeak Glen Park and Windsor Blue Park. C. Capstran also shared plat and park concept design for Bear Tree as requested at a

previous meeting.

13. **Adjournment:** D. Woodburn moved to adjourn the meeting at 8:45, second by B. Lapp. The motion passed 6-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Christine Capstran". The signature is written in a cursive, flowing style.

Christine Capstran, Village Clerk