|  |  |
| --- | --- |
| Town Logo Final | “In the Spirit of Town Government”**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI****PARKS COMMISSION MEETING MINUTES****Monday, July 10, 2023** **5:00 Board Meeting at Town Hall****BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915** |

**Minutes**

1. **CALL MEETING TO ORDER –** Tom Meyer called the meeting to order at 5:00 PM
2. **ROLL CALL & VERIFY PUBLIC NOTICE –** Committee members Brian Regal, Tom Meyer, Meghan Huss, and Karley Musil were present. Present from the Town of Buchanan was Michael Brown, Town Administrator as well as Jim Burke to make a public comment. Justin Keen was present on behalf of Cedar Corporation. Jeremy Kox, an interested non-resident, was in attendance.
3. **PUBLIC FORUM**

Jim Burke spoke for approximately 25 minutes about maintenance issues he saw with the Springfield Park proposal, as well as general maintenance issues in town parks.

His thoughts on Springfield Park in summary were:

 Hard surface under playground is a good idea, as is bringing it to high ground.

 He is not sure how light is paid for, and we should determine that.

 Kimberly High School may be able to build a pavilion at cost, and he strongly recommends against bathrooms.

 Water fountain if built would be billed by Darboy Sanitation District and would require a sewer.

 Restricting number of garbage cans is a good idea.

 Any fencing around courts should be done at least a foot inside the edge of the surfacing so they can mow without damage to the court.

 Sign/fence would be preferable to concrete blocks to prevent entry from Springfield Dr, Town can take care of block removal.

 Grills are a bad idea from a maintenance perspective.

His thoughts on maintenance in our parks as a whole in summary were:

 Big cracks in courts at Hickory and Town Hall park, should be addressed.

 Town Hall park is not completed, and he recommends installation of a pipe to make the grade around the play area safer. Approximate cost is $5000.

 There is a roadside park at GG and Allison that is being maintained by an adjacent property owner, he needs to be told to stop doing that.

 We should add a walking trail on ZZ to our comprehensive plan, as we own some property.

 We should consider adding mulch around the base of all trees to increase their health and make maintenance easier.

1. **MINUTES TO APPROVE**
	1. Park Commission Minutes from 6/7/2023 – Approved. Motion by Karley Musil, Second by Brian Regal. Passed on voice vote.
2. **UNFINISHED BUSINESS:**
3. Determine role of Jeremy Kox on the Parks Committee – As a non-resident we were not sure if Jeremy could be a full member of the committee or not. He is comfortable working with the group in a non-voting capacity, so we determined that no action needed to be taken.
4. Review Town Hall RFP Responses, determine recommendation to the Board- After a review of the options, Option 1 from Wisconsin Minnesota Playgrounds was approved as our recommendation to the board. Motion by Karly Musil, Second by Meghan Huss. Carried by voice vote.

Our reasoning is that Option 1 fell within the amount of the insurance claim and provided more substantially more value than the options presented by Miracle. Given that we are unsure of future plans for Town Hall park at the moment, it did not make sense to spend any additional funds than necessary.

1. Springfield Park plans discussion based on input from Jeremy Kox – After discussion we decided that the best way forward was to move ahead with substantially the same design as we had been working on, as that design had already gone through the public comment process and would allow us to complete work on our intended timeline. We did decide it make sense to move the trail and garden into phase two, and to update the parking to 90 degree parking instead of 30 degree parking.
2. Determine Springfield Park recommendation to the Board – We will recommend that the board approve the design after the phase and parking updates are made. That will occur at the July Town Board Meeting.
3. Fundraising Update – A list of fundraising items has been created, but we are still in the process of determining prices.
4. **NEW BUSINESS**
	1. Presentation at next Town Board meeting (for discussion only) – Tom Meyer will be making the presentation, and Meghan Huss will help if possible.
	2. Comprehensive Plan Timeline- Tom Meyer will update the CORP in an attempt to save on transaction costs.
5. **FUTURE AGENDA ITEMS –** Make a determination on the Town Hall Pipe recommendation.

It was determined that we will meet on the second Monday of each month at 5 pm. Our next meeting is scheduled for 8/14 at 5 pm at Town Hall.

1. **ADJOURN –** Motion to Adjourn by Karley Musil, Second by Brian Regal. Motion carried by voice vote. Meeting adjourned at 6:30.

Drafted July 11th by Tom Meyer, Committee Member