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| Town Logo Final | “In the Spirit of Town Government” **TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI**  **PARKS COMMISSION MEETING MINUTES**  **Monday, August 14, 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 5:03 PM.
2. **ROLL CALL & VERIFY PUBLIC NOTICE -** Committee members Tom Meyer and Meghan Huss attended in person. Committee member Brian Regal attended by phone. Michael Brown, Town Administrator was present. Justin Keen was present on behalf of Cedar Corporation. Jeremy Kox was present as a member of the public.
3. **PUBLIC FORUM –** No members of the public spoke
4. **MINUTES TO APPROVE**
   1. Park Commission Minutes from 7/10/2023 – Motion to Approve by Meghan Huss. Second by Brian Regal. Carried by voice vote.
5. **UNFINISHED BUSINESS:**
6. Town Hall Park Progress Report – Michael Brown let us know that the Town Board approved the RFP we recommended, but is waiting to hear back from the winning bidder on exact install dates. The contract specifies that work will be completed by the end of October.
7. Springfield Park Progress Report, Determine Update to Board. Justin Keen said that phase one will be put out to bid starting the week of August 14th, and that bids would be opened on August 31. Will need to have recommendation ready for September 19th Town Board meeting. There was also discussion to ensure the correct mix of grass will be used in covering any disturbed areas to maximize usability of the park in 2024.
8. Fundraising Update – Based on current timeline, fundraising efforts need to become more formalized. The idea of a spring golf tournament was also raised, but not discussed in detail.
9. CORP Update – Tom Meyer will attempt to update the current CORP, but Michael Brown will invite ECWRPC to our next meeting to discuss the process and potential cost of hiring them to update the CORP on our behalf. At that point we can make a recommendation to the board as to how to proceed with updating the CORP.
10. **FUTURE AGENDA ITEMS –** Next meeting set for September 11, 2023 at 5 PM.
11. **ADJOURN –** Motion by Meghan Huss at 5:46 PM. Second by Brian Regal. Carried by voice vote.

Drafted: August 16th by Tom Meyer, Committee Member