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| Town Logo Final | “In the Spirit of Town Government” **TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI**  **PARKS COMMISSION MEETING MINUTES**  **Monday, December 11, 2023**  **5:30 Meeting at Town Hall**  **BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915** |

**MINUTES**

1. **CALL MEETING TO ORDER –** Meeting called to order at 5:30
2. **ROLL CALL & VERIFY PUBLIC NOTICE -** Committee membersKarley Musil, Brian Regal, and Meghan Huss were present. Also present was Michael Brown, Town Adminstrator.
3. **PUBLIC FORUM –** No members of the public spoke
4. **MINUTES TO APPROVE**
   1. Park Commission Minutes from 11/13/2023 – Motion to approve by Meghan Huss. Second by Brian Regal. Carried by voice vote.
5. **UNFINISHED BUSINESS:**
6. Town Hall Park Progress Report – Town Hall park project has been completed.
7. Springfield Park Progress Report, Budget Update – Town board approved the budget. Meeting between Town Administrator and Engineering firm to take place in December, and park board will be updated at January meeting. Park board will discuss and approve a plan forward, subject to Town Board approval.
8. Fundraising Update and Planning – Forms were approved, no known donations at the time of meeting.
9. CORP Update, ECWRPC – Contract to engage ECWRPC goes to Town Board for approval at following meet. Plan is to start update process in January 2024 so that 2025 grants can be obtained.
10. **FUTURE AGENDA ITEMS**
11. **ADJOURN –** Motion to adjourn by Meghan Huss. Second by Brian Regal. Carried by voice vote.

Drafted: Tom Meyer, Committee Member, 12/19/2023

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**Public Notice:** Agendas are posted in the following locations: Town Hall bulletin board & Town website: [www.townofbuchanan.org](http://www.townofbuchanan.org/), Buchanan Festival Foods and Darboy Joint Sanitary District. 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality.   This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

**Special Accommodations:** Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920) 734-8599 with as much advance notice as possible.

**Notice of Possible Quorum:** A quorum of the Town Board, Board of Review, and/or Board of Appeals may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Board of Review, and/or Board of Appeals will be taken at this meeting.

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