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| Town Logo Final | “In the Spirit of Town Government” **TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI**  **PARKS COMMISSION MEETING MINUTES**  **Tuesday, January 9, 2024**  **5:30 Meeting at Town Hall**  **BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915** |

**Minutes**

1. **CALL MEETING TO ORDER-** Called to order at 5:31
2. **ROLL CALL & VERIFY PUBLIC NOTICE** – Michael Brown was in attendance at Town Hall. Due to inclement weather, committee members Tom Meyer, Karley Musil, Brian Regal, and Meghan Huss were in attendance virtually via Microsoft Teams hosted by Michael Brown. Justin Keen from Cedar Corporation was also in attendance virtually.
3. **PUBLIC FORUM –** No Members of the public were in attendance.
4. **MINUTES TO APPROVE**
   1. Park Commission Minutes from 12/11/2023- Motion to Approve by: Karley Musil Seconded by: Brian Regal

Motion Carried by unanimous voice vote.

1. **UNFINISHED BUSINESS:**
2. Springfield Park Progress Report, Budget Update- LOA prepared to go to board next week and start bidding project. Our input needed on surface choice for playground and playing surfaces, as well as playground equipment. After discussion, we suggested going with a turf surface for the playground, and having one or two of the pieces of playground equipment to be accessible. We suggested a coated asphalt for the playing surfaces for bidding purposes based on anticipated cost, but the preference would be for sport court. Justin will do more research prior to putting it out for bid.
3. Fundraising Update and Planning – Karley will do some soliciting, Tom will bring literature to business with his kids. Meghan will talk to a couple of people.
4. CORP Update, ECWRPC. Initial draft Introduction chapter circulated by Tom. Michael highlighted the public engagement planning process. ECWRPC was formally engaged and will be present at our next meeting to kick off the update process. SWOT analysis was performed, and Michael will pass along to ECWRPC.
5. **FUTURE AGENDA ITEMS** Next meeting scheduled for February 13th at 5:30 PM.
6. **ADJOURN** Motion to adjourn by Karley Musil, Seconded by Brian Regal. Motion carried by unanimous voice vote. Meeting adjourned at 6:29 PM.

Drafted: Tom Meyer, Committee Member, 1/9/2024

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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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