



Meeting: **Parks & Recreation Commission**  
Place: **106 S. Main St.**  
Date: **Thursday, October 6, 2016 at 6:00 P.M.**  
Webpage: **<http://www.paynette-wi.gov>**

### **Approved MINUTES**

The meeting of the Parks and Recreation Commission was called to order by Chair Tomlinson at 6:00 p.m.

1. Call to Order/Roll Call  
Commissioners Present: Tomlinson, Avery, Polzer, Golueke, and Belay arriving at 6:15p.m.  
Commissioners Absent: Nooyen, and Maier  
Staff Present: Village Administrator Wilson and Deputy Clerk/Deputy Treasurer Kilen
2. Pledge of Allegiance  
All rose to recite the Pledge of Allegiance
3. Approval of Agenda  
Motion by Avery, second by Polzer to amend the agenda, moving item #8 a. Time Capsule Update to #7 a. Motion carried, 4-0.
4. Public Communications and Comment  
None.
5. Staff, Commission Member and Consultant Reports:  
Administrator Wilson reported on two trees that will be removed in a terrace area causing sewer lateral issues. Administrator Wilson noted that the Park Commission is identified as the Tree Board in the Ordinance, so staff wanted them to be aware. Commissioners felt it would be more appropriate to have Public Works with their knowledge and training to be in charge of those responsibilities. Motion by Polzer, second by Golueke to request the Village Board divert the Tree Board to a different department or entity. Motion carried, 4-0. Administrator Wilson reported that staff is working on having a State Representative visit a meeting to discuss the new Camp Ground Regulations with the Village Board. The Commissioners' consensus was in order for the parks department to be able to continue Jamieson Park as a campground; extra funds would need to be given to support the new required regulations.
6. Approval of Minutes from July 6, 2016  
Motion by Avery, second by Polzer to approve the Minutes from August 3, 2016. Motion carried, 4-0.
7. New Business (Discussion/Possible Action)
  - 8b. Time Capsule Update – (Moved from 8b to before 7a)  
Reed Wells requested since the Historical Society and the Park Commissioners do not have a need to keep the contents of the Time Capsule that he be granted permission to have the time capsule and all of its contents. Mr. Wells noted that the conditions of the contents are very poor. Commissioners agreed it would be appropriate to grant permission for Reed Wells to take ownership of the Time Capsule and all of its contents. Commissioners noted that it was not

known if the Boy/ Cub Scouts or Girl Scouts will create another time capsule. Chair Tomlinson will inform the Historical Society of this decision and get back to Mr. Wells. Trustee Avery requested a chronical of the Time capsule with the Historical Society.

b. 2016 Budget Update.

Administrator Wilson's written report included a detailed Revenue and Expenditures report thru 9/22/2016 and summarized what was left within the Capital Fund for Park Projects. Administrator Wilson noted that the LGIP Park Fund Balance shows a balance of \$21,552.53. Chair Tomlinson estimated approximately \$2400.00 is left in the 2016 budget for Picnic Tables to be purchased yet this year. Trustee Avery volunteered to save shipping costs he could pick them up and have them transported to us. Chair Tomlinson will contact Public Works Director Gorman and work together on pricing and options.

c. 2017 Budget Proposal.

Commissioners discussed budget needs for 2017 including re-concrete of the small shelter for the ping pong tables, resurfacing the walking paths, t- ball diamond at Valley View Park, and possibly a dual project Racket Ball/ Basket Ball Court. Trustee Avery requested that capital project dollars not to be used on park maintenance. Commissioners agreed that the budget request for 2017 included: \$5000.00 for maintenance on the walking paths, \$3000.00 for wood chips/landscaping, \$5,000.00 for a new swing set and play curbing repairs at Columbia Park, and \$8,000.00 for a new t-ball diamond/ at Valley View.

d. Parks Facebook Page.

Administrator Wilson noted that staff maintains the Village Facebook page that includes Park Events, but was notified that there is a Parks Facebook page that was maintained by former Commissioner Horn. Administrator Wilson requested direction from members to see if it was necessary to continue this separate page or to see who would volunteer to keep this page up and active. Member Belay volunteered to try to keep the Facebook page current.

8. Old Business (Discussion/ Action)

a. Movie in the Park Update.

Administrator Wilson's written report outlined the Star Wars Movie Event for October 30, 2016, beginning at 5p.m. in Village Hall. Administrator Wilson stated that a drawing will be held for a chance to win one month free karate lessons from Karate America. Administrator Wilson stated that treat bags donated from the Police Department will contain candy, tooth brushes and tooth paste.

b. Moved to prior to 7a.

c. Park and Open Space Master Plan.

Commissioners requested assistance from Staff to help put the Open Space and Master Plan in a Template suitable for Village needs.

9. Upcoming Meeting Agenda Requests.

Members requested that the following items appear on the next agenda: 2016 & 2017 Budget Updates and a discussion on the future of Jamieson Park. Commissioners requested the November Parks meeting to be on Thursday November 3, 2016.

10. Adjournment

Chair Tomlinson adjourned the meeting at 7:14 P.M.

Approved 11/3/16  
Respectfully submitted,

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Susan Kilen  
Deputy Clerk