



**PARK BOARD MEETING  
MINUTES**

Tues., August 28, 2018  
7:00 pm, Town Hall, Town of Troy

Members Present: Jill Berke, Jane Hawkins, Jim Freund, Alicia Schneider, Heath Tille, Supr. Lowell Enerson

Members Absent: Jodie Duntley (excused)

Others Present: Supr. Jan Cuccia

**Call to Order**

Chair Berke called the meeting of the Town of Troy Park Board to order at 7:00 p.m.

**1. Public Comment**

Request for comments by Chair; Supr. Jan Cuccia spoke. She lives close to Pemble's Access and is there frequently; would like to offer herself as a resource on matters related to the park.

**2. Approval of Minutes, including review & discussion**

The July 24, 2018 Park Board meeting minutes were reviewed. Member Freund moved to approve the minutes of the July 24, 2018 Park Board; second by member Tille. Motion unanimously carried.

**3. Park Ranger Summary and Report – no Ranger present**

Ranger Becker noted on report that more parking signs are needed on Glenmont Rd. near Pemble's Access. Member Freund would like to see consistency on using the "c" and "w" to note citations and warnings on ranger's monthly report. Discussion on Park Board's jurisdiction for marking town roads with no parking signs; Supr. Cuccia fairly certain ordinance gives jurisdiction a mile out from Pemble's. Discussion about lock on the pay box at the ramp that was broken; chair reported ranger replaced it, and that it didn't appear that envelopes were taken. Member Hawkins moved to accept the August 2018 Park Ranger report; second by member Schneider. Motion unanimously carried.

**Ranger Enforcement Action Summary:**

Aug. 2018	Pemble's Access	Cove Boat Ramp	Glover Park	Totals
Citations Issued:	1	6	0	7
Warnings Issued:	0	4	0	4

**4. Discuss and consider, Park Ranger duties/job description report-Supr. Enerson**

After working with Town Chair Dan Pearson and Supr. Cuccia, Supr. Enerson discovered that there is a Park Ranger job description approved by Town Board in 2007; he requested input from the Park Board on the document. Job description reviewed. This will be on the Sept. town board agenda for preliminary recommendation for approval; plan is for Chair Pearson and Supr. Enerson to meet with Rangers for feedback before going to the Town Board in October for final approval. Discussion. Changes/additions as follows:

- Remove names of gate openers at Pemble's Access and Glover Park from job description
- Under Glover Park add "H" to read: "Post any notices at kiosks as directed by Town Clerk, Park Board Chair, or Town Board Supervisor; or other handouts as directed".
- Glover Park: add "I" to read: "Refill park literature box with maps and brochures."
- Glover Park: strike note about restrooms being closed from Nov. 1 through March 31.
- Pemble's Access: change daily hours to 10:00 a.m. – one half hour after sunset. Change weekend hours to 10:00 a.m. to 7:00 p.m.
- Pemble's Access: add "H" to read: "Post any notices at kiosks as directed by Town Clerk, Park Board Chair, or Town Board Supervisor; or other handouts as directed."
- Pemble's Access: section "G", add #4 to read that Pemble's Access shall be closed when river water level is 683.0 or greater.
- Cove Boat Ramp: add section "I" to read: "Post any notices at kiosks as directed by Town Clerk, Park Board Chair, or Town Board Supervisor; or other handouts as directed".
- Cove Boat Ramp: strike sentence in parentheses under "B.3".
- Cove Boat Ramp: section "D", change "PA" (Pemble's Access) to "CBR" (Cove Boat Ramp).
- Other Duties: add section "D" to read: "Manage camera surveillance in and around all parks as needed." Under D, add #1 to read: "In the event of suspicious activity report to St. Croix Co. law enforcement."
- Other Duties: under section "C" insert "monthly or" and "to present the park ranger report" so the sentence reads: "Attend Park Board meetings

or Town Board meetings monthly or as requested to present the park ranger report.”

- Other Duties: add section “E” to read: “Post any notices at kiosks as directed by Town Clerk, Park Board Chair, or Town Board Supervisor; or other handouts as directed”.

**5. Discuss and consider, Park Ranger wages and compensation for special projects, and use of personal equipment-Jill Berke**

Chair Berke explained that Park Rangers have been doing a lot of maintenance work/special projects and are asking to be reimbursed at an hourly rate when they use their own equipment; she asked that the rate for special projects be at a higher rate than the customary park ranger rate. Supr. Enerson feels rangers should submit a separate accounting for special projects.

Discussion and consensus that hourly rate for special projects would include use of personal equipment. Rate of \$20/hr per hour suggested. Supr. Enerson suggested that there may be other maintenance projects for parks, in addition to the rangers; and will bring it up to the Town Board. Member Freund moved to recommend to the Town Board to compensate for maintenance work and special projects as requested at the rate of \$20/hour effective Sept. 13, 2018; second by Supr. Enerson. Discussion. Motion unanimously carried.

**6. Budget Review of Park Revenue/Expenditures; Expenditures & Funds, year-to-date 2018; Approval of Invoices**

The 2018 park revenue and expenditures through August 2018, as prepared by the Town Clerk, were reviewed, as follows. Income: \$115,978.89; expenses: \$27,641.79; impact fees available: \$137,252.00; county park fund balance: \$57,546.07; and 3-year CD is closed. Member Tille moved to approve the income and expenditures through August 2018 as tabulated by the Town Clerk; second by member Hawkins. Motion unanimously carried.

**7. Park & Recreation Reports**

**Cove Boat Ramp:**

- Discuss and consider, activity level**  
Reduced level of activity.

**Glover Park:**

- Discuss and consider, multipurpose building grants status- Lowell Enerson**  
Supr. Enerson reported that the DNR has done all the scoring but the State wants to wait to announce recipients, hopefully by end of Oct. DNR advised to not start drawing up plans, could jeopardize the potential grant.

- b. **Discuss and consider, ballfield dugout status report-Supr. Enerson**  
Supr. Enerson reported that in May 2016 the Park Board approved the outfield fence at North Field, and dugouts for both fields. Approved up to \$1400 in materials for the dugouts, and project has not been completed to date. Consensus is that the Park Board is still supportive of the \$1400 for the 4 dugouts. Ball teams will contribute their share. Supr. Enerson will continue to coordinate project with ball organizations.

- c. **Discuss and consider, 2018 trail maintenance & buckthorn removal project-Jill Berke**

Chair Berke got a quote from Dan Cain of Habitat Creations for maintenance on Bluff and Oak Trails. Budgeted \$5,000 in 2018 budget for project. He would rent a 54" Harley rake to be attached to a walk behind Toro Dingo from ACE Hardware in River Falls. Plan is to complete Summit Loop, Bluff Trail, and a portion or all of Oak Trail. Approx. cost of \$2,500-\$3,000 for a week's worth with the machine and \$2,000-\$2500 for the brush work labor on the edges.

Members Tille and Schneider along with her husband completed extensive removal of vegetation along trails earlier this summer. Note that traditional skid steer cannot be used on the wooded trails as this equipment is too wide. Supr. Enerson moved to approve Habitat Creations to complete the trail work for up to \$5,000 on Bluff, Oak, and all or section of Oak Trail this fall; second by member Freund. Discussion. Motion unanimously carried.

Budgeted \$4,000 for buckthorn removal in 2018 budget. Chair Berke reported that Dan Cain wants to do the southern part of Bluff Trail/ with a basil spray. Member Freund noted that an additional \$1,000 is available in the budget to treat a larger area. Supr. Enerson moved to spend up to \$5000, using Habitat Creations for buckthorn removal in 2018; second by member Freund. Discussion. Motion carried.

- d. **Discuss and consider, report of camera purchase and use policy-Jodie Duntley**

Discuss in September, due to member Duntley's absence.

### **Pemble's Access**

- a. **Discuss and consider, activity level**

New signs and banners appear to be effective with deterring the public from going on to neighboring private property. Plan is to have signage and flag barriers in place earlier next year.

- b. **Discuss and consider, preparation for end of season closing**

Supr. Enerson will contact Darrell's Septic. Chair Berke will ask Gary Parent to remove signs and dumpsters. Open weekends only through Sept. after Labor Day. Supr. Cuccia asked Park Board to consider putting in place parking fees for visitors at Pemble's, similar to boat ramp. Matter to be a future agenda item.

**8. Discuss and consider, 2019 preliminary budget review-Jim Freund**

Preliminary budget was reviewed as led by member Freund. Proposed 2019 budget would increase 7.7%. Discussed legal fees and park cleaner fees. Reviewed Lawn Barber's estimate; includes \$1610 for trail trimming on Eagle and Omaha Access, as requested. Change buckthorn estimate for Aug-Dec. 2018 to \$5,000 from \$4,000; change trail maintenance to \$5000 from \$0 under Est. Aug-Dec. 2018. Contingencies are 2.5%. No capital items budgeted at this point. Dugout project and camera expense may also be charged this year. Noted that "contingency" in current budget can be used for any other expenses.

Matter of hiring an attendant at Pemble's Access in 2019 discussed; if not budgeted specially, could come from "Contingency" in new budget; matter to be on future agenda. Member Tille reported on what other neighboring parks charge, to include state and county: \$8/day; \$28/annual for WI residents; \$11/day, and \$38/annual for out of state visitors. Homestead Park (county park and includes Perch Lake) has 3 employees but they have boat rentals and they do maintenance. County pays seasonal park attendants roughly \$11/hr. Pay box similar to boat ramp discussed.

Final budget item to be on Sept. agenda. Chair asked members to contact Jim Freund with any other proposed changes to 2019 budget.

**9. Correspondence**

Chair Berke and Supr. Enerson went to county long-range plan open house; Berke reported. No other correspondence.

**10. Announcements and request for future agenda items**

Long-range plan runs through 2018 so will be on agenda soon; Chair Berke will talk to Patrick Bielfuss at Cedar. Final budget, camera, boat ramp fee income to be on future agenda. Discussed status of new bike route signs.

**11. Adjournment**

Member Schneider moved to adjourn the meeting; second by member Enerson. Motion unanimously carried. The Aug. 28, 2018 meeting of the Town of Troy Park Board adjourned at 8:56 p.m.

**Next Meeting:** Sept. 25, 2018

Respectfully submitted,  
Amanda Randall  
Secretary, Town of Troy Park Board