



## **PARK BOARD MEETING MINUTES**

Tuesday March 28, 2017  
7:00 pm, Town Hall, Town of Troy

Members Present: Jill Berke, Lowell Enerson, Supr. Suzanne Van Mele, Jodie Duntley, Jim Freund, Alicia Schneider  
Members Absent: Jane Hawkins (excused)  
Others Present: Park Ranger Ron Roen, Dakota Nyberg, Mrs. Nyberg, Patrick Beilfuss (Cedar Corp.)

---

### **Call to Order**

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

### **1. Approval of Minutes**

The February 28, 2017 Park Board meeting minutes were reviewed. Make following changes to item 5 on Page 2: 1) 3<sup>rd</sup> paragraph, Option 2 Disadvantages, change last sentence to read "safety hazard for ball players and game attendees to cross the road with traffic to use the bathroom." 2) 4<sup>th</sup> paragraph, 2<sup>nd</sup> sentence to read "Outside drinking fountain is included"; 3) 6<sup>th</sup> paragraph, 2<sup>nd</sup> sentence to read "Concrete block wall option with a precast concrete ceiling..."; 4) 6<sup>th</sup> paragraph, strike "That will be part of design work after grant is received. Some grants do not allow for contingency so that may need to be built into the numbers." 5) 6<sup>th</sup> paragraph, after second sentence, add "Town Board has approved a maximum of \$200,000 for the project." Supr. Van Mele moved to approve the minutes of the February 28, 2017 Park Board meeting with the previously listed amendments; second by Enerson. Motion unanimously carried.

### **2. Park Ranger Summary and Report** – Ron Roen

Increased activity noted at Glover Park. Member Duntley has observed lacrosse players using the ball fields; Chair Berke will contact Joe Madigan, who previously contacted the town about lacrosse use, to see if they would like to use the fields in a formal manner when fields are available. No activity at boat launch but ice is almost out. Patrol monitoring continues at Pemble's gated entrance; no issues. Will be increasing patrol hours in April. Chair Berke talked to the DNR about fee waivers for disabled Wisconsin veterans. If a vehicle has the proper DNR sticker, Park Rangers will use their discretion on waiving payment for boat launch fees.

Member Enerson moved to accept the combined February 2017 Park Ranger report; second by Freund. Motion unanimously carried.

**Ranger Enforcement Action Summary:**

<b>Feb. 2017</b>	<b>Pemble's Access</b>	<b>Cove Boat Ramp</b>	<b>Glover Park</b>	<b>Totals</b>
Citations Issued:	0	0	0	<b>0</b>
Warnings Issued:	0	2	0	<b>2</b>

**3. Discuss and consider, Eagle Scout Project – Dakota Nyberg**

Dakota Nyberg of River Falls Troop 54 presented a proposal for building a new bench on Bluff Trail for his Eagle Scout project. Design standards based on bench that Scout Thao built on Eagle Trail. Proposed location is on Bluff Trail, as marked with a ribbon. Material list totals about \$210. Will be treated deck wood, secured with wood posts and concrete post pads. He will consider pre assembling before installing. Funding through upcoming hot dog fundraiser at ACE Hardware, Home Center discount, and Arrow Building Ctr. is donating \$35 to the project. He will email Chair Berke, Park Board liaison, when he gets approval from his Troop and scout district. Member Duntley moved to accept the preliminary presentation of Dakota Nyberg's Eagle Scout project, second by Schneider. Motion carried. Board applauded Scout Nyberg for his excellent presentation.

**4. Budget Review of Park Revenue/Expenditures, year-to-date 2017; Approval of Invoices-take the new numbers off the spreadsheet**

The 2017 park revenue and expenditures through Feb. 2017, as prepared by the Town Clerk, were reviewed, as follows. Income: \$472.54; expenses: \$11,087.05; impact fees available: \$121,413.00; county park fund balance: \$31,682.27; and, 3-year CD balance: \$25,226.11. Member Duntley moved to approve the income and expenditures through Feb. 2017 as tabulated by the Town Clerk; second by Schneider. Member Freund questioned the capital expenditures of \$3,250; he will check with Clerk. Motion unanimously carried.

**5. Park & Recreation Reports**

**Cove Boat Ramp:**

**a. Discuss and consider, preparation for spring boating season-Jim Freund**

Member Freund reported that ice has to clear from Afton before Windmill Marina can bring the dock and gangway. He will follow up with Lebo Sign on the new fee signage.

**b. Discuss and consider, any activity at ramp**

Very little activity.

**Glover Park:**

**a. Discuss and consider, schedule spring burn of native prairie area**

Member Freund will conduct the burn and call for burning permit. Member Duntley volunteered to help with prairie burn, and her husband will also participate.

**b. Discuss and consider, preparation for spring season**

Member Duntley will check and replenish dog waste bags.. She will also make sure picnic tables are in correct place. Chair Berke will check status with Lebo Sign on replacement "pet sign" for Eagle Trail. Supr. Van Mele will talk to Supr. Kjos about town crew installing trash containers in April at parks. Chair Berke will talk to custodian about Town buying cleaning supplies for restroom cleaning. Berke and another master gardener plan to install plants at the entrance; Member Duntley will maintain volleyball

court garden, and pollinator/ butterfly garden. Member Schneider will help Berke with the native prairie garden. Member Enerson to update bulletin board by Eagle Pass, Member Duntley to update NW kiosk, and Berke to update pavilion bulletin board.

**c. Discussion and consider, preparation for 2017 ball season – Lowell Enerson**

Member Enerson will verify that Hudson team has made their security/use deposit. Also meeting with River Falls team to get everyone on the same page; also to meet with both groups on dugout cement project. He will find out date for the spring cleanup.

**Pemble's Access**

**a. Discussion and consider, any activity at park**

Opening week ends in May, weather permitting. Chair Berke talked with the Erickson's about meeting with the board during the May park site tour regarding concerns on their bordering property.

**6. Discuss and consider, report of 2017 lawn maintenance contract – Supr. Van Mele**

Supr. Van Mele referred to change to "cancelation policy" on page 2 of the maintenance contract with Lawn Barbers, that now reads, "If for some reason you are not satisfied with our services during the length of this contract, Lawn Barbers expects notification in writing stating exactly the issues that are unsatisfactory and would warrant the contract termination. At that time Lawn Barbers will have 30 days to fix the problem." Remainder of the paragraph in this section has been struck.

Town Board reviewed the contract at their March meeting and approved the language change. Chair Berke indicated that the estimate from Lawn Barbers is received from owner, Todd Domino by Member Freund during the budget process; once the budget is approved by the Town Board, she prepares "standard contract" for signing. In future Park Board will review the completed contract and recommend to the Town Board for approval. Typo noted in the budget; however, correct figure is in the contract. Supr. Van Mele suggested adding liability insurance language to the contract in the future.

**7. Discuss and consider, timeline for developing updated Parks & Rec Plan – Jill Berke**

Current Park & Rec Plan runs through end of 2017. Patrick Beilfuss of Cedar Corp can help; cost will be \$500-\$1000 for preparing the plan. Discussed using different survey questions from current plan; consider using bulk mailing permit and online Survey Monkey to increase participation rate. Members Schneider and Freund along with Chair Berke to be the subcommittee; will meet in coming months.

**8. Correspondence**

Patrick Beilfuss prepared a memo with suggested changes to Town's Park & Rec Plan, and notes on the multipurpose building project. Park & Rec Plan changes need to be approved by the Town Board by resolution; resolution also for applying for the DNR stewardship grant. Suggests updating length of trails to more than 2.5 miles on Page 4: Inventory and Evaluation Section for Glover Park. On Page 11: Future Park Improvements for Glover Park suggests updating the following: combined the shed items into one item, change "build shed" to "upgrade shed"; add "improve or replace restrooms"; add "modify former restroom facility into storage building"; delete item on adding electric pump since that's been done; add "improve trails." For long term planning, the Town may want to look at adding asphalt to Eagle Trail and Eagle Pass for ADA accessibility. This would be considered trail maintenance; stewardship grant program does have trail maintenance funds available.

Beilfuss reported that the DNR has advised not to request funds for the community kitchen, since the grant does not cover amenities that can generate income. Plans will show the kitchen; but it will not be grant eligible. The total of grant eligible items is \$225,446 plus design engineering \$10,000 for a total of \$241,446. The maximum that the grant award can be is \$120,723 (50% of \$241,446). The Town's share if all extras were included would be \$155,067. The Town's share of the cost is not known until we know if a grant is approved, and the award amount.

Discussion whether to heat the bathrooms during winter; consensus was to rough in the wiring initially for hanging heaters to reduce cost, shut down the bathrooms and kitchen, and use the existing bathrooms during the winter. Beilfuss explained it would not be possible to estimate winter heating costs. Discussion on ways to reduce the overall cost followed, including reducing the size of pavilion or eliminating it and reducing number of toilet fixtures to two. Building an attached pavilion would cost more later, it was noted. Reducing the number of toilet fixtures does not make enough difference cost wise. Cost could be reduced by paving the trail only where it connects to the bathrooms and not paving the full 360' of new trail. Member Freund pointed out that if the current well can be used, this will be a savings. Further, this will be a two year project during which additional park impact fees might be available.

Patrick Beilfuss will check with DNR on when grant funds would be paid out during the project. Supr. Van Mele and Member Enerson will represent the Park Board at the April Town Board meeting and Patrick Beilfuss will also be available.

In other correspondence, Avery Richardson is working on the storage shed at Glover Park entrance for her Girl Scout project.

**9. Discuss and consider, St. Croix County Bike/Ped Open House and Public Hearing**

Open house is Mar. 29 at courthouse at 6pm; public hearing scheduled for April 6 at 6pm. Chair Berke reported that the county Bike/Ped Plan if adopted includes an updated plan to have a separated path on Co. Rd. F on one side. Mann Lane is being updated and realigned by the county, and will include 5' paved shoulders on each side. Further discussion followed.

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

Discuss repair of landscape edging at Town Hall and Multipurpose building at Apr. meeting; Scout Richardson to be at April or May site visit meeting. Park tour is May 16<sup>th</sup> at 5:30 p.m.

**11. Adjournment**

Member Enerson moved to adjourn the meeting; second by Freund. Motion unanimously carried. Mar. 28, 2017 meeting of the Town of Troy Park Board was adjourned at 9:30 p.m.

**Next Meeting:** April 25, 2017

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