



**PARK BOARD MEETING
MINUTES**

Tues., September 25, 2018
7:00 pm, Town Hall, Town of Troy

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

Members Absent: Alicia Schneider (excused)

Others Present:

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; no comments made.

2. Approval of Minutes, including review & discussion

The Aug. 28, 2018 Park Board meeting minutes were reviewed. Member Freund moved to approve the minutes of the Aug. 28, 2018 Park Board with spelling correction on page 5; second by member Tille. Motion unanimously carried.

3. Park Ranger Summary and Report – no Ranger present

Chair Berke reported that Ranger Roen fixed the broken Plexiglas in kiosk near the prairie garden, drilled holes to allow drainage, and installed more durable plexiglass in the kiosk south of the south field. “C’s” to indicate citation; and “W’s” to indicate warnings not on report. Discussed voided citation at Pemble’s. Member Tille moved to accept the Aug. 2018 Park Ranger report; second by member Duntley. Motion unanimously carried.

Ranger Enforcement Action Summary:

Aug. 2018	Pemble’s Access	Cove Boat Ramp	Glover Park	Totals
Citations Issued:	0	2	0	2
Warnings Issued:	0	3	1	4

4. Discuss and consider, Park Ranger job description update report-Supr. Enerson

Reviewed new draft of job description. Task of filling kiosks removed under each section as it's already in "Other Duties." Item C under "Other Duties" changed to read "attend Park Board meetings or Town Board meetings as directed by the Town Board Supervisor." Rangers were supportive. Supr. Enerson met with Town Chair Dan Pearson; Dan said Rangers should not attend Park Board meetings until job description finalized and that they report to liaison to the town board, Supr. Enerson. Supr. Enerson met last week with the two of the Park Rangers. Will work on more uniformity for warnings vs. citations and redesigning report forms so easier to understand.

5. Discuss and consider, update report, Park Ranger compensation for special maintenance projects-Jill Berke

Last month Park Board recommended \$20/hour to Town employees for special projects to include use of personal equipment. Chair Berke reported that the Town Board took action at Sept. meeting to make this wage increase retroactive effective July 1st. Supr. Enerson reported that Rangers feel they also need to be reimbursed for use of personal equipment. Need to discuss further after Supr. Enerson meets with all Rangers.

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

The 2018 park revenue and expenditures through Sept. 2018, as prepared by the Town Clerk, were reviewed, as follows. Income: \$116,541.73; expenses: \$34,324.05; impact fees available: \$138,962.00; co. park fund balance: \$57,665.04; and 3-year CD is closed. Supr. Enerson moved to approve the income and expenditures through Sept. 2018 as tabulated by the Town Clerk; second by member Freund. Motion unanimously carried.

7. Discuss & consider, preparation of prioritization list for use of park impact fees

Plan is to use some impact fees for multipurpose building; Berke asked Board to start a priority list of park projects for use of the impact fees. Town needs to use fees sooner rather than later due to changes in State law. Chair asked members to be prepared at Oct. meeting to prioritize suggestions.

8. Park & Recreation Reports

Cove Boat Ramp:

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

Glover Park:

- a. **Discuss and consider, update report, multipurpose bldg. project-Supr. Enerson**
Supr. Enerson is hopeful to hear before Oct. meeting.

b. **Discuss and consider, trail maintenance grant award update-Supr. Enerson**

Town has been notified by the DNR that we received a \$45,654 grant for trail maintenance. Will need to wait on completed paperwork. Southern section of Eagle Trail through the woods is included in the grant.

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

Due to vandalism issues in Glover the Park Board moved to purchase camera for surveillance, at the July meeting for up to \$200. Member Duntley reported that there are two kinds of cameras-a cheaper, SD card camera, and a more expensive camera that goes directly to a phone/computer. Both are black & white, hard to see faces. Potential cost is \$1000 for purchase and installation of the more expensive model. Sheriff would have to identify people. Chair asked Member Duntley to check what other municipalities are doing w/ surveillance & report back.

Pemble's Access

a. **Discuss and consider, activity level and end of season**

No recent issues, season is ending.

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

Berke and Enerson will take care of closing down for season.

9. **Discuss and consider, 2019 budget review and approval-Jim Freund**

Member Freund reported that a few changes made to 2019 budget due to grant award and multipurpose building. Member Freund moved to approve 2019 budget as presented with revenue of \$61,754, total expenses of \$84,500, and capital expenditures of \$91,308; second by member Tille. Motion unanimously carried.

10. **Discuss & consider, landscape project at town hall building-Jill Berke**

Project to be considered next year.

11. **Discuss & consider, parks and recreation long range planning sub-committee**

Chair Berke, members Schneider and Tille to meet as Long Range Planning subcommittee with Patrick Bielfuss from Cedar Corp; will be on Oct. agenda.

12. **Discuss & consider, St. Croix Outdoor Recreation Plan linked to Troy Park/Rec Plan**

County wants to link to municipalities' long range plans. Chair Berke moved to approve that the Town of Troy Parks/Recreation be linked to St. Croix County outdoor recreation plan; second by member Freund. Motion unanimously carried.

13. **Correspondence**

Letter, dated 09/7/18 from Town Attorney Town regarding status of boundary issues at Pemble's Access, reported to other members by Chair. Letter from the

DNR, dated September 10th, 2018 distributed to members, reporting award of funding for the trail maintenance project.

14. Announcements and request for future agenda items

Oct. 12 is budget workshop, public hearing will be in Nov. Member Duntley suggested discussing if playground equipment is routinely checked for safety. Chair Berke to check with County on any safety procedures in place. Discuss 2019 Park Board calendar in Oct.

15. Adjournment

Supr. Enerson moved to adjourn the meeting; second by member Duntley. Motion unanimously carried. The Sept. 28, 2018 meeting of the Town of Troy Park Board adjourned at 8:19 p.m.

Next Meeting: Oct. 23, 2018

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