

Amended Agenda

**TOWN of TROY
PARK BOARD MEETING**

Tues., Apr. 28, 2026

7:00pm

**Troy Town Hall, 654 Glover Rd., Hudson, WI 54016
Phone: 715-425-2665 Website: www.townoftroy.org**

1. Call to Order
2. Resident Comment
3. Discuss and consider, approval of Mar. 31, 2026 meeting minutes
4. Appointments to Park Board
5. Discuss and consider, March Park Ranger Report
6. Discuss and consider, Park Board mission, vision and opportunities-Town Chairperson Rowen

Park Reports

7. Cove Boat Ramp
 - a. Discuss and consider, vehicle access to river in winter
8. Glover Park
 - a. Discuss and consider, update report, community building de-winterized
 - b. Discuss and consider, update report, Town Board's approval of agreements with ball organizations
 - c. Discuss and consider, thinning native garden plants and donating to St. Croix Valley Master Gardener's annual plant sale
 - d. Discuss and consider, plan to rent invasive weed puller tools to residents
 - e. Discuss and consider, invasives project report including St. Croix Correctional Center work crew – Gary Sumner
 - f. Discuss and consider, update report, storage building and Hein Pavilion roof replacement projects
 - g. Discuss and consider, sub-committee update report, Little Free Library contest
9. Pemble's Access
 - a. Discuss and consider, update report, May 1st park opening
10. General Park
 - a. Discuss and consider, Scope of Work, 2026-31 Comprehensive Outdoor Recreation Plan (CORP) - Eric Fowle, Sr. Planner, Cedar Corp.
 - b. Discuss and consider, plan for "Friends of Troy Parks"
 - c. Discuss and consider, plan for establishing park signage standard

11. Administrator Report
12. Park Chair Report
13. Correspondence
14. Announcements and request for future agenda items
15. Adjournment

Next regular meeting: May 26, 2026

This is official notice that a quorum of the Town Board Supervisors may be present at the Park Board Meeting at the date, time and location above. This is not a formal meeting of the Town Board. The purpose of the Town Board Supervisors' attendance is to gather information. No formal discussion or action will be taken by the Supervisors. This agenda and meeting location are subject to change. The agenda posted at the Town Hall is the primary notice.



**TOWN OF TROY
PARK BOARD MEETING
MINUTES**

February 24, 2026
7:00 pm, Town Hall, Town of Troy

Members Present: Jill Berke, Mark Swanson, Michele McElmeel, Dan Pearson,
Adrian Missy, Caleb Johnson

Members Absent: Gary Sumner (excused)

Others present:

1. Call to Order

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

2. Resident Comment

No resident comment.

3. Approval of minutes, including review and discussion

The January 27th, 2026 Park Board meeting minutes were reviewed. Member McElmeel moved to accept the minutes of the January 27th, 2026 meeting; second by member Johnson. Motion carried with member Pearson abstaining, noting he was absent from the January meeting.

4. Park Ranger Report

The Park Ranger report was reviewed. Admin. Carlson will investigate the bathroom doors not locking automatically. Sandwich board sign for the boat ramp to be on the March agenda. Member Missy volunteered to reset the time on the camera monitors. Member Swanson moved to acknowledge the January 2026 Ranger report; second by member McElmeel. Motion unanimously carried.

Park Reports:

5. Cove Boat Ramp

a. Discuss and consider activity level

Limited use on the ice with the recent weather.

b. Discuss and consider, review research on suggested launch fee changes

Admin. Carlson reviewed the handout on daily boat launching fees for inland water facilities from the DNR. The base fee allowed is \$13 for Wisconsin residents and \$19 for non-residents; the current Town rate is \$6 for residents and \$9 for non-residents. Surcharges can be added for

restrooms and/or attendants, but the Town does not provide either. Historically, the town has included tax in the fee and then paid the tax. DNR defines "residents" as state residents, not Town residents. The annual pass fee cannot be more than 10x the daily fee, which would be a maximum of \$130 for state residents and \$190 for non-residents. Member Johnson reported he received some resident feedback on this issue, and was told if the annual pass was raised to \$100, the resident would just pay the daily fee or go elsewhere. Member Missy has issues with doubling the fees with no additional benefit to residents beyond trying to deter non-resident use. Chair Berke would like to see the rate the same as the City of Hudson, but member Missy pointed out that they have added amenities that the Cove Boat Ramp does not offer. Member Pearson agrees that doubling the rate seems excessive.

At last month's meeting, the Park Board suggested daily rates of \$10 and \$15. Admin. Carlson discussed revenue and expenses at the boat launch and figured that to break even, the Town would need to charge \$9 and \$12. If the daily rate was set at \$10 and \$14, the Town could get slightly ahead and save for repairs. Member Swanson suggested \$10 and \$15 to make the math easier for everyone. The Town would need to order new envelopes and update the signage.

Member Swanson moved to recommend to the Town Board to set the daily pass rate at \$10 for residents and \$15 for non-residents; second by member Berke. Discussion. Motion unanimously carried.

Chair Berke moved to recommend to the Town Board an annual fee to be \$100 for Wisconsin residents and \$150 for non-resident; motion withdrawn.

Member Johnson moved to recommend to the Town Board to match the increase percentage for the daily fee and for the annual pass to be \$70 for residents and \$115 for non-resident; second by member Berke. Discussion. No action. Member Johnson amended his original motion and moved to recommend to the Town Board that the annual pass fee be set at \$70 for residents, and \$105 for non-residents; second by member Missy. Discussion. Motion carried 5-1.

6. Glover Park

a. Discuss and consider, activity level

Use is consistent.

b. Discuss and consider, report of Town Board's action on revised fee schedule

Admin. Carlson reported that the Park Board's recommendation on rental fees for use of the pavilions, community kitchen and pickleball court was approved by the Town Board at the Feb. meeting.

c. Discuss and consider, Little Free Library, including contest and installation

Chair Berke gave background on the former Little Free Library that an Eagle Scout built and placed at Glover Park. After it was vandalized, it was rebuilt and placed at the Town Hall; however, due to issues with water leakage, it was removed. Former Town Board and Park Board member began construction of a Little Free Library to place at the Town hall; however, project was not completed.

Chair Berke offered a plan to have a town resident contest to design and build a Little Free Library to install at Glover Park with guidelines set by the Park Board. Subcommittee of Chair Berke, members Johnson and Swanson to review plan/objectives. The Park Board will have final approval on the design and will make a recommendation to the Town Board. Member Swanson moved that the Park Board move forward with the Little Free Library project/contest for installation at Glover Park; second by member Johnson. Motion carried.

d. Update report, installation of recognition plaques for Jim Freund; and Hudson Hospital Foundation bike repair station donation

Recognition plaques to acknowledge 30 years of service to the Park Board by former member Jim Freund; and acknowledgement of donation from the Hudson Hospital Foundation used for the Bike Repair Station were approved in 2024 by the Park Board. Chair Berke presented verbiage for both plaques to members for consideration, followed by agreement on language with minor modifications. The hospital foundation plaque would be put on the bike repair station. The Freund plaque to be placed next to the Eagle Scout project plaque at kiosk next to the Hein Pavilion. Admin. Carlson noted that per Town ordinance all signage must be approved by the Town Board and he would like the Park Board to pick a standard for all park signage. In addition, he questioned if there are criteria for the Town approving a recognition plaque and what the decision-making process is. Chair Berke stated the Park Board did receive approval from the Town Board for the memorial/acknowledgement plaques, including the recognition plaque at Community Building/North Pavilion and the Enloe memorial bench plaque as most recent permanent acknowledgements.

Chair Berke moved that the Park Board recommend to the Town Board approval of the recognition plaque for former Park Board member Jim Freund, serving from 1993 to 2023, to be installed at Glover Park and a sign in recognition of the Hudson Hospital Foundation for their gift to the bike repair station at Glover Park. Chair Berke amended the motion to read: to recommend to the Town Board a standard for recognition signage and to recommend for approval the recognition plaques for Jim Freund, and the Hudson Hospital Foundation gift be installed at Glover Park. Motion died for lack of second.

Member Johnson moved to table the recommendation to the Town Board of the plaques until the March meeting contingent upon the Park Board approving a recommendation to the Town Board of a parks sign format standard. Motion died for lack of second.

Chair Berke moved that the Park Board recommend to the Town Board to approve the recognition sign for Jim Freund for 30 years of service and recognition of the Hudson Hospital Foundation for their donation to the bike repair station using the current recognition sign standard, and to place Jim Freund's plaque near the Eagle Scout recognition plaques at the kiosk next to Hein Pavilion; second by member Swanson. Discussion. Members Johnson and McElmeel had questions about the signage standard. Chair Berke stated there are other recognition plaques at Glover Park and the most recent two permanent plaques follow a general standard in color and materials. Motion unanimously carried.

7. General Park

a. Discuss and consider, 2026-31 Comprehensive Outdoor Recreation Plan (CORP) timeline

Admin. Carlson and Chair Berke met a few weeks ago and reviewed the timeline.

b. Discuss and consider review CORP survey questionnaire and mailer/card

Admin. Carlson apologized for not moving this forward and recommended contacting Cedar Corp. to work on this project. Chair Berke will reach out to Cedar Corp. for a meeting to discuss the 2026-2031 Comprehensive Outdoor Recreation Plan project, including a cost estimate. Members Missy and McElmeel will join Chair Berke on subcommittee. To be on the March agenda.

c. Review park and recreation improvements and additions, years 2020-2025

Chair Berke presented a comprehensive list of improvements and additions to the parks and recreation from the last five years. She asked other members to review and she welcomed feedback. She will add "continuing work on invasives in 2026" to the list.

d. Discuss and consider, Town attorney's review of modifications to Chapter 109 ordinance changes and possible recommendations to Town Board

Admin. Carlson explained that this is the official adoption from the Town Attorney using the Town's recommendations. Member Johnson noted that "reckless manner" was removed from 2.O Traffic Rules. Admin. Carlson will follow up with the attorney on this to either add that language or find out if he took that out for a reason. Discussed service animal language; this is the language in the ADA guidelines. This will be taken up at March Town Board meeting.

8. Administrator's Report

No additional report to give.

9. Park Chair Report

Chair Berke noted we're getting ready for the parks' busy season. Pemble's opens May 1st.

10. Correspondence

Chair Berke reported that she and her husband were served witness subpoenas related to a Sept. 2023 alleged DUI incident by a park visitor at Glover Park resulting in excessive damage to the entrance gate. A determination will be made at a date in March whether it will go to jury trial or be settled out of court.

11. Announcements and request for future agenda items:

Sandwich board sign, signage standards, CORP plans/questionnaire, invasives plan, ball team contracts all to be on the March or future agenda. The Park Board agreed to move the March meeting to the 31 per the Chair's request; member Johnson may need to attend virtually. He also asked to discuss allowing cars to use the boat ramp to access the river during the winter in the next couple months. Administrator may be ready to discuss in April or May about a potential park area near the town hall.

12. Adjournment

Member Swanson moved to adjourn the meeting; second by member Johnson. Motion unanimously carried. The February 24th, 2026 meeting of the Town of Troy Park Board adjourned at 9:02 p.m.

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

TOWN of TROY
PARK BOARD MEETING
MINUTES

March 31, 2026

7:00 pm, Town Hall, Town of Troy

Members Present: Jill Berke, Mark Swanson, Michele McElmeel, Dan Pearson,
Adrian Missy, Gary Sumner, Caleb Johnson (via Zoom)

Members Absent:

Others present: Marty Oian

1. Call to Order

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

2. Resident Comment

No resident comment.

3. Approval of minutes, including review and discussion

The February 24th, 2026 Park Board meeting minutes were reviewed. Member Swanson moved to accept the minutes of the February 24th, 2026 meeting; second by member McElmeel. Member Johnson, via Zoom, made a friendly amendment to the withdrawn motion on page 2 under 5 b. to read "Chair Berke moved to recommend to the Town Board an annual fee to be \$100 for Wisconsin residents and \$150 for non-resident." Members Swanson and McElmeel accepted the friendly amendment. Motion unanimously carried.

4. Discuss and consider, Park Ranger Feb. Report

The Park Ranger report was reviewed. Chair Berke thanked member Missy for working on the security system with Ranger Gunderson. Member Missy moved to acknowledge the February 2026 Ranger report; second by member McElmeel. Motion unanimously carried.

Park Reports:

5. Cove Boat Ramp

a. Discussion and possible recommendation to Town Board on allowing automotive access on the Boat Ramp in winter

Member Johnson requested this be on the agenda; he does not see a reason to prohibit automotive access during the winter as it does not damage the ramp. Chair Berke suggested that additional research is

needed. Admin. Carlson explained that this vehicle prohibition is in the ordinance, but most municipalities do not prohibit automotive access on their ramps. Allowing automotive access would require amending the ordinance. He said there is no legal liability for the Town and there is no DNR requirement that it must be allowed, either. Chair Berke is concerned with the safety of vehicles on this section of the St. Croix River, noting that the ice is known to be thin south of the boat ramp. Chair Berke moved to table this agenda item until a future meeting. Motion withdrawn. Matter to be on the April agenda for further discussion and consideration.

b. Activity

Chair Berke reported the ice has not totally melted as of this past Saturday. Member Johnson lost his Zoom connection at 7:53 p.m.

c. Dock and gangway installation

Windmill Marina plans to install the dock and gangway this week or next when the ice is out.

d. Report, Town Board approval of fee increases and plan to update sign

Town Board approved the Park Board's fee recommendation at the March meeting. Clarification that updated fee schedule reflects two categories, specifically Wisconsin residents, and non-Wisconsin residents. Admin. Carlson reported the sign has been temporarily updated and he will work with Lebo Sign Works on permanent signage updates.

6. Glover Park

a. Discuss and consider, plan to re-winterize the community building and preparation for pickleball court use

Agenda item should read "de-winterize". Pickleball nets are up and Countryside Plumbing will de-winterize the building the week of April 13th. Admin. Carlson noted the door locking system will change with the Town-wide security updates, hopefully by next winter. He thanked member Missy for being very helpful with the security system.

b. Discuss and consider, renewal of agreement with ball organizations and recommendation to the Town Board

This agenda item was moved up as Marty Oian of River Falls Youth Baseball Organization (RFYBO) was in attendance. Admin. Carlson explained that he re-drafted the ball team contracts into three individual contracts with River Falls Youth Baseball Organization, Hudson Booster Club, and River Falls girls softball team. He has worked with RFYBO on this contract but has not heard back from Hudson Booster Club. River Falls has 6 teams scheduled for 3 nights (Tues., Thurs., and Sunday), girls softball has 1 night (Friday), and Hudson baseball has 2 nights (Monday and Wednesday). If Hudson doesn't have enough teams, softball could

have another night. He is waiting for feedback from the Town Attorney on the contracts. He noted that all three contracts are identical except for the dates. All contracts are for 1 year due to demand and all tournament language has been removed as teams are no longer hosting tournaments. Teams can reserve fields through the normal process if needed for a tournament. The contract length was discussed and Marty Oian explained that they set their teams in August for the next year, so he would be back in June to discuss the 2027 season. He explained that they have 6 teams that play at Glover and they need to know the plan early, or they may have to cut teams. He discussed River Falls' contribution to the fields and noted their spring field clean-up is in early April. River Falls does most of the work on the fields. The maintenance is in exchange for field use as the Town does not charge the ball organizations for field use. (Gary Sumner arrived at 7:46 p.m.)

They will not be selling concessions as they only did that during tournaments. The deposit is the same and the Town may already have it, as it usually rolls over. Member Pearson moved that the Park Board recommends moving these three contracts for River Falls Youth Baseball Organization, River Falls Youth Softball Association, and the Hudson Boosters Baseball Organization to the Town Board for consideration; second by member Missy. Motion unanimously carried, minus member Johnson as his Zoom connection was lost.

c. Discuss and consider, recommendation to the Town Board to purchase an accessible picnic table

Chair Berke reviewed costs for a 6ft. and 8 ft. accessible picnic table for wheelchair or walker use. The 8 ft. table is an exact match to the existing ADA compliant table located at the Community Building pavilion. The new table would be placed at the Hein Pavilion, and the current table can be re-located south of the bike repair station where a picnic table was originally located for visitor use; it was moved to the pickleball court area.

Admin. Carlson suggested showing the Town Board that this is the best price; they will also want to know the location and any associated costs with installation. Chair Berke noted that research was done during 2026 budget discussions and that a picnic table standard had been established when the North pavilion was outfitted with picnic tables. Chair Berke moved that the Park Board recommend to the Town Board the purchase of the 8' ADA accessible table from Pilot Rock in the amount of \$1,972 including shipping for Hein Pavilion at Glover Park; second by member Swanson. Motion unanimously carried. Chair Berke will write up a narrative for the Town Board explaining that she considered more than one vendor, and this is the best option for cost and maintaining the standard at the park.

d. Discuss and consider, recommendation to the Town Board for the storage building and Hein Pavilion Roof Replacement

Chair Berke believed both the storage building roof and Hein Pavilion roof replacement was already approved by the Town Board as recommended by the Park Board last fall during the budget process. Admin. Carlson will get quotes for a future meeting. This expense was part of the overall budget but other town budget items came up unexpectedly. Chair Berke noted that the storage building roof needs replacement more urgently than the Hein Pavilion. Sections of the pavilion roof were replaced in Dec. 2024.

e. Discuss and consider, subcommittee report-Little Free Library contest

The subcommittee members Swanson, Johnson, and Chair Berke met and put together a proposal that includes a defined objective, design guidelines, the proposed location at Glover Park, a publicity strategy, budget, process to pick a winner, the installation plan, and the timeline. She talked with Supr. Schneider about the project, and she will post information on the Town's Facebook page and Town Clerk Fredrick will post on the Town website. (Member Johnson rejoined the meeting at 8:17 p.m.) Member Missy volunteered to pull security camera screenshots for the next meeting to help choose the appropriate location at Glover. The installation date can be flexible based on when new security system is in place. Member Swanson moved to move forward with the Little Free Library contest plan; second by member Sumner. Motion unanimously carried.

f. Discuss and consider plan for 2026 continuation of invasives project

Member Sumner reported that buckthorn is still the biggest concern and he reviewed the next partitions to continue overall plan, including finishing up the "red" Woodland Flower and Bluff partition area and then moving to "brown" Oak Trail partition. He would like the correctional center work crew to come out hopefully the third week in April. Discussed if using goats had been considered for eradicating buckthorn. Chair Berke and member Sumner expressed that goats eat everything, including the native plants, existing tree branches, and new young trees. Member Missy will send member Sumner some studies he read that support using goats.

Chair Berke will contact Sgt. Stinson at the St. Croix Correctional Center to schedule the work crew and also contact Habitat Creations to see if they can make it out before the correctional center crew comes. Member Sumner noted that the buckthorn in the Oak Trail area is very heavy in places and spray may be more effective; Habitat Creations should spray in the fall if they can't make it this spring. Admin. Carlson will order the weed pullers that were approved for purchase. In May/June, garlic mustard can be pulled, noting this is a good volunteer project. Sumner will do more research on the best way to deal with the invasive honeysuckle on the east side of Eagle Trail, and that possibly Public Works can use their bobcat to

pull out. He will also move the brush pile by the park entrance closer to the road so Public Works crew can pick it up any time this summer. Discussed formalizing "Friends of Glover Park" also for encouraging more volunteers for the invasives project.

g. Discuss and consider plan to request proposals for mowing and maintenance

Admin. Carlson reported that the Town has started distributing the mowing and maintenance RFP and should have a contractor selected in the next two weeks. Chair Berke will let him know the exact location of the native prairie plantings at Glover so they don't get mowed and he will update the map.

7. Pemble's Access

a. Discuss and consider preparation for May 1 Season opening

Admin. Carlson will contact Five Star Rental for the satellite installation, and Public Works will do their usual clean-up. Signs to be installed near beach.

8. General Park

a. Discuss and consider, 2026-31 Comprehensive Outdoor Recreation Plan (CORP) timeline

Chair Berke talked to Rob Jones at Cedar Corp. yesterday, and he will be meeting Friday with other Cedar Corp. staff to determine a second planner to work with him on the 2026-31 Comprehensive Outdoor Recreation Plan (CORP). Preliminary plan is that Chair Berke, members McElmeel and Missy will meet with Cedar Corp. assigned staff at the Town Hall the week of April 13th. There will be follow-up zoom meetings with subcommittee; initial work will include timeline, finalizing survey questionnaire for resident input, objectives and strategies for CORP. Updates will be given to Park Board, followed up by a recommendation to the Town Board.

b. Discuss and consider recommendations to the Town Board policy standards for permanent commemoration to recognize outstanding service to the Parks.

At last month's meeting, the Park Board recommended to the Town Board approval of the recognition plaques, acknowledging 30 years service of former member Jim Freund, and the Hudson Hospital Foundation donation to the bike repair station. The Park Board initially made the recommendation in 2024; however it has not gone to the Town Board yet. Admin. Carlson feels there are many issues with recognition signage and noted there are different ways to acknowledge contributions. He would like to see a standard on recognition plaques and how the decision gets made.

Member Swanson noted that standardization makes the recognition lose value and that the Park Board did not recommend this lightly. Chair Berke explained the precedence behind the plaques, noting 10 year exemplary service (2004-2014) of former Park Board member Charlie Macdonell; and Bob Enloe's (Glover Park founder) permanent plaques at the park, as well as the recognition plaque, listing names of all Eagle Scout projects. She explained that there is a format standard in place. Supr. Pearson will talk to Town Chair Doug Rowen, requesting that the Park Board's recommendation be placed on the Town Board agenda; and Chair Berke will make the presentation to the Town Board.

9. Administrator's Report

Admin. Carlson did not have anything additional to report.

10. Park Chair Report

Chair Berke reported that she has seen increased activity at Glover Park. Town Chair Doug Rowen will be reaching out to member Sumner about renewing his appointment; she also let Chair Rowen know after the March meeting that member Johnson is not renewing his appointment.

11. Correspondence

There was no correspondence to review.

12. Announcements and request for future agenda items:

The Town may be adding some park space with the Town hall expansion project and relocation of the disposal center. Future agenda items include automotive access at the boat launch and formalizing a Friends of Glover Park volunteer group. Chair Berke reported that the Hudson Rotary organizations are hosting a "Skills for Disagreeing Better" workshop at the Hudson YMCA on April 14th.

13. Adjournment

Member Swanson moved to adjourn the meeting; second by member Sumner. Motion unanimously carried. The March 31st, 2026 meeting of the Town of Troy Park Board adjourned at 9:01 p.m.

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

Date: April 16, 2026

To: Doug Rowen, Town Chair; and Town Board Supervisors

cc: April Fredrick, Clerk-Treas.; David Carlson, Administrator

From: Jill Berke, Park Board Chair

Mar. – Apr. 2026 Park Board Report

Cove Boat Ramp

- Activity – Windmill Marina has notified Town that dock and gangway will be installed when ice is out
- Updated fees – new fees as approved by the Town Board in March are temporarily posted at boat ramp, awaiting permanent sign update. Rates reflect Wisconsin and non-Wisconsin fees, daily and annual.

Glover Park

- Activity – on warmer days pickleball courts are in use, ball team youth are using ball fields, playground use is increasing, and trail hiking is picking up.
- Contract with ball organizations – Park Board recommended to Town Board, annual contracts, effective Jan. 1, 2026 with 3 ball organizations: Hudson Boosters, River Falls Youth Ball Organization, and new team, River Falls Girl's Softball. Adm. Carlson drafted the contracts and has referred to Town attorney for review.
- De-winterize community kitchen and restrooms – Countryside Plumbing and Heating scheduled for week of April 13 to prepare restrooms and kitchen for use; and outside water bottle filler to be set up. Rangers will assist.
- Invasives project 2026- St. Croix Correctional Center work crew is scheduled for dates of April 22-24; April 27, 30 to continue buckthorn and other invasives removal and treatment. Two additional weed pullers have been ordered. Member Sumner is leading the project and other volunteers will be helping out.
- Little Free Library Contest – plan to have contest for residents and non-residents to design and build Little Free Library to be installed at Glover Park.

Pemble's Access

- Preparation to open - plans are in place for Public Works crew to prepare beach and parking area for May 1 opening; portable bathroom to be in place and signs along beach to be installed.

Thank you to the Town Board, Park Rangers, Public Works staff, and Town office staff for assisting with park and recreation projects and activities.

Park Board:

Jill Berke, Chair

Caleb Johnson

Michele McElmeel

Adrian Missy

Supr. Dan Pearson

Gary Sumner

Mark Swanson, Vice-Chair

Town of Troy
Monthly Individual Park Ranger Report

Month and Year: _____ March 2026 _____

Park Ranger Name : _____ Scott Gunderson _____

Ranger Activity Summary

	Hours	Mileage
Park Patrol	19.75	289
Admin.		
Other	1	7
Totals		

Enforcement Action Summary:

	Pemble's	Bt. Ramp	Glover	Other	Totals
Citations Issued					0
Warnings Issued		2			2

OBSERVATIONS:

Dogs off leash at Glover, ongoing.

Camera time now accurate.

Bathroom doors are still unlocking for day hours previously set.

2 Warnings at Cove; vehicles parked in spots 3 and 4 were likely contractors working on a home in the area. Issued warning that they would receive a citation if they park again without a permit.

Town of Troy
Monthly Individual Park Ranger Report

Month and Year: ____ March 2026 ____

Park Ranger Name : ____ Chris Haroldson ____

Ranger Activity Summary

	Hours	Mileage
Park Patrol	13	222
Admin.	0	0
Other	0	0
Totals	13	222

Enforcement Action Summary:

	Pemble's	Bt. Ramp	Glover	Other	Totals
Citations Issued					0
Warnings Issued			1 (verbal)		1

OBSERVATIONS:

Extra hours and miles due to covering the opening/closing of the park for Gabe.

One reminder issued for a dog off leash at the park.

Snowmobiles had been riding in the park after the March snow storm but I didn't see anyone around.

Other:

-

Town of Troy
Monthly Individual Park Ranger Report

Month and Year: March 2026
Park Ranger Name: Marsha Huse

Ranger Activity Summary:

	Hours	Mileage
Park Patrol:	5.5	69
Admin:		
Other:		
Other Park Projects		
Zoning Activity		
Totals	5.5	69

Enforcement Action Summary:

	Pemble's	Bt Ramp	Glover	Animal	Other	Totals
Citations Issued:						
Warnings Issued:						

Items Noted for Town Board Attention:

Pickle ball nets in place March 25

Items Noted for Park Board:

Sign at boat launch needs to be updated
to reflect new permit fees.

Other Comments, Etc:

Chapter 21

BOARDS, COMMITTEES AND COMMISSIONS

§ 21-22. Purposes. The purpose of this article is to establish the Park Board for the Town of Troy and to set forth its organization, powers and duties.

It is the mission of the Park Board to plan, acquire, develop and maintain parkland and to provide the citizens of Troy with a park system for the conservation, preservation and enjoyment of their natural environment and the recreational facilities provided.

ATTACHMENT A – SCOPE OF WORK

TOWN OF TROY

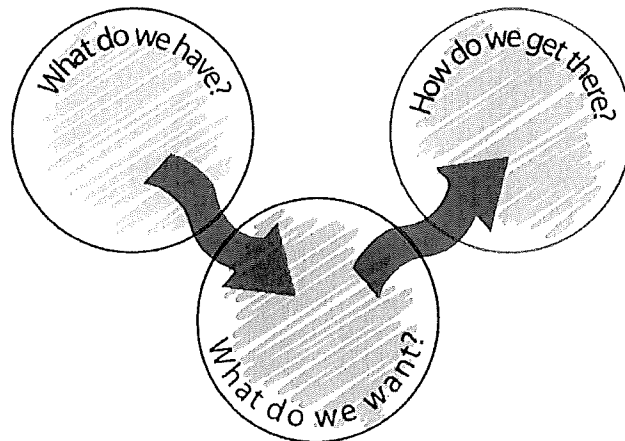
2027-2032 Comprehensive Outdoor Recreation
Plan Update (CORP)

April 22, 2026

PROJECT UNDERSTANDING & APPROACH

Working with the Town of Troy, Cedar Corporation will prepare an updated 5-year 2027-2032 *Comprehensive Outdoor Recreation Plan (CORP)*. The updated CORP will be important in order to establish a refreshed vision for the future of parks, recreation, and trails within the Town's jurisdiction, as well as examining opportunities for collaboration with its neighboring and overlapping units of local government.

The purpose of a CORP is to create a 5-year Action Plan which can guide the growth of the park and trail system as the Town grows and accommodates change. As a prelude for deriving the Action Plan, the plan inventories existing parks and facilities, determines deficiencies and surpluses within the system, and identifies future recreational needs and potential future acquisitions. These factors serve as the cornerstone for formulating general and site-specific recommendations, which then provides the basis for all capital projects included in the Action Plan.



A second purpose of the CORP is to satisfy the mandates of available funding programs. Among these mandates are requirements that all WDNR Stewardship Program funded projects be clearly identified and justified in current locally adopted CORPs to qualify. Once approved, the community will be eligible for available state-administered funding programs and cost sharing during the interval of 2027-2032.

The success of any local planning effort is often dependent on the involvement, support, and active participation of community residents and other stakeholders in the CORP's preparation. To ensure a diverse spectrum of citizen viewpoints and concerns contributes to the plan's development, citizen support and input will be solicited from individuals representing a variety of interests through publicly accessible meetings, in-person public involvement meetings, and on-line public engagement methods. Local leadership will be provided by the Town's Park Board, who will be the main public body worked with through the plan's development and approval process.

Cedar Corporation's extensive experience and professional references are documented in Appendix A of the proposal, while Appendix B contains information on the Project Team, including detailed resumes.

Additionally, as a long-time client of Cedar's, we are very familiar with the Town of Troy and its environs, as well as the challenges it faces in managing new growth and development.

SCOPE OF WORK

The proposed scope of work outlines the major plan phases and specific tasks and sub-tasks which will be conducted as part of the CORP Update process. The scope of work can be modified to fit the Town's specific needs and Cedar Corporation can be flexible in how the various components are addressed in the five phases as outlined below:

- Phase 1: Information Gathering and Documentation of Existing Conditions
- Phase 2: Public Engagement
- Phase 3: Parks and Trails Needs Assessment
- Phase 4: Plan Development
- Phase 5: Final CORP Presentation and Adoption

Phase 1: Information Gathering & Documentation of Conditions

When developing a CORP, it is vital to have a good understanding of the community planning efforts, the existing park system, environmental concerns, and surrounding uses. Cedar Corporation's Project Team will kick off the project with the Town by conducting the initial phase of information gathering and a community analysis which will include the following:

Task 1.1 The Project Team will host an initial collaborative meeting with Town Staff and the Park Board Chair to understand the park and trail system, site conditions, planning history, and the vision for community park and recreation areas. Information will also be collected on administrative aspects of how the Park Board and Town conducts operations, maintenance, budgeting, and expenditures for the park and trail system. The Project Team will also gather initial input and direction, identify stakeholders, and refine the timeline and details for the project, as required.

Task 1.2 In conjunction with Town representatives, conduct a site visit for each Town park site, trail facility, and designated open space areas to review the physical characteristics, confirm inventory of major and minor amenities, assess conditions and accessibility of equipment and structures, and take photos to document features for incorporation into the updated CORP. Prepare tables and narratives to describe existing conditions, including acreages, ownership, amenities, and physical conditions.

Task 1.3 Collect and analyze historic demographic data and projections, including population and households. Review and prepare narratives on current and expected social trends and their potential impact or influence on recreation facilities.

Task 1.4 Collect available GIS and mapping data from the Town and St. Croix County. Update the Town's base map to create an updated Parks and Trail System map for use and reference during the project.

Task 1.5 Collect and review available planning documents for planned park and trail improvements, and other recreational opportunities, including, but not limited to:

- T. Troy Park and Open Space Plan 2020-2025 (2019)
- T. Troy Comprehensive Plan 2014-2034 (2014)
- T. Troy Comprehensive Plan Update – Draft Information (2026)
- T. Troy Farmland Preservation & Development Rights Program (ongoing)
- T. Troy Agricultural Enterprise Area (2019)
- T. Troy 5-Year Road Plan 2024-2028
- St. Croix Co. Comprehensive Outdoor Recreation Plan 2026-2030 (2024)
- St. Croix Co. Bicycle & Pedestrian Plan (2017)
- St. Croix Co. Comprehensive Plan 2024-2045 (2024)
- St. Croix Co. Farmland Preservation Plan (2012)
- West Central WI RPC - Hudson Urban Sewer Service Area Plan Update (2026)
- WDNR - State Comprehensive Outdoor Recreation Plan (2025)
- NPS – St. Croix & Namekagon Rivers Comprehensive River Management Plan (2026)

In addition, Cedar Corporation will describe past planning outcomes related to the CORP update, describe physical factors, conditions, and influences such as related agri-tourism facilities and efforts.

Task 1.6 Host **Park Board Meeting #1** to kick off the process. This will include a review of the process and data/information collected to date, as well as a review/discussion on the content and format of the Recreation User's Survey.

Phase 2: Public Engagement

Communication is a crucial component of any planning project. Cedar Corporation proposes the following public engagement efforts:

Task 2.1 Modify and update the existing web-based Project Hub for the Comprehensive Plan Update to contain similar information regarding the CORP Update and process. The revised Project Hub will contain basic information about the project along with project contacts, existing reference documents, new draft documents produced during the process, and several options for citizens to provide input through comment boxes and interactive maps.

Task 2.2 Prepare for and host Public Involvement Meeting (PIM) #1 to introduce the project and seek up-front input from residents, other park users, and area stakeholders. The meeting will be held in an open-house format and will utilize a series of customized interactive exercises (maps and tables) to record responses and information from participants. The following materials will be developed by the Project Team:

- Work with Town Staff and Park Board to develop promotional materials and distribution campaign for the event. The Town will be responsible for distributing invites to identified stakeholders and postings on Town website and social media platforms, as well as other general event promotion tasks.
- Provide informational displays and materials for the event.
- Upon completion of the event, develop summary containing the PIM #1 results and distribute to Town Staff and the Park Board for review and consideration.

Task 2.3 Conduct in-person or virtual interviews with up to six (6) area Stakeholders. This may include representatives from the following, or similar, organizations:

- St. Croix County
- River Valley Trails
- YMCA Summer Day Camp
- Carpenter Nature Center
- Hudson School District
- River Falls School District

Upon completion of the interviews, the Project Team will develop a summary of the interviews for distribution to Town Staff and the Park Board for review and consideration.

Task 2.4 Prepare and implement online Recreation User's Survey using Survey Monkey:

- Develop the on-line survey, consisting of approximately twenty (20) questions, with input from Town Staff and the Park Board. The survey would be available for an approximate 4-week period.
- Provide a website link for the survey to the Town to post on its website and social media, as well as to send out to stakeholder groups, park user groups and others as the Town may see fit.
- Develop promotional/marketing materials to engage the public regarding the survey effort, including:
 - Introductory email for direct invites to take the survey.
 - A press release to be sent to local media outlets stating the nature and importance of the survey and what the Town hopes to achieve by getting input from the public.
 - Creation of 1-page and ½-page flyers, and a postcard template (if desired) for posting and distributing which announces the survey and includes a QR Code for direct access to the survey.
- Upon completion of the Survey, the Project Team will review and compile the survey results and prepare a summary which includes statistical results and analysis, as well as synopsis of all written comments.

Phase 3: Parks and Trails Needs Assessment

After completing the site inventories and initial feedback from the survey, the Project Team will complete the following to develop a Parks & Trails Needs Assessment:

Task 3.1 Develop Park and Trail Service Area maps using the existing Parks and Trail System map, which will utilize service radius standards based on the park and facility type. To assist in the analysis parks will be classified as follows: Community, Neighborhood, Mini, Public Greenspace, Special Interest. This task will help to define service gaps and overlaps in the park and trail system.

Task 3.2 Review National Recreation and Park Association (NRPA) standards including the 2024 Annual Performance review to identify trends in peer communities and national standards in outdoor recreation and associated areas.

Task 3.3 Assess specific needs for existing and future parks and identify areas in the parks where accessibility and equity may be an issue, including a review of the Town's Future Land Use Map. Develop recommendations on where improvements can be made to ensure parks are accessible and equitable for all residents.

Task 3.4 Review current CORP's vision, goals, and objectives and modify/update based on input received from Public Involvement Meeting #1, the Recreation User's Survey, as well as Park Board input to date. The intent of this review is to ensure strategies are timely, realistic, and sustainable with respect to the needs of the community and the capacity of Town Staff, Park Board, and current/expected budgets.

Task 3.5 Compile a list of needed and suggested capital improvements for consideration and prioritization, including maintenance items (and programming as applicable), based on the facilities' useful life.

Task 3.6 Host **Park Board Meeting #2** to present and discuss the following:

- Present Recreation User's Survey results summary.
- Review Current Plan's Vision, Goals, and Strategies and proposed modifications.
- Identify preliminary priorities for short, medium, and long-term improvements and capital projects for inclusion in the 5-year Action Plan.

Phase 4: Plan Development

Cedar Corporation will develop a CORP document that is functional and easy to use for the public and staff, increasing the likelihood that the CORP gets utilized and implemented in future park and recreation planning decisions. After completing Phases I – III, Cedar Corporation will develop the draft CORP and complete the following tasks:

Task 4.1 Develop Preliminary Draft CORP document elements including the following:

- CORP overview of requirements and process.
- Park and Trails vision, goals, and strategies.
- Description of the planning area including social/demographic characteristics of the Town and physical characteristics of the region.
- Outdoor recreation supply inventory for natural resources available for recreation, outdoor recreation facility inventory, and accessibility for persons with disabilities.
- Maps of Proposed Parks and Trail System clearly identifying existing and new parklands and trails.
- Parks and trails needs assessment information for each existing park site and trail segment outlining characteristics, available amenities, and facility conditions.
- Outdoor recreation needs assessment based on public input, National Recreation and Park Association standards, and recommendations in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) regarding regional priorities.
- Recommendations including a 5-year Action Plan/Capital Improvement Schedule which includes Operation and Maintenance efforts, and policy-related matters as appropriate.
- Other maps, photos, diagrams, charts, and narrative text necessary to guide the implementation of the CORP.
- Information on existing and potential funding opportunities, fundraising strategies, and information which will be necessary to update the Town's Park Impact Fees.

Task 4.2 Host **Park Board Meeting #3** to review Preliminary Draft CORP document with specific focus on the 5-Year Action Plan and to review and discuss any policy-related recommendations with respect to management, operations, and funding. This meeting will also be used to identify any recommended priority projects which the Park Board may wish to consider submitting to the Town Board for the purposes of integration into their 2027 Town Budget.

Phase 5: Final Draft CORP Presentation/Adoption

After completing the review of the draft CORP with Town Staff, Stakeholders, and the Park Board, Cedar Corporation will develop the final draft CORP and will complete the following tasks:

Task 5.1 Prepare for and host a Public Involvement Meeting (PIM) #2 to share the final draft CORP with the general public, including:

- Work with Town Staff and Park Board to develop promotional materials and distribution campaign for the event. The Town will be responsible for distributing invites to identified stakeholders and postings on Town website and social media platforms, as well as other general event promotion tasks.
- Provide informational displays and materials for the event.
- Upon completion of the event, develop summary containing the PIM #2 results and distribute to Town Staff and the Park Board for review and consideration.

Task 5.2 Host **Park Board Meeting #4** to:

- Review PIM Summary.
- Present final draft CORP and seek input on its content.
- Seek a recommendation to approve and forward a Resolution of Adoption to the **Town Board**.

Task 5.3 Attend Town Board to present draft CORP for adoption.

Task 5.4 After adoption, prepare and print final CORP document and maps.

Task 5.5 Submit approved CORP and adoption resolution to the WDNR regional Community Service Specialist for acceptance.

COORDINATION OF WORK

Project Coordination:

The Cedar Corporation Project Team will work very closely with Town of Troy officials, staff, and the Park Board during the development of the Comprehensive Outdoor Recreation Plan Update. Most of the ongoing communication between the Town and the consultant will occur primarily by e-mail with some correspondence directly by phone. Periodic in-person meetings may be required to review mapping data and plan components. The "Expectation of Town Staff and Other Resources" section listed below goes into more detail relative to the coordination and expectations between Town Staff and the Cedar Corporation Project Team.

Project Management:

These tasks will be performed by the Cedar Corporation Project Team and will include:

- Continuing communication with the Town.
- Coordinate with Town Staff and the Park Board on meeting schedules and dates.
- Agency communication and correspondence.
- Provide meeting materials and draft documents to Town Staff and the Park Board in advance of public meetings.

- Develop and maintain web-based Project Hub.
- Prepare public engagement materials.
- Resolve project challenges.
- Monitor project schedule.
- Project budget accounting.
- Project set-up and close out.

Expectation of Town Staff and Other Resources:

It is expected that the Town will:

- Market and promote the CORP Update effort on social media and at regular meetings and public events.
- Provide space for public meetings and public engagement efforts.
- Post all public meetings and distribute CORP materials to the Park Board.
- Prepare any meeting minutes as required.
- Provide necessary background information (data, site history, stakeholder contacts, planning documents, GIS data), and request data from agencies as required.
- Provide timely review, guidance, and feedback on draft materials throughout the process.

PROJECT DELIVERABLES

The following project deliverables will be provided by Cedar Corporation during or upon completion of the Comprehensive Outdoor Recreation Plan Update project:

Meetings:

Project Team members will attend the following meetings with the Town during the CORP's development:

- Five (4) Park Board Meetings
- Two (2) Public Involvement Meetings
- One (1) Town Board Meeting

Documents:

Within 30 days of adoption of the final 2027-2032 CORP, Cedar Corporation will provide the following project deliverables:

- Five (5) full-color, bound, printed copies of the 2027-2032 CORP, including sub-reports included as appendices.
- Two (2) 32x48 display size maps of the Existing and Recommended Park, Recreation, and Trail System.
- An electronic (.pdf) format version of the 2027-2032 CORP and associated maps.

PROJECT COST & BILLING

Project Cost:

Cedar Corporation proposes to provide professional planning services for the update of the Town's Comprehensive Outdoor Recreation Plan Update as described in the Scope of Work for a **Lump Sum amount of \$16,500**. Based on the timing of the project, this cost can be split across two of the Town's budget years. This cost is negotiable based on adjustments to the Scope of Work.

Additional Services:

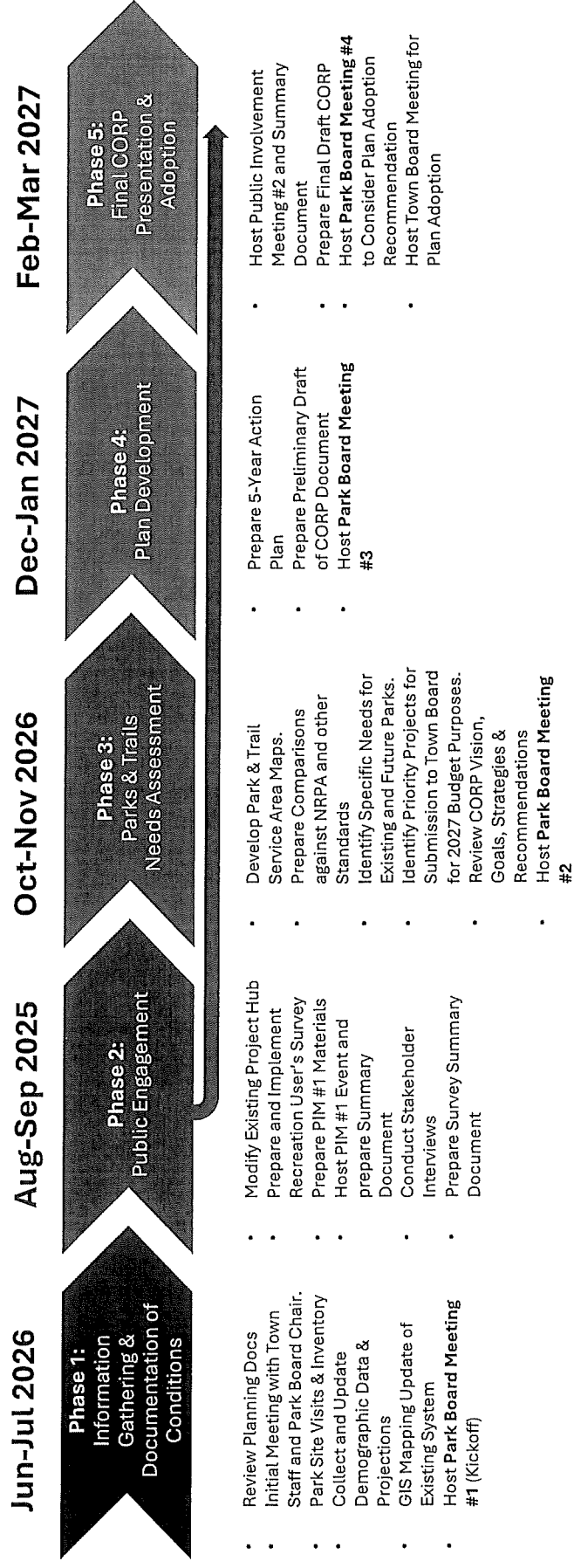
Any additional services required outside of those listed above can be invoiced on a Time and Materials basis using Cedar Corporation's standard billing rates.

Billings & Payment:

Invoices will be sent to the Town on a monthly basis for amounts matching the actual work conducted. Invoices are payable within 30 days.

TOWN OF TROY, WI

2027-2032 CORP UPDATE TIMELINE & TASKS



APPENDIX B – PROJECT TEAM

