

**Town of New Glarus
Parks Commission Minutes
Thursday March 14, 2013 @ 7:00 pm**

ATTENDING: Andy Elkins, Dana Emmerton, Pete Raskovic (left at 8:25pm), Chris Reis, Chris Narveson and Susan McCallum, Deputy Clerk.

ABSENT:

ALSO ATTENDING: Cub Scouts Troop 848, parents and Scout Master- Dale Emmerton;
also Erin Billman

CALL TO ORDER: C. Narveson called the meeting to order at 7:15 p.m.

1. Proof of Posting: S. McCallum, Deputy Clerk confirmed proper posting. And introduced Erin Billman town resident who is possibly interested in joining the commission. Members of the commission introduced themselves.
2. Approve Minutes of February 14, 2013: Minutes were reviewed, P. Raskovic moved to approve the minutes with correction that A. Elkins wasn't present, D. Emmerton 2nd. Motion carried. A. Elkins abstained from voting on the minutes.
3. Public Comments: None
4. Presentation of Blue Bird Houses by Cub Scout Pack #848 prior to meeting start; guideline/timeline installation: Cub Scouts and parents were in attendance to present the Blue Bird Houses to the Commission. Dale Emmerton Scout Master lead the boys in their presentation, the commission invited them to have cookies and chocolate milk afterwards. D. Emmerton researched time frame for Bluebird nesting and it is March thru July. She would like to work with Adam Ingwell for correct installation locations and ask him to indicate places on a map of the BBRC. Then the members of the commission and parents can join together to install them on metal posts, commission members offered the use of their equipment. D. Emmerton will coordinate the activity with the scouts and A. Ingwell. Members reviewed a map of the BBRC and discussed access and activities.
5. Review; recruitment efforts, program updates form, 2013 budget, informational handouts:
There was a general discussion with guest Erin Billman about their activities, meeting frequency and commission appointment length. He is still undecided about participating and is here to observe, he moved to the township this past summer. For his job he works for a tree service company and has worked for a landscape co. before, so they discussed the first tree workshop and tree sales. If he wants to pursue membership he would contact C. Narveson or Deputy Clerk and then meet with the Town Chairperson.
Deputy Clerk handed out ariel and parcel maps of BBRC. It was discussed that the access point to BBRC needs to be clearly marked with gravel or markers. And down the road as it becomes more popular suggestions include have a restricting gate when closed and post park hours. Currently the access point is just a grassy path. All felt

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that there is a need for some type of entry gate/arbor. Discussion continued on what types of posts to be used at entry; steel was not desirable, square posts with holes for ropes or a split rail fence (true split). Also discussed was using the split rail to delineate the corners/sides only of the entrance. It was decided that Commission members will review fence options for discussion, discuss park hours and visit the site prior to the next meeting. To begin the process the property needs to be surveyed, C. Narveson stated the costs could be as high as \$1,200 to \$1,500. Further discussion included having members or scouts locate survey pins with a metal detector or compass coordinates. Without objection C. Narveson will research costs for locating pins and/or surveying. Members felt that there needed to be consideration of local residents but ultimately they knew the public area was there when they purchased their properties and delineating the borders would also be beneficial to them.

P. Raskovic brought in a handout on bird watching stations that would include feeding stations beyond them about twenty feet. The commission reviewed the document and decided they should be built with pressure treated wood or cedar. D. Emmerton suggested benches for older residents. P. Raskovic said that ones he has seen have slots at three levels to facilitate multiple types of viewers. He didn't think the fully enclosed variety would be a good fit, all agreed because of people or animal issues. He suggested when they visit the area to identify where these would be beneficial, 3 to 4 sites with a walking trail in between. Using different feeders to attract different species, even hummingbirds. The commission would discuss this idea with A. Ingwell to integrate them into the plan. It was suggested a couple larger units for families and then a small one. If gravel is placed around them it would facilitate a burn. Utilize old barn mats for weed guard under gravel. There was additional discussion on picnic tables near entrance for school children and shade trees in a grove with a pine tree boarder to delineate. Deputy Clerk will forward these ideas to A. Ingwell to go on the next agenda for discussion. D. Emmerton will discuss locating blue bird houses and marking border of the BBRC with A. Ingwell.

6. Follow-up to review and discussion of impact fees information:

Postpone to next agenda. C. Narveson went over the process of collecting impact fees for the commission. Deputy Clerk presented information on joining TPE and had communicated with the chair of our region's chapter- Prairie Bluff who will attend a meeting. It was decided to ask him to attend the May meeting. This group may be the one to partner with for getting a bigger bang for limited money in the impact fees. The first ones collected will need to be refunded in 2015. C. Narveson stated any partnerships with groups are an advantage for writing grants. All decided to put joining on next month's agenda.

7. Discuss trails and easements:

It was decided that this was already discussed in regards to BBRC and plans for better utilizing this natural area.

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8. Discuss Educational Workshops:

Tree Workshop planning, set-up/survey/handouts, updates: S. McCallum handed out a planning sheet for the tree workshop. She spoke with Sweet Street Bakery and they have a limited product line until the farmer's markets start, now there would only be special orders of cupcakes or cakes. She will be sending a product list via mail as she doesn't have a web presence. S. McCallum picked up an assortment of cookies and bars from the New Glarus Bakery for the commission to sample prior to placing an order, they do not carry cupcakes and we would need to order in advance. She provided information on prices for the varieties, D. Emmerton asked whether there is a price break with quantities. S. McCallum said she did not address discounts at this time with the Bakery, she did talk to Sweet Street about working with us and she was receptive. Consensus was to stay away from nut based products and too large a size. Charge accounts were established at Roy's Market and the New Glarus Bakery for use of the commission going forward, D. Emmerton, C. Reis, the Clerk and Deputy Clerk are authorized users. It was decided to use Sweet Street for the Tree Sales event and New Glarus Bakery for the Tree Workshop, ordering 8 dozen assorted butter cookies, which are \$14 per pound. Beverages will be coffee and powdered lemonade. Refreshments will be served from larger desk in meeting area. S. McCallum will not be available this night but can work on set-up during the day with whomever can help, D. Emmerton said she will come half hour ahead of event for early attendees. It was also decided to enlarge the flier, C. Narveson will do this, to attach to the election signs to put out at street to help direct people to the workshop.

D. Emmerton said she needs to follow-up with speaker Cory Secher this week and wondered if anyone had anything specific to request in the presentation. E. Billman wondered if he would talk about tree maintenance regarding the types for sale and whether they are problematic as they age. Also specific locations for planting of the tree, such as need to top the tree later if planted under lines. A. Elkins said there will be information supplied with the trees during the sale, diggers hotline number etc.

The commission reviewed some handouts supplied by the Deputy Clerk for them to choose for the workshop distribution. The Clerk ordered information display units, one is on the Deputy Clerk's desk and she noticed people already walking up to them and taking pieces. It will be decided where to best locate the rack for distribution. Tree posters will be used as posting around room as there are only a few. The rest were approved for dispersal with limit of 25-30 each.

S. McCallum wondered what was to be used for packaging the trees on sale, she has been collecting boxes and paper grocery bags. A. Elkins said initially they will go into plastic bags and then into the others depending on quantities per person. He is guessing a tall kitchen size bag would work, S. McCallum said she could order them through the Clerk. Then the paper bags and boxes could be used. There is yet another monthly meeting before the tree sales.

S. McCallum presented two press releases for approval, Cub Scout presentation and Workshop. She would like pictures forwarded to her from tonight to put with the Cub Scout release and contact the forester for more information on his presentation. Changes

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were discussed and they were revised. She asked for tree pictures to go with releases and it was decided to use a maple for workshop and pictures from workshop for sales. A. Elkins asked for consideration with flashes during picture taking.

Survey form as part of recruitment process was discussed, C. Narveson stated this was used at past events. Question types were discussed, some people won't fill them out, if we send them out return rate is low, post on Facebook page as a follow up to workshop for attendees to comment and a declaration at the end of program asking for interest in commission. It was decided to encourage them to go to Facebook for comments and have a guest sign in sheet so we know the number of attendees, it will include place for a phone number if interested in contact.

Barn Renovation:

No Update, P. Raskovic will bring something to next meeting. He contacted NRCS, Natural Resources and Soil Conservation Service, and they are ordering 100 flip charts on invasive species and other materials for the commission to distribute. He will try to have them for the Workshop on the 8th. A. Elkins mentioned that his father knew men that worked on the old barns mortise and tendon, maybe they could be an addition to the barn workshop.

9. Discuss and consider changes to Website and Facebook page:

We now have 37 likes which enables us to post events, see incites and choose a name. After looking to see what the Village of New Glarus has for a name it was decided to name the page NewGlarusTownParks, this will be added to press releases. S. McCallum updated the cover photo to an ariel of BBRC with the conservancy outlined in red and roads identified. She posted the tree workshop and monthly meetings under events. She will create cards to handout with page name on and asking to "Like" us. C. Narveson brought up discussion on who would be designated administrators, he felt he should be one, S. McCallum stated as many people as you want. It was decided to put this on the next agenda and anyone that wants to we will sit together and learn the process.

S. McCallum discussed the changes she communicated to the page host who has completed the majority and asked the commission what else they would like changed or updated. The sample weather application was reviewed for placement on the home page. Additional changes or updates will be forwarded to host and the commission will look at changing the picture on the home page seasonally.

10. Schedule Next Meeting and Set Agenda: April 11, 7:00pm. Discuss BBRC plan with A. Ingwell, boundary marking BBRC-surveying, bird watching stations, Joining TPE, Follow-up Tree Workshop, Barn Renovation workshop, update Blue bird house installation, training for Facebook administrators and Impact Fees.

11. Adjourn: A. Elkins moved to adjourn at 9:45pm, C. Reis 2nd. Motion carried.