

**TOWN OF MIDDLETON**  
**PARK COMMISSION MINUTES**  
*February 13, 2012*

Chair McLain called the meeting to order at 6:30 p.m. In attendance were Commission members, Ted Koch, Mary Hoferle, John Andrews and Craig Benson. Also present were Jerry Wagner, Lead Road Crewman; Bill Kolar, Board Liaison; Sara Ludtke, Deputy Clerk; and members of the public. Burr Fraser and Chad Halverson were absent (excused).

1. **Proof of Posting.** *Ludtke reported that the meeting notice was posted, e-mailed to the Town's e-mail list and placed on the Town's website.*
2. **Approve Minutes of the Meeting of January 9, 2012.** *Koch and Hoferle moved and seconded to approve the minutes of the meeting of January 9, 2012. Motion carried.*
3. **Public Input.** *None.*
4. **Liaison Report.** *Ludtke reported on behalf of Kolar that the Board:*
  - a. *Asked the Town Attorney to draft language to amend the Town's snowmobile ordinance to be compatible with state law.*
  - b. *Has come to an agreement with Veridian Homes (developer for Spruce Hollow subdivision) to pay \$27,000 in owed park fees by February 3, 2012. The interest rate on the remaining balance has been lowered from 18% to 6% until December 31, 2014. The remaining balance owed is approximately \$79,500. These monies have already been accounted for as income when the plat was recorded, so there will be no change to the Park Financial statements.*
  - c. *Approved the definitions of active and passive parks as recommended by the Commission with a few minor edits.*
  - d. *Approved refurbishing the Settlers Prairie and Pioneer Park signs and to replace the Enchanted Valley Park sign for a total cost not to exceed \$ 3,850.*
5. **Interview potential candidates for Park Commission vacancy.** *Moira Harrington, 8562 Stonebrook Circle, Lee Atterbury, 7873 Windermere Court, and Jeff Kraemer, 4527 Nina Lane were all interviewed in turn. The Commission members voted. Ludtke reported that Harrington had received the most votes.*

**Bill Kolar arrived at 6:38p.m.**

6. **Recommend appointment for Park Commission vacancy.** *Benson and McLain moved and seconded to recommend to the Board for Moira Harrington to be appointed to the Park Commission to fill the vacancy*

Item 12a

resulting from the resignation of Chad Halverson. This appointment expires in June of 2012. Motion carried.

7. **Review of three-lot Certified Survey Map – 4085 / 4095 Keewatin Trail – Haviland / Karls.** *Susie Haviland, 4085 Keewatin Trail, was present to review the proposed CSM. Koch and Andrews moved and seconded to recommend to the Board not to request any trail easements or parkland dedication in the proposed Certified Survey Map, therefore collect the \$4,200 park fee-in-lieu-of per the Vierbicher letter dated January 26, 2012. Motion carried 3-2; Benson and McLain opposed as they wish to have more time to review the need for a potential trail easement.*

8. **Updating the Town's Outdoor Recreation Plan and park fees.** *Ludtke and White reviewed past surveys that were previously administered in the Town. The Commission decided that Andrews and Hoferle would work together within the next two weeks to develop draft questions for the survey and review it with White to present at the March Park Commission meeting.*

*Mel Pope, 10333 Blackhawk Road, stated the last survey was missing qualifiers of how much money new improvements and development would cost.*

9. **Discussion and possible approval to apply for certain grant programs.**

Item 12b

*White reviewed possible grant options that the Town may be interested in applying for to help promote, develop or acquire trail easements through the Town.*

*Mike Healy, representing Biologic Environmental Services, has been successful in the past working with other municipalities in obtaining grants.*

*Dane County "Partners for Recreation and Conservation" grant has been funded with \$500,000 to be awarded to qualifying municipalities in Dane County. The Commission felt that it most of the work Biologic does for the Town would qualify for grant funding. We could use this grant opportunity to increase the work for Biologic in the Town. By helping Biologic obtain more work, the Commission felt that the Town should only pay for half of the cost to apply and that Biologic should pay for the other half.*

**McLain and Koch moved and seconded to recommend to the Board to hire Biologic Environmental Services to apply for the Dane County Grant "Partners for Recreation and Conservation" the restoration management in conservancy areas in the Town with the Park Development Fund paying for half of the costs (and Biologic paying for half the cost) for approximately \$750 (Town portion). Motion carried.**

10. **Update on the Settlers Prairie Park Management Plan.** *Healy reviewed responses to the survey sent to all residents north of Highway 14 regarding Settlers Prairie Park. Biologic anticipates a Management Plan draft will be ready in early fall and final draft for approval in late fall. The Commission also directed*

Wagner to do a walk-through of the woodlands in Settlers Prairie with Healy and the crew to obtain guidance for removing the dead wood and invasive species.

11. **Discussion and possible recommendation to Town Board to amend Town Park Ordinances Section 4-5 regarding park regulations and uses.** *Ludtke reported that Fraser has been doing research on possible modifications to the Town's park ordinances. The Commission decided to postpone this item until the March meeting.*

*Mel Pope, 10333 Blackhawk Road, would like to see two rules be incorporated into Town ordinances – to prohibit bicycles in the conservancy areas and also to limit the number of hours the conservancy areas are open to the public.*

12. **Town Crew Report and Upcoming Projects.** *Wagner reported the crew has been busy thinning and trimming the trees in Pioneer Park.*

a) **Approval to repair Superscoops in Pioneer Park.** *McLain and Benson moved and seconded to recommend to the Board to spend no more than \$1,398 from the Park Development Fund to repair the Superscoops in Pioneer Park. Motion carried.*

Item 12c

b) **Approval to purchase port-a-pottie.** *Andrews and Koch moved and seconded to recommend to the Board to spend no more than \$700 from the Park Development Fund to purchase a port-a-pottie. Motion carried.*

Item 12d

c) **Approval to purchase new "Pope Farm Conservancy" sign.** *Koch and Hoferle moved and seconded to recommend to the Board to spend no more than \$4,600 from the Park Development Fund to purchase new "Pope Farm Conservancy" and "Goth Conservancy" signs. Motion carried.*

Item 12e

d) **Approval to purchase new "Goth Conservancy" sign.** *See item #12(c) above.*

e) **Approval to develop trail in Northern Lights Estates.** *Benson and Andrews moved and seconded to recommend to the Board to spend no more than \$2,300 from the Park Development to develop the trail easement in Northern Lights Estates. Motion carried.*

Item 12f

13. **Pope Farm Conservancy Report.** *Mel Pope, 10333 Blackhawk Road, stated that the German Immigration signs will be excellent. All the text and images including photo's maps, etc. were sent to be choreographed and the artist rendering is being touched up. The Max Kade Institute has put in a great deal of time on these. What is remarkable is the discovery of over 125 families that immigrated to the Town of Middleton from Picher in the State of Mecklenburg in an area about 15 square miles. They knew each other in the old country. These names have been identified, and a number of these descendants live in the town today. The sign holders have been ordered. The dates for the spring school*

field trips are June 5<sup>th</sup> and 6<sup>th</sup>. More information will be forthcoming.  
Unfortunately the lack of snow has impacted the cross country skiing this year, but the traffic in the park continues to be very good given the warm weather we have had.

14. **Park Fund Financials.** See written report.
15. **Staff Report.** None.
16. **Commission Members' Announcements.** None.
17. **Adjourn.** Benson and Koch moved and seconded to adjourn Motion carried at 9:31 p.m.

**These minutes were drafted by Sara Ludtke based on her notes and recollection and are subject to change on or upon approval at the Park Commission meeting of March 12, 2012 at 6:30 PM.**

### **Action Items**

1. Andrews and Hoferle work together within the next two weeks to develop draft questions for the survey regarding the Outdoor Recreation Plan and review it with White to present at the March Park Commission meeting.
2. Wagner to do a walk-through of the woodlands in Settlers Prairie with Biologic Environmental Services and the crew to obtain guidance for removing the dead wood and invasive species.

### **Items Recommended to Board**

1. To appoint Moira Harrington to the Park Commission to fill the vacancy resulting from the resignation of Chad Halverson. This appointment expires in June of 2012.
2. Not to request any trail easements through the proposed Haviland / Karls CSM or parkland dedication but therefore the Commission agreed to collect the \$4,200 park fee per the Vierbicher letter dated January 26, 2012. Motion carried 3-2; Benson and McLain opposed as they wish to have more time to review the need for a potential trail easement.
3. To hire Biologic Environmental Services to apply for the Dane County Grant "Partners for Recreation and Conservation" the restoration management in conservancy areas in the Town with the Park Development Fund paying for half of the costs (and Biologic paying for half the cost) for approximately \$750 (Town portion).
4. To spend no more than \$1,398 from the Park Development Fund to repair the Superscoops in Pioneer Park.
5. To spend no more than \$700 from the Park Development Fund to purchase a port-a-pottie.
6. To spend no more than \$4,600 from the Park Development Fund to purchase new "Pope Farm Conservancy" and "Goth Conservancy" signs.
7. To spend no more than \$2,300 from the Park Development to develop the trail easement in Northern Lights Estates.

**March Agenda Items**

1. *Presentation by The Max Kade Institute.*
2. *Updating the Town's Outdoor Recreation Plan and park fees.*
3. *Discussion and possible recommendation to Town Board to amend Town Park Ordinances Section 4-5 regarding park regulations and uses.*
4. *Trail Development in Chalet Meadows.*

DRAFT