



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF PARK COMMITTEE MEETING  
THURSDAY, FEBRUARY 3, 2011 AT 5:30 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER & ROLL CALL:** Meeting was called to order at 5:30 p.m. Members present – Heather Wagner and Al Sherrill. Also present was Administrator/Clerk Gorall.
- 2) **APPROVE MINUTES**
  - a) August 31, 2010 Park Committee Minutes: Motion by Sherrill/Wagner to approve minutes. Motion carried 2 to 0.
- 3) **GENERAL UPDATES AND DISCUSSION**
  - a) Summer Fun in the Parks Program Update: Gorall updated the committee on the program noting that a new coordinator will be hired. The committee reviewed the budget, the coordinator position and potential programming for 2011. The committee agreed with pursuing applicants from local universities as well as programming for fewer, but higher quality events.
  - b) Trash Receptacle Purchasing and Installation Update: Gorall reviewed planned receptacle purchasing for the year and the budget available. Gorall noted that the purchase will be reviewed with Town maintenance staff first and recycling receptacles will be purchased as necessary.
- 4) **REVIEW OF 2011 PARK AND RECREATION BUDGET:** Gorall presented the budget for the year (capital and operating budgets) and the committee discussed planned purchases and needs as well as the planned engineering review of Block Road. The committee also generally discussed the need for engineering and planning for pedestrian and bicycle accommodations.
- 5) **DARBOY COMMUNITY PARK PLANNING – ATTENDANCE AT FEBRUARY 7 HARRISON PARK COMMITTEE MEETING:** Gorall noted that the Harrison Park Committee Chair has requested our attendance at the noted meeting to discuss future planning for Community Park. Gorall is planning to attend the meeting on behalf of the committee.
- 6) **HICKORY PARK SHELTER PROJECT**
  - a) Review of Project Budget and Timeline
  - b) Discussion on Shelter Design (size, colors, construction, etc.)
  - c) Implementation

The Committee discussed all the above noted items related to the shelter purchase and installation process planned for 2011. Gorall reviewed the budget and input that was provided by the Town Board. The committee discussed implementation and agreed on the following as the general plan for features for the shelter and next steps to be taken:

- Lighting will be considered for the shelter or the immediate area. Shelter will be constructed and built with materials to allow for electrical installation.
- Committee agreed with comments from Town Board that shelter will be open sided (no restrooms) and will be built with architectural features as the budget allows.
- Gorall will have the Town Engineer review the master site plan for the park to ensure accommodates for a trail can be provided, proper drainage will be provided and generally assist with site planning and location.
- Gorall will review public contracting requirements for the project.
- Committee agreed to get an article in the next newsletter providing an update on the project. Article will also solicit donations or in-kind labor (for concrete, stone, site work, other expertise) as well as advertise for a sign-up list of volunteers for actual construction.
- Committee agreed that a hexagon shape is desired, rather than a standard square or rectangle. At a minimum a cupola on the roof is desired.
- Site should include a concrete/asphalt pad area from the proposed trail to the shelter as well as access trails from the shelter to the current amenities at the park. Would also like to install bike racks in the future.
- Committee would like to have stone or brick work on the bottom legs of the shelter if budget allows. A green roof with cream colored legs is currently preferred.
- Shelter size should be able to accommodate six to eight picnic tables.

- Shelter should be offered in multiple sizes so that the same design/shape can be used for future shelters planned in the Town.
- Al Sherrill agreed to use the existing master park plan and assist with a site design plan/drawing. Sherrill will also make initial contact with a potential vendor.
- Gorall will contact a few other municipalities which have similar shelter for input on vendors.
- Gorall will contact Fox Structures on their ability to provide a shelter meeting design requirements.
- Goal for project completion of August 31.

**7) SET NEXT MEETING DATE – FUTURE AGENDA ITEMS:** Agenda items as necessary will be carried forward to the next meeting. The next meeting will tentatively be held in early to mid March.

**8) ADJOURNMENT:** Meeting was adjourned at 6:48 p.m.

Angela Gorall, Administrator/Clerk  
February 4, 2011

Motion to approve: Wagner/Hibbard. Date: 3/28/2011.  
Carried: 3 to 0.