



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PARK COMMITTEE MEETING
MONDAY, MARCH 28, 2011 AT 5:30 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER & ROLL CALL:** Meeting called to order at 5:30 p.m. Members present – Heather Wagner, Mike Hibbard and Al Sherrill. Also present was Administrator/Clerk Gorall and Town Chairperson McAndrews.
- 2) **APPROVE MINUTES**
 - a) February 3, 2011 Park Committee Minutes: Motion by Wagner/Hibbard to approve minutes. Motion carried 3 to 0.
- 3) **GENERAL UPDATES AND DISCUSSION**
 - a) Summer Fun in the Parks Program Update: Gorall updated the committee on hiring a summer park program coordinator noting that applications are due by April 8. Hiring is expected to be completed in mid May.
 - b) Trash Receptacle Purchasing and Installation Update: Gorall noted that receptacles were ordered today and should arrive in approximately four weeks. A total of 7 more receptacles were ordered, four green and three blue.
 - c) Review of Meeting Attendance on February 7 with Harrison Park Committee: Gorall provided a review of the meeting and discussions held with the Harrison Park Committee regarding Darboy Community Park.
 - d) Block Road Ped/Bike Engineering Evaluation: Gorall noted that the Town Board approved an engineering review of the road and the committee will be updated on results and any planned public meetings.
- 4) **HICKORY PARK SHELTER PROJECT PLANNING**
 - a) Project Planning, Specifications, Vendor Review: Gorall updated the committee on steps taken to date to work on the project. The committee developed a tentative schedule for project completion, discussed specifications and vendor information gathered to date. The committee agreed on how to proceed with the project and priorities for implementation. Gorall noted that the Town Engineer will be completing a site review on April 8. Gorall agreed to e-mail the committee a draft timeline for project implementation and the RFP when ready.
 - b) Volunteer and Donation Solicitation: Gorall noted that a solicitation was placed in the last Town newsletter and a volunteer list is being maintained. The committee discussed further direct solicitation. McAndrews agreed to provide a list of concrete contractors.
- 5) **SET NEXT MEETING DATE – FUTURE AGENDA ITEMS:** The next meeting will be scheduled by Gorall as necessary to meet project timelines.
- 6) **ADJOURNMENT:** Motion by Wagner/Sherrill to adjourn at 6:40 p.m. Motion carried 3 to 0.

Angela Gorall, Administrator/Clerk
March 29, 2011

Motion to approve: Wagner/Sherrill. Date: 5/17/11.
Carried: 2 to 0.