

Park Committee Meeting Minutes
Tuesday July 6, 2010
7:00 PM

Meeting started at 7:00pm.

In attendance were: Erin, Ruth, Deb, Mark, Ted, Roger

Park Updates:

- Playground equipment – Deb provided a thank you for the committee to review that will go out to the volunteers who helped construct and install the playground. Letter was approved. She will forward the letter to Candee to mail.
- Canoe Landing – Rutabaga of Monona Grove - Mark contacted Rutabaga and invited Darren from Rutabaga to look at the Sugar River and discuss a place that could be developed within the park along the river where canoes could be put in. He even suggested a few primitive camping sites along the rivers edge which canoeists would use. Darren said that he would donate \$250 towards development of the canoe put in; Karl & Sue Wopat offered to donate their labor. Mark Gundlach will contact the DNR to find out about permits. The committee discussed that the camping sites could be a possibility in the future, but not at this time with the current park rules.
- Gravel Road to river – Darren suggested a “loop” be developed where people could drive into the park to drop off canoes & equipment and drive out. The board will look at the placement of the road which will be gravel.
- Any other improvements – the committee discussed adding 3-5 benches and 2-3 “covered picnic tables” to the “wish list.” Ruth stated that she knew of some community members that may be interested in purchasing a park bench. Deb mentioned that this could also be a project for “Eagle Awards”. The committee will look at designs for the covered picnic tables and benches so that the look/design is consistent throughout the park. Designs will be brought to the next meeting.
- Budget Update – Expenses & Revenues to date – expenses/revenues were reviewed. To date, more than \$8500 has been raised in donations for park development; the board budgeted \$5000. Expenses have come to 12,000 + with a balance of \$1221 remaining. With the upcoming “Annual Open House,” and continuing incoming donations, it is expected that the gravel road and the canoe landing will be completed this year.
- Park Reservation Form – Deb presented a park reservation form draft to the committee. She suggested that park rules be put on the reverse side so that people reserving the park knew the rules. A discussion took place regarding fees and reservations and it was decided that if a person puts in a reservation, it is guaranteed and not a “first come, first serve”. The committee was unanimous in charging a fee so that people could have a secure reservation, and the fee would help pay for any clean up that the town would have. A resident fee of \$30 and a non-resident fee of \$50 was decided upon. Fees would only be charged if the shelter was reserved. The reservation fee would be copied in triplicate: one copy to be posted in the shelter, one copy for the town, and one copy for the reservationist. The town clerk will send the approved reservation and a paid receipt to the person reserving the shelter, and the copy to be posted. The reservationist will put up the copy at the shelter. Their paid receipt/reservation will serve as their guarantee for shelter use in the event someone else is using the shelter. Deb will add the park rules to the reservation form and email to the committee for final approval.

Annual Park Event

- Letter to Businesses – Deb presented a letter draft that will be given to potential sponsors for the upcoming 3rd Annual Open House event. Letter was approved. A copy will be forwarded to Candee to make 50 copies for committee members to pick up. Deb will also email copies to committee members.
- Event Information Updates – plans for the September 12 open house were discussed: Deb presented a list of tasks and activities for discussion. The event will be held from 11 am to 3 pm; set up at 9am. A goal of 200 people to attend for the barbecue was set. Cost for the event is being held at \$5 per person. Meal to include roast pig, brats & hot dogs, chips, beans, 1st drink with meal free, and desert. The pig is being donated and the only cost to the committee will be the charcoal (\$30) and cost to City Locker for processing (\$30) – Roger is in charge of this. Committee members will make bars, brownies, cookies. Activities include Kids Fishing Contest to go from 9-2-Roger & Jeremy in charge; Kids bouncer – Mark will order; Duck Races – Ted will get the ducks from Belleville- everyone who pays for a meal will get a “free duck”, additional ducks can be purchased for \$1 each. Deb, Ruth, and Lisa (to be asked) will handle food and raffle sales. Raffle tickets will be \$1 or 6 tickets for \$5. Tables will be set up with prizes and will be conducted as last year, “pick your prize” if your raffle ticket comes up. The committee decided to have a few of the “higher priced” items in a special group where people could put their

tickets into a drawing just for those prizes if they chose. Items will be determined based on what is donated. Mark will contact Steve Johnson for the free brats again this year. Jeremy will follow up on food and paper supplies to be donated; and Ted will follow-up with Sandhill Brewery for the donation of beer and root beer. Erin in charge of serving food. It was decided that instead of giving people "food tickets" a plate would be given to them and that would be their ticket for food. Also, paying for their meal would be positioned closer to the actual food in order to get a more accurate count of people and kids who purchased a meal. The committee wants a more accurate count of people who bought meals and how many attended. In addition, Ted will follow up with a discussion with a local band interested in donating their services. The committee discussed that if the band committed (would have to commit by the next meeting) that they would play at 3 pm. Any beer/food remaining there would be a charge and not given away free since this is a fundraiser. Deb asked the committee to review the list and add anything needed by the next meeting.

- Donations/Sponsors – Deb handed out the donation list from last year with sponsors information and the level of their donation from 2009. The committee reviewed and went through the list determining which committee member would solicit which businesses. The sponsor letter will be given out at the time of the ask. As soon as committee members receive their letters they can begin contacting local businesses. Committee members should start bringing whatever donations they have collected to the next meetings. Additional businesses would added to the list

MISC/Other: Deb asked another committee member to give the report at the next board meeting as she had a work conflict and would be unable to attend. Mark will give the update.

Next Meeting: Tues., August 2, 2010 7:00pm

Follow-Up by Committee Members prior to next meeting:

- Forward thank you letter for playground installation to Candee – Deb
- Contact the DNR – Mark
- Placement of gravel road in park – The board
- Bring bench and covered picnic table designs to the next meeting – Mark & Deb
- Complete park reservation draft and forward to committee – Deb
- Forward "sponsor letter" for the event to Candee to copy & to committee members – Deb
- Event updates – committee members to report back on status of areas they are in charge of
- Begin getting prizes for the raffle – all committee members

Meeting adjourned at 9:40pm

Respectfully Submitted,

Deb Broge
Park Committee Chair