

**TOWN OF WESTPORT
PARK COMMITTEE MEETING**
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

Minutes - September 6, 2023, 6:00 p.m.

Present: Amy Freidig, Michelle Wing, Deanna Loewenhagen, Ben Buss, Mick Holm

Absent: None

Meeting called to order at 6:00 p.m.

July minutes approved by motion by Loewenhagen, 2nd by Wing

Public Comments on Matters Not on the Agenda:

- None

Town Park Center:

- The parks committee supports the efforts within the budget to maintain the Town Park within ADA compliance. It is recommended to use the ADA compliant mulch. The welcome sign to the park should include playground safety rules similar to the ones at the Madison parks (see attached). This includes a seasonal warning such as "Do not use equipment when wet, icy, snow-covered, or when ground is frozen".



Tree Planting Plan:

- Proposed 2024 tree planting plan was discussed. The forestry grant continues to be pursued by the Town staff with the deadline for submission of October 2nd. The parks committee will continue to provide support as needed.

Schall Memorial:

- Options for the location of the memorial will be presented to the family. Planting of the selected memorial tree will be planted in spring of 2024.

General Park/Trail Maintenance and Development Discussion/Recommendations:

- The park in Mary Lake has an unsafe level of wood chips in the play area. It is estimated that the amount of woodchips is 10 1/2 inches below the required safety level. This has been shared with the Town staff in the fall of 2022. Immediate attention should be given to getting the park up to the safety standard.
- The park committee will review the current park maintenance process to ensure park maintenance is done in a timely and consistent manner. The Park Committee will recommend changes to the process if gaps are identified.

Miscellaneous Business/Forthcoming Events:

- Priorities for 2024 were discussed based on the recently completed CORP/Comprehensive plan.
- The link to the most recent CORP plan is not accurate on the town's website and should be corrected.
- The next Park Committee meeting will be on February 7th, 2024.

Motion to adjourn by Loewenhagen, 2nd by Mick. Committee adjourned at 7:03 p.m.

Minutes recorded and submitted by Buss