

Village of Birchwood
101 N. Main Street
PO Box 6
Birchwood, WI 54817



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"The Bluegill Capitol of Wisconsin"

The Parks Committee meeting was held on
Monday, July 26th, 2021, at 10:00 Am, Birchwood Village Hall
101 N Main St, Birchwood, WI 54817.

Minutes

Chairperson call meeting to order - Meeting was recorded

Pledge of Allegiance

Roll call (B. Milligan, B. Hayes, D. Greife, R. Strand, and T. Fee)

Public Notice: Posted at the Birchwood Post Office, Village Hall, Gary's Grocery and Village Website.

Citizen Comments (Limit 3 minutes per person) - **NONE**

Correspondence/Incidents

Discuss/Action Items:

1. Motion to approve current agenda by B. Hayes, seconded by D. Greife. Carried 4-0)
 2. Discussion of 7/20/2021 Park Inspection Report. No fine, just a reinspection fee was assessed. Would like the clerk to look into the old payphone at Doolittle Park to determine if a "party line" could be installed as a 24/7 emergency phone. Ron posted Flushing and Cleaning sign. Next year budget to include purchasing a fire extinguisher case and public posting board with a lock. Fire Extinguisher has been placed on building. Campground map was posted.
 3. Discussion and action on changes to Doolittle Park Campground
 - a. Sites
 - i. Approved to have sites marked with sticky arrows on electrical boxes this fall and color code spray painted lines on each seasonal site in the Spring. Motion by B. Milligan, seconded by B. Hayes. Carried 5-0.
 - ii. Approved to allow deck size of 6x12 for main deck and 4x4 Secondary/emergency exit. Motion by B. Milligan, seconded by B. Hayes. Carried 4-0.
 - iii. Tabled after discussion on docks permitted and process of application. Needs more clarification of 50 ft rule.
 - iv. Approved to have Park Attendant complete a site inspection after setup and tear down. Inspection form needs to be created and penalty to be determined by Board of Trustees. Motion by B. Milligan, second R. Strand. Carried 5-0.
 - b. Seasonal Security deposit
 - i. Approved changes to Seasonal Security Deposits from \$100 to half down by March 1st and to refund deposit at the discretion of Parks Committee. Motion by T. Fee, second by B. Hayes. Carried 5-0.
- Meeting Minute Note: D. Greife left meeting due to other obligation.*
- c. Incident Report
 - i. Approved campers and public to report an incident to the Park Attendant.
 - ii. Approved Park Attendant to handle an incident report during business hours only. If an emergency, they need to contact 9-1-1. Motion B. Milligan, second R. Strand. Carried 4-0.
 - d. Approved Park Attendant hours of operation of 8am-7pm. Motion B. Milligan, second R. Strand. Carried 4-0.
4. Discussion on Ball Field operations

The meeting is open to the public and is handicapped accessible.

Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards to comply with the provision of Sec. 2-183, Wis States §§ 19.84 and Wis. Stats §§ 19.81 and 19.89. Electronic Notices are also posted live at www.birchwoodvillagewi.com for your convenience but not required by law.

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- a. Discussion of Maintenance management plan
 - i. Keep doing what they are doing. No changes necessary.
 - ii. Equipment usage was not discussed.
- b. Ball field funds managed by Bob Hayes. Funded by donations. Has a Ball field committee who handles decisions.
5. Action on Erosion
 - a. Approved to budget cost of the Erosion project to do ½ next year and the rest within the next 2 years. Motion by B. Milligan, second B. Hayes.
6. Tabled Public Facilities Maintenance
 - a. Need estimated cost for updating railing to stairs to the restrooms, wood vs metal.
 - b. Need estimated cost to install walkway to shower house, pavers.
7. Closed Session - None
8. Open Session – N/A
9. Adjournment

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