



**AGENDA**  
City of Milton  
Parks & Recreation Commission  
Virtual Meeting  
Monday, May 18, 2020  
6:00 p.m.

**PLEASE NOTE:** In-person attendance by members of the public will be prohibited due to COVID-19 social distancing protocols pursuant to the Rock County Health Department Emergency Order dated May 13, 2020, restricting public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/81408858703>.

Any person who is unable to access the meeting via the internet link may call 1 (312) 626-6799 and enter Meeting ID: 814 0885 8703 to monitor the meeting via telephone.

1. Call To Order
2. Approve Agenda
3. Approval Of Minutes - April 20, 2020

Documents:

[PARKS AND RECREATION COMMISSION MINUTES 04-20-2020.PDF](#)

4. Update, Discussion, And Possible Action On Veterans Park Pavilion
5. 2020 Work Plan

Documents:

[2020 PARKS AND RECREATION COMMISSION WORK PLAN.PDF](#)

- a. *Discussion And Possible Action On Comprehensive Outdoor Recreation Plan (CORP)*

6. General Items
7. Set Next Meeting Date
8. Motion To Adjourn

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be

noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Leanne Schroeder, May 15, 2020

**City of Milton  
Parks & Recreation Commission  
April 20, 2020**

**Call To Order**

Chairperson Ryan Peterson called the meeting to order at 6:02 p.m.

Present: Chairperson Ryan Peterson, Karen Reed, Lee Ann Hare, Andrea Christianson, Ty Knudsen, David Snow, and Annette Smith.

Also Present: Dick Fry, Public Works Director Howard Robinson and Administrative Services Director Inga Cushman.

**Approve Agenda**

Comm. Hare motioned to approve the agenda. Comm. Smith seconded, and the motion carried.

**Approval Of Minutes - March 9, 2020**

Comm. Christianson motioned to approve the minutes. Comm. Snow seconded, and the motion carried.

**2020 Work Plan**

**a. Update, Discussion, And Possible Action On Veterans Park Pavilion**

D. Fry provided an update on the progress for the Veterans Park Pavilion and a tentative plan for a dedication ceremony on July 5, 2020.

**b. Discussion And Possible Action On Resolution 2020-08 Authorizing The Submittal Of A Grant Application To The Wisconsin Department Of Natural Resources To Assist In Funding Story Gardens At The Milton Public Library**

Comm. Reed motioned to recommend approval of Resolution 2020-08 to the Common Council. Comm. Christianson seconded, and the motion carried.

**c. Discussion And Possible Action On Comprehensive Outdoor Recreation Plan (CORP)**

The commission discussed likely changes to the timeline for this project due to the COVID-19 pandemic. The commission will discuss this more at their next meeting.

**General Items**

Comm. Hare stated a resident asked about adding picnic tables and benches to Railroad Park. Director Cushman stated a bike repair station and bike rack are planned for the location this year, and Director Robinson said picnic tables can be moved there from where they are currently being stored for the winter.

Chairperson Peterson asked about the park fees for developments. Director Cushman and Director Robinson stated the ordinance has been updated to address the concerns of the commission and Common Council.

Chairperson Peterson asked about seal coating the trail at Crossridge Park. Director Robinson said this will take place this year. It was supposed to be done in 2019, but the weather in the fall didn't allow the work to be done.

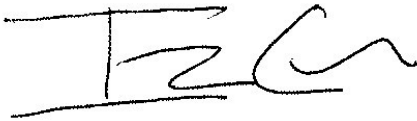
**Set Next Meeting Date**

The next meeting for the Parks & Recreation Commission will be on May 18, 2020 at 6 p.m.

**Motion To Adjourn**

Comm. Christianson motioned to adjourn the April 20, 2020 meeting of the Parks & Recreation Commission meeting at 6:47 p.m. Comm. Hare seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'IC' followed by a stylized flourish.

Inga Cushman  
Administrative Services Director



# City of Milton

## Parks & Recreation Commission

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### 2020 Work Plan

#### MISSION

The Parks and Recreation Commission oversees development of new, and maintenance of existing, indoor and outdoor recreational facilities owned by the City of Milton. The commission strives to provide quality recreation opportunities at city parks and facilities that serve people of all ages and abilities.

#### 2019 PROJECT REVIEW

- Crossridge Park
  - Hosted the Annual Prairie Seed Collection – October 19, 2019
- Tree City USA Designation
  - Recommended approval of the Arbor Day Proclamation to the Common Council – March 18, 2019
  - Hosted an Arbor Day Observance event
  - Completed the application for Tree City USA Designation
  - Recommended approval to the Common Council of a resolution authorizing the submittal of an Urban Forestry Grant from the Wisconsin Department of Natural Resources.
  - Received a 2019 Urban Forestry Grant from the Wisconsin Department of Natural Resources.
  - Continued current tree replacement program in parks.
- Milton Area Veterans Memorial
  - Placed additional bricks at the memorial
  - Assisted with the 2<sup>nd</sup> Annual Active Duty Military Honor Holiday Tree
  - Worked with volunteers on fundraising, planning, and construction of a pavilion at Veterans Park.
- Bike Racks
  - Purchased two bike racks – One at North Goodrich Park and one at South Goodrich Park. Installation will occur in the fall of 2019 or spring of 2020, depending on weather and staff schedules.
- King Park
  - Determined the locations for two new baskets that will be added in the fall of 2019 or spring of 2020, depending on weather and staff schedules.
- Tails n Trails Dog Park
  - Hosted Annual Clean Up on September 14, 2019.
- Tower Hill Park Improvements
  - Added a path to the playground equipment from the sidewalk for accessibility.
- Water Tower Park

- Purchased additional playground equipment and installation will take place in the fall of 2019 or spring of 2020, depending on the weather and staff schedules.

## **2020 PARKS & RECREATION COMMISSION PLANNED PROJECTS AND ACTIVITIES**

- Bike Racks
  - Select locations, purchase, and install two new bike racks for City of Milton parks.
  - **Update: The Parks & Recreation Commission approved the purchase of the Fixit and the Air Kit 3 from Dero to be placed on the Glacial River Bike Trail and the Milton Public Library. If funding is available, a third will be purchased for Railroad Park. Bike racks will also be purchased for Railroad Park and the Milton Public Library.**
- Community House Rejuvenation
  - Develop a plan of action to rejuvenate the Community House interior and exterior.
- Crossridge Park
  - Host the Annual Prairie Seed Collection – October 17, 2020
  - Explore grant opportunities to complete the Crossridge Park Project Plan, and submit applications as appropriate.
- King Park
  - Install two additional baskets in specified locations if not completed in fall of 2019.
- Lamar Park
  - Blacktop under bleachers at the “little” ball diamond.
- Liberty Park Updates – Play and Traffic
  - Select, purchase, and install additional playground equipment to enhance play opportunities at the park.
  - Analyze options to create a safer traffic pattern in and out of the park.
- Milton Area Veterans Memorial / Veterans Park
  - Continue Annual Active Duty Military Honor Holiday Tree.
  - Place bricks at the memorial prior to Memorial Day, 4<sup>th</sup> of July, and Veterans Day.
  - Host the dedication of the Veterans Park Pavilion on Memorial Day, May 25, 2020.
  - Determine the locations in the park and plant a mix of evergreens and shade trees.
- Milton Public Library Outdoor Space – Story Gardens
  - Continue work on the design, fundraising, and construction.
  - Construct an outdoor program space, raised garden beds, ramps, and walking path if funding is in place.
- Pollinator Art
  - Work with the schools and/or local artists on creating art pieces that showcase pollinators for Crossridge Park and/or Story Gardens at the Milton Public Library.
- Tails n Trails Dog Park
  - Determine new location for the port-a-john away from the entrance and blacktop a spot for it to maintain a level surface.

- Add a curb around the dog washing station to better direct the water flow away from the parking lot.
- Trail connecting Crossridge Park to Schilberg Park
  - Continue discussions on this project as shown in the Comprehensive Plan as development in the area continues.
- Water Tower Park
  - Install purchased playground equipment if not completed in fall of 2019.
  - **Update: The playground was installed.**
- General park maintenance as documented in previous park surveys.
- Review the lights at the ball diamonds and make repairs as needed.
- Create a video catalog of the parks with assistance from an Eagle Scout or high school students, if possible.
- Tree City USA Designation
  - Recommend approval of the Arbor Day Proclamation to the Common Council
  - Host an Arbor Day Observance event in the fall
  - Complete application for Tree City USA Designation
  - Recommend approval to the Common Council of a resolution authorizing the submittal of a 2021 Urban Forestry Grant from the Wisconsin Department of Natural Resources.
  - Continue current tree replacement program in parks.

**MILTON PARKS & RECREATION COMMISSION MEMBERS**

Ryan Peterson, Chairperson	Ald. Jerry Elsen
James Bostwick	Andrea Christianson
Lee Ann Hare	Karen Reed
Annette Smith	David Snow
Ty Knudsen, Milton High School Representative	Howard Robinson, Director of Public Works (Ex-Officio)