

**WATERTOWN PARK AND
RECREATION COMMISSION
MINUTES**

November 18, 2010

6:00 PM

Watertown City Hall, Council Chambers
309 Lewis Avenue South

Members Present: Vice Chair, Joel Skoog; Commissioners, Eric Billiet, Adam Pawelk, Daniel Ross, Michael Walters, and Council Liaison Dan Geiger

Members Absent: Chair Danette Painschab, Commissioner Michael Madsen

Staff Present: Senior Planner, Crystal Foust

Others Present: Teresa Nelson

1. CALL TO ORDER

The meeting was called to order at 6:07 PM by Vice-Chair Joel Skoog.

2. ADOPT THE AGENDA

ROSS MOVED, SECONDED BY WALTERS TO APPROVE THE NOVEMBER 18, 2010 PARK COMMISSION AGENDA. ALL AYES, MOTION CARRIED.

3. APPROVAL OF MINUTES

ROSS MOVED, SECONDED BY PAWELK TO APPROVE THE PARK COMMISSION MINUTES FROM OCTOBER 14, 2010. ALL AYES, MOTION CARRIED.

4. RECOGNITION OF INTERESTED CITIZENS NOT ON AGENDA

5. OLD BUSINESS

A. SHIP Grant Action Plan

The Park Commission discussed the SHIP grant action plan. There are three projects outlined in the action plan. The Park Commission directed staff to move forward with the historical trail naming project as the main project in the SHIP grant. The Park Commission will review the action plan again as the historical trail signage project scope is more defined and can determine costs associated with that project. Vice Chair Skoog asked if bike racks were eligible costs and staff replied that they are. Staff will set up a meeting in December with the subcommittee for the project and the two historians to begin developing the scope of the project for three trails in the downtown that were selected by the Park Commission at the October meeting.

6. NEW BUSINESS

A. Park and Facility Naming Policy

At the October meeting, the Park Commission discussed the historical trail naming project. Before the Commission gets into detail discussions regarding the project, staff recommends the Park Commission consider a Park and Facility Naming Policy and make a recommendation to the City Council. Staff presented the Park and Facility Naming Policy to the Park Commission.

The purpose of the policy is to establish consistent standard procedures and guidelines for the naming of public parks and facility owned and/or operated by the City of Watertown. Facilities may be defined as trails, picnic shelters/pavilions, buildings, and similar facilities. The policy does not apply to minor amenities such as benches. The City may establish a name for new or existing parks or features which have not been named using criteria outlined in the policy such adjacent street, geography, history, subdivision/neighborhood, or in memoriam.

After the policy has been adopted by the City Council, the subcommittee appointed to the historical trail project can then meet to discuss next steps for the three trails that the Park Commission wants to move forward with for the project.

ROSS MOVED, SECONDED BY WALTERS TO RECOMMEND APPROVAL OF THE PARK AND FACILITY NAMING POLICY TO THE CITY COUNCIL. ALL AYES, MOTION CARRIED.

7. STAFF REPORT

A. Community Park Master Plan

A joint Park Commission and City Council workshop was held on November 16, 2010. The Community Park Master Plan will be on the City Council agenda on Tuesday, November 23, 2010 for consideration of approval. All Commissioners are welcome to attend. The meeting starts at 6:30pm.

B. Park Commission resignations

Commissioner Eric Billiet and Michael Walters will be resigning from the Park Commission at the end of the year. Commissioner Michael Walters was elected to the City Council in November and will be serving on the City Council starting January 1, 2011. The Park Commission expressed urgency to post for the vacancies since the board is small and needs to have quorums in order to conduct business.

8. COMMISSIONER'S REPORT

9. ADJOURN

ROSS MOVED, SECONDED BY PAWELK TO ADJOURN THE NOVEMBER 18, 2010 WATERTOWN PARK AND RECREATION MEETING AT 6:49 PM.

Respectfully Submitted,

Crystal Foust
Senior Planner