

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:30 P.M. on Wednesday, March 11, 2020

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

Green Space Committee Members

Committee Chair Prusik	PRESENT
Committee Member Geise	PRESENT
Committee Member Owensby	PRESENT
Committee Member Dorow	PRESENT
Committee Member Stachowiak	PRESENT
Committee Member Kraft	PRESENT
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
Clerk Stevens	PRESENT

II. Public Hearings:

- A. No Public Hearings.

III. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Wednesday, December 11, 2019

MOTION

Motion by Committee Member Geise

Second by Committee Member Kraft

Motion to approve the Wednesday, December 11, 2019 Green Space Committee Meeting Minutes as presented

Motion carried by unanimous voice vote

IV. Open Forum; Town-related Matters not on the Green Space Committee Agenda:

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present a question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete "Request to Speak at Meeting" form, located on the Agenda Table, and give the form to Staff.

- NO Requests

V. Correspondence:

A. No Correspondence

VI. Business:

A. Discussion/Recommendation: Green Space Committee continued review and report to the Board on the following park improvement programs:

1. Review of material relating replacing the picnic tables at Clayton Park and Trail Head Park.

Public Works staff has completed the assembly of the ADA compliant picnic tables for Clayton Park and Trail Head Park and has placed the new picnic tables in the respective parks. The Committee reviewed photographs of the assembled picnic tables.

Staff was able to purchase recycled plastic lumber at savings from what is available locally. The total estimated for each picnic table is approximately \$500.00. In order to be in compliance with the ADA requirements for Picnic Facilities, 20% of the tables at the site need to be ADA compliant. There are two tables at Trail Head Park and one table at Olson's Rest. Staff will use existing ADA compliant picnic tables at both of those sites so that all three of those tables will be ADA compliant. Staff will replace four ADA accessible picnic table at Clayton Park and keep sufficient existing ADA complaint tables in order to meet the 20% ADA compliant requirement.

- Recycled Plastic Lumber needed extra supports
- Final cost per table approximately \$545
- Suggested to "test" the tables for the season before ordering materials for more
- Will distribute among Clayton Park, Trail Head Park, and Olsons' Rest

B. Discussion/Recommendation: Green Space Committee review of a tentative schedule for completing the Larsen-Winchester Lions Club Legacy Project in Trailhead Park.

Public Works staff is working on a schedule for completing the Larsen-Winchester Lions Club Legacy Project in Trailhead Park. The project consists of a full size, lighted basketball court to be located in the south east corner of Trailhead Park. Staff needs to complete the layout for the drainage of the site, the location of the cameras that will provide security at the site, and the solicitation of a donation for the sub-base materials needed before the court is paved. Additionally, staff will need to complete the drainage work for the site before the sub-base is installed and verify that there is sufficient power in the area for the proposed lighting. Staff expects that the proposed schedule will be fixed by May 2020 with construction to start in June/July 2020.

- Drifters' Snowmobile Club need to finish utility connections before the Department of Public Works can begin storm water drainage work
- Security cameras ordered and ready to install after court construction is in progress or completed

C. Discussion/Recommendation: Green Space Committee continued review and report to the Board on the following park improvement programs:

1. Planning for the park on the former Noffke property on CTR “JJ” in the Town of Clayton.

Staff is working on a schedule for developing the proposed Town Park on the former Noffke property. Subject to Town Board approval, staff will be drafting a DNR Grant Application that will be submitted in April 2020 for construction in 2021. The proposed Grant is based on an 80% / 20% split with the Town paying 20% of the project costs. Should the Town be awarded a Grant, the Committee and the Board will need to fund the Town’s 20% from the Storm Water Management Utility and/or the General Fund. The Grant application includes a storm water management pond that will serve the Oak Openings development and provide storm water retention to control the downstream flow of the storm water during spring thaw and significant rain events. In addition to the storm water management pond the application will include walking trails, parking, and other passive uses. Staff intends to look for funding sources that will allow for the creation of a fully Americans with Disabilities Act (ADA) accessible park that promotes the features of the land and the history of the property. At this point the only items that staff has to report are the work that is being done on the Grant Application, the search for project funding, and the park/pond concept plans the Committee has seen over the course of CY 2019.

- Will be submitting a Grant application to the WI DNR for construction of pond
- Grant determination would be awarded for 2021 construction
- Third in a series of three storm water management ponds
- Park design will occur later in the development process—ponds will come first
- Tentatively planned as a passive park—walking trails and natural areas
- ADA accessible focus

VII. Upcoming Meeting Attendance:

- Annual Electors’ Meeting, Tuesday, April 21, 2020

VIII. Adjournment

- Committee Member Grundman requested a report regarding the car accident damage at Clayton Park for the next Green Space Committee meeting

MOTION

Motion by Committee Member Dorow

Second by Committee Member Kraft

Motion to adjourn at 6:14 p.m.

Motion carried by unanimous voice vote

Respectfully submitted, Holly Stevens, Clerk