

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:30 P.M. on Wednesday, September 9, 2020

Municipal 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, August 12, 2020.

**MOTION:**

**Motion by** Committee Member Geise

**Second by** Committee Member Kraft

**Motion to** approve the Green Space Committee Meeting minutes from August 12, 2020 as presented

**Motion carried**

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

- Dustin Kraft, 8071 Golden Primrose Circle, inquired about the Town taking over the management of homeowners' association property within the subdivision as managed prairie.
- The Committee discussed where the proper authority would lie for that consideration and directed Administrator Straw to look into it and report back to the Committee.

V. Correspondence: None

VI. Business:

A. Discussion/Recommendation: Review of the Public Works Department Summer projects in the Town's parks and on the Town's Trails.

1. Update to how many dugout benches and benches around the pavilion/picnic tables to purchase in CY 2020 at the negotiated prices.

The Committee reviewed copies of the Parks and Trail budget balances for August 2020 and copies of the pricing sheets for the thermoplastic coated picnic tables and park benches. Administrator Straw said she was reticent to include budget balances until the Committee has decided the number of picnic tables and benches should be purchased. If the Committee chooses the (4) 15-Ft. Aluminum Benches to replace the dugout benches per the attached quote of \$1,931.00 the balance in the Clayton Park Budget would be \$2,227.12.

- The Committee determined the cost to ship the 15-foot benches was likely going to be too high and therefore would like to purchase eight 8-foot benches for the two fields which need bench replacement. Administrator Straw did not have the cost of the 8-foot benches readily available. The Committee requested the costs be compared and if approved by the Town Board, ordered in the size and quantity which offers the best value.

**MOTION:**

**Motion by** Committee Member Geise

**Second by** Committee Member Grundman

**Motion to** order either (4) 15-foot or (8) 8-foot aluminum replacement dugout benches for two baseball diamonds based on which length provides the best pricing for product and shipping.

**Motion carried** by unanimous voice vote

- The Committee then determined that picnic tables and benches should be ordered in quantities based on the availability of funding after accounting for the dugout benches.
- The Committee decided a bench should be installed near the playground to provide a place to sit and supervise children.
- The Committee decided the placement of any other benches ordered would be determined after the quantity being ordered is determined.
- The Committee directed Administrator Straw to have the DPW evaluate and remove any picnic tables which are in disrepair.

2. Updates to what remains in Park and Trail budgets after the recommended purchases.

The Committee reviewed the budget balance for the Parks and Trails as of August 30, 2020.

3. Address the current benches by the ball diamond at Clayton Park.

- a. Specifically, the anchor bolts are coming up about 6 inches above ground causing a tripping hazard.
  - Administrator Straw reported the Department of Public Works had already completed the repair of the projecting bolts.
4. Repair to the Clayton Park Pavilion. Need to fill cracks in the cement blocks.
  - Administrator Straw reported that an estimate of \$1,200 was provided by a local vendor to repair the tuck pointing which has failed on the pavilion walls. She noted that the availability of vendors to perform the repair is limited and therefore that was the only estimate received.
  - The Committee felt it necessary to get additional estimates for the work and provided Administrator Straw with two potential vendors. It was noted that the type of work does not come cheap.
  - Administrator Straw at Chair Prusik's request had researched the possibility of using some type of caulk to repair the failing mortar. She provided product information to the Committee
  - The Committee directed Administrator Straw to have the DPW use the caulk to make temporary repairs after confirming it is an acceptable product to use with a qualified vendor. They did not want to make the permanent repairs more difficult by directing the use of an incorrect material.
  - The Committee determined, if the temporary fix is feasible, that the permanent repair could be postponed until the spring 2021.

Administrator Straw also provided photos of the grease/oil stains around the pavilion which have been left by people using some type of outdoor fryer. She explained the DPW had power washed the stains, but could not completely remove them. She reported that staff has suggested a specific area be defined for grill/fryer use which would limit the damage to the surfacing around the pavilion.

- The Committee requested consideration be given to adding some sort of regulation relating to the use of grills/fryers at the park.
- The Committee requested the development of the grill/fryer area continue and provided to them for consideration and possibly spring 2021 installation

Administrator Straw reported this fall the Public Works Department will be finishing the drainage project for Trailhead Park and also looking to build the base for the proposed basketball court. The small pavilion will also need a cement base so the cover can be properly anchored.

Chair Prusik also requested feedback from the Committee regarding a "Friends of" group for the parks and/or trails. She noted the budget for the parks and trails is very small while the goals and ambitions of the Committee are extensive. She said a fundraising group would require management, but may be a way to provide the necessary monies to accomplish some of the goals. She requested, if the Committee was interested in exploring the idea further, that Administrator Straw discuss the idea with the Town's legal counsel in order to determine if it can be formed and what limitations might be faced.

- The Committee Members agreed that their goals are larger than their budget, and felt the idea was worth exploring

Chair Prusik also noted that in previous years, the Green Space Committee had not met during the winter months. She said the projects they are currently discussing and looking to develop, in her opinion merit continuing to meet. She requested feedback from the Committee Members.

- Committee Member Owensby agreed but suggested the Committee skip the December meeting because of busy holiday schedules.
- Committee Member Grundman agreed and suggested the Committee take it on a month by month basis to determine if meetings are warranted.

**MOTION:**

**Motion by** Committee Member Owensby

**Second by** Committee Member Dorow

**Motion to** cancel the December 8, 2020 Green Space Committee meeting

**Motion carried** by unanimous voice vote

VII. Upcoming Meeting Attendance: None

VIII. Adjournment

**MOTION:**

**Motion by** Committee Member Dorow

**Second by** Committee Member Geise

**Motion to** adjourn at 6:30 p.m.

**Motion carried** unanimously

Respectfully submitted,  
Holly Stevens, Clerk