

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, February 10, 2021

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	EXCUSED
Committee Member Owensby	PRESENT
Committee Member Dorow	EXCUSED
Committee Member Stachowiak	PRESENT
Committee Member Kraft	EXCUSED
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
Clerk Stevens	PRESENT
Public Works Director Pfankuch	PRESENT

II. Public Hearings: NONE

I. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Wednesday, January 13, 2021.

MOTION:

Motion by Committee Member Grundman

Second by Committee Member Owensby

Motion to approve the Green Space Committee Meeting minutes from January 13, 2021 as presented

Motion carried

II. Open Forum; Town-related Matters not on the Green Space Committee Agenda: NONE

III. Correspondence: NONE

IV. Business:

- A. Discussion/Recommendation: Green Space review and recommendation on Disc Golf Course for Clayton Park including the design of the 9-hole course with a cost not to exceed \$10,000.00.

The Committee reviewed a copy of a Disc Golf Course Initial Design for Clayton Park. Committee Member Dustin Kraft also received a rough estimate as follows:

- Baskets: \$500 each; \$5,000 for 10 baskets. (9 Holes and a practice basket)
- Concrete Tee Pads: \$200 each; \$2,000 for 10 tee pads. (9 holes and a practice hole)
- Tee Signs: \$100 each; \$1,000 for 10 tee signs. (9 holes and a practice hole)

Total cost would be \$8,000 for materials not counting Mr. Terlap's fee. Mr. Terlap suggested we start with natural Tee pads until we are sure the design of the course is final. He also stated that the cost of the Tee signs is estimated high. The cost of the signs would depend on the quality of the signs chosen.

Administrator Straw provided an updated Park Impact Fee Restricted Fund balance with fees collected through CY 2020 which has a total balance of \$9,891. Statutorily this fund may be used for park improvements such as the Disc Golf Course.

With the recommendation of Committee Member Kraft, Administrator Straw said she is comfortable the Committee could recommend to the Town Board approval of the Disc Golf Course project with a not-to-exceed cost of \$10,000 with the monies to come from the Clayton Park Capital Improvement line item.

- Committee Member Grundman asked if there should be concern about vandalism. The Committee agreed the baskets are of durable construction and should hold up relatively well.

MOTION:

Motion by Committee Member Owensby

Second by Committee Member Grundman

Motion to recommend to the Town Board approval of the Disc Golf Course Project with a cost not-to-exceed \$10,000 with the funding to come from the Clayton Park Capital Improvement line item (100-55200-820).

Motion carried unanimously

- B. Discussion/Recommendation: Green Space review and recommendation to approve Town Board Resolution 2021-003 a Resolution amending the Town's CY 2021 Budget to transfer funds of \$9,891.00 from the Town's Committed Park Impact Fee Fund to the Town's CY 2021 Clayton Park Capital Budget for the 9-Hole Disc Golf Course Project.

The Committee reviewed a copy of the Town Board Resolution 2021-003 a Resolution amending the Town's CY 2021 Budget to transfer \$9,891 from the Town's Committed Park Impact Fee Fund to the Town's CY 2021 Clayton Park Capital Budget for the 9-Hole Disc Golf Course Project.

The Town charges Park Impact Fees to new construction. The funds are considered committed and must be used for park and trail improvements. The funds had previously

been used to remodel the Clayton Park Pavilion and to offset the cost of the Larsen Trail east of State Hwy 76 which exhausted balance. It has taken several years to rebuild the balance. Administrator Straw said with the certainty of the 96-unit apartment complex construction starting on Clayton Avenue this year, she is confident the fund will be replenished prior to the end of CY 2021.

MOTION:

Motion by Committee Member Owensby

Second by Committee Member Grundman

Motion to recommend to the Town Board approval of Resolution 2021-003 a Resolution amending the Town's CY 2021 Budget to transfer \$9,891 from the Town's Committed Park Impact Fee Fund to the Town's CY 2021 Clayton Park Capital Budget for the 9-Hole Disc Golf Course Project.

Motion carried unanimously

C. Discussion/Recommendation: Green Space review and recommendation on a Dog Park for Trail Head Park.

- a. Dog Park Discussion Outline prepared by Chair Prusik
- b. Review of Dog Park Photos collected by Committee Member Geise
- c. Review/Discussion on Dog Park Proposals provided by Committee Member Geise
- d. Review/Discussion on Dog Park Kit proposal provided by Chair Prusik.

The Committee reviewed copies of the material related to the topics of discussion listed above.

- Administrator Straw noted the estimate for an installed fence is \$14,450
- Fundraising will be necessary to fund the installation of the project
- Administrator Straw said temporary signage can be installed and then replaced when funds allow for permanent signage
- Staff suggested placing a banner in the park announcing the Future dog park with fundraising info to make the public aware of the efforts
- Committee Member Stachowiak said she had gathered some basic information from local retailers regarding charitable programs

MOTION:

Motion by Committee Member Stachowiak

Second by Committee Member Grundman

Motion to recommend to the Town Board approval of a dog park project in Trail Head Park with the cost not-to-exceed \$20,000 and funding to be through donations and grants.

Motion carried unanimously

- D. Discussion/Recommendation: Green Space review and discussion of various options of raising money for the CY 2021 Park and Trail Projects.

1. Brick Fundraising
2. Letters to Town Businesses requesting donations

The Committee reviewed a list of the businesses within the Town of Clayton, samples of letters soliciting funds, and copies of different grants that are available for dog parks. Administrator Straw also provided the Committee members information on three different companies which assist with Brick Fundraising.

Administrator Straw recommended the Committee members decide how to best fund the costs associated with creating a dog park.

- Chair Prusik discussed development of a list of businesses from who donations could be solicited and to track the fundraising efforts.
- Chair Prusik also noted there should be an organized approach to recognize donors
- Chair Prusik said she would meet with Staff to develop the list further.

NO ACTION TAKEN

- E. Discussion/Recommendation: Green Space review and recommendation of changing the time and day of Green Space Committee Meetings.

Administrator Straw and Chair Prusik had been discussing the possibility of making a change to the Green Space Committee Meetings. The Green Space Committee has become more active with longer agendas which often do not fit within the allotted time prior to the Plan Commission Meeting.

The Green Space Committee could request the change of meeting days and times with the intent of making the change permanent with the Reorganizational meeting in April/May after the April Election.

- Chair Prusik noted the meeting went very well because the discussion items were well organized and presented. She did not feel a change in meeting nights was necessary at this time. She did request, if the Committee Members are able, to start the meetings at 5:00 p.m.
- Administrator Straw said she would check with the Members not in attendance.

NO ACTION TAKEN

- V. Upcoming Meeting Attendance:

- A. Incorporation Public Hearing with the Department of Administration, Tuesday, March 23, 2021, 4:00 – 6:00 pm
- B. WI DNR Meeting at Clayton Park, Friday, February 19, 2021 at 1:00 p.m.

VI. Adjournment

MOTION:

Motion by Committee Member Owensby

Second by Committee Member Grundman

Motion to adjourn at 5:54 p.m.

Motion carried unanimously

Respectfully submitted,
Holly Stevens, Clerk