

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, March 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	PRESENT (arrived at 5:20)
Committee Member Owensby	PRESENT
Committee Member Dorow	PRESENT via Zoom
Committee Member Stachowiak	EXCUSED
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, February 10, 2021.

**MOTION:**

**Motion by** Committee Member Grundman

**Second by** Committee Member Owensby

**Motion to** approve the Green Space Committee Meeting minutes from February 10, 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 the “Fundraiser” Banner for Trailhead Dog Park.

The Committee reviewed a copy of a sample for the Fundraiser Banner to be placed at Trail Head Park to announce and measure the fundraising efforts of the Green Space Committee.

The banner will be a 4' x 8' Banner and will cost \$174.08. Because this sign is temporary and is being used by the Municipality to announce the future home of the Trail Head Dog Park and fundraising goals, the banner/sign does comply with the Town's Zoning Code on signs.

The "bone" symbol can be marked with a sharpie permanent marker to indicate how much money has been raised at any given time.

**MOTION:**

Motion by Committee Member Owensby

Second by Committee Member Dorow

Motion to recommend to the Town Board approval to purchase the "Fundraiser" Banner with a cost on to exceed \$175.00 with the monies to come from the Trail Head Park Capital Improvement line item (100-55201-820), and to direct staff to select and install the banner; and to direct staff to research a second/additional signage to place around Town.

Motion carried unanimously

- B. Discussion/Recommendation: Green Space review and recommendation on essential items needed for the Trailhead Dog Park:

1. Signage
2. Waste Containers
3. Benches
4. Activity/Exercise Equipment
5. Name of Dog Park – "Trailhead Dog Park" or "Trailhead Woofs n Wags"

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

**Signage:**

1. Dog Park Rules:

The staff has included two (2) samples of dog park rules signs for the Committee to determine the style of sign for which to plan. The actual rules which will be included on the sign will be presented to the Committee at its next meeting to make recommendation to the Town Board for adoption of a dog park rules policy.

2. Smaller Informational signs:

The smaller sign samples that the Committee should consider including a sign for each of the two sections of the dog park (i.e., Large Dog Area, Small Dog Area). Also, the Committee should consider "Dog Park Hours" signage.

- The Committee discussed the “rules” signs and determined the simpler of the two would be more effective. They also agreed the straightforward rules were the better choice as well.

#### **Waste Containers:**

1. The staff has included two (2) photos. One photo is a good example of how the Town could display garbage bags for dog waste. This is a very inexpensive way for the Town to provide garbage bags. It allows people to donate by placing bags on the top and people to use the bags from pulling from the bottom.
  2. The photo of the two 5-gallon pails for dog waste is also a very good example of an inexpensive way for the Town to dispose of the dog waste.
- The Committee agreed it would be most cost effective to use recycled plastic grocery bags and small, manageable buckets for waste disposal until such time when funding will allow for a more permanent solution.

#### **Benches:**

1. The staff has included two (2) photos of samples of benches that could possibly be utilized within the park. Each bench is “in memory of” and each is unique as one is cement and one is the powder coated metal.
- The Committee determined it was premature to make any decisions regarding benches. The topic was postponed until fundraising allowed for the fencing installation at which time, decisions could be made regarding amenities.

#### **Activity/Exercise Equipment:**

1. The staff has included material that was provided last month regarding Dog Park Kits. Please note that the price on each kit has changed. At this time, the staff is not recommending that the Committee make any decisions regarding this type of equipment until the fencing is up and we have a better visual understanding of the areas to be used by the Dogs.
- The Committee determined it was premature to make any decisions regarding equipment. The topic was postponed until fundraising allowed for the fencing installation at which time, decisions could be made regarding amenities.

#### **Naming the Dog Park:**

1. There have been two suggestions for the naming of the Dog Park:
    - a. Trail Head Dog Park
    - b. Trail Head Woofs ‘n Wags Dog Park
- The Committee discussed the suggested names and felt simple was better. They also thought there is potential for a large corporate donor which may result in a sponsorship requirement. They decided there was no need to officially name the park at this time.

**MOTION:**

Motion by Committee Member Owensby

Second by Committee Member Geise

Motion to recommend to the Town Board approval of the Dog Park Signage and the provision for waste disposal as presented with the funding to come from fundraising monies when available

Motion carried unanimously

- C. Discussion/Recommendation: Green Space review and discussion of the fundraising letter, receipt, and Thank you letter for soliciting funds for the Trailhead Dog Park including which businesses within the area the Green Space Committee will be targeting.

Chair Prusik read the draft of the fundraising letter to the Board members. The Committee was satisfied with the draft letter as presented. Chair Prusik indicated inclusion of Committee Member names would be a nice addition if possible.

The Committee discussed the businesses which should receive letters. Administrator Straw provided a list of businesses in and around the Town for reference. Additionally, the list of Veterinary Clinics included in the dog licensing software used by the Town. It was noted the list will be a working document which can be added to at any time.

**MOTION:**

Motion by Committee Member Owensby

Second by Committee Member Geise

Motion to approve the fundraising letter as drafted

Motion carried unanimously

- D. Discussion/Recommendation: Green Space review and rescheduling of the April 2021 Meeting.

- Due to a conflict, Chair Prusik requested the Committee reschedule the April 2021 Committee meeting.
- Administrator Straw suggested tentatively scheduling the meeting for Wednesday, April 7, 2021 at 5:00 p.m. She explained the Sanitary District Board may need to hold a meeting the same evening which would result in pushing the Green Space meeting to April 21, 2021. Administrator Straw said she would let the Board know the final schedule within the next week or two.

**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. Annual Meeting, Tuesday, April 20, 2021 at 7:00 p.m.

VI. Adjournment

**MOTION:**

**Motion by** Committee Member Grundman

**Second by** Committee Member Owensby

**Motion to** adjourn at 6:00 p.m.

**Motion carried** unanimously

Respectfully submitted,  
Holly Stevens, Clerk