

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, June 9, 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 Coenen	PRESENT
Committee Member Owensby	EXCUSED
Committee Member Dorow	EXCUSED
Committee Member Stachowiak	PRESENT
Committee Member Hopcia	PRESENT
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, March 10, 2021.

MOTION:

Motion by Committee Member Grundman

Second by Committee Member Hopcia

Motion to approve the Green Space Committee Meeting minutes from March 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 a possible grant from the Wisconsin Disc Sports Association for the disc golf course at Clayton Park.

The Committee reviewed a copy of the letter asking for Sponsorship of the Disc Golf Course. Administrator Straw noted if the letter is acceptable to the Committee, it will be sent to Terlap for approval by the Wisconsin Disc Sports Association.

Administrator Straw noted PW Director Pfankuch had been in contact with John Terlap and will be meeting with him regarding the installation of the Disc Golf Course.

MOTION:

Motion by Committee Member Coenen

Second by Committee Member Grundman

Motion to direct staff to submit the sponsorship letter to Mr. John Terlap for approval by the Wisconsin Disc Sports Association.

Motion carried by unanimous voice vote

- B. Discussion/Update: Green Space update on the Fundraising Monies collected and Thank you Letters sent to date.
- C. Discussion/Discussion: Green Space review and discussion on possible ways to recognize large sponsorship donors for the Dog Park.

Administrator Straw reported the Town had received two \$250 dollar donations to date with thank you letters sent to the donors.

Administrator Straw said she believes, with only two larger donors to date, the conversation as to how large donors should be recognized is premature. She suggested the conversation should focus on how to obtain more donations.

- Administrator Straw suggested the Committee Members solicit funds in person to get more participation.
- The Committee requested information packets to have with them when soliciting. The packets will include information on the location of the park, the initial cost of installing the necessary fencing (specifically the total cost and the cost per linear foot), and other necessary amenities. The intent is to be able to provide information about how donation funds will be used.
- The Committee also discussed recognition for donations and possible options for doing so. The solicitation information packets will include some basic information regarding “tags” which will be attached to the fencing or some sort of personalized signage for the various donation levels.
- The Committee requested each be provided a list of approximately 5 businesses which they can each start contacting.

NO ACTION TAKEN

- D. Discussion/Update: Green Space update on the following projects in progress or completed:
1. Clayton Park Projects

2. Trail Head Park Projects

The Committee reviewed a copy of the CY 2021 Parks and Trail Budgets. Administrator Straw reported because the May Green Space Committee meeting did not have a quorum it could not make any recommendations to the Town Board. She explained she felt a sense of urgency and moved some of the May 12th projects forward to the May 19th Town Board meeting for approvals in an effort to avoid the rapidly increasing costs of building materials.

Trail Head Park Project Updates:

The cost of the Pavilion for Trail Head Park was approved at the Town Board Meeting on Wednesday, May 19, 2021. The Larsen-Winchester Lions Club also approved a Legacy Fund donation of \$9,600 to fund the Pavilion which was also taken to the Board on May 19, 2021. There has been a change of plans with the donation and the Staff is working with the Lions Club currently to rectify the situation. Administrator Straw reported the Lions Club had some miscommunication regarding the asphalt and the asphalt for the project came in much higher than expected. In an effort to assist the non-profit with the difficult financial obligation which resulted, the funds earmarked for the pavilion project will be redirected to the asphalt. The Town will construct a pavilion in the park and is tentatively planning to do so in 2022.

The asphalt for the Larsen-Winchester Lions Club Legacy Basketball Court has been laid. The area that has been asphalted is 65' x 100' which would allow the Town to mark out three (3) pickleball courts once the basketball court markings have been completed. The Stencil Kit is \$189.99 and includes paint for stenciling one court. The paint can be purchased at local paint/hardware store. The Administration and staff are confident that the stencils can be reused if handled correctly.

Administrator Straw informed the Committee the “access road” initially planned for the park is not going to be installed. It will instead be left as green space.

Clayton Park Project Updates:

The dugout benches have been installed. The new picnic tables have been put in place at the Clayton Park Pavilion and the older tables have been removed. The benches for around the pavilion are constructed and will be placed at the park when time allows.

PW Director Pfankuch has been in contact with John Terlap regarding the Disc Golf Course. The two are meeting on June 18 to discuss installation/construction.

Mike has also been in contact with a mason for the tuck-pointing which needs to be completed on the Pavilion. He contacted five vendors and received two bids. The low bid was \$2,200 which Administrator Straw authorized. The work will be completed in the next few weeks.

Administrator Straw noted the “fryer/grill” area is still being researched and bid.

The rope around the pavilion will be replaced in the next few weeks as well.

V. Upcoming Meeting Attendance: NONE

VI. Adjournment

MOTION:

Motion by Committee Member Stachowiak

Second by Committee Member Grundman

Motion to adjourn at 5:52 p.m.

Motion carried unanimously

Respectfully submitted,
Holly Stevens, Clerk