

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, August 11, 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 Coenen	PRESENT
Committee Member Hopcia	PRESENT
Committee Member Kraft	PRESENT via Zoom
Committee Member Dorow	PRESENT
Committee Member Harrity-Irvine	PRESENT
Committee Member Owensby	PRESENT
Board Representative Grundman	PRESENT arrived at 5:20 p.m.

Town Staff:

Administrator Straw	EXCUSED
Clerk Stevens	PRESENT

II. Public Hearings: NONE

I. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Wednesday, July 14, 2021.

NO ACTION TAKEN – Postponed to the next meeting

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

III. Correspondence:

A. Distribution of the Park and Recreation Impact Fee Study

- Committee Member Harrity-Irvine inquired about the section regarding allocation of cost. Clerk Stevens explained the projects listed are standard anticipated maintenance work which will need to be addressed in the future. She explained the Committee has the ability and charge to make recommendations for the maintenance as well as additional projects.
- Committee Member Harrity-Irvine noted the study seemed to exclude Friendship Trail and the Disc Golf Course. She felt those are important amenities to include in a study like this.
- The Committee asked for clarification regarding the Impact Fee and how it may be used. Clerk Stevens explained when collected, the fees are placed in a restricted fund which the Committee can recommend the Town Board use for special projects. She said the money is over and above the budgeted park funds and is

generally intended for capital projects. She noted the Disc Golf Course is being funding using impact fees, but once constructed, the continued maintenance will come from the parks budget.

B. Distribution of the July 2021 Building Inspection Report

IV. Business:

A. Discussion/Update: Green Space review and discussion on progress with dog park fundraising and needs assessment by Member Hopcia.

Clerk Stevens reported she has received \$1,175 dollars in donations to date for which thank you letters have been sent. At the last meeting, Committee Member Hopcia volunteered to put out a community information message on social media to see what sort of community response she receives regarding the development of the dog park.

- Committee Member Hopcia reported the social media exposure was limited to her platform, so the response was limited. She said there was concern expressed about the future maintenance of the park so dogs do not get burrs or injuries. Another response suggested a water feature but it would have to include a washing station so the dogs could be bathed after use. She said the majority of responses had concern about the limited space—they felt two acres split between large and small dogs would not provide enough roaming room, especially when numerous dogs are present.
- Committee Member Hopcia also noted the location is not ideal. She said it is very rural in the area and most dog owners have their own yards which provide sufficient area for their dogs. She said the dog park should be located in an area that does not have the open space that property owners tend to have here.
- The Committee discussed the options for the project. The first being to continue fundraising to see if more interest develops. It was noted a better project plan should be developed if the fundraising is going to continue, however, none of the Committee Members was able to make the time commitment to do that work. The second option discussed was to abandon the idea and return the donated funds. The Committee was concerned that abandoning the project would reflect poorly on the Town and the Committee. Clerk Stevens suggested they consider writing a letter which would explain the project fundraising is taking longer than anticipated, and provide the donors the opportunity to have their money returned, reallocate the money to another project, or have the Town hold the money to see if fundraising efforts pick up for the dog park.

MOTION:

Motion by Chair Coenen

Second by Committee Member Hopcia

Motion to cancel the Dog Park Fundraising and to offer the donors a refund or reallocation of their donation to another park project.

- Committee Member Dorow expressed concern about cancelling. He noted for personal reasons he was unable to reach out to possible donors until recently. He felt there is a possibility his efforts may generate additional donations.
- Committee Member Dorow also noted the intent of the Committee when starting this effort was to better utilize the park area which has been under-utilized for many years. He said the land is free. To expand to more acreage and to relocate would cost more money. He said the Committee had debated the current proposal and felt it had merit and he is opposed to completely abandoning the project—at least not yet.
- Chair Coenen said she did not have the history on the project and was not aware of the outstanding fundraising efforts. She said she would consider waiting another month to see if any additional funding is received.

MOTION RESCINDED

Chair Coenen rescinded her motion

Committee Member Hopcia accepted

- The Committee decided to use the upcoming Touch-a-Truck event to survey the public interest for a Dog Park. Chair Coenen said she had intended to attend and would be willing to talk to people to find out if there is local interest in moving the project forward.

MOTION

Motion by Chair Coenen

Second by Committee Member Hopcia

Motion to allow fundraising efforts to unfold for another month and to reevaluate the project at the next meeting.

Motion carried by unanimous voice vote.

B. Discussion/Update: Green Space update on the following projects in progress or completed:

1. Clayton Park Projects
2. Trail Head Park Projects

Clayton Park Project Updates:

The last week of July, John Terlap was here assisting the PW Department with assembling the sleeves for the baskets into 5-gallon pails and secured with concrete. Those pails will be buried in the course to hold the baskets. Mr. Terlap also supplied the Town with a sample of a course hole sign which will be placed at each tee.

- Clerk Stevens noted at last month's meeting it was suggested that the Town purchase a "coming soon" sign to alert the residents of a new disc golf course. She explained the Committee did not give clear direction in that regard and asked the Committee if they wanted to post a banner.

- The Committee felt the cost of a banner would be wasted funding a something which would have a short-term use. They suggested instead, the Town use the funding toward permanent signs which could be placed at the Clayton Park entrance “announcing” the Disc Golf Course. They also suggested “way-finding” signs be added below the brown Clayton Park signs which are posted on STH 76 and CTR T. They suggested the add-on sign state, “Clayton Disc Golf Course” with a directional arrow.
- The Committee also requested staff develop a basic “coming soon” flyer to be handed out at the Touch-a-Truck event and from the Town office. Committee Members would also distribute flyers to promote the course.
- The Committee also requested a sample basket be displayed at the Touch-a-Truck event to promote interest.

Trail Head Park Project Updates

The markings for the Lion’s Club Legacy Project (basketball court) have not been completed. The hoops are up. There has been no contact with the Town Staff within the past few weeks.

The pavilion project has been postponed until next year due to the misunderstanding of the asphalt laying. The Lion’s Club agreed to use the monies set aside for the pavilion to pay the asphalt contractor.

Friendship Trail Updates:

The Committee noted the Trail is in need of maintenance as the heavy rains have caused significant rutting and washouts which need attention.

NO ACTION TAKEN

- C. Discussion/Review: Green Space review and discussion on the Town’s Greenspace Committee Mission Statement.

A Committee Member asked the Town Staff the purpose of the Green Space Committee. The Committee reviewed an approved Mission Statement from 2003. Former Chair Prusik had some suggestions which the Administration has included with the attached Mission Statement.

As the Town of Clayton continues to develop on the east side of Town, this Mission Statement, if the Committee agrees, could act as a starting platform to guide the Committee forward. If the Committee Members feel that there are modifications that need to be made, now is the time to address these modifications before presenting an amended Mission Statement to the Town Board.

- The Committee decided they would each review and research the Mission statement for discussion at the next meeting.

NO ACTION TAKEN

- D. Discussion/Review: Green Space review and discussion on the Town's Park & Open Space Plan being part of the Town's Comprehensive Plan.

The Committee reviewed the current Town's Park & Open Space Plan which is part of the Town's Comprehensive Plan. They also reviewed a copy of the Village of Fox Crossing's Parks & Recreation Department Philosophy and Related Policies and the Village of Greenville's DRAFT Comprehensive Outdoor Recreation Plan.

The Town's Plan Commission will begin the process of updating the Town's Comprehensive Plan at their August meeting. Administrator Straw indicated she feels the Green Space Committee Members should be an integral part of the updating of the Town's Park & Open Space Plan.

- The Committee requested clarification of their role in regard to the Comprehensive Plan. Clerk Stevens explained the Comp Plan is a long-range planning document which is meant to guide the Town as development occurs. She suggested the Green Space Committee review the current document regarding the Parks and Green spaces and if they are in agreement, no modification would be needed. However, if they feel the goals and intentions have changed, they should consider recommending modifications.
- The Committee agreed to review the information and postponed further discussion to the next meeting.

NO ACTION TAKEN

V. Upcoming Meeting Attendance: NONE

VI. Adjournment

MOTION:

Motion by Committee Member Dorow

Second by Committee Member Harrity-Irvine

Motion to adjourn at 6:25 p.m.

Motion carried unanimously

Respectfully submitted,
Holly Stevens, Clerk/Deputy Treasurer