

TOWN OF CLAYTON
Green Space Committee
Meeting Minutes
5:00 P.M. on Wednesday, September 8, 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
Committee Member Dorow	PRESENT arrived at 5:24 p.m.
Committee Member Harrity-Irvine	PRESENT
Committee Member Owensby	EXCUSED
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
Clerk Stevens	PRESENT

II. Public Hearings: NONE

I. Approval of Minutes:

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

MOTION:

Motion by unanimous consent to approve the Green Space Committee July 14, 2021 Meeting Minutes as presented.

Motion carried by unanimous voice vote.

- B. Regular Green Space Committee Meeting – Wednesday, August 11, 2021

MOTION:

Motion by unanimous consent to approve the Green Space Committee August 11, 2021 Meeting Minutes as presented.

Motion carried by unanimous voice vote.

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

III. Correspondence:

- A. Distribution of the August 2021 Building Inspection Report

IV. Business:

- A. Discussion/Update: Green Space review and discussion on progress with dog park fundraising.

The Committee reviewed the funds collected to date with the total being \$1,425.00.

Administrator Straw reported the Apartment Complex on Clayton Ave has pulled the building permits and staff has invoiced the fees associated with the building of the apartments which includes \$15,168.00 for park impact fees. Administrator Straw said she is comfortable that the check for those fees will be received by the Town within the month of September. The funds would be available to the Committee to make recommendation for its use, which could be for the Dog Park fencing if the Committee decides to continue with the project.

Administrator Straw noted there are some drainage issues on the Northwest section of the proposed park area which will have to be corrected prior to any fencing installation. She said in her opinion, this work cannot be completed prior to the estimate for the fencing expiring. She said the staff will have to get new estimates in 2022 for the fencing if the Committee decides to proceed with the dog park.

- The Committee discussed the fact that fundraising efforts have been very slow and interest is minimal. It was determined the donors should be notified of the limited response and given the option to have their donations returned or provided to a general Parks and Trails fund for Green Space use.
- The Committee determined the idea of a dog park should remain an option, but determined it should be a long-term effort. This ~~as~~ **is** primarily due to the fact that the already-existing amenities are in need of maintenance and repair and the limited funding for the department is needed for those efforts more than for a new venture at this time.

MOTION:

Motion by Committee Member Harrity-Irvine

Second by Committee Member Dorow

Motion to, at this time, discontinue the pursuit for a dog park and to send letters to current donors giving them the option to have their donations returned, donated to a general parks and trails fund, or hold their donation for a future dog park.

- The Committee discussed the fact that while remaining open-minded about a future project, it may never happen and therefore, holding the funds for a future dog park should not be an option for donors at this time.

AMENDMENT TO MOTION:

Friendly amendment to motion offered by Chair Coenen

Accepted by Committee Members Harrity-Irvine and Dorow

Amended Motion: Motion to, at this time, discontinue the pursuit for a dog park and to send letters to current donors giving them the option to have their donations returned or donated to a general parks and trails fund.

Motion carried by unanimous voice vote.

- B. Discussion/Update: Green Space review and discussion on the Town's Parks and Trail Maintenance and projects schedule.

The Committee reviewed a copy of the CY 2021 Parks and Trail Budgets and also a copy of the list of maintenance items for Clayton and Trailhead Park which Chair Coenen provided.

Administrator Straw provided the following updates.

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 is a new Lion's Club contact, Kim Jansen. Mr. Jansen has told Town Staff that the asphalt company recommended waiting several months prior to striping the basketball court. The court is anticipated to be striped by the end of September.

- The Committee discussed adding the pickle ball striping to the courts once the club completes their striping. There was concern about a conflict of use between the two courts, specifically, the nets would have to be retractable or removable for basketball play.
- The Committee discussed have "net check-out" in the office, but the limited office hours restrict the option.
- The Committee determined it would be better to plan for a separate pickle ball court installation so nets could be permanently mounted for public use.

The Lion's Club has requested that the Green Space Committee and Town Board consider re-naming Trail Head Park to include the Larsen-Winchester Lion's Club sponsorship. Administrator Straw said she is reticent to change the name of Trail Head Park as is the Town Chair. She suggested the Committee consider a plaque of some sort that would recognize the Lion's Club through their Legacy Project Program for the donations of the basketball court, the playground equipment, and the future pavilion for the park.

- The Committee requested staff research a sign which would acknowledge the generosity of the Club.

The Committee reviewed the maintenance list Chair Coenen provided. Administrator Straw reported staff is aware of the issues with the zipline, monkey bars, etc. She explained that someone used some type of flex seal to vandalize the equipment and staff is working with the equipment vendor and the insurance company to get the zipline replaced and to get paint to cover the flex seal smears on the rest of the equipment. Administrator Straw said she has discussed the other maintenance concerns with the PW Foreman and they are being addressed.

Clayton Park Project Updates:

The baskets for the disc golf arrived on Friday, September 3, 2021 and their installation is underway. Administrator Straw noted the 9-hole course should be completed soon with temporary tees. The purpose for the temporary tees is to allow the initial use of the course to confirm the optimal placement of the tees. They will be permanently installed at a later date. Additionally, after the first 9-holes is completed, the club intends to install an additional 9 holes to make a complete 18-hole course. Administrator Straw noted a lot of the brush which was cut for the course is piled along the course but will be cleaned over the winter by the Department of Public Works.

- The Committee discussed the getting the directional signage on STH 76 and County Road T. They also determined a sign identifying the course should be added at the entrance of the park.

Administrator Straw said she has discussed the maintenance concerns with the PW Foreman and they are being addressed.

- The Committee requested an update on the grill/fryer pad near the pavilion. Administrator Straw explained the Public Works crew has not had time to complete the work and she was unsure if any of the workers have the necessary skills to complete the installation. She said her cost estimate was based on materials only. She said she would review the project with the DPW and will report back to the Committee.

Friendship Trail Updates:

Administrator Straw reported maintenance on the Friendship Trail was done at the request of Committee Member Harrity-Irvine. The PW Department used the roller and water to address the gravel issues. The staff will be working with the Town Engineer to address the issues in the tunnel under Hwy 76.

- Committee Member Harrity-Irvine noted the trail is still in poor condition and requested the DPW repair the washouts and surface issues.
- Administrator Straw explained the recent heavy rains likely exasperated the issues. She said she would have the DPW attend to the trail again. She noted the screening material is the issue because it does not stay in place. She said the trail cannot be paved because the equestrian groups which help develop the trail find asphalt dangerous for horses.
- The Committee suggested the use of reclaimed asphalt. They noted the material is much like gravel, but because it is ground asphalt, it tends to bond when heated in the sun. The surface would still be rough for horses, but it might prevent some of the washouts.
- Administrator Straw said she would research the option.
- Committee Member Harrity-Irvine said she would be happy to champion the fundraising for the trail if needed, but she feels there has to be a good plan before starting those efforts.

NO ACTION TAKEN

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

The Committee reviewed an edited version of the Green Space Committee Mission Statement. Administrator Straw explained she had given consideration to the suggestions from former Chair Prusik and Chair Coenen, and modified the mission statement accordingly.

Administrator Straw suggested as the Town of Clayton continues to develop on the east side, the Mission Statement could act as a starting platform to guide the committee forward. She suggested the Committee Members make any modifications they feel are needed prior to presenting an amended Mission Statement to the Town Board.

- The Committee postponed the discussion due to time constraints.

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.

Administrator Straw noted the Committee had been provided copies of the Town's Park & Open Space Plan at last month's meeting. The Committee was to review the plan for discussion.

- The Committee postponed the discussion due to time constraints.

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 6:34 p.m.

Motion carried unanimously

Respectfully submitted,
Holly Stevens, Clerk/Deputy Treasurer