

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, October 13, 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 arrived at 5:25 p.m.
Committee Member Dorow	PRESENT arrived at 5:25 p.m.
Committee Member Harrity-Irvine	PRESENT
Committee Member OPEN	OPEN
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
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II. Public Hearings: NONE

III. Approval of Minutes:

A. Regular Green Space Committee Meeting – Wednesday, September 08, 2021.

- Committee Member Harrity-Irvine noted that on page 2, about half-way down the page, the second sentence of the second bullet point has a grammar/typographical error. The sentence reads “This as 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.” The sentence should read “This **is** primarily due ....”.

**MOTION:**

**Motion by: Chair Coenen**

**Second by: Member Hopcia**

**Motion by to approve the Green Space Committee September 08, 2021 Meeting Minutes with the correction as stated by Member Harrity-Irvine.**

**Motion carried by unanimous voice vote.**

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

V. Correspondence:

A. Distribution of the September 2021 Building Inspection Report

## VI. Business:

- A. Discussion/Update: Green Space review and discussion on Robert's Rules of Order regarding meeting conduct.

Chair Coenen discussed the Robert's Rules of Order regarding the order of business during the Green Space Committee meetings. Chair Coenen expressed concern with the previous meetings being somewhat chaotic with the discussion. Whereas Chair Coenen wants full participation, she feels that an order of assemblance will allow for all to express their comments regarding the subjects presented while conserving time so all items on the agenda can be covered within the allotted meeting time.

The Committee Members agreed to be more cognizant of the comments and discussion.

**NO ACTION TAKEN**

- 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.

Administrator Straw provided the following updates.

**Trail Head Park Project Updates:**

The markings for the Lion's Club Legacy Project (basketball court) have been completed. Lion's Club Member Jim Olson, and Lion's Club President Kim Jansen have been in contact with the Town regarding the renaming of the park. Administrator Straw provided each with a copy of the bronze plaque. ~~that the Committee also was provided.~~ They expressed that the plaque dedicating the park to the Lion's Club was a much-appreciated substitute for renaming the park.

- The Committee Members discussed several options of where to place the plaque. The discussion also led to what the plaque would be mounted to.
- The Committee Members requested that the Staff work with the Lion's Club on placement of the plaque along with working with All State Trophy to get the cost and size of the plaque.
- The Lion's Club and the Public Works Department will be working together to install three benches that have been made from the plastic bags the club has been collecting.

The Town Staff is working with the playground equipment vendor and the Town insurance company to get the zipline replaced and to get paint to cover the flex seal smears on the rest of the equipment. Staff received correspondence from the Insurance Company on Friday, September 24, 2021 and has included the correspondence for the committee members to review.

**Clayton Park Project Updates:**

The Disc Golf Course has been completed. At this time the tees for the golf course have been left unfinished. Mr. Terlap wanted the course to be played several times before deciding to put permanent tees on the course. The staff provided the Committee with samples of the directional signs that were ordered. The signs will be placed below the “Clayton Park” signs on County Road T and State Hwy 76.

Two smaller directional signs have also been purchased with the intent of placing them within the park to direct players to the course.

The Committee briefly discussed the picnic table replacement schedule and Administrator Straw stated she would provide information to the Committee next month regarding where the picnic tables were purchased and an inventory of the tables that still need replacing.

**Friendship Trail Updates:**

The Committee briefly discussed the condition of the Trail and asked staff to check the durability of reclaimed asphalt. Administrator Straw said she would also have a cost of installing the reclaimed asphalt on the hill by Pioneer Road and also the one just west of the Hwy 76 tunnel. The sewer and water main installation are completed. The staff is working with the Town Engineer on a cost to repair and restore the Trail between Clayton Ave. and State Hwy 76. The Administrator has asked the Engineer to also look into the drainage issues with the tunnel and come up with some ideas on how to solve the issues.

**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.

- The Committee Members discussed and made several edits to the Mission Statement.
- Staff will make the changes to the Mission Statement for review at the November 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.

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**

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

**MOTION:**

**Motion made by unanimous consent to adjourn the meeting at 6:34 p.m.**

**Motion carried**

Respectfully submitted,  
Tori Straw, Administrator/Clerk