

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, March 9, 2022

Municipal Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order: Town Administrator Straw called the meeting to order at 5:05 p.m.

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

Green Space Committee Members

Committee Chair	OPEN
Committee Member Hopcia	PRESENT
Committee Member Kraft	EXCUSED
Committee Member Dorow	PRESENT via Zoom
Committee Member Harrity-Irvine	PRESENT via Zoom
Committee Member Plante	EXCUSED
Committee Member Ebbesen	EXCUSED
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
Clerk Faust-Kubale	PRESENT

II. Public Hearings: NONE

III. Approval of Minutes:

- A. Approval of the Minutes of the Wednesday, January 12, 2022 Green Space Committee Meeting.

MOTION:

Motion made by to unanimous consent to approve the January 12, 2022 Meeting Minutes as presented.

Motion carried.

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

V. Correspondence:

- A. Distribution of the January 2022 Building Inspection Report.
- B. Distribution of the February 2022 Building Inspection Report.

VI. Business:

- A. Discussion/Update: Green Space review and recommendation of appointing Nancy Harrity-Irvine Committee Chair.

At the January 12, 2022 meeting, the Administrator asked the Committee Members to consider taking the Chair position for this Committee. Nancy Harrity-Irvine is the only member that has come forward with interest.

Since Nancy is the only member to come forward, the Administration is respectfully requesting the Committee Members consider recommending appointing Nancy to the Chair position of the Green Space Committee.

MOTION:

Motion by Member Dorow

Second by Representative Grundman

Motion to recommend to the Town Board to appoint Nancy Harrity-Irvine Green Space Committee Chair with a start date of April 13, 2022.

Motion carried.

- B. Discussion/Review: Green Space review and discussion of fundraising for trees/benches along Friendship Trail from Hwy 76 to Clayton Ave.

This item was placed on the agenda at the request of Committee Member Nancy Harrity-Irvine.

In January the Committee Members did discuss several options to help offset the cost of planting trees along Friendship Trail between Hwy 76 and Clayton Ave.

The Committee Members may want to look at a list of trees that are best suited for alongside the trail due to Utilities along the trail. The root systems of some trees could damage the infrastructure of the utilities as the trees grow.

One idea might be to have an “adopt a tree” program where people can “adopt” a tree for a fee and the Town would put a marker next to an already planted tree with the name of the person or organization that paid for the “adoption”. This may be the best way to handle the trees. That way the plantings will be uniform.

Normally with the benches, people call in to ask about putting a bench as a memorial to a loved one. They call the Town, the Clerk takes down the information, we get pricing, and charge accordingly. This system has worked well in the past and with new staff, the Administration is respectfully requesting that we not change the system until all new staff are trained.

- Administrator Straw confirmed that bids will be out Monday, March 21, 2022, the base will be down and trail will be usable this year.
- Administrator Straw reminded the Committee that part of the reconstruction will be planting trees along the restored part of trail.

- Member Harrity-Irvine inquired on the timing for tree planting. Engineer Hamblin confirmed that as soon as weather allows the project will restart and is aiming for July 4, 2022 to have the trail back to gravel. Engineer Hamblin is projecting completion of the project for this year to be mid to late July.
- Administrator Straw noted that if the marketing and word gets out before the planting of the trees, it would allow the Committee to have more control over what will be selected. Administrator Straw also noted that the Planning Commission has already set the planting requirements in the Zoning Code so the standard consistent for this Town project with other development projects.
- Engineer Hamblin noted that there are 30 different types of approved trees in the Zoning Code and any changes in quantity from the submitted plan would need Staff approval, but may be possible. Engineer Hamblin also confirmed that there are not any concerns with planting in June/July, nor with the blacktopping slated to be completed in 2023. Engineer Hamblin also confirmed that the contractor has in the contract to water the trees and will guarantee them for 1 year in the event of failure.
- Member Harrity-Irvine voiced support for the adopt-a-tree program and a marketing campaign to support it. Member Harrity-Irvine is willing to take on that campaign if there is another Green Space Committee Member willing to assist. Previously, Member Ebbesen had expressed interest, and Member Plante expressed interest if Member Ebbesen cannot.

WILL BE REVISITED AT NEXT GREEN SPACE COMMITTEE MEETING.

- C. Discussion/Review: Green Space review and update of continuing projects for Trailhead Park, Clayton Park, Olson's Rest, and Friendship Trail.

While the Committee has been focused on the reconstruction of the Friendship Trail, the Administration wants to remind the Committee Members of other projects that have been pushed to one side or lost in the transition of member changes.

It was decided by previous committee members that the picnic tables need to be replaced at both parks and Olson's Rest. Committee Members were presented with a proposal from "The Park Catalog" regarding the size and cost of picnic tables. We are required to have 5% of our tables (at least two if total amount of tables is 20 or under) be ADA accessible. This was to be an ongoing project for yearly purchases until all picnic tables have been replaced.

There are benches that need to be installed by the playground equipment at Clayton Park and there is also the need for bleachers for the baseball diamonds at Clayton Park.

John Terlap and the Disc Golf Association would like to extend the Disc Golf Course at Clayton Park to 18 holes. The Administration has included a layout of what the completed course may look like.

The playground equipment at Trail Head Park sits in a "bowl" and should be moved across Trail Head Park Road somewhere around the basketball court. The Lion's Club did agree to fund a new pavilion for Trail Head Park (last year); however, those funds were diverted to pay for the extra asphalt on the basketball court. Benches should be installed on the east and west side of the courts (at least two benches per side). Also, the Lion's Club is expecting the Town

to fund and place a sign indicating a recognition/dedication to the Lion's Club for all of their contributions to the park.

- Administrator Straw reminded the Committee that originally it was planned to replace 5 picnic tables per year and none were replaced in 2021. There is 1 ADA compliant table in Clayton Park.
- Administrator Straw also proposed one future meeting to be held out in Clayton Park to view inventory on the picnic tables and better advise Staff if the Committee wants to recommend continuing replacing them at the rate of 3-5 per year.
- Administrator Straw reminded the Committee that when the first 9 holes of the disc golf course were put in, the Wisconsin Disc Golf Association awarded a \$500 grant and there may be a possibility for the same if the Committee wants to put in the additional 9 holes.
- Representative Grundman inquired on the outlook for the hole if/when the playground equipment is moved. Administrator Straw noted that the area has lots of challenges, but a past proposed use was a skate park and/or bowl, but there was not any investigation into viability of that option.
- Member Dorow suggested a use for the picnic tables that are being replaced is to retire them out to Olson's Rest.
- Member Hopcia inquired about the replacing some of the trees at Olson's Rest and if there was a new quote. Member Hopcia volunteered to reach out to Earthscapes for a new quote for trees based off the options listed in the Zoning Code.

ACTION ITEMS:

Member Dorow directed Staff to get the recycled material picnic tables and have them moved to Olson's Rest.

Administrator Straw will assist Staff in getting a new quote for picnic tables, including at least 2 ADA compliant tables for Clayton Park.

Administrator Straw will assist Staff in getting a new quote for new bleachers for the diamond at Clayton Park.

Administrator Straw will gather more information on the cost to extend the Disc Golf course to 18 holes.

Member Dorow requested an updated budget status for the next meeting.

VII. Upcoming Meeting Attendance:

- A. Town of Clayton Annual Meeting April 19, 2022 at 7:00 p.m.

VIII. Adjournment:

MOTION:

Motion by Member Dorow

Second by Representative Grundman

Motion to adjourn the meeting at 6:04 p.m.

Motion carried.

Respectfully submitted,
Kelsey Faust-Kubale, Clerk