

TOWN OF CLAYTON

Green Space Committee

Meeting Minutes

5:00 P.M. on Wednesday, April 13, 2022

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

I. Call to Order: Committee Chair Harrity-Irvine 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 Harrity-Irvine	PRESENT
Committee Member OPEN	
Committee Member Kraft	EXCUSED
Committee Member Dorow	PRESENT
Committee Member Plante	PRESENT
Committee Member Ebbesen	PRESENT
Board Representative Grundman	EXCUSED

Town Staff:

Administrator Straw	PRESENT
Clerk Faust-Kubale	PRESENT
Town Engineer Hamblin	PRESENT

II. Public Hearings: NONE

III. Approval of Minutes:

- A. Approval of the Minutes of the Wednesday, March 09, 2022 Green Space Committee Meeting.

MOTION:**Motion by Member Dorow****Second by Member Ebbesen****Motion to approve the Minutes of the Wednesday, March 09, 2022 Green Space Committee Meeting.****Motion carried.**

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

V. Correspondence:

- A. Distribution of the March 2022 Building Inspection Report.

- Member Ebbesen inquired if the Committee is getting a percentage of these fees listed.

- Administrator Straw clarified that the Committee has an annual budget, and as the value of projects increases, so does the value of the Town and in conjunction the budget of the Committee.

VI. Business:

- A. Discussion/Update: Green Space review and recommendation of a tree donation program to help offset the cost of planting trees along the Friendship Trail.

The Committee reviewed a copy of a “Brochure” created by Chair Nancy Harrity-Irvine, a sample of a postcard using half of the brochure, and the Bid Tab with the list of trees and costs associated with the trees highlighted. The Staff has also created a sample poster using Nancy’s design.

The Town has card stock available to print the postcards and do a mass mailing. The Administration and Staff feel this is the easiest, and most timely way to get the news out. The Staff can also print up the brochures for Committee Members to use if they choose to go door to door. If members want to take the poster size and hang up on different community posting boards, the Staff can print and laminate the posters.

The Administration also provided to the Committee a copy of the tree placement guide provided by the Town Engineer. This also has a sample of a marker to place next to the tree to commemorate the donor. This particular marker costs upwards of \$50.00 each and is not recommended unless specifically asked for and paid by the donor.

The Committee reviewed a copy of another sample of markers similar to the one the Engineer provided. These markers can be ordered with free engraving for a fraction of the cost. The Committee Chair and the Administration have also reached out to All Sport Trophy for a cost on a similar product. The Administration has not received any correspondence back from All Sport Trophy; however, the Chair may have more information available.

The bid was awarded by the Town Board at the April 6, 2022 Board Meeting. The Town’s Engineer has not given the Administration the construction schedule, however, if the Committee would like to proceed with the “Adopt a Tree” program, a decision needs to be made at this meeting.

- The Committee engaged in more dialogue with Town Engineer Hamblin regarding placement of the trees shown on the provided guide, pricing of the trees, possible locations of donor markers, and care of the trees once planted.
- Town Engineer Hamblin confirmed that the trees to be planted will be approximately 4 ft tall and the contractor will water for at least 1 month and will warranty the trees for 1 year.
- Member Dorow suggested locating the donor markers at the future pavilion site which the other Committee members found to be an agreeable option for future discussion.
- Member Plante supported a central marker location over the current standard practice of zip-tying markers to branches.
- The Committee discussed possible expansion of sponsored/donated tree plantings in other trail sections.

MOTION:

Motion by Member Ebbesen

Second by Member Dorow

Motion to recommend to the Town Board approval of a tree donation program to help offset the cost of planting trees along the Friendship Trail and amend the quantity and price listed on the marketing materials to correspond with the pricing provided by the Town Engineer.

Motion carried.

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

The Administration and Staff are providing updates on directives from the March 09, 2022 meeting.

Member Dorow directed Staff to get the recycled material picnic tables and have them moved to Olson's Rest. This directive will take place after May 1st when Clayton Park opens and an inventory of picnic tables can be done.

The Administration attached for review a copy of the price of picnic tables (including ADA compliant) and bleachers. In the past, the Park Catalog has given a municipal discount of about 13.35%. The Administration is recommending the purchase of the bleachers first.

Chair Harrity-Irvine has contacted Mr. Terlap at the Disc Golf Association and he will be joining the Committee at the May 11, 2022 meeting to discuss the layout and costs for extending the Disc Golf Course at Clayton Park. The Committee was provided the proposed layout for the Disc Golf Course Phase II.

Member Dorow requested an updated budget status for the April meeting. The Park Impact Fee balance is at \$19,020.00 and at the November 2021 meeting the Committee recommended to the Town Board an appropriation of \$10,000.00 from the Park Impact Fees to the CY 2022 Budget for Phase II of the Disc Golf Course at Clayton Park contingent on approving the Course layout.

The Administration and Staff recommend holding off on the appropriation until we have some solid costs for the proposed Phase II.

- Member Ebbesen inquired about how old the bleachers at Clayton Park are.
- Administrator Straw noted they are over 12 years old.
- Member Plante inquired if the bleachers are considered dangerous.
- Administrator Straw noted they would be considered a danger because of the age.
- Chair Harrity-Irvine noted that the next meeting would be held at Clayton Park and Mr. Terlap will be present to discuss the disc golf course.
- Administrator Straw noted that the Town received a donation from the Disc Golf Association for Phase I and would be able to apply again for a donation for Phase II.
- Member Plante inquired if there are or would be garbage cans on the disc golf course.
- Administrator Straw thought that may be a point of discussion for the next meeting.

- Member Dorow confirmed that holes 1-9 are already constructed and Phase II would be constructing holes 10-18.
- Administrator Straw briefly reviewed the Green Space Committee budget noting that there is still a balance in the Park Impact Fee which can be used on larger projects. It would require a recommendation to the Town Board which can be a future agenda item.
- Member Dorow proposed a future agenda item to discuss the possibility of solar power at Clayton Park since it is also being discussed generally within the Town as a part of the Plan Commission.

MOTION:

Motion by Member Dorow

Second by Member Ebbesen

Motion to recommend to the Town Board approval of the proposed layout for Phase II of the Disc Golf Course at Clayton Park.

Motion carried.

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 Ebbesen

Motion to adjourn the meeting at 6:26 p.m.

Motion carried.

Respectfully submitted,
Kelsey Faust-Kubale, Clerk