

## TOWN OF CLAYTON

## Parks &amp; Trails Committee

## Meeting Minutes

5:00 P.M. on Wednesday, June 8, 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 5:00 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 VIA ZOOM
Committee Member Plante	PRESENT
Committee Member Ebbesen	PRESENT
Board Representative Grundman	PRESENT

## Town Staff:

Administrator Straw	PRESENT
Clerk Faust-Kubale	PRESENT
Town Planner Jaworski	PRESENT

## II. Public Hearings: NONE

## III. Approval of Minutes:

- A. Approval of the Minutes of the Wednesday, April 13, 2022 Green Space Committee Meeting.

**MOTION:****Motion by** Representative Grundman**Second by** Member Ebbesen**Motion to** approve the Minutes of the Wednesday, April 13, 2022 Green Space Committee Meeting.**Motion carried.**

## IV. Open Forum—Town-related Matters not on the Parks &amp; Trails Committee Agenda: NONE

## V. Correspondence:

- A. Distribution of the April 2022 Building Inspection Report.
- B. Distribution of the May 2022 Building Inspection Report.
- C. Administration & Staff Updates.

- Administrator Straw noted the 3-tier bleachers are scheduled to be delivered on June 9, 2022 and will be installed by Public Works as soon as their schedule allows.
- Administrator Straw reported that Public Works has the bases set for the additional 9 holes on the disc golf course, prepared for the final installation of the deep fryer pad at Clayton Park, and completed inventory of the picnic tables.
- Administrator Straw noted that the gang mower is still being serviced and Public Works has been using alternative equipment to mow the parks and cemeteries.
- Chair Harrity-Irvine requested Staff date the Memorandums going forward.
- Member Ebbesen asked if there were any trees donated prior to the mailers being sent, and Administrator Straw confirmed several were.
- Member Ebbesen asked now that the mailers have been sent if Staff thinks that interest may wane, and Administrator Straw confirmed. Administrator Straw noted the Committee may want to consider future fundraising efforts.
- Member Plante asked if there is still a plan for a large sign/plaque to show who donated the trees, and Administrator Straw confirmed but will be a future agenda item once more tree donations are received.

## VI. Business:

- A. Discussion/Update: Green Space review and discussion to update Part 3 of the Town of Clayton Comprehensive Plan: “Park and Open Space Plan 2016-2020”.

The Committee reviewed a copy of the Park and Open Space Plan 2016-2020. Please note this will be an ongoing discussion as the Committee works with the Town Planner and Staff to update this section of the Town’s Comprehensive Plan.

- Town Planner Jaworski & Eric Fowle, Cedar Corp, explained the Comprehensive Plan process the Town is currently undergoing.
- Planner Jaworski noted that the Town has opted to review the Plan every 5 years to coincide with the required updates to the Outdoor Recreation Plan.
- Planner Jaworski said that historically the Town has done a good job with planning trails and Town parks, but with planned housing densities increasing future planning parks and trail routes will need to take that into account.
- Mr. Fowle distributed to Committee Members maps from the prior Comprehensive Plan and the Hwy 10/76 Corridor Map which both show some previous conceptual trails. Mr. Fowle also noted that as a part of the Comprehensive Plan there will be updates to the official Town Map and planned future trails can be included.
- Mr. Fowle noted that the trend of trails is here to stay, with more people wanting to be outdoors for both recreational purposes and future alternative transportation for commuting.
- Mr. Fowle noted that having a good network of trails in a newly urbanizing area with good connections to the existing regional trail system could be very attractive to developers. Mr. Fowle also noted that Hwy 76 may present some future connectivity challenges for trails, and the Committee may consider making recommendations to WI Department of Transportation in the future.
- Mr. Fowle also noted the Committee need to follow through implementation of these plans, which could include applying for funding/grants, and working cooperatively with neighboring communities.

- Chair Harrity-Irvine questioned what Planner Jaworski and Mr. Fowle were asking the Committee for specifically.
- Mr. Fowle recommended focusing on the goals/objectives/recommendations from the Comprehensive Plan and determine if they are still relevant and/or match the present and future vision of parks & trails in the Town. Mr. Fowle noted there are lots of variables to consider, such as balance of on-road/off-road/adjacent trails, whether improvements like paving could be made, multi-use trails to accommodate horses/ATV/biking/walking, and more. Mr. Fowle also pointed out that there are options for multi-use trails, specifically in the Hwy 10/76 Corridor that would allow, for example, a trail alongside stormwater management systems.
- Planner Jaworski advised Committee Members to make notes over the next month to see if they find the goals/objectives/recommendations still relevant and important. Planner Jaworski also asked Committee Members to consider other developments as the Town grows for possible organized active recreation needs, like little league, soccer, softball, etc. Those activities may require a larger community park which could be worked on cooperatively with neighboring communities.
- Chair Harrity-Irvine questioned if Clayton Park was considered a community park.
- Member Ebbesen asked if any consideration is given to land taken from the tax roll, and Administrator Straw noted that would be a decision the Town Board makes if necessary.
- Member Plante asked if there are any lands currently set aside for larger park and recreation spaces, and Administrator Straw noted most of the larger properties and tracts are still privately held.
- Chair Harrity-Irvine noted that trails need to have a start and terminus point. Chair Harrity-Irvine suggested a trail north of Oakwood Ave to Winagamie Golf Course.
- Planner Jaworski concluded discussion noting that a neighborhood or community park in the area of the new Neenah High School might be of interest.

## **DISCUSSION ONLY – NO ACTION TAKEN**

- B. Discussion/Review: Green Space review and update on the submittal of the BIL TAP grant for the development of a Town Bike and Pedestrian plan.

The Committee reviewed a copy of the documentation submitted on Friday, June 3, 2022 for the Bipartisan Infrastructure Law (BIL) Transportation Alternatives Program (TAP) Grant for the development of a Town Bike and Pedestrian Plan.

This particular grant is a supplemental program that provides funding for non-infrastructure Safe Routes to School programming projects or non-infrastructure planning studies, which is what the Staff hopes to accomplish with the awarding of this grant.

- Planner Jaworski noted if this project is funded, it would provide a very detailed study for future planning of bike and trail systems in the Town.
- Mr. Fowle reported the documentation was submitted on June 3, 2022 by Administrator Straw due to tight timelines, and a resolution from the Town would be needed by August 5, 2022. Mr. Fowle also reported that the request to East Central was not selected because the scope of the project was too large.

- Chair Harrity-Irvine asked if the Town needed to match any funds, and Administrator Straw pointed out in the submission the Federal Share would cover approximately 80% of the cost and the Town would cover approximately 20% of the cost at \$7,400.00.
- Member Dorow asked what the budget looks like and if it would be able to cover the expense, and Administrator Straw noted there is approximately \$19,000.00 in the Park Impact Committed Fund.
- Planner Jaworski noted that this would be a CY 2023 expenditure, to which Administrator Straw replied the cost could be built into the CY 2023 budget rather than pulling funds out of the Park Impact Committed Fund.

### **DISCUSSION ONLY**

- C. Discussion/Review: Green Space review and recommendation to Town Board on Resolution 2022-013 A Resolution Authorizing the Submission of a 2022-23 Program Cycle WisDOT BIL-TAP Funding Application.

### **MOTION:**

**Motion by** Member Dorow

**Second by** Member Ebbesen

**Motion to** recommend to the Town Board approval of Resolution 2022-013 A Resolution Authorizing the Submission of a 2022-23 Program Cycle WisDOT-TAP Funding Application.

**Motion carried.**

### **VII. Upcoming Meeting Attendance:**

- A. Plan Commission Meeting/Workshop on Comprehensive Plan Updates, Wednesday, June 22, 2022 at 7:00 p.m.
- Member Ebbesen inquired if the additional holes of the disc golf course could go on the circuit, which Chair Harrity-Irvine confirmed the Clayton Park course is already on the mobile app.
  - Member Ebbesen also inquired if consideration could be given to developing pickleball courts as part of the future park plans.
  - Planner Jaworski noted that NEWPRO (part of the Wisconsin Park & Recreation Association) meets quarterly and this may be a good resource for the Committee, and suggested that a Committee Member attend a future NEWPRO meeting.
  - Member Plante inquired if dog parks and community gardens could be considered in future park and recreation developments, and if it would be feasible to charge for plots in a community garden. Mr. Fowle noted that those and a variety of other options could all be considered.
  - Planner Jaworski noted on the topic of community gardens that generally communities adopt those type of sites when residents do not have adequate yard or land, which residents typically do in their parcels.

VIII. Adjournment:

**MOTION:**

**Motion by** Representative Grundman

**Second by** Member Ebbesen

**Motion to adjourn** the meeting at 6:09 p.m.

**Motion carried.**

Respectfully submitted,  
Kelsey Faust-Kubale, Clerk