

TOWN OF CLAYTON

Parks & Trails Committee

Meeting Minutes

5:00 P.M. on Wednesday, July 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 VIA ZOOM
Committee Member	OPEN
Committee Member Kraft	EXCUSED
Committee Member Dorow	PRESENT VIA ZOOM
Committee Member Plante	PRESENT
Committee Member Ebbesen	EXCUSED
Board Representative Grundman	PRESENT

Town Staff:

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

II. Public Hearings: NONE

III. Approval of Minutes:

- A. Approval of the Minutes of the Wednesday, June 08, 2022 Green Space Committee Meeting.

MOTION:**Motion by** Representative Grundman**Second by** Member Harrity-Irvine**Motion to** approve the Minutes of the Wednesday, June 08, 2022 Green Space Committee Meeting.**Motion carried.**

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

V. Correspondence:

- A. Distribution of the June 2022 Building Inspection Report.
- B. Distribution of correspondence from the Village of Greenville noticing the Town of their intent to exercise their Extraterritorial Jurisdiction.

- C. Distribution of correspondence from the Wisconsin Department of Transportation regarding the reconstruction of the intersection of Larsen Road and State Highway 76.
- D. Administration & Staff Updates.

- The bleachers were delivered and staff discovered that they were not appropriate for the ball diamond spectators as they were a total of approximately 16” off the ground at the top seat. The staff is working to return and/or sell the bleachers. After reevaluating the current bleachers at the park, it has been determined that the Staff will repair and repaint what is already there.
- Donations continue to be collected for the cost of planting trees along the Friendship Trail. To date approximately \$5,300.00 has been collected.
- The cost of the baskets for the disc golf course total \$4,792.58. The locks have been ordered and when the baskets arrive, they will be installed. There was no time frame indicated as to when the baskets will arrive.
- The Staff continues to work with the Lion’s Club to build the pavilion at Trail Head Park.
- The plaques are still on back order for Trail Head Park and the bench for Arden and June Schroeder.
- The Friendship Trail reconstruction should be completed by end of this week. Trees have started to be planted. Fine grading and lawn planting will occur soon. The weather has hampered progress; however, the contractor is diligently working to complete the project in a timely fashion.

VI. Business:

- A. Review/Recommendation: Parks & Trails review and recommendation of the Land Use Agreement between the Town of Clayton Park and Trails Department and Suburban Athletics, Inc.

The Committee reviewed a copy of the Land Use Agreement between the Town of Clayton Parks and Trails Department and Suburban Athletics, Inc.

Historically, the Town has had an agreement with Suburban Athletics for the use of the three (3) ball diamonds at Clayton Park. It was brought to the attention of the Staff, that the last agreement on file at the Town expired in 2014.

- Administrator Straw explained to the Committee that the agreement brought before them was an updated version of the last contract with Suburban Athletics the Town has on file.
- Chair Harrity-Irvine commented that she had no issues with the contract as is.

MOTION:

Motion by unanimous consent to recommend to the Town Board approval of the Land Use Agreement between the Town of Clayton Parks and Trails Department and Suburban Athletics, LLC.

Motion carried.

- B. Review/Recommendation: Parks & Trails review and recommendation of appointing a Committee member to represent the Town of Clayton as a member of the Wisconsin Park & Recreation Association for an annual fee of \$150.00.

The Committee reviewed a copy of the information regarding WPRA the Staff found on their website.

At last month's meeting, Ken Jaworski, the Town Planner suggested a Committee member attend the quarterly NEWPRO meetings. Ken made an inquiry as to how the Town become a member of NEWPRO. Jen McCollan, Revenue Facilities Manager of the City of Oshkosh Parks Department, stated that members of NEWPRO must also be a member of the Wisconsin Park & Recreation Association (WPRA).

- The Committee discussed Member Ebbesen's interest in this membership.
- The Committee discussed the WPRA as an excellent resource for the Committee as the Committee moves forward with the planning efforts of the Parks & Trails.
- Planner Jaworski suggested that the Committee choose an alternate as well.

MOTION:

Motion by Chair Harrity-Irvine

Second by Representative Grundman

Motion to recommend to the Town Board appointing Committee Member Fred Ebbesen to represent the Town of Clayton as a member of the Wisconsin Park & Recreation Association and Committee Member Plante as the alternate member with an annual membership fee of \$150.00.

Motion carried.

- C. Review and Discussion: Parks & Trails review and discussion of a future location for the addition of Pickle Ball Court(s).

THIS AGENDA ITEM TABLED UNTIL AUGUST 2022.

- D. Review and Discussion: Parks & Trails review and discussion of the Town's Plan Commission recommendations for the Parks & Trails Committee's role/responsibility in the development of the Trails and Parks within the Town.

At the June Plan Commission Meeting, Ken Jaworski, the Town Planner asked that the Commissioners assist the Parks & Trails Committee in creating a more definitive purpose. Chair Knapinski outlined the following ideas/questions for the Committee Members to consider:

- What is their vision of Parks & Trails in the Comprehensive Plan?
- Highlighting the Friendship and WIOUWASH Trails and use them as a backbone for the rest of the future trail system
- Verify and strengthen the requirement in subdivisions for trails, similar to the Pond Ordinance
- How does the Committee see access to the new Neenah High School taking shape?
- During the incorporation effort, it was noted that there should be more future park planning – what types of parks does the Committee see in the Town in the future. Major, neighborhood, etc.?
- What is the vision for the established Clayton and Trailhead Parks?

It was also noted that other tools are also available to the Committee during the planning process, specifically the Winnebago County GIS maps showing property lines and municipal borders.

The Commissioners also suggested reaching out to neighboring communities, like Fox Crossing, that have had to develop their park, trail, and recreation facilities over the last 20+ years to obtain ideas and information on how to move forward.

- The Committee discussed the points that were brought up by the Plan Commission.
- Chair Harrity-Irvine expressed a desire to make sure our Parks & Trails maintain a “Safe Environment” to include proper lighting, surveillance cameras, maintenance of the park/pavilions/equipment.
- Planner Jaworski asked the Committee to consider the needs of the Community, and stated there are certain things we can do for safety.
- The Committee discussed Noffke Park and the plan for a handicap/special needs park.
- Planner Jaworski stated that if the Committee agreed with the points suggested by the Plan Commission, he would incorporate these suggestions into the introduction statement of the Park and Open Space Plan.

NO MOTION MADE – DISCUSSION ONLY

- E. Review and Discussion: Parks & Trails 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 Par and Open Space Plan 2016-2020.

- Planner Jaworski asked the Committee to start getting familiar with the Plan and start to focus on different areas of the Town to develop.
 - What type of Park Infrastructure would the Committee like to see as we develop new parks?
- The Public Hearing held in June 2022 brought comments regarding the trails and recreation within the Town

- There will be another Public outreach in the form of a survey coming soon and Planner Jaworski asked the Committee Members for questions regarding the trails and parks.
- The Committee spent time developing questions to use on the survey

NO MOTION MADE – DISCUSSION ONLY

VII. Upcoming Meeting Attendance:

VIII. Adjournment:

MOTION:

Motion by Member Dorow

Second by Representative Grundman

Motion to adjourn the meeting at 6:17 p.m.

Motion carried.

Respectfully submitted,
Tori Straw, Town Administrator