



## TOWN OF CLAYTON

### Meeting of the Green Space Committee Meeting Minutes

Thursday, March 18, 2010  
5:30 p.m. to 7:08 p.m.

#### I. Call to Order

Meeting called to order at 5:30 p.m. by Chair Griffith.

Present: Committee Chair Griffith; members Clark, Dorow, Johnson, Kiesow, Stanek

Absent: Committee Member Ihde

Staff Present: Deputy Clerk/Treasurer Weichart, Town Administrator Johnston, Town Planning Engineer Bartz

Meeting properly posted; three locations in the Town.

#### II. Approval of Minutes

- Meeting of the Green Space Committee – February 18, 2010

**Motion** by: Clark, Seconded by: Johnson

Motion to approve the minutes of the February 18, 2010 Green Space Committee Meeting as presented, with a correction made to Number III, Business Item A, paragraph one for the second sentence to read as follows: “It will run between 18 to 32 inches north of the southern right-away-line of the trail to the intersection of Clayton Avenue and Highway “76” at a minimum depth of 36 inches.” Furthermore, with a correction in Number III, Business Item A, paragraph one for the first sentence to eliminate the word “old radar” and insert “radar/communication” in its place.

Motion carried by voice vote.

#### III. Business

- A. Granting of an easement to Winnebago County for a fiber optic cable to be run along the Friendship Trail between Clayton Avenue and State Highway “76.”

No further discussion needed.

- B. Status of appraisal of potential park properties:

1. Sabee Property
2. Property immediately west of Clayton School
3. Property on the south side of Fairview, across from Clayton School

Town Administrator Johnston contacted three appraisal firms in regards to appraising the Sabee Property. One appraisal firm stated that they have a full workload and would be unable to help the Town of Clayton at this time. The remaining two firms had responded to Johnston’s request, stating they would be interested in helping the Town of Clayton with a DNR approved appraisal, but are currently booked through the beginning of June. Additionally, to give the Town a price and an exact time frame, the firms requested and received information about the properties, such as acreage, improvements, water frontage, and an aerial photo.

To apply for a DNR grant for the Sabee Property, the Town Administrator recommends a state appraisal of parcel 1 (40 acres), parcel 2 (20 acres), and parcel 3 (20 acres), beginning with the easterly half of the property and extending to the westerly property line. These parcels are a combination of wooded and cleared areas. The estimates for an appraisal of properties subject to a

DNR grant are required to include a before and after assessment of the remnant parcel. Estimated cost is \$2,800.

The property immediately west of Clayton School does not comply with DNR grant application requirements because the property would be used for active recreational purposes. Therefore, this property is only required to have a conventional appraisal; at an estimated cost of \$300. Johnston recommends requesting additional funds from the Town Board to complete this appraisal process.

The Town Administrator recommends going to the Town Board for the approval of the additional \$600, for a total of \$3,100 to complete the appraisals.

The property on the south side of Fairview, across from Clayton School will not be appraised at this time, because of its similarity to the property on the west side of Clayton School.

There was further discussion by the committee with regards to appropriate uses of the properties mentioned above. It was recommended to look into the costs for a Park Architect to evaluate the properties.

**Motion** by: Kiesow, Seconded by: Dorow

Motion to recommend the Town Board increase the appraisal value funding from \$2,500 to \$3,100. Also to recommend staff look into the cost of a Park Architect to evaluate the Sabee Property and the best uses for it.

Motion carried by voice vote.

**C. Martenson & Eisele cost estimate for park(s) development update of 1/21/2010 letter to Richard Johnston, Town Administrator**

Jon Bartz, of Martenson & Eisele presented a general concept and estimated costs for constructing the baseball diamond(s), parking lot, and shelter on property immediately to the west of Clayton School or the property on the south side of Fairview Road across from Clayton School.

Mr. Bartz's estimated costs are:

Concessions/Restrooms/Pavilion	\$170,000
Parking Lot (175 stalls)	\$150,000
Three (3) Softball Diamonds	<u>\$360,000</u>
Total Construction Estimated Costs	\$680,000

General per Acre Grading Costs: (1 Acre = 43,560 Square Feet = 4,840 Square Yards)

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Topsoil Stripping	S.Y.	4,840	\$0.35	\$1,694
Unclassified Excavation	C.Y.	1,615	\$5.00	\$8,075
Reinstall Topsoil	S.Y.	4,840	\$0.70	\$3,388
Fine Grading	S.Y.	4,840	\$0.45	\$2,178
Erosion Control	L.S.	1	\$5,000	\$5,000
Restoration	S.Y.	4,840	\$1.50	<u>\$7,260</u>
			Construction Total	\$27,595
			10% Contingencies	<u>\$2,760</u>
			<b>Total</b>	<b>\$30,355</b>

In providing the Committee with the above cost estimates, Martenson & Eisele has assumed the land is flat and would not require excessive grading and/or excavating. Costs that were in the diamond estimate include fencing, bleachers, backstops, and under-drain system. Costs excluded from the

estimate are lighting, irrigation, safety netting, and all professional planning, design, engineering, and legal fees.

Suburban Athletics has displayed an interest in developing the proposed **baseball** diamonds.

The Green Space Committee discussed the dollar amounts presented and asked various questions for clarification.

**D. Town of Clayton Annual Meeting**

- Green Space Committee involvement

Town Administrator Johnston would recommend presenting a report at the annual meeting summarizing the various activities of the Green Space Committee throughout the year; including the Park and Open Space Plan, and Comprehensive Plan, the improvements of Clayton Park's parking lot, the ball diamonds, and the Town's linear parks, along with the future plans of the committee.

Clark, Stanek, and Dorow volunteered to make a report and presentation for the Annual meeting on April 13, 2010.

**IV. Open Discussion**

- Makeup/opportunities for 2010 – 2011 Green Space Committee
  - Member Johnson and Ihde's positions on the Green Space Committee come available as of April 30, 2010.
    - Town Administrator Johnston stated that Ms. Ihde does not wish to be reappointed to the committee. Ms. Johnson has indicated that she would like to continue on the committee. Town Administrator Johnston indicated that individuals interested in running on the committee should write a letter of intent to the Town Board Chair.
- Chair Griffith stated that Mark Luebke had approached him and would like to donate a tree for Olson's Rest in honor of his uncle. Mark Luebke stated his donation would be over \$250.
- Town Administrator Johnston stated that there is an individual who would like to donate a park bench for the trail. Johnston will keep the Committee posted as he meets with the individual.
- Member Stanek has stated her concern about illegal activities at Trail Head Park. Member Kiesow requested that the Town Administrator put this item on the next Town Board's meeting agenda for further discussion.

**V. Adjournment – 7:08 p.m.**

**Motion** by: Clark, Seconded By: Stanek

Motion to adjourn at 7:08 p.m.

Motion carried by voice vote.

Respectfully Submitted,

*Kimberly Weichart, Deputy Treasurer/Clerk*

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1) Town Office

2) Corner of JJ & Breezewood

3) Clayton School