



TOWN OF CLAYTON

Meeting of the Green Space Committee Meeting Minutes

www.townofclayton.net
Town Office Building
8358 County Road T
Larsen, WI 54947

Thursday, June 17, 2010
5:30 p.m. to 6:54 p.m.

I. Call to Order

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

Present: Committee Chair Griffith; members Ihde, Johnson, Lettau, Stanek

Absent: Committee Member Clark and Dorow

Staff Present: Town Administrator Johnston, Treasurer Weichart, Public Works Foreman Pamerter

Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Meeting of the Green Space Committee – May 20, 2010

Motion by: Johnson, Seconded by: Stanek

Motion to approve the minutes of the May 20, 2010 Green Space Committee Meeting as presented.

Motion carried by voice vote.

III. Business

A. Status/Actions to date on potential park properties

Administrator Johnston stated that the Rusch property appraisal has been completed by Jolene Brod of Brod Appraisal Services, LLC and the Town expects to receive the appraisal within the next week or so. Johnston also spoke to Mary Buckman of Vogels Buckman Appraisal (the individual completing the Sabee property appraisal) and she is currently working on it, but is not sure of a completion date.

B. Status of Larsen Road rebuild – Clayton Avenue to Highway “76”

- Start/Finish Dates
- Greenways Foundation Grant
- Issues with specific reference to the walking trail

Administrator Johnston stated that the Larsen Road rebuild project is scheduled to begin July 1, 2010 and has an estimated “substantial” completion date of mid-September and a “fully-completed” date of mid-October. The trail will be completed and operational as the project itself progresses.

Traffic counts have/are taking place at the intersection of Larsen Road and Highway “76.” Town staff is gathering this information to provide data that will allow them to apply for a grant in 2011 to help fund the installation of traffic control signals/roundabouts at this location.

The Town Administrator is currently working on the Greenways Foundation Trail Grant and will keep the Committee updated as to his progress.

C. Landscaping of traffic control islands at Clayton Park

1. Individual island plant design/cost, maintenance/cost, drainage/cost
2. Drain tile issues – location, relation to traffic control island, cost to remove/replace

Chair Griffith stated that he would like the Committee to keep the items within the islands to a minimum to help reduce the amount of maintenance required.

Further discussion on the Town's ordinance confirmed that a tree must be planted within each island in a parking lot. The Committee will do its best to follow this ordinance when considering island landscaping.

Administrator Johnston suggested that Lettau, Clark, and Johnson meet with Public Works Foreman Pamenter and himself within the next 30 days to discuss the island landscaping.

The landscaped mound by the pavilion was discussed. The Committee suggested eliminating the mound and planting it to grass so that the Town's staff can focus on maintaining the islands within the parking lot.

Motion by: Johnson, Seconded by: Stanek

Motion to remove the existing mound by the pavilion, flatten, and plant it to grass to be able to focus on meeting the Town's ordinance on maintaining the islands within the parking lot. Additionally a meeting will be set-up to discuss items to plant, drain tile issues, and any cost related concerns, and will be presented at the July or August Green Space Committee meeting for discussion and approval.

Motion carried by voice vote.

D. Status of action to improve safety/reduce vandalism at Town Parks/facilities

A cost estimate the Town received from their current computer services company was \$2,348.00. This amount included: outdoor network cameras, wireless access point, antennas, and cables.

Currently Town staff is working on collecting additional quotes from various technical services, and hopes to have additional information to present to the committee at their September meeting.

The Plan Commission is currently looking into a security fence for the Town's grounds, which may help eliminate some of the vandalism occurring on the property. Town staff supports its approval.

E. Update on "How to manage invasive species" class held June 8, 2010

The "How to manage invasive species" class was put on by Chad Cook (from UW-Extension) at Clayton Park. Lettau attended the meeting and stated that Mr. Cook showed the class various invasive species that can be found within Clayton Park. Some of these invasive species did include Buckthorn and Garlic Mustard.

Chair Griffith suggested obtaining a cost estimate from an outside contractor to control the invasive species within the park on a regular basis.

F. Additional Kiosk for Friendship Trail

- 1. Location
- 2. Content
- 3. Costs

Administrator Johnston suggested placing the kiosk at the southeast corner of Highway “76” and Highway “10.” Winnebago County is currently installing a Fiber Optic Cable and stated that they would be willing to plant trees along the trail for allowing them to place their cable. Johnston suggests putting the kiosk, bench, and these trees at this location.

The Committee discussed that it would make sense to have a kiosk placed at a location on the Friendship Trail where people access it. Currently, the cul-du-sac at the end of Center Road is being used as a parking lot and access point for the Friendship Trial. Due to this, the committee agreed that placing the kiosk at this location would be valuable to trail users.

Motion by: Stanek, Seconded by: Lettau

Motion to place the kiosk currently in storage at the south end of the cul-du-sac on Center Road.
Motion carried by voice vote.

G. Review of Clayton Fest (June 12, 2010)

The 2010 Clayton Fest was considered an overall success. Since revenue from the festival is normally used for Green Space items, the Town Staff will keep the Committee informed as to what funds, if any, are available.

IV. Open Discussion

- The Green Space Committee would like to tentatively schedule a meeting for July 15, 2010 at 5:30 p.m. to discuss the potential park appraisals and review any new information regarding landscaping of Clayton Park’s parking islands.
- The bench at Olson’s Rest needs to be looked at and worked on. Administrator Johnston stated that Mark Luebke has volunteered to repair the bench.

V. Adjournment – 6:54 p.m.

Motion by: Lettau, Seconded By: Ihde

Motion to adjourn at 6:54 p.m.

Motion carried by voice vote.

Respectfully Submitted,
Kimberly Weichart, Treasurer

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- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School