

TOWN OF CLAYTON

Green Space Committee  
Meeting Minutes

5:00 P.M. on Wednesday, November 10, 2021

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

I. Call to Order:

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

Green Space Committee Members

Committee Chair Coenen	PRESENT
Committee Member Hopcia	PRESENT
Committee Member Kraft	PRESENT
Committee Member Dorow	PRESENT
Committee Member Harrity-Irvine	PRESENT
Committee Member OPEN	OPEN
Board Representative Grundman	PRESENT

Town Staff:

Administrator Straw	PRESENT
Clerk Thurs	PRESENT

II. Public Hearings: NONE

III. Approval of Minutes:

A. Regular Green Space Committee Meeting – Wednesday, October 13, 2021.

- Committee Chair Coenen stated that on page 2 of the minutes under Trail Head Park updates, first paragraph, second line does not make sense.
- Administrator Straw stated that the sentence should read “Administrator Straw provided each with a copy of the bronze plaque.” The remaining “that the Committee also was provided.” should and will be corrected and removed.

**MOTION:**

**Motion by: Member Harrity-Irvine**

**Second by: Member Grundman**

**Motion by to approve the Green Space Committee October 13, 2021 Meeting Minutes with the correction as stated by Chair Coenen.**

**Motion carried.**

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

V. Correspondence:

A. Distribution of the October 2021 Building Inspection Report.

- Administrator Straw explained that the Building Permits were very low for October due to the Building Inspector being out sick for 3 weeks.
- The Members were provided with the Veteran’s Day Celebration Notice and Administrator Straw noted that the celebration had been moved to City Hall in Neenah due to inclement weather.

## VI. Business:

- A. Discussion/Update: Green Space review and discussion on the CY 2022 Town’s Parks and Trail Budget.

Committee Members reviewed the CY 2022 Budgets for Clayton and Trail Head Parks and also the Friendship Trail. Administrator Straw pointed out the increase in the Park Capital Improvements line item for each budget from \$5,000 to \$7,500.

The Park Impact Fees has a balance of \$19,020.00 as of October 31, 2021. These monies can be used for additional improvements to the existing parks and trails OR the Committee may opt to use these funds to help build new trails along the new infrastructure on the East Side.

- Administrator Straw reviewed the CY 2022 Budgets with the Committee Members.
- Discussion on Park Impact fees and the potential for using the money to expand the Disc Golf Course at Clayton Park.
- Discussion on the Friendship Trail repairs regarding the cost. The cost to rebuild will come from tax increment financing budget and not from the trail budget.

### **MOTION:**

**Motion by Member Hopcia**

**Second by Member Harrity-Irvine**

**Motion to recommend to the Town Board to approve an appropriation of \$10,000.00 from 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.**

**Motion carried.**

- B. Discussion/Update: Green Space review and discussion on the Town’s Parks and Trail Maintenance and projects schedule.

The Committee reviewed a copy of the information on picnic tables and benches for the parks. Clayton Park has been winterized and the bathrooms are closed for the Winter. Staff has chosen to leave the parking area for Clayton Park open again this year for people who want to enjoy winter activities within the park.

With the new year approaching the Committee may want to consider the projects for next year.

- Pickle Ball Courts for Trail Head Park
- New Park Pavilion for Trail Head Park (Lion’s Club to provide)
- Extension of the Disc Golf Course in Clayton Park

- Additional picnic tables for Clayton and Trail Head Parks and Olsen’s Rest
- New Park Pavilion for Olsen’s Rest
- Rebuilding of the Friendship Trail from Clayton Ave to Hwy 76 to include addressing the drainage issues with the Hwy 76 tunnel
- Using reclaimed asphalt for the “problem” areas of the Trail
  - Committee Members discussed multiple options for maintenance and improvements to the Parks and the Trail.
  - Committee Members decided to each bring a list of the maintenance/improvements most important to the individual and prioritize the lists at the next meeting.

**NO ACTION TAKEN**

- C. Discussion/Review: Green Space review and discussion on the Town’s Greenspace Committee Mission Statement.

The Committee reviewed both a red-lined and final draft version of the Mission Statement provided by the Staff with regards to the changes made at the October meeting.

- The Committee Members directed Staff to provide the Town Planner with the Mission Statement and get Mr. Jaworski’s thoughts on the mission statement.

**NO ACTION TAKEN**

- D. Discussion/Review: Green Space review and discussion on the Town’s Park & Open Space Plan being part of the Town’s Comprehensive Plan.

- The Committee Members directed Staff to allow for the Town Planner to provide a draft of the Park & Open Space Plan as part of the Town’s Comprehensive Plan for their review.

**NO ACTION TAKEN**

VII. Upcoming Meeting Attendance:

- A. Special Elector’s Meeting for Town Electors to approve the Town Levy, November 17, 2021 at 6:00 p.m.

VIII. Adjournment

**MOTION:**

**Motion by Member Dorow**

**Second by Member Kraft**

**Motion to adjourn the meeting at 6:30 p.m.**

**Motion carried.**

Respectfully submitted, Sonji Thurs, Clerk