

TOWN OF CLAYTON

Green Space Committee
Meeting Minutes

5:30 P.M. on Wednesday, October 9, 2019

Town Office 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 Prusik	PRESENT
Committee Member Geise	PRESENT
Committee Member Owensby	EXCUSED
Committee Member Dorow	PRESENT
Committee Member	VACANT
Committee Member Kraft	PRESENT
Board Representative Grundman	PRESENT

Town Staff:

Administrator Johnston	PRESENT
Assistant Admin Straw	PRESENT
Clerk Stevens	PRESENT

II. Public Hearings:

- A. No Public Hearings.

III. Approval of Minutes:

- A. Regular Green Space Committee Meeting – Wednesday, August 14th, 2019

MOTION

Motion by Committee Member Geise

Second by Committee Member Grundman

Motion to approve the Wednesday, June 12, 2019 and the Wednesday, August 14th, 2019

Green Space Committee Meeting Minutes as presented

Motion carried by unanimous voice vote

IV. Open Forum; Town-related Matters not on the Green Space Committee Agenda:

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present a question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete "Request to Speak at Meeting" form, located on the Agenda Table, and give the form to Staff.

- NO Requests

V. Correspondence:

- A. No Correspondence.

VI. Business:

- A. Discussion/Recommendation: Green Space Committee continued review and report to the Board on the following park improvement programs:

1. Review of material relating to park maintenance provided by Committee Member Dustin Kraft.
2. Clayton Park maintenance report
3. Update to the Committee on the playground areas in Clayton Park and Trail Head Park

The Committee reviewed copies of the email and photos from Committee Member Dustin Kraft regarding the condition of the playground area of Clayton Park.

- Assistant Administrator Straw noted that staff recognizes the need to maintain the playground areas of the Town’s parks, however, with the weather-related events and the scheduling of equipment and man-power, Clayton Park has not been completed. She reported that it is our intention to rent a stump grinder to grind the exposed roots and to complete the restoration of the playground area this fall.

The Committee reviewed information regarding the replacement of the picnic tables for Clayton Park and Trailhead Park.

- Assistant Administrator Straw noted that she had also looked at the cost for aluminum frames with composite tops and the cost for each 8-foot table would be approximately \$500. She noted that there are approximately 25 tables between the two parks.
- The Committee also inquired about the requirements relating to handicapped accessible tables. Administrator Johnston explained that providing an accessible table would be a relatively simple modification. He advised the committee that staff would determine how many accessible tables are required for ADA compliance.
- The Committee requested the Assistant Administrator present a written cost estimate for the proposed tables for their consideration at the next meeting.

Assistant Administrator Straw reported that she will be attending the Larsen-Winchester Lions Club meeting to advocate for the Trail Head Park Legacy Project for a basketball court. She explained that some of the club members are hesitant to install the court at Trail Head Park because they perceive the park as under-utilized. Assistant Administrator Straw continued explaining that Trail Head is the perfect location for the project because it would provide an activity for older children who no longer have interest in the current playground equipment, but are not old enough to drive and therefore have limited ability to travel to locations with age appropriate

equipment/services. She also noted how often the park is used on a day-to-day basis, especially considering the trail access.

4. Review of the Draft CY 2020 General Fund, Parks Budgets

Assistant Administrator Straw reviewed the Parks Expense Budget for 2020. She noted that due to budget constraints, the parks budgets for 2020 have been reduced slightly. She noted that with the changes to the Public Works Department work assignments for next year will provide them with more time to perform the required maintenance so the decrease in funding should not have a significant impact on the parks.

- Committee Member Kraft noted that in 2019, \$10,000.00 had been budgeted for the Friendship Trail but none of which has been spent year-to-date. He asked if the money could be used to pay for the replacement of the picnic tables discussed earlier in the meeting.
- Administrator Johnston explained that the committee would have to recommend the Town Board adopt a resolution to transfer the budget monies to provide for that prior to the end of the year. He cautioned the committee that the type of activity should not become routine. He said it is legal to do so, but he does not feel it is good practice to transfer money between categories/departments unless absolutely necessary.
- Committee Member Kraft asked what happens to the budgeted funds if they are left unused. Administrator Johnston explained that the funds are then placed in the general fund carryover. Committee Member Kraft said he would rather see the money used for the parks.
- The Committee requested the information be provided for their consideration to make the recommendation to the Board for the transfer of the funds to allow for the picnic tables purchase.

VII. Upcoming Meeting Attendance: None

VIII. Adjournment

MOTION

Motion by Committee Member Dorow

Second by Committee Member Kraft

Motion to adjourn at 6:28 p.m.

Motion carried by unanimous voice vote

Respectfully submitted, Holly Stevens, Clerk