

TOWN OF CLAYTON

Green Space Committee
Meeting Minutes

5:30 P.M. on Wednesday, December 11, 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	EXCUSED
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, October 9, 2019

MOTION

Motion by Committee Member Geise
 Second by Committee Member Kraft
 Motion to approve the Wednesday, October 9, 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 the cost of replacing the picnic tables at Clayton Park and Trail Head Park.

The Committee reviewed information regarding the replacement of the picnic tables for Clayton Park and Trailhead Park and the requirements for ADA compliance. Staff was able to find a company that produces recycled plastic lumber and the price is cheaper than what is available locally. The aluminum frame quote included the stainless-steel hardware for assembly of 6' or 8' tables. The aluminum frame cost is \$264.99 each (including shipping). Staff estimated using 2 full pieces of lumber (2 x 6 x 96) per table for a cost of \$63.96 (including shipping). The total estimate for 1 picnic table would be approximately \$330.00.

In order to be in compliance with the ADA requirements for Picnic Facilities, 20% of the tables at Clayton Park will have to be built to ADA standards. There are two tables at Trail Head Park and one table at Olson's Rest. Replacements for all three of those tables will be built to ADA standards.

Staff has completed an assessment and inventory of tables at Clayton Park. There are twenty (20) 8' tables currently on site. Upon evaluation of the facility, Staff feels that number is too many and creates a crowded, hard-to-navigate environment. As such, Staff recommended the number of tables provided in the pavilion area should be reduced to twelve (12) with four (4) being constructed as ADA accessible on one end.

Taking into consideration that about 50 percent of the tables currently at Clayton Park have a useful life expectancy of 2 to 3 years, and because the new tables are "experimental" with the proposed construction using completely different materials, Staff is recommended that the Committee consider continued use of the current useable inventory (about 10 tables) and purchasing materials to construct 4 new tables each year for the next three years. This process allows for responsible use of the existing resources. Additionally, it provides the Committee and Staff the opportunity to evaluate the new construction method without making a significant investment into an untested product.

MOTION:

Motion by Committee Member Kraft

Second by Committee Member Geise

Motion to recommend to the Town Board to purchase materials and construct 4 ADA compliant picnic tables for Clayton Park.

Motion carried by unanimous voice vote

2. Update to the Committee on the playground areas in Clayton Park

The Committee reviewed photos of the completed playground area of Clayton Park. The Public Works Department with the help of the Fire Chief was able to complete the installation of chips for the playground area of Clayton Park. Staff advised the Committee that the sandbox is in need of repairs and new sand but because winter weather is now upon us, the sandbox repairs were delayed until Spring 2020.

DIRECTION TO STAFF:

The Committee Members determined that the sandbox should be removed rather than repaired and directed staff to do so when time and weather allows.

3. Planning for the park on the former Noffke property on CTR “JJ” in the Town of Clayton.

No updates at this time.

4. Report regarding the surveillance equipment in Trailhead Park and Clayton Park.

Staff has noticed a significant decline in vandalism since the installation of the security cameras.

- B. Discussion/Recommendation: Green Space Committee discussion and recommendation to the Town Board to adopt a resolution to transfer the CY 2019 budget monies from the Friendship Trail Maintenance line item to the Clayton Park Maintenance line item to be used to replace the picnic tables at Clayton and Trail Head Parks.

After discussion at the October Green Space Committee Meeting relating to the replacement of picnic tables in the Town Parks, the Committee requested consideration of this business item be added the Green Space agenda to provide for a possible funding option for the proposed table replacement project.

Having completed the evaluation of the current inventory, Staff has made a recommendation in business item VI – A1 for continued use of viable tables with the gradual addition of replacement tables over the course of the next 3 years. The annual Park budgets allow for this recommendation without the need for reallocation of funds.

The Committee determined the transfer of monies was no longer necessary.

NO ACTION TAKEN

- C. Discussion/Recommendation: Green Space Committee discussion and recommendation to Town Board to approve the Larsen – Winchester Lions Club Legacy Project in Trailhead Park.

The Committee reviewed a copy of the correspondence from the Lion’s Club President outlining the legacy project plan for Trail Head Park. The Administration has reviewed the

project plan and feels comfortable with what is being proposed. The Public Works Department is planning to install drain tile on the east side of the park next to the trail in the spring or early summer of 2020. The PW staff would prepare the site at that time. Staff noted that they are hoping to have the needed gravel for the project site preparation donated by a member of the community.

MOTION:

Motion by Committee Member Kraft

Second by Committee Member Geise

Motion to recommend to the Town Board approval of the Larsen-Winchester Lions Club Legacy Project in Trail Head Park.

Motion carried by unanimous voice vote

VII. Upcoming Meeting Attendance:

- Green Space Committee January and February 2020 Meetings to be cancelled

VIII. Adjournment

MOTION

Motion by Committee Member Kraft

Second by Committee Member Geise

Motion to adjourn at 6:24 p.m.

Motion carried by unanimous voice vote

Respectfully submitted, Holly Stevens, Clerk