

Park Commission Agenda
August 8, 2016, 5:00 PM
Carter Woods Park
840 S Bluemound Dr. Grand Chute WI

1. Call meeting to order
2. Approve Minutes from meeting July 11, 2016 meeting
3. **APPEARANCES**

NONE
4. **NEW BUSINESS**
 - a. 2017 Budget
 - b. Park Matrix
 - c. Appleton West Baseball Club Master Plan
5. **OLD BUSINESS**
 - a. Park Signs
 - b. Park Parking Lots
 - c. Park Ordinance
6. **INFORMATIONAL ITEMS**
 - a. Park Maintenance Report
 - b. Director's Memo
 - c. Park & Recreation Revenue Report ending July 31, 2016
 - d. Greenways Report
 - e. Town Board Liaison Report
 - f. Chairman's Report
 - g. Correspondence Report
 - h. Bike and Pedestrian Trail Update
 - i. Lecker Park Trails
7. Adjournment

Park Commission Meeting
July 11, 2016, 5:30 PM
Community Room
1900 Grand Chute Blvd

Members Present: Joan Haag, Joy Hagen, John Jones, Karen Petersen, Mike Schmidt, Kathryn Pennings, Supervisor Thyssen

Members Absent: Donna Van Buecken

Others Present: Mike Arft, Karen Heyrman, Tom Marquardt, Lisa Mroczkowski, Trish Nau (ECWRPC), Mike Patza, Pat Collar (Appleton West Baseball Club), Andy Henkel (President Appleton West Baseball Club)

Chairperson Petersen called the meeting to order at 5:30 PM.

Motion by Commissioner Haag, seconded by Commissioner Schmidt to approve minutes from the June 13, 2016 meeting.

Vote on Motion (6/0)

Chairman Schowalter read the Proclamation declaring July, 2016 National Parks & Recreation Month.

Andy Henkel spoke on behalf of the Appleton West Baseball Club regarding Cater Woods Park proposed improvements and the plan the club has for the park. He provided a table that shows the breakdown of what they are looking at for the vision of the park and the costs related to those improvements. He stated their goal is to use this park as their training facility and also use it to promote tournaments in Grand Chute. He stated the estimated cost for the improvements will be about \$180,000. He stated that at the Park Commission Meeting in August, he will present a master concept plan that he hopes to get the blessing of the Park Commission so the club can move forward with fund raising.

Commissioner Schmidt is worried about the parking situation when large tournaments are held.

Mike Arft stated he has discussed this with Andy and we have parking options. We plan on putting a boardwalk through the woods that would connect to the back parking lot and the adjacent National Guard Armory has surplus parking.

Andy stated we are also looking at putting netting up along the first base line of both fields to stop foul balls from entering the parking lot. He stated by doing this we gain about two to three rows of parking where cars cannot park because of foul balls.

ACTION ITEMS

a. Approve "Town Center Park" Concept Plan and Development Strategy

Motion to approve the Town Center Park Concept Plan and Development Strategy by Commissioner Hagen, seconded by Commissioner Haag.

Vote on Motion (6/0)

Accommodation Notice-Any person requiring special accommodation who wishes to attend this meeting should contact (Administration at 832-1581) at least 48 hours in advance.

- b. 2016 Grant Application Wisconsin RPCs and DNR Emerald Ash Borer (EAB) Mitigation
- Deputy Director Heyrman stated there are funds available for projects that are within the Wisconsin Great Lakes Basin for mitigating the impacts of the Emerald Ash Borer. The award can be up to \$20,000 with a 25% matching fund requirement. Staff is looking for Park Commission support to apply for the grant.

Motion by Commissioner Schmidt to approve the grant application for the Wisconsin RPCs and DNR Emerald Ash Borer (EAB) Mitigation Grant, seconded by Commissioner Haag.

Vote on Motion (6/0)

- c. Gillett Street Sidewalks

Lisa stated at the last meeting Supervisor Thyssen suggested the Park Commission support some type of pedestrian corridor on Gillett Street which is up for urbanization in 2017.

Motion by Commissioner Pennings, seconded by Commissioner Haag to include an off-street route for pedestrian traffic in the design of Gillett Street from Capitol Drive to Elsner Road.

Vote on Motion. (6/0)

- d. Centralized Surveillance Cameras for Parks

Director Marquardt stated the Police Department is looking into putting up approximately 25 traffic cams throughout the town. IT Director Heiman is doing a cost analysis and asked if the Parks would like to be included in this upgrade. Director Marquardt agreed it would be beneficial to have this type of camera system at the parks.

Commissioner Schmidt asked if there is a cost estimate yet?

Mike Arft stated Director Heiman was expecting the cost estimates today.

Commissioner Hagen stated the Outagamie County Property Committee dealing with the same situation at the county parks. She forwarded the agenda item to the Committee President to maybe get a conversation going between Outagamie County and the Town of Grand Chute.

Motion by Commissioner Pennings, seconded by Commissioner Schmidt to approve memo to the Town Board as written.

Vote on Motion. (6/0)

OLD BUSINESS

- a. Town Center Park

1. Delineation results

Mike Patza stated the Wetland Delineation is complete. We need to have the area surveyed now. Once that is complete it will go back to the delineator for a final review and we will have a final map of the wetland areas. He stated that in looking at the draft of the delineation there is more wetland than expected. He stated that it appears there is going to be a bit less developable land than we thought we had.

b. Discuss scholarship program

Lisa stated in the packet is the form to be used for the Scholarship Program. The program is a 50/50 cost share for the programs. She stated the Summer Park Program costs \$40 and \$15 for additional children.

c. Park Signs

Hold discussion for next meeting.

d. Update on hearings

Lisa stated she talked to Commissioner Van Buecken about this agenda item. She was looking for an update on the neighborhood meetings that were held about the Town Center Park.

e. Appleton West Baseball Diamonds

Lisa stated she talked to Commissioner Van Buecken about this agenda item. She was looking for an update on Appleton West Baseball Club improvements for Carter Woods Park.

INFORMATIONAL ITEMS

a. Parking lot surface rating

Deputy Director Heyrman stated Mike Arft did a pavement analysis of the parking lots at all the parks. We are going to use the criteria to create a 5-Year CIP for these parking lots which will be included in the 2017 Budget. We are also looking at carryover to 2017 funds in the 2016 budget to resurface the parking lot at Patriot Park.

Commissioner Schmidt asked what is the life of the parking lot?

Director Marquardt stated Cater Woods was built in the 1970's, so we are getting 40 years of life out of the parking lots.

b. 2017 Budget

Director Heyrman shared some of the budget items we are looking at for the 2017 Budget.

- Park Signs
- Parking Lots
- Back stop at Carter Woods Park ball diamonds
- Recycle containers grant
- Netting at Carter Woods Park ball diamonds
- Tree grants
- Town Center Park

c. Back stops at Cater Woods Park

Mike Arft stated he received one quote to redo the backstop and move the dugouts. It was \$7,000.

d. Additional Equipment at Maple Edge Park

Commissioner Jones supplied a list of equipment that neighborhood residents requested for additional park equipment.

Accommodation Notice-Any person requiring special accommodation who wishes to attend this meeting should contact **(Administration at 832-1581)** at least 48 hours in advance.

- Soccer Goals
- Additional Benches
- More picnic tables
- Basketball/Tennis Courts
- Adult Swings

Lisa stated soccer goals are on order and should be here in the next week. The picnic tables are here and we are waiting for the grass to thicken up before we put them out.

e. Park Maintenance Report

- Mowing grass
- Weeding the pocket parks
- Landscaping at Maple Edge Park
- New sign installed at Maple Edge Park
- Benches installed at Maple Edge Park
- Mulching around signs
- Changing out lights at Carter Woods Park to LED
- Treating Ash trees
- Watering trees

f. Director's Memo

See attached

g. Park & Recreation Revenue Report ending June 30, 2016

h. Greenways Report

Nothing

i. Town Board Liaison Report

Nothing

j. Chairman's Report

Nothing

k. Correspondence Report

Nothing

l. Bike and Pedestrian Trail Update

m. Lecker Park Trails

Commissioner Hagen asked if there is going to be leveling of the ski trail before winter?

Mike stated as soon as the pallets are removed from area we will get out there and level it out.

n. Election of Officers

Motion to nominate Karen Petersen for Park Commission Chairperson, seconded by Commissioner Hagen.

Vote on Motion. (4/0)

Accommodation Notice-Any person requiring special accommodation who wishes to attend this meeting should contact (Administration at 832-1581) at least 48 hours in advance.

Motion to nominate Kathryn Pennings Vice Chairperson by Commissioner Hagen, seconded by Commissioner Haag.

Vote on Motion. (4/0)

Motion by Commissioner Haag to adjourn meeting, seconded by Commissioner Schmidt.
Meeting was adjourned at 6:47 p.m.

These are drafted minutes that were taken at a regular meeting held on July 11, 2016 by:
Lisa Mroczkowski, Office Coordinator, Department of Public Works, Town of Grand Chute

2016 Budget	10-16-55200		2017 Proposed Budget	Notes
	Payroll			Payroll
\$127,480	110	Salaries	\$130,030	Salaries
			\$28,900	Additional amount to move Adam Velie to Parks Full Time and allow Jeff Kippenhan to work over the 1200 hours (1500 hours)
\$2,270	111	Overtime	\$2,320	Overtime
\$3,480	121	Commissioners	\$3,550	Commissioners
\$46,150	130	Benefits	\$47,080	Benefits
\$179,380		Total Payroll	\$211,880	Total Payroll
	OPERATIONS & MAINTENANCE			OPERATIONS & MAINTENANCE
\$2,000	210	Professional Services	\$2,000	Professional Services
\$33,000	220	Utilities	\$35,000	Utilities
\$600	221	Phone & Communications	\$800	Phone & Communications
\$0		Emplpoyment Ads	\$1,000	Emplpoyment Ads
		Bus for Arbor Day		
\$2,500		Fertilizer and Weed Control Service	\$3,000	Fertilizer and Weed Control Service
\$500		Prairie maintenance @ Prairie Hill Park		
\$9,000		2 Concrete dumpsters approach pads		
\$2,000		Electrical Work for Hand Dryers	\$2,300	Electrical work for hand dryers for two remaining parks (Patriot/Arrowhead)
\$0		Electrical Work for Bathroom Fan		
\$18,000		Sealcoat parking lot @ Patriot Park		
\$2,800		Concrete Bleacher pads @ Patriot		
\$1,860		Software for Scheduling Parks	\$2,000	Software for Scheduling Parks
\$6,800		Concrete dugouts pads Carter Woods		
\$1,000		Portable Toilets @ Lecker Park	\$1,000	Portable Toilets @ Lecker Park
\$44,460	290	Other Contractual Services	\$9,300	Total Other Contractual Services

\$350	321	Dues & Subscriptions	\$400	Dues & Subscriptions
\$1,600	330	Conferences & Training	\$1,800	\$800 Landscape training; \$1,000 WPRRA Training
\$8,000		Supplies to maintain athletic fields, playground sand, lawn maintenance, cleaning building and bathroom supplies	\$10,000	Supplies to maintain athletic fields, playground sand, lawn maintenance, cleaning building and bathroom supplies
\$4,200		Top dressing Patriot and Carter Woods Parks	\$4,200	Top dressing Patriot and Carter Woods Parks
\$1,000		Picnic table replacement supplies	\$1,000	Picnic table replacement supplies
			\$1,500	EAB Treatment Material
			\$3,000	Gator Bags
		Fencing Material	\$1,500	Fencing Material
			\$2,000	Pocket Parks
\$5,500		New picnic tables	\$5,500	New picnic tables-Lions Park
\$1,150		Ice Rink Supplies	\$1,300	Ice Rink Supplies
\$3,000		Arbor Day Costs	\$1,800	Arbor Day Costs
\$22,850	340	Operating Supplies	\$31,800	Total Operating Supplies
\$1,900	344	Gas, Oil and Other Supplies	\$2,000	Gas, Oil and other Supplies
\$0	346	Hand Tools & Small Equipment	\$1,800	Truck 406
\$5,000	351	Allocated Vehicle Maintenance	\$5,100	Allocated Vehicle Maintenance
\$1,300		Replace Lighting with LED	\$1,500	Prairie Hill LED Lighting
			\$1,500	Repair and paint Prairie Hill Pavilion
\$1,200		Replace Water Heater	\$1,200	Patriot Park
\$3,000		New hand dryers (Carter Woods)	\$3,000	New hand dryers @Patriot and Arrowhead
		Facility Repairs	\$3,000	Facility repairs
			\$1,700	New kitchen door at Lions Park
			\$3,500	New signs at Carter Woods Park
\$2,000		Electrical Repairs	\$4,000	Tennis Courts/ball diamond lights at all parks
\$7,500	360	Building Repairs and Maintenance	\$19,400	Total Building Repairs and Maintenance
\$0	390	Miscellaneous Expenses	\$0	
\$325	391	Uniforms	\$500	Uniforms
\$119,585	TOTAL OPERATIONS & MAINTENANCE		\$109,900	TOTAL OPERATIONS & MAINTENANCE

DRAFT

PROPOSED 2017 PARKS AND RECREATION BUDGET

		Capital Outlay		Capital Outlay	
\$1,000		Player Benches @Carter Woods Park			
\$0		Maple Edge Park			
\$2,500		Safety Fence Enclosure for Bleachers Patriot			
			\$6,000	Trash and Recycle containers-Carter Woods	
			\$7,500	New back stop at Carter Woods	
			\$2,000	Netting for foul balls at Carter Woods	
			\$14,500	John Deere UTV	
			\$27,000	New Lawn Mower (Replace 725)	
\$3,500	810	Equipment	\$57,000	Total Capital Equipment	
\$53,000	811	Vehicles Double Cab 4X4 Pick Up	\$6,500	18' Enclosed Trailer-ball diamond equipment	
\$53,000		Vehicles	\$6,500	Total Capital Vehicles	
\$110,000	820	Building-Lions Park Tennis Courts	\$13,500	Replace sand with ADA rubber surface @ Arrowhead	
			\$31,200	Patriot Parking Lot Resurfacing	
				Arrowhead North Parking Lot and Driveway to North Parking Lot Resurfacing	
			\$20,000	Lot Resurfacing	
			\$33,400	Cater Woods North Parking Lot Resurfacing	
\$110,000		Buildings	\$98,100	Total Capital Buildings	
			\$2,000	Laptop and WI-FI Access	
		Information Technology	\$2,000	Total Capital Information Technology	
\$166,500		TOTAL CAPITAL	\$163,600	TOTAL CAPITAL OUTLAY	
\$465,465		PARKS 2016 BUDGET	\$485,380	PROPOSED 2017 BUDGET	

2016 Budget			Account 10-16-55300		Proposed 2017 Budget	Notes
			Payroll		Payroll	
\$13,990	110	Salaries			\$14,270	Salaries
\$ 2,060	\$ 135	Benefits			\$2,100	Benefits
\$ 16,050		Total Payroll			\$16,370	Total Payroll
Operations & Maintenance			Operation & Maintenance			
\$1,000		Tennis Instructor			\$1,000	Tennis Instructor
\$0		Rec1 Fees			\$600	Rec1 Fees
\$1,000		Undetermined Program			\$1,000	CPR/Babysitting Class
\$1,000		Field Trips			\$1,200	This is offset by campers paying a portion. The 2016 total field trip cost is \$915.56. Campers paid \$461.00
\$300		Bus for Field Trips			\$300	Bus for Field Trips
					\$500	T-Shirts for Adventure Camp. This is offset by donations from local businesses. In 2016 we had \$2,100 in donations.
\$3,300	290	Other Contractual Services			\$4,600	Total Other Contractual Services
\$100	310	Postage			\$250	Postage
\$200	330	Conferences & Training			\$200	Conferences & Training
\$2,000	340	Operating Supplies			\$2,500	Operating Supplies (Includes 5 Scholarships)
\$500	391	Uniforms			\$500	Uniforms (Tshirts and sweatshirts for staff)
\$2,800		Total Operations & Maintenance			\$8,050	Total 2017 Operations & Maintenance Budget
\$22,150		Total 2016 Park Recreation Budget			\$24,420	Total 2017 Park Recreation Budget

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PROPOSED 2017 PARKS AND RECREATION BUDGET

Account 10-16-55400			2017 Proposed Budget	Notes
2016 Budget				
	Payroll		Payroll	
\$19,420	110	Salaries	\$19,808	Salaries
\$ 8,220	135	Benefits	\$8,384	Benefits
\$ 27,640		Total Payroll	\$28,193	Total Payroll
Operation & Maintenance			Operation & Maintenance	
\$500	220	Utilities	\$500	Utilities
\$250	290	Herbicide Application T-Rats Stadium	\$250	Herbicide Application T-Rats Stadium
\$2,000	290	Engineering/Design for Trail Improv	\$2,000	Engineering/Design for Trail Improvements
\$4,000	290	Grooming Trails @ Lecker Park	\$4,000	Grooming Trails @ Lecker Park
\$40,000	290	Mountain Bike Trail @ Prairie Hill		
\$0	290	Maple Edge Park Trail		
			\$25,000	lower remaining boardwalk at Arrowhead
\$46,250	290	Other Contractual Services	\$31,250	Total Other Contractual Services
\$8,600		Repair of trails	\$2,500	Build trail through Carter Woods to connect front and back of park
\$1,400	340	Boardwalk deck board replacement	\$3,000	Boardwalk deck board replacement
\$10,000	340	Operating Supplies	\$5,500	Total Operating Supplies
			\$37,250	Total 2017 Operations & Maintenance Budget
\$56,750		Total 2016 Trail Maintenance Budget	\$65,443	Total 2017 Trail Maintenance Budget

*Town of Grand Chute, WI
Friday, October 9, 2015*

Chapter 409. Parks and Recreation

[HISTORY: Adopted by the Town Board of the Town of Grand Chute 1-7-1997 as Ch. 20 of the 1997 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Animals -See Ch. 197-

Fireworks-See Ch. 295.

Intoxicating liquor and fermented malt beverages -See Ch. 335.

Peace and good order -See Ch. 415.

§ 409- 1. Regulation of parks.

The public parks owned and managed by the Town of Grand Chute shall be governed by the following rules and regulations and by additional rules and regulations made and published upon the park premises by the Park Commission of the Town of Grand Chute, as the Park Commission shall see fit to further regulate said parks. The power to regulate said parks in addition to the restrictions contained in this chapter shall be delegated to the Park Commission subject to approval of the Town Board of the Town of Grand Chute.

§ 409-2. Offenses within parks.

[Amended 12-6-2006]

No person shall:

- A. Alter or change ~~or cause to be altered or changed~~ anything within any park of the Town unless permitted to do so by the Park Commission.
- B. Willfully injure, cut down, ~~or destroy,~~ **remove, or deface any tree or shrub existing on any Grand Chute public park** ~~fruit, shade or ornamental tree or shrub standing or being within~~ **neighboring** any park of the Town **including attaching any rope, wire, chain, sign or any other device whatsoever to any tree or shrub in any park in the Town.**
- C. Interfere with, break down, deface or remove, or cause to be interfered with, broken down, defaced or removed, any sign, guard, protection, barrier or barricade placed in any park of the Town.
- D. Disobey or disregard the orders of any police officer when commanding any person to desist in a violation of any provisions of this section.
- E. Discharge any missile from any firearm, slingshot, bow and arrow or other weapon **within any public park** ~~within the park or within 40 rods (1/4 mile) of any public park~~ . **(Cross reference § 415-3)**
- F. Operate a snowmobile within any park of the Town except where the Park Commission shall, by the posting of official signs, designate trails for allowed use within a park.
- ~~G. Remove, destroy, cut, deface or injure any tree existing on any public park in the Town.~~
- ~~H. Attach any rope, wire, chain, sign or any other device whatsoever to any tree in any park in the Town.~~
- I. Place or leave rubbish or refuse of any kind within any parks except for that which is generated during normal permitted uses within the parks. Such **refuse and recyclables** shall be properly placed in containers or disposed of per **§409-3** of this chapter. (No person

shall bring garbage or refuse into any park for the purpose of disposing the same in a refuse container or receptacle.)

- J. Operate any vehicle faster than 10 miles per hour, **except in designated areas.**
- K. Operate any vehicle (motorized or not motorized, and specifically including cycle-type vehicles commonly known as "trail bikes" or "minibikes") except on ~~established~~ **designated roads and trails** within any park in the Town.
- L. Allow any animals, leashed or unleashed, in any park with the following exceptions:
 - (1) Dogs that assist the physically handicapped.
 - (2) Properly licensed dogs on a leash of less than six feet in length that are within six feet of any bike or walking trail within a park. In allowing such animals on trails, the pet owner must remain in control of the animal at all times. The owner is responsible for proper disposal of pet waste. For trails that terminate in a Town park that does not contain a designated trail within said park, the owner must remain on the paved park road with the animal as the owner actively walks through **the** park with the animal.
- ~~M. Carry an uncased firearm or weapon in any park in the Town.~~
- N. Hunt or trap within any park in the Town **except as approved by the Town.**
- O. Park any vehicle except in the designated areas in any park in the Town.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1f).*
- ~~P. Build or cause to be built fires other than in established stationary fireplaces or in portable grills.~~
- Q. Leave unattended any fire legally maintained in any park in the Town.
- R. Be allowed in any park in the Town while under the influence of intoxicants in the form of alcoholic beverages or drugs.
- S. Distribute any circulars, pamphlets, handbills or notices of any kind within any park in the Town.
- T. Injure, destroy or deface any property within any park in the Town, nor shall any person climb on any buildings, fences, statues or other structures in any park in the Town except properly designated recreational facilities.

§ 409-3. Use regulations.

- A. The Town of Grand Chute and the Park Commission of the Town of Grand Chute shall have the authority to regulate the use of certain portions of the park during certain hours in order to facilitate persons, groups, or others in such a manner as to beneficially make the most efficient use of said park on behalf of said residents.
- B. Refuse and empty containers (cans, bottles, plastic and paper cups, plates, etc.) will be placed in barrels marked "trash" or **"recyclables."** Hot coals from fires will be left in the grill. Vehicles will not be allowed on the park turf for any reason, and damage to the park turf will be cause for damage assessment against the permit holder. There shall be no stakes driven in for the purpose of horseshoe playing. The turf cannot be dug up for any reason, and campfires of any type or other fires of any type shall not be burned directly upon turf which will cause damage to the turf. Loudspeakers and amplified music must be on low. Mechanical rides, amusement devices and dunk tanks are prohibited except by special permit authorized by the Town Board.

- C. If cleanup and damage are of an excessive extent, the Park Commission may deny future permits to the responsible group **from a permit holders use**. It is understood that Town personnel shall have the right to terminate the use of a permit and shall further have the jurisdiction to close the use of said park of the Town of Grand Chute at any time it is necessary for the protection of park property.

§ 409-4. Hours.

The parks of the Town of Grand Chute shall be open from sunrise each morning until 11:00 p.m. All parks in the Town of Grand Chute shall be regulated in such manner. Any person found ~~upon~~**on** a park premises after 11:00 p.m. shall be deemed guilty of violating the regulation with regard to hours herein.

§ 409-5. Possession and consumption of alcoholic beverages on park property.

[Amended 12-19-2006]

- A. No person shall possess or consume alcoholic beverages or use or take any other form of alcohol which may cause intoxication without first obtaining a permit from the ~~Park Commission, Town Clerk of the Town~~ of Grand Chute or through its designated agent or officer.
- B. A person obtaining a permit for the possession or consumption of alcoholic beverages on park property shall be required to designate the number of persons it is anticipated will participate in the event or gathering and shall further become responsible for and shall execute a statement of responsibility as set forth in Subsection **C**. Permits shall only be issued to an adult who shall agree to be present at the park on the day of the permit.
- C. A responsibility agreement shall be executed by any person given permission to consume or possess **alcoholic fermented malt** beverages on park property.
- D. The **fermented malt liquor** permit holder shall agree to accept and pay for the loss or damage caused by persons within the group authorized under any permit. Permits shall only be issued for one day. The fee for the park permit shall be adopted by resolution of the Grand Chute Town Board and may be updated by resolution as needed. Possession or consumption of beer shall be allowed only between the hours of 9:00 a.m. and 10:00 p.m.

§ 409-6. Fees.

Fees **for park pavilion rentals or other permits where specific sites or facilities are reserved for exclusive use** shall be established **and adjusted** from time to time by the Park Commission, subject to approval of the Town Board, **the fee for alcoholic fermented malt beverage permits required in § 409-5 shall be established and adjusted by the Clerk subject to approval of the Town Board** ~~and for park pavilion rentals or other permits where specific sites or facilities are reserved for exclusive use.~~[J]

- [1] *Editors Note: Original § 20.07, Park fee(s) - open space, which immediately followed this section, has been moved and included in Ch. 475 Subdivision of Land. See §475-128.*

§ 409-7. Violations and penalties.

Any person who shall violate any provisions of this chapter shall, upon due conviction thereof, forfeit an amount as prescribed in the Uniform Forfeiture and Bond Schedules for each such offense, together with the costs of prosecution, and in default of the payment of such forfeiture and costs shall be imprisoned in the county jail until said

forfeiture and costs of prosecution are paid, but not to exceed 30 days.

MEMORANDUM

TO: Park Commissioners
Jim March, Town Administrator

FROM: Thomas Marquardt, Director of Public Works

DATE: August 8, 2016

RE: Report from DPW for 8-08-16 Park Commission Meeting

Budget Summary		2016 Budget	As of 7/31/16	% Used
PARK REVENUES	Park Rental, Recreation	\$16,000	\$11,182.66	69.89%
	Soda Mach./Tickets Rev.	\$5,300	\$ 1,873.17	35.34%
	Donations	\$2,000	\$ 2,025.00	101.25%
	Grants	\$22,000	\$ 2,031.40	9.23%
PARKS	Personnel(Salary, OT, Commissioners, Fringe Ben.)	\$179,380	\$64,777.88	36.11%
	Operations & Maint.	\$119,585	\$48,653.40	40.69%
	Capital Outlay – Equip.	\$166,500	\$ 6,029.34	3.62%
RECREATION	Personnel(Salary, OT, Fringe Ben.)	\$16,050	\$ 5,585.91	34.80%
	Operations & Maint.	\$6,100	\$ 2,927.77	48.00%
TRAILS MAINT.	Personnel	\$27,640	\$ 7,843.89	28.38%
	Operations & Maint.	\$56,750	\$ 5,495.99	9.68%
CAPITAL IMPROVEMENT PLAN	Maple Edge Park Impr.	\$147,000	\$32,755.04	22.28%
	Whispering Groves Trail	\$20,000	\$0	0%
	Town Campus Park Plan	\$35,000	\$0	0%
	Town Campus Park	\$100,000	\$0	0%
	4x4 Pick-up Truck	\$53,000	\$30,593.50	57.72%

1. **Maintenance Report**

Mike will give his report at the meeting.

2. **Lions Park Tennis Court Rehabilitation**

Valley Sealcoat was issued the notice to proceed for the Tennis Court Rehabilitation project and started work on August 1, 2016. The old fence and netting are removed and the new posts are installed (See attached pic). The next item of work will be to level the surface and install the modular tile system.

3. **Park on Maple Edge Court**

Soccer goals are installed in the open area of the park (See attached pic).

4. **Prairie Hill Park Single Track Grant**

We continue to wait for concurrence from Scott Koehnke from the WDNR on the wetland delineation for the site. The \$20,000 grant that we received from the WDNR to construction single track trail and amenities has not been released yet.

5. **Grants**

Staff met with a WDNR forester this week to review tree planting in the Town Park on Starview Drive and at the proposed park north of the Town Hall. Tree purchase would be funded by the American Transmission Company Tree Grant and the 2016 Wisconsin RPCs and DNR EAB Impact Mitigation Grant. We should know more this fall if we are selected.

5310 FTA Funds. Staff heard from Valley Transit regarding the 5310 funding for curb cuts, sidewalks, and bicycle lanes that are within ½ mile of a transit station or stop. We were advised not to count on any grant money in our budget yet. They will have more information in a couple of weeks.

6. **Patriot Park parking lot**

Staff met with Outagamie County Highway Department this week to review pulverizing, patch two failed areas, and re-mat the surface of the main parking lot at Patriot Park. They offered to assist us with paving in 2017. We are getting quotes for the concrete pad and relocation of the dumpster. This work should be done this year. The remaining funds budgeted would carry over to offset the cost for the paving and striping in 2017. Striping will be revised after the paving is complete to improve circulation.

7. **Trail Paving**

The County graded for preparation to pave the trail at the north end of White Hawk to Wren Drive at the end of July. Paving is scheduled for August 10. Rain can delay this work.

8. 2017 Budget Items

Items in the 2017 Budget include:

- Park Signs at Carter Park
- Parking Lot resurfacing at Patriot, Carter Woods, and Arrowhead
- ADA rubber surface at Arrowhead
- Trail improvements at Arrowhead and Carter Woods
- Carter Woods netting and backstop
- Matching funds for tree grants
- Town Center Park
- Equipment replacement - Mower 725
- New Equipment – UTV and Enclosed Trailer



1900 GRAND CHUTE BLVD. ♦ GRAND CHUTE, WI 54913-9613 ♦ FAX 920-832-6036
STREET DIVISION ♦ UTILITY DIVISION PHONE 920-832-1581



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Run On 08/03/2016 12:25 PM

Run By Lisa Mroczkowski

From 01/01/2016 12:00 AM

To 07/31/2016 11:59 PM

Revenue Code Summary (Custom)

Rev. Code	Rev. Code Description	Cash	Check	Credit/Debit	User Credit	Total
1. 10-00-100000-000	Cash	\$0.00	\$36.50	\$0.00	\$0.00	\$36.50
2. 10-00-23003	Park Key Deposit	\$40.00	\$80.00	\$1000.00	\$0.00	\$1,120.00
3. 10-00-24310	Sales Tax	\$10.50	\$21.75	\$316.25	(\$4.25)	\$344.25
4. 10-14-48900	Summer Park Discount Ticket Program	\$431.25	\$616.51	\$1223.41	\$0.00	\$2,271.17
5. 10-16-46720	Non-Resident Fee	\$0.00	\$0.00	\$845.00	\$0.00	\$845.00
6. 10-16-46720	Park Rental Revenue	\$210.00	\$505.00	\$5840.00	\$0.00	\$6,555.00
7. 10-16-46721	Recreation Program Fee	\$70.00	\$55.00	\$2754.00	\$0.00	\$2,879.00
8. 10-16-46721	Tennis Lessons	\$0.00	\$75.00	\$375.00	\$0.00	\$450.00
9. Unitemized	Unitemized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$761.75	\$1,389.76	\$12,353.66	(\$4.25)	\$14,500.92
Totals for Revenue Code Summary (Custom)		\$761.75	\$1,389.76	\$12,353.66	(\$4.25)	\$14,500.92

Run On 08/03/2016 12:26 PM

Run By Lisa Mroczkowski

From 01/01/2015 12:00 AM

To 07/31/2015 11:59 PM

Revenue Code Summary (Custom)

	Rev. Code	Rev. Code Description	Cash	Check	Credit/Debit	User Credit	Total
1.	10-00-23003	Park Key Deposit	\$40.00	\$200.00	\$1436.77	\$3.23	\$1,680.00
2.	10-00-24310	Sales Tax	\$17.75	\$29.00	\$259.18	\$0.32	\$306.25
3.	10-14-48900	Summer Park Discount Ticket Program	\$403.50	\$234.00	\$2173.25	\$0.00	\$2,810.75
4.	10-16-46720	Non-Resident Fee	\$0.00	\$0.00	\$390.00	\$0.00	\$390.00
5.	10-16-46720	Park Rental Revenue	\$420.00	\$790.00	\$5418.55	\$6.45	\$6,635.00
6.	10-16-46721	Recreation Program Fee	\$70.00	\$85.00	\$1915.00	\$0.00	\$2,070.00
7.	10-16-46721	Tennis Lessons	\$0.00	\$0.00	\$490.00	\$0.00	\$490.00
8.	Unitemized	Unitemized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$951.25	\$1,338.00	\$12,082.75	\$10.00	\$14,382.00
Totals for Revenue Code Summary (Custom)			\$951.25	\$1,338.00	\$12,082.75	\$10.00	\$14,382.00





