

Park Commission Agenda
June 13, 2016, 5:00 PM
Community Room
1900 Grand Chute Blvd

1. Call meeting to order
2. Approve Minutes from meeting May 9, 2016 meeting
3. **APPEARANCES**

-NONE-
4. **ACTION ITEMS**

-NONE-
5. **OLD BUSINESS**
 - a. Town Center Park
 - 1) Delineation results
 - b. Discuss scholarship program
 - c. Park Sign
 - d. National Trails Day
 - e. Update on hearings
 - f. Appleton West Baseball Diamonds
6. **INFORMATIONAL ITEMS**
 - a. Park Maintenance Report
 - b. Director's Memo
 - c. Park & Recreation Revenue Report ending May 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

Town of Grand Chute
Park Commission
Monday, May 9, 2016
Meeting Minutes

Members Present: Joy Hagen, John Jones, Kathryn Pennings, Karen Petersen, Mike Schmidt,
Supervisor Thyssen, Donna Van Buecken

Members Absent: Joan Haag

Others Present: Mike Arft, Tom Marquardt, Lisa Mroczkowski

President Petersen called the meeting to order at 5:00 PM.

Motion by Commissioner Schmidt, seconded by Commissioner Pennings to approve minutes from the April 18, 2016 meeting.

Vote on Motion (6/0)

APPEARANCES

John Kunz, Appleton West Baseball Club

ACTION ITEMS

1. Approve Appleton West Baseball League to install batting cages at Carter Woods Park contingent on site plan submittal.

John Kunz from the Appleton West Baseball Club submitted a concept plan for Carter Woods baseball diamonds. He stated the club would like to make Carter Woods their club training facility. He stated they are very impressed with the maintenance of the fields. The concept plan includes adding batting cages, scoreboards, new back stops, and taking over the south diamond. He stated they would like to get the batting cages installed this year. He further stated they are looking to do some fundraising to help pay for the changes. They are hoping the Park Commission will support the concept plan and partner up with them. He stated this is a great economic opportunity for both the baseball club and the Town.

He further stated that they are going to reach out to Kwik Trip regarding the scoreboard. They are known to provide funding for the scoreboard for other communities. He is asking for a letter of commitment from the Park Commission that can be sent along with their letter to area businesses for donations.

Commissioner Van Buecken asked if there is a deadline for the application to Kwik Trip for the scoreboards?

Mr. Kunz stated not that he is aware of.

Commissioner Schmidt stated Pepsi is also a business to look into for funding. He stated they are always looking for ways to contribute to the community.

Park Commission supports the idea and feels this is a great way to make good use of the facility. It brings in families which brings in revenue.

Director Marquardt asked how many teams participate in the tournaments?

Mr. Kunz stated there would be approximately 50 cars for a tournament of eight teams.

Motion by Commissioner Schmidt to approve the concept plan and the “buy in” from the Appleton West Baseball Club for the development of Carter Woods baseball facilities, seconded by Commissioner Van Buecken.

Vote on Motion. (6/0)

OLD BUSINESS

1. Park & Recreation Ordinances

Lisa stated she heard back from Attorney Koehler regarding the clarification of the ordinance regarding firearms in the park.

President Peterson stated she read over Attorney Koehler’s comments and feels we should go ahead with his suggested changes.

Motion by Commissioner Pennings to accept the changes from Attorney Koehler, seconded by Commissioner Van Buecken.

Vote on Motion. (6/0)

2. National Trail Day

Lisa stated National Park Day is June 4th. We are going to have it start here at the Town Hall to try and promote the new park. The hours are going to be from 9:00 a.m. to 11:00 a.m.

Director Marquardt stated it is about a mile long trail. We plan on having tents set up along the trail with information about the new park. We are hoping that we get some foot/bike traffic from the residents of the area.

3. Park Sign Templates

Commissioner Pennings and President Peterson stated the signs are beautiful.

Mike stated these are the first draft that Fast Signs put together.

Commissioner Hagen stated she would like to see the actual color of the town logo incorporated into the signs and have some conformity to the signs.

Commissioner Van Buecken stated we should not change the color of the logo. The drafts have the wrong colors.

Director Marquardt stated he was wondering the same thing.

Supervisor Thyssen stated the committee at the last meeting already discussed making each park a different color.

Mike will take the suggestions to Fast Signs and bring them back to the next meeting.

INFORMATIONAL ITEMS

1. Park Maintenance Report

- New hand dryers at Carter Woods Park
- Remounted the sinks
- New garbage cans in the restrooms

- Painted the men's bathroom at Carter Woods
- New dugouts at Carter Woods
- New Benches at Carter Woods
- New fence around dugout at Carter Woods
- New hitting board and Cater Woods
- New bleacher pad poured at Patriot Park
- New bleachers mounted down at Patriot Park
- Three trees planted at Prairie Hill for Arbor Day
- New water heater at Arrowhead
- Working with Eagle Scout for the kiosk at Prairie Hill Park at the trailhead
- Patriot Park baseball fields have been top dressed

2. Director's Memo

(See attached)

3. League of American Bicyclist & Friendly Bike Community Report

Director Marquardt stated he attended a conference of the League of American Bicyclist & Friendly Bike Community. It was about applying for bike friendly status for the community. Kevin Vonck applied for this for the Town and we were awarded an honorable mention. One of the attendees of the conference was Steve Clark from the League of American Bicyclist. He, Tom, and Ben from NERPC took a tour of Grand Chute's bicycle facilities. Director Marquardt stated he would like to resubmit the Town's application this year with the additions we have made and go for the Bronze status.

Motion by Commissioner Schmidt to apply to the League of American Bicyclist for Bronze status, seconded by Commissioner Hagen.

Vote on Motion. (6/0)

4. Park & Recreation Revenue Report ending April 30, 2016

See attached

5. Greenways Report

Commissioner Hagen stated there were applications submitted for the Greenway Funding for a total of \$90,000.

6. Town Board Liaison Report

Supervisor Thyssen stated the Town Board approved the Spencer Street project in 2019.

Director Marquardt stated he received a call from the DOT because the plans that were submitted for the state funding are different from the plans now and may affect our funding for the project.

Supervisor Thyssen suggested that the Park Commission make a formal request regarding the plans for the bike lanes and sidewalks on this project.

7. Chairman Report

- Next agenda should have the election of officers

8. Correspondence Report

Lisa stated she included some examples of scholarship applications. She will put together one for the Town and bring it to next meeting for approval.

9. Bike and Pedestrian Trail Update

Nothing

10. Lecker Park Trails

Director Marquardt stated he and Mike will be meeting with Josh Ball to go over added mountain bike trails at Lecker Park.

Motion by Commissioner Hagen to adjourn meeting, seconded by Commissioner Pennings. Meeting was adjourned at 6:25 p.m.

These are drafted minutes that were taken at a regular meeting held on May 9, 2016 by:
Lisa Mroczkowski, Office Coordinator, Department of Public Works, Town of Grand Chute

Run On 06/09/2016 08:36 AM

Run By Lisa Mroczkowski

From 01/01/2016 12:00 AM

To 05/31/2016 11:59 PM

Revenue Code Summary by Activity**Adventure Camp-Arrowhead Park Wednesday AM Session 9:00-12:00 Ages 4-8**

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	26	\$0.00	\$0.00	\$260.00	\$0.00	\$260.00
			\$0.00	\$0.00	\$260.00	\$0.00	\$260.00

Adventure Camp-Arrowhead Park Wednesday PM Session 1:00-4:00 Ages 9-12

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	10	\$0.00	\$0.00	\$335.00	\$0.00	\$335.00
			\$0.00	\$0.00	\$335.00	\$0.00	\$335.00

Adventure Camp-Lions Park Tuesday AM Session-9:00-12:00 Ages 4-8

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	39	\$0.00	\$0.00	\$495.00	\$0.00	\$495.00
			\$0.00	\$0.00	\$495.00	\$0.00	\$495.00

Adventure Camp-Lions Park Tuesday PM Session-1:00-4:00 Ages 9-12

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	8	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
			\$0.00	\$0.00	\$80.00	\$0.00	\$80.00

Adventure Camp-Prairie Hill Park Thursdays AM Session-9:00-12:00 Ages 4-12

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	48	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00
			\$0.00	\$0.00	\$110.00	\$0.00	\$110.00

Adventure Summer Camp-Patriot Park Thursdays PM Session-1:00-4:00 Ages 4-12

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	30	\$55.00	\$0.00	\$80.00	\$0.00	\$135.00
			\$55.00	\$0.00	\$80.00	\$0.00	\$135.00

Babysitting/CPR Class Youth Program

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-16-46721	Recreation Program Fee	1	\$0.00	\$0.00	\$45.00	\$0.00	\$45.00
			\$0.00	\$0.00	\$45.00	\$0.00	\$45.00

Babysitting/CPR Class Youth Program

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
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1.	10-16-46721	Recreation Program Fee	3	\$0.00	\$0.00	\$135.00	\$0.00	\$135.00
				\$0.00	\$0.00	\$135.00	\$0.00	\$135.00

Tennis Lessons-2016 Adults

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total	
1.	10-16-46721	Recreation Program Fee	1	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
				\$0.00	\$0.00	\$75.00	\$0.00	\$75.00

Tennis Lessons-2016 Elementary Grades 3-5

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total	
1.	10-16-46721	Tennis Lessons	3	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00
				\$0.00	\$0.00	\$225.00	\$0.00	\$225.00

Tennis Lessons-2016 High School Grades 9-12

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total	
1.	10-16-46721	Tennis Lessons	1	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
				\$0.00	\$0.00	\$75.00	\$0.00	\$75.00

Tennis Lessons-2016 Middle School Grades 6-8

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total	
1.	10-16-46721	Tennis Lessons	2	\$0.00	\$75.00	\$75.00	\$0.00	\$150.00
				\$0.00	\$75.00	\$75.00	\$0.00	\$150.00

N/A

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total	
1.	Unitemized	Unitemized	13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	10-00-100000-000	Cash	1	\$0.00	\$36.50	\$0.00	\$0.00	\$36.50
3.	10-00-23003	Park Key Deposit	79	\$80.00	\$80.00	\$1800.00	\$0.00	\$1,960.00
4.	10-00-24310	Sales Tax	105	\$7.00	\$18.25	\$240.25	(\$4.25)	\$261.25
5.	10-14-48900	Summer Park Discount Ticket Program	2	\$120.00	\$0.00	\$92.50	\$0.00	\$212.50
6.	10-16-46720	Park Rental Revenue	104	\$140.00	\$435.00	\$4570.00	\$0.00	\$5,145.00
7.	10-16-46720	Non-Resident Fee	13	\$0.00	\$0.00	\$605.00	\$0.00	\$605.00
				\$347.00	\$569.75	\$7,307.75	(\$4.25)	\$8,220.25

Totals for Revenue Code Summary by Activity

			\$402.00	\$644.75	\$9,297.75	(\$4.25)	\$10,340.25
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Run On 06/09/2016 08:43 AM

Run By Lisa Mroczkowski

From 01/01/2016 12:00 AM

To 05/31/2016 11:59 PM

Revenue Code Summary by Item Location**Arrowhead Park**

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-00-23003	Park Key Deposit	25	\$0.00	\$40.00	\$600.00	\$0.00	\$640.00
2. 10-00-24310	Sales Tax	22	\$0.00	\$4.25	\$59.50	(\$4.25)	\$59.50
3. 10-16-46720	Park Rental Revenue	27	\$0.00	\$85.00	\$1530.00	\$0.00	\$1,615.00
4. 10-16-46720	Non-Resident Fee	5	\$0.00	\$0.00	\$255.00	\$0.00	\$255.00
5. 10-16-46721	Recreation Program Fee	36	\$0.00	\$0.00	\$595.00	\$0.00	\$595.00
			\$0.00	\$129.25	\$3,039.50	(\$4.25)	\$3,164.50

Carter Woods Park

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-00-23003	Park Key Deposit	3	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
2. 10-00-24310	Sales Tax	4	\$0.00	\$3.50	\$8.50	\$0.00	\$12.00
3. 10-16-46720	Park Rental Revenue	19	\$0.00	\$70.00	\$380.00	\$0.00	\$450.00
			\$0.00	\$73.50	\$468.50	\$0.00	\$542.00

Lions Park

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. Unitemized	Unitemized	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. 10-00-23003	Park Key Deposit	26	\$0.00	\$40.00	\$560.00	\$0.00	\$600.00
3. 10-00-24310	Sales Tax	19	\$0.00	\$0.00	\$21.00	\$0.00	\$21.00
4. 10-16-46720	Park Rental Revenue	30	\$0.00	\$210.00	\$1190.00	\$0.00	\$1,400.00
5. 10-16-46720	Non-Resident Fee	4	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
6. 10-16-46721	Recreation Program Fee	48	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
7. 10-16-46721	Tennis Lessons	6	\$0.00	\$75.00	\$375.00	\$0.00	\$450.00
			\$0.00	\$325.00	\$2,936.00	\$0.00	\$3,261.00

Patriot Park

Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1. 10-00-23003	Park Key Deposit	12	\$40.00	\$0.00	\$240.00	\$0.00	\$280.00
2. 10-00-24310	Sales Tax	8	\$0.00	\$0.00	\$24.25	\$0.00	\$24.25
3. 10-16-46720	Park Rental Revenue	13	\$70.00	\$70.00	\$630.00	\$0.00	\$770.00
			\$110.00	\$70.00	\$894.25	\$0.00	\$1,074.25

Prairie Hill Park

	Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1.	10-00-23003	Park Key Deposit	13	\$40.00	\$0.00	\$320.00	\$0.00	\$360.00
2.	10-00-24310	Sales Tax	8	\$3.50	\$0.00	\$24.50	\$0.00	\$28.00
3.	10-16-46720	Park Rental Revenue	15	\$70.00	\$0.00	\$840.00	\$0.00	\$910.00
4.	10-16-46720	Non-Resident Fee	4	\$0.00	\$0.00	\$210.00	\$0.00	\$210.00
5.	10-16-46721	Recreation Program Fee	48	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00
				\$113.50	\$0.00	\$1,504.50	\$0.00	\$1,618.00

Town Hall

	Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1.	10-14-48900	Summer Park Discount Ticket Program	2	\$120.00	\$0.00	\$92.50	\$0.00	\$212.50
				\$120.00	\$0.00	\$92.50	\$0.00	\$212.50

N/A

	Rev. Code	Rev. Code Description	Count	Cash	Check	Credit/Debit	User Credit	Total
1.	Unitemized	Unitemized	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	10-00-100000-000	Cash	1	\$0.00	\$36.50	\$0.00	\$0.00	\$36.50
3.	10-00-24310	Sales Tax	44	\$3.50	\$10.50	\$102.50	\$0.00	\$116.50
4.	10-16-46721	Recreation Program Fee	34	\$55.00	\$0.00	\$260.00	\$0.00	\$315.00
				\$58.50	\$47.00	\$362.50	\$0.00	\$468.00

Totals for Revenue Code Summary by Item Location

				\$402.00	\$644.75	\$9,297.75	(\$4.25)	\$10,340.25
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Rev. Code Description	2015 Total	2016 Total
Park Key Deposit	\$ 1,600.00	\$ 1,960.00
Sales Tax	\$ 221.25	\$ 261.25
Summer Park Discount Ticket Program	\$ 139.25	\$ 212.50
Non-Resident Fee	\$ 260.00	\$ 605.00
Park Rental Revenue	\$4,885.00	\$ 5,145.00
Recreation Program Fee	\$1,470.00	\$ 1,670.00
Tennis Lessons	\$ 210.00	\$ 450.00
Unitemized	\$ -	\$ -
	\$8,785.50	\$10,340.25

Totals are through May 31



NO PARKING

