

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – FEBRUARY 12, 2018

CALL TO ORDER/ROLL CALL

Meeting called to order at 5:01 p.m. by Karen Petersen, presiding officer.

PRESENT: Karen Petersen, Michael Schmidt, Joy Hagen, Nathan Scott, and Travis Thyssen (Town Board Supervisor)

EXCUSED: Jennifer Buelow Fischer, Larry Carey

ABSENT: John Jones

STAFF: Karen Heyrman, Public Works Deputy Director; Mike Arft, Park Foreman; Brent Braun, IT; Angie Cain, Deputy Clerk

OTHERS: 1 signed attendance

PLEDGE OF ALLEGIANCE

President Petersen led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Schmidt/Hagen) to approve. Motion carried.

PUBLIC INPUT – There was no public input.

MINUTES - Approval of Regular Meeting minutes of January 8, 2018.

Motion (Schmidt/Scott) to approve the minutes. Motion carried.

REPORTS

Director's Memo

Dir. Heyrman provided the following information to the Parks Commission:

- Budget summary for 2018
- Arbor Day will be held at Lions Park
- Tom LaFountain will not be returning to teach tennis and he recommended a high school student to take his place
 - Discussion took place if they should focus more on pickleball during the time that the courts were used for lessons
 - The Commission did not want to see any services dropped and would like to know if people are interested
- Update on security systems in the parks
- Town Center donor mural
- Partnership opportunity with the YMCA for an Adventure Camp and fitness programs
- Advance reservation requests in the Park Community Center for larger events like weddings
 - Discussion took place to allow a longer reservation period with a nonrefundable deposit or a larger deposit

Motion (Schmidt/Hagen) to direct staff to look into a policy to allow long term rentals on a case-by-case basis. Motion carried.

- Purchase of land adjacent to Maple Edge Park
 - Discussion took place on the pole building and the concrete slab that it was built on

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- Arrowhead Park Pond Outlet is in its preliminary designing phase with OMNNI Associates
- Schedule of 2018 projects

Commissioner Hagen and Scott volunteered to be part of the special committee to help and guide the design of the playground equipment.

Update from Outagamie County Greenways, report of last meeting and upcoming events – Verbal
Commissioner Hagen reported that there was nothing new to report.

Town Board Liaison update of December and January Town Board meetings – Verbal

Supv. Thyssen explained that the purchased property adjacent to Maple Edge Park had a pole shed and the concrete slab was in great shape. The pole shed would probably not be able to be reused. Parking will need to be discussed regarding this neighborhood in the future.

President Petersen asked for the Maple Edge Park parking to be an agenda item for the next meeting.

Correspondence Report – Verbal

There was no verbal report.

UNFINISHED BUSINESS

Accept a donation from the Fox Cities Cycling Association FCCA for bicycle FixIt Stations.

Dir. Heyrman explained that the Fox Cities Cycling Association will donate 50% of the purchase. A location along the trail on Grand Chute Boulevard and a location at Fox Valley Technical College were two options that were discussed for placement of the FixIt Stations. The Community Foundation liked this idea and provided \$5,000 to fund the remaining 50% of the purchase, construction of a concrete pad, and mounting the stations. Grand Chute will accept the maintenance for one of the stations and Fox Valley Tech will assume the responsibilities for the other station.

Motion (Scott/Schmidt) to accept the donation from the Fox Cities Cycling Association in the amount of \$1,256. Motion carried.

NEW BUSINESS

Approve the proposal for the Town Center Park Outdoor Children's play area.

Dir. Heyrman explained the schedule is to complete the design and bid documents in four weeks. Bids would be received at a special Park Commission meeting on April 23, 2018 and then award the bid at the May 1, 2018 Town Board meeting. The construction is estimated to take 56 days. Staff is recommending approval of the Professional Services Proposal from Design Studios Etc in the amount of \$12,540 for the Town Center Park Outdoor Children's play area. This is the company that prepared the master park plan. If they solicited for other proposals, they would not be able to stay in their timeframe. The budgeted amount for this stage is \$250,000.

Motion (Hagen/Scott) to approve the design proposal from Design Studios Etc in the amount of \$12,540. Motion carried.

Approve the proposal for the Town Center Park Landscape Construction.

Dir. Heyrman stated this is a proposal from Design Studios Etc for the landscaping design and bidding documents for the Town Center Park in the amount of \$4,275.

Motion (Schmidt/Scott) to approve the proposal from Design Studios Etc for the Town Center Park landscaping design in the amount of \$4,275.

Dir. Heyrman stated they will include design concepts that would include the second patio.

Motion carried.

Approve painting a mural on the donor wall in the Town Center Park Community Building.

Dir. Heyrman met with Chad Brady for painting a mural for the donor wall in the Town Center Park Community Building. She provided pictures of his design to the Commission.

Motion (Schmidt/Hagen) to defer the mural until the March 12, 2018 Park Commission meeting. Motion carried.

FUTURE AGENDA ITEMS

The Commission recommended changing the location of the March meeting to the Town Center Park Community Building.

Dir. Heyrman outlined topics for the next agenda meeting:

- House music at Town Center Park
- CORS Plan Update
- Signage the Town Center Park
- Dog Park
- Parking and property on Casaloma Drive

ADJOURNMENT

Motion (Schmidt/Scott) to adjourn meeting.

Meeting adjourned at 6:07 p.m.

These minutes were taken at a regular meeting held on February 12, 2018 and entered in this record book, February 23, 2018 by:

Angie Cain

Angie Cain, Deputy Clerk
Town of Grand Chute
Approved: 3/12/18