

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – June 12, 2017

CALL TO ORDER/ROLL CALL

Meeting called to order at 5:00 p.m. by Karen Petersen, presiding President.

PRESENT: Jennifer Buelow-Fischer, Larry Carey, John Jones, Kathryn Pennings, Karen Petersen, Mike Schmidt, Nathan Scott, Supervisor Thyssen

EXCUSED: Joy Hagen

STAFF: Karen Heyrman, Deputy Director Public Works, Lisa Mroczkowski, Park Commission Recording Secretary, Mike Arft, Park Foreman

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Schmidt/Jones) to approve. Motion carried. (7/0)

PUBLIC INPUT

None

Accept Monthly Report:

Park Maintenance

Mike Arft stated his crews have been doing general maintenance at the parks including grass cutting, ball diamonds, pesticide spraying and minor building repairs. Field renovations at Carter Woods Park are complete and the new sign has been installed. The new kitchen door at Lions Park has been installed. Staff started to treat the park ash trees. Staff installed three pet waste stations along the Boardwalk at Arrowhead Park.

Director's Memo

Deputy Director Heyrman stated the Town Center Park Community Building was awarded to James J. Calmes at the June 20, 2017 Town Board Meeting. There were only two alternates that were not approved, the alternate roof design and the alternate sun shade. A preconstruction meeting is scheduled for June 22, 2017. Outstanding permits we are waiting on are for plumbing and from Outagamie County.

Deputy Director Heyrman stated the Town Board accepted a \$25,000 CVB grant for Carter Woods Park improvements. Pickleball courts nets and fence are in place so the courts can be used. The final surface will be done in September.

Deputy Director Heyrman stated Outagamie County will be paving the parking lots at Carter Woods Park and Patriot Park. The construction of the concrete dumpster pads at Arrowhead Park and Patriot Park will be done under the 2017-15 Project. The parking lot at Arrowhead Park has drainage issues so this parking lot will be moved to 2018 and that the drainage can be dealt with this year.

Recreation Report

Lisa stated there are approximately 90 kids signed up for the Summer Adventure Camp. Soccer clinics start on Tuesday, June 13th. This is a new program offered this year and we have eight kids signed up for the clinics.

Commissioner Schmidt asked if there are going to be any pickleball clinics scheduled.

Lisa responded yes. Pat Buzza contacted me to start the discussion on clinics.

Town Board Liaison Report

Supervisor Thyssen restated the award of the Town Center Park Community Building. He also stated the Board would like to be kept informed of the naming rights and any fund raising for the new park. Supervisor Thyssen stated he will be on the oversight committee for the new park as well. He shared that we are getting compliments on the fields at Carter Woods Park and thanked Mike for his efforts.

Correspondence Report

Karen shared the photos of the Girl Scouts that planted flowers at Lions Park and Carter Woods Park.

UNFINISHED BUSINESS

(R/B 4/10/17) Discuss fund raising team for new park

Deputy Director Heyrman stated the intent of the fund raising team is to make people and companies aware of the opportunity to donate to the park. We have received a \$1,000 and a \$100 contribution. She has had one individual who wants to donate once we have more specifics for him. We also have a person who would like to volunteer to be on a fund raising committee. Also, an individual from Kimberly Clark contacted her and said Kimberly Clark will match any employee contributions. Staff's recommendation is to form a fund raising team of no more than three Park Commissioners.

Supervisor Thyssen stated the fund raising team will be an oversite committee. The team needs to be the resource that clubs and groups can come to for direction on donating.

Commissioner Jones stated we need find a person who has experience in fund raising.

Commissioner Schmidt asked Deputy Director Heyrman to present at the next meeting details on how the community is stepping up with donating towards the new park.

Motion (Scott/Schmidt) to table agenda item until the July 10, 2017 Park Commission meeting.

Motion Carried (7/0)

NEW BUSINESS

Discuss Gillett Street urbanization

Deputy Director Heyrman reviewed the urbanization plan for Gillett Street. Sidewalk is proposed on both sides of Gillett Street from Capitol Drive to Evergreen Drive. Sidewalk is proposed on the west side and a trail is proposed on the east side from Evergreen Drive to Little Ranch Road. The sidewalk on the west side is proposed to end at Little Ranch Road. The trail on the east side is proposed to continue from Little Ranch Road to Elsner Road. She stated staff's recommendation is for the Park Commission to support the sidewalk and trail for Gillett Street from Capitol Drive to Elsner Road.

Motion (Pennings/Jones) to support staff's recommendation to install sidewalk and a trail on Gillett Street from Capitol Drive to Elsner Road.

Motion Carried. (7/0)

Discuss Casaloma Drive urbanization

Deputy Director Heyrman reviewed the urbanization plan for Casaloma Drive from STH 15 to Prairie Song Lane. A trail is proposed on the east side of Casaloma Drive from STH 15 to Capitol Drive. Sidewalk is proposed on both sides of Casaloma Drive from Capitol Drive to Prairie Song Lane and

the Maple Ede Park Trail. She stated at the June 26, 2017 Public Informational Meeting there were residents opposed to the sidewalks and others that were happy sidewalks were going to be installed. Staff's recommendation is for the Park Commission to support the sidewalk and trail on Casaloma Drive from Capitol Drive to Prairie Song Lane and Maple Edge Park.

Motion (Fischer-Buelow/Schmidt) to support staff's recommendation to install sidewalk and a trail on Casaloma Drive from STH 15 to Prairie Song Lane and Maple Edge Park.

Motion Carried. (7/0)

Review bids for project 2017-15 Sidewalk, Curb and Concrete Pavement Repair

Deputy Director Heyrman reviewed the bids for Sidewalk, Curb and Concrete Pavement Repair. It includes installation of concrete dumpster pads at Arrowhead Park and Patriot Park as well as repairs to the concrete trail on Spencer Street between Casaloma Drive and Nicolet Road. Project 2017-15 will include the completion of the sidewalk connection on Lynndale Drive between First Avenue and Northland Avenue which is being partially funded by a grant from Greenways.

Motion (Pennings/Schmidt) approve staff recommendation to the Town Board to award Project 2017-15 to Fisher-Ulman Construction in the amount of \$64,179.90 and to approve up to 700 feet of additional repairs to our concrete trail system as long as it remains within budget.

Motion Carried. (7/0)

Election of Officers

Lisa stated she is accepting nominations for President.

Motion (Pennings/Jones) to nominate Karen Petersen.

Lisa stated she is accepting nominations for President.

Motion (Schmidt/Scott) to nominate Larry Carey.

Larry Carey declined the nomination.

Karen Petersen accepted the nomination.

Motion to approve Karen Petersen as President.

Motion Carried. (6/0)

Lisa stated she is accepting nominations for Vice-President.

Motion (Pennings/Scott) to nominate John Jones.

Lisa stated she is accepting nominations for Vice-President.

Lisa stated she is accepting nominations for Vice-President.

John Jones accepted the nomination.

Motion to approve John Jones as Vice-President.

Motion Carried. (6/0)

FUTURE AGENDA ITEMS

Update on Single Track Bike Trail at Prairie Hill Park.

Update on donations for Town Center Park.

ADJOURNMENT

Motion (Schmidt/Pennings) to adjourn. Motion carried. (7/0)

Meeting adjourned at 5:58 p.m.

These are approved minutes taken at a regular meeting held on June 12, 2017 by: Lisa Mroczkowski,
Park Commission Recording Secretary, Town of Grand Chute.