

1 TOWN OF GRAND CHUTE
PARK COMMISSION

Minutes
October 3, 2011

Present: Hagen, Feest, VanBuecken, Ward

Absent: Boeckers, Haag

Also Present: Brian Olesen (Citizen), Travis Thyssen (TB Liaison), Tom Marquardt (DPW), Kevin Vonck (Special Projects)

Chairman VanBuecken called the meeting to order at 5:05 p.m. at the Town Hall.

Petersen/Feest moved approval of the September 12 minutes as written. MOTION CARRIED.

REPORTS

Park Maintenance: Mike Arft is off for medical leave. No vandalism reported. Regular maintenance continues along with work on the dugout and baseball field renovation.

Greenways: Hagen reported attending a seminar regarding the Highway JJ corridor plan and safety audit.

Parks/DPW: Marquardt reported that the internal trails (Prairie Hill and Patriot) would be paved as soon as weather allows. The berm area expansion and treatment at Prairie Hill was described.

OLD BUSINESS

Lecker Park: Marquardt reported that DNR will not attend commission meeting and recommends group studying and formulating plan to be submitted for approval at later time. Low impact activities were recommended. Brian Olesen, citizen, summarized the website information he had reviewed regarding development. The sub-committee of Boeckers, Oleson and Hagen will continue to study park development possibilities.

Room Tax: Commissioners were given copies of a letter to the Town Board from *Wisconsin Hotel and Lodging Association* discussing the possible use of room taxes for trails. It was reported that the Appleton committee studying a plan for a convention center was continuing its work. The subcommittee of Haag, Petersen and Ward will continue studying a possible room tax increase and its possible use towards financing expansion of the community trail system.

Baseball Dugout Renovation: Marquardt reported that the baseball field renovation is complete and that the benches and dugout concrete will be completed this fall.

2012 Park Budget: The budget for Parks has been reviewed by the Treasurer and Administrator who did not request changes. Hagen/Petersen moved to add back into the town budget \$25,000 previously designated for planning and then removed for the JJ corridor area to support infrastructure development on JJ between Meade and Ballard Road as a joint project match with Appleton and Outagamie County pending East Central Planning project recommendations. MOTION CARRIED. Hagen/Feest moved to approve the park budget as presented along with adding \$25,000 (town) for work on the JJ corridor area. MOTION CARRIED. Marquardt will research and report of whether or not the county and city of Appleton have included their \$25,000 match in their 2012 budgets.

NEW BUSINESS

Promotion and Marketing: Those present discussed and approved by consensus that information about park design, description, layout and activities would be added to the town website. Vonck stated that citizens could request notification regarding park activities and town events.

Wish List for Parks: Following discussion, commissioners agreed to bring project ideas and needs to future meetings. This information is to serve as the basis for recruiting volunteer help for projects.

Park Fee Increase: Marquardt discussed increases included in the proposed budget as bringing fees to a

level comparable to other communities and to cover service fees. Petersen/Ward moved approval of the increases to be effective January 1, 2012, as submitted in the draft budget. MOTION CARRIED.

Donation Policy Update: A letter response discussing appropriate donation policies and use of funds from Attorney Chuck Koehler was distributed to commissioners. Mr. Marquardt will seek clarification on “markers” for donated items and naming rights.

TOWN BOARD LIAISON REPORT

Mr. Thyssen briefly discussed the letter from the WH&LA regarding room taxes and their use, the status of convention center study and proceedings, and park promotion by the commission and town.

CHAIRMAN’S REPORT

VanBuecken requested that members bring ideas, photos, and samples of other website park information to the next meeting of the Park Commission. Members were also requested to bring ideas to add to the parks project/wish list to future meetings. She will also seek town development history information regarding Lecker Park.

CORRESPONDENCE:

Letter from *Wisconsin Hotel and Lodging Association* regarding room taxes, written opinion of Attorney Chuck Koehler regarding volunteers, donations and their use for park projects.

NEXT MEETING/AGENDA

The next meeting of the Park Commission will be Monday, November 7 at 5:00 p.m. at the Town Hall.

The agenda will include:

1. Reports (Park Maintenance, Greenways, Parks/Department of Public Works Report)
2. Old Business (Updates and discussion regarding Lecker Park, Room Tax, 2012 Budget, Promotion and Marketing, the Parks Wish List)
3. New Business

Future agendas will include: Committee reports on possible room tax and Lecker Park, tennis backboard plans, parks friends group plans, Five Year Plan

ADJOURNMENT

At 6:32 p.m. Petersen/Feest moved adjournment. MOTION CARRIED

Respectfully Submitted,
Martha Ward, Secretary
Grand Chute Park Commission