



MEETING	DATE	TIME	LOCATION
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Park Commission	Monday, August 12, 2019	5:00 p.m.	Grand Chute Town Hall 1900 Grand Chute Blvd Town Board Room
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT

Members of the public are welcome to address the Commission. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Input segment of the meeting. This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agendized Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

E. MINUTES

1. Approve Regular Meeting minutes – July 8, 2019

F. REPORTS

1. Park, Recreation & Forestry Report – Attached
2. Director’s Memo – Attached
3. Correspondence Report – Verbal
 - a. Elsner Rd Trail – Grant Award
 - b. Pesticide Safety
 - c. Coyotes
 - d. Dog Waste Containers
 - e. Tyler DeBruin
 - f. Pickleball
4. Update from Outagamie County Greenways, report of last meeting and upcoming events - Verbal
5. Town Board Liaison update of June, July, and August Town Board meetings - Verbal
6. President’s Report - Verbal

G. NEW BUSINESS

1. Discuss Grand Chute Comprehensive Plan Committee.

H. FUTURE AGENDA ITEMS

1. 2020 Budget discussion.
2. Review of Park Commission agenda outline.
3. Park Dedication (Jan., April, July, Oct.)

I. ADJOURNMENT

Accommodation Notice

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

CALL TO ORDER/ROLL CALL

Meeting called to order at 5:00 p.m. by President Scott.

ROLL CALL:

PRESENT: Mike Schmidt, Karen Petersen, John Jones, Nathan Scott, Joy Hagen, Jennifer Buelow Fischer, Tyler DeBruin

EXCUSED:

STAFF: Katie Schwartz, Public Works Director; Karen Heyrman, Public Works Deputy Director; Mike Arft, Parks Foreman; Carrie Gretzinger, DPW Office Coordinator

OTHERS: None

PLEDGE OF ALLEGIANCE: President Scott led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Buelow Fischer/Jones) to approve the agenda. Approved (6/0).

PUBLIC INPUT

There was no public input.

APPROVAL OF REGULAR PARK COMMISSION MEETING MINUTES – June 10, 2019

Motion (Hagen/Schmidt) to approve meeting minutes. Approved (6/0).

REPORTS

Park Maintenance Report – Verbal

Parks Foreman Mike Arft provided information in the Park Commission packet and verbally reported the following:

The Beautification Committee has started the planting in the island at Town Center Park. They are transplanting plants from Prairie Hill and some from their own gardens.

The exhaust fans in the restrooms at Carter Woods quit working and will need to be replaced as they are a code requirement. The park staff has put up a camera at Lecker Park due to the illegal dumping of garbage/yard waste at this location. New automatic shutoff faucets and water fountain have been installed at Lions Park. The timer on the tennis court lights failed and was replaced at Lions Park. There are also several lights on the poles that are out, however they cannot be replaced at this time due to wet conditions.

The staff has treated the Ash trees in the parks and streets. The staff continues to inventory/update trees owned by the Town in our computer system (over 200 new trees have been added and 327 updates have been made).

Director's Memo – Verbal

Deputy Director Heyrman provided information in the Park Commission packet and verbally reported the following:

The donor recognition display at Town Center Park has been installed. This will be promoted in the next Town newsletter and a brochure will be included in the upcoming utility bills to entice future donors.

Bids were received on 6/20/19 for contract 2019-21 Sidewalk, Curb and Concrete Pavement Repair. The following work is included in this contract:

- Spencer Trail from Casaloma to the east
- Trail repairs between USH 41 and Fox River Mall
- Sidewalk on the Lynndale bridge over USH 41
- Miscellaneous curb, sidewalk and ramp repairs

Bids are planned for contract 2109-09 Hot Mix Asphalt Paving Program on 7/25/19 for the following items of work:

- Drainage improvements, trail and parking lot pulverize/paving at Lions Park
- Arrowhead Park east parking lot and driveway pulverizing/paving
- Various maintenance/repairs of asphalt trail surfaces and patching

Correspondence Report – Verbal

Park Foreman Mike Arft stated he received a call from a resident who lives by Arrowhead Park. The resident is wondering if there is anything that the Town can do for the coyote problem in this area. He shared a video with Mike Arft that he recorded which shows the coyotes encroaching on residential properties in the area. Mike Arft has contacted the DNR to discuss options to eradicate the problem and they provided guidelines for removing them. Mike also gave this information to the police department to see if they would be able to take care of this problem. They are looking in to this to be sure this is truly a problem before they make a decision.

Deputy Director Heyrman provided two emails from a resident living near Carter Woods Park regarding the noise from the pickle ball courts. Deputy Director Heyrman responded to the emails stating the Town has planted the largest trees that will transplant successfully as noise barriers. She also stated that she contacted Menasha as they have installed new pickle ball courts in their parks. They stated they do not have set hours and the courts can be used anytime. Deputy Director Heyrman stated that the Park Commission has embraced the activity at Carter Woods and they see it as a positive improvement. She let the Park Commission know that the Town's efforts have not been effective and will continue discussions with other communities regarding pickle ball operations.

Update from Outagamie County Greenways – Verbal Commissioner Hagen

There is no Outagamie County Greenways Report.

Update from Town Board Liaison – Verbal Supervisor Davidson

There are no town board meeting updates.

President's Report – Verbal President Scott

There is no President's report.

NEW BUSINESS

Discuss/approve park dedications.

Motion (Buelow Fischer/Petersen) to open for discussion.

Deputy Director Heyrman explained the Comprehensive Outdoor Recreation Strategy (CORS) states that Grand Chute Park acreage per 1,000 residents is 6.09 acres. The neighboring community average acreage per 1,000 residents is 7-10 acres. Per the Municipal Code section 475-12 for park and open space fees associated with subdivision of land there are several different mechanisms that can be used to fund land acquisitions for the development of new parks.

A suggestion of putting in linear parks along trails was discussed as well as implementing a fee for commercial developments. There will be significant green space along College Avenue once it is reconstructed which could be used as park space. There is also an area along McCarthy Road and STH 15 that could be purchased, however this parcel will more than likely have a significant amount of wetlands on it. Another area of possible park land is located at McCarthy Rd and Capitol Drive between the railroad tracks and McCarthy Rd and Capitol Drive. The Park Commission brought up the possibility of partnering with the new business going in by W G & R for the development of a park near this location. Some communities are also developing the green space near and around storm water ponds for pocket parks. Some other areas brought up as possible green space for park development are near Converters Drive, Victory Lane and at the Champion Center. The Park Commission would like to have park dedication discussion put on the agenda quarterly.

Deputy Director Heyrman asked if there would be any Commissioners interested in participating in the Town of Grand Chute Comprehensive Plan Committee meetings held with the Community Development Department. The Park Commission is in favor of this.

Motion (Petersen/Schmidt) to approve the staff's recommendation to use all mechanisms, including the above discussions to identify and develop future park spaces. Approved (6/0).

Discuss the wetland delineation at Art Lecker Park and location for a shed.

Motion (Jones/DeBruin) to open for discussion.

The staff received a request to construct a shed to house the groomer equipment for the fat tire bike trail. This requires having a wetland delineation done. The Town hired an assured wetland delineator to delineate Art Lecker Park and the road section of Gillett Street north of Edgewood Drive (CTH JJ). The final report is expected by the end of July.

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – JULY 8, 2019

There was a brief discussion as to where the placement of the shed should be. Once the final report is received the staff will review and bring forward the suggested location to the Park Commission for approval.

Motion (Buelow Fischer/Jones) for the Park Commission to approve the staff's recommendation to work with the WDNR and trail groomer to find a suitable location for a shed to house the grooming equipment at Art Lecker Park. Approved (6/0).

FUTURE AGENDA ITEMS

Park designation quarterly discussions.

Park Commissioner involvement on the Town's Comprehensive Plan Committee.

ADJOURNMENT

Motion (Hagen/DeBruin) to adjourn the meeting. Approved (6/0).

Meeting adjourned at 6:01 p.m.

These minutes were taken at the regular meeting held on June 10, 2019, by:

Carrie Gretzinger

Carrie Gretzinger, Public Works Office Coordinator

Town of Grand Chute

MEMORANDUM

TO: Park Commission

FROM: Mike Arft, Park Foreman

DATE: August 12, 2019

RE: Parks and Recreation and Forestry Report

Park and Rec

- Storm damage affected our parks, one large ash tree came down at Patriot Park, a few small trees at Carter Woods Park and trail blockage at Arrowhead Park.

Lecker

- We have added a game camera to assist with dumping issues.

Forestry

- Recently we have been made aware of the issue with Japanese Beetle infestation. These have been found attacking recently planted trees and annual flowers at Town Center Park, staff have been treating.

Recreation

- The second annual Touch-A-Truck event was held on Friday July 26 at Patriot Park. This event was again a huge success with over 1,200 participants with popularity growing every year. We had 24 pieces of equipment on display with four food trucks onsite, games and activities provided by the Recreation Department. Attached are a few images from the event.



DIRECTORS MEMORANDUM

TO: Park Commissioners
Katie Schwartz, Director of Public Works

FROM: Karen M. Heyrman, Deputy Director of Public Works

DATE: August 12, 2019

RE: Report from DPW for 08-12-19 Park Commission Meeting

Budget Summary		As of 6/30/2019	2019 Budget	Percent Used
REVENUE	State Grant Park and Rec	\$ -	\$ -	#DIV/0!
	Park Rental	\$ 14,143	\$ 20,000	71%
	Park Recreation Revenue	\$ 358	\$ 4,000	9%
	Park Recreation Revenue - Taxable	\$ 3,861	\$ -	#DIV/0!
	Park Sale of Equipment	\$ -	\$ -	#DIV/0!
	Insurance Recovery	\$ -	\$ -	#DIV/0!
	Park Donation	\$ -	\$ -	#DIV/0!
	Park Rec Donation	\$ 1,800	\$ 1,800	100%
	Miscellaneous Revenue	\$ -	\$ -	#DIV/0!
PARKS	Personnel	\$ 114,222	\$ 262,300	44%
	Operations and Maintenance	\$ 68,294	\$ 158,335	43%
	Capital Outlay	\$ 59,352	\$ 179,600	33%
RECREATION	Personnel	\$ 7,588	\$ 17,740	43%
	Operations and Maintenance	\$ 3,559	\$ 12,040	30%
TRAILS	Personnel	\$ 5,490	\$ 32,020	17%
	Operations and Maintenance	\$ 3,279	\$ 149,025	2%
FORESTRY	Personnel	\$ 5,970	\$ 17,540	34%
	Operations and Maintenance	\$ 1,860	\$ 29,300	6%
	Capital Outlay	\$ -	\$ 30,000	0%
CAPITAL IMPROVEMENT PLAN	Prairie Hill Mountain Bike Trail	\$ -	\$ 40,000	0%
	Lions Park Drainage Improvement	\$ -	\$ 16,000	0%
	Town Hall Campus Regional Park - Trails	\$ -	\$ 49,800	0%
	Maple Edge Park Court	\$ -	\$ 10,000	0%
	Carter Woods/AWBC Master Plan	\$ -	\$ 30,000	0%
	CTH A Multi-Use Trail Extension	\$ -	\$ 100,000	0%
	Lions Park Asphalt Trail	\$ -	\$ 45,400	0%
	Park Parking Lots	\$ -	\$ 93,000	0%

1. Town Center Park updates

The next session of classes is on the website. The offerings are September 9 through October 25 as follows:

- Mondays 4:00 p.m. Yoga- High energy flow, moving through a series of poses, working your total body and leaving the practice feeling energized
- Tuesdays 9:00 a.m. Yoga- A gentle class focusing on flowing from pose to pose and linking the movement with the breath
- Tuesdays 4:00 p.m. Zumba- Combines motivating high-energy music with unique moves and combinations
- Wednesdays 4:10 p.m. Max Intervals- High-intensity, interval-based workout

2. 2019-21 Sidewalk, Curb, and Concrete Pavement Repair

The following work included in this contract is expected to start some time in August:

- Spencer Trail from Casaloma to the east
- Trail repairs between USH 41 and Fox River Mall
- Sidewalk on the Lynndale bridge over USH 41
- Miscellaneous curb, sidewalk, and ramp repairs

3. 2019-09 2019 Hot Mix Asphalt Paving Program

Two bids were received for contract 2019-09 on July 25, 2019. The Town Board will act on the staff recommendation to award the bid to the low bidder, Northeast Asphalt, Inc., on August 8, 2019. A preconstruction meeting will be scheduled in the coming weeks for the following items of work:

- Drainage improvements, trail, and parking lot pulverize/paving at Lions Park
- Arrowhead Park east parking lot and driveway pulverize/paving
- Various maintenance/repairs of asphalt trail surfaces and patching

4. Park Commission monthly report to Town Board

The Town Board monthly report will include a summary of unforeseen maintenance at Lions Park and Carter Woods Park, the coyote problem at Arrowhead Park, and the Comprehensive Plan Committee discussion.

Carrie L. Gretzinger

From: Homan, Kara J. <Kara.Homan@outagamie.org>
Sent: Thursday, July 18, 2019 8:50 AM
To: Karen M. Heyrman; Katie A. Schwartz; Michael D. Patza
Subject: Elsner Rd Trail - Grant award

Greetings!

I can't recall if I ever circled back with you on your County Greenway Application, but wanted to let you know we will be awarding you \$10,000 in grant funding. I'll follow up with a letter for you to accept the funds.

Thank you for allowing us the ability to partner with Grand Chute to continue developing the county trail network.

Congrats!

--Kara

Kara J. Homan, AICP, Director
Development & Land Services | Outagamie County
3rd Level, 320 S Walnut St | Appleton, WI 54911 ****NOTE OUR NEW MAILING ADDRESS****
920.832.6034 (p) | (920) 832-4770 (f)
Kara.Homan@outagamie.org
www.outagamie.org



From: Avenius, Robert <RobertAvenius@trugreenmail.com>
Sent: Wednesday, August 7, 2019 10:08 AM
To: Karen M. Heyrman
Cc: Veith, JJ
Subject: Pesticide safety

PRODUCT SAFETY

As applied to your lawn. The materials we use are highly dilute and the low rates of application present negligible risk. You probably do not know this, but the ingredients in products we use are the very same ingredients found in products you can purchase at the hardware store. TruGreen Lawn care technicians, however, are trained and certified in the proper handling and use of these products, eliminating any concern you may have about the safe application, storage, and disposal of these products.

The word safe is interpreted by many to mean completely without risk. As a practical matter, that's impossible to prove about almost anything. However, as applied in very dilute solutions, the materials represent a negligible risk.

The markers that we place on lawns are not warning signs. They are notification that we have used lawn care products to service the lawn. We began this practice a long time ago because we found that the signs are appreciated for a number of reasons. Our customers like the notice that we have made their scheduled application and their neighbors appreciate knowing that an application was made. While New York requires notification, it has been and will continue to be TruGreen Lawn care policy to provide this service everywhere we operate.

Periodic testing and long-term study of our employees who use pesticides on a daily basis has shown no significant health effect.

The materials are applied as very dilute solutions and are applied at rates that leave low levels of residues on the grass which we believe present negligible risk. However, we recommend keeping families and pets off the lawn until the dusts have settled and in the case of a wet application, the grass has dried. This may take an hour or two. In addition, our notification policy provides you the opportunity to allow additional time before using the lawn if you wish to take additional precautions.

We have been in business for many years and have a very large customer base of pet owners. The scientific data and our experience gives us confidence that our applications will not make pets sick. TruGreen Lawn care has prepared a brochure entitled "A Reference for Veterinarians" that we can send to your veterinarian for detailed information about most commonly used lawn care materials.

All pesticides used by TruGreen Lawn care are registered by the U.S. EPA for use around homes, schools, and parks. This means that the EPA has determined that the pesticide will perform its intended function without unreasonable adverse effects on the environment, including people and pets. Any specific health and safety concerns are listed on the product label. Both EPA and state registration requires a substantial amount of test data and the agencies may ask for additional data should new issues arise in the ongoing process of registration.

Pesticides are a controllable expense and reducing their use is simply good business. We have vehicles with a delivery system that allows selective or targeted application of pesticides while fertilizing a lawn. One-third or more of our applications consist only of plant nutrients.

CONFIDENTIALITY NOTICE: The information contained in this e-mail, including any attachment(s), is confidential information that may be privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if you received this message in error, then any direct or indirect disclosure, distribution or copying of this message is strictly prohibited. If you have received this message in error, please notify TruGreen by calling (800) 456-5296 and by sending a return e-mail, delete this message, and destroy all copies, including attachments.

Carrie L. Gretzinger

From: Mike J. Arft
Sent: Wednesday, July 10, 2019 6:55 AM
To: Karen M. Heyrman
Cc: Katie A. Schwartz
Subject: Re: Coyotes

I will I have his email address.

Sent from my iPhone

On Jul 10, 2019, at 6:51 AM, Karen M. Heyrman <Karen.Heyrman@grandchute.net> wrote:

Hi Mike

Will Eric communicate this to the property owner?

Karen M. Heyrman, P.E.

Deputy Director of Public Works

Town of Grand Chute

p. (920) 832-1581

m. (920) 419-2541

From: Mike J. Arft
Sent: Wednesday, July 10, 2019 6:19 AM
To: Katie A. Schwartz <Katie.Schwartz@grandchute.net>; Karen M. Heyrman <Karen.Heyrman@grandchute.net>
Subject: Coyotes

I talked to Eric from the PD yesterday and at this time they will not help in removing the coyotes. They looked at the videos and one was of a coyote hunting a deer and they feel that that's nature taking its course. They don't feel that they are a nuisance or threat yet. They said if the conditions change and they become more of a danger to pets and humans to let them know and they will re-evaluate it.

Carrie L. Gretzinger

From: Mike J. Arft
Sent: Wednesday, July 10, 2019 9:19 AM
To: Brooke E. VandenWyngaard; Karen M. Heyrman
Subject: RE: Dog Waste Containers

Yes when we get time.

From: Brooke E. VandenWyngaard <Brooke.VandenWyngaard@grandchute.net>
Sent: Wednesday, July 10, 2019 8:46 AM
To: Karen M. Heyrman <Karen.Heyrman@grandchute.net>; Mike J. Arft <Mike.Arft@grandchute.net>
Subject: Dog Waste Containers

Resident that walks our trails said since Arrowhead had the dog waste containers installed the amount of droppings he's seen has decreased. Noticed on GC Blvd trail there isn't a container and there is a lot of dog waste along it. Any plans to have them installed along the trail?

Brooke Vanden Wyngaard

Town of Grand Chute | (920) 832-1581 | www.grandchute.net
1900 W. Grand Chute Blvd., Grand Chute, WI 54913

Dear Nathan Scott,

Please accept this letter as my formal resignation from the Town of Grand Chute Park Commission. It has been great working with everyone during my short time on the commission. I am submitting my resignation because I have accepted the position of GIS/Utility Technician with the Town of Grand Chute. I look forward to working with the Park Commission in this new role, and am more than willing to help out in any way possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler DeBruin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tyler DeBruin

Carrie L. Gretzinger

From: Kristin Thompson <krstnm72@hotmail.com>
Sent: Thursday, August 8, 2019 10:25 AM
To: Karen M. Heyrman
Subject: Have you been here

To actually hear this. Grand chute should have considered this noise before considering the placement of these courts. If I could sue, I would.

They should have to pay for my moving expenses. I'm starting a petition for noise reduction

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AGENDA REQUEST
August 12, 2019

TOPIC: Discuss the Town of Grand Chute Comprehensive Plan Committee.

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Park Commission
Department Reporting: Public Works	Submitted By: Karen M. Heyrman, P.E. <i>Kmh</i>

ISSUE: The Grand Chute Comprehensive Plan was adopted by the Grand Chute Town Board on December 15, 2009. Among many other aspects regarding future development in Grand Chute, this long range planning document guides the Parks Department in appropriately servicing the community with park and recreation services. The current document identifies gaps in park facilities and areas of the community in need of additional facilities. Wisconsin statutes require Comprehensive Plans to be updated or re-adopted every ten years. Staff is in the initial stages of updating the Comprehensive Plan and will utilize the recently adopted CORS document to help identify sites for future parks in Grand Chute.

BACKGROUND/ANALYSIS: The attached timeline is a tentative schedule for completion of this plan by the end of 2020. There is an opportunity for up to two Park Commissioners to participate in this process. Along with locating parks and identifying park service areas, the committee will review transportation corridors for bicycles and pedestrian facilities, identify partnership opportunities through intergovernmental cooperation, and predict implementation schedules.

RECOMMENDATION: The staff would like the Park Commission to recommend the Town of Grand Chute Comprehensive Plan Committee incorporate the CORS recommendations into this planning document.

FISCAL IMPACT: N/A

ATTACHMENTS: N/A

