



MEETING	DATE	TIME	LOCATION
Park Commission	September 14, 2020	5:00 p.m.	Grand Chute Town Hall 1900 Grand Chute Blvd Town Board Room

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 – August 17, 2020

F. REPORTS

1. Park, Recreation & Forestry Report – Attached
2. Director’s Memo – Attached
3. Correspondence Report
 - a. Arrowhead Park restroom
 - b. Carter Woods Park restoration
4. Update from Outagamie County Greenways, report of last meeting and upcoming events – Verbal
5. Town Board Liaison update of July and August Town Board meetings - Verbal
6. President’s Report – Verbal
7. Bike and Pedestrian Trail Report – Verbal

G. NEW BUSINESS

1. 2021 Parks, Recreation, and Forestry Budget Discussion (handouts will be provided at the meeting)

H. FUTURE AGENDA ITEMS

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

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – AUGUST 17, 2020

CALL TO ORDER/ROLL CALL

Meeting called to order at 5:05 p.m. by President Buelow Fischer.

ROLL CALL:

PRESENT: Mike Schmidt, Karen Petersen, Jennifer Buelow Fischer, Joy Hagen, Nathan Scott, Keith Curran

EXCUSED: John Jones

STAFF: Karen Heyrman, Public Works Deputy Director; Mike Arft, Park Foreman; Jeff Ings, Supervisor Liaison to the Park Commission; Carrie Gretzinger, Public Works Office Coordinator

OTHERS:

PLEDGE OF ALLEGIANCE: President Buelow Fischer led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

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

PUBLIC INPUT

There was no public input.

APPROVAL OF REGULAR PARK COMMISSION MEETING MINUTES – July 13, 2020

Motion (Petersen/Hagen) to approve meeting minutes. Motion carried.

REPORTS

Park Maintenance Report – Verbal

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

The staff put together a virtual touch a truck event video that reached 7,770 people on Facebook.

The staff is continuing to update the inventory of assets in the parks.

The Town Emergency Operations Center remains open. The staff is continuing to assist the Logistics section with procurement of supplies.

The staff did some filling, landscaping and hydro seeding in the low areas at Arrowhead and Lions Parks and added fill and landscaped around the concrete pad at Maple Edge Park.

We removed 12 trees and the playground equipment and moved a storm sewer inlet at Arrowhead Park in preparation of the new playground installation.

The old concrete was removed and new concrete was poured under the shelter and walkway around the building at Carter Woods Park. We also replaced some lights that were out on the pickleball court.

The staff replaced some light bulbs on the tennis court at Lions Park. We are unable to get to all the lights that are out because of the wet ground conditions. The truck is too heavy and will either get stuck or rut up the grass. We might have to come up with a different way to get to those poles.

The staff continues to work on the repairs and painting of the roller rink at Patriot Park. Some light bulbs were replaced on the tennis court as well.

The tree inventory is progressing with the hopes of completing it this summer. We have done some research on a treatment plan for the Japanese beetle problem and decided to use a product that is injected into the tree. This should protect the tree for one year. We inspected the trees a week after they were treated this year and found that 90% of the trees were beetle free. The staff has noticed signs of EAB in the area of Lynndale and Wisconsin.

The staff has marked the trees that need to be removed next year for the new road construction at the town hall. We will be moving nine of the trees out to Arrowhead Park after the playground is installed as well as moving five trees between the town hall and Town Center Park.

We have repaired the boardwalk bridges in the woods at Carter Woods Park and spread about 250 yards of mulch on the trails.

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – AUGUST 17, 2020

Director’s Memo – Verbal

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

The Fox-Wolf Watershed Cleanup is Saturday August 22, 2020. Volunteer registration ends on Sunday August 16, 2020.

One fitness class was filled for Yoga for a six-week offering from July 30 thru September 3. Classes have been outdoors to date. We will use the building for any days that the weather is either too hot or rainy.

The Town Board approved the use of Town Center Park donations for design of a canopy. Staff met with McMahon Associates to discuss the wood frame structure. Their proposal lists final plans on or about September 8, 2020.

Fall baseball leagues will not be scheduled due to the pandemic.

Staff met with a contractor to discuss the required tennis court maintenance planned for 2021 at Patriot Park. His recommendation is to pulverize and repave the court. This court also has pickleball lines painted. Based on the surface condition it appears that the tennis court is underutilized. Two pickleball courts could be installed on the existing footprint. Expanding the width by four feet will provide space for four pickleball courts. The increased size would require some fence modifications. To get feedback from our community we included a note in the September newsletter asking for their input on a new purpose for the tennis court.

Correspondence Report – Verbal

There was no Correspondence Report.

Update from Outagamie County Greenways – Verbal Commissioner Hagen

Meeting next week.

Update from Town Board Liaison – Verbal Supervisor Ings

Town Board approved the HMA Trail Construction contract award to Vinton Construction.

President’s Report – Verbal President Buelow Fischer

There was no President’s Report.

Bike and Pedestrian Trail Report – Verbal Deputy Director Heyrman

The agenda has been put together for the first Bike & Pedestrian Advisory Meeting. The goal of this committee is to review requests brought forth from the public and bring their recommendations to the Park Commission.

Preconstruction meeting for the HMA Trail Project is scheduled for tomorrow.

NEW BUSINESS

Discuss and approve the Park Land dedication for a Mini Park on N. Gillett Street.

The property owner of parcel 101064200 is asking to dedicate the 0.33-acre parcel for a Mini Park. Mini Parks are typically between 2,500 square feet and 2 acres with a service area of ¼ mile from a residential setting. The acreage standard for this park classification is 0.25-0.5 acres per 1,000 residents. The Grand Chute park acreage for this park type is 0.09 acres.

There are no structures on the parcel and the buildability is questionable with the Mud Creek tributary along the back property line. There would be times when water from the stream would impact use.

Motion (Hagen/Scott) to approve staff’s recommendation to the Town Board to accept the donation of 0.33 acres for a mini park on Gillett Street as the property owner has requested. Approved (6/0).

Updated Street Tree Planting List

The street tree-planting list includes recommended trees for right-of-way planting. This guiding document is periodically updated to add additional species and remove those that have not been successful.

The street tree-planting list was developed as a guide to assist developers and Town with tree selections for small terraces, under power lines, and normal terraces without power lines. Prohibited trees include species that are nuisance, invasive or overplanted. This information is provided on the website to assist homeowners with tree selection. Park staff assists with planting guidelines as requested.

PARK COMMISSION MEETING MINUTES – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE
BLVD., GRAND CHUTE, WI – AUGUST 17, 2020

FUTURE AGENDA ITEMS

ADJOURNMENT

Motion (Scott/Petersen) to adjourn the meeting. Motion carried.

Meeting adjourned at 5:43 p.m.

These minutes were taken at the regular meeting held on August 17, 2020, by:

Carrie Gretzinger

Carrie Gretzinger, Public Works Office Coordinator
Town of Grand Chute

MEMORANDUM

TO: Park Commission
FROM: Mike Arft, Park Foreman
DATE: September 14, 2020
RE: Parks, Recreation & Forestry Report

Parks

- We are continuing to update the inventory of assets in the parks.
- The Town Emergency Operations Center remains open, Staff is continuing to assist the Logistics section with procurement of supplies.

Arrowhead

- The new playground installation is moving ahead as scheduled.



Carter Woods

- We were able to do some landscaping on the north end of the park with the demo unit.

Lecker Park

- When we finished our demo with Bobcat the rep asked if we were interested in testing one of their units for a couple of weeks so we said yes. We spent a couple of weeks clearing down trees and clearing trails. We were able to clear the north and south trails that haven't been accessible for 3 years.

Prairie Hill

- We used the demo unit with a grapple bucket to remove the stumps from the area where the ice rink is going.

Forestry

- We are currently working on our fall tree planting plan.

DIRECTORS MEMORANDUM

TO: Park Commissioners
Katie Schwartz, Director of Public Works

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

DATE: September 14, 2020

RE: Report from DPW

<i>Budget Summary</i>		As of 8/31/2020	2020 Budget	Percent Used
REVENUE	State Grant Park and Rec	\$ -	\$ -	#DIV/0!
	Park Rental	\$ 5,295	\$ 25,000	21%
	Park Recreation Revenue	\$ 1,160	\$ 1,150	101%
	Park Recreation Revenue - Taxable	\$ 924	\$ 4,150	22%
	Park Sale of Equipment	\$ -	\$ -	#DIV/0!
	Insurance Recovery	\$ 10,210	\$ -	#DIV/0!
	Park Donation	\$ 2,000	\$ -	#DIV/0!
	Park Rec Donation	\$ 2,150	\$ 2,000	108%
	Miscellaneous Revenue	\$ -	\$ -	#DIV/0!
PARKS	Personnel	\$ 154,768	\$ 288,300	54%
	Operations and Maintenance	\$ 80,644	\$ 173,434	46%
	Capital Outlay	\$ 130,914	\$ 96,300	136%
RECREATION	Personnel	\$ 3,716	\$ 20,700	18%
	Operations and Maintenance	\$ 4,388	\$ 11,600	38%
TRAILS	Personnel	\$ 15,035	\$ 33,570	45%
	Operations and Maintenance	\$ 4,050	\$ 93,940	4%
FORESTRY	Personnel	\$ 22,593	\$ 18,410	123%
	Operations and Maintenance	\$ 4,062	\$ 26,800	15%
	Capital Outlay	\$ -	\$ 10,000	0%
CAPITAL IMPROVEMENT PLAN	Patriot Park Trail	\$ -	\$ 45,000	0%
	Arrowhead Park Improvements	\$ -	\$ 185,200	0%
	CTH A Multi-Use Trail Extension	\$ -	\$ 1,570,000	0%
	Wisconsin Ave Sidewalk	\$ -	\$ 95,000	0%

DEPARTMENT/ACCOUNT:
PARK DEVELOPMENT FUND

FUND:
PARK FUND (22)

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020	2020 YTD 8/31/2020
BEGINNING FUND BALANCE	95,366	165,263	163,723	193,780	10,272	73,404	108,796	164,894	205,129	205,129
REVENUES										
Park Development Fees	58,950	33,738	28,001	40,400	34,200	70,400	51,200	31,035	50,000	19,000
Donations	9,509	-	-	-	-	-	-	-	-	-
Donations - Town Hall Park	-	-	-	-	-	5,025	3,700	9,085	5,000	200
Interest	1,438	721	2,056	1,092	182	937	2,645	5,235	2,000	2,725
Transfer from Other Fund	-	-	-	-	28,750	-	-	-	-	-
TOTAL REVENUES	69,897	34,459	30,057	41,492	63,132	76,362	57,545	45,355	57,000	21,925
TOTAL RESOURCES	165,263	199,723	193,780	235,272	73,404	149,766	166,341	210,249	262,129	227,054
Park Fund Expense	-	-	-	-	-	-	-	-	-	-
Park Capital Outlay	-	36,000	-	-	-	40,970	-	-	-	-
Park Capital - Town Hall Park	-	-	-	-	-	-	1,447	5,120	-	1,198
Transfer to Capital Projects Fund	-	-	-	225,000	-	-	-	-	-	-
ENDING FUND BALANCE	165,263	163,723	193,780	10,272	73,404	108,796	164,894	205,129	262,129	225,856

1. Prairie Hill Park Cleanup

Ten individuals participated in the Fox-Wolf Watershed Cleanup on Saturday August 22, 2020.

2. Town Center Park

We have one fall yoga session (September 10 through October 22). Classes will be outdoors if weather allows. Indoor space is sufficient the class size (25% of the room capacity) and masks will be required. That is the current state requirement. That may change at the end of month depending on what happens with the state mask mandate. If it expires at the end of the month with nothing new in place, it will likely be Town required in all of its buildings by visitors and employees, and thus the requirement would remain in place for the yoga class.

Staff reviewed the preliminary design of a canopy and is discussing a carry forward of the budgeted funds to 2021. Recent delay in materials for the boardwalk trail at Arrowhead Park have us concerned with cost of this the wood frame structure.

3. September newsletter

The September newsletter includes information on Town Center Park rentals and donation opportunities, a list of recreation program donors, recognition of Gage Kavanagh for funding for the whiffle ball fence, a reminder to be a responsible pet owner, and the following request for comments or suggestions:

1900 GRAND CHUTE BLVD. ♦ GRAND CHUTE, WI 54913-9613 ♦ FAX 920-832-6036
STREET DIVISION ♦ UTILITY DIVISION PHONE 920-832-1581

The Town is looking for your input on a new purpose for the tennis court at Patriot Park. It is due for resurfacing next year and appears to have limited use. One option could be pickleball. There would be room to convert the tennis court into four pickleball courts.

Please provide your comments or suggestions at parksandrec@grandchute.net as to how we could convert this space into something more utilized by our residents.

4. Park Commission Monthly Report to Town Board

The Town Board monthly report will include an update on the playground construction project at Arrowhead Park and the Town street tree planting list.

From: [Jeff or Val Dreier](#)
To: [Karen M. Heyrman](#)
Subject: Arrowhead Women"s Stall Door 8-30-2020
Date: Monday, August 31, 2020 5:19:25 PM

Hello Karen,

Thank you for talking with us this morning concerning the incident that occurred on Sunday, August 30th at Arrowhead Park.

To reiterate, at 11:00 AM, Valerie Dreier was exiting the larger women's bathroom stall and had difficulty opening the door. The door physically separated from the wall and fell across Valerie's head and face, also hitting her knee before it fell on the ground. Valerie sustained a bump on her forehead, cut on the inside of her lip and a slight bruise on her left knee. Valerie and Jeff called the Grand Chute Parks general number and left a message on what had happened about 11:10 AM on Sunday.

We stopped by the Grand Chute Town Hall this morning to make sure that your department had the information needed to make the repairs and to also inquire if there was any other statement or form that was required for your records. We were informed that there wasn't anything required from Valerie, and were advised to send these pictures of the damaged door.

As concerned citizens, we must emphasize that the heavy metal door was affixed to the concrete wall by simple plastic anchors, the kind designed to hang framed pictures or small shelves. They are inadequate as used in a public setting for the weight of the door coupled with the repetitive motion of opening and closing. This was an accident/incident waiting to happen. The Town is fortunate a small child or physically challenged person was not involved.

We recommend repairs be made with appropriate concrete anchors on that door and others in the park system before the inevitable reoccurs. Note, this would apply to the men's room at Arrowhead Park as well.

Sincerely,

Val and Jeff Dreier





Bob Schoultz

Sept 03, 2020

3225 W Tillman St

Grand Chute, WI

920-850-0171

To: Mike Arft

Park Foreman

1900 W Grand Chute Blvd

Grand Chute, WI

Mike, I would like to heartily thank you and your crew for the incredible job you did in restoring the North Mound at Carter Woods Park. I never heard anything in the morning and by 9 am when I looked out it was already done. My yard and the Park will be a lot more aesthetically pleasing due to the hard work that was accomplished. I personally want to commend you in get that back end cleared and the trees removed, including the stump grinding. I often see many people on the mound looking over the park and the accompanying properties. Be assured I will do my best in keeping it that way. Further it helps your lawn keepers better to mow that area as there is no longer that steep dropoff.

If there is anything I can do in the future to enhance that area, please let me know. I took down a Pine tree towards that back area as it was just too scrawny ugly.

Again I would like to Thank You for your dedication and work in keeping our parks healthy. The maintenance your crew does is nothing short of top grade.

Have a nice day,

Your friend

Bob