CALL TO ORDER/ROLL CALL

Meeting called to order at 5:05 p.m. by Larry Carey, presiding officer.

PRESENT:  Karen Petersen, Michael Schmidt, Larry Carey, Jennifer Buelow Fischer, Nathan Scott, John Jones

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

OTHERS:  0 signed in

PLEDGE OF ALLEGIANCE

President Carey led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Jones/Schmidt) to approve.  Motion Carried (6/0).

There was no public input.

APPROVAL OF REGULAR PARK COMMISSION MEETING MINUTES – JUNE 11, 2018

Correction on Page 3 (Motion to approve staff recommendation)
Correction on Page 3 (Petersen Opposed Gillett Street Urbanization)
Correction on Page 1 (Jennifer Beulow Fischer Buelow Fischer)

Motion (Buelow Fischer/Jones) to approve the minutes as amended.  Motion carried (6/0).

REPORTS

Park Maintenance Report

Park Foreman Mike Arft provided a written park maintenance and a verbal report that included:

- Performing small landscaping projects, along with maintenance of the flower beds.
- A goal for next year is to possibly get the public involved by means of adopting a flower bed to weed/water/maintain.
- Staff has contacted some acoustic companies regarding the echo at Town Center Park to provide proposals.
- We have been out watering weekly due to hot weather.
- Staff made the change to open all sessions of Summer Adventure Camp to ages 4 – 12.
- Adventure Camp field trips are generating a lot of participation. The June 29, 2018 field trip was cancelled due to excessive heat conditions.
- A Touch a Truck event will be held at Patriot Park on Friday, July 13, 2013 to give the kids the opportunity to get an up close look at different types of trucks and equipment the Town uses.

Director’s Memo

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

- Security camera updates: Lions & Town Center Park are on line and Carter Woods Park is the next to be completed.
- The sunshades have been released to production for Town Center Park.
- Landscaping should be done by the middle of July.
- Playground project could start in July. A sidewalk border needs to be constructed for the poured in place surface that was added to the contract.
- The pond outlet bids for Arrowhead Park and the Town Center Park signage bids will be opened on July 10, 2018.
- The bid for the culvert through the berm at Prairie Hill Park needs to be put together for construction this year as the grant will expire.
- The CORS Committee will be meeting July 9, 2018 & August 13, 2018 prior to the Park Commission meetings. There is a public participation meeting scheduled for July 9, 2018 after the Park Commission meeting.
- The Town Board monthly report will include a CORS update as well as comments on the pickleball courts at Carter Woods Park. The agenda will include the ordinance to allow alcohol at the TC Park.

**Update from Outagamie County Greenways**

No Update

**Update from Town Board Liaison – Verbal**

No Update

**President’s Report – Verbal**

The staff has provided maps of the parks for the Commission members so they can tour the parks at their leisure. This will reduce the staff’s time. The staff has also provided comments on each of the parks for reference when touring the parks. President Carey would like the commission members to take the time to tour the parks to get a better idea of what the parks have to offer to the public. He would also like the commission members to provide their feedback and/or comments to the staff and each other before the snow flies.

**Correspondence Report – Verbal**

Deputy Director Heyrman provided emails from a couple of people (looks like the same household) regarding the noise from the pickleball court at Carter Woods Park.

Deputy Director Heyrman stated we have had an overwhelming response and use of the pickleball court. She has been in contact with one of our pickleball ambassadors regarding ways to minimize the noise. He is getting back to us with some possible suggestions that could be done to the fence. He also talked about doing some landscaping (planting of shrubs/cedars) on the south side of the court. We have been asked to install bleachers. A set of three tier bleachers could be put on the south end along with cedars screening. We hope to do this with excess funds this year.

Commission asked if there have been any other complaints, including other sports at this park.

Staff indicated there has not been comments on noise.

President Carey stated that we need to manage by the rule and not the exception with the sentiment that we are aware of the situation and we are looking into possible solutions to mitigate the sound. If we come up with a viable solution that fits within our budget, we will move forward with it.

**NEW BUSINESS**

1. Deputy Director Heyrman discussed recommended changes to the Town of Grand Chute’s Municipal Code, Chapter 409.
Motion (Schmidt/Buelow Fischer) to open up for discussion. Motion Carried (6/0).

Deputy Director Heyrman explained why the staff is recommending these changes and went over the verbiage of the changes being requested and what the new verbiage means for the ordinance.

Commissioner Schmidt asked if these changes will limit in any way the ability to have open air concerts.

Deputy Directory Heyrman stated a special event permit is required for this type of event and the selling of alcohol is regulated under this permit. If an event is open to the public the allowance under chapter 409 does not apply. She explained that any modifications need to be acted on by the Town Board as an ordinance and once they adopt the ordinance it is approved. This modification request will be on the July 17, 2018 Town Board meeting agenda.

Commissioner Buelow Fischer stated for consistency purposes, in the last sentence under Chapter 409-5 letter D the word “beer” should be replaced with “fermented malt liquor” (as worded in the first sentence of letter D).

Deputy Director Heyrman stated this change will be made.

Vote taken to approve the staff’s recommended changes to chapter 409 and to be acted upon by the Town Board as required to amend chapter 409. Approved (6/0).

FUTURE AGENDA ITEMS

Discuss a possible bike and pedestrian committee.

OTHER ITEMS

Commissioner Schmidt asked Deputy Director Heyrman if she found anything more on whether or not a trail will be required on both sides of the bus stop on Woodman Drive.

Deputy Director Heyrman stated she is waiting to talk with Bob Buckingham (he is out of the office for a month). She also stated that we are proposing to have sidewalks constructed on both sides of the bus stop.

ADJOURNMENT

Motion (Schmidt/Scott) to adjourn the meeting. Motion Carried (6/0).

Meeting adjourned at 5:38 p.m.

These minutes were taken at a regular meeting held on July 9, 2018, and entered in this record book July 27, 2018, by:

Carrie Gretzinger
Carrie Gretzinger, Park Commission Secretary
Town of Grand Chute