PARK COMMISSION MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – February 13, 2017

CALL TO ORDER/ROLL CALL

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

PRESENT: Joy Hagen, John Jones, Kathryn Pennings, Karen Petersen, Mike Schmidt, Donna VanBuecken, Supervisor Thyssen

ABSENT: Joan Haag

STAFF: Bob Heimann, IT Director, Karen Heyrman, Deputy Director Public Works, Lisa Mroczkowski, Park Commission Recording Secretary, Dave Wallenfang, IT Help Desk

APPROVAL OF AGENDA/ORDER OF THE DAY

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

Approval of Regular Park Commission Meeting Minutes – January 10, 2017

Motion (VanBuecken/Hagen) to approve minutes. Motion carried. (7/0)

Accept Monthly Reports:

New Email System – Dave Wallenfang went over the new email system for the Commission. Deputy Director Heyrman stated this change is for security. If we kept it the way it was, private email accounts could be subject to open record laws.

Director’s Memo - Deputy Director Heyrman reviewed the Director’s memo. There was discussion on the berm at Prairie Hill Park. The Commission is disappointed that part of the berm may have to be removed. Commissioner Schmidt stated he thought the DNR had been out to the park prior to the berm being built and gave the Town their approval. He asked that staff check into this.

Greenways Report--Grant rating is scheduled for February 15, 2017. The grant funding available is $45,000. The total of all the grants submitted is $69,000.

Town Board Liaison Report – Supervisor Thyssen stated staff has been directed to look into the cost of a small generator for the new park building. He then asked IT Director Heimann to share the security that is being discussed for the new park.

Director Heimann shared the following items being considered in the design of the park:

- Nine security cameras in the building and parking lot
- Electronic locks
- WI FI
- Two large screen TV’s
- Temperature alarm system near the outside bathrooms

Correspondence Report (nothing to report)

Bike and Pedestrian Trail Update (nothing to report)
UNFINISHED BUSINESS

Discuss bike accommodations on Broadway Drive between Meade Street and Ballard Road.

Deputy Director Heyrman reviewed the memo that was included in the agenda packet. Commissioner Hagen had asked for staff to look into what the City of Appleton has planned for this segment of road in regards to bike lanes and pedestrian trails. Commissioner Hagen would like to see the shoulders widened to allow for some type of pedestrian trail.

Deputy Director Heyrman stated she talked to the City of Appleton and their plan is to mill and resurface the road and do limited shoulder work. The Public Works Director for the City of Appleton, Paula Vandeheye, stated this improvement will typically provide a life of 15-20 years. If they were to consider bike and pedestrian improvements it would delay the project until 2020. Director Vandeheye stated that they most likely will be urbanizing this road which includes bike lanes and pedestrian trails in 15-20 years.

Deputy Director Heyrman stated the staff recommendation is to participate in the cost of the resurfacing of the street and not delay the project.

Commissioner Hagen thanked staff for the information. She is disappointed the City is only going to be doing maintenance on the road at this time. She stated there is a lot of development going on north of Plamann Park.

Supervisor Thyssen suggested the Commission include in any motion to direct staff to offer to the City of Appleton and Outagamie County a stipend to allow the shoulders to be widened.

Motion to approve (Schmidt/Pennings) staff recommendation to participate in the cost of resurfacing the street and not delay the project. Motion carried (7/0)

NEW BUSINESS

Approve permission to apply for the “Keep America Beautiful” Grant for recycling containers.

Motion to Approve (VanBuecken/Schmidt) Motion carried (7/0)

Discuss Town Center Park naming rights.

Deputy Director Heyrman stated she put together a list of potential items that could be attached to donations and naming rights. The Town currently does not have any type of naming rights policy. She suggests a donor board on the inside of the park pavilion.

Supervisor Thyssen stated the guidelines that we set for the naming rights and donations for the new park should be park specific.

Commissioner Hagen stated she does not like the idea of selling the naming rights to the park to the highest bidder.

Deputy Director Heyrman had a suggestion that Houdini and Badger school could possibly help with naming the new park.

Commissioner Jones stated we need to go after big money. There are residents in this town and area that will be willing to donate big money.

Motion (Schmidt/Hagen) to direct staff to develop and prioritize a park specific donation items list and place a value to each item and set a dollar amount threshold for the naming rights of the park. Motion carried. (7/0)

Accommodation Notice—Any person requiring special accommodation who wishes to attend this meeting should contact (Administration at 832-1581) at least 48 hours in advance.
Motion to direct staff to start looking at designs and costs for donor recognition boards (VanBuecken/Pennings).
Commissioner Pennings feels we should know where the board is going to go before we decide on what it is going to look like.

**Motion carried. (7/0)**

Motion to approve sidewalk poetry

Deputy Director Heyrman stated she received a call from a Town resident who asked if the Town would sponsor a sidewalk poetry contest. The resident stated her mother had submitted a poem to the City of Appleton, but was turned away because she is not a City of Appleton resident. Deputy Director Heyrman stated she included in the agenda packet information on another type of sidewalk art that only appears when it rains. She stated the Town does not install a lot of sidewalks, but we could showcase them at the new park as public art.

Supervisor Thyssen stated there is going to be a cost element to this request.

**Motion to approve (Hagen/Schmidt) to direct staff to gather more information on sidewalk art in the form of painted on or stamped concrete and cost estimates along with ease of maintenance and installation. Motion carried. (6/1-Pennings)**

Park bench donation for the new park.

Deputy Director Heyrman is looking for direction from the Commission on benches in the new park. Staff would like the Commission to set the design for the benches so that when we have inquires we are able to tell them the process and cost.

**Motion to approve (Pennings/Jones) to direct staff to design and obtain costs for a park bench which would be available for donation in the Town Center Park.**

**Motion to amend (VanBuecken/Hagen) the design be done in discussion with the architect. Motion carried. (7/0)**

**Motion to approve as amended. Motion carried. (7/0)**

**FUTURE AGENDA ITEMS**

- Grant approval policy
- Town Center Park naming by area schools
- Commissioner’s terms

**ADJOURNMENT**

**Motion (VanBuecken/Schmidt) to adjourn. Motion carried. (7/0)**

Meeting adjourned at 6:42 p.m.

These are draft minutes taken at a regular meeting held on February 13, 2017 by:
Lisa Mroczkowski, Park Commission Recording Secretary, Town of Grand Chute