

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



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APPROVED

Park and Vacant Land Committee Draft Meeting Minutes

Date: Monday, April 4, 2022

Time: 5:30 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

Commissioners Present: Co-Chairperson Renee Knutson, Co-Chairperson Tim Ehler, Commissioners Jeffrey Butler, Monica Redmond, Jean Wiggert, Meredith Tomesh and Brad Reinhart, Public Works Director Terry Wright, Administrator Christina Peterson, and Town Clerk Fortune Weaver.

Commissioners Excused: Josh Blum

Attendance List: None.

1. Meeting called to order by Knutson at 5:30 p.m.
2. Minutes from 3/7/2022. Motion by Butler to approve minutes from 3/7/2022 with suggested corrections, second by Redmond. Motion carried unanimously.
3. Citizens' Concerns. None.
4. Wyatt Moe – Eagle Scout Project. Knutson reminded committee members of the following information about the fundraiser, Fundraiser Village Festival Foods on April 9, 2022, from 10 a.m. to 4:30 p.m.
5. Mormon Coulee Park Entrance Signs. Peterson stated she was approached by Jerry Kendhammer on behalf of the Mormon Coulee Lion's Club, Kendhammer stated that there is a donor willing to pay for the Mormon Coulee Park Entrance Signs. Peterson informed Kendhammer that this proposal must be reviewed and decided on by the Park and Vacant Land Committee Board. Peterson gave background information on the signs and previous discussions with the Lion's Club regarding changing the of names of the roads in Mormon Coulee Park. Wright noted the proposed sign size (4ft x 6ft) is the same as the sign in Pammel Creek Park, but the sign proposed is metal. Peterson did note that the name of the park and the roads listed are incorrect on the proposal. Peterson stated that the Town Board is not currently in favor of changing the road names as the process to change a road name is quite extensive for a small portion of the street in a park. Tomesh asked about the affiliation between the Lion's Club and Mormon Coulee Park. Ehler stated that a portion of the money for the shelter was donated by the organization, however, the shelter is not a Lion's Club shelter. Ehler reiterated that Mormon Coulee Park, and the shelters within are Town of Shelby's property. Ehler stated the Town Park should not reflect a Lion's Club logo. Reinhart stated unless the committee agrees with this design for all the parks, the design should be rejected, Committee agreed. Knutson noted the offer is very generous, however, the Town is in the process of redesigning the logos and signage. Peterson noted the need for a directional sign for Mormon Coulee Park to be installed along Highway 14/61. Peterson added that another sign can be purchased by the Town to give more direction to the park on Bloomer Mill Rd/Park Drive and can serve as a temporary park entrance sign. Knutson noted the temporary sign is necessary to direct the public but would also be useful for emergency vehicles. Peterson started discussion on putting the address on each shelter for visitors to know the address of the park if they have an emergency. Wright noted that there is a fire number at each entrance of Mormon Coulee Park. Wright provided additional information about the signage that would be created by the DOT.
6. Review and Discuss Parks Comprehensive Plan Draft – Chapter Title, Goals, Objectives, Definitions and Recommendations. Knutson stated adding headers for the tables when they're continued onto a new page would be helpful when reading. Knutson also mentioned that the actions being

separated from the goals and objectives is less clear for casual readers but is helpful for the people who are putting the plan into practice. Redmond agreed that the actions should be utilized for individuals putting the plan into practice. Weaver commented that more definitions can be added if necessary. No further comments.

7. Action Item Discussion – Upper and Lower Wedgewood Parks.

- a. Upper Wedgewood Park. Knutson called for thoughts, ideas, suggestions from the committee members. Knutson reviewed the park amenities. Butler noted he enjoys the park, there is something there for everyone to utilize. Knutson noted the connectivity of this park, stating the park leads to trails that can be utilized to get to other areas. Butler reiterated the amount of amenities which is more desirable for larger amounts of park goers. Wright noted trees that are dying and have ongoing issues and his plan for their removal and maintenance.
- b. Lower Wedgewood Park. Knutson called for thoughts, ideas, suggestions from the committee members. Knutson noted that previously there was a volleyball court in this park. Knutson asked Wright when volleyball courts would be placed in parks again, Wright stated as soon as he gets directed to do so. Wright did mention parks that can no longer support volleyball courts because of drains placed there to counteract flooding. Discussion on demand for the different amenities in parks. Butler noted there should be some way to see if there is community interest. Knutson noted a Facebook post about parks can engage the community to provide feedback about what is needed in the parks, almost like a Parks Newsletter.

8. Budget Priorities Discussion. Knutson noted 2022 Project List (see attached) includes projects mentioned in previous years, projects already completed, and projects talked about at the last meeting for 2022. Reinhart noted previous discussions on refurbishing play equipment at Nolop Estates. Knutson noted that project would be completed in Winter because the crew will need to dismantle the equipment, and it would take away from the available amenities in the warmer months. Peterson noted the idea list at the bottom reflects the projects that could be considered in the future. Peterson noted other ideas not listed include purchasing garbage cans and paying for the mapping the parks and trails. Peterson also mentioned asking Arbor Hills and the Breidel Coulee neighborhoods what projects they want to see completed in their neighborhood parks. Knutson requested that the committee members send thoughts and ideas for projects either for 2022 or in years to come to her. Knutson noted the committee members know their neighborhoods best and have seen the parks being used which gives them a better idea of what needs to be added or fixed in each park. Knutson asked that these thoughts and ideas be submitted by next Monday, April 11th. Peterson noted importance of listing projects by their priority or having a tentative year assigned to each project to help with planning. Wiggert asked about some expenditures that are happening in 2022 that she thought were occurring in 2021. Peterson and Wright provided additional information about projects that didn't get finished and where the funds were used. Redmond asked if there should be a budgetary line item for scout projects going forward. Knutson noted that there will be a meeting with her, Terry, and Wyatt Moe to discuss the project coming soon. Knutson stated that there are some things that need to be done that aren't reflected on the list and will be added to the list before the next meeting. Additionally, the committee will spend some time prioritizing projects at the next meeting. Wright noted the maintenance at the gazebo won't be taken out of the Park and Vacant Land Committee budget. Wright noted the committee needs to make a decision about the roof of the gazebo, again considered maintenance, it will either be cedar shake or asphalt shingles. Cedar shakes held up well (for approximately 25 years according to Wiggert), but the labor will cost a little more because laying cedar shakes requires more skill. Road Crew member Tim Gerke has the skill to lay cedar shakes, but it will take some time. Wright will get a cost estimate for each and provide information to the committee. Knutson noted private property signs on the butterfly trail need to be placed so the committee should seek out cost estimates. Knutson also noted the

wellhouse at Nolop Park will have its fence replaced as soon as weather permits. Knutson reminded the committee of small projects at smaller parks that have been neglected which could extend the budget. Knutson mentioned cleanup projects and some basic landscaping or planned planting could provide a more appealing look in parks and would be a simple project to complete. Knutson stated in Nolop Park specifically, a divider of shrubbery between the park and the house next to the park would be nice to separate the Town's property and the resident's private property. Knutson reiterated the importance refurbishing play equipment. Knutson also mentioned the removal of the gate on butterfly trail this year. Knutson stated she would like to see one of the new garbage cans in Nolop Park and Gazebo Park. Wright stated the picnic tables have been moved from Shelby Youth Ball where they were stored because of the Light Up the Park Event hosted by the Mormon Coulee Lion's Club. Since Shelby Youth Ball has started again, the tables were moved into parks early. Wright reminded the committee about the parks opening date of April 15th. Butler asked about the trash cans, Knutson noted the budget restrictions and stated that the only savings when ordering more than one garbage can at a time are on shipping costs. Wright reminded the committee that there will be additional costs for the concrete slab that needs to be placed below the can so it can be anchored down. Knutson also noted trail walking signs that are needed; however, the new maps and a new logo need to be finished before the trail signs. Reinhart noted the projects are in different categories; one will improve the look and feel of the parks and are more cosmetic and some projects being mentioned will increase the user experience for park-goers. Reinhart noted the user experience should be given precedence over cosmetic projects when the town has a limited budget for parks. Discussion on the lines being painted in tennis courts for pickleball. Wright will paint lines for pickleball in both tennis courts in Lower Wedgewood Park. Redmond mentioned periodically adding a review project list and project priorities list to the agenda. This would allow for the committee to review the budget and reassess priorities as the priorities may be everchanging. Knutson asked about rough estimate on disc golf signage. Wright stated he doesn't have a quote just yet, noting that four holes are still missing from August 2021 storm. Once the others are found, he will get quotes and provide them to the committee. Discussion on what funds remain in the budget. Peterson reminded the committee that larger projects such as bathrooms would require fundraising and/ or donations. Redmond noted the importance of knowing how many park entrance signs are needed and how many trail signs are needed, can be part of the inventory that has been discussed in the past. Reinhart continued that the number of benches and garbage cans needed should also be investigated. Wright noted there are 85 trash cans needed. Peterson recommended drafting a "wish list" for each park. Redmond stated goals and action items for each park should be discussed. Wright reiterated for each garbage can, there needs to be a concrete slab and mount added which will make the cost \$2,500.00 per garbage can. Peterson mentioned the concrete casing garbage cans that might be a fraction of a cost. Reinhart noted that recycled plastic garbage cans would also be a fraction of a cost. Discussion on what option is cost effective, has the longest shelf life, and would be the best fit for the town. Knutson is happy to reach out to Wieser's and see what concrete casing garbage cans would cost. Wright suggested asking Wieser's to make garbage cans in the off season to potentially save on cost. Reinhart can contact them as well. Wright reminded the committee that the garbage cans would not be completed during the busy season. Knutson reminded the committee to send a "wish list" to her or Weaver by April 11th. Discussions serve as 2022 budget status.

9. Administrator Report.

- a. Peterson gave update on Shelby Youth Ball. Tryouts taking place this week and the organization will be utilizing the Shelby Youth Ball fields. Peterson also noted Aquinas will be using Pammel Creek Park fields in April and May.

- b. Peterson reviewed new lease from La Crosse County for Hillview Ballfields aka Shelby Youth Ball fields. The lease expired a few months ago. Peterson reviewed minor changes including controlling the schedule for the park. Shelby Youth Ball gets priority and also Town of Shelby can charge for the use of park and/or rent it out for use to extend maintenance charge for exclusive use. Any updates to park, fields or signage needs to get approval from La Crosse County. At this time, the fields are not for sale and the Town of Shelby had no intent to purchase them. Reinhart questioned if Shelby could request first right of refusal to protect Shelby Youth Ball interest and gain developed park space for the Town of Shelby. Wright noted if the Town of Shelby needs to vacate, all assets need to be moved which would be very difficult to accomplish. Peterson reminded everyone that no advertising is allowed and that verbiages has been added to the lease.
10. Public Works Report
 - a. Wright noted the condition of the tennis courts and usage.
 - b. Wright bought fake owls to discourage robins from building nests.
 - c. Wright noted a semi load of mulch will be put under playground equipment this spring.
 - d. Wright stated pillars of the Mormon Coulee Enclosed Shelter will be stained/ painted and polyurethaned this spring.
 - e. Wright stated 22 stumps and one tree need to be removed.
 - f. Wright reiterated that the abovementioned projects are all considered maintenance and will be coming out of his yearly budget.
 - g. Wright provided information on the part time positions available. Starting pay is \$12.00/hour and every year a dollar is added. Reinhart and Tomesh may have some students that need summer jobs will connect them with Wright.
 11. Co-Chairperson/Commissioner Reports.
 - a. Ehler noted the cheapest way to make a pickleball tennis court would be to not change the net and paint two different colored lines. Reinhart agreed stating that courts with both sets of lines allow pickleball players to utilize the court using the tennis net height. Wright noted the seal coat, tar and hot mix is expensive, paint is not. Wright added that the Town already has paint that can be used. Reinhart and Ehler are in favor of painting lines. Wright will proceed with painting lines.
 12. Action Items for April.
 - a. Arbor Hills Park
 - b. Send Budget Priorities and "wish list" to Knutson.
 13. Future Agenda Items.
 14. Adjournment. Motion by Reinhart, second by Tomesh to adjourn at 7:00 p.m. Motion carried unanimously.

Next Meeting on May 2, 2022, at 5:30 p.m. at Town Hall (2800 Ward Ave, La Crosse, WI 54601)

Respectfully Submitted, Fortune M. Weaver