

Town of Wheaton Parks Commission Meeting Minutes

Tuesday, June 24, 2025
Wheaton Park Upper Pavilion
3900 38th Street
Elk Mound, WI 54739

1. **Affidavit of Notice of Meeting** per Wisconsin Statute 19.84
2. Ken Books called the meeting to order at 7 p.m. with the Pledge of Allegiance and a moment of silence.
3. **Roll Call:** Ken Books, Jan Dole, and Jenny Schutte
Public present: None
4. **Consent Agenda:** Approval of Agenda and Approval of May Meeting Minutes. Jenny moved to approve the agenda and minutes; Seconded by Jan. Motion passed. Next Wheaton Parks Commission Meeting Date: July 22, 2025. Jenny moved to set next Wheaton Parks Commission meeting date on July 29, 2025; Seconded by Jan. Motion passed.
5. **Public Comments:** None
6. **Old Business**
 - a. Review/Discuss/Act on Park Donations
 - No new park donations.
 - b. Review/Discuss/Act on Park Rentals
 - 2025: 19 lower pavilion, 6 upper pavilion, and 2 special events
 - 2026: 1 lower pavilion, 0 upper pavilion, and 0 special events
 - c. Review/Discuss/Act on Park Maintenance
 - Oak Knoll Field: The new field banner to replace the storm damaged one was completed and installed. The first base post and dugout bat hanger were repaired.
 - d. Review/Discuss/Act on Adding Frisbee Disc Golf Course to Wheaton Park
 - No updates
 - e. Review/Discuss on Upper Pavilion/Building Project Update
 - Conducted a walkthrough of the open items punch list to ensure all items on the punch list are completed. A few items remain to be addressed after electrical panel work is completed. Ken will provide the contractor with the updated punch list.
7. **New Business**
 - a. None
8. **Set Potential Agenda Items for Next Meeting**
 - Park Donations, Park Rentals, Park Maintenance, Adding Frisbee Disc Golf Course to Wheaton Park, Upper Pavilion/Building Project Update, Election of Parks Commission Officers per Parks Commission Bylaws, Landscaping and Irrigation Maintenance Bid Packets for 2026 and 2027
9. **Adjournment** - Jenny moved to adjourn the meeting; Seconded by Ken. Motioned passed. Meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Jan Dole, Secretary/Treasurer