

Town of Wheaton Parks Commission Meeting Minutes

Tuesday, July 29, 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, Becky McInnis, Cesar Arauz
4. **Consent Agenda:** Approval of Agenda, Approval of June Meeting Minutes, and next Wheaton Parks Commission Meeting Date: August 26, 2025. Becky moved to approve the consent agenda and minutes; Seconded by Cesar. Motion passed.
5. **Public Comments:** None
6. **Old Business**
 - a. Review/Discuss/Act on Park Donations
 - No new brick or park donations.
 - Brick cost has increased from \$17 to \$30 now.
 - Becky will send Ken a list of the 2024-25 brick purchases to add to the master park donation spreadsheet.
 - Ken will publish update on engraved brick project on town website and Facebook page.
 - Comment was made that metal cleats could affect the engraving on the bricks. This is less of a concern since metal cleats are used on high school and college level fields. Wheaton Park fields are too small for those levels. If additional action is needed in the future signs could be added.
 - b. Review/Discuss/Act on Park Rentals
 - 2025: 21 lower pavilion, 7 upper pavilion, and 2 special events
 - 2026: 1 lower pavilion, 0 upper pavilion, and 0 special events
 - c. Review/Discuss/Act on Park Maintenance
 - Tennis court net cable broke, and a new one was installed.
 - Monarch Waystation sign was laying on the ground and reinstalled.
 - 38th Street, upper parking lot, and around upper pavilion/building will be chip sealed at same time as area roadwork.
 - Walking trails need to be mowed; however, both town mowers are broken down.
 - A Wheaton resident requested to volunteer time in the park and asked for some projects as part of his company's initiative encouraging employees to work Fridays in their communities. Ken picked some projects out.
 - Ken has addressed park trimming concerns with the mowing company.
 - d. Review/Discuss/Act on Adding Frisbee Disc Golf Course to Wheaton Park
 - Cesar is working on the course layout design.
 - e. Review/Discuss on Upper Pavilion/Building Project Update
 - A few items remain to be addressed after electrical panel work is completed. Electrical panel move is scheduled.
7. **New Business**
 - a. Review/Discuss/Act on Nominate and Elect Parks Commission Officers per Parks Commission Bylaws

- Chair: Becky nominated Ken Books for chair. There were no other nominations. Becky made a motion to elect Ken as chair; Seconded by Jan. Nomination passes. Ken Books is the Chair.
 - Vice Chair: Ken nominated Jenny Schutte for vice chair. There were no other nominations. Jan made a motion to elect Jenny as vice chair; Seconded by Becky. Nomination passes. Jenny Schutte is the Vice Chair.
 - Secretary/Treasurer: Becky nominated Jan Dole for secretary/treasurer. There were no other nominations. Cesar made a motion to elect Jan as secretary/treasurer; Seconded by Becky. Nomination passes. Jan Dole is the Secretary/Treasurer.
 - Deputy Secretary/Treasurer: Jan nominated Becky McInnis for deputy secretary/treasurer. There were no other nominations. Ken made a motion to elect Becky for deputy secretary/treasurer; Seconded by Cesar. Nomination passes. Becky McInnis is the Deputy Secretary/Treasurer.
- b. Review/Discuss/Act on Landscaping and Irrigation Maintenance Bid Packet Updates for 2026 - 2027
- The existing landscaping (lawncare) and irrigation maintenance contracts end this year.
 - Ken would like to get landscaping (lawncare) and irrigation maintenance bids back for 2026-2027 seasons prior to October budget planning meeting to aid in the budget planning process.
 - Mowing the top of the sledding hill would be added as a change in the landscaping (lawncare) maintenance bid requirements given area is used for picnics and nature watching during summer and fall seasons. Picnic table and bench installed in the area. This will also save on park volunteers bringing their own equipment to the park for this work.
 - Under the landscaping (lawncare) maintenance bid requirements trimming section 3.4 clarification would be added that "Contractor can choose to use mechanical trimming for chemical trimming areas".
 - Cesar made a motion to approve the landscaping (lawncare) and irrigation maintenance bid packets with the discussed changes; Seconded by Becky. Motion passed.
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, and Park Budget for 2026
9. **Adjournment-** Becky moved to adjourn the meeting; Seconded by Cesar. Motioned passed. Meeting adjourned at 8:22 pm.

Respectfully Submitted,

Jan Dole, Secretary/Treasurer