

Town of Wheaton Parks Commission Meeting Minutes

Tuesday, July 28, 2026
Wheaton Park Lower 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:** Brandon Thatcher, Becky McInnis, Ken Books, Jan Dole, Jenny Schutte
4. **Consent Agenda:** Approval of Agenda, Approval of June 30, 2026 Meeting Minutes, and next Wheaton Parks Commission Meeting Date: August 25, 2026. Becky moved to approve the consent agenda and minutes; Seconded by Jenny. Motion passed.
5. **Public Comments:** None
6. **Old Business**
 - a. Review/Discuss/Act on Park Donations
 - No new brick donations.
 - Travis Hendrickson from Wheaton Ball League had indicated that the Chippewa Falls Youth Ball approved the sale of the used scoreboards. Wheaton Ball League will be submitting park donation request to donate the scoreboard to the Town of Wheaton as part of the Longview Field scoreboard project.
 - b. Review/Discuss/Act on Park Rentals
 - 2026: 18 lower pavilion, 10 upper pavilion, 1 special event, and 1 ball field only rental
 - 2027: 2 lower pavilion, 1 upper pavilion, 0 special event, and 0 ball field only rental
 - One park rental survey was received over the last month.
 - c. Review/Discuss/Act on Park Maintenance
 - Reviewed the park maintenance list.
 - Ken will request Lenny/Matt mow the trails and sledding hill again.
 - An irrigation sensor tripped which caused irrigation system to stop working per the schedule.
 - Irrigation head on east side of the service road sign needs to be fixed. Working with Natural Touch Landscaping to fix.
 - Water spicket on equipment shed has a leak so it was added to Lenny/Matt maintenance list.
 - There was some erosion at boat landing to the right of the dock ramp abutment just off the blacktop. Lenny/Matt installed wooden timber then filled in area between wood timber and blacktop edge with blacktop mix.
 - With the addition of the pollinator garden at the boat landing there will be less mowing needed, so a change was made to increase the mowing area at the cemeteries by mowing up to the fences to stop other growth. Resulted in \$0 net change to the mowing contract.
 - Mowing the boat landing pollinator patch every 3 years in the spring as part of the maintenance plan filed with the DNR has been added to the park maintenance list.
 - No updates on park dead and down trees. Jenny will reach out to the DNR again to come out and assess what should be harvested versus left. We then need to determine how to go about the removal.
 - d. Review/Discuss/Act on Adding Frisbee Disc Golf Course to Wheaton Park
 - No updates.
 - e. Review/Discuss/Act on Park Rental Fee Structure and Fees to Start in 2027
 - Ken to update rental form with proposed changes.

- f. Review/Discuss/Act on Native Pollinator Patch at Wheaton Boat Landing Update
 - Lenny/Matt completed the pollinator patch topsoil removal and finished grading. Lucas Prokopinski was informed he could start planting pollinator patch.

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. Ken accepted nomination. Nomination passes. Ken Books is the Chair.
 - Vice Chair: Jan nominated Jenny Schutte for vice chair. There were no other nominations. Jenny accepted nomination. Nomination passes. Jenny Schutte is the Vice Chair.
 - Secretary/Treasurer: Becky nominated Jan Dole for secretary/treasurer. There were no other nominations. Jan accepted nomination. Nomination passes. Jan Dole is the Secretary/Treasurer.
 - Deputy Secretary/Treasurer: Becky nominated Brandon Thatcher for deputy secretary/treasurer. There were no other nominations. Brandon accepted nomination. Nomination passes. Brandon Thatcher is the Deputy Secretary/Treasurer.

8. Set Potential Agenda Items for Next Meeting

- Park Donations, Park Rentals, Park Maintenance, Park Dead and Down Trees, Adding Frisbee Disc Golf Course to Wheaton Park, Park Rental Fee Structure and Fees to Start in 2027, Native Pollinator Patch at Wheaton Boat Landing Update

- 9. Adjournment** – Jenny moved to adjourn the meeting; Seconded by Becky. Motion passed. Meeting adjourned at 8:00 pm.

Respectfully Submitted,

Jan Dole, Secretary/Treasurer