

Town of Wheaton Parks Commission Meeting Minutes

Tuesday, August 25, 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:** Becky McInnis, Ken Books, Jan Dole, Jenny Schutte
4. **Consent Agenda:** Approval of Agenda, Approval of July 28, 2026 Meeting Minutes, and next Wheaton Parks Commission Meeting Date: September 22, 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.
 - Park donation request was received from Wheaton Ball League to donate two used Daktronics 6' wide x 3' high scoreboards for the scoreboard project. There are park donation expenditure funds budgeted in the amount of \$10,700 from past scoreboard project donations being held for this project which can be used to cover installation costs. The scoreboards would be installed on Longview and Oak Knoll fields. Becky motioned to approve acceptance of the scoreboards and controllers to become property of the Town of Wheaton. Jenny seconded the motion. Motion passed. Ken will start getting bids for the installations.
 - b. Review/Discuss/Act on Park Rentals
 - 2026: 23 lower pavilion, 10 upper pavilion, 2 special event, and 1 ball field only rental
 - 2027: 2 lower pavilion, 1 upper pavilion, 0 special event, and 0 ball field only rental
 - c. Review/Discuss/Act on Park Maintenance
 - Reviewed the park maintenance list.
 - Lenny and Matt mowed the trails, sledding hill, and 40th Street.
 - With the Wheaton Bird Nesting Initiative Eagle Scout project completed, cleaning out the bird houses has been added to the park maintenance list to be done in the spring each year.
 - Irrigation pump failed and it was no longer repairable. A new one was procured and installed.
 - Jenny received an email from Dennis Hutchinson, forester for the DNR. He will meet with Jenny on Thursday, August 27th to do a walk through the park woods to discuss tree health and 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 presented the updated park reservation application incorporating feedback from the past park commission meetings for review. Jenny made a motion to approve the new park reservation application form and fee structure to start in 2027, and Becky seconded the motion. Motion passed. Ken will forward to the Town Board for review and approval.
 - f. Review/Discuss/Act on Native Pollinator Patch at Wheaton Boat Landing Update
 - Lucas Prokopinski has continued with the planting of the pollinator patch.

7. New Business

- a. Review/Discuss/Act on Park/Boat Landing Recreation Improvements List
 - No changes
- b. Review/Discuss/Act on Parks Budget 2027
 - Town board will have 2027 budget planning meeting in October. A dry summer has reduced our mowing expense this year. Will determine park maintenance and park outlay budget requests at the September meeting.

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, Native Pollinator Patch at Wheaton Boat Landing Update, Parks Budget 2027, Wheaton Park Renter Procedures

- 9. Adjournment** – Becky made a motion to adjourn the meeting; Seconded by Jenny. Motion passed. Meeting adjourned at 7:49 pm.

Respectfully Submitted,

Jan Dole, Secretary/Treasurer