

Jefferson County Parks Committee Minutes

Date: Thursday, July 6, 2023

Time: 9:00 a.m.

Room: Jefferson County Highway Department Committee Room

Join Zoom Meeting

<https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRRVoeHp5eHVZMVV1dz09>

1. **Call to order**

Christensen called the meeting to order at 9:00 am.

2. **Roll call (establish a quorum)**

Present: Callan, Christensen, Gulig, Johns

Remote: Richardson (9:02)

Absent:

Staff: Wiesmann, Truman, Klement, Westphal, Wehmeier, Ward, Haugom (Donna), Zangl (Matt)

Others Present: Jim Bower (Blackhawk Island), Frankie Fuller (remote)

3. **Certification of compliance with the Open Meetings Law**

Wehmeier certified compliance.

4. **Approval of the agenda**

Agenda approved as written.

5. **Approval of Parks Committee Minutes for June 1, 2023**

Gulig/Johns motion to approve the minutes for June 1, 2023.

Motion passes 4/0.

6. **Communications**

Included in packet.

Paddle Bark River – Saturday, July 8, 30 participants have registered

Legendary Learning Night – June event rescheduled (poor air quality) to July 6. Other scheduled events are July 26 & August 30

Playground renderings – City of Jefferson received a grant award from Greater Watertown Health Foundation for park improvements at Rock River Landing

7. **Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**

No public comment.

8. **Discussion and Possible Action on Parks Ordinance: Park and Trail hours and After Dark Access to Bike Trails**

Wiesmann – area community/county trail hours/rules fact sheet included in packet along with draft Trail Rule Sign.

Johns – BOLD the Stay on Trail at all times rule?

Gulig – Place trail hours at top of sign?

Callan – Noise levels after dark?

Wiesmann – the Interurban Trail will connect with Waukesha County. Waukesha County trail hours are 5 am – 10 pm.

This trail is very rural, and very dark at night – out of sight night access.

Gulig/Johns motion to set hours for the Jefferson County Parks and Trails to 5 a.m. open – 10 p.m. close.

Motion passes 5/0.

9. **Discussion and Possible Action on Request to consider development of a boat launch facility on Flood Mitigation Properties on Blackhawk Island Road, Town of Koshkonong**

Wiesmann – introduced Jim Bower, Blackhawk Island Road.

Bower - Closed roadside parking on Groehler Road has limited river access along Blackhawk Island. Mr. Bower has approached the department requesting consideration of a launch facility on current Flood Mitigation Properties. Haugom – non-pervious surface, open space, boat launch is acceptable, DNR approvals required. Zangl – floodplain regulations, use could be allowed, development approved by engineer, other zoning requirements, wetland restrictions (floodplain, shoreland zoning, mapped wetlands). Permitting required. Vegetation removal could be an option for this purpose.

Bower – owner of Island Bar & Grill. The waterway needs a boat landing and parking. Parcel is “high ground”, old (cement) boat landing exists from prior ownership, conducive to launching and building a launch at this location. Donors are available, partners are available. The Lake District also willing to help shoreline out. Township (Koshkonong) would be involved. Parcels across the street could serve as overflow parking.

Johns – trailer parking location?

Gulig/Johns motion for staff to research and assemble development permitting/costs/funding (grants) for the next budget cycle.

Motion passes 5/0.

10. **Discussion and Possible Action on Flood Mitigation Property Management Plan RFP Outline**

Wiesmann – outline included for potential Management Plan has been included in the packet. The department would like a Management Plan, developed through community & stakeholder input, to help guide development and management of Flood Mitigation Properties.

Zangl – department is looking for a consultant to help identify goals, use existing documents to help drive priorities and goals.

Christensen/Callan motion to bring back in August for additional discussion.

Motion passes 5/0.

11. **Discussion and Possible Action on Parks Department 2024 Fee Schedule**

Wiesmann noted that staff has reviewed the current (shelter/rental/dog park pass) fees and compared to surrounding communities/counties. The staff recommends that the 2024 fee structure mirror the 2023 fee structure.

Callan/Gulig motion to approve the recommended fee structure for 2024.

Motion passes 5/0.

12. **Discussion and Possible Action on Interurban Trail Phase III Culvert Replacement Agreement**

Wiesmann - \$1.4m TAP grant award notification for Phase III. Wiesmann also noted there is a needed culvert replacement (\$50k) that will be an out-of-pocket expense for the County.

Department will draft a RFP for this project.

No action taken.

13. **Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion on possible acquisition of Glacial Heritage Area North Shore Moraine property**

Gulig/Callan motion to convene in closed session at 10:01 a.m.

Ayes: Gulig, Johns, Callan, Christensen

Noes: None

Staff Present: Wiesmann, Truman, Klement, Westphal, Ward, Wehmeier

14. **Reconvene in open session for discussion and possible action on closed session items**

Johns/Callan motion to reconvene at 10:27 am.

Ayes: Gulig, Johns, Callan, Christensen, Richardson

Noes: None

Gulig/Johns motion to authorize Staff to continue conversations regarding to property acquisition.

Motion passes 5/0.

15. Field Staff Update – JR

Klement – staff busy, storm damage & trees down, Flood Mitigation Properties and parks clean-up after storms.
Glacial River Bike Trail failure has been paved.

Carnes East – Highway pulverized and re-paved Jones Lane.

Fair Park prep for the County Fair – flowerbed rehab, tree removals

Carlin Weld – parsnip and thistle spraying

Mountain Bike Trails – Jefferson County Friends/Community Foundation provided funds to help fund staff for work on the trails.

16. Admin Staff Update – Mary

Truman noted the following:

Grant Close Outs

- RTP-1057-21ND GRT Trail Repair - \$2,250
- CC22 – Carnes Park Restoration - \$2,500
- CC23-28WH – Carnes Park Restoration – \$2,500
- S5779 – 2022-2023 Snowmobile Trail Maintenance
 - \$68,820.00 Award
 - \$47,953.13 2022/2023 Totals
 - \$33,660.00 Advance
 - \$14,293.13 Final Pay-Out

Project Close-Out – WisDOT 3500-00-0676

Snowmobile Bridges:

- | | | |
|-------------------------|-------------------------------|------------------------|
| • Watertown Airport | \$49,600 – Custom Mfg. | July Install |
| • Fort Atkinson/HWY 106 | \$46,200 – Custom Mfg. | August Install |
| • Sullivan | \$4,915 – CIP Excavating, LLC | September/Fall Install |

17. Rentals, Dog Tags, Boat Launch, and Special Use Agreements – Kelley

Westphal stated that rentals/tags/launches and special use agreements are incoming at a steady pace.

18. Historic Sites: Update

Callan – draft application evaluation tool/score card, will test process with “test applicants.” No Story Map updates.
Possible Council member retirement opening.

19. Discussion on Parks May 2023 Budget

Wiesmann – largest budget item is staffing. Budgeted capital projects are in process and moving forward.

20. Discussion on Agenda Items for the Next Meeting

Rock Lake Property Site visit

21. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule

- August 3, 2023
- September 7, 2023
- October 5, 2023
- November 2, 2023
- December 7, 2023

22. Adjourn

Gulig/Callan motion to adjourn at 10:50 am.

Motion passes 5/0.

Respectfully Submitted,

Mary S. Truman

Adv. Program Asst, Parks