

Jefferson County Parks Committee Minutes

Date: Thursday, February 8, 2024

Time: 10:00 a.m.

Room: Courthouse C1021

Join Zoom Meeting

<https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRRVoeHp5eHVZMlV1dz09>

1. **Call to order**

Christensen called the meeting to order at 10:00 am

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

Present: Callan, Christensen, Gulig

Remote: Richardson @ 10:30 am

Absent:

Staff Present: Wiesmann, Truman, Klement, Toro, Thompson, Udovich

Others:

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

Thompson confirmed compliance.

4. **Approval of the agenda**

Agenda approved as written.

5. **Election of Committee Officers – Vice-Chair**

Callan/Christensen nomination of Gulig as Vice-Chair.

Motion passes 3/0

6. **Approval of Parks Committee Minutes for January 4, 2024**

Gulig/Callan motion to approve the January 4, 2024 minutes.

Motion passes 3/0

7. **Communications**

N/A

8. **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

9. **Discussion and Possible Action on Memorandum of Understanding (MOU) Between Jefferson County and Groundswell Conservancy, Inc.**

Wiesmann – Memorandum of Understanding (MOU) has been updated and is included in packet. New terms are included in the MOU. The offer to Purchase has been updated and includes remediation cost estimates. Acquisition cost is 100% covered by Stewardship & North American Wetland Conservation Act. At sale the property will be gifted to the Wisconsin Department of Natural Resources (WIDNR). Management of the property will be similar to management of Cappie's Landing & Rome Pond. Estimated remediation costs @ \$78,780 funds raised to date are \$57,742, other funds have been budgeted. Jefferson County will manage small paddle craft launch. The intent of the purchase aligns with the Glacial Heritage Area (GHA) plan.

Thompson – offer to purchase is between owner & Groundswell Conservancy, Inc.

Gulig/Callan motion to approve the MOU and forward to County Board. Motion passes 4/0.

**10. Discussion and Possible Action on Interurban Trail Bridge Bids**

Wiesmann bid opening was held Monday, January 5, 2024. Three bids were submitted. Staff has confirmed with the contractor and sub-contractor (bridge supplier) that installation timelines can be met. Apparent low bid came in at \$556,439, and is under estimated costs.

Gulig/Callan motion to accept the bids as presented and to forward to County Board. Motion passes 4/0.

**11. Discussion and Possible Action on Jefferson County Outdoor Recreation Aids Grant Resolution**

Wiesmann noted that this is an annual resolution authorizing Jefferson County to apply for funds for county snowmobile trail maintenance and grooming.

Callan – questioned trail closures and private property and how public is notified?

Wiesmann – stated that all clubs are responsible for seeking verbal permissions from all private landowners. Verbal permissions by the land-owners are typically granted late fall and therefore there is a “lag” related to any notifications of trail closures or re-routes for the current season. Riders, out of habit and/or use of “old” information sometimes cross paths that are no longer open.

Gulig/Callan motion to accept the Annual Outdoor Recreations Aids Grant Resolution and forward to County Board. Motion passes 4/0.

**12. Discussion and Possible Action on Jefferson County Ordinance Change – Park Hours**

Wiesmann – noted that the park hours update has previously been approved in the form of a resolution, not ordinance.

Thompson – stated that this is a reaffirmation of the resolution so that the ordinance can be enforceable.

Callan/Gulig to accept the Park Hours Ordinance Change and to forward to County Board. Motion passes 4/0.

**13. Discussion and Update on Flood Mitigation Property Violations**

Wiesmann – noted that the department has been addressing the outstanding property use violations on Oxbow Bend. Property boundaries have been surveyed and marked. Contract and bid letting for project are not yet assembled. Work to remediate the property back to an acceptable state is anticipated in Spring 2024.

Klement – stated that green channel posts, road signs, and lake signs have been installed.

No action taken.

**14. Admin Staff Update – Truman**

Reported:

- Snowmobile trails were open 10.5 days in January.
- Department website is almost ready to launch bookable reservations and on-line payments through the new system.

**15. Field Staff Update – Klement**

Reported:

- Snow in January – OT for clean-up. Grooming ski trails positive public response.
- Shop repairs – oil burners, light fixtures
- Equipment failure repairs – trailers, bearings, brakes

**16. Natural Resources and Forestry Update – Toro**

Reported:

- Two RX Burns at Dorothy Carnes Park (east & west), also removing woody invasives
- Garman – native grasses seed purchased to overseed 8 acres. Understory tree removals.
- Carlin Weld – removing woody plants, piling and burning on-site.
- End of month – two employees will attend the Wild & Fire classes for certification.

Klement noted that two Natural Resource interns have been included in the 2024 budget.

Interviews and candidate selections are currently taking place.

Klement also stated that Toro has the most Natural Resource experience in the field, and he has been training staff. His knowledge and efforts are appreciated.

**17. Discussion and Possible Action on Historic Sites Ordinance Change**

Truman noted that the ordinance is being reviewed and edited by the Council and the Corp Counsel, and will be in front of the Park's Committee at the March meeting.

No action taken.

**18. Discussion and Possible Action on Historic Sites – Other**

No discussion.

**19. Discussion on Parks December, 2023 Budget**

Wiesmann stated that the 2023 carry forwards (project specific donations/restricted funds) have been submitted to Finance for review.

2025 budget planning has started – Capital items and capital project reviews have started.

Priority Based Budgeting is currently underway.

**20. Discussion on Agenda Items for the Next Meeting**

No new agenda items.

**21. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule**

- March 7, 2024
- April 4, 2024
- May 2, 2024

**22. Adjourn**

Gulig/Callan motion to adjourn @ 10:48 am. Motion passes 4/0.

Respectfully Submitted,

*Mary S. Truman*

Adv. Program Assistant