

## Jefferson County Parks Committee Minutes

Thursday, June 27, 2024

Time: 9:00 a.m.

Room: Courthouse C1021

Join Zoom Meeting <https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRVRoeHp5eHVZMVV1dz09>

### 1. Call to order

Christensen called the meeting to order at 10:30 AM

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

Present: Callan, Christensen, Turville-Heitz, Richardson (10:34 AM)

Remote: Gulig

Staff Present: Wehmeier, Luckey, Thompson, Truman, Klement

Others Present:

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

Wehmeier confirmed compliance.

### 4. Approval of the agenda

Agenda approved as written.

### 5. Approval of Parks Committee Minutes for May 23<sup>rd</sup>, 2024

Callan/Gulig motion to approve the minutes, with corrections to the spelling of Turville-Heitz.

Motion passes 4/0

### 6. Communications

Included in the packet was:

- A letter complimenting the Parks Field Crew for their moving efforts along the Glacial River Bike Trail, and their attention to the importance of leaving the Milk Weed along the trail.
- A photo from an Eagle Scout Project. The project included installation of Wayfinding Signs along the Interurban Trail between Watertown and Ixonia.
- The poster for the Light UP the Night Ride, and a reminder that the event will be in September.
- The poster for the Lake Mills Legendary Learning Nights. The poster includes dates and topics for the 2024 summer learning series. And,
- Fundraising totals for the 2021-2024 Brew With a View series.

### 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 County Parks Shop parking and access re-configuration

Wehmeier – noted that the reconfiguration of the Park Shop Parking plan is in the packet for review. The site poses challenges with rainfall and ground water flow/drainage. The County is working with Town and Country Engineering, the City of Jefferson's engineering firm. The design shows visitor parking in the front of the building, staff parking will be relocated to the east side of the building, and drainage will be addressed. Cost estimate @ \$193,000 +/- and the project will have no direct impact on the Parks Budget.

Richardson/Callan motion to approve and forward to the Finance Committee at its next meeting. Motion passes 5/0.

### 9. Discussion on WE Energies License Addendum #4 Culvert

Wehmeier – noted that the Addendum with We Energies for the Interurban Trail Phase III Culverts, identifies Culverts for replacement by Jefferson County and/or We Energies and the maintenance responsibilities for those culverts.

Thompson – noted a Hold Harmless and Indemnification related to We Energies, and included language regarding

environmental hazards. Thompson noted that generally, all terms are acceptable. The Addendum is included for the Committee reference, and no further action is necessary.

**10. Update and Discussion on Interurban Trail Project**

Wehmeier – noted that the project is waiting on bridge delivery and install.

Truman – noted that the Request for Qualifications for Construction Admin/Oversight will be published this week.

No action taken.

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

Klement – stated that the crew conducted field surveys, resulting in letters to landowners who are in violation of trespassing and/or having personal property on County Flood Mitigation Properties. Property owners given until July xxx to remove personal items and/or the County will move forward with legal action to have such items removed.

No action taken.

**12. Field Staff Project Updates**

Klement noted:

- Toro and others are continuing prairie restoration work and are spraying/removing obnoxious weeds/invasives.
- The crew is continually working on storm damage clean-up.
- Pre-Fair preparations at the Fair Grounds is underway.
- Pohlman Park will be getting new sidewalks. And,
- The crew is addressing mowing along the bike trail and at the dog park.

**13. Admin Staff Project Updates**

Truman – stated that she has been:

- Working on web updates to include on-boarding of the new reservation system, the dog park registration forms, and converting any fillable forms to the new web format.
- Working with MUNIS/Tyler to iron out glitches in the Work Order/Asset Maintenance program. And,
- Grant Close-Out for the 2023-2024 Snowmobile Program.

**14. Discussion on Parks 2024 Budget**

Wehmeier – confirmed that the budget is on track.

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

**16. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule (4<sup>th</sup> Thursday, Monthly)**

- July 25, 2024
- August 22, 2024
- September 26, 2024

**17. Adjourn**

Turville-Heitz/Richardson motion to adjourn at 10:58 AM. Motion passes 4/0.

Respectfully Submitted,

*Mary S. Truman*

Adv. Program Asst., Parks