

Jefferson County Parks Committee Minutes

Thursday, July 25, 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 @ 10:30 AM

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

Callan, Christensen, Gulig, Richardson (Remote), Turville-Heitz
Yelena, Sarana, Michael, Ben, Matt, JR, Kevin, Mary, Brian

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, 2024**

Turville-Heitz-Gulig motion to approve the Minutes for May 23, 2024.
Motion passes 5/0.

6. **Communications**

Wiesmann

- ADRC Thank You
- Friends of Rose Lake Thank You
- Soil Builders Demonstration Info
- Brew with a View Tonight
- Light Up the Night Bike Ride

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. **Update on County Park Shop Paving Project**

Slight modifications to the plan – security fencing (donation by Kikkoman) and lighting.

9. **Discussion and Possible Action on MOU with Town of Lake Mills at Lower Rock Lake County Park**

Wiesmann - Plans reviewed for modification of the current boat launch. Grant application submitted and flagged by the WiDNR for ownership. Town owns the road right of way, but does not own the launch. County staff and Corp Counsel has researched and reviewed ownership documents. Township needs a formal agreement with Jefferson County for management of the launch. Memorandum of Understanding has been drafted, similar to the agreement for Rock River Landing, between Jefferson County & Town of Lake Mills regarding the north end boat launch in Lower Rock Lake County Park. Highlighted areas illustrate areas in the agreement that the Town may not approve of and/or wish to modify.

Wehmeier – special meeting, of the Parks Committee, may need to be called in order to meet the grant deadline requirements.

Wiesmann – include a statement that says: We authorize the Township to apply for a grant...

Wehmeier – MOU is technically an IGA under statutory process.

Goals shall be defined by both parties:

- shared revenues streams
- duties outlined

Wiesmann – included statues regarding the use of the launch fees so that funds may be applied towards future projects, as needed.

Gulig – no indication that the County has any control over the launch fees.

Wiesmann – launch operates in the road right of way. The Town has a right to use the property.

Matt – Township has permission to place the road on county property. They have the right to use the road for launch access.

Wiesmann – Township collects launch fees and performs enforcement for lack of payment via law enforcement.

Christensen – Other costs to the Parks Department, trash removal, electricity, etc. Perhaps the Township could provide these services.

Callan – questioned grant availability/ability to re-apply at a later date should the agreement not be completed before the grant deadline.

Wehmeier – questioned the collection of fees on County Property, and future use of the fees.

Heitz – if town declines the agreement, will the county take control of the launch?

Christensen – include a clause that spells out segregation of duties and a nominal fee?

Wehmeier – questioned if the Committee is in agreement that if a final agreement related to financials may not be ready, is there a Plan B for the Committee agreeing on a formal MOU allowing the Town to apply for a grant...

Heitz – agree to the MOU, but will not agree if the highlighted areas are removed. Need annual plan for budget review.

Gulig/Callan motion to approve the MOU as presented, including a transmittal letter that outlines wishes to resolve shared revenues, within the next 24 months, as related to the Jefferson County Parks Department responsibilities.

Motion passes 5/0.

10. **Discussion and Possible Action on Interurban Trail Phase III Construction Oversight Contract Approval**

Wiesmann – RFQ construction oversight, end of December Bid Docs, January construction documents. Four submittals for construction oversight, staff has yet to review. Funding reimbursement is part of the TAP program.

No action taken.

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

Wiesmann – monthly design DOT meetings. Concrete culverts flagged as historic by the State Historic Society.

Conducted site inspections yesterday, review submitted for review. Plans modified regarding culverts. Pre-con meeting regarding the bridge install upcoming. Project is scheduled for September/October 2024, dependent on river levels. We Energies addendum regarding the addition of the bridge has been added to the license agreement.

No action taken.

12. **Update and Discussion on Flood Mitigation Property violations**

Wiesmann – letters were mailed to property owners in violation of trespassing/abandoning of property on Flood Mitigation Properties in the Blackhawk Island area. The Jefferson County Surveyor has been on-site identifying and marking property lines.

No action taken.

13. **Update and discussion on Trelloff Property Acquisition**

Wiesmann – the agreement to purchase this property has been signed by the property owners and received by Jefferson County/Groundswell. Remediation plans have been submitted to the WiDNR. Groundswell is managing the project. Will be contacting all donors regarding forward moving progress and releasing of donated funds to Groundswell.

No action taken.

14. **Field Staff Project Updates**

Klement

- Elm Point connector trail washout of gravel, working with the WiDNR to make trail safe
- Correcting erosion problems on Glacial River Mountain Bike Trails
- Cutting back tress on GRT, reducing branches in the face
- Pohlmann Park sidewalk to the restroom repaired
- Well service on park hand pumps
- Fairgrounds tree removal and stump grinding
- Wes Eterline and UW student volunteer Buckthorn Removal at Carlin Weld
- Prairie clean-up
- Korth entrance drive invasive removal

15. Admin Staff Project Updates

Truman – Web (Forms, Registrations), Munis, Calendars, Memorial Donations
 Wiesmann – GIS for web

16. Discussion on Parks 2024 Budget

Wiesmann – on track and within anticipated limits. Working on 2025 budget.

17. Discussion on Agenda Items for the Next Meeting

Nothing requested.

18. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule (4th Thursday, Monthly)

- August 12, 2024 @ 6:00 PM
- August 22, 2024
- September 26, 2024
- October 24, 2024

19. Adjourn

Gulig/Heitz motion to adjourn at 12:12 PM.

Motion passes 5/0.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.