

Jefferson County Parks Committee Minutes

Thursday, August 22, 2024

Time: 10:30 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: Christensen, Turville-Heitz, Callan, Gulig (remote), Richardson (remote)

Staff: Wiesmann, Truman, Klement, Wehmeier, Luckey, Udovich, Stolar, Thompson

Others: Jim Heinz – Town of Lake Mills

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 July 25, 2024**

Callan/Heitz motion to approve the August 12, 2024 minutes. Motion passes 5/0.

6. **Communications**

Friends of Rose Lake Minutes included in the packet.

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

N/A

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

Wiesmann – clean copy and redline version (to identify the requested changes) included for the Committee review.

Heinz – noted that the MOU is acceptable as written and questioned if it is possible to include a map of the entire Lower Rock Lake County Park (park, launch, and parking)

Heitz/Gulig motion to approve the MOU with the addition exhibit of a Park Map. Motion passes 5/0.

9. **Discussion and Possible Action on Resolution authorizing Grant Application to Wisconsin Department of Natural Resources County Conservation Aid Grant for Dorothy Carnes County Park**

Wiesmann – stated that this is an annual county conservation aids grant request, this year's request is for vegetative management/controlled burns at Dorothy Carnes Park. He also noted that the Friends of Rose Lake have discussed matching the funds.

Callan/Heitz motion to submit the County Conservation Aids grant request. Motion passes 5/0.

10. **Discussion and Possible Action on Paul Babcock Memorial at Dorothy Carnes Park**

Wiesmann introduced photos of a memorial art piece. The artwork would be donated in memory of Paul Babcock, a long-time board member, Friends of Rose Lake member, Gardener at Carnes Park. The proposed artwork would be placed at the Friends of Rose Lake demonstration plot.

Gulig – questioned if this is being recommended to the committee by Wiesmann.

Heitz – questioned if there is a policy in place, or forthcoming, regarding placement of artwork in the parks.

Gulig/Callan motion to approve the memorial donation. Motion passes 5/0.

- 11. Discussion and Possible Action on Selection of Interurban Trail Phase III Construction Oversight Contract RFQ**

Wiesmann – department staff conducted a Request for Qualifications process, as part of the TAP award. \$166,000 (approximately 10%) was included in the grant award for construction oversight. Screening process was completed according to WIDOT requirements. There were four submissions for consideration. KL Engineering was the most qualified and had the lowest billable rates.

Udovich – DOT was questioning where the County is/was at with construction administration. DOT requirement is that the selected consultant shall be most qualified, rates negotiated after selection. KL and SEH were asked to provide hourly rates – staff, mileage, set-up, etc.

Wehmeier – will review the resolution and may need to include a “Not to Exceed” clause.

Callan/Heitz – motion to enter into a contract with KL Engineering as presented. Motion passes 4/0.
- 12. Update on Interurban Trail Phase III Project**

Wiesmann – approximately two weeks away from mobilization for the Phase III bridge installation. Bridge has been constructed by Wheeler. Janke will install. November 15 installation deadline.

December 2025 deadline for Phase III construction RFP/bid announcement.

No action taken.
- 13. Update on Flood Mitigation Property**

Wiesmann – noted that one property demolished was in 2024. Klement audited the process.

Weisman – also noted that non-compliant neighboring property owners (neighbors to flood mitigation properties) were consulted, and are trying to comply but challenged by the river water levels. To note, the new county surveyor has been working to identify lot corners and defining property lines with pins and signs.

No action taken.
- 14. Update on Trieloff Property Acquisition**

Wiesmann – property owners along with the consultant, Terracon submitted a report remediation plans to the WIDNR. Donation partners will be releasing funds to assist with payment of the consultant fees and clean-up.

No action taken.
- 15. Field Staff Updates**

Klement – noted opening the parks along the river front(s) now that the river levels have dropped – and stated that there was considerable clean-up and that it is a time consuming process.

Human services “team of kids” have been using Community Service hours and volunteering to help with park clean-up (weed pulling, etc.).

Seasonal staff period is near season end. Interns worked on vegetation management/prairie maintenance.

Field staff has been asked to conduct additional landscaping at the Fair Grounds and the Courthouse.

Flood Mitigation properties/Blackhawk Island – trees dying and becoming hazardous. Working with the Townships to help remove township trees.
- 16. Admin Staff Updates**

Truman – noted the 2025 Dog Park Calendars will be printed and ready for sales in the next few weeks.

Working on RFP for trail at Garman RFP with Klement.

Press Release for Historic Sites Application/Nomination process.
- 17. Discussion on Parks 2024 Budget**

Wiesmann – budget is on track, no unforeseen costs/expenditures yet this year.
- 18. Discussion on Agenda Items for the Next Meeting**

Heitz – public art policy.

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

- August 22, 2024 Brew with a View
- September 26, 2024
- October 24, 2024
- November 28, 2024 (Thanksgiving Day Reschedule)

20. **Adjourn**

Heitz/Callan motion to adjourn at 11:30 am. Motion passes 4/0.

Respectfully Submitted,

Mary S. Truman

Adv. Program Assistant