

Parks Committee Minutes

Date: Thursday, October 23, 2025
Time: 10:30 am
Courthouse Room C1021
311 South Center Ave.
Jefferson, WI 53549

Microsoft Teams Video Conference link below:

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Meeting ID: 292 364 501 969 8

Passcode: s92Ly7Bu

1. Call to Order

Christensen called the meeting to order at 10:30 AM

2. Roll Call (establish a quorum)

Members Present: Callan, Christensen, Gulig, Turville-Heitz (remote)

Members Absent: Richardson

Staff Present: Wiesmann, Klement, Truman, Luckey, Roecker, Hameau

Others: Powell – Oxbow Bend Property Owner

3. Certification of Compliance with the Open Meetings Law

Luckey certified compliance.

4. Approval of the Agenda

Agenda approved as written.

5. Approval of Parks Committee Minutes for September 25th, 2025

Gulig/Callan motion to approve the minutes from September 25, 2025 with one minor correction to item #15 (on track/tract).

Motion passes 4/0.

6. Communications

Wiesmann noted that the annual Frosty Rock race/run will be held at Dorothy Carnes Park the 2nd weekend in November.

Wiesmann also reported that the Tales & Ales event was successful, and that there are still 2026 Dog Park calendars available.

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 on Flood Mitigation Property Violations

Wiesmann – wanted to follow up with the Committee noting that the owners who received letters regarding encroachment violations have rectified the violations. There is one violation still in progress where a notice/citation has been distributed to the property owner in violation. Wiesmann also noted that the property boundary signs are serving their intended purpose. Zangl noted a total of three Zoning citations and one Parks citation.

9. Discussion and Possible Action on request for stump grinding and removals on Flood Mitigation Properties Oxbow Bend

Wiesmann – introduced Mr. Powell, a neighbor to Flood Mitigation Property on Oxbow Bend. He then stated that there was a storm/wind event in the summer 2025 and several trees were toppled by wind. The trees have been removed and chipped, however there are still large bark plates on Flood Mitigation Property adjacent to the Powell property. At his cost Mr. Powell would like to remove said stumps and potentially replace the downed trees. Mr. Powell is seeking permission to do so.

Hameau – noted that permission to make changes on the property must be granted by original funding agency. The County is required to follow open space verification, and must be sure to follow FEMA restrictions. An OPEN SPACE PERMIT is REQUIRED for changes to the natural landscape. In addition, a permit required for private property owners to perform lawn mowing, etc. Preference is for properties to return to natural habitat – such as no lawn mowing, etc. Emergency Management will submit a permit request, should the committee desire it do so.

Powell – the tree that fell on our house was removed, and the large stump remains (elevated) from original height. Another stump next to the water has leveled-out, but is no longer secured to the natural landscape – would like to remove the loose stump and fill with black dirt and seed.

Klement – contractor recommended removal of the root system to stabilize the property.

Gulig/Callan motion to pursue granting requirements allowing parks to work with adjacent landowner to amend damage from the storm, including landowner agreement that defines what is happening by whom, tree types, future property management, etc.

Powell – noted that in his opinion the stump on waterside should be repaired with 10-12” rip-rap.

Zangl – warned that neighboring owner requests have a tendency to quickly escalate from the necessary/needed repairs, to all the things that neighbors would like to see done to the properties. Zangl questioned if neighbors be allowed to maintain Flood Mitigation Properties.

Christensen – stated that he agrees with the need for an agreement, and questioned the number of neighbor maintained properties...

Motion passes 4/0.

Wiesmann – stated that Mr. Powell’s email included a request to: remove of three stumps (one previously removed dead Maple). Today’s discussion also included shoreline rip-rap which was not included in the original request. This item will return at the November Parks Committee meeting.

Hameau – questioned who covers the expenses/liability – county or neighbor? Emergency Management will note the time crunch due to weather/frozen ground.

Turville-Heitz – stated that no action can be taken on the property until County receives notice from FEMA, Zoning, Corp Counsel, etc.

10. **Discussion on Jefferson County Parks Staff Wages**

Wiesmann – noted that this was a discussion item per a Committee member request. Included in the packet is the Parks Department flow chart. Department submitted reclassification requests, some approved (field crew request did receive an increase by one class) while others were not approved (Adv. Program Assistant).

Gulig – questioned if the reclass is justified by an individual or a committee, and if a response justifying the reclass denial is provided.

Wiesmann/Truman – both commented that there was no official response justifying the denial for reclassification of the Adv. Program Assistant.

11. **Discussion and Possible Action on a Resolution authorizing Jefferson County Parks to accept a Proposal for the completion of the Jefferson County Parks Comprehensive Park and Outdoor Recreation Plan update from Snyder and Associates.**

Wiesmann – stated that a draft resolution is included in the packet for Committee review. He noted that the department received two submittals from qualified firms. One of the two firms have been interviewed by a selected team of involved representatives of the Parks Department. The Parks Department recommends moving forward with Snyder and Associates for the Outdoor Recreation Plan update. The 2025 budget includes \$45,000 for this project.

Turville-Heitz – questioned where the funding for “overages” will come from.

Callan/Gulig motion to move forward with acceptance of the proposal submitted by Snyder and Associates.

Motion passes 4/0.

Wiesmann – one component in the project definition is to identify the recreational potential for Flood Mitigation Properties.

Snyder and Associates is very knowledgeable on FMP’s. To note, there have been discussions amongst the County team, to have a separate Flood Mitigation Property Management Plan completed.

Gulig – complimented the forward thinking of the Department regarding acquisition and protection of property.

Turville-Heitz – Kickapoo Valley completed a number of improvements on their Flood Mitigation properties.

12. **Update on Interurban Trail, Phase III**

Wiesmann – stated that the trail construction has been halted for the 2025 season. Reconstruction has been ordered for project completion under the standards as outlined in the project manual. As a result, the project will not be completed in 2025. Erosion control measures and seeding are priority at this time.

13. **Discussion on Parks 2025 Budget**

Wiesmann noted that is close to the year end, many accounts are close, some over, but overall on track.

14. **Field Staff Updates**

Klement noted the field crew has been:

- Trimming trees along the GRT

- Deadhead flowerbeds in facilities
- Lower shed concrete starting Monday
- Impromptu dog park check station
- WPRA Fall Conference for trail building workshop
- FMP clean-up

15. Administrative Staff Updates

Truman noted that 2026 is just around the corner and the following changes will start:

- Dog Park Tags
- 2026 Web Form Updates
- Notices on Facebook
- Exploring Google/Apple Pay Opportunities

16. Historic Sites Council Update

Gulig – no updates

Wiesmann & Truman – Roecker will be at future meetings

17. Discussion on Agenda Items for the Next Meeting

Gulig – updates on Dorothy Carnes Cabin & Bridge Decking

18. Next Scheduled Meetings per the 2025 Proposed Meeting Schedule (4th Thursday, Monthly)

- December 4th, 2025
- January 22nd, 2026

19. Adjourn

Callan/Gulig motion to adjourn at 11.55 AM.

Motion passes 3/0.

Respectfully submitted,

Mary S Truman – Adv Program Assist., Parks