

Parks Committee Minutes

Date: Thursday, July 23, 2026

Time: 10:30 am

Jefferson County Courthouse

311 South Center Ave., Room C1021

Jefferson, WI 53549

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/283062482090246?p=6qxIFOqmHL1pNMYL95>

Meeting ID: 283 062 482 090 246

Passcode: gx996dZ3

1. Call to Order

Christensen called the meeting to order at 10:30 am.

2. Roll Call (establish a quorum)

Present: Callan, Christensen, Gulig (Remote), Lund

Absent: Turville-Heitz

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

Others Present: Sean Osborne – Silver Circle Sports Events (Remote)

3. Certification of Compliance with the Open Meetings Law

Luckey certified compliance.

4. Approval of the Agenda

Approved as written.

5. Approval of Parks Committee Minutes for June 25, 2026

Gulig/Lund motion to approve the minutes. **Motion passes 4/0.**

6. Communications

No communications at this time.

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 comments at this time.

8. Discussion and Possible Action on Special Use Permit to host Pilates Class at Korth Park

Westphal noted that there is a summary of the request in the packet. The request is similar to the recently approved permit for the yoga class at Korth Park.

Gulig/Lund motion to approve request to hold Pilates classes at Korth Park. **Motion passes 4/0.**

9. Discussion and Possible Action on Special Use Permit to host Run Event on Interurban Bike Trail as part of a Fundraiser for Silver Circle Sports Events

Sean Osborne submitted a Special Use Permit requesting use of the Interurban Trail for a Fundraiser. The run will travel between Oconomowoc and (Jefferson County) Co Hwy F, using the Interurban Recreation Trail.

Lund motion to approve permit request including a 10% fee to mirror other non-profits.

Klement suggested a fee of \$75, similar to Waukesha County's permit fee.

Lund amended the motion to a fee of \$75 (less the \$10 previously paid when submitting the Special Use

Permit)/Callan seconded. Motion to amend the amendment passes 4/0.

Amended proposal passes 4/0.

10. Discussion and Possible Action on Resolution Authorizing Grant Application to the Wisconsin DNR Surface Water Grant Program for Shoreline Protection work at the Blackhawk Island Fishing Wharf

To be discussed at a later date.

11. Update on Jefferson County Park and Outdoor Recreation Plan

Klement noted that Snyder & Associates is working on the plan.

12. Update on Interurban Bike Trail

Klement noted that the Jefferson County portion of the Interurban trail is now open and that the Punch List is complete. Wiesmann/Truman conducted a ride-through with WisDOT & KL Engineering to certify project completion .

13. Discussion on Parks 2026 Budget

Klement budget is on track.

14. Field Staff Updates

Klement noted the team has been working on:

- Interurban Trail near complete
- Hwy 16 well pump house – new roof and picnic table
- Lower Rock Lake Park
 - Restroom roof & fascia/soffit, shelter roof & copula
 - Addition of lighting under shelter
 - Addition of lighting in the restrooms
 - Addition of “counter” to shelter
- Watering trees – weather/very hot/no rain
- Invasive weed control
- Glacial River Bike Trail – trimming and weed control

15. Administrative Staff Updates

Westphall noted that she has been working on:

- Dog Park Permits Incoming
- Dog Park Rules Updates
- Public Information
- Light Up the Night

Truman noted that she has been working on:

- Dog Park Calendar
 - Sponsors
 - Design
- Interurban Trail
 - Grant Close-Out
 - Wayfinding Signs
 - Pocket Map
- Glacial River Trail
 - Wayfinding Signs
- Snowmobile Bridge
 - Water Crossing Permitting

- Donations
 - Benches
 - Kiosk
 - Bike Air Pump
 - Bike Trail Counter

16. Historic Sites Council Update

No new updates

17. Discussion on agenda items for the next meeting

Fee's – Vendor/Special Use/Special Event Permits/Non-Profit's

18. Next Scheduled Meetings per the 2026 Proposed Meeting Schedule (4th Thursday, Monthly)

- August 27th, 2026 (Park Tour)
- August 27th, 2026 (Brew with a View)
- September 24th, 2026

19. Adjourn

Lund/Callan motion to adjourn @ 11:19 AM

Motion passes 4/0

Respectfully Submitted,

Mary S. Truman

Adv. Program Assistant, Parks