

**Parks Committee Agenda**  
Jefferson County

Date: Thursday, March 26, 2026

Time: 10:30 am

Videoconference OR

Jefferson County Courthouse Room C1021

311 South Center Ave.

Jefferson, WI 53549

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Cassie Richardson, Meg Turville-Heitz

Microsoft Teams Video Conference link below:

[Join the meeting now](#)

Meeting ID: 292 364 501 969 8

Passcode: s92Ly7Bu

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the Agenda
5. Approval of Parks Committee Minutes for February 26, 2026
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on Resolution Authorizing application for a Recreation Boating Facilities Grant at Marsh Lake Public Access
9. Update on Jefferson County Park and Outdoor Recreation Plan
10. Discussion on Parks 2026 Budget
11. Field Staff Updates
12. Administrative Staff Updates
13. Historic Sites Council Update
14. Discussion on Agenda Items for the Next Meeting
15. Next Scheduled Meetings per the 2026 Proposed Meeting Schedule (4<sup>th</sup> Thursday, Monthly)
  - April 23, 2026
  - May 28, 2026
  - May 28, 2026 (Brew With a View in the evening)
  - June 25, 2026
16. Adjourn

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 accommodation 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.

**Parks Committee Minutes**

Date: Thursday, February 26, 2026

Time: 10:30 am

Jefferson County Courthouse

311 South Center Ave., Room C1021

Jefferson, WI 53549

Microsoft Teams Video Conference

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

Members Absent: Richardson

Staff Present: Wiesmann, Truman, Thompson

Others: James (Watertown Daily Times) (Remote)

**3. Certification of Compliance with the Open Meetings Law**

Thompson confirmed compliance

**4. Approval of the Agenda**

Approved as written

**5. Approval of Parks Committee Minutes for January 22, 2026**

Gulig/Turville-Heitz motion to approve the minutes. Motion passes 4/0.

**6. Communications**

Wiesmann – noted that the following articles were included in the County Blog Post & on the Parks Webpage / Facebook Page

- Parks Outdoor Recreation Plan (PORP) Meeting scheduled on March 18, 2026
- WPRA Award Recipient – Wiesmann
- Conservation Corner
- Osprey Nest Installation at Dorothy Carnes Park-E
- Log Cabin Siding at Dorothy Carnes Park-E
- Community Input Survey Postcard

**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 Stump Grinding and Stump Removals on Flood Mitigation Properties Oxbow Bend**

Wiesmann – included the draft agreement with requested revisions.

Gulig/Callan motion to approve agreement as proposed. Motion passes 4/0.

**9. Discussion and Possible Action on Resolution Recognizing the Friends of Rose Lake**

Wiesmann – resolution included in the packet for review.

Callan/Gulig motion to approve. Motion passes 4/0.

**10. Discussion and Possible Action on Resolution Recognizing Tyrana Brewery and the Brew with A View Fundraisers**

No discussion

**11. Discussion and Possible Action on Resolution Recognizing Doosan Bobcat and Josh Klein for Volunteer Service at Upper Rock Lake County Park**

Wiesmann – resolution included in the packet for review.

Turville-Heitz/Callan motion to approve. Motion passes 4/0.

**12. Discussion and Possible Action on Resolution authorizing Outdoor Recreation Aids Grant – Snowmobile Program**

Wiesmann – noted that this is an annual requirement per the grant program. The resolution is updated yearly to reflect current mileage and reimbursable rates per the Wisconsin Department of Natural Resources.

Gulig/Callan motion to approve. Motion passes 4/0.

**13. Discussion and Possible Action on Resolution for Sale of Malted Beverages in Korth Park**

Wiesmann – noted the need to approve annually.

Turville-Heitz/Callan motion to approve. Motion passes 4/0.

**14. Discussion and Possible Action on 3-year agreement with Tall Grass Prairie for Restoration Services Contract**

Wiesmann – noted that the recent/expiring agreement is/was with Midwest Prairie. Based on the information provided at the Request for Qualifications, this process offers the opportunity to enter into a 3-year contract with Tall Grass Prairie.

Gulig/Turville-Heitz motion to approve. Motion passes 4/0.

**15. Discussion and Possible Action on Agriculture Lease for a Term of Three Years at Dorothy Carnes Park North**

Wiesmann – noted that the bid process closed yesterday. One bid of \$310 per acre for approximately 55 acres was received from W.D. Hoard & Sons Co.

Gulig/Turville-Heitz motion to approve. Motion passes 4/0.

**16. Update on Jefferson County Park and Outdoor Recreation Plan Update**

Wiesmann – provided a recap of the MERIT Team Meeting from a few weeks ago. The meeting focused on how agencies can partner moving forward for more efficient outdoor recreational opportunities.

There will be a March 18, 2026 meeting of the general public.

Staff will update the Survey link on the Parks Webpage more prominent.

No action taken.

**17. Discussion on Parks 2025 Budget**

Wiesmann – noted that the 2025 Budget is closed. Carry-forward funds have been calculated and will be moved into the 2026 budget.

**18. Discussion on Parks 2026 Budget**

Wiesmann - noted that the department is currently recruiting seasonal and 1,000-hour positions for 2026.

**19. Field Staff Updates**

Field staff has been busy:

- Structural Tree Pruning
- Parking Lot Prep @ Marsh Lake Access
- Osprey Nest Install
- Invasive Plant Removals
- Flood Mitigation Property Line Marker Signs

**20. Administrative Staff Updates**

- Web Updates
- MUNIS – Preventative Maintenance Workorders
- Promotional Materials
- Doosan Grant Application

**21. Historic Sites Council Update**

Wiesmann – recruitment for GIS Intern. A candidate has been selected. Employment terms are pending.

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

No discussion

**23. Next Scheduled Meetings per the 2026 Proposed Meeting Schedule (4<sup>th</sup> Thursday, Monthly)**

- March 26, 2026
- April 23, 2026
- May 28, 2026
- May 28, 2026 Brew With a View

**24. Adjourn**

Gulig/Turville-Heitz motion to adjourn at 11:21 am. Motion passes 4/0.

Respectfully Submitted,

Mary S. Truman, Adv. Program Assistant

DRAFT

**Authorizing a grant application to the Wisconsin Department of Natural Resources  
Recreation Boating Facilities Grant & Knowles Nelson Stewardship Grant and  
Amending the Parks Department 2026 Budget**

The Jefferson County Parks Department is seeking grant funds to purchase and install a Suspended Platform Fishing Pier and Kayak Launch at Marsh Lake Public Access which will be constructed to meet the standards required by the Americans with Disabilities Act. This resolution authorizes Jefferson County Parks to seek funding for this project through the Wisconsin Department of Natural Resources Recreation Boating Facilities and Knowles Nelson Stewardship grant programs. The Parks Committee considered this resolution at its meeting on March 25, 2026, and recommended forwarding to the County Board for approval.

WHEREAS, the Jefferson County Parks Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of installing a canoe/kayak launch improvement at Marsh Lake Public Access, and

WHEREAS, the designed launch will provide for ADA accessibility and allow a greater segment of users to access Marsh Lake and Rock Lake via Marsh Lake for recreational purposes, and

WHEREAS, the Parks Committee recommended applying for grant assistance to supplement the \$10,000.00 budgeted for these projects which have a total estimated cost of \$35,000.00, and

WHEREAS, this resolution is intended to satisfy the grant application requirement establishing that Jefferson County supports this project and will fulfill the requirements of the grant.

NOW, THEREFORE, BE IT RESOLVED that the Parks Department is authorized to seek funding from the Wisconsin Department of Natural Resources Recreation Boating Facilities and Knowles Nelson Stewardship grant programs for the purchase and installation of a Canoe and Kayak Launch at Marsh Lake Public Access which will be constructed to meet the standards required by the Americans with Disabilities Act, and if grant funding is awarded, the County Administrator is authorized to accept said grant funds, sign the grant contracts, submit reimbursement claims along with necessary supporting documentation before the grant deadline date, and perform all other duties necessary to comply with and fulfill the grant provisions.

BE IT FURTHER RESOLVED that respondent will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share Agreement/Contract.

*Fiscal Note: A budget amendment to increase restricted donations and capital improvements in the amount of \$5,496 in the Parks Department is necessary to complete this action. This resolution authorizes the Finance Director to make the necessary budget amendments to enact this resolution. As a budget amendment, this resolution requires twenty 20 out of 30 affirmative votes from the total membership of the County Board for passage.*

Referred By:  
Parks Committee

5-4-2026

REVIEWED: Corporation Counsel: ; Finance Director:

**JEFFERSON COUNTY  
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

#8

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>12804.594821.28120</u>	<u>Capital Improvement-Land</u>	<u>5,496</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>12804.485200.28120</u>	<u>Donations Restricted</u>	<u>5,496</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Description of Adjustment:

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Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.

ORG	ORG DESC	ORIGINAL	TRANSFERS	REVISD	ACTUALS	ENCUMBRANCES	AVAILABLE
12801	Parks Department	1,294,691.00	177,540.00	1,472,231.00	193,842.49	68,383.77	1,210,004.05
12805	Carnes Park Development	239,467.00	68,170.00	307,637.00	87.10	22,109.79	285,439.72
12806	Parks Building	25,489.00	45,418.00	70,907.00	5,609.84	-	65,297.30
12807	Garman Nature Preserve	80,000.00	53,580.00	133,580.00	-	-	133,579.62
12808	Glacial Heritage Development	-	14,762.00	14,762.00	-	-	14,762.42
12809	Snowmobile Trails	68,820.00	-	68,820.00	653.42	-	68,166.58
12810	Bike Trails	-	10,516.00	10,516.00	-	-	10,515.92
12810805	Interurban Bike Trail	-	379,223.00	379,223.00	377.16	887,429.14	(508,583.64)
12811	Dog Park	71,564.00	3,178.00	74,741.00	5,071.98	-	69,669.56
12812	Grounds Keeping	-	-	-	3,957.31	-	(3,957.31)
12813	Flood Mitigation Prop Maint	-	30,000.00	30,000.00	-	-	30,000.00
12830	Boat Launches	4,540.00	-	4,540.00	258.24	-	4,281.76
		<b>1,784,571.00</b>	<b>782,387.00</b>	<b>2,566,957.00</b>	<b>209,857.54</b>	<b>977,922.70</b>	<b>1,379,175.98</b>

EXPENSES - YTD 3.2026 - PARKS DEPARTMENT

ORG	ORG DESC	ORIGINAL	TRANSFERS	REVISD	ACTUALS	ENCUMBRANCES	AVAILABLE
12801	Parks Department	(1,294,690.00)	-	(1,294,690.00)	(273,106.36)	-	(1,021,584.76)
12805	Carnes Park Development	(17,050.00)	-	(17,050.00)	-	-	(17,050.00)
12806	Parks Building	(25,489.00)	-	(25,489.00)	(6,372.33)	-	(19,117.00)
12800	Garman Nature Preserve	(80,000.00)	-	(80,000.00)	-	-	(80,000.00)
12808	Glacial Heritage Development	-	-	-	-	-	-
12809	Snowmobile Trails	(68,820.00)	-	(68,820.00)	-	-	(68,820.00)
12810	Bike Trails	-	-	-	-	-	-
12810805	Interurban Bike Trail	-	-	-	-	-	-
12811	Dog Park	(57,000.00)	-	(57,000.00)	(26,570.82)	-	(30,429.18)
12812	Grounds Keeping	-	-	-	(5,493.09)	-	5,493.09
12813	Flood Mitigation Prop Maint	-	-	-	-	-	-
12830	Boat Launches	(4,540.00)	-	(4,540.00)	(1,134.99)	-	(3,405.01)
		<b>(1,547,589.00)</b>	-	<b>(1,547,589.00)</b>	<b>(312,677.59)</b>	-	<b>(1,234,912.86)</b>

REVENUE - YTD 3.2026 - PARKS DEPARTMENT