

**Parks Committee Meeting
Petenwell Park Office Bldg.
June 15, 2011 8:30 a.m.**

Call to Order: Meeting was called to order at 8:30 a.m. by Vice Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, and Bill Miller. Others present: Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager.

Approve Agenda: Motion by Miller/Renner to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Renner to approve the May 11, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Motion by Renner/Miller to deny Ms. Volkovic's request for 10 vendors to setup and sell crafts/items 4th of July weekend. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

Petenwell Park Road Repairs & Crack Filling: Motion by Renner/Miller to advertise for bids for paving and crack filling at Petenwell Park to include a performance bond be included in the bid. Bids to be opened at the July or August Committee meeting. Motion carried by unanimous vote.

Five Year Recreation Plan / Long Range Planning: Motion by Renner/Miller to approve North Central Regional Planning Commission to prepare the new County-Wide Five Year Recreation Plan. Motion carried by unanimous vote.

Recreation Report by Committee Members: None.

Trails Management Report: Coordinator received the final 2010-2011 snowmobile bills from the Clubs to complete the State snowmobile audit.

Coordinator showed Committee an autographed photo of three Green Bay Packers on an ATV trail ride in Adams County on Plum Creek Timber Company property – photo will be forwarded to them.

Tourism Report: Director distributed copy of the 2011 winter/spring tourism report and reviewed with Committee.

Equipment Purchases: Petenwell and Castle Rock Parks have the new tractors. Motion by Miller/Renner to approve the purchase of security camera systems for Castle Rock and Petenwell Parks providing monies are in the budget for the purchases. Motion carried by unanimous vote. Purchases will be taken from the Capital Improvement budget line items for both parks.

WPRA Annual Conference: Director invited Committee to attend if interested.

Employee Status Report: Petenwell Park Asst. Mgr. II retired so Asst. Mgr. I was promoted to the Level II position. The applicant that was hired for the Level I position resigned due to family commitments after a couple weeks. This position is currently vacant.

Castle Rock Park Asst. Mgr. II was released and Asst. Mgr. I will be promoted to the Level II position on an Interim basis for 60 days. After 60 days as interim, performance will be evaluated and determination made whether to promote to Asst. Mgr. II. Asst. Mgr. I position will not be advertised at this time. Tom Baggs was hired at Castle Rock Park as a LTE Park Aide. Julia Robbins will be promoted from LTE to a seasonal position.

Swim Program has begun their season of guarding on weekends and teaching swimming lessons during the weekdays.

Revenue Report: Committee reviewed.

Expense Check Summary Report and Fund Balances for Castle Rock and Petenwell Parks: Reviewed by Committee.

Future Agenda Items: Petenwell Park bid opening.

Set Next Meeting Date: July 15, 8:30 a.m., Castle Rock Park shelter building with Castle Rock Park tour to follow meeting.

Adjourn: Motion by Miller/Renner to adjourn. Motion carried by unanimous vote.

Submitted by,

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Parks Committee.