

**Parks Committee Meeting
Courthouse Conference Room A231
March 12, 2013 9:00 a.m.**

Call to Order: Chairman called the meeting to order at 9:00 a.m.

The meeting was properly announced.

Roll Call: Committee Members: Bob Eggebrecht, Jerry Kotlowski, Bill Miller, Paul Pisellini, and Jake Roseberry. Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, Nancy Schmidt - Town of New Chester Concerned Citizen. At 10:00 a.m., Jack Allen, Lori Djumadi, Terry James, and Joe Stucklak – County Board Members joined the meeting. At 11:30 a.m., Barb Morgan – New Chester Town Board Chairperson joined the meeting.

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

Previous Minutes: Motion by Miller/Pisellini to approve the February 12, 2013, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Correspondences /Special User Requests: Director reported having received a letter from Steve Zoulek, New Chester Township Supervisor, to postpone the on-site visit to Patrick Lake Park. The Parks and Property Committees decided they did not want to post-pone the on-site visit.

Public Participation on Agenda Items: None.

Committee to Review Park Job Descriptions & Filling Vacant Positions: All Park positions' updated job descriptions were included in the Committee packet for their review. There were no major changes, job descriptions were updated to the same format. Motion by Pisellini/Roseberry to approve the Parks Job Descriptions as presented. Motion carried by unanimous vote.

Motion by Pisellini/Roseberry to approve Park staff refilling current vacant park positions. Motion carried by unanimous vote. Vacant positions are: Petenwell Park Patrol, S. Outlying Parks Groundskeeper/Landscaper Level II, Castle Rock Park Groundskeeper/Landscaper Level I, Swim Program Coordinator, Assistant Swim Program Coordinator, and four Lifeguards.

WI Outdoors – Petenwell Park: Dan Small from Wisconsin Outdoors brought his camera crew and filmed a segment for the WI Outdoors TV program. The segment cost the Parks Department approximately \$300. DVD's of the segment will be provided to the Parks Committee when available.

County-wide Outdoor Recreation Plan Public Hearing: Every County must have a Recreation Plan to be eligible for Federal or State recreational funding. The Public Hearing is scheduled for Wednesday March 27, 2013, 4:30 p.m., Adams County Community Center Bldg. The Public Hearing will be noticed as a Parks Committee meeting as well. Proposed Recreation Plan will be presented at the April County Board Meeting for approval.

Castle Rock Park Siren: Siren at Castle Rock is old and not in operation. Town of Quincy claims no responsibility for the siren per a recent conversation Bob Eggebrecht had with them. Department will send the Town of Quincy a letter concerning the siren. The siren will be removed once a response has been received in writing from the Town of Quincy.

Parks/Rec. Operational Reports: No report, no changes.

Grant Applications for Petenwell and Castle Rock Park: Director reported he will have two grant applications at the April meeting for Committee approval for Castle Rock and Petenwell Parks campground expansions at 50 % cost-sharing. Resolution(s) will be brought to County Board in April for approval.

Trails Report to Include Upcoming Grant Applications: Motion by Miller/Kotlowski to approve Trails Coordinator applies for ATV and Snowmobile Trail State Aid grants as in previous years. Motion carried by unanimous vote.

Bids will be requested and reviewed by the Parks Committee for installation of two State approved snowmobile bridge installations.

New ATV trail addition should be completed prior to the trail opening date of May 20.

Revenue Report: Reviewed by Committee. Castle Rock Park revenues increased due to the seasonal boat slips selling out earlier this year.

Expense Check Summary Report and Expense Report: Motion by Pisellini/Miller to approve the Check Summary's and the Expense Reports as presented. Motion carried by unanimous vote.

Future Agenda Items: Patrick Lake Park Possible Property Sale and/or Future Operations, Castle Rock and Petenwell Park Resolutions for Campground Expansion 50 % Cost – Share Grants, and 5-Year Outdoor Recreation Plan.

Set Next Meeting Date: March 27, 2013, 4:00 p.m., Adams County Community Center Room 145B with the Public Hearing on the Outdoor Recreation Plan following at 4:30 p.m.

April 9, 2013, 8:30 a.m., Courthouse Conference Room A231 for the regular monthly meeting.

Motion by Pisellini/Miller to adjourn at 9:40 a.m., to re-convene at 10:00 a.m., for the Joint Parks and Property Committee's Meeting. Motion carried by unanimous vote. Roseberry left meeting at this time.

At 10:00 a.m., Property Committee joined the Parks Committee meeting to discuss, tour, and possibly take action on the Patrick Lake Park Property to include the possible sale of the property and/or possible campground development.

Jack Allen, Property Committee Chair, called the Joint Parks Committee and Property Committee to order at 10:00 a.m.

All Committee members were present except Roseberry was excused.

Motion by Kotlowski/Pisellini to approve the joint meeting agenda. Motion carried by unanimous vote.

Miller distributed and reviewed copies of the Patrick Lake Park property deed, correspondences from the Town of New Chester, and a 5-year revenue report on the Park. A short discussion followed. At 10:15 the Committees, Park Director, and Park Manager left the Courthouse to tour the Patrick Lake Park Property.

At 11:30 a.m. Bob Eggebrecht called the meeting back to order in Courthouse Conference Room A231.

Motion by Allen/Djumadi to approve having a certified survey done on the Patrick Lake property for selling the Patrick Lake Park property minus the public boat launch access area. Prior to selling the property, New Chester Township will be given the opportunity to acquire the property. Property negotiations with New Chester Township will be handled by the Parks Committee and Parks Department. If New Chester Township acquires the property there would be a stipulation that the Township would not be allowed to sell the property to the public, the property must remain open to public recreational use. A letter will be sent to the New Chester Town Board after the April election regarding the Patrick Lake Property. Property Committee would handle the sale of the property if New Chester Township does not acquire the property. Voice vote, all yes except Kotlowski opposed. Motion carried.

Barb Morgan, New Chester Town Board Chairperson, reported the Town of New Chester has a Town Ordinance that there must be a minimum of 5 acres to sell a section of property.

Adjourn: Motion by Allen/Djumadi to adjourn at 11:45 a.m. Motion carried by unanimous vote.

Submitted by,

Jerry Kotlowski
Parks Secretary

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