

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting.

Pierce County Parks Committee
January 9, 2006 ~ 9:00am
Nugget Lake County Park Office
Plum City, WI
Minutes

Present: Mel Pittman, LeRoy Peterson, Troy Gansluckner, Jeff Holst, Curt Kephart, Scott Schoepp, Paul Barkla, excused.

The meeting was called to order by Chairman M. Pittman at 9:10 am.. Chairman M. Pittman called for public comment and there was none.

Motion by T. Gansluckner, seconded by J. Holst to approve the November 7, 2005 Park Committee Minutes. Motion carried.

Park Reports

S. Schoepp reported on recent snowmobile trail grooming and trail opening procedures. No questions were raised on the activity submitted by S. Schoepp. S. Schoepp provided a revised copy of a dredge funding report that will be provided to the Finance & Personnel Committee on January 13, 2006. The report provides a more detailed documentation of the revenues & expenditures related to the project. The report was prepared by S. Schoepp & J. Brickner. No further questions were raised on the report. S. Schoepp informed the committee that the dredge contractor made an attempt to start on the dredge project but was unable to accomplish anything due to the ground not being frozen. The contractor stated his plans are to go 24/7 if cold temperatures return.

S. Schoepp informed the committee that the official transfer of ownership for the Heisler Property took place on December 27, 2005. Efforts will now focus on the establishment of a parking lot and additional improvements. S. Schoepp provided a sketch and a sample of an interpretive sign for the tree identification hiking trail. He also provided a visual layout in front of the office of an 80'x 200' and a 40'x 104' parking lot. Discussion took place regarding usage, sizes and screening. S. Schoepp provided the committee with the Gilman Town ordinances relating to driveways. The committee instructed S. Schoepp to prepare a driveway / parking lot request variance for the Gilman Town Board. The request was to include size, shape, cost estimates, similar size lots and other pertinent information. Chairman M. Pittman will

accompany S. Schoepp to the meeting.

S. Schoepp provided the 2005 Financial Report and anticipated to be under budget at the end of 2005. He also presented the final revenue report for 2005 which stated a final revenue for 2005 of \$69,161, which was down \$1,761 from 2004.

S. Schoepp requested authority to move forward on obtaining bids for capital equipment purchases for 2006. He was instructed to run the specifications by Chairman M. Pittman prior the release for bids.

Weed Harvester Resolution

Scott provided the resolution required for participation in the Wisconsin Waterways Commission Grant Program for the purchase of a weed harvester. The resolution explained the purchase. Motion by T. Gansluckner, seconded by L. Peterson to approve the Resolution and forward it to the Finance and Personnel Committee with an approval recommendation. Motion carried.

Closed Session

Chairman M. Pittman read the language relevant to the closed session. Motion by L. Peterson, seconded by T. Gansluckner to move into closed session to conduct a performance evaluation for the County Park Superintendent. Roll call vote with all members stating yes. AC Kephart assisted in the evaluation. The evaluation was discussed with S. Schoepp. Motion by L. Peterson, seconded by T. Gansluckner to move out of closed session. Roll call vote with all members stating yes. Motion carried. Motion by J. Holst, seconded by T. Gansluckner to grant County Park Superintendent, Scott Schoepp, a satisfactory performance evaluation and approve a step increase on his anniversary date and forward this recommendation to the Finance and Personnel Committee. Motion carried.

Next Meeting Date

The Committee will not meet in February. The next Park Committee meeting will be on March 20, 2006, if necessary. It will be at 9:00 a.m. at NLCP.

Motion by J. Holst, seconded by T. Gansluckner to adjourn. Motion carried.

Submitted by,
Scott Schoepp
County Park Superintendent

SS/mw

Minutes
Pierce County Parks Committee
March 20, 2006 ~ 9:00 a.m.
Nugget Lake County Park Office
Plum City, WI

Present: Mel Pittman, LeRoy Peterson, Troy Gansluckner, Jeff Holst, Paul Barkla excused.

Others Present: Greg Adams, Ayres Associates; Kevin Hachfeld and Chuck Degrood, Integrity Excavating; Scott Schoepp, NLCP.

The meeting was called to order by Chairman M. Pittman at 9:04am. M. Pittman read the request for public comment and none was provided. Motion by L. Peterson, seconded by T. Gansluckner to approve the January 9, 2006 minutes. Motion carried.

Parking Lot Bid Review

S. Schoepp provided the bid results for the Lee-Kay Family Forest parking lot. The six bids received ranged from \$11,444 to \$23,180. Discussions centered on the wide range of yardages provided in the bids. The committee agreed to throw out the three highest bids and analyze the three low bids. Utilizing a 30% compaction ratio as a standard, and confirmed by Greg Adams of Ayres, the committee reviewed the bids to determine which bid was the closest to the volumes stated in the plans provided. Scott informed the committee that the volume of the breaker rock area is 301 cubic yards and the volume of the crushed rock area is 150 cubic yards. Incorporating a 30% compaction ratio, the volume of breaker rock should be 391 cubic yards and the volume of crushed rock should be 195 cubic yards. The bid from Holster Bulldozing included 385 yards of breaker rock and 192 yards of crushed rock. Motion by M. Pittman and seconded by L. Peterson to accept the bid of \$14,735.54 from Holster Bulldozing and authorize Scott to proceed with a contract. Motion carried with J. Holst abstaining.

Closed Session

M. Pittman read the language required to move into closed session. Motion by J. Holst and seconded by L. Peterson to move into closed session to discuss the dredging project. Roll call vote with all members voting yes. Greg Adams of Ayres Associates, Kevin Hachfeld and Chuck Degrood of Integrity Excavating, and Scott Schoepp, of NLCP were present to provide information and answer questions. Motion by T. Gansluckner, seconded by L. Peterson to move

into open session. Roll call vote with all members voting yes. Motion carried.

Motion by J. Holst, seconded by T. Gansluckner to approve the Integrity Excavating, Inc. Contract Change Order # 1; which will extend the dredge project contract 1 year and require an additional \$10,220 of expenses. Motion carried.

Motion by J. Holst, seconded by T. Gansluckner to pay the Integrity Excavating application for payment request that has been submitted to date. The payment is for work performed under the contract at rates established by the contract. The \$61,280.60 payment request was reviewed and approved by Ayres Associates. Motion carried.

No action was taken on the Ayres Associates Consulting contract. More information will be provided at a later date.

RFP Snowmobile Bridge

S. Schoepp provided the proposed RFP for obtaining engineering services required to proceed with the Rush River Snowmobile Bridge grant project. Discussion took place. Motion by T. Gansluckner, seconded by J. Holst to approve the RFP for engineering services for the Rush River Snowmobile Grant Project contingent on obtaining grant funding and Corporation Counsel approval. Motion carried.

Position Description Updates

S. Schoepp provided updated position descriptions for county park staff. The requirement changes were related to CDL requirements and CPR/AED certification. Motion by J. Holst, seconded by L. Peterson to approve the position descriptions as presented and forward to the Finance and Personnel Committee with an approval recommendation. Motion carried.

Heisler Family Donation

S. Schoepp provided some samples of recognition items that could be presented to the Heisler Family in response to their donation of property to the county. He stated they would be in the area on May 5th and would like to present them with the items at that time. T. Gansluckner volunteered to be available to participate in the recognition presentation and related news release. Motion by J. Holst, seconded T. Gansluckner to approve the recognition items as presented. Motion carried.

New Equipment and Purchases

Bid specification documents were provided for 3 separate items: mower, row boats, and an aquatic weed harvester. The bids would be reviewed at the next Parks committee meeting. Motion by J. Holst, seconded by T. Gansluckner to approve the bid documents as presented pending approval by Corporation Counsel. Motion carried.

Annual Report

S. Schoepp addressed two key items in the annual report. Over the past four years Pierce County residents continued to be the largest user group of the campground. He also indicated that Nugget Lake County Park had led the way 3 out of the last 4 years on total campground occupancy when comparing to similar facilities; those being Eau Galle Recreation Area and Glen Hills County Park. Motion by J. Holst, seconded by T. Gansluckner to approve the 2005 annual report. Motion carried.

Park Reports

No questions were raised on the various park reports provided.

Next Meeting Date

The next Park Committee meeting will be on May 8th at 9:00am at NLCP.

Motion by J. Holst, seconded by T. Gansluckner to adjourn. Motion Carried.

Submitted by,

Scott Schoepp
County Park Superintendent

Joint Pierce County Land Conservation Committee and Park Committee Meeting
Monday, March 20, 2006
11:00 a.m., Nugget Lake County Park, Park Office
Plum City, WI

LCC Members Present: Jerry Kosin, LeRoy Peterson, Melvin Pittman

PC Members Present: Troy Gansluckner, Jeff Holst, Leroy Peterson, Melvin Pittman,

LCD/Parks Staff Members: Larry Gruber, Debra Larson, David Sander, Scott Schoepp

Others Present: Mary Moldenhauer

A quorum of LCC members was not present—LCC/Parks meeting cancelled.

Minutes
Pierce County Parks Committee
May 8, 2006 ~ 9:00 a.m.
Nugget Lake County Park Office
Plum City, WI

Members Present: Mel Pittman, Troy Gansluckner, Jeff Holst, Dan Reis.
Don Nellessen excused.

Others Present: Scott Schoepp, NLCP; Brandon King, Johnson & Scofield, Inc.; Greg Wolfe, Cedar Corp.

The meeting was called to order by temporary chairman M. Pittman. Election of officers took place. Temporary Chair M. Pittman called for nominations for chairman. Motion by J. Holst, seconded by T. Gansluckner to nominate M. Pittman for chairman. Motion by D. Reis, seconded by T. Gansluckner to close nominations and cast a unanimous ballot for M. Pittman. Motion carried.

Chairman M. Pittman called for nomination for Vice-Chairman. Motion by T. Gansluckner, seconded by D. Reis to nominate J. Holst for Vice-Chairman. Motion by D. Reis, seconded by T. Gansluckner to close nominations and cast a unanimous ballot for J. Holst. Motion carried.

No public comments were provided at this time.

Motion by T. Gansluckner, seconded by J. Holst to approve the March 20, 2006 minutes. M. Pittman questioned the amount approved for the payment request for Integrity Excavating. Scott stated the \$61,280.60 in the minutes was correct. Motion carried

Snowmobile Bridge RFP Bids

S. Schoepp provided the results for the bid opening for the Rush River Snowmobile Bridge RFP. The two lowest bids were discussed. Ayres Associates bid was \$24,300 and Cedar Corporations bid was \$ 23,443. S. Schoepp stated he felt based on information provided, either would do a fine job on the project. The number of soil borings were discussed. Ayres Associates proposal included 1 at 70' and Cedar Corporation proposal included 4 at 30'. Motion by J. Holst, seconded by T. Gansluckner to approve the proposal from Cedar Corporation and authorize S.

Schoepp to implement contracting procedures. Motion carried.

Mower Bids

S. Schoepp informed committee members of the actions taken to obtain bids for a new mower.

Two bids were received: Niebur Implement \$4,580 and Value Implement \$3,500. Motion by T. Gansluckner, seconded by D. Reis to accept the Value Implement bid of \$3,500 and authorize S. Schoepp to proceed with the purchase. Motion carried.

Boat Bids

S. Schoepp informed committee members of the actions taken to obtain bids for 6 new row boats. Two bids were received: 61 Marine & Sports \$8,850 and Bay City Hardware \$7,426.

Motion by T. Gansluckner, seconded by D. Reis to accept the Bay City Hardware bid of \$7,426 and authorize S. Schoepp to proceed with purchase. Motion carried.

Weed Harvester Bids

S. Schoepp informed committee members of the actions taken to obtain bids for a new Weed Harvester. Three bids were received: Aquamarine \$74,445; Aquarius Systems \$90,715; and Inland Lake Harvesters \$87,995. The Aquamarine bid listed several non-complying specs as did the Inland Lakes Harvesters. The non-complying specs were discussed. Motion by J. Holst, seconded by T. Gansluckner to accept the Aquarius Systems bid, contingent on obtaining grant funding assistance and authorize S. Schoepp to proceed with purchase. Motion carried.

Roof and Gutter Projects

S. Schoepp provided proposals for roof and gutter replacement. The proposals are based on the same specification standards that were in place when the roof and gutters were replaced on various other park buildings. Motion by J. Holst, seconded by D. Reis to accept the proposals from Lindus Construction to replace the roofs and gutters as budgeted; contingent the \$88 over the budget amount is made up in the operating budget. Motion carried.

Surplus Equipment

S. Schoepp provided documents pertaining to the sale of 6 rowboats and 1 weed harvester.

Motion by T. Gansluckner, seconded by D. Reis to approve the boat sale document and the weed harvester sale document with the understanding that both need Corporation Counsel approval and grant approval on the weed harvester. Motion carried.

Reports

S. Schoepp provided a snowmobile program report that consisted of a grant application report and a financial report. S. Schoepp also provided a description on the program funding.

No questions were raised on the activity report submitted. Discussion took place regarding the

proposed conservation dam on the east side of the park. The cost and purpose was discussed. S. Schoepp informed the committee that the Heisler's have expressed an interest in donating additional forest property to the county. The property is located NW of Martell. More information will follow. The committee stated it was a very generous offering and will explore the possibility.

The park income and expense reports were provided. No questions were raised.

J. Holst requested the Parks Committee explore the possibility of taking on the responsibilities of management of the Pierce County Shooting Range. J. Holst stated he will raise the issue with the existing Shooting Range Committee and then take appropriate action based on this recommendation.

Next Meeting Date

The only need for a June meeting was to approve the sale of 6 surplus rowboats. In an effort to save meeting expenses, the committee directed S. Schoepp to perform the sale of the rowboats as specified in the earlier approved boat sale bid document. The minimum price per boat was established at \$450.

The next meeting was set for July 17th at the County Board Room at 9:00am.

Motion by J. Holst, seconded by T. Gansluckner to adjourn. Motion Carried.

Submitted by,
Scott Schoepp
County Park Superintendent

Minutes
Pierce County Parks Committee
July 17, 2006 ~ 9:30 a.m.
County Board Room ~ Pierce County Courthouse
Ellsworth, WI

Members Present: Jeff Holst, Troy Gansluckner, Don Nellessen, Dan Reis

Others Present: Fred Ottem, Diamond Bluff Park Committee; Scott Schoepp, County Park Superintendent

The meeting was called to order by Vice-chairman J. Holst at 9:30am. Public comments were called for. D. Nellessen requested that the low growing brush be removed in front of the parking lot at the Lee-Kay Forest. S. Schoepp said it will be removed as requested. No other public comments were provided

Motion by T. Gansluckner, seconded by D. Reis to approve the May 8, 2006 minutes. Motion carried.

Shooting Range

Discussion took place regarding the recommendation from the Shooting Range Committee on June 21, 2006. The proposal is to have the Shooting Range Committee be a subcommittee of the Parks Committee. Jamie Feuerhelm appeared to answer questions regarding current operations. He informed the committee that an individual has been hired and that the range will be opening as scheduled. He stated that he will be submitting the 2007 budget. Jamie stated that Corporation Counsel is working on the language changes required to complete this transfer. It was determined that January 1, 2007 would be the transfer date. Motion by D. Nellessen, seconded by D. Reis to accept the committee restructuring proposal as stated in the June 21, 2006 Shooting Range Committee minutes. Motion Carried.

Park Development Fund Requests

The committee was provided a brief background on the conservation dam project proposal for Nugget Lake County Park. The recent action taken by the Land Conservation Committee and Land Management Committee was discussed. S. Schoepp stated he would be able to provide educational interpretive signage and access for the east dam as requested. Motion by D. Reis, seconded by T. Gansluckner to approve the use of Park Development Funds, up to \$10,000, for

construction of Nugget Lake County Park Conservation Dam (east) contingent that educational interpretive signage is provided. Motion Carried.

Fred Ottem, Diamond Bluff Park Committee Member, was present to provide information related to park development activities that are proposed along the Mississippi River in Diamond Bluff. He stated they are spending \$10,000 per year for land and have several park improvement projects proposed. They have a comprehensive park plan in place and it has been incorporated into the Pierce County Outdoor Recreation Plan. Fred stressed the regional significance and impact the park area provides. The committee discussed the regional significance factor as it relates to the use of park development funds. The Diamond Bluff Park Committees request at this time is to obtain cost sharing assistance from the park development fund to complete two projects: 1) place large rocks along the river's edge and boat ramp parking for \$1,000; 2) place concrete slabs under picnic tables in the park for \$1,500. The Diamond Bluff Township contribution to the Park Development Fund to date is \$4,950; the 10% cost share would be \$495. Motion by D. Reis, seconded by D. Nellessen to approve the 10% cost sharing request up to \$495, contingent a formal request is provided from the Town of Diamond Bluff; and, to draft language to incorporate a "Regional Significance" factor as an eligible project to obtain funding assistance through the park development fund. Motion carried.

Heisler Property Donation

S. Schoepp provided information on the second property donation proposal from John and Mary Heisler. The Heisler's have been in contact with S. Schoepp about donating approximately 24 acres of wooded property along the Rush River NW of Martell.

S. Schoepp reported on the topography, boundaries and existing structures. Motion by D. Reis, seconded T. Gansluckner to move forward with the acceptance of the donation of the 24 acres NW of Martell. Motion carried.

Park Superintendent Report

S. Schoepp reported that the following snowmobile grants were recently approved at the Governors Snowmobile Recreation Council Meeting: 1) Rush River bridge rehabilitation - \$153,000, 2) Bay City trail relocate - \$8,900, and 3) Trail maintenance = \$55,000.

No questions were raised on the written park activity report. S. Schoepp reported that a replacement worker was hired to replace a staff member who is out on leave. He also stated that all current staff members have completed the necessary CPR/AED training.

S. Schoepp informed the committee that recent legislation will have an effect on the park development funds ability to generate revenues. He also reported on some vandalism that occurred to park property several weeks ago.

The June revenue and expenditure reports were provided and discussed. S. Schoepp reported that

three of the six rowboats were sold for: \$581, \$482 and \$475. S. Schoepp requested permission to sell the other three for: \$450, \$425, and \$400 to the first taker. If not sold by August 15th, then the price of each boat would be reduced by \$25. These values would be consistent with the budgeted amount. Permission granted.

2007 Budget

S. Schoepp presented preliminary budget numbers for 2007. His proposal to meet the 15% reduction requirements would be to reduce capital expenditure items. This method will simply postpone capital expenditure items until future years.

Next Meeting Date

The next Park Committee meeting will be on Monday, September 11, 2006 at 9:00 a.m. in the County Board Room. Motion by T. Gansluckner, seconded by D. Nellessen to adjourn. Motion carried.

Submitted by,

Scott Schoepp
County Park Superintendent

Minutes
Pierce County Parks Committee
September 11, 2006 – 9:00am
County Board Room ~ Pierce County Courthouse
Ellsworth, WI

Members Present: Mel Pittman, Jeff Holst, Troy Gansluckner, Dan Reis

Others Present: Curt Kephart, Administrative Coordinator and Scott Schoepp, County Park Superintendent

The meeting was called to order by Chairman Pittman at 9:02am. Public comments were called for. No public comments were provided

Supt. Schoepp indicated that he was informed of Chairman Pittman's excused absence from the July 17th 2006 meetings and he inadvertently failed to document that in the minutes. Motion by Gansluckner, seconded by Reis to approve the July 17, 2006 (9:00 am) minutes with the following correction: Chairman Pittman, excused. Motion carried.

Motion by Gansluckner, seconded by Reis to approve the July 17, 2006 (9:30am) minutes with the following correction: Chairman Pittman excused. Motion carried.

Weed Harvester Bids

Supt. Schoepp informed the committee that the budgeted revenue amount for the sale of our weed harvester was \$22,500. The minimum bid accepted was set at \$23,500. Two bids were received: 1) Universal Cabin Care of Backus, MN bid \$26,550; however, no payment was provided with the bid as required. 2) Aquarius Systems of North Prairie, WI bid \$27,550 based on the following declaration *"We offer to pay the County \$1,000 more than the highest offer they receive at the bid opening on September 8th, with a "not to exceed" maximum cap of \$29,500. (Example: if the highest offer received at the bid opening is \$25,000, Aquarius will pay \$26,000 for the equipment.) If no other bids are received, our offer is for the County's designated 'minimum bid accepted' amount of \$23,500. Enclosed is our check for the minimum bid amount. If chosen as the successful bidder, any balance due will be forwarded immediately upon notification. If you have any questions...please don't hesitate to call!"* Payment of \$23,500 was included with the bid.

Motion by Holst, seconded by Gansluckner to accept the Aquarius bid contingent on review and approval by Corporation Counsel. Motion Carried.

Closed Session

Chairman Pittman read the closed session agenda language verbatim. Motion by Holst, second by Gansluckner to convene into closed session as stated by Chairman Pittman. Roll call vote: Reis – yes, Holst – yes, Gansluckner – yes, Pittman – yes.

Administrative Coordinator Kephart and County Park Superintendent Schoepp were also present. Motion by Holst, seconded by Gansluckner to reconvene into open session. Roll call vote with all members voting yes. Motion carried.

Motion by Reis, seconded by Gansluckner to recommend to the Finance and Personnel Committee approving a leave of absence for parks department employee, commencing September 19, 2006, for up to twelve (12) weeks from August 15, 2006 (through November 6, 2006), if appropriate medical support is received documenting continued need for leave.

Parks Budget – 2007

Supt. Schoepp provided and explained the 2007 park budget proposal. He indicated that his proposal met the 15% reduction County Board request. He explained the three budget sections along with the revenue projections. Discussion focused around the parks department master plan request for \$20,000. (\$10,000 parks budget / \$10,000 park development fund). Committee members expressed a concern that the cost benefit ratio might not support the expenditure of funds. Supt. Schoepp indicated his main purpose was to provide objective input into various phases ranging from development, management and operations. Supervisor Holst provided an outline sample for a plan. Supt. Schoepp and committee members discussed the proposal and concluded that the plan would be removed from the budget proposal and efforts would be directed towards creating a plan similar to the outline provided. Supervisor Reis volunteered to assist in the drafting of such a plan. It was also recommended that outside sources such as adjoining county park departments, university sources, and Land Management be consulted with as the process develops. Supt. Schoepp indicated he would be able to provide a draft plan at the December parks committee meeting.

Committee members discussed additional budget item requests that were not included due to the 15% reduction request. Chairman Pittman asked about the severity of the invasive species problems at Nugget Lake County Park. Supt. Schoepp explained the population density and what the future may bring. Motion by Reis, seconded by Holst to approve the 2007 park budget proposal with following changes: delete funding for Park Master Plan and add \$8,000 for invasive species eradication control and \$2,000 for wildlife shrub plantings. Motion carried.

Snowmobile Trail Program Budget – 2007

Supt. Schoepp presented and explained the snowmobile program budget. All expenditures are offset by revenues. Supt. Schoepp stated the only tax dollars utilized for the program are those associated with his time spent on administering the program. Those expenses are reimbursed when special project grants are obtained. It was the opinion of Supt. Schoepp that the economic impact snowmobiling provides in our community justifies the expenditures for administering the program. Motion by Holst, seconded by Gansluckner to approved the 2007 snowmobile trail program budget. Motion carried.

Park Superintendent Report

Supt. Schoepp informed the committee that the Rush River snowmobile bridge is in the permitting phase.

No questions were raised on the written activity report that was provided. He reported that the lake draw-down will begin on September 18th in preparation of the dredging project scheduled to take place this winter. He stated that he had provided all county board supervisors with a brief explanation of the project.

Supt. Schoepp reported that the conservation dam construction project was nearly complete. Discussions took place regarding the funding of the parking lot.

Supt. Schoepp reported he had sold 1 of the 3 remaining row boats for \$425. He requested permission to reduce the selling price of the remaining two by \$25 in an effort to move the items. The selling price for B-1 will be \$350 and B-2 will be \$375.

The August revenue and financial reports were presented and discussed.

Next Meeting Date

The next Park Committee meeting will be on Monday, December 11, 2006 at 9:00 a.m. in the County Board Room. Motion by Gansluckner, seconded by Holst to adjourn. Motion carried.

Submitted by,
Scott Schoepp
County Park Superintendent