1. June 15, 2020 Park Committee Agenda
   
   Documents:
   
   JUNE 15, 2020 PARK AGENDA.PDF

2. June 15, 2020 Park Committee Packet
   
   Documents:
   
   JUNE 15, 2020 PARK PACKET.PDF
County Board Park Committee
MEETING NOTICE
Monday, June 15, 2020
2:00 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Nancy Russell, Chair  Dan Kilkenny, Vice-Chair
Supervisor Brian Holt  Citizen Member Merilee Holst
Citizen Member Mariette Nowak

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance may be limited to
help ensure appropriate social distancing is observed. ALL INDIVIDUALS ARE STRONGLY
ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT
https://mediasite.co.walworth.wi.us/Mediasite/Play/394013abf3a9460ebf61a3effc7137781d.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the
County Administrator’s Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior
to the start of the meeting to obtain instructions.

A G E N D A

Note: all agenda items are subject to action.
1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
   a) April 27, 2020 Park Committee Meeting (encl. pp. 1-2)
6. Public comment period
7. Consent Items
   a) Reports
      1) Park Summary Report – June 2020 (encl. pp. 3-4)
      2) Report from Mariette Nowak following a walkthrough conducted at Natureland
         Park, Price Park Conservancy, and White River Park
8. Unfinished Business
   a) Update on the SEWRPC Park and Open Space Plan
   b) Ordinance **-07/20 Amending Sections of Chapter 42 of the Walworth County Code
      of Ordinances Relating to Parks and Recreation (encl. pp. 5-7)
9. Reports/announcements by Chairperson
10. Set/confirm next meeting date and time  
   a) Monday, September 14, 2020 at 2:00 p.m.

11. Adjournment

Submitted by: Nancy Russell, Committee Chairperson of Park  
             Matt Mortwedt, Deputy Director Asset Management-Public Works

                           Posted: June 11, 2020
MEMORANDUM

Date: June 9, 2020

To: Richard Hough, Director of Public Works
   Parks Committee

Cc: Mark Luberda, County Administrator

From: Matt Mortwedt, Parks General Manager

Re: June 15, 2020 Park Committee Meeting

The following is an overview concerning items that are scheduled for the above captioned Park Committee Meeting. Should you have any questions prior to this meeting, please feel free to contact me at your convenience.

Consent Items - Reports

Park Summary Report
Attached is our Parks Summary Report that will be presented at each Park Committee. This report will include our Top Five Projects, summary of Completed and Planned Projects, and Park Project Operating Budget information.

Unfinished Business

Update on the SEWRPC Park and Open Space Plan
An update will be provided on this Park and Open Space Plan.

Ordinance **-07/20 Amending Sections of Chapter 42 of the Walworth County Code of Ordinances Relating to Parks and Recreation
Please refer to the attached draft Ordinance amending Chapter 42.
Deputy Director-Asset Management (PW) Matt Mortwedt called the meeting to order at 1:00 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Supervisors Dan Kilkenny, Nancy Russell, and Brian Holt, and Citizen Members Mariette Nowak and Merilee Holst. A quorum was declared.

County Staff and members of the public present, either in person or by remote attendance:
County Staff:  County Administrator Mark Luberda; Director-Public Works Richard Hough; Deputy Director-Asset Management (PW) Matt Mortwedt
Members of the Public:  Robbie Robinson and Joel Dietl, Southeastern Wisconsin Regional Planning Commission (SEWRPC)

On motion by Supervisor Nancy Russell, second by Supervisor Brian Holt, the agenda was approved with no withdrawals.

Citizen Member Merilee Holst offered a correction to the February 17, 2020 minutes: Ryan Simms should be changed to Ryan Simons. On motion by Supervisor Dan Kilkenny, second by Supervisor Holt, the February 17, 2020 meeting minutes were approved as amended.

Public comment – There was none.

Special Order of Business
• Nominations and election of Park Committee Chair
Mortwedt noted ordinance requires the Park Committee be chaired by a County Board Supervisor, and no Supervisor may chair more than two standing committees. **Supervisor Kilkenny made a motion, second by Supervisor Holt, to nominate Supervisor Russell for Chair.** Mortwedt asked three times for other nominations. **Supervisor Kilkenny made a motion, second by Citizen Member Holst, to close nominations and elect Supervisor Russell as Chair. Motion carried 5-0.** Chair Russell conducted the remainder of the meeting.

• Nominations and election of Park Committee Vice-Chair
**Supervisor Holt made a motion, second by Chair Russell, to nominate Supervisor Kilkenny for Vice Chair.** Chair Russell asked three times for other nominations. **Supervisor Holt made a motion, second by Chair Russell, to close nominations and elect Supervisor Kilkenny as Vice Chair. Motion carried 5-0.**

• Role of the Park Committee
Chair Russell introduced Mortwedt to those attending the meeting remotely. Mortwedt presented the document included in the meeting packet.

Consent Items
• Reports
  1) Park Summary Report – April 2020
Mortwedt presented the report included in the meeting packet. He noted the volunteer work day schedule has been affected by COVID-19. Vice Chair Kilkenny asked if the map stand will be replaced and Mortwedt said he will look into the matter. Mortwedt said he will go through the list further as he is in the position longer.
Vice Chair Kilkenny made a motion, second by Supervisor Holt, to approve the report. Citizen Member Mariette Nowak asked about the Burn Plan on the second page of the report. Mortwedt confirmed it is too late for burning this spring, and due to current burning restrictions, there have not been any burns in County parks this spring. He noted burns may be considered this fall. Motion carried 5-0.

Unfinished Business

- SEWRPC update on the Park and Open Space plan Chapter 3
  Joel Dietl and Robbie Robinson, SEWRPC, presented the update included in the packet. Chair Russell requested some changes related to the information regarding White River Park and Dietl said those changes can be implemented. Citizen Member Holst said she would forward information to Robinson on updates that have taken place since this report was created. Citizen Member Nowak asked about major lakes and how the acreage is determined when lakes swell due to high rainfall. Dietl said the DNR standards are used for determining the size of a lake. Vice Chair Kilkenny asked if county roads could be included, as well as state and federal highways. Dietl said it could cause the map to be difficult to read, but added they will look into the possibility of including county roads. Vice Chair Kilkenny made a motion, second by Supervisor Holt, to approve the update from SEWRPC on the Park and Open Space Plan Chapter 3, subject to further review and staff comments. Motion carried 5-0.

- Update on the Memorandum of Understanding with Geneva Lakes Conservancy
- Update on the Memorandum of Understanding with Kettle Moraine Land Trust
  Mortwedt said both of these Memorandums of Understanding (MOU) are being reviewed by Walworth County and said he is hopeful they will be executed soon. Citizen Member Holst noted at the February meeting, it was voted for the plans to be changed to 3 years from 5 years. Mortwedt said this will be changed in the updates. Chair Russell said she would prefer to see more items included, as well. Holst said Kettle Moraine Land Trust has been having learning sessions and said she would like the Geneva Lakes Conservancy to consider conducting more active learning activities at the White River County Park. Mortwedt said that is something that can be worked on.

New Business

- Report on 2020 Park Workday & Education Schedule
  Mortwedt said the COVID-19 pandemic has affected the schedule a great deal, and the planned work days for the spring have been cancelled due to the extension of the Safer at Home order. Staff are still looking into the July date and they will attempt to reschedule work days, if possible. He added Public Works employees are attempting to complete some of the tasks that were unable to be completed by volunteers due to the cancelled work days. Discussion ensued regarding potential changes to the Safer at Home order at the State level.

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting is scheduled for Monday, June 15, 2020 at 2:00 p.m. Please note the time change.

Adjournment
On motion and second by Vice Chair Kilkenny and Supervisor Holt, Chair Russell adjourned the meeting at 2:07 p.m.
MEMORANDUM

Date: June 9, 2020

To: Richard Hough, Director Public Works
To: Walworth County Parks Committee

Cc: Walworth County Administrator – Mark Lubera

From: Matt Mortwedt, Parks General Manager

Subject: Parks Summary Report – June 2020

Top Five Projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Plan</td>
<td>All</td>
<td>Parks and Open Space Plan</td>
</tr>
<tr>
<td>2 Prairie / Savannah</td>
<td>WRP</td>
<td>Scheduled meeting with GLC regarding moving forward with Prairie restoration and Oak Savannah.</td>
</tr>
<tr>
<td>3  Well</td>
<td>Natureland</td>
<td>Finish concrete pad and drain installation for the new well.</td>
</tr>
<tr>
<td>4  Agreements</td>
<td>All</td>
<td>Discuss with KMLT regarding plans for 2020. MOU has been fully executed as of 6/9/2020.</td>
</tr>
<tr>
<td>5  Workdays</td>
<td>All</td>
<td>Develop safe plan for education and workdays to continue.</td>
</tr>
</tbody>
</table>

Top Five Projects not Included in Lists Below

Past Two Months Summary of Completed Projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Park/Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trail Grading</td>
<td>WRT</td>
<td>Regraded and filled trail from NN east.</td>
</tr>
<tr>
<td>Project List</td>
<td>All</td>
<td>Developed fall collaboration schedule</td>
</tr>
<tr>
<td>COVID-19</td>
<td>All</td>
<td>Continued high frequency of park inspections due to high use see over the past two months.</td>
</tr>
<tr>
<td>Bridge</td>
<td>WRT</td>
<td>Remove damming under bridge at Spring Creek. Flooding on the high side was eroding the bridge abutment.</td>
</tr>
<tr>
<td>Mile Markers</td>
<td>WRT</td>
<td>Rehab mile markers on White River Trail.</td>
</tr>
</tbody>
</table>
### Summary of Future Planned Projects: Next Meeting September 2020

<table>
<thead>
<tr>
<th>Project</th>
<th>Park/Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invasive Species</td>
<td>All</td>
<td>Clear Trails and Remove Invasive Species</td>
</tr>
<tr>
<td>Contract</td>
<td>All</td>
<td>Develop landscaping, park and burn services contract.</td>
</tr>
<tr>
<td>Burn Plan</td>
<td>All</td>
<td>Implement Burn Plan in Fall 2020</td>
</tr>
<tr>
<td>Boardwalks</td>
<td>All</td>
<td>Repair Existing Boardwalks</td>
</tr>
<tr>
<td>Volunteer Days</td>
<td>All</td>
<td>Plan for July 15, 2020 Volunteer and Educational Day with KMLT.</td>
</tr>
<tr>
<td>Culverts</td>
<td>WRP</td>
<td>Develop plans for vehicle access to new prairies</td>
</tr>
<tr>
<td>Barn</td>
<td>WRP</td>
<td>Develop plans to improve entrance apron</td>
</tr>
<tr>
<td>Barn</td>
<td>WRP</td>
<td>Repair broken windows</td>
</tr>
<tr>
<td>Prairie</td>
<td>WRP</td>
<td>Plan to convert section IV and V from row crop to savanna</td>
</tr>
<tr>
<td>Board Walk</td>
<td>WRP</td>
<td>Finish approaches for gator access</td>
</tr>
<tr>
<td>Trees</td>
<td>Natureland</td>
<td>Install trees around new well/map stand</td>
</tr>
<tr>
<td>Board Walk</td>
<td>Natureland</td>
<td>Plans for new board walk on white trail</td>
</tr>
<tr>
<td>Rip Rap Swale</td>
<td>Natureland</td>
<td>Place rip rap in drainage swale by parking lot</td>
</tr>
</tbody>
</table>

### Park Projects Operating Budget: Monies Reported by Finance as of 06/09/2020

<table>
<thead>
<tr>
<th>Project</th>
<th>2020 Budget</th>
<th>Expenditures To Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>$539,650</td>
<td>$106,388.28</td>
<td>$433,261.72</td>
</tr>
</tbody>
</table>
ORDINANCE NO. ** – 07/20

AMENDING SECTIONS OF CHAPTER 42 OF THE WALWORTH COUNTY CODE OF ORDNANCES RELATING TO PARKS AND RECREATION

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 42-2 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strikethrough text):

“Sec. 42-2. – Permits for overnight camping and special events use.

(a) Permits may be granted by the County for overnight stays and special events, subject to the following restrictions:

(1) Overnight stays shall be limited to two consecutive nights.

(2) No campers, motor homes, or any recreational type vehicles are allowed.

(3) Sales may be conducted only as permitted by County administrative procedures.

(4) There shall be one adult present for every six people under the age of 16.

(5) Waiver of County rules outlined in Sec. 42-1 may be authorized for overnight campers and special events within a permit issued by the County Public Works Director. The permit will address hazard and safety mitigation measures and deposit and liability requirements. All waivers should be guided by an associated County administrative procedure.

PART II: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 14 day of July, 2020.

________________________________   __________________________________
Nancy Russell                          Kimberly S. Bushey
County Board Chair                     Attest:  County Clerk

County Board Meeting Date:  July 14, 2020

Action Required:    Majority Vote ___X___  Two-thirds Vote ______  Other ______
Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Michael P. Cotter</td>
<td>Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Jessica Conley</td>
<td>Finance Director</td>
<td></td>
</tr>
<tr>
<td>Mark W. Luberda</td>
<td>County Administrator</td>
<td></td>
</tr>
</tbody>
</table>

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Sections of Chapter 42 of the Walworth County Code of Ordinances Relating to Parks and Recreation

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to establish policy relating to waivers to existing rules for County parks and trails by use of an overnight camping or special event permits.

III. **Budget and Fiscal Impact:** There is no fiscal cost associated with this ordinance. Updates are concerned with good governance and establishment of new standards for public works management of County parks and recreational facilities.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Parks Committee  Date: June 15, 2020

Vote:  
County Board Meeting Date: July 14, 2020

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

<table>
<thead>
<tr>
<th>Michael P. Cotter</th>
<th>Date</th>
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