1. November 16, 2020 Park Committee Meeting Agenda

   Documents:

   NOVEMBER 16, 2020 PARK AGENDA.PDF

2. November 16, 2020 Park Committee Meeting Packet

   Documents:

   NOVEMBER 16, 2020 PARK COMMITTEE PACKET.PDF
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/d24b17b2847f41a89fde16bdcd0f501d

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.

(Posted in compliance with Sec. 19.84, Wis. Stats.)

A quorum of the Agriculture and Extension Education, Executive, and Land Conservation Committees will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

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) September 14, 2020 Park Committee Meeting (encl. pp. 1-3)
6. Public comment period

7. Consent Items
   a) Reports
      1) Park Summary Report – November 2020 (encl. pp. 4-5)

8. Unfinished Business
   a) Discussion regarding the proposed development of the County parks as referred to in
      the SEWRPC 2014 Park and Open Space Plan and the 2015 White River County Park
      Master Plan (encl. pp. 6-7)

9. New Business
   a) Resolution No. **-12-20 Approving Submission of a Grant Application for Outdoor
      Recreation Aids (Snowmobile Trail) (encl. pp. 8-9)

10. Reports/announcements by Chairperson

11. Set/confirm next meeting date and time
    a) Monday, January 18, 2021 at 2:00 p.m.

12. Adjournment

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

            Posted: November 12, 2020
MEMORANDUM

Date: November 10, 2020

To: Richard Hough, Director of Public Works
    Parks Committee

Cc: Mark Luberda, County Administrator

From: Matt Mortwedt, Parks General Manager

Re: November 16, 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

Discussion regarding the proposed development of the County parks as referred to in the SEWRPC 2014 Park and Open Space Plan, and the 2015 White River County Park Master Plan
Representatives from SEWRPC will discuss Table 21 on Page 79 of the current 2014 Park and Open Space Plan, and Table 1 from Page 15 of the 2015 White River County Park Master Plan.

New Business

Resolution No. **-12-20 Approving Submission of a Grant Application for outdoor Recreation Aids (Snowmobile Trail)
Please review the attached Resolution. This is an annual requirement authorizing the Deputy County Highway Commissioner to process the grant application and report accordingly.

/ll
Chair Nancy Russell called the meeting to order at 2:00 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Chair Nancy Russell, Vice Chair Dan Kilkenny, Supervisor Brian Holt, and Citizen Members Merilee Holst and Mariette Nowak (was present but inaudible until 2:56 p.m.) A quorum was declared.

Others in Attendance
County Staff: County Administrator Mark W. Luberda; Director-Public Works Richard Hough; Deputy Director-Asset Management (PW) Matt Mortwedt; and Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter
Members of the Public: Robby Robinson and Joel Dietl of the Southeastern Wisconsin Regional Planning Commission (SEWRPC)

On motion by Supervisor Holt, second by Vice Chair Kilkenny, the agenda was approved with no withdrawals.

On motion by Citizen Member Holst, second by Supervisor Holt, the June 15, 2020 meeting minutes were approved.

Public comment – There was none.

Consent Items
7a. Reports
   1) Park Summary Report – September 2020

Chair Russell requested Item 7a1 Park Summary Report be considered separately.

Chair Russell noted that in this report, the budget shows a remaining balance of $341,370. She stated she would like to see that money used in an area that needs it. Russell asked for updates on various repairs needed on the barn. Director-Public Works Richard Hough and Deputy Director-Asset Management (PW) Matt Mortwedt commented on all issues stating that any needed repairs have been fixed and funds have been allocated for remaining replacements, which are addressed in the report. Hough commented that he believed the core of what Russell was getting at was that the budget is underspent. He states that they have an ambitious fall plan that will include a highway and parks collaboration project. Due to COVID-19, there has been a lot of delayed work and loss of work because of its connection to volunteer work. Russell feels that although it may not be practical right now, she would like to see the barn renovated so that it can be well used for things like community activities and 4H studies. Mortwedt stated the Park Summary Report addresses the development of a 5 year park plan, which includes proposals for the barn. Hough states they will go park by park and figure out a consolidated parks project strategy. Since the barn could potentially be an expensive endeavor, they envision putting certain components of the plan to a vote, which will drive funding and strategy for parks overall.
Russell asked about the Oak Savannah seeding taking place this fall and if there was a certain amount of time that that needed to grow before donated trees could be planted. Mortwedt said pending approval by the Public Works Committee, they will be able to put that out for bid opening October 8th and then they will seed phase 5 this fall/winter. Mortwedt said trees can be planted right away, which is their intent. Mortwedt mentioned the Park Summary Report includes several Geneva Lake Conservancy donated tree planting events scheduled for October 17th and November 7th to plant donated trees.

Citizen Member Holst asked what size the donated trees will be by the conservancy and if the proper procedure will be followed regarding tree size and planting location. Mortwedt said it will be a range of sizes and Hough confirmed that they will be verifying that any donations are in accordance to the tree policy.

Finally, Mortwedt pointed out that the remaining funds in the budget are a combination of Capital Improvement Plan (CIP) and operations. There may be some funds remaining due to the impacts of COVID, but an effort will be made to utilize these funds. Vice Chair Kilkenny asked if allocation can be made with finance to allow these funds to be spent elsewhere. Mortwedt stated they intend to spend operational funds before CIP because CIP funds have more flexibility.

**Supervisor Holt offered a motion, second by Vice Chair Kilkenny to approve the Park Summary Report. Motion carried 4-0. (Citizen Member Nowak was inaudible)**

1) White River County Park Prairie Seeding
2) Administrative Procedure 2-112 on Parks, Grounds and Green Space Management

**Supervisor Holt offered a motion, second by Vice Chair Kilkenny, to accept the White River County Park Prairie Seeding Report and the Administrative Procedure 2-112 on Parks, Grounds, and Green Space Management Report. Motion carried 4-0. (Citizen Member Nowak was inaudible)**

**Unfinished Business**

8a. Update on the SEWRPC Park and Open Space Plan

Joel Dietl and Robby Robinson of the Southeastern Wisconsin Regional Planning Commission (SEWRPC) provided an overview of Chapter 4 of the Park and Open Space Plan. Chapter 4 covers the objectives, standards, and principals that guide recommendations for the plan. Dietl and Robinson went into detail on how they determined the various parks and open space needs for existing and future populations in the county. The committee discussed the findings, suggested changes to this report, and made recommendations for the next chapter. Robinson asked the committee for any additional recommendations, specifically recreational facilities so those can be incorporated when moving into Chapter 5.

Citizen Member Mariette Nowak became audible at 2:56 p.m.

**Reports/announcements by Chairperson**

Chair Russell commented on the Department of Transportation’s instructions to only mow along road ways once a year. She remarked on how apprehensive she was on that decision initially, but now that she saw the results she feels that it was a really great idea. She believes that this has allowed the native species to dominate now that they have the chance to. Richard Hough also expressed his full support of this stating that the Public Works Department has been experimenting with no mow zones throughout the county in areas
with no safety risk or line of sight issues. Currently, on county roads of approximately 200 linear lane miles about 20% of those are identified for no mow policies.

**Confirmation of next meeting:** The next meeting was confirmed for Monday, November 16, 2020 at 2:00 p.m.

Citizen Member Marilee Holst asked the status of the two Citizen Member’s appointments, as their commissions expired June 30th. County Administrator Mark W. Luberda said both Citizen Members will remain in their current positions and he expects their appointments will be resolved in the next round of committees.

**Adjournment**

*On motion by Supervisor Holst, and Supervisor Holt, Chair Russell adjourned the meeting at 3:28 p.m.*
MEMORANDUM

Date: November 9, 2020

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – Mark Luberda

From: Matt Mortwedt, Parks General Manager

Subject: Parks Summary Report – November 2020

Top Five Projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Barn</td>
<td>WRP</td>
<td>Barn window repairs / replacement.</td>
</tr>
<tr>
<td>2 Plan</td>
<td>All</td>
<td>Park and Open Space Plan – CH 5</td>
</tr>
<tr>
<td>3 Prairie</td>
<td>WRP</td>
<td>Phase V Prairie and Oak Savannah Restoration. Prairie seeding awarded to Tallgrass. The seeding is expected in December.</td>
</tr>
<tr>
<td>4 Burns</td>
<td>All</td>
<td>Park burns awarded to Baxter Woodman. Work is anticipated in November.</td>
</tr>
<tr>
<td>5 Planning</td>
<td>All</td>
<td>Development of individual park 5 year plans.</td>
</tr>
</tbody>
</table>

Top Five Projects not Included in Lists Below

Upcoming Events or Work:

<table>
<thead>
<tr>
<th>Project</th>
<th>Park/Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Removal</td>
<td>WRP</td>
<td>Four dead trees on the west side of Phase V.</td>
</tr>
<tr>
<td>Workday</td>
<td>NL</td>
<td>Brush cutting workday scheduled.</td>
</tr>
<tr>
<td>Tree Planting</td>
<td>Price</td>
<td>Planting several trees at Price Park.</td>
</tr>
<tr>
<td>Cage Trees</td>
<td>WRP</td>
<td>Install cages on newly planted trees</td>
</tr>
</tbody>
</table>

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>Hwy Collaboration</td>
<td>NL, WRP</td>
<td>Completed various park projects in a joint effort with the Highway Division.</td>
</tr>
<tr>
<td>Tree planting</td>
<td>WRP</td>
<td>Planted over 60 trees during two events held by GLC and County Parks.</td>
</tr>
<tr>
<td>Workday</td>
<td>Price</td>
<td>Conducted a brush cutting and clean up at Price park with KMLT.</td>
</tr>
<tr>
<td>Boardwalks</td>
<td>WRP, NL</td>
<td>Added boardwalks to low/wet spots on trails at NL and WRP.</td>
</tr>
</tbody>
</table>
### Summary of Future Planned Projects: Next Meeting Jan 18, 2021

<table>
<thead>
<tr>
<th>Project</th>
<th>Park/Location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solstice</td>
<td>WRP</td>
<td>GLC Winter Solstice event on 12/19</td>
</tr>
<tr>
<td>Meeting</td>
<td>N/A</td>
<td>Meet with GLC and KMLT to discuss plans for 2021 events and workdays.</td>
</tr>
</tbody>
</table>

### Parks Capital Budget: Monies reported via Munis as of 11/9/2020

<table>
<thead>
<tr>
<th>Project</th>
<th>CIP Budget</th>
<th>Expenditures &amp; Encumbrances to date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>$118,835.00</td>
<td>$49,485.49</td>
<td>$69,349.51</td>
</tr>
</tbody>
</table>

### Parks Operating Budget: Monies reported via Munis as of 11/9/2020

<table>
<thead>
<tr>
<th>Project</th>
<th>2020 Budget</th>
<th>Expenditures &amp; Encumbrances to date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>$425,575.00</td>
<td>$274,092.11</td>
<td>$151,482.49</td>
</tr>
</tbody>
</table>
## Table 1
PROPOSED DEVELOPMENT FOR WHITE RIVER COUNTY PARK

<table>
<thead>
<tr>
<th>Proposed Facility Development</th>
<th>Length/Area</th>
<th>Development Schedule</th>
<th>Development Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prairie/Grassland Restoration Phase I</td>
<td>14 acres</td>
<td>January 2016</td>
<td>$14,000</td>
</tr>
<tr>
<td>Prairie/Grassland Restoration Phase II</td>
<td>15 acres</td>
<td>January 2017</td>
<td>$15,000</td>
</tr>
<tr>
<td>Prairie/Grassland Restoration Phase III</td>
<td>25 acres</td>
<td>January 2018</td>
<td>$25,000</td>
</tr>
<tr>
<td>Prairie/Grassland Restoration Phase IV</td>
<td>19 acres</td>
<td>January 2019</td>
<td>$19,000</td>
</tr>
<tr>
<td>Prairie/Grassland Restoration Phase V</td>
<td>26 acres</td>
<td>January 2020</td>
<td>$26,000</td>
</tr>
<tr>
<td>Additional Parking/Sledding Area</td>
<td>- -</td>
<td>2019</td>
<td>$50,000</td>
</tr>
<tr>
<td>Asphalt Paving for Existing Parking Lot</td>
<td>- -</td>
<td>2017</td>
<td>$30,000</td>
</tr>
<tr>
<td>Picnic Shelter</td>
<td>- -</td>
<td>2016</td>
<td>$32,000</td>
</tr>
<tr>
<td>Buffer Plantings</td>
<td>3 acres</td>
<td>2016</td>
<td>$3,000</td>
</tr>
<tr>
<td>UW-Extension Demonstration Plantings</td>
<td>1 acre</td>
<td>2015</td>
<td>- -</td>
</tr>
<tr>
<td>Bridge #1 (west)</td>
<td>- -</td>
<td>2015</td>
<td>$70,000</td>
</tr>
<tr>
<td>Bridge #2 (east)</td>
<td>- -</td>
<td>TBD</td>
<td>$75,000</td>
</tr>
<tr>
<td>Canoe Launch/Picnic Shelter Access Road</td>
<td>500 feet</td>
<td>TBD</td>
<td>$7,500</td>
</tr>
<tr>
<td>Canoe Launch</td>
<td>- -</td>
<td>TBD</td>
<td>$2,000</td>
</tr>
<tr>
<td>Bridge Access Road</td>
<td>1,760 feet</td>
<td>2015</td>
<td>$28,500</td>
</tr>
<tr>
<td>Trails (excluding access roads)</td>
<td>5.3 miles</td>
<td>Developed with phases of prairie/grassland restorations</td>
<td>- -</td>
</tr>
<tr>
<td>Barn Renovation – Initial Improvements, roof, windows</td>
<td>- -</td>
<td>TBD</td>
<td>$150,000</td>
</tr>
<tr>
<td>Barn Renovation – Future phases</td>
<td>- -</td>
<td>TBD</td>
<td>$125,000</td>
</tr>
<tr>
<td>Total</td>
<td>- -</td>
<td>- -</td>
<td>$672,000</td>
</tr>
</tbody>
</table>

**NOTE:** Cost estimates are expressed in 2015 dollars.

* $1,000 per acre
* $15 per foot
* Cost of hard surface trails included in cost of access roads. All other trails to be mowed with no cost for materials.

*Source: SEWRPC.*
### Table 21

ESTIMATED DEVELOPMENT COSTS FOR COUNTY PARKS UNDER THE RECOMMENDED PARK PLAN

<table>
<thead>
<tr>
<th>County Park</th>
<th>Proposed Facility Development</th>
<th>Development Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natureland Park</td>
<td>Additional picnic facilities, trails</td>
<td>$50,000</td>
</tr>
<tr>
<td>Price Conservancy</td>
<td>Canoe/kayak launch, dog park, trails</td>
<td>$55,000</td>
</tr>
<tr>
<td>White River County Park</td>
<td>Picnic facilities, trails, pedestrian bridges, adaptive reuse of barn, canoe/kayak launch,</td>
<td>$555,000</td>
</tr>
<tr>
<td></td>
<td>handicap accessible fishing pier, prairie/grassland restoration, general development*</td>
<td></td>
</tr>
<tr>
<td>Proposed Turtle Creek County Park</td>
<td>Picnic areas, family camping facilities, trails, general development*</td>
<td>$350,000</td>
</tr>
<tr>
<td>Subtotal – 4 Sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,010,000</td>
</tr>
<tr>
<td>Trails (off-street)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar Creek Recreation Corridor</td>
<td>4.1 miles of trails</td>
<td>$216,500</td>
</tr>
<tr>
<td>White River/Delavan Recreation Corrid</td>
<td>15.5 miles of trails</td>
<td>$807,200</td>
</tr>
<tr>
<td>Subtotal – 2 Sites</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,023,700</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$2,033,700</td>
</tr>
</tbody>
</table>

NOTE: Cost estimates are expressed in 2013 dollars.

*General development includes landscaping, parking areas and access drives, and such furnishings as benches, waste containers, and signs.

Source: SEWRPC.
Resolution No. **-12/20
Approving Submission of a Grant Application for Outdoor Recreation Aids

Moved/Sponsored by: Park Committee

WHEREAS, Walworth County and the Walworth County Snowmobile Alliance apply for funding from the Wisconsin Department of Natural Resources; and,

WHEREAS, funding provides a statewide system of well-signed and well-groomed trails for public use and enjoyment on eligible projects such as trail development and maintenance, major rehabilitation of existing bridges and rehabilitation of existing rail segments; and,

WHEREAS, Walworth County has approximately 205 miles of public snowmobile trails maintained in cooperation with the Walworth County Snowmobile Alliance; and therefore said maintenance is eligible for funds under Dec 23.09 (26), Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors supports participating in the Wisconsin Department of Natural Resources 2021-2022 grant process for the Outdoor Recreation Aids Grant Agreement-Snowmobile Trail Aids.

BE IT FURTHER RESOLVED, that the Deputy County Highway Commissioner of the Department of Public Works be authorized to act as the lead contact for the grant project and be directed to perform the following duties: submit required materials for the completed application, carry out the acquisition or project development and close the grant project; and,

BE IT FURTHER RESOLVED, that the Deputy County Highway Commissioner of the Department of Public Works is further authorized to act on behalf of Walworth County in submitting an application to the State of Wisconsin, Department of Natural Resources for any financial aid that may be available and submitting reimbursement claims along with necessary supporting documentation.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: December 8, 2020

Action Required: Majority Vote _____ Two-thirds Vote __X_____ Other ______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

Michael P. Cotter
Corporation Counsel

Jessica Conley
Finance Director

Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
**Policy and Fiscal Note**

**Resolution No. **-12/20

I. **Title:** Approving Submission of a Grant Application for Outdoor Recreation Aids

II. **Purpose and Policy Impact Statement:** The Wisconsin Department of Natural Resources requests a resolution of support in order to remain eligible for Snowmobile Trail Aids from the Wisconsin Department of Natural Resources.

III. **Budget and Fiscal Impact:** The Department of Public Works has included grant income equal to expenditure in the 2021 budget. This is a direct reimbursement grant with income from the State equal to the actual expenditures incurred by, and paid to, the Walworth County Snowmobile Alliance.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Park Committee
   Meeting Date: November 16, 2020

   Vote:

   County Board Meeting Date: December 8, 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 resolution.

__________________________________________________________________________
Michael P. Cotter            Date
Corporation Counsel

__________________________________________________________________________
Jessica Conley               Date
Finance Director

__________________________________________________________________________
Mark W. Luberda              Date
County Administrator