

## **Parks, Tourism and Economic Development Committee Minutes**

**Monday, April 11, 2016**

1. **Call to Order:** The Parks, Tourism and Economic Development Committee meeting was called to order at 9:05AM in the Kloss Shelter of Pietrek Park in Arcadia, WI by Jon Schultz, Chair.
2. **Certification of Open Meeting Law Requirements:** Kevin Lien stated that the Open Meeting Law Requirements have been met.
3. **Roll Call:** Kevin Lien (Interim Park Manager) stated that Dick Miller, County Board Chair, has appointed two new members to the Committee, Ron McKernan and Sarah Ecker. Members present: Jon Schultz, Michelle Haines, Chuck Walek, Curt Skoyen, Sarah Ecker. Jean Galasinski, and Ron McKernan arrived at 9:13AM. Also present were Health Department Staff Samuel Flatland, DLM Staff Kevin Lien, Jake Budish, Becky Arneson, Kirstie Heidenreich, and Larry Gilles, and citizens Bob Pietrek, Linda Mossman, Karen Geske, Joshua Aberle, Mathew Clatt, and Glenn Goodsell.
4. **Adoption of Agenda:** Jon Schultz asked to remove “Discussion of Priorities as listed in the Trempealeau County Outdoor Recreation Plan” and Becky Arneson asked to remove Snowmobile Clubs Budget Report” due to time constraints. Motion to approve the amended agenda by Jon Schultz; seconded by Chuck Walek. Motion carries.
5. **Adoption of Minutes:** Motion to approve meeting minutes from 3/28/16 by Curt Skoyen, seconded by Michelle Haines. Motion carries.
6. **Status of Mowing Contract:** Kevin Lien stated that Mathew Clatt sent him an email and past meeting minutes from 9/3/2014 regarding the mowing contract, since no one can produce a past contract to him, stating that there was a two-year contract with Mathew Clatt for \$575 per mowing. The entire park would be mowed weekly in the spring, and cut back to bi-weekly in the summer and fall months. Kevin stated he has asked Matt Clatt to be in attendance at the meeting to answer questions, and if the Committee approves, Kevin will work with Corp Counsel Rian Radtke to draft a contract with these terms to be used through this year since the existing contract cannot be found. Bob Pietrek asked Matt to explain to the Committee what he has done in years past. Matt said that this will be his fourth year mowing the park and he has always had a close relationship with the Parks Committee. He stated he feels he has always been in it for the best interest of the park, and whatever needed to be done, he has always offered his services. He said he would like to keep a close relationship with the Committee and also with the new Park Manager. He also assured the Committee that he is fully licensed and insured. Curt Skoyen made a motion to allow Kevin Lien and Rian Radtke to draft a mowing contract having the terms reflected in the September 2014 minutes, and Jon Schultz seconded. Motion carried.
7. **Discussion of Park Vehicles and Vehicle Maintenance:** Kevin Lien gave the Committee an update on the two park vehicles, stating that the vehicle with lesser value could potentially be sold in the future, as there is likely not a need for two vehicles. He asked the Committee for approval to have both vehicles serviced and have oil changes, etc. Chuck Walek made a motion to conduct maintenance on the two park vehicles and Jean Galasinski seconded. Motion carried.

8. **Upper Shelter Assessment and Health Department Report:** Samuel Flatland, Environmental Health Specialist with the Trempealeau County Health Department, was present to give a report to the Committee regarding the initial shelter assessments and what may need to be changed. He said campground licensing is a grey area, and it's not the same as restaurant licensing, which is what he was basing his initial findings on. Samuel said he would recommend removing all dinnerware from the cupboards to minimize risk wherever possible, but the non-commercial refrigerators and appliances can be kept as long as there is signage posted on them to minimize liability. He said he likely jumped the gun last month when he stated we would need all commercial appliances. He recommended placing signs regarding temperatures and proper food storage on the appliances. The Committee was supportive of removing the dinnerware from the shelter and Karen Geske offered to take all of the dinnerware to a donation facility instead of throwing them away. Jon Schultz made a motion to put in to park policy that the park will not provide serving ware and that all food must be immediately removed following an event. Michelle Haines seconded; motion carried. Curt Skoyen recommended putting this terminology directly in to the shelter rental agreements. Kevin Lien also provided the Committee with a handout of an estimate for a new Upper Shelter design from Central Builders supply, totaling \$210,000 without labor costs. Bob Pietrek stated that this was a plan to build an entirely new shelter from scratch, so something more affordable could be done using the existing foundation. He also informed the Committee that it was discussed in the past to potentially build a new campground office and bunkhouse as income from the park came in. He said the existing concrete pad that the camper is on was built with the intent to put a more permanent small building on that pad in the future. Jon Schultz said that these are all great options and we have more options than time at this point.
9. **Lower Shelter Assessment and Handicap Access:** Kevin Lien stated that the lower shelter is not currently handicap accessible and DLM staff needs to work on gathering estimates to have this installed. He is hoping he can report back in the near future with quotes for approval.
10. **Committee Approval of New Fee Structure and Online Reservation System:** Becky Arneson presented a new fee structure sheet to the Committee and stated she would like their approval or edits to a fee structure of \$25 per night - Electric w/ water sites // \$160 per week // \$550 per month // \$2100 Seasonal (April – Nov.); \$20 per night – Electric sites // \$125 per week // \$400 per month // \$1800 Seasonal (April – Nov.); \$15 per night – Rustic sites // \$70 per week; \$15 per night per tent – Rustic group sites // \$70 per week per tent. She also asked for approval for a new cancellation/refund policy of 50% fee if cancelled 2 weeks prior to reservation date, no refunds if cancelled less than 2 weeks to reservation date, and \$5.00 charge for date changes. Chuck Walek asked to have the Park Manager's cell and landline phone numbers added on to the reservation sheet as well. Chuck Walek made a motion to approve the new fee structure as stated on the handout. Michelle Haines seconded and motion carried. Chuck Walek made a motion to approve a \$1.50 per transaction credit card fee on the new park online reservation system. Jon Schultz seconded and motion carried.
11. **Potential Leasing of Tom and Dave Schank's Adjacent Field for Ashley for the Arts:** Kevin Lien stated that the field is currently moldboard plowed and if it would potentially be used for parking, it would need to be disc plowed, dragged, and seeded all down to be used before August, so a lot of prep work would need to be done. He said he doesn't want to lose focus of the other needs of the park because this would be a lot of work and extra planning, money and labor for just

one weekend. Karen Geske made a comment to perhaps utilize part of the horse arena area as temporary sites for the Ashley for the Arts weekend instead of looking towards the Schank Field site. Kevin Lien brought up a concern he had from reading September 2014 minutes that stated the campground was only permitted for 25 sites. Bob Pietrek said that the campground is now permitted up to 100 sites and that was outdated information. Becky Arneson told the Committee that the Ashley for the Arts staff was hoping to have 100 campsites available for that event. She said looking at the map, it seems impossible to map out 100 sites given the size of the lots. Sam Flatland said that the group campsites can allow up to 80 people per acre (for tent camping). Kevin stated that for the next meeting he will try to have a draft of potential sites for the Ashley weekend.

12. **Update of Hiring of Park Staff:** Kevin Lien stated that the Park Manager applications were due last Monday and he received eight applications total. He has six interviews set up for Friday, April 15<sup>th</sup> and Jean Galasinski will be joining him for the interview process. He is hoping that shortly after the interviews he will have a new Park Manager in place.
13. **Farm Progress Park Update:** The Committee received a handout of historical Farm Progress Days Park documents that Kevin Lien received from Mary Gullicksrud, Executive Director of the Trempealeau County Healthcare Center. Kevin Lien stated that he will work with Mary on developing an MOU for maintenance of the park going forward, as he does not want to receive unexpected bills, etc. Regarding the fish restocking of the pond, Mary told him that she was unaware of restocking but the last time she checked, there were only suckers in the pond. Bob Pietrek stated that the Elk Rod and Gun Club from Independence had stocked the pond with bluegills and bullheads prior to the fish kill that happened in the pond.
14. **Opportunity for Public Comments:** Karen Geske said that she works for the Trempealeau County Healthcare Center and she received an email awhile back from Mary Gullicksrud stating that the Farm Progress Days Park is a smoke-free park. Karen said that she feels it is a slippery slope to go down the road of creating a smoke-free park because it is discriminatory. She said that it wouldn't be bad to have the shelters smoke-free, but the entire park is another thing. She is also concerned about the accessibility of the park now that the U-turn has been removed by the State due to too many entrances in to the park. She suggested creating a new entrance to the park as there is a large volume of people using the park as a wayside. Linda Mossman spoke next, extending an invitation to the Committee to attend a 4-part webinar series on community development, hosted by UW-Extension on April 15, May 20, June 17, and July 15, 2016. Jon Schultz asked that a potential quorum be posted for this event. Next, Jean Galasinski gave a brief report on her attendance at the 2016 Outdoor Recreation Alliance Summit on April 7, 2016 at the Stoney Creek Hotel and Conference Center in Onalaska, WI. She stated she has gathered information from the conference and is happy to share that with any committee members, should they care to read it. Bob Pietrek then brought up that the past committee had discussed Pietrek Park brochures that could potentially be dispersed throughout the county at area businesses. He suggested that perhaps the committee could look in to gathering donations/sponsorships from businesses to get this accomplished. Kirstie Heidenreich also suggested that perhaps there could be brochures for local businesses/tourist spots in the front entrance of the park for non-local visitors. Jon Schultz then asked Joshua Aberle of Semingson Aberle Plumbing LLC to give the committee an update of the spring flushing and excavation activity currently happening near the front entrance of the park. Josh said that he has personally been involved with winterizing and servicing

the plumbing with the campground for 9 years and he would like to continue that relationship in the future. He said that there are several issues that currently need to be addressed. Glenn Goodsell asked what was wrong with the current plumbing, and Josh told him that in the essence of time, last week they dug a hole and now have an eye-witness view of what was done at the entrance to the well. He said that there are still some questions yet of what has been done. Glenn that stated that he was the one that put it in. Josh said that the drain back that is in correlation with the well service is completely illegal by DNR standards. Glenn said it is not and Jon Schultz said that no one is going to argue Wisconsin or DNR plumbing code. Josh said that their priority it to protect the people and the waters of the state and the current set-up presents a high hazard connection and it needs to be fixed. Josh said he is glad Glenn is here because he has questions on what was done and how it is connected to the current campground. Josh said there are issues that need to be fixed at the well site and there are similar issues on the north end where there is another drain down by campsites 9 and 10 that need to be addressed because it's not right and needs to be updated to current state codes. Josh said that he does not have numbers or price estimates yet because they just found this out last week. He has submitted a water sample to state-approved Dairyland Labs to verify if there is safe water at the park. Glenn asked Josh if there are going to flush the lines to remove the iron bacteria in there, as he has told the Health Department in the past that it should be addressed. Kevin said he will try to present some actual figures to the Committee regarding costs on everything at the next meeting. Jon Schultz asked if the County is liable if unauthorized work is done at the park and Kevin said yes. Jake Budish stated that since this is county park, everything is supposed to be done using the commercial code and a state approved plan and there has been no documentation of anything done. Glenn Goodsell said the plans were taken over to the courthouse, and what happened to them after that, he doesn't know. Jake Budish replied those are not state approved plans. Jon Schultz said they are not currently going to discuss those issues. Bob Pietrek asked if the park is going to open Friday, April 15<sup>th</sup> as planned and Kevin Lien said that it is still the plan. Bob suggested putting an ad on television for the park opening and Kevin said he could work with John Kelly at TCC to put something together.

15. **Set Next Meeting Date:** The next meeting will be Monday, May 9<sup>th</sup> at 9:00AM at Pietrek Park.
16. **Adjourn:** Motion to adjourn at 10:30AM by Jon Schultz.

**Submitted by: Kirstie Heidenreich, recording secretary**