

Parks, Tourism and Economic Development Committee Minutes

Monday, May 16, 2016

1. **Call to Order:** The Parks, Tourism and Economic Development Committee meeting was called to order at 6:01 PM in the Wisconsin Room of the Trempealeau County Courthouse located at 36245 Main St, Whitehall, WI by Jeanne Nutter, Vice Chair.
2. **Certification of Open Meeting Law Requirements:** Kevin Lien stated that the Open Meeting Law Requirements have been met.
3. **Roll Call:** Members present: Jeanne Nutter, Michelle Haines, Chuck Walek, Curt Skoyen, Sarah Ecker, Jean Galasinski, and Ron McKernan. Jon Schultz arrived at 6:08 PM. Also present were Kevin Lien, Becky Arneson, Kirstie Heidenreich, Tess Thompson, Rian Radtke, Paul Syverson, and Bob Pietrek.
4. **Adoption of Agenda:** Motion to approve the agenda by Chuck Walek; seconded by Jean Galasinski. Motion carried.
5. **Adoption of Minutes:** Motion to approve meeting minutes from 4/11/16 by Curt Skoyen, seconded by Jean Galasinski. Motion carried.
6. **Update on Pietrek Park Plumbing and Well Work:** Kevin Lien stated that there have been definite repairs that have needed to be done at Pietrek Park with the curb stop valve that is not a legal valve in Wisconsin, so it was an emergent situation to begin repairs. He said the Committee has previously been discussing several options in regards to water softener systems that would remedy problems as well. One option is to condition water to the bathrooms, shelter, and to the current camper/office. Another option is to add in softened water to campsites as well, which would add significant cost to the project. Rian Radtke has been assisting DLM in drafting two options of a resolution to pass regarding costs for water projects at the Park. Rian stated that all emergent repairs were included in the \$3509 invoice from Semingson Aberle LLC and both resolutions he drafted included the \$3509 invoice. He said Resolution #1 would soften water to bathrooms, shelter, and resident camper and would come in at \$5935.38. Resolution #2 would soften water to bathrooms, shelter, resident camper, and sites 1-19, at \$9779.77, which is roughly a difference of \$4,000. He said if the Committee chooses Resolution #1, water cannot be added or softened to additional campsites in the future unless new/larger plumbing and water softener would be put in, at additional costs. Curt Skoyen questioned if it is common for campsites for offer conditioned water. Kevin stated that the water softener would be but in to remove high levels of iron and hardness. Jeanne Nutter made a motion to move forward with Resolution #1; Jon Schultz seconded. Motion unanimously carried.
7. **Petty Cash Approval for Park Manager:** Kevin Lien asked the Committee to approve \$100 in petty cash for the Park Manager to have on hand in order to make change for campers who are paying in cash. Chuck Walek made a motion to approve a \$100 petty cash fund; Jeanne Nutter seconded. Motion unanimously carried.
8. **Update on Handicap Access Improvements:** Kevin informed the Committee that the Lower Shelter currently is not handicap accessible, a concrete pad is needed leading in to the storage shed, and the sidewalk needs to be repaired near the main bathrooms. Kevin shared three bids with the Committee that have been collected for the concrete work. With the three bids, there was no consistency on the measurement of thickness of the concrete in the bids. The Committee decided

to re-state the specifications on the bid and place the project out for bidding again so that a more informed decision can be made.

9. **Status of Mowing Contract:** Kevin Lien stated that he has worked with Corp Counsel Rian Radtke to finalize a mowing contract with Matt Clatt. After reviewing the contract, Chuck Walek made a motion to approve the contract and Jeanne Nutter seconded. Kevin clarified that the contract is only good through the rest of the 2016 mowing season. Motion unanimously carried.
10. **Status of Website Creation:** DLM Fiscal Manager Becky Arneson presented several different features that a proposed new website would provide for the Park including online reservations, payment, and contacting staff. It has a 99.9% service availability guarantee. The website HTML code would be owned by the County and could be retained by the County, should ties be cut with the business that creates the website. The original creation of the website would come with a price tag of \$12,000 and there would be no additional maintenance costs after that; it is all included. She stated that the creation of the website would greatly decrease staff time needed to answer phones and emails regarding park reservations as well. Jeanne Nutter reminded the Committee that Farm Progress Park could also be added to the website as well to take reservations or increase the interest there as well. Kevin Lien stated that Becky has been working with Kathy Harms, a county I.T. employee on the website project, and the I.T. department has recommended going with this particular website vendor. Rian Radtke stated that it is likely a best practice to put out a bid for website creation on this project. The Committee discussed needing to work out same-day reservations. Jeanne Nutter made a motion to contract with DMI to do a website with Pietrek Park and Jean Galasinski seconded. Sarah Ecker then questioned how much money was in the budget. Rian Radtke stated that unless the money is in the budget, the Committee cannot approve expenses without going before Executive Finance and County Board to get the budget amended. Jeanne Nutter questioned if CapX money can be used for the website, which was set aside for park improvements. Jeanne Nutter withdrew her motion for now and tabled it until next meeting for further discussion.
11. **Farm Progress Park Update:** Jon Schultz asked if we could table Farm Progress discussion due to lack of time. Kevin stated that Kirstie Heidenreich has been working with Mary Gullicksrud to draft an MOU with the Healthcare Center and more will be presented at the next meeting.
12. **Opportunity for Public Comments:** Rian Radtke said that in future meetings there needs to be discussion on a Committee mission statement and job descriptions on future agendas. HR would also likely be a good addition to the next meeting.
13. **Set Next Meeting Date:** The next meeting will be Monday, June 13th at 9:00AM in the County Board Room of the Courthouse.
14. **Adjourn:** Motion to adjourn at 6:48 PM by Chuck Walek and seconded by Jean Galasinski. Motion unanimously carried.

Submitted by: Kirstie Heidenreich, recording secretary