

PROMOTIONS & RECREATION COMMITTEE

Monthly Meeting

Tuesday, August 13, 2013

Call to Order: Chairman Jim Barlow called the meeting to order at 5:00 P.M. in the Kewaunee County Highway Conference Room. Committee Members present were Dennis Cravillion, Larry Kirchman, Bruce Heidmann and Bob Garfinkel. Also present was Director Matt Payette.

Approval of Minutes and Agenda: Bruce moved to approve the meeting agenda and minutes of the July 9, 2013 meeting. Second by Bob. Motion carried unanimously.

Public Input: None

Committee Liaison Reports: Bob reported that according to Bill Iwen from the Tri Lakes Association that the Alum treatment at East Alaska Lake appears to be working well. Jim Barlow also stated that the Zoological Society of Kewaunee County had a booth at Shanty Days in Algoma.

Discuss and Approve Placement of Garden Sheds at Ryan Park: The Kewaunee County Youth Soccer Association has requested to place two small garden sheds at Ryan Park to store tools and equipment they will use to maintain and ready fields for use. Matt provided pictures of the sheds for review and also informed the committee as to the location requested. After discussion, Bruce moved to approve the placement contingent upon Matt's approval. Second by Bob. Motion carried unanimously.

Discuss and Approve Change Orders at Ryan Park:

Matt presented two change orders for the four season shelter at Ryan Park. One is to upgrade the exterior door to the bathrooms and provide it with an electronic locking system for a cost of \$2,150. This would allow the department to set the doors to automatically open and lock following park hours. This would hopefully prevent vandalism which typically occurs after the parks are closed. The second change order is for additional sidewalk that would run behind the building and provide an additional connection from the parking lot to the hiking trails. This would cost an additional \$1,800. Matt stated that the project is going well and we have the funding for these changes in the grant budget. Discussion ensued. Larry moved to approve the change orders as presented. Second by Dennis. Motion carried unanimously.

Discuss and Approve RLF Loan for Pam Rassono – Oak Creek Assisted Living:

No Action.

Discuss and Approve Purchase of Small Equipment and Supplies: None

Travel Requests: None

Director's Report: See attached document.

Discussion and Approval of Bills: Bruce moved to approve the bills as presented. Bob seconded the motion. Motion carried unanimously.

Set Regular Monthly Meeting Date: By consensus, the next meeting will be at 5:00 PM on Thursday August 29, 2013 in the Kewaunee County Highway Conference Room.

Any Other Business as Allowed by Law: None

Adjournment: Larry moved to adjourn the meeting at 6:05 P.M. Bob seconded the motion. All in Favor

Respectfully Submitted

Matt Payette, Kewaunee County Promotions and Recreation Director



KEWAUNEE COUNTY PROMOTIONS & RECREATION DEPARTMENT

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Directors Report (July 9 – August 13)

Ryan Park

Jorgenson Carpentry continues to make great progress on the four season shelter at Ryan Park. The exterior of the building is nearly complete and the interior floors have been epoxied. The building has been insulated and the next phase of the project will be drywall. Schleis Builders has also made great progress on the open air shelter at the park. The structure is nearly up and the roof should be going on by the end of the week.

We continue to work on other facets of the project such as signage and landscaping. To the end, we hired a landscape architect to develop a final landscaping plan which will go out for bids soon. It is anticipated that both shelters, final landscaping, paving and most other aspects of the project will be completed this fall. This development project is 100% grant funded through the State Stewardship Program.

The Promotions and Recreation Committee also approved the Youth Soccer Association to place two garden sheds on the property for equipment storage. They continue to work on improving the playing surface of the fields and will hopefully have them ready for the 2014 summer season.

Revolving Loan Fund

We received correspondence from the Wisconsin Department of Administration that they will now be providing oversight to local RLF programs throughout the State. That function was previously provided by the Wisconsin Economic Development Corporation. It is yet to be known what affect that will have on our program or the RLF Regionalization process we have been participating in.

ATV Park

The Bay Lake ATV club held a Hare Scramble Race at the Riverview ATV Park on August 4th. 159 riders participated in the event which was the largest turnout the promoter has ever had. We also received our grant reimbursement (\$14,200) for the ATV erosion control project that was completed at the park.

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Bruemmerville Park

The Bruemmerville Dam Project is nearly complete. The native vegetation has established very well throughout the project area which is essential to prevent any future erosion. Our consultant is finishing up the revised floodplain map that will be submitted to FEMA for approval. That is the final component of the project which was paid for by a grant through the Wisconsin Department of Natural Resources for \$426,300.

Fairgrounds

The 2013 race season got off to a slow start due to weather and has continued to be slowed due to lower attendance. This appears to be happening at most other local tracks and could be due to the economy.

According to the Fair Board the 2013 Fair was a success. Attendance was comparable to last year and the upgraded facility suited them well. At their fair wrap up meeting in July, they did bring up a few items that could garner attention in the future such as the addition of a PA System for the entire grounds and a door closer on office in the exhibit hall.

Winter Park

The Winter Park Association has made great progress on the new building to store rental equipment at Winter Park. Barry Nelson is serving as the General Contractor for the project and is donating his time along with other volunteers.

General Parks

We still have discounted tickets (10%-40%) for popular summer time attractions. Tickets available include Great America, Noah's Ark, Mt. Olympus Water and Theme Park, Milwaukee Zoo, Packer Hall of Fame and more. Please call Jenny in the Promotions and Recreation office for more details or visit the departmental website.

We have received our grant reimbursements for the new Shea's Lake Dock and ATV Erosion Maintenance at Riverview ATV Park. We also submitted our supplemental request for the 2012/2013 snowmobile season requesting an additional \$29,672 for extra grooming and trail maintenance due to a better than expected season. Jennifer in our office does a wonderful job of putting together that application which is extremely time consuming and over 50 pages long.

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Approval of Minutes and Agenda: Bruce moved to approve the meeting agenda and minutes of the August 13, 2013 meeting. Second by Bob. Motion carried unanimously.

Public Input: None

Committee Liaison Reports: None

Discuss and Approve Landscaping Bids for Ryan Park: Specifications and a Landscape plan were provided by the department to interested contractors for landscaping in and around the park shelters at Ryan Park. In addition, a class 2 public notice was also published in the Green Bay Press Gazette to notify interested contractors. Quotes were received from J & D Services (\$13,857.90) and from Matt's Services, LLC (\$10,434.10). After review and discussion Larry made a motion to approve the qualified low quote from Matt's Services, LLC for \$10,434.10. Second by Dennis. Motion carried unanimously.

Discuss and Approve 2014 Department Budget(s):

Matt presented the proposed 2014 Department Budget(s) to the Committee. County Administrator Ed Dorner and Matt had also reviewed the proposed budget prior to the meeting on August 27th. Discussion ensued. Bob moved to approve the 2014 Department Budget(s) as presented. Second by Larry. Motion carried unanimously.

Discuss and Approve Purchase of Small Equipment and Supplies: None

Travel Requests: None

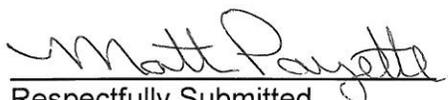
Director's Report: See attached document.

Discussion and Approval of Bills: Bruce moved to approve the bills as presented. Bob seconded the motion. Motion carried unanimously.

Set Regular Monthly Meeting Date: By consensus, the next meeting will be at 5:00 PM on Tuesday October 8, 2013 in the Kewaunee County Highway Conference Room.

Any Other Business as Allowed by Law: None

Adjournment: Larry moved to adjourn the meeting at 6:05 P.M. Bob seconded the motion. All in Favor.



Respectfully Submitted

Matt Payette, Kewaunee County Promotions and Recreation Director



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Directors Report (August 13 – September 3)

Bruemmer Park

We recently had a series of break-ins at Bruemmer County Park. During one of the incidents the male bobcat (Baxter) was released from the exhibit. He was located that night/early morning and was captured and returned to his exhibit by park employees shortly thereafter. All locks in Bruemmer Park have been replaced and the individuals responsible have been contacted by the Kewaunee County Sheriff's Department. Their investigation is in progress.

Ryan Park

We continue to work on all facets of the park development project at Ryan Park. Schleis Builders has completed work on the open air shelter and Jorgenson Carpentry continues to make great progress on the four season shelter. The County Highway Department will pave the parking area and entrance drive this fall and the Promotions and Recreation Committee approved Matt's Services LLC to finish the landscape work around both shelters. We hope to have all work at the park completed by late fall.

Revolving Loan Fund

The Revolving Loan Fund committee recommended approval of a new assisted living facility in Algoma on September 3rd. The loan will be used to purchase equipment and furnishings for the new facility.

The Wisconsin Department of Administration is now the oversight authority for local RLF programs throughout the State. That function was previously provided by the Wisconsin Economic Development Corporation.

Bruemmerville Park

We hope to wrap up the Bruemmerville Dam Project soon. Robert E Lee has submitted the updated floodplain map to the WDNR and FEMA for review. This is the last component of the project.

Fairgrounds

The 2013 regular race season concluded on August 30th. The race season was hampered by a cold wet spring which affected early/yearly attendance. The final racing event for the year is the Two Day Fall Special on September 13th and 14th.

We recently booked the NWTC Artisan and Quilt Show in the exhibit hall. That show will be held on October 12th. For more information contact NWTC at 1-920-845-5945.

Winter Park

The piping for updating the water supply system for making snow at Winter Park has been delivered. We anticipate that it will be installed by the first week of October. The piping was paid for by the Winter Park Association.

General Parks

Our summer crew of five has now returned to college. Our fall seasonal workers have now return to continue maintenance tasks in the park system until Winter arrives.