



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/29/2021

Amended* Post Date:

The following documents are included in the packet for the Parks Commission on August 2, 2021:

- 1) Amended Agenda
- 2) Minutes from 06/07/2021
- 3) Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch
- 4) Budget Adjustment
- 5) Parks Report



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

***Parks Commission
Meeting Notice***

***Date: August 2, 2021 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI***

Amended* AGENDA

**Committee
Members**

*William
Boutwell, Chair
Curt Talma,
Vice-Chair
Jerry Specht
Charlie Wielgosh
Todd Morris
Vonn Roberts
Michael Shattuck*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 06/07/2021
5. Public Comment
6. Tour Green Lake County Parks
 - Dodge Memorial Park – 4:45PM
7. Resume meeting at Green Lake Government Center in the County Board Room 5:30PM
8. *Boat Launch Fee Usage
9. *Resolutions
 - *Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch
10. *Current Boat Launch Fee Funds
11. 2022 Budget Discussion
12. Multi Use Path Agreement Updates
13. Bike Trail Maintenance – City of Green Lake
14. Budget Adjustment
15. Parks Report
 - Monthly Activities
16. Committee Discussion
 - Future Meeting Dates: TBD
 - Future Agenda items for action & discussion
17. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing required and face masks required for individuals who are **not** vaccinated) or audio/visual communication.

Topic: Parks Commission
Time: Aug 2, 2021 04:30 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/88570089386?pwd=VG9zclFYcVdQTUxXS3EwSFIsZzdxZz09>

Meeting ID: 885 7008 9386
Passcode: 914494

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PARKS COMMISSION

June 7, 2021

The regular meeting of the Parks Commission was called to order by Chair Bill Boutwell on Monday, June 7, 2021 at 4:30 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Bill Boutwell
Vonn Roberts
Todd Morris
Michael Shattuck
Jerry Specht
Curt Talma
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Scott Weir, Maintenance Supervisor; Harley Reabe, County Board Chair; Cathy Schmit, County Administrator (Zoom); Sheriff Mark Podoll

APPROVAL OF MINUTES

Motion/second (Roberts/Specht) to approve the minutes of the May 3, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT - none

TOUR OF GREEN LAKE COUNTY PARKS

Motion/second (Specht/Roberts) to recess to tour Sunset Park and Zobel Park. No business will be transacted until resuming the meeting at approximately 5:45 PM.

RESUME MEETING AT GREEN LAKE COUNTY GOVERNMENT CENTER

Motion/second (Roberts/Shattuck) to resume the meeting at 5:38 PM.

APPEARANCES

- Nate Mirr – Zobel Park Disc Golf

Nate Mirr stated that Zobel Park is a popular destination for disc golf enthusiasts and that a tournament is held there each year. Mirr requested that a receptacle be placed there for donations to pay for upkeep and/or replacement of the equipment. Discussion held. This will be put on a future agenda for further discussion.

DEPTH OF BOAT LAUNCHES AT DODGE MEMORIAL COUNTY PARK

Supervisor Wielgosh stated he gets many questions and comments from area boaters regarding the depth of the launches at Dodge Memorial Park. Parks Director Scott Weir stated that any dredging over 2 cubic feet each year requires a permit from the DNR. Discussion held. Weir will contact the DNR to find out what the options are.

UPDATE ON BOAT LAUNCH FEES

County Clerk Liz Otto reported that \$13,286.00 has been received in boat launch fees as of May 28, 2021.

DISCUSSION REGARDING COUNTY FUNDING FOR BOAT WASHING STATION

Chair Boutwell led a discussion regarding county funding for a boat washing station at Dodge Memorial Park. Questions were raised in regard to usage and maintenance. This will be discussed and acted upon at the August meeting.

GARBAGE AND RESTROOM PROBLEMS AT COUNTY PARKS

Todd Morris explained the information regarding the GreenFlush toilet system that Chippewa County has put in. Discussion held. More information will be gathered for a future meeting.

DISCUSSION REGARDING ARPA FUNDING FOR LAUREE’S TRAIL

Green Lake Greenways will be appearing at the Finance Committee meeting on June 23, 2021 to request ARPA funds for Lauree’s Trail.

PARKS REPORT

- **Monthly Activities** – no questions or comments on the submitted report

COMMITTEE DISCUSSION

Future Meeting Date: August 2, 2021 @ 4:30 PM

Future Agenda items for action & discussion: August - discussion and action on county funding for a boat washing station. Future meeting – Zobel Park disc golf donation kiosk, flush toilet options at Sunset Park. Jerry Specht asked about a property that has been suggested for a park. He will get more information for a future meeting.

ADJOURNMENT

Chair Boutwell adjourned the meeting at 6:30 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2021

Resolution Approving a Boat Washing Station at Dodge Memorial Park Boat Launch

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake is Wisconsin’s deepest, natural, inland lake with a two-story
- 2 fishery; and
- 3 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Parks Commission
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this xx day
of D[MONTH], 2021.

William Boutwell, Chair

Curt Talma

County Board Chairman

Charlie Wielgosh

ATTEST: County Clerk
Approve as to Form:

Todd Morris

Corporation Counsel

Jerry Specht

Vonn Roberts

Michael Shattuck

4 **WHEREAS**, A Lake Management Planning team made up of the Green Lake
5 Association, Green Lake Sanitary District, Green Lake and Fond du Lac County Land
6 Conservation Departments, Wisconsin Department of Natural Resources biologist, the
7 USGS and the Cities of Green Lake and Ripon have all taken an active role in
8 managing and protecting the health of Big Green Lake; and

9 **WHEREAS**, invasive aquatic species and preventing new invasive species in Big Green
10 Lake is a priority because invasive aquatic species impact the health of our lakes; and

11 **WHEREAS**, installing a boat wash station will assist in preventing the spread of aquatic
12 invasive species by providing another tool to boaters to remove aquatic invasive
13 species from their boats, trailers and other boating equipment.

14 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
15 Supervisors support the installation of a boat wash station at Dodge Memorial park.

16 **BE IT FURTHER RESOLVED**, that the County Administrator and County
17 Conservationist shall work with the partners listed in the attached Memorandum of
18 Understanding to implement the installation of a boat wash station at Dodge Memorial
19 park.

20 **BE IT FURTHER RESOLVED**, that the County Administrator may execute the attached
21 Memorandum of Understanding after Corporation Counsel approval.

22 **BE IT FURTHER RESOLVED**, that boat launch fees may be used to fund the County's
23 portion of the cost of the boat wash station as set forth in the Memorandum of
24 Understanding.

25 **FISCAL NOTE:**

26 Table 1. Boat Wash Station Funding Source Breakdown. (From Memorandum of Understanding)

| Organization | Upfront Cost + Year 1 | Annual O&M*, Years 2-3 | Max. Annual O&M, Years 4+ <i>(Pending Program Evaluation)</i> |
|---------------------------------|--------------------------|---------------------------|--|
| WDNR Grant | \$13,527 | \$6,559 / yr | \$0 / yr |
| Green Lake Association | \$10,000 | \$2,100 / yr | \$3,000 / yr |
| Green Lake Sanitary District | \$10,000 | \$2,100 / yr | \$3,000 / yr |

| | | | |
|---|----------|----------|----------------|
| Green Lake County Boat Launch Fee Request | \$11,500 | \$0 / yr | \$5,000 / yr § |
| Green Lake Land Conservation Department^ | \$2,000 | \$0 / yr | \$0 / yr |

27 § 10% of collected boat launch fees, not to exceed \$5,000

28 *O&M stands for operation & maintenance

29 ^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be

30 used for Green Lake County's lakes and rivers.

GREEN LAKE BOAT WASH STATION MEMORANDUM OF UNDERSTANDING
July 21, 2021

Golden Sands Resource Conservation & Development Council, Inc.
Green Lake Association
Green Lake County, Wisconsin
Green Lake Sanitary District

THIS MEMORANDUM OF UNDERSTANDING (MOU) is hereby entered into among the
above parties.

I. Introduction:

This Memorandum of Understanding (MOU) has been created to define the duties and responsibilities of the involved parties to implement and maintain a boat washing station on Big Green Lake. The threat of new aquatic invasive species (AIS) entering Big Green Lake defines the need for proactive prevention strategies.

The organizations leading this prevention strategy are Golden Sands Resource & Conservation Development Council (RC&D), Inc., Green Lake Association, Green Lake County via its Land Conservation Department, and Green Lake Sanitary District—also known as the Boat Wash Planning Team (BWPT). Working together, these organizations have designed a plan for a boat wash station at Dodge Memorial Park, a County-owned boat landing. This boat wash station will provide tools and staff at the boat landing to execute the State-mandated law of draining all water and manual removal of plants, animals, and mud in order to stop the spread of invasive species.

II. Purpose:

The purpose of this Green Lake Boat Wash Station MOU is to define each party's responsibilities regarding the maintenance and operation of the boat wash station on Big Green Lake.

III. Scope:

The Green Lake Boat Wash Station includes a non-heated, electric, pressure wash unit that will be housed on an enclosed trailer at Dodge Memorial Park (DMP) during the boating season. The boat wash station will prioritize washing boats that have been used on other lakes. The wash area will be blacktopped and sloped toward the center so that the wash water will be collected in a coffin inlet and exit into an underground filter diaphragm. The entire wash station will be sloped away from the lake so that all water, whether it is infiltrated into the ground or exits to the ditch along County Highway K, will not enter Big Green Lake by direct surface runoff.

Signage and other educational materials will be put-up around DMP to inform boaters on the proper use and purpose of the wash station. Signage and other educational materials will be provided and installed by Green Lake Association, Green Lake Sanitary District and/or RC&D.

The wash station will be staffed for the initial three years of the project; throughout that period the BWPT will assess the station's staffing needs. Having this wash station staffed will help focus the boat washing efforts to boats and equipment that are coming in from other lakes. Following the initial three years, BWPT will decide whether to continue staffing the station. If BWPT discontinues staffing, the wash station will transition to public use.

IV. Definitions:

Definitions for technical and operational aspects. Include any acronyms or community-specific terms.

BWPT: Boat Wash Planning Team refers to the organizations leading this prevention strategy — RC&D, Green Lake Association, Green Lake Land Conservation Department, and Green Lake Sanitary District

V. Policy:

A. The boat wash station will be used by trained staff who will be covered under an insurance policy purchased by RC&D. If a boat user is adamant about using the boat wash station themselves, a waiver, found in Appendix A, will need to be signed by the user before using the wash station and trained staff will be present and supervising the boat wash user.

B. If trained staff are not onsite, the wash portion of the boat wash station will be locked and unavailable for use.

C. The operating procedure for the boat wash station was adapted from Minnesota's Decontamination Handbook. All staff will follow the operating procedure found in Appendix B.

VI. Terms of Collaboration:

By signing this MOU, each party agrees to roles and responsibilities defined below:

A. Grant Funding

A Wisconsin DNR Surface Water grant will be written to pursue grant funds for the first three years of this project. The following project items are grant eligible expenses: a portable pressure washer unit (30% of cost¹), staffing, signage, and educational outreach and support. Permanent structures—such as the infiltration system, cement pad, well for water supply, and electricity—are not grant eligible, nor is maintenance or the remaining 70% of the pressure washer unit, and will need to be funded by the parties. Green Lake Association, Green Lake Sanitary District and/or RC&D will write apply for WDNR Surface Water Grant to pursue funds for the first three years of the boat wash station project. If RC&D is to write grants, they will be written as a contracted service.

B. Funding

¹ Grant funded equipment costs that exceed \$5,000 must be depreciated over the life of the grant.

During the first three grant-funded years, non-eligible grant items (the infiltration system, cement pad, well, electricity, maintenance, and remaining 70% of pressure washer unit) will be funded by the Green Lake Sanitary District and Green Lake Association, assuming total project costs do not exceed \$16,000 per entity. Green Lake County will also fund this project, not to exceed \$13,500, by using money collected from the boat launch fee or State dollars meant to be used for Green Lake County’s lakes and rivers – not County tax dollars. See the funding breakdown below in Table 1.

Table 1. Boat Wash Station Funding Source Breakdown.

| Organization | Upfront Cost + Year 1 | Annual O&M*, Years 2-3 | Max. Annual O&M, Years 4+ (Pending Program Evaluation) |
|---|-----------------------|------------------------|--|
| WDNR Grant | \$13,527 | \$6,559 / yr | \$0 / yr |
| Green Lake Association | \$10,000 | \$2,100 / yr | \$3,000 / yr |
| Green Lake Sanitary District | \$10,000 | \$2,100 / yr | \$3,000 / yr |
| Green Lake County Boat Launch Fee Request | \$11,500 | \$0 / yr | \$5,000 / yr § |
| Green Lake Land Conservation Department^ | \$2,000 | \$0 / yr | \$0 / yr |

§ 10% of collected boat launch fees, not to exceed \$5,000

*O&M stands for operation & maintenance

^ Land Conservation Department funds come not from County tax dollars but State allocated dollars meant to be used for Green Lake County’s lakes and rivers.

After year three, following the life of the grant, staffing costs and maintenance will be additional items that will need to be funded. These expenses are outlined in the five-year plan found in Appendix C and will be funded by the Green Lake Sanitary District and Green Lake Association, not to exceed \$3,000 per year each, and by Green Lake County via the boat launch revenue, not to exceed \$5,000 per year. These funds will be kept in a restricted fund account held and operated by Green Lake Association. This plan shall be reviewed prior to the expiration of the five year-plan and adjusted as necessary in writing and agreement by all the parties.

C. Unexpected Expenses

If any unexpected expenses arise the Green Lake Association and Green Lake Sanitary District will discuss and come to terms with how those expenses will be paid between themselves.

D. Staffing

1. The boat washing inspector position will be staffed for the first three years by RC&D. After program review following the first three years, staffing needs will be discussed and addressed.

2. A contract between RC&D and the Green Lake Association will be drawn up so that RC&D will be responsible for all payroll and HR-related services. RC&D will also take on additional insurance to cover this program. RC&D agrees that the individuals providing the services under this MOU are not employees or agents of Green Lake County. It is hereby further acknowledged by all parties that the County shall not be liable in any way for Worker's Compensation, Unemployment Insurance, FICA or for any other employment benefits. If Worker's Compensation is required by law, RC&D shall provide the same. RC&D will invoice the Green Lakes Association, as the holder of the grant funds, to cover costs incurred to employ the boat wash station staff including time required to hire said staff.

3. The WI DNR Surface Water Grant will cover the staffing costs for the first three years of the program. If, after review of the program, staff are still needed to run the boat wash program the staff funding is budgeted in the annual operation and maintenance costs for Years 4 and beyond.

4. As local partners, Green Lake Association and Green Lake Sanitary District will help advertise the staffing position and assist in the hiring process.

5. All staff using the pressurized boat wash station will be trained on how to properly use the equipment by the Green Lake Land Conservation Department annually. All staff will follow the Boat Washing Manual protocol adapted from Minnesota DNR, attached in Appendix B.

E. Maintenance

1. Maintenance expenses, both planned and unplanned have been budgeted for. The Green Lake Association, Green Lake County using boat launch fees, and Green Lake Sanitary District have agreed to an annual dollar value to go into a restricted fund account to pay for these maintenance expenses as needed (see the funding breakout above in Table 1).

2. Maintenance will be conducted by a third party organization (e.g., Hydroclean Equipment) to run a minimum of three maintenance checks per season: de-winterize in May, mid-season check around July, and winterization in September/October. Additional maintenance checks may be necessary depending on level of use. The Green Lake Land Conservation Department will be responsible for communicating and coordinating maintenance. Maintenance checks and other expenses will be paid by the Green Lake Association from the restricted fund.

3. Spring set-up and fall take-down will be conducted by the Green Lake Land Conservation Department. Any equipment will be housed at the Green Lake County Fairgrounds over winter. When equipment is not in use during the boating season, the equipment will be locked inside the enclosed trailer.

F. Liability:

1. RC&D, as the staffing agent, will take on an insurance policy to cover our boat wash staff from injury, and insurance to cover property damage to boats, trailers and vehicles subject to the terms and limits within the policy.

G. Oversight:

1. Planning and research behind the boat wash station design will be led by RC&D and supported by the Green Lake Association, the Green Lake County Land Conservation Department, and the Green Lake Sanitary District.

H. Amendments or Termination:

Any amendments or terminations to this MOU shall be in writing and signed by all parties.

I. Miscellaneous

1. This MOU will be governed by the laws of the State of Wisconsin and venue shall be in the Green Lake County Circuit Court.
2. The parties agree to abide by all applicable state, federal and local laws or ordinances.
3. Severability. Any enforceable portions of this agreement shall be enforced even though other portions of the MOU may be deemed unenforceable.
4. Statutory Protections. It is agreed by the parties that nothing in this MOU, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the County of any immunity, liability limitation or other protection available to the County under any applicable statute or other law. To the extent that any provision of this MOU is found by any court of competent jurisdiction to conflict with any such legal protection, then whichever protections, either legal or contractual, provide a greater benefit to the County shall apply unless the County elects otherwise.
5. No Partnership or Joint Venture. This Agreement shall not in any way be deemed to create a partnership or joint venture between the parties to the Agreement.
6. Multiple Originals. This MOU may be executed in multiple originals, each of which together shall constitute a single agreement.

J. Indemnification.

RC&D agrees to protect, indemnify, defend and hold harmless Green Lake County, its boards, commissions, officers, agents, employees and representatives from and against any and all liability, including claims, causes of actions, damages, demands, costs, expenses, losses and damage to any property or bodily injury to any person including death, as a result of any act or omission of RC&D, its officers, members, employees, agents, representatives, directors in connection with the terms of this MOU. In case any action or proceeding is brought against Green Lake County by reason of any such claim or cause of action, RC&D upon notice from Green Lake County shall defend Green Lake County and be responsible for payment of attorney fees and costs.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 2, 2021
 Department: Parks
 Amount: \$2,250.00
 Budget Year Amended: 2021

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

The original snowmobile maintenance grant awarded was \$39,450 but an increase of \$2,250 was given after 7.5 miles of additional trail was approved. The grant is now a total of \$41,700

Revenue Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-------------------------|-----------------------|----------------|-------------------|--------------|
| 21-100-12-43571-000-000 | Snowmobile Trail Aids | \$ 39,450.00 | \$ 2,250.00 | \$ 41,700.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 2,250.00 | |

Expenditure Budget Lines Amended:

| Account # | Account Name | Current Budget | Budget Adjustment | Final Budget |
|-------------------------|-----------------------------|----------------|-------------------|--------------|
| 21-100-12-55200-246-000 | Snowmobile Trail Maintenanc | \$ 39,450.00 | \$ 2,250.00 | \$ 41,700.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| Total Adjustment | | | \$ 2,250.00 | |

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

August 02, 2021
Parks & Recreation Committee
Report
Parks & Recreation Department
Green Lake County

Zobel Park

4 dead ash trees marked for removal in fall-top parking area
General Maintenance performed
Scheduled Maintenance performed

Sunset Park

Repaired/replaced broken handhold base flange and pipe launch #2
Cleaned up lake weeds in south boat launch parking
General Maintenance performed
Scheduled Maintenance performed

Twin Lake Park

General Maintenance performed
Scheduled Maintenance performed

Spring Valley Park

General Maintenance performed
Scheduled Maintenance performed

Dodge Memorial Park

Dumpster fire at 17:13 07/04/21 started by charcoal grill being emptied into dumpster- pictures forward to SO
Dumpster fire debris cleaned up 07/06/21 and new dumpster placed by GFL at soonest date possible 07/12/21
Cut up and removed fallen tree from storm 06/18/21
Cleaned up debris from small campfire ADA fishing pier area
Security pictures forward to SO regarding unauthorized trash dumping/dogs
General Maintenance performed
Scheduled Maintenance performed

Lake Maria

Chip-seal completed for access and parking area 2nd week in July

General Maintenance performed
Scheduled Maintenance performed

Spring Lake Park Kingston

5yds. of beach sand place in beach area
5yds. of beach sand placed in volleyball area
General Maintenance performed
Schedule Maintenance performed

Mascoutin Valley State Trail/Misc.

Hwy. 23 Multi Use Path (Laure's Trail) shoulders mowed 07/19/21
City of Green Lake Multi Use Path shoulders mowed (Does this committee want the Parks & Recreation Department to continue to mow the shoulders of this multi-use path?)
Shoulders mowed
Yearly application of herbicide applied on trail
Additional trimming done along with small storm/wind clean up 07/15/21

Misc.

We have a new vendor to service the privies-March's Pumping
Proposed 2022 Parks & Recreation Budget included in packet
Proposed 2022 Parks & Recreation Capital Outlay included in packet

Submitted by:



Scott A. Weir
Maintenance Director
Parks & Recreation Director