

AGENDA

County Of Eau Claire Committee On Parks & Forest

Thursday, August 16, 2018 – 6:30 p.m.

Ag & Resource Center, 227 1st St West, Altoona WI 54720

Members note: Please call the committee chair or office if you will not be attending the meeting.

1. Call meeting to order by Chair Stelljes
2. Confirmation of meeting notice
3. Approval of meeting minutes from July 9, 2016 meeting – Discussion/action
4. Public Input
5. 2019 Parks and Forest Department Budget
 - a. Budget Format Review and Reading the Budget Instructions - Discussion
 - b. (NEW) Strategic Direction and Priority Issues - Discussion
 - c. (NEW) Trends and Issues - Discussion
 - d. Program Performance Management Review – Discussion
6. Timber Sale Report – Discussion/action
7. Advisory Committee Input/Assignments
8. Next meeting date – Monday, September 10 beginning at 5:00 p.m. at the Ag & Resource Center
9. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**EAU CLAIRE COUNTY
COMMITTEE ON PARKS AND FOREST**

MEETING MINUTES

Monday, July 9, 2018, 5:00 p.m.
Agriculture & Resource Center (2nd floor meeting room)

MEMBERS PRESENT: Gary Gibson, Patrick LaVelle, Bert Moritz, Tami Schraufnagel and Kevin Stelljes

OTHERS PRESENT: Kyle Johnson, WDNR Forester; Ted Theyerl and Todd Wanous, Ski Striders

STAFF PRESENT: Josh Pedersen, Jody Gindt, and Bobbi Barone

1. Call to Order - The meeting was called to order by Chair Stelljes at 5:30 p.m.
2. Confirmation of meeting notice - Meeting notice was confirmed.
3. Approval of minutes from June 11, 2018 meeting - Bert moved to approve the minutes from the June 11, 2018 meeting; motion carried.
4. Public Input - No one was present for this item.
5. Skills Park at Tower Ridge - Todd Wanous and Ted Theyerl were present. Ted explained the skills park development. At this point the Ski Striders were just looking for the committee to give them approval before moving forward. Their anticipated timeline bring in fill this fall and the spring and do contouring for full implementation the winter of 2019-20. Pat moved to develop a partnership agreement for the project. This will be on the next agenda at Tower Ridge with the other user groups for further discussion.
6. Land parcel off County Hwy D - Josh said the parcel is .85 of an acre and has an easement. Kevin moved for committee authorization for Josh to contact the landowner.
7. 2019 Budget - Josh asked for the committee to give suggestions to include in the budget not included in capital budget.
8. Committee Goals - Bobbi passed around a summary of committee suggested goals. Pat said he wanted to see improvements to the Lake Altoona Park sanitary system. Kevin wanted to talk about going beyond Best Management Practices and to develop a corridor linking trails to existing trails such as the Chippewa River Trail and Buffalo River Trails. Bert talked about Canoe landing improvements at D Bridge and K Bridge parking situation. Tami also wanted to see Lake Altoona Park projects move forward and said the Menards Expo Center on the west side is competing for identity.
9. Director's Report - Josh said Amy Marsh had contacted him and would like to hold a 5K Run/walk during the fair. This was held last year without committee approval and resulted in no conflicts.
10. Timber Sale Report - Bobbi passed around a summary of timber sale activity for June. Not much cutting was done and loggers are current on their sales.

11. Advisory Committee Input/Assignments – They have had no assignments.

12. Set future meeting date – As was discussed above in item #5, the next meeting will be at Tower Ridge Chalet with all user groups.

Kevin adjourned the meeting at 7:00 p.m.

Respectfully Submitted,

Bobbi Barone
Committee Clerk

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Parks and Forest Department

Department Mission

The Parks & Forest Department manages the timber sales, county forest roads, wildlife habitat improvement projects, and other operations on the county forest (52,811 acres); three county owned dams (Coon Fork, Lake Altoona, Lake Eau Claire), seven parks (Big Falls, Coon Fork, Harstad, L.L. Phillips, Lake Altoona, Lake Eau Claire, and Lowes Creek); two campgrounds (Coon Fork and Harstad); Tower Ridge Recreation Area; Exposition Center; four cross-country ski trails, a state funded countywide snowmobile trail, state funded ATV trail, hiking, mountain biking, horseback, disc golf, and hunter access trails; boat and canoe landings on three lakes and the Eau Claire River; Expo Center and oversight of thirteen floodplain properties acquired by the federal Flood Hazard Mitigation Grant Program on the Chippewa and Eau Claire Rivers.

	2017 Actual	2018 Budget	2018 Estimate	2019 Request	2019 Approved	% Change
Expenditures:						
Personnel	\$ 864,259	\$ 915,454	\$ 897,627	\$ 943,824		
Services & Supplies	525,427	711,833	684,003	609,863		
Equipment	2,797	-	-	-	-	
Total Expenditures	\$ 1,392,483	\$ 1,627,287	\$ 1,581,630	\$ 1,553,687	\$ -	-100.00%
Revenues:						
Federal/State Grants	\$ 246,550	\$ 324,950	\$ 350,397	\$ 226,246		
Charges & Fees	1,167,868	1,376,356	1,287,499	1,327,441		
Miscellaneous	18,563	-	-	-	-	
Fund Balance Applied	-	-	-	-	-	
Property Tax Levy	(3,220)	(74,019)	(74,019)	-	-	
Total Revenues	\$ 1,429,761	\$ 1,627,287	\$ 1,563,877	\$ 1,553,687	\$ -	-100.00%

Strategic Direction and Priority Issues

Funding and Revenue - Generation Identification and documentation of decreases in state and other funding; implications. Organizing and planning forestry work, with fewer time standards hours from Wisconsin DNR.

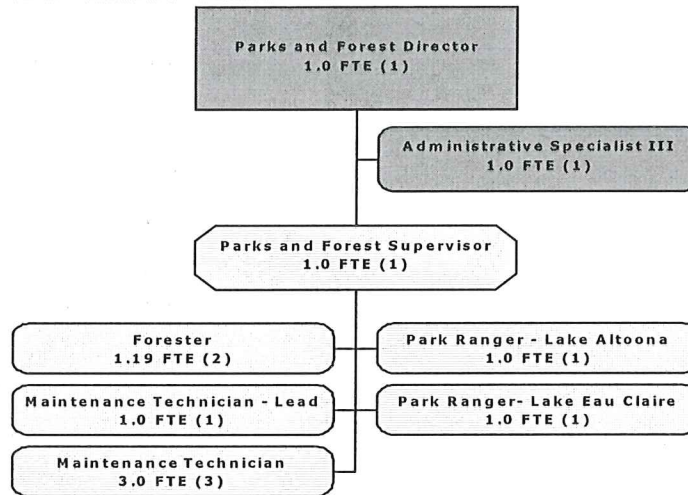
Buildings and infrastructure - Fleet and equipment utilization and management. Develop shared use program that allows departments to book equipment needs and have proper training for use and operation. This will include trying to share a road grader from the highway department and looking at ways to provide more mutual aid across departments in need.

Provision of Services - Dealing with vandalism, dumping, weather events that take significant amounts of time and resources. Taking away from project work that is scheduled. This continues to take away resources from our operations.

Trends and Issues on the Horizon

Fluctuations in timber market and timber prices continues. Record high revenue numbers in 2015 and 2016 have subsided back to more realistic numbers. Increases in online park pass sales and online camping registrations require investments into our websites and payment systems throughout the parks. The need for online payment systems is becoming more apparent.

Organizational Chart



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019
FTE	9.98	10.07	8.72	8.72	10	10	10.19	10.19	10.19

Program Financials

2019 Requested	Program 1	Program 2	Program 3	Program 4	
Program/Service	Co. Forest	Parks	Expo Center	ATV/Snow Trails	Totals
Expenditures:					
Personnel	\$ 226,715	\$ 641,042	\$ 76,067		\$ 943,824
Service & Supplies	172,236	229,634	63,706	144,287	609,863
Equipment					-
Total Expenditures	\$ 398,951	\$ 870,676	\$ 139,773	\$ 144,287	\$ 1,553,687
Revenues					
Charges & Fees	\$ 865,910	\$ 382,231	\$ 79,300		\$ 1,327,441
Federal/State Grants	81,959			144,287	226,246
Property Tax Levy					-
Total Revenues	\$ 947,869	\$ 382,231	\$ 79,300	\$ 144,287	\$ 1,553,687
Mandated Service?	State Stat. 28.11	No	No	No	

2018 Approved	Program 1	Program 2	Program 3	Program 4	
Program/Service	Co. Forest	Parks	Expo Center	ATV/Snow Trails	Totals
Expenditures:					
Personnel	\$ 217,462	\$ 625,923	\$ 72,069	\$ -	\$ 915,454
Service & Supplies	158,544	226,033	65,222	262,034	711,833
Equipment	-	-	-	-	-
Total Expenditures	\$ 376,006	\$ 851,956	\$ 137,291	\$ 262,034	\$ 1,627,287
Revenues					
Charges & Fees	\$ 914,625	\$ 383,931	\$ 77,800	\$ -	\$ 1,376,356
State Grants	62,916	-	-	262,034	324,950
Property Tax Levy	(74,019)	-	-	-	(74,019)
Total Revenues	\$ 903,522	\$ 383,931	\$ 77,800	\$ 262,034	\$ 1,627,287
Mandated Service?	State Stat. 28.11	No	No	No	

#1 COUNTY FOREST/WILDLIFE MANAGEMENT/STATE AID FOREST ROADS	Budget \$ 398,951	Levy \$-		FTE's 3.93
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To provide acres to county owned natural resources for public use including timber management, wildlife habitat, and recreation opportunities, and to manage under the County Forest 15 Year Management Plan and in accordance with Chapter 28.11 Wisconsin Statutes.

OUTPUTS					
		<i>(YTD column = Jan-Jun results)</i>			
		2015	2016	2017	YTD2018
Total sales established:		21	21	23	12
Timber revenue received:		\$ 1,451,558	\$ 1,216,185	\$ 1,073,644	\$ 308,124
Acres of wildlife openings maintained:		38	38	38	38
Miles of forest road passing annual state inspections:		17.94	17.94	17.94	17.94
Acres of newly established reproduction areas for various species:		132	136	50	32
Performance Goal	Outcome Measures	Benchmark	2016	2017	YTD2018
Meet annual allowable cut goals	Goals will be met annually for sales establishment.	100%	100%	100%	50%
Compliance checks on active	100% of all timber sales will have contract compliance checks annually.	100%	100%	100%	50%
Utilization of available grant	Wildlife projects will utilize 100% of grant funds annually (\$0.10/acre funding).	100%	100%	100%	50%
Complete wildlife projects within	100% of projects will be completed within time allotments.	100%	100%	100%	50%
Utilize state aid for forest road	100% of all county forest roads will pass state inspection.	100%	100%	100%	100%

#2 COUNTY PARKS AND RECREATION AREAS	Budget \$ 870,676	Levy \$-		FTE's 4.91
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To provide, develop, and maintain high quality park and recreation facilities to meet public recreation demand while enhancing the quality of life for our citizens.

OUTPUTS					
		<i>(YTD column = Jan-Jun results)</i>			
		2015	2016	2017	YTD2018
Total camping reservations - Coon Fork:		1168	1346	1301	575
Total camping nights - regular season:		5221	6107	5768	2083
Total off-season camping nights:		349	254	350	TBD
Camping revenue - Coon Fork:		81966	87955	84427	41553
Camping revenue - Harstad:		5385	7189	7412	2342
Reservations totals for Shelter and Clubhouse:		155	156	129	55
Lake Altoona Clubhouse/shelter:		48/33	51/27	45/30	21/12
Lake Eau Claire Clubhouse/shelter:		33/21	33/24	32/22	6/7
Coon Fork Picnic Shelter:		1	5	4	1
Harstad Park Picnic Shelter:		1	3	2	0

		<i>(YTD column = Jan-Jun results)</i>			
		2015	2016	2017	YTD2018
Tower Ridge Chalet:		14	10	10	8
Total Net Revenue for Reservations:		25548	20681	26795	6131
Total Net Equipment Rental Revenue:		7126	7427	7581	2292
Performance Goal	Outcome Measures	Benchmark	2016	2017	YTD2018
Public satisfaction in use of park	95% of customers will report being	95%	100.0%	100.0%	100.0%
Continued level of public use	All campsites will be utilized on	64%	68%	75%	67%
	Maintain number of shelter/clubhouse/chalet reservations	100.0%	94.0%	83.0%	TBD
#3 EXPOSITION		Budget \$ 139,773	Levy \$-		FTE's 1.00
The Exposition Center is a multi-purpose 28-acre site for public and private use that enhances local recreational, educational and commercial endeavors. The Exposition Center is one of the only sites in the area that can host large events. It is a cost competitive site for the benefit of businesses, constituent user groups and citizens throughout the region.					
OUTPUTS					
		<i>(YTD column = Jan-Jun results)</i>			
		2015	2016	2017	YTD2018
Revenue generated for buildings/grounds/equipment rentals/utilities		51397	39554	34786	19412
Revenue generated for winter storage		10650	20844	22051	TBD
Community attendance at Expo Center paid events		22,000	22,000	22,000	TBD
Performance Goal	Outcome Measures	Benchmark	2016	2017	YTD2018
Maximize occupancy of rental	Amount of space filled at the end of	95%	100%	100%	TBD
Maximize rental occupancy of the	Number of weekday rentals	26%	24%	22%	TBD
		68%	55%	57%	TBD
Capture repeat business with on-season rentals and off-season winter storage	Renter's responding to the customer service survey will indicate intention to have repeat business with the Expo Center				
	Rental of Facility: Winter Storage	80% 95%	100% 100%	100% 100%	TBD TBD

#4 STATE FUNDED SNOWMOBILE AND ATV TRAILS		Budget	Levy		FTE's	
		\$ 144,287	\$-		0.35	
Provide and maintain high quality state-funded snowmobile and ATV trails on county and private land.						
OUTPUTS						
		<i>(YTD column = Jan-Jun results)</i>	2015	2016	2017	YTD2018
Miles of snowmobile trails maintained during year:			181	181	181	181
Miles of ATV trails and routes maintained during year:			30	30	30	30
Performance Goal	Outcome Measures	Benchmark	2016	2017	YTD2018	
Timely applications for both	100% of applications will be submitted by deadline.	100%	100%	100%	100%	
All trails to meet state standards	100% of trail mileage will be maintained within state standards.	100%	100%	100%	100%	
Totals		Budget	Levy		FTE's	
		\$ 1,553,687	\$-		10.19	

