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NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING

Name of Committee: Parks & Recreation Committee
Date & Time of Meeting: Tuesday, November 23rd, 2021 at 10:00 a.m.
625 E Cty Rd Y Oshkosh WI 54901
JP Coughlin Center Conf. Rm. B

SUBJECT MATTER OF THE MEETING

1. Call to order
2. Approval of Agenda
3. Approval of October 26th, 2021 Minutes
4. Public Comment
5. **Update** – Sunnyview Expo and Construction Update
6. **Discussion** – Access to Lake Butte des Morts within the Town of Oshkosh
7. **Discussion/Action** – Special Event Fees within the Park System
8. Parks Director's Updates
9. Committee Chairman's Update
10. Committee Member's Updates:
 - Mike Norton –
 - Steve Binder –
 - Larry Lautenschlager –
 - Don Nussbaum –
11. Staff Updates:
 - Tom McInnis –
 - Rick Helms –
12. Next Meeting Date and Future Agenda Items:
13. Adjournment

****This meeting is also being posted as a Committee meeting for:**

- **Aviation**

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: 232-3430.

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: OCTOBER 26, 2021
TO: PARKS AND RECREATION COMMITTEE
FROM: DIRECTOR OF PARKS AND EXPO CENTER
RE: SPECIAL EVENT FEES WITHIN PARK SYSTEM

Background:

The Parks and Recreation Committee has been discussing special event fees since June of 2021. County staff have worked with the committee to determine the most equitable and manageable method for charging event fees for events that incur more time and materials than our standard maintenance practices. It was then determined that the Parks Department could investigate charging a fee for staff time, equipment, and consumable materials above and beyond our standard maintenance practices.

On October 4, 2021 I emailed the user groups that have traditionally utilized the Community Park on a yearly basis for special events. I informed them of the Parks and Recreation Committee meeting and asked them to attend the meeting or forward any comments that they had in regards to the proposed policy change.

Requested Action:

Staff recommends that the Parks and Recreation Committee recommend to the County Board to amend Chapter 19 to reflect the additions of a fee for special events within the Community Park.

ADDITION

19.01

(14) SPECIAL EVENT. Special event means any planned occurrence on county owned park land including but not limited to parades, gatherings, festivals, and athletic events which is not within the normal and ordinary use of the public premises or place or which, by nature of the event, may have a greater impact on County services or resources than would have occurred had the event not take place. Whether the event is considered within the normal, ordinary, or intended use of the park land shall be determined by the County. Special events are typically an event where the event organizers invite the general public to participate in the event whether or not your event charges a fee.

19.24

(12) SPECIAL EVENT FEES

(a) The Winnebago County Parks Department is hereby authorized to charge a special event fee for the additional staff time, equipment, and consumable materials above and beyond the standard maintenances practices of the department for a special event.

(b) Prior to the event, a special event cost estimate will be provided to the event organizers. This cost estimate will be created through a discussion with the event organizers and County staff as well as through analyzing past event costs. This cost estimate will be included the event contract as an addendum.

(c) Following the event, within 2 weeks of the conclusion of the event, a final invoice will be created and sent to the event organizers. The invoice will be due within 30 days of it being post marked or emailed.

(d) The fee for equipment time will be determined by the most recent State of Wisconsin "Classified Equipment Rates Standard and Special Rated Units." Hours and minutes will be rounded to the nearest quarter hour.

(e) The fee for materials will be any consumable material that is utilized above and beyond standard use. An example of a consumable material would be grass seed for restoring turf due to damage cause by an event.

(f) These event fees would not pertain to events located on the Sunnyview Exposition Center grounds. All Sunnyview Exposition Center fees will follow the fee table in "Exhibit A."

Attachments:

- None