

Name of Committee: Parks & Recreation Committee
Date & Time of Meeting: Monday, September 21, 2020 at 9:00 a.m.
Place of Meeting: JP Coughlin Building – Conference Rm. B
625 E Cty Rd Y – Oshkosh WI

PRESENT: Tom Konetzke, Larry Lautenschlager, Mike Norton, Steve Binder and Don Nussbaum.
ALSO PRESENT: Rob Way and Rick Helms – Winnebago County Parks and Vicky Fitzgerald – Finance Department.

1. Call to order – Chairman Konetzke called the meeting to order at 9:00 a.m..
2. Approval of Agenda – Motion was made by Supervisor Lautenschlager to approve the agenda, second by Supervisor Norton. Motion carried 5 – 0.
3. Approval of August 17, 2020 Minutes – Larry Lautenschlager moved to approve the minutes and Mike Norton seconded. Motion carried 5 - 0.
4. Public Comment relevant to Parks related matters – none
5. Discussion of Application of Parks Interdepartmental Service Fees - Vicky Fitzgerald explained how accounting practices are applied to the various departments with some of them being based on governmental funds as opposed to ones that are based on proprietary funds such as enterprise funds. She went on to explain that other than Hwy. and Solid Waste, it is not the norm for departments to apply charges to one another and that instituting such a process could be problematic. Vicky believes if we start charging for expo use (extra set up/tear down, ancillary overhead costs), other departments will start charging Parks back for their services (i.e. Accounting for paying bills, IT for help with computers, UW-Ext. for services involving Coughlin Building use). She added that in order to address the interdepartmental charging system, it would require additional staffing not only for the Finance Department, but possibly for other departments as well. Steve Binder made a motion to enact interdepartmental charges for use of the expo entailing set-up, monitoring and clean-up work by Parks staff. No second. By consensus, the committee put forth the suggestion that the department continue the practice of acquiring reimbursement for the services it expends in supporting other department programing through continued submittal of bills to the COVID relief fund. Discussion was tabled until next meeting asking for Rob to look at possible wording and billing information.

Supervisor Lautenschlager made a motion that was 2nd by Supervisor Norton to have the Parks Director acquire an estimate for the work from Hwy.. Subsequently, Rob is to include the information in as part of a related project request that is to be a part of the Parks Department's upcoming CIP submittal.
6. Submittal of Request for Paving to be Performed in Soccer Complex Gravel Lots – Supervisor Binder opened the discussion by mentioning that after more than two decades the Soccer Complex continues to have two parking lots that remain in gravel surface along with two other lots that have only binder coats on them; both are severely compromised and contain large areas where grass is coming up in them. Supervisor Binder indicated that all four lots should be moved ahead on the Hwy. Department's maintenance schedule from '23 to '21. Supervisor Lautenschlager made a motion which was 2nd by Supervisor Norton, to have the Parks Director acquire an estimate for the aforementioned parking lot work from the Hwy. Department.

Subsequently, Rob is to include the information in a '21 CIP project submittal from Parks that addresses the aforementioned upgrades to the four lots.

Supervisor Lautenschlager made a motion that was 2nd by Supervisor Norton to have the Parks Director acquire an estimate for the work from Hwy.. Subsequently, Rob is to include the information in as part of a related project request that is to be a part of the Parks Department's upcoming CIP submittal.

7. Approval of County Conservation Funds Application – Rob explained that the reason for applying for the \$1,308 grant is to address stream bank erosion problems at the Waukau Creek Dam property.

Supervisor Lautenschlager motioned to approve the submittal of a County Conservation Funds Application to the DNR. Seconded by Supervisor Norton. Motion carried 5 – 0.

8. Update on Ken Robl Conservation Park Pond #2 – Rob provided a description of Pond #2 and how it is not intended to serve any special purpose in the operations at the retired landfill site. He went on to explain how Parks would begin to clear the tall weeds and willow saplings from around the pond perimeter this winter and see what would be best course of action in trying to develop as a viable part of the conservation park.
9. Update and discussion regarding Parks COVID related response(s) – Rob gave brief update on possible exposures and one employee quarantine due to verified exposure. Rick updated committee on the public COVID testing operations being conducted at expo center. WING unit is looking to move from rented tent into Barn E for improved logistics and winter weather.
10. Update on Asylum Bridge Developments - Rob stated he had received adjusted pricing to reduce the deck width by two feet as requested by the Committee. Unfortunately the adjustment would only amount to \$4,500 reduction in cost. Not worthwhile to reduce. Rob is in communication with NRDA about possible \$50,000 grant increase to help defray the total \$150,000 needed to off-set the \$250,000 project bid that was submitted. The NRDA is due to make a decision in early October 2020.
11. Park Director's Updates - Rob talked about the award Parks received to have a UW-Madison grad student in Landscape Architecture put together a comprehensive design plan for the Natural Way. Tom and his team are currently working on Rat River bridge repairs. Park shelters 1 & 2 have been found to have black mold inside due to roof leaks (roofs have been repaired), contracted services will be used for remediation and staff will reinstall the drywall. Shelter 3 is in rough shape and will be looked at with the intent of possibly replacing through use of CIP funding. The asphalt at the workshop has been completed. Rob is working with disc golfers on a new design for the course with the hope of getting it upgraded to the point where it could host 1 or more Pro Tour events here. Advancement of the planning and development of the north county dog park is conditional on the Village of Fox Crossing approving the lay-out of the entranceway, access road and fencing within their right-of-way.
12. Chairman's Update – Chairman Konetzke asked about how we are taking expo reservations for 2021. Rick explained that Parks continues to hold the existing spots on the calendar for the various clientele and to slot new clients in on the expo schedule if/when an opening exists. At the same time clientele are being told that it will be some time before Parks will be able to verify if expo program will proceed in 2021.
13. Committee Members Updates – Supervisor Norton indicated that it would be beneficial for the committee to continue having its annual tour, although it would be understandable if it were to

be abbreviated. Committee members went on to discussion how to do this such that it would include appropriate precautions in light of COVID. After some time a recommendation was made to use personal vehicles to visit the various sites and that there would be no lunch gathering. The date of October 5th was chosen with the tour starting-out at 9:30 a.m. from the Coughlin Building parking lot. Supervisor Nussbaum asked about moving the monthly parks committee meetings to 9:30 a.m. and the committee agreed to his request. Supervisor Binder asked about lot striping at the dog park. Supervisor Lautenschlager asked about how well the new buoy maintenance contractor was doing. Rob said he would add this to next month's agenda for a full discussion (it is positive).

14. Staff Updates - None
15. Next Meeting - October 5, 2020 at 9:30 a.m. for park tour. October 19, 2020 at 9:30 a.m. for regular monthly committee meeting
16. Motion to adjourn made by Supervisor Norton and 2nd by Supervisor Lautenschlager. Motion carried 5 – 0. Meeting adjourned at 10:55 a.m..

Respectfully,
Rick Helms
Maintenance Supervisor