

SUSAN T. ERTMER
Winnebago County Clerk
112 Otter Avenue, P.O. Box 2806
Oshkosh, WI 54903-2806

NOTICE OF COMMISSION, BOARD OR COMMITTEE MEETING

Name of Committee: Parks & Recreation Committee
Date & Time of Meeting: Tuesday, February 21st, 2023 at 9:00 a.m.
625 E Cty Rd Y
Oshkosh, WI 54901
Meeting Room D

Join Zoom Meeting

<https://us06web.zoom.us/j/88361399382?pwd=VEtYK0xxR3dmN2RYZG5DS2xwWXN1dz09>

Meeting ID: 883 6139 9382

Passcode: 723880

One tap mobile

+13017158592,,88361399382#,,,,*723880# US (Washington DC)

+13052241968,,88361399382#,,,,*723880# US

SUBJECT MATTER OF THE MEETING

1. Call to order
2. Approval of Agenda
3. Approval of January 24th, 2023 Minutes
4. Public Comment
5. **Presentation** – County Fair Update – Mike Domke – Fair Director
6. **Presentation** – Parks Budget Recap 2022 – Adam Breest – Parks Director
7. **Discussion/Action** – Nominate and Fill Vacancies on the Parks and Recreation Committee
8. **Discussion/Action** – Community Park Shelter Fees – Additional Change
9. **Discussion/Possible Action** – Netzer Property Home Request to Purchase
10. **Discussion/Action** – Budget Adjustment BAGO Donation
11. **Discussion/Action** – Budget Adjustment Oshkosh United Soccer Donation
12. **Discussion/Action** – Budget Adjustment 2022 Registration Tuition
13. **Update** - Parks Director on Potential International Pyrotechnics Guild (PGI) Conference
14. Parks Director Update
15. Staff Updates
16. Committee Updates

17. Next Meeting Date: March, 28, 2023 at 9:00am

18. Future Agenda Items:

19. Adjournment

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

- Information Systems

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.

Parks & Recreation Committee Meeting Minutes

Date & Time of Meeting: Tuesday, January 24, 2023 at 9 a.m.

Location: J.P. Coughlin Center

Present: Mike Norton, Jim Ponzer, Karen Powers, Steve Binder, Josh Belville

Also Present: Adam Breest, Justin DeJager, Tom McInnis, Rick Helms, Ethan Hollenberger

1. Call to order:

Mike Norton called the meeting to order at 9:01 a.m.

2. Approval of Agenda:

Steve Binder moved to approve the agenda and Karen Powers seconded.
Motion carried 5-0.

3. Approval of December 27, 2022 Minutes:

Karen Powers moved to approve the minutes and Jim Ponzer seconded. Motion carried 5-0.

4. Public Comment:

No comment.

5. **Presentation** – Lifest Update – John Dougherty – Festival Director

John Dougherty gave an update about Lifest, entering its 25th year. Festival has grown every year, about 4% per year. 25,000 to 30,000 attendees/day and about 12,000 campers. 2022 was one of the best years. Discussed future infrastructure and other improvements.

6. **Discussion** – Resolution NO. 239-112021: Support the State of Wisconsin's Efforts to Provide Funding Opportunities for the Navigational Buoys Located within the Winnebago System. – Update from County Executive Office

Ethan Hollenberger gave an update about the State's efforts to provide funding for buoys in the Winnebago system. The County Board passed resolution for the State to pay for buoys. County would go after program revenue to fund this. Currently working with DNR to find funding. County is hoping for a budget amendment to get some of this revenue.

7. **Discussion/Action** – Changes to Parks and Recreation Ordinance 19.23 Camping, Overnight Mooring

Adam Breest reviewed the current ordinance and proposed changes. We do not need a City fire permit for fire pits on Expo property. Proposing \$40 & \$45 per day fee for electric sites, which is comparable to other local campgrounds.

Steve Binder made a motion to amend Winnebago County General Code Chapter 19.23 "Camping and Overnight Mooring" to include the proposed modifications and to modify the fees listed within this chapter. Josh Belville seconded. Motion carried 5-0.

8. **Discussion/Action** – Community Park Shelter Fees

Adam Breest discussed fees and rentals. The new fee schedule changes fees for all shelters and simplifies the current fee structure. Fees are reduced for the Soccer Shelter and increased for others. Parks will not collect deposits at this time.

Steve Binder made a motion to amend Winnebago County General Code Chapter 19.24a "Community Park Shelter Rental Fee Schedule" to Include the Proposed Fee Schedule for the Community Park Shelters and Pavilion. Josh Belville seconded. Motion carried 5-0.

9. **Discussion** – Netzer Property Annexation Process Overview

Adam Breest discussed the parcels that are currently in the Town of Oshkosh. Two parcels on the Netzer property and one parcel by the BMX track.

Properties can be annexed individually. The annexation process would take nearly four months. Water hookup fee would be about \$25k for one parcel, plus other fees. Stormwater features will be needed, along with yearly fees. Annexing would create an island around YMCA property, which would most likely cause them to have to annex into the city as well.

If the Town of Oshkosh does not grant a permit, Parks could annex just the northern Netzer property with minimal fees and impact.

10. **Update** - Parks Director on Potential International Pyrotechnics Guild (PGI) Conference

Town of Oshkosh is holding public hearing on February 8. Town Board will vote on the fireworks permit after the hearing. Parks staff and PGI staff will be attending this meeting.

11. Parks Director Update:

Request for auto-pay stations from ARPA fund on hold. Candlelight Hike event went well. Waukau Dam grant from DNR looks promising, could be up to \$750k. Next Thursday is bid opening for Grundman.

12. Staff Updates:

Tom McInnis – Working on removing Ash trees, probably cutting down about 120 this winter. About 20 buoys are being repaired this winter. Eight pencil buoys are being replaced. Big willow tree by Asylum Boat Landing will be taken down by the Highway Department - the road will be shut down during this time.

Rick Helms – Working with City on an Easter Egg Hunt event. Contacted by Deerfest to possibly come back to the Expo. Horse Shows remain popular and Quinceaneras have increased as well.

Vaccine clinic going to mobile platform and are reducing their footprint at the Expo. Testing is still ongoing, but they do move out if a big event comes in. Has had inquiries about expanding expo for event groups.

Justin DeJager – Candlelight hike went very well and hope to do it again next year. BAGO programs will continue with next large event being a nighttime egg hunt in April. Shelters are open for reservations and boat landing trailer parking permits are for sale online.

13. Committee Member's Updates:

Mike Norton – No comment.

Josh Belville – Inquired about Mountain Bike program at Ken Robl Park. Parks Department has been contacted about this program and is working with the group. Would like to discuss how Parks Department can get more help at the park this summer.

Steve Binder – Ken Robl Park needs a little more work and the Parks Department should start discussions about it with Solid Waste Department.

Jim Ponzer – Would like updates about the property on Westwind Road.

Karen Powers – No comment.

14. Next Meeting Date:

February 28 at 9 a.m. at the J.P. Coughlin Center, meeting room D.

15. Future Agenda Items:

No comment.

16. Adjournment

Karen Powers made the motion to adjourn and it was seconded by Josh Belville. Motion carried 5-0. Meeting adjourned at 10:42 a.m.

Respectfully Submitted,
Justin DeJager

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: January 10, 2023
TO: Members of the Parks and Recreation Committee
FROM: Parks Director
RE: Chapter 19.24(a) Community Park Shelter Rental Fee Schedule

General Description: The Parks Department is interested in making changes and modifications to Chapter 19.24(a) Community Park Shelter Rental Fee Schedule.

Requested Action:

We are asking the committee to support the changes to Chapter 19.24(a) and recommend them to the County Board.

Procedural Steps:

Parks and Recreation Committee	Meeting date: 1/24/23
Action taken:	Vote: 5-0
Personnel and Finance Committee	Meeting Date: 2/2/23
Action Taken	Vote:
County Board	Meeting Date: 2/28/23
Action Taken	Vote:

Background:

The Winnebago County Parks Department has performed market research to determine the appropriate fees for the Community Park Shelters. The Soccer Shelter has been priced too high for the market. The rest of our shelter fees have too many variables and are confusing. The Parks Department would like to adjust the fees and eliminate some of the variables.

Justification:

Currently, our parks shelter fee is too confusing and has too many variables. We would like to make the shelter fees simpler so it is easier to advertise and market our shelters.

We propose removing the requirement to list how many people will be at your event. Currently, we only have 1 or 2 rentals a year that say they will have more than 150 or 50 people at their event. We also propose removing the weekend vs weekday fee and simply adopting the weekend fee. The large majority of rentals are on the weekends and we are one of the few communities that have this fee structure.

Parks Department staff are recommending adjusting the Soccer Shelter to better reflect the market. We are proposing a \$5 increase to the standard fees for shelters 1, 2, 3, 4, and the pavilion. We are not

proposing that the fees originally identified for over 1000 people be reclassified to special event shelter fees. Special events take more time and effort from staff and the shelter receive more use during these functions. We feel that there should still be a larger fee for this type of rental.

We propose adjusting the soccer shelter fee to \$100. Shelters of this type in 7 other communities are renting on average for \$95.63. We also propose reducing the special event fee by \$125.

This modification should have a minimal impact on the Parks Department budget because the Soccer Shelter was rarely rented in 2022 and the other fees are all increasing by \$5.

Shelter	Standard Fee	Special Event Fee
Shelters 1 and 2	\$65.00	\$220.00
Shelters 3 and 4	\$45.00	\$220.00
Pavilion	\$150.00	\$265.00
Soccer Shelter	\$100.00	\$425.00

- (a) A security deposit of not less than \$25.00 may be required at the discretion of the parks director.

The Parks Department has also been approached by multiple non-profit groups, businesses, and volunteers in regards to hosting events and programs in partnership with the Winnebago County Parks Department. The Parks Department would like the ability to work with these groups to either reduce rental fees or waive fees and instead charge a participation fee to participate in organized events and programs. The goal would be to increase the use of the parks and promote health and well-being to Winnebago County residents.

Attachments:

- Ordinance
- Exhibit A

Exhibit A

19.24(a)

Current Ordinance

(1) No person shall use any facility, land, or area for which a fee has been established by the Committee without payment of such fee.

(2) The following fees shall apply for the reserved use of picnic shelter buildings at the Community Park:

(a) COMMUNITY PARK SHELTER RENTAL FEE SCHEDULE

Facility	Group Size	Weekday Charge Mon-Thurs	Weekend Charge Fri-Sun
Shelter 1 and 2	Up to 150	\$50.00	\$60.00
	151-300	\$80.00	\$80.00
	301-1000	\$140.00	\$140.00
	Over 1000	Negotiable Minimum \$220.00	Negotiable Minimum \$220.00
Shelters 3 and 4	Up to 50	\$35.00	\$40.00
	50-300	\$80.00	\$80.00
	301-1000	\$140.00	\$140.00
	Over 1000	Negotiable Minimum \$220.00	Negotiable Minimum \$220.00
Pavilion	Up to 150	\$120.00	\$145.00
	151-300	\$180.00	\$180.00
	301-1000	\$220.00	\$220.00
	Over 1000	\$265.00	\$265.00
Soccer Shelter	Up to 150	\$200.00	\$225.00
	151-300	\$300.00	\$325.00
	301-1000	\$400.00	\$425.00
	Over 1000	Negotiable Minimum \$500.00	Negotiable Minimum \$500.00

(b) A security deposit of not less than \$100.00 may be required at the discretion of the parks director.

Proposed Ordinance Changes

(1) No person shall use any facility, land, or area for which a fee has been established by the Committee without payment of such fee, unless the county executive or designee authorizes a waiver or negotiated rate as a partnership with other agencies, businesses, volunteers, or other non-profit entities to host public events or programs which will promote the use of the parks or promote health and wellness.

(2) The following fees shall apply for the reserved use of picnic shelter buildings at the Community Park:

(a) COMMUNITY PARK SHELTER RENTAL FEE SCHEDULE

Shelter	Standard Fee	Special Event Fee
Shelters 1 and 2	\$65.00	\$220.00
Shelters 3 and 4	\$45.00	\$220.00
Pavilion	\$150.00	\$265.00
Soccer Shelter	\$100.00	\$425.00

b. A security deposit may be required at the discretion of the Parks Director.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

ORDINANCE: Amend Winnebago County General Code Chapter 19.24a "Community Park Shelter Rental Fee Schedule" to Include the Proposed Fee Schedule for the Community Park Shelters and Pavilion.

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Parks and Recreation Committee has reviewed and recommends approval of the following amendments to the Winnebago County General Code Chapter 19.24a Community Park Shelter Rental Fee Schedule as attached; and

WHEREAS, the amendments adjust the rental fees of the shelters and pavilion at the Community Park to better reflect market value; and

WHEREAS, the Winnebago County Parks Department would also like to adjust the minimum deposit amount that the Parks Director can charge; and

WHEREAS, the Winnebago County Parks Director is also granted permission to work with other community businesses, non-profits, and volunteers to host events and programs within the community parks for a reduced or modified fee in order to promote use of the parks, health, and wellness to Winnebago County residents; and

WHEREAS, the Parks Department will enforce the updated fees listed in Chapter 19.24a Community Park Shelter Rental Fee Schedule.

NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

That Chapter 19.24a Community Park Shelter Rental Fee Schedule of the General Code of Winnebago County be revised as listed in Exhibit A.

BE IT FURTHER ORDAINED by the Winnebago County Board of Supervisors that said amendment to the General Code of Winnebago County shall become effective on the date following the date of publication.

Fiscal Impact: No fiscal impact

Respectfully submitted by:
PARKS & RECREATION COMMITTEE

Committee Vote: 5-0

Respectfully submitted by:
PERSONNEL AND FINANCE COMMITTEE

Committee Vote:

Vote Required for Passage: **Majority of Members Present**

Approved by the Winnebago County Executive this ____ day of _____, 2023.

Jonathan D. Doemel
Winnebago County Executive

BUDGET TRANSFER

Department Requesting: _____ Finance Dept Reviewer: _____ Committee of Jurisdiction - _____ Committee Vote: _____ Passed County Board (Two-thirds of board present): _____	<u> Date </u> _____ _____ _____ _____	Committee Approvals required by: Facilities & Property Management Committee Vote: _____ <u> N/A </u> Personnel & Finance Committee Vote: _____ _____ Information Technology Committee Vote: _____ <u> N/A </u> Budget Adjustment impact: <u> \$ - </u>	<u> Date </u> _____ _____ _____ _____
--	---	---	---

ACCOUNT NUMBER

Org	Object	Object Description	Project	Budget Explanation	I=Incr D=Decr	Amount*
1065	52001	Registration Tuition		Year-End Budget overrun adjustment	I=Incr	350
1065	53001	Stationery and Forms		Year-End Budget overrun adjustment	D=Decr	350

*full dollars only (no pennies)

Description (Must be completed - Attach extra pages if needed):

Due to the recording of the Oshkosh Chamber of Commerce into prepaid from 2021 to 2022, the department went over budget in the travel category. They have available funds in the other operating expense category.

ENTRY NUMBER _____