

JULIE A. BARTHELS
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, March 28th, 2023 at 9:00 a.m.
625 E Cty Rd Y
Oshkosh, WI 54901
Volunteer Room

Join Zoom Meeting

<https://us06web.zoom.us/j/83047778517?pwd=NkRBZGZWN2NsNmZZckhRR1A0SlpEdz09>

Meeting ID: 830 4777 8517

Passcode: 334164

One tap mobile

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SUBJECT MATTER OF THE MEETING

1. Call to order
2. Approval of Agenda
3. Approval of February 21st, 2023 Minutes
4. Public Comment
5. **Presentation** – Shangri La Master Plan – Adam Breest – Parks Director
6. **Discussion/Action** – WI DNR Annual Snowmobile Grant 2023-2024
7. **Update** – Netzer Property Home Request to Purchase
8. **Update** - Parks Director on Potential International Pyrotechnics Guild (PGI) Conference
9. Parks Director Update
10. Staff Updates
11. Committee Updates
12. Next Meeting Date: April 25, 2023 at 9:00am
13. Future Agenda Items:
14. 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, February 21, 2023 at 9 a.m.

Location: J.P. Coughlin Center

Present: Josh Belville, Steve Binder, Jim Ponzer, Karen Powers, Rachael Dowling

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

1. Call to order:

Josh Belville called the meeting to order at 9:00 a.m.

2. Approval of Agenda:

Jim Ponzer moved to approve the agenda and Steve Binder seconded.
Motion carried 5-0.

3. Approval of January 24, 2023 Minutes:

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

4. Public Comment:

No comment.

5. **Presentation** – County Fair Update – Mike Domke – Fair Director

Mike Domke gave an overview of the Winnebago County Fair. Last year's event went very well. Attendance has been going up, about 19,000 paid admissions per year. Have been bringing in smaller entertainment acts. Someone is looking for a used pump for the milk house, it is a large expense and not a necessity, but it would be nice to have if an affordable pump is found. Made improvements to the track. Helped fund water lines in some barns. Hoping to buy some fans for the dairy barns. Local services groups have been helpful. Fair budget is about \$400k. Want to keep prices the same as last year. Community youth groups are always welcomed to help. Working to improve parking.

6. **Presentation** – Parks Budget Recap 2022 – Adam Breest – Parks Director

Adam Breest gave an overview of the 2022 budget. All 2022 bills have been paid. Rental revenues were \$63k in the positive. \$8,300 in special event fees. Down in trail revenue due to snowmobile trails not being used much. Expo revenue \$55k in the positive. Extra \$56k from Health Dept for Covid testing/vaccinations. Motor fuel was \$12k over. \$20k remain in vehicle maintenance due to Highway not having time to perform maintenance; however, contractual services for vehicle maintenance was high. Utilities were higher than expected as well. Came out positive \$230k from last year. \$134k currently in boat landing account. Most of the buoys were removed from Parks budget.

7. **Discussion/Action** – Nominate and Fill Vacancies on the Parks and Recreation Committee

Steve Binder made a motion to nominate Karen Powers for Committee Chair. Jim Ponzer seconded. Rachael Dowling nominated Josh Belville. No second.

Motion carried 5-0.

Karen Powers Nominated Jim Ponzer for Secretary. Rachael Dowling seconded. Motion carried 5-0.

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

Adam Breest reviewed park shelter fees and planned changes. Proposing to add a section that gives park staff the ability to negotiate with partners to modify charges to better fit the proposed activities/programs. The goal is to get more activities/programs in the park and promote health and wellness.

Rachael Dowling made a motion to approve amendments to the 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. Karen Powers seconded. Motion carried 5-0.

9. **Discussion/Possible Action** – Netzer Property Home Request to Purchase

Adam Breest informed the committee about a request to purchase the Netzer property home. Parks staff would like to remove the home and utilize the property for events and community garden. Committee would like to see the house removed. Keep the well and electricity for the community garden.

Steve Binder made motion not to sell house and tear it down. Jim Ponzer seconded. Motion carried 5-0.

10. **Discussion/Action** – Budget Adjustment BAGO Donation

Karen Powers made a motion to approve the budget adjustment for the \$5,000 donation received by Lapham-Hickey Steel for the BAGO Program. Jim Ponzer seconded. Motion carried 5-0.

11. **Discussion/Action** – Budget Adjustment Oshkosh United Soccer Donation

United Soccer would like more electric at the park for its soccer tournament. Will be helpful for vendors and enhance park for other users. Would like to have it done by June. Parks will help install some of these items to help costs.

Jim Ponzer made a motion to approve the budget adjustment for the \$7,500 donation received by the Oshkosh United Soccer Club for the purchase and installation of four new electrical pedestals at the soccer complex. Steve Binder seconded. Motion carried 5-0.

12. **Discussion/Action** – Budget Adjustment 2022 Registration Tuition

Rachael Dowling made a motion to approve the budget adjustment to cover a year-end budget overrun for Oshkosh Chamber of Commerce registration tuition. Jim Ponzer seconded. Motion carried 5-0.

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

Adam Breest gave an update about the PGI Conference. Town Hall meeting went well and the event was approved by the Town Board. Finalizing contract and will have it ready in a few weeks. PGI will be at the Expo in August.

14. Parks Director Update:

Grundman boat landing contractor has been selected. Have about \$41k contingency for the project. Construction will start July 5. NRDA grant officially approved. Recruiting summer staff. Hoping for about eight seasonal staff. Presenting Shangri La master plan in March. Working with Highway on Wiouwash Trail swap by AxelTech area, Community Park parking lots, and Netzer property.

Parks is continuing to work on buoys, should be done soon. Tree removals continue. Getting prepped for summer.

Expo only has two open weekends from now through September.

February Bago event went well. March activity will be at Ken Robl. Nighttime egg hunt coming in April. Park and expo contracts being sent out.

15. Staff Updates:

No comment.

16. Committee Member's Updates:

Josh Belville – Need to work on getting more staff.

Steve Binder – Cut shooters off some of the trees in the park.

Jim Ponzer – No comment.

Karen Powers – Would like to know when future meeting dates are.

Rachael Dowling – Asked about hosting a community event at Expo.

17. Next Meeting Date:

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

18. Future Agenda Items:

Committee meeting dates.

19. Adjournment

Karen Powers made the motion to adjourn and it was seconded by Steve Binder.
Motion carried 5-0. Meeting adjourned at 10:46 a.m.

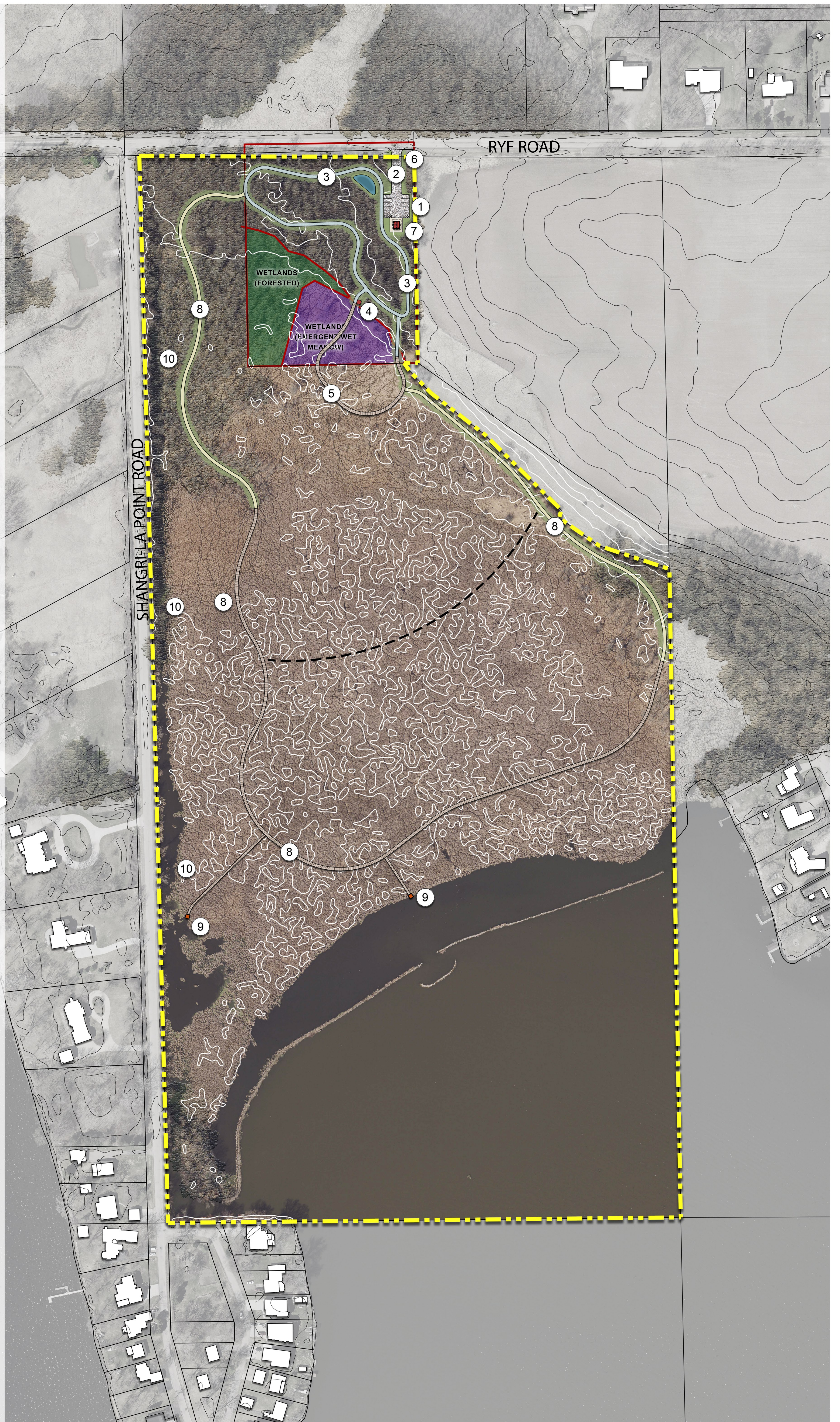
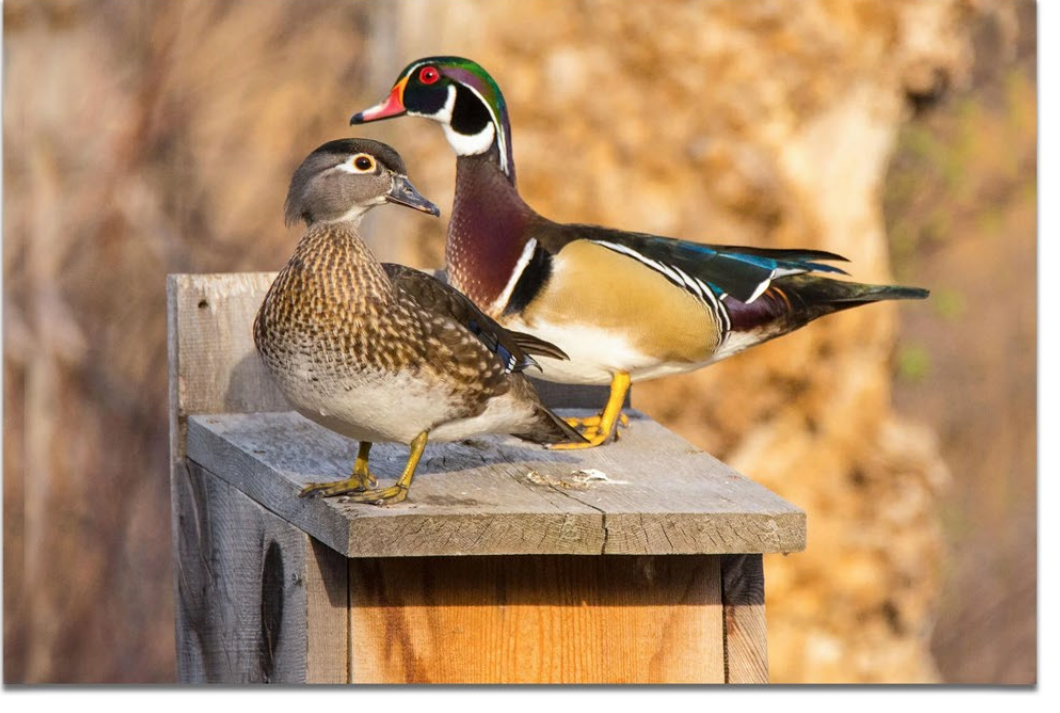
Respectfully Submitted,
Justin DeJager

PHASE 1 KEYNOTES

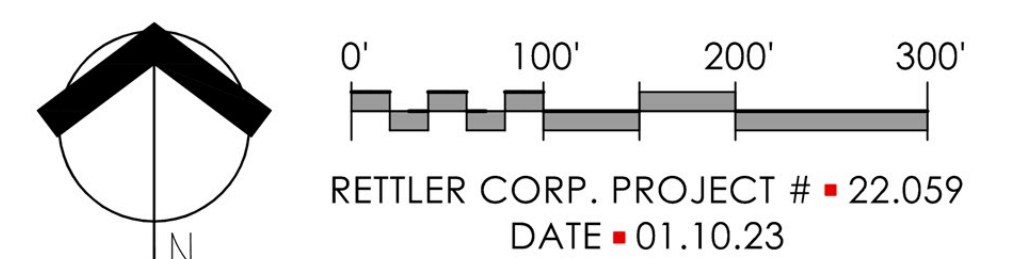
- 1 PARKING LOT W/ LIGHT (GRAVEL) (10 SPACES)
- 2 ENTRY DRIVE (WITH CULVERT)
- 3 UPPER WALKING LOOP (0.25 MI) (WITH EDUCATIONAL SIGNAGE)
- 4 VIEWING STATION
- 5 LOWER WALKING LOOP (BOARDWALK) (0.12 MI) (WITH EDUCATIONAL SIGNAGE)
- 6 DRIVE ENTRANCE LIGHTING

PHASE 2 KEYNOTES

- 7 POTENTIAL FUTURE RESTROOM BUILDING
- 8 PHASE 2 TRAILS AND BOARDWALKS (0.85 MI) (WITH EDUCATIONAL SIGNAGE)
- 9 VIEWING PLATFORM
- 10 WOOD DUCK NESTING BOXES



WINNEBAGO COUNTY PARKS DEPARTMENT
 SHANGRI LA PARCEL ■ SITE MASTER PLAN ■ PREFERRED CONCEPT
 RYF RD ■ OSHKOSH, WI 54904



RETTLER
 corporation

3317 BUSINESS PARK DRIVE, STEVENS POINT, WI 54482
 TELEPHONE • 715 - 341 - 2633, FAX • 715 - 341 - 0431
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PRELIMINARY COST ESTIMATE
Winnebago County Parks Department
Shangri La Master Plan
January 11, 2023
Phase 1
Rettler Project No.: 22.059



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Category Sub Total
EARTHWORK/DEMOLITION						\$88,400.00
1.	Mobilization	L.S.	1	\$12,000.00	\$12,000.00	
2.	Clearing and Grubbing	L.S.	1	\$20,000.00	\$20,000.00	
3.	Common Excavation (at 12" depth)	C.Y.	1,450	\$10.00	\$14,500.00	
4.	Excavation below Subgrade	S.Y.	900	\$15.00	\$13,500.00	
5.	Stripping Topsoil, 6-inch depth	S.Y.	4,295	\$2.50	\$10,737.50	
6.	Place Screened Topsoil, 6" depth	S.Y.	2,050	\$2.50	\$5,125.00	
7.	Seed/Fertilize/Mulch Common Green Space	L.S.	1	\$5,000.00	\$5,000.00	
8.	Erosion Control	L.S.	1	\$7,500.00	\$7,500.00	
UTILITIES						\$50,000.00
9.	Storm Water Management Allowance and Culvert	L.S.	1	\$15,000.00	\$15,000.00	
10.	Site Electrical Allowance	L.S.	1	\$35,000.00	\$35,000.00	
GRAVEL PARKING LOT AND ENTRANCE DRIVE (10 SPACES)						\$21,800.00
11.	Dense Graded Base, 12-inch depth	S.Y.	780	\$10.00	\$7,800.00	
12.	Signage	L.S.	1	\$1,000.00	\$1,000.00	
13.	Parking Lot Lighting (parking area & entrance)	EACH	2	\$6,500.00	\$13,000.00	
TRAIL, 8-FT WIDTH (UPPER LOOP)						\$72,086.80
14.	Hot Mixed Asphalt, 3-inch depth	S.Y.	1,212	\$24.00	\$29,088.00	
15.	Dense Graded Base, 10-inch depth	S.Y.	1,333	\$9.00	\$11,998.80	
16.	Trail Markers and Signage	L.S.	1	\$1,000.00	\$1,000.00	
17.	Viewing Station/Overlook Allowance	L.S.	1	\$30,000.00	\$30,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$232,286.80
CONTINGENCY at 10%:						\$23,230.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$255,520.00
GEOTECHNICAL SERVICES						\$6,500.00
SOFT COSTS						\$25,560.00
BASE PROJECT TOTAL						\$287,580.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Category Sub Total
ALTERNATES						
RESTROOM BUILDING						\$179,830.00
1.	Concrete, 5-inch depth	S.F.	805	\$7.00	\$5,635.00	
2.	Dense Graded Base, 6-inch depth	S.Y.	98	\$7.00	\$688.72	
3.	Restroom Building	S.F.	300	\$450.00	\$135,000.00	
4.	Sanitary Service Allowance	L.S.	1	\$18,500.00	\$18,500.00	
5.	Water Service Allowance (well, pump, pressure tank, piping)	L.S.	1	\$20,000.00	\$20,000.00	

TRAIL, 8-FT WIDTH (LOWER LOOP)						\$231,560.00
1.	Hot Mixed Asphalt, 3-inch depth	S.Y.	90	\$24.00	\$2,160.00	
2.	Dense Graded Base, 10-inch depth	S.Y.	99	\$9.00	\$891.00	
3.	Boardwalk, 8-ft wide	L.F.	565	\$400.00	\$226,000.00	
4.	Trail Markers and Signage	L.S.	1	\$2,500.00	\$2,500.00	

PRELIMINARY COST ESTIMATE
Winnebago County Parks Department
Shangri La Master Plan
January 11, 2023
Phase 2
Rettler Project No.: 22.059



Item No.	Item Description	Units	Estimated Quantity	Unit Price	Extension	Category Sub Total
EARTHWORK/DEMOLITION						\$125,400.00
1.	Mobilization	L.S.	1	\$65,000.00	\$65,000.00	
2.	Clearing and Grubbing	L.S.	1	\$15,000.00	\$15,000.00	
3.	Common Excavation (at 12" depth)	C.Y.	1,150	\$6.00	\$6,900.00	
4.	Excavation below Subgrade	S.Y.	850	\$15.00	\$12,750.00	
5.	Stripping Topsoil, 6-inch depth	S.Y.	3,450	\$2.50	\$8,625.00	
6.	Place Screened Topsoil, 6" depth	S.Y.	1,725	\$2.50	\$4,311.54	
7.	Seed/Fertilize/Mulch Common Green Space	S.F.	15,522	\$0.50	\$7,760.78	
8.	Erosion Control	L.S.	1	\$5,000.00	\$5,000.00	
TRAILS, 8-FT WIDTH						\$1,268,486.00
9.	Hot Mixed Asphalt, 3-inch depth	S.Y.	1,740	\$24.00	\$41,760.00	
10.	Dense Graded Base, 10-inch depth	S.Y.	1,914	\$9.00	\$17,226.00	
11.	Boardwalk, 8-ft wide	L.F.	2,600	\$400.00	\$1,040,000.00	
12.	Boardwalk, 6-ft wide	L.F.	380	\$350.00	\$133,000.00	
13.	Trail Markers and Signage	L.S.	1	\$2,500.00	\$2,500.00	
14.	Viewing Platforms	EACH	2	\$15,000.00	\$30,000.00	
15.	Wood Duck Nesting Boxes Allowance	L.S.	1	\$4,000.00	\$4,000.00	
SUMMARY						
CONSTRUCTION ITEMS TOTAL:						\$1,393,886.00
CONTINGENCY at 10%:						\$139,390.00
CONSTRUCTION ESTIMATE SUBTOTAL:						\$1,533,280.00
SOFT COSTS						\$153,330.00
BASE PROJECT TOTAL						\$1,686,610.00

NOTES:

Geotechnical study not completed at time of study. Soil conditions may impact cost estimate.

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: MARCH 10, 2023
FROM: DIRECTOR OF PARKS AND EXPO CENTER
RE: WI DNR ANNUAL SNOWMOBILE GRANT – 2023-2024

General Description:

Every year the Parks Department needs to pass a resolution allowing the department to apply for a Snowmobile Maintenance grant with the Wisconsin Department of Natural Resources.

Requested Action:

The Parks Department recommends that the Parks and Recreation Committee recommends to the County Board to authorize the County Executive and County Clerk to make application on behalf of Winnebago County with the Department of Natural Resources for any financial aid available for this program.

Procedural Steps:

Parks and Recreation Committee	Meeting date: 3/28/23
Action taken:	Vote:
Personnel and Finance Committee	Meeting date: 4/6/23
Action taken:	Vote:
County Board	Meeting date: 4/18/23

Background:

Every year the Winnebago County Parks Department requests grant funding from the Wisconsin Department of Natural Resources for snowmobile grooming and maintenance within Winnebago County. The funding is granted to Winnebago County. Then the Parks Department works with the Winnebago County Snowmobile Alliance to disburse the funds to snowmobile clubs throughout the county that manage the state-funded trails.

In 2023 – 2024 we anticipate receiving funding for 144.1 miles. Each mile is funded at \$300/mile for a total grant request of \$43,230.00.

Attachments:

- Resolution

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RESOLUTION: Request Authority to Apply for and Accept Funds for Maintenance of County-Owned and Leased Snowmobile Trails

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, Winnebago County is interested in maintaining County-owned and leased lands for public snowmobile trail use; and

WHEREAS, funds are available for snowmobile trail maintenance as well as snowmobile trail developments and improvements through the Department of Natural Resources pursuant to Sec. 23.09(26), Wisconsin Statutes; and

WHEREAS, in order to participate in this project, it is necessary that the County Board authorize applying for and accepting of the funds.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that the County Executive and the County Clerk are hereby authorized to apply for and accept funds from the Department of Natural Resources, for any financial aid that may be available for public snowmobile trail maintenance, snowmobile trail developments and improvements in Winnebago County.

Fiscal Note: The expected revenue and expense from this grant have been included in the approved 2023 county budget. The anticipated grant amount is \$43,230.00. The Parks Department has budgeted \$43,230.00 in expenses and revenue in the 2023 budget. This results in a net \$0 program for Winnebago County.

Respectfully submitted by:

PARKS AND RECREATION COMMITTEE

Committee Vote: _____

Respectfully submitted by:

PERSONNEL AND FINANCE COMMITTEE

Committee Vote: _____

Vote Required for Passage: **Two-Thirds of Membership**

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

Jonathan D. Doemel
Winnebago County Executive