

**WINNEBAGO COUNTY COMMUNITY PARK AND SUNNYVIEW EXPO**  
**USER GROUP MEETING MINUTES**

**DATE & TIME:** January 17, 2015 @ 9:00 a.m.  
**PLACE:** Sunnyview Expo Center Exposition Building  
South Wing  
500 E. Cty. Rd. Y  
Oshkosh WI 54901

**PARKS COMMITTEE MEMBERS PRESENT:** Mike Norton, Tom Konetzke (no quorum).

**ALSO PRESENT:** Rob Way, Vicky Redlin. Don Klemmer, John Zuehlsdorf, – Winnebago County Parks Dept., Larry Lautenschlager district #19 – Winnebago County Board, Deb Heier – Oshkosh Dressage Classic, Lisa Busby – NEWQHA/WAQHA, Christopher Billstrom – Oshkosh United Soccer, Mike Lindner – FWCDP, Mary Rockman – Lifest, Helen Briwa – Oshkosh Kennel Club, Matt Harris – OPD, Nancy Holman – Winnegamie Dog Club & WAQHA, Curtis Daye – WAHA, Cathy Cluff – OCVB.

Rob Way welcomed those attending and noted that coffee and donuts (courtesy of Supervisor Lautenschlager) are in the back of the room. He asked that everyone sign-in on the roster sheet and notified attendees of the extra agendas located up front. Rob then proceeded to introduce the two Parks Committee members in attendance as well as the two staff persons. Rob also gave an overview of the topics to be discussed.

**COMMUNITY PARK TOPICS**

- 1.) Update on roadway/shared use path/lighting project & tentative timeline for completion – permit and weather delays forced the project to extend into 2015. The paving for both the road and path is scheduled to begin as soon as the asphalt plants open in the spring and the ground can support construction. There are new lights operating in the north end round about. These same lights will be going in throughout the northern 2/3rds of the park. Ideally everything should be usable by mid to late May to mid June. However, as always this is weather dependant. The south end path will be put in last, though the gravel surface will be usable until then. There is also a drainage project at Parkview which will impact the area east of the soccer shelter as well as a swale going in to a culvert which will lead to the current drainage system and out to Snell Road. The timeline on this project is not officially known but should be done in conjunction with the park project as the Highway Department will be doing both projects. Rob finished by stating that the northern most lighting circuit had just been activated and that the amount of illumination shed-off by the LED lighting going from the north entrance way to the dog park is impressive.
- 2.) Impacts of roadway/shared use path/lighting project on other park facilities
  - a. A.D.A. upgrades – many access paths are being put in to individual primary function areas and all program facilities are being networked together. Parks anticipates that there will be a significant increase in the amount of persons walking and biking in the park with the addition of this shared use path.
  - b. Tennis court improvements – in addition to the access path which connects with the parking lot, there will be a water fountain installed with a bottle filler.
  - c. Soccer complex – OYSC is still programming should not be affected by the improvements that still need to be put in place in the south end of the park.

Additionally, the outdated lights on in the soccer complex area are due to be replaced sometime in the next couple of years.

- d. Archery range – Parks is testing out a new targets as well as target holder that has been constructed in house and ADA access as well as a raised firing line are being installed. Berms have also been added on either side of the range.
- e. Softball and rugby parking – both areas have new access paths from the roadway and west lot in order to access their respective activity areas.
- f. Dog Park – this summer a new entrance pad and gates are to be installed for ADA compliance.
- g. RC boating access – current access from the pavilion parking lot may change to access from the cul de sac parking area
- h. Ancillary ped/bike path connection from westside apartment complex – as this development goes in they are required to install a path from their project area to connect with the path within the park. The access path will be just south of shelter #1 running east/west.
- i. Disc golf course programming – a state wide tournament was held here last fall and there is a group marketing for a bid on the national tournament. Some holes will be changed to accommodate the new road and path. There is also some additional landscaping going into the course to increase difficulty.
- j. Tree plantings and landscaping – there are some trees already installed and more that have acquired via two grants for planting in the spring. With the road/path project several large trees were lost and replacements are in the works. We will be constructing areas of landscaping within the centers of the roundabouts as well as other areas of the park. The road and path edges will still be soft this year so the organizations are being asked to enlist the cooperation of their members in using caution when traveling in the park.
- k. Park signage – new uniform park signage is planned to replace the old signage with the exception of road signage. This will involve a multi-year process.

**3.) Pavilion update - none**

- 4.) Prairie maintenance – things are looking good for approval of a prairie burn program with the OFD. Burning is the best way to take care of a prairie and provide healthy growth. The City of Oshkosh must change its burning ordinance to allow these types of prescribed burns within the city limits. Those present were encouraged to inform their members about the reasons for burning and to also share with them that the scorched look of a burnt prairie is only temporary.**

- 5.) Emerald Ash Borer (EAB) – has not been seen on the grounds yet, but plans are to address it as it becomes necessary. The county is putting together a county wide management/disposal plan of lost ash tree populations that includes contingencies for handling other tree species that may be lost due to disease or weather damage. The document will include a tree inventory of most county own properties and it will address replacement of lost stock.**

- 6.) Communication between Parks Dept. and user groups (i.e. kiosks) – the various representatives were reminded to make sure to constantly update the Parks Department with the names, phone numbers and e-mail address of those in their organization who may be taking over in a lead capacity for their group and/or will act in the capacity of being the liaison between themselves and the Parks Department. Parks also has specific kiosks available for important information that the organization may need posted, however, such information must have a direct correlation to the Community Park. Postings are done through the permission of the Parks Office only.**

- 7.) Questions and input – Matt Harris stated that the OPD bike patrol is looking forward to the new road and path and may be patrolling the park more often on bike. He will have them cross the road to patrol at the expo as well. The plans**

for the south end of the park path is to finish the roadway in the northern end first then pursue the path in the southern end. Paving could take up to a week or more and may start as soon as the plants open. The shared use path will take up to a week or more to pave depending on weather. The path itself may not be done until early to mid June.

### **EXPO TOPICS**

- 1.) Overview of current policies – these policies were talked about at an October Parks Committee meeting:
  - a. Garbage pick up – the barrels will be set-out with liners at the approximate time when the new event holder **first occupies the grounds**. Following that garbage pick up will remain the responsibility of the client. This codifies staff duties throughout the Parks system.
  - b. PA system – the PA system volume and etc. contained in Barn A will be regulated via a set point agreed to during the pre-event walk through. After that the system will be unavailable for adjustment. The PA system at the covered arena will remain accessible.
  - c. Walk through necessity – it is highly recommended that everyone participate in both a pre and post event walk through. During pre event walk throughs PA systems will be set, items will be discussed as far as changes to past practice, needs assessed etc.. During post event walk throughs any damages will be noted and assessed to the appropriate party.
- 2.) New light controller for CA – the county electrician is in the process of installing a means of controlling the covered arena lights via a key system. This will be much more convenient for clients. Lot lights will remain the same.
- 3.) Receipt of mail/packages – reminder to have your vendors, and participants mail items to the event when clients are on site to sign for them. The Postal Service does not have mail delivery at the expo and the Parks Department cannot sign for items addressed to event participants and vendors.
- 4.) Outdoor arena repair and dragging – the Highway Department is scheduled to begin reconstruction of the outdoor arena as soon as the ground is thawed and can be worked in spring. If there is any problem with the Highway Department schedule an attempt will be made to bring in an outside contractor to do the work. Lance Treptow has graciously agreed to be a consultant for the county on this project. There is currently new 8" drain tile on site to address the areas around the barns especially north of Barn A which is likely to also help to address the drainage of the outdoor arena. Dragging prior to events will be done at a three inch depth. The covered arena will have the base material brought into the center and regraded while the warm up area will have the same done with an analysis of base fill needs. Both arenas will be dragged the same and turned over to clients in this condition.
- 5.) Silver anniversary logo use – the Expo is celebrating 25 years at the current site. There are some events planned and everyone is asked to please use the Anniversary Logo which is available for use on the county website expo page.
- 6.) Future contract deposits – as of now all calendar deposits that are in hand will be honored. No further calendar deposits will be accepted as the contract, deposit structure and payments for events will be changing. These changes need to be approved by the Parks Committee and possibly the County Board prior to being put into use.
- 6.) Questions and input – Vicky Redlin introduced Cathy Cluff of the OCVB who gave info on getting events recognized in the OCVB calendar of events and Matt Harris from OPD stated he can help with safety and security questions for event holders.