

## **PARKS & RECREATION COMMITTEE MEETING MINUTES**

DATE & TIME: November 14, 2013 @ 8:30 a.m.  
PLACE: JP Coughlin Center  
Volunteer Rm.  
625 E. Cty. Rd. Y  
Oshkosh WI 54901  
PRESENT: Parks Committee - Jerry Finch, Mike Norton, Tom Konetzke, Harold Singstock, Chuck Tews.  
ALSO PRESENT: Rob Way – Winnebago County Parks Dept., Chris Kniep – UWEX, Harrison Sturgis

1. Call to order – Meeting called to order by Chairman Finch at 8:30 a.m..
2. Approval of Minutes from October 10, 2013 Meeting – Chairman Finch called for a motion to approve the minutes Chuck Tews moved to approve, Mike Norton seconded. Motion carried 5 - 0.
3. Public Comments - none
4. Discussion of Interdepartmental Arrangements Pertaining to the Expo Program Storage Building - Rob went over the process that took place to come to an understanding regarding the operation of the building approved by the County Board. A hand out was provided. Chris Kniep went over the history of the project for storage needs of the Fair and 4H. Three departments are involved with the department heads working together to proceed. General code states that Parks has expo buildings. However, with this being a storage building intended to service two entirely separate parties other than the Parks Department, it would depart from the norm. The document containing the arrangements worked-out between the department heads spells out who is in charge of what and what the operating arrangements are for the future. UWEX and Parks have had a set of guidelines attached to the various contracts which spells-out the condition for expo use. Access will be provided via communication with Parks and Facilities will be responsible for the building itself. Jerry Finch stated that plowing should be under Facilities if they are to do the maintenance. Tom Konetzke stated that this handout document is very ‘trusting’ but it’s possible that there needs to be more things spelled out for who maintains what. Chuck Tews mentioned that for efficiency it would make sense to have Parks plow. Jerry Finch asked if this handout outline was binding. This outline is based on the agreement on maintenance with Facilities on the Coughlin Bldg; Parks handles most of the outdoor tasks while Facilities takes care of the inside jobs. This arrangement has always worked well. Harold Singstock asked what Mark Harris says about this document. This is the result of working with the department heads involved but not approved by Mark Harris. Chris Kniep suggested adding language defining maintenance duties regarding which maintenance is provided by whom ie: construction, maintenance, plowing etc.. Rob Way read the current ordinance 19.02 general code which describes facilities as responsible for HVAC, electrical and plumbing on Parks buildings. Other items are not specified, meant to mean that all other maintenance is Parks. Rob Way stated that short approaches may be necessary for this building which should be included with Facilities for paving maintenance. Jerry Finch would like to add a statement to the document defining who was responsible for the care and maintenance of any trees, shrubs or other landscaping that the building permit might require. A final document will be provided with any additions at a future meeting.

5. Committee Feedback Regarding Initial Draft of Community Park Concessionaire Contract - Harold Singstock asked if John Bodnar has seen the draft yet? No it is coming before committee first. Harold Singstock does not think a 14 page contract is necessary. Rob Way indicated that a good portion of the final four to six pages of the document would likely remain as it amounts to the standard legalese terminology required as a standard in most documents of this type. Jerry Finch stated that in most cases the items are necessary. Rob Way went over the major points included in the draft contract. Discussion and question/answers followed. Discussion items included such subjects as concern over the pick up of debris throughout the park from this concession stand, rec department ability to have their own concession at softball, necessity of having a concession contractor for the park, ability to work with user groups to avoid conflicts, security, liability if concession is robbed. Jerry Finch asked if the contract could go to John Bodnar first then back to committee for comment. Rob Way asked if there are any other issues that should be addressed before it goes to John Bodnar.
6. Examination of County Tree Maintenance Responsibilities - Jerry Finch stated that at the WPRA conference EAB was discussed. No arborist is on staff at the county. We need to be prepared. Rob Way stated that an intern has mapped the inventory of Com. Park and expo trees a few years ago. Boat landings and other outlying areas have not been done and the priority is park and expo. There are 500 ash in park and ½ as many at the expo. All resources will be used to take care of these two properties. Outlying areas have been examined and trees that were part of landscaping plans on those other properties were looked at. Rob Way stated that since our free inoculation sponsorship plan was denied by the County Board a new plan is being worked on. Tom Konetzke wasn't sure what Facilities has as far as their EAB response plan goes nor how their DNR grant is supposed to apply towards their treatment/reforestation process. Rob Way stated he envisions that Facilities will likely deal with the situation in the same manner as Parks in that the type of response to EAB will depend on where the ash tree(s) are located. In the Parks circumstances the outlying properties will receive only minor attention unless hazards start to develop at a specific site(s). That will be in contrast to the high priority that will be given to ash trees located in the more urban settings such as the Community Park, the Expo and at Asylum Point. Tom Konetzke went on to ask about local resources. Rob Way replied that Kim Mueller is a certified tree expert who has a shared position between UWEX and DNR and she works with us quite often on tree related projects. Jerry Finch is concerned after attending the WPRA workshop and seeing how destructive this bug is he felt it prudent to attempt to see whether Facilities and Parks should at least find-out what the other is doing. Chuck Tews asked if LWCD can help with invasives in general? Rob Way said they LWCD might have some ability to consult and then added that EWRPC may still have a position within the organization that assists municipalities who need advice however they cannot actually do the work. Rob can update the committee in the future on invasive species in general after mapping has occurred. He then added that there is not any DNR grant funding that he is aware of that can be directed towards replanting once EAB hits. He went on to state that the amount of time and manpower that may be needed to address removal and replanting will be considerable and could eventually require a multi-year phased approach. Several members indicated that they would like Rob to check with Mike Elder on his tree situation to see if it is wise to look at a county wide option if necessary.
7. Investigation into Unified Boat Launch Fee for Lake Winnebago Counties – Rob stated that this item was added as precautionary measure due to e-mail inquiries regarding launch fees from other counties regarding the coordination of program fee operations. The Lakes Advisory Council sent out a survey and one of the items was a unified launch fee among all municipalities within the Winnebago

Lake boundaries itself. An attempt was made about 10 years ago to unify the fees but there was no progress due to the amount of money needed to make each municipality whole through sale of permits only. According to a survey done at that time, the cost per permit would exceed the amount that individuals would be willing to pay. Stickers on trailers is another issue due to enforcement by DOT on vehicles versus trailers. Next meeting there should be more info.

8. Parks Director's Updates: Status of recent letting of RFP's and Com. Park Road A/E RFQ; - awarded for project to Rettler for road in park after interviewing three firms, Westwind Road kiosk & other donated projects; - Josh's kiosk at Asylum and Westwind has just been finished other projects include two more kiosks one on the bridge south end and one at soccer area which are being discussed later today with the Eagle Scouts who want to pursue them, Tennis court project; - fencing should be in as of last week, tile coming yet this fall won't be complete until basketball standards are installed in spring with painting done at that time, Boy Scout Pack 3615 sponsorship of Waukau Creek upkeep; - cub scouts adopting for their upkeep project will be official agreement with items that they will address and a girl scout who wants to do a marketing brochure for Waukau and signage throughout on the nature trail along with several other ideas, Shelter reservations revenue; - handed out print out of shelter revenue comparing 2012 and 2013 numbers are up slightly and pavilion usage is up as well. A request for 2015 increase may be coming in 2014 after a comparison of other municipalities has been made, North County Dog Park Update – preference of purchase versus leasing DNR would be more amenable to purchase of these former landfill properties releasing some liability for the county as per DNR there is a statute that indicates that it might allow such an approach. There have been areas in the past not considered due to liability of landfill issues which this statute may address. Will pursue with the DNR and corporation counsel to see if this is an option. Will keep the committee and Mr. Sturgis informed on progress.
9. Committee Chairman's Updates: WPRA Conference – Chairman Finch commented on his attendance at the WPRA conference and recommended that other committee members attend.
10. Committee Member's Updates: Mike Norton – conference attendance at seminars for tennis court reconstruction, and swimming facilities updated from old style to new. Chuck Tews – no report, Harold Singstock asked if info for Guy Hegg, that he asked for, has been made available for him. Rob will get back to Harold to make sure all Mr. Hegg's issues are addressed. Also boat landings report from Finance on projected fund balances showing \$180,000.00 what is it used for? Used for landing improvements and maintenance needs. A reserve of 15% is comfortable for Parks. The major projects have been completed so the amount should be satisfactory for future needs. With the exception of the purchase and maintenance of navigation aids and the in-house labor support, boat landing operations are largely self-supporting. Harold also questioned security at launches. Rob will bring in division budgets at the next meeting and discuss priorities. Tom Konetzke likes involvement with scouts and do we have a price from Mr. Sturgis for purchase? He has given an amount but it may change as some point. Is boat landing naming rights a possibility? We tried marketing that when we initiated the sponsorship program using a consultant but there was little response.
11. Staff Updates: none
12. Next Meeting Date: Dec. 12, 2013 @ 8:30 a.m.

13. Next Meeting Agenda Items: DNR's Revised Bridge Trail Maintenance Agreement, upcoming building projects and responsibility for, boat launch divisions and update, Corp Counsel on concession contract, updated storage building agreement, facilities tree program if any, update on Breezewood property.
14. Adjournment – Tom Konezke motioned to adjourn, Mike Norton seconded. M.C. 5-0 at 10:25 a.m..

Respectfully Submitted,  
Vicky Redlin  
Program Director  
Winnebago County Parks/Sunnyview Expo Center