

## **Parks & Recreation Committee Meeting Minutes**

Date & Time of Meeting: Tuesday, October 10, 2023 at 10 a.m.

Location: J.P. Coughlin Center

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

Also Present: Adam Breest, Justin DeJager, Rick Helms, Kyle Vergin, Paul Kaiser (Finance Director)

1. Call to order:

Karen Powers called the meeting to order at 10:00 a.m.

2. Approval of Agenda:

Steve Binder moved to approve the agenda and Jim Ponzer seconded.  
Motion carried 4-0.

3. Approval of August 8, 2023 Minutes:

Josh Belville moved to approve the minutes and Steve Binder seconded.  
Motion carried 4-0.

4. Approval of August 29, 2023 Minutes:

Josh Belville moved to approve the minutes and Jim Ponzer seconded.  
Motion carried 4-0.

5. Public Comment:

No comment.

6. **Presentation** – Comprehensive Outdoor Recreation Plan by MSA Professional Services

Emily Soderberg, from MSA, gave a presentation/overview of the CORP and Community Park Master Plan. Reviewed the public input meeting #1 and the park system-wide survey results; 550 responses on the survey. Results are available on Parks website. Community Park Charette was reviewed. Community Park, trail, and boat launch focus groups have reviewed the charette and provided feedback. An online, public survey specifically for the Community Park is currently live and can be accessed on the Parks website. Public input meeting #2 will be in late October or early November.

7. **Budget Presentation** – 2024 Parks Executive Budget

Adam Breest gave a summary of the 2024 budget. Maintenance/management is a very large portion of the budget. Sunnyview has increased revenue two years in a row and has been finding creative ways to host multiple events at the same time. West campus improvements at Sunnyview are coming up next year. Department has put more emphasis on programming with BAGO partnerships and events. A new park caretaker position was not approved for the budget.

Highway budget for vehicle maintenance going down and contracted vehicle maintenance going up. Equipment requests include a trail groomer, floor scrubber, and landscape trailer. Landing fees for boat landings will increase.

8. **Presentation** – Sunnyview Expo Sign Lease – Sign Design

Adam Breest reviewed the latest design specs and reviewed timeline/priorities for approval. Sign will be backlit, 42' high and 36' wide. Would like to have the sign installed by next spring. The area is zoned commercial. County gets 10% of the advertising time on the display. County will also receive some rental revenue from the sign. Committee would like to have a pilaster/brick column at the bottom of the poles (about 8-10 feet up) to make it look a little nicer, if it's within the budget.

9. **Discussion/Action** – Budget Amendment – Plow Blade

Requesting \$950 complete the purchase of the plow blade.

Steve Binder made a motion to recommend to the Finance Committee to authorize the budget amendment for the purpose of purchasing a plow blade for the new pick-up truck purchased in 2023. Seconded by Josh Belville. Motion carried 4-0.

10. **Discussion/Action** – 5 Year Expo Contract – Winnegamie Dog Club

Winnegamie Dog Club has to secure a long-term contract in order to get proper certifications. They've also been long-time customer with a good track record.

Josh Belville made a motion to approve the five-year contract between the Winnebago County Parks Department and the Winnegamie Dog Club. Seconded by Jim Ponzer. Motion carried 4-0.

11. **Discussion/Action** – 3 Year Expo Contract – Take a Kid Hunting Foundation

Take a Kid Hunting Foundation has been a longtime customer and a good user of the facility.

Steve Binder made the motion to approve the three-year contract between the Winnebago County Parks Department and the Take a Kid Hunting Foundation dba Bob & Rocco Gun Shows. Seconded by Josh Belville. Motion carried 4-0.

12. Park Director Updates

Grundman project on schedule and going well, considering adding security cameras to the boat landing area. Netzer home project has started, LP tank removed, electric and water getting shut off, well will be capped for winter, pump septic tank, and tear-down; barn coming down as well.

13. Next Meeting Date:

Steve Binder requested committee member park tour to review completed projects and upcoming projects.

Park Tour: Tuesday, October 24 at 10 a.m.

Committee Meeting: Tuesday, November 14, 2023 at 10 a.m.

14. Future Agenda Items:

Park Tour

15. Adjournment

Josh Belville made the motion to adjourn and it was seconded by Jim Ponzer.

Motion carried 4-0. Meeting adjourned at 11: 23 a.m.

Respectfully Submitted,  
Justin DeJager