

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, January 24th, 2023 at 9:00 a.m.
625 E Cty Rd Y
Oshkosh, WI 54901

Join Zoom Meeting

<https://us06web.zoom.us/j/82783340772?pwd=anRuVTZmNEVGtGNzWWNOakl2M1JCdz09>

Meeting ID: 827 8334 0772

Passcode: 873268

One tap mobile

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SUBJECT MATTER OF THE MEETING

1. Call to order
2. Approval of Agenda
3. Approval of December 27th, 2022 Minutes
4. Public Comment
5. **Presentation** – Lifest Update – John Dougherty – Festival Director
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
7. **Discussion/Action** – Changes to Parks and Recreation Ordinance 19.23 Camping, Overnight Mooring
8. **Discussion/Action** – Community Park Shelter Fees
9. **Discussion** – Netzer Property Annexation Process Overview
10. **Update** - Parks Director on Potential International Pyrotechnics Guild (PGI) Conference
11. Parks Director Update
12. Staff Updates
13. Committee Updates
14. Next Meeting Date: February, 28, 2023 at 9:00am
15. Future Agenda Items:

16. 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, December 27, 2022 at 3:30 p.m.

Location: J.P. Coughlin Center

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

Also Present: Adam Breest, Justin DeJager

1. Call to order:

Mike Norton called the meeting to order at 3:31 p.m.

2. Approval of Agenda:

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

3. Approval of December 13, 2022 Minutes:

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

4. Public Comment:

Dave Kane – Spoke about the upcoming park survey and suggested giving away prizes to people who fill out the survey. Concerned about Grundman Boat Landing being closed for an extended period and would like the dredging done in the fall.

5. **Discussion/Decision** – Nominate Vice Chair of Parks Committee

Karen Powers nominated Josh Belville and it was seconded by Steve Binder. Karen Powers made a motion to nominate Josh Belville as the Vice Chair. It was seconded by Jim Ponzer. Motion carried 5-0.

6. **Discussion** – Changes to Parks and Recreation Ordinance 19.23 Camping, Overnight Mooring

Adam Breest discussed changes and edits to the Camping/Overnight Mooring Ordinance. The Parks Department would like to rent the Expo grounds for AirVenture camping in 2023 and other future events.

Committee wants to make sure the Expo is at least breaking even. Some things are hard to monitor due to staff limitations. Questioned whether or not we need a fire permit.

7. **Discussion/Action** – Waukau Dam Capital Project 2023-2024

Adam Breest reviewed the Waukau Dam project. It will be on the upcoming CIP and Adam will be presenting. Engineering in 2023, construction in 2024. There are possible grants available for this

project, which the Parks Department will apply for. The Parks Department has been in contact with the local organization taking care of the bike trial.

8. **Discussion/Possible Action** – Soccer Shelter Fee Discussion

Adam Breest discussed potential changes to the price charged for soccer shelter rentals. Compared it to other similar shelters in the local area and would like to lower the rental fee to be more competitive with area shelter fees. Discussed resident/non-resident fee and number of people fee.

9. **Discussion/Action** – Tables and Chairs Budget Adjustment – Sunnyview Exposition Center

Requesting \$15,000. Just taking a few chairs off the original request. The P&F meeting is next week.

Karen Powers made the motion to support the purchase of new tables and chairs for the Sunnyview Expo Center from the County Contingency Fund. It was seconded by Jim Ponzer. Motion carried 5-0.

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

Adam Breest discussed the PGI event possibly coming this summer. The Parks Department is working on the MOU to define the terms of the contract. The Town of Oshkosh will vote on approving the firework permit in a few weeks.

Committee thinks it would be a good idea to have the entire Expo grounds annexed into the City of Oshkosh.

11. **Parks Director Update:**

Working on RFP for the Comprehensive Outdoor Rec Plan. The Grundman bid is opening in January – work can start in March, the landing cannot be started mid-May, the dredging permit should be approved soon, the work in the water can start around mid-June, would hopefully open the landing in mid-to-late August. Moving dredging later in the season will cost more. Doing everything at one time will save money. New part-time parks caretaker for the weekends.

12. **Staff Updates:**

Justin – Winnebago County Community Park shelter reservations open January 3. Boat landing parking permits will also be available online.

13. **Committee Member's Updates:**

Mike Norton – If bad weather happens on days when committee meetings are scheduled, the meeting will be rescheduled for the following week on the same day. Would like more information about the upcoming Bago event and wondered if the Health Department could somehow be involved.

Josh Belville – No comment.

Steve Binder – Flowers/vines around the arch at the park did not come up, would like some work done on it next season. Apologized for getting upset, just wants to make sure everyone can give their thoughts.

Jim Ponzer – No comment.

Karen Powers – No comment.

14. Next Meeting Date:

January 24 at 9 a.m. at the J.P. Coughlin Center, meeting room B.

15. Future Agenda Items:

Camping
Shelter fees
Event promoters coming to speak to the committee
User group meeting
Park tour – June
Incentive program for survey

16. Adjournment

Karen Powers made the motion to adjourn and it was seconded by Jim Ponzer. Motion carried 5-0. Meeting adjourned at 5:05 p.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 19.23 Camping and Overnight Mooring Revisions

General Description: The Parks Department is interested in making changes and modifications to Chapter 19.23 Camping and Overnight Mooring.

Requested Action:

We are asking the committee to support the changes to Chapter 19.23 and recommend them to the County Board.

Procedural Steps:

Parks and Recreation Committee	Meeting date: 1/24/23
Action taken:	Vote:
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 is interested in offering overnight camping opportunities throughout the year. We would like to begin offering a few opportunities in 2023 as a way to increase revenues and see if we can make the model work.

There are also modifications within the code that are needed. When the code was modified several years ago, the intent was to offer overnight camping with no registration required. This was not successful. However, the code still reflects the ability to overnight camp at the Sunnyview Exposition Center without any form of pre-reservation.

Justification:

In 2022, the Parks Department finished the capital improvement project for the Sunnyview Exposition Center East Campus Improvements. These improvements included upgrading our electrical camping areas and adding two more electrical camping lots. This has doubled our electric camping capacity. We would like to begin offering a few opportunities in 2023 as a way to increase revenues and see if we can make the model work. Our goal would be to offer onsite camping for Air venture.

Attachments:

- Ordinance
- Exhibit A

Exhibit A

19.23 CAMPING, OVERNIGHT MOORING.

- (1) No camping or overnight parking shall be permitted in any park except at those areas designated as campgrounds or overnight mooring areas or unless permission has been given by the Director.
- (2) The following rules and regulations shall apply for the Sunnyview Exposition Center campground area:
 - a. ~~A non-electric site is \$20/Day. A 30amp electric site is \$40/day. A 50amp electric site is \$4045/day.~~
 - b. The County reserves the right to establish seasonal opening and closing dates as well as the hours of daily access into and out of the campground at the Director's discretion.
 - c. Campers of legal age may bring alcoholic beverages along for their camping meals. No glass beverage containers are allowed outside of individual campsites. All recyclable materials must be separated and placed in the receptacle provided.
 - d. At no time may the noise on a campsite create a disturbance or interfere in any manner with other people's enjoyment of the facility ~~or use of the facility for a scheduled event.~~ Management reserves the right to determine if and when such behavior is considered disruptive and violators may be fined or ticketed.
 - e. All campers must register upon arrival. Registration procedures shall be established by the Director included within the reservation confirmation. ~~No advance reservations will be taken. Available sites are distributed on a first come first served basis. Registrations during the hours of 11:00 a.m. to 7:00 p.m. are to be made at the Winnebago County Community Park Service Center or at an alternate Parks administrative office site as posted. Upon closure of the Service Center facility campers will be allowed to utilize the self-registration station available at the Sunnyview Exposition Center campground site.~~
 - f. The person registering for a camp site must be a minimum of 18 years of age and a site may not be occupied by more than ~~a "non-family group" of six persons unless everyone resides in the same household. or a "family" of parent(s) Chapter 19 – Park and Recreation Operations Revised 12/17/19 with their dependent children and not more than 2 guests.~~
 - g. Campsites are rented for the duration agreed upon during the registration process. ~~Extensions of stay will be made at the office noted above during the office hours posted. Campsite extensions must be made through the office no later than the day before a scheduled departure.~~
 - h. Checkout time is 1:00 p.m. No refund will be given for the current night after the 1:00 p.m. checkout time.
 - i. The campground is closed to non-campers between 10:00 p.m. and 7:00 a.m. All visitors must leave the campground by 10:00 p.m. During closed hours, campers must be in or be in route to their campsite. No camping party may set up or take down a camping unit between the hours of 11:00 p.m. and 6:00 a.m.
 - j. ~~Firewood from more than 50 miles away or from other states may not be brought into Wisconsin recreational sites as per WDNR regulations. Said firewood will be confiscated without reimbursement.~~ All campers shall follow the most current Wisconsin

Department of Natural Resources Firewood Regulations. Every fire must be a contained fire and all state statutes and local ordinances concerning open fires will apply. All fires must be out by 11:00 p.m. ~~Dimensional lumber such as two by fours or two by tens that have been dried in moisture and temperature controlled kilns are exempt from the out of state rule.~~ Burning of pressure treated lumber or other type of treated lumber is prohibited. Burning of household refuse is prohibited.

- k. The campground is considered to be ~~primarily a~~ carry-in/carry-out facility with a small dumpster provided for a very modest amount of use by campers. Campers are required to use available hot coal bins and containers for recyclables as deemed appropriate.
- l. Campers may not switch sites without prior approval.
- m. Each campsite is restricted to one motor vehicle and one camping unity (trailer, tent, pop-up, etc.). ~~Motor vehicles are restricted to designated parking areas on each campsite. No more than two motor vehicles are allowed per campsite.~~ Alternative off-site parking for additional motor vehicles may be available for an additional fee. Campers towing an animal trailer or other vehicle must use drive-thru sites. Semi or flat-bed trailers are not allowed within the campground.
- n. Campers are required to collect and ~~dispose of dish and hand washing water at the Sunnyview Exposition Center dumping station or to~~ hold onto such materials waste water for later ~~elimination disposal~~ at an appropriate off-site facility. Additionally, it is against health and safety rules to dump gray or black water on the ground. Violators will be cited and/or expelled from the campgrounds without refund.
- ~~o. Campsites must be vacated by 1:00 p.m. on the last day of the permit period.~~
- ~~p.o.~~ Violation of any County, City, or State law, or Department of Natural Resources rules by any member or guest of the camping party is cause for revocation of the camping permit and eviction from the property as well as possible citation.
- ~~q. Payment for sites must be made by cash or check only.~~
- ~~r.p.~~ No hunting is allowed in lands adjacent to the campground. See Section 19.17 of the Chapter 19 – Park and Recreation Operations Revised 12/17/19 Winnebago County Ordinances regarding firearms on County properties.
- ~~s.g.~~ No metal detectors are allowed within the grounds of Sunnyview Expo Center.
- ~~t.r.~~ Use of any sound truck, loudspeaker, or other device that produces excessive, sound or unusual noises is prohibited. Management reserves the right to determine what constitutes a breach of this provision.
- ~~u.s.~~ Generators with mufflers are permitted within the campground ~~at all times.~~ Generators are not allowed to be run from 11pm – 6am during quiet hours. Campers will be required to take precautions to direct exhaust fumes away from adjacent campsites.
- ~~v.t.~~ No one may engage in violent, abusive, indecent, profane, unreasonably loud or otherwise disorderly conduct, or conduct which tends to cause or provoke a disturbance or create a breach of peace. Management reserves the right to determine what constitutes the above behaviors. Violators will be expelled from the premises and/or ticketed.
- ~~w.u.~~ _____ Pets are permitted within the campgrounds. To the exclusion of pets such as horses and ~~domestic pack animals~~ other livestock, all other pets must be kept on a leash

no longer than 8 feet at all times. All pets must be under control at all times. Pet owners are not allowed to let their pets interfere in any manner with the enjoyment of the facility by others. Pet owners who fail to properly control a pet or whose pet creates a public nuisance or other disturbance may be ordered to ~~entirely~~ leave the Sunnyview Exposition Center grounds and/or be issued a citation. Horses and ~~domestic pack animals~~other livestock must be tied or picketed at all times. Horses and ~~domestic pack animals~~other livestock are not to be tied to any object permanently located within the campground. ~~Grazing must be contained within the designated campground area.~~ Pet owners are responsible for proper removal and disposal of their pets' waste products.

~~x.v.~~ x.v. No motor bikes, ATV's, Segways, ~~skateboards, roller blades~~ or the like or any other personal mobility device may be operated within the campgrounds except those for handicapped individuals. Bicycles, Skateboards, and roller blades will be permitted.

~~y.~~ y. ~~The toilet shower building located within the grounds of the Sunnyview Exposition Center is not to be used by overnight campers within the campgrounds.~~

~~z.w.~~ z.w. The County will not be obligated to provide prior notice to campers who may be assigned to alternative campsites at the discretion of the Director or his/her designee due to need and circumstance. Furthermore, campers will not be subject to receipt of any type of remuneration by the County for such reassignment nor will campers receive monetary reimbursement in order to compensate for areas of the campground made unavailable for use due to acts of God or manmade cause.

~~aa.x.~~ aa.x. ~~Parties shall be required to provide a minimum of two (2) days prior notice when requesting consideration for group camping. Rates and campsites to be used by said parties will be determined on a per group basis depending on the amount of campsites used and number of campers on site.~~

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ORDINANCE: 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.

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 19.23 Exhibit A: Camping and Overnight Mooring as attached; and

WHEREAS, the amendments define and expand on the proposed use of camping at the Sunnyview Exposition Center; and

WHEREAS, the Winnebago County Parks Department would like to offer camping for registered events in 2023 and beyond; and

WHEREAS, the Parks Department will enforce the fees and modifications within Chapter 19.23: Exhibit A: Camping and Overnight Mooring.

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

That Chapter 19.23 Exhibit A: Camping and Overnight Mooring of the General Code of Winnebago County be revised to add the proposed camping fees and other modifications as listed.

BE IT FURTHER ORDAINED by the County Board of Supervisors of the County of Winnebago 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:

Respectfully submitted by:
PERSONNEL AND FINANCE COMMITTEE

Committee Vote:

Vote Required for Passage: **Majority of Membership**

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

Jonathan D. Doemel
Winnebago County Executive

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:
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

Attachments:

- Ordinance
- Exhibit A

Exhibit A

19.24(a)

Current Ordinance

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 \$25.00 may be required at the discretion of the parks director.

Proposed Ordinance Changes

(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 of not less than \$25.00 may be required at the discretion of the parks director.

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

NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WINNEBAGO 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 County Board of Supervisors of the County of Winnebago 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:

Respectfully submitted by:
PERSONNEL AND FINANCE COMMITTEE

Committee Vote:

Vote Required for Passage: **Majority of Membership**

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

Jonathan D. Doemel
Winnebago County Executive

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: January 16, 2023
TO: Members of the Parks and Recreation Committee
FROM: Parks Director
RE: Annexation Process and Overview at the Sunnyview Exposition Center

General Description: The Parks Department Chair, Michael Norton requested information in regards to annexation of property located at the Sunnyview Exposition Center grounds.

Requested Action:

Provided for Discussion Only

Background:

At the December 27, 2022 Parks and Recreation Committee meeting, Supervisor Binder inquired about the annexation of parcel(s) located at the Sunnyview Exposition Center grounds. Parks Chairman Norton asked for this topic to be added to the January Parks and Recreation Committee Agenda.

The Sunnyview Exposition Center grounds is divided between the City of Oshkosh and the Town of Oshkosh. There is 1 parcel located in the City and 3 located within the Town. The Town parcels are located on the far east and far west sides of the property. The City and Town do not have a boarder agreement.

Parks Department staff put together some information to share with the committee to answer their questions about annexing 1 or more of the parcels into the City. Each parcel would be a separate annexation request with the City and the State of Wisconsin. Parcel 0180274 and 0180278 would not have water or sewer connection charges at this time. There would be a charge of \$3000-\$4000 from the State of Wisconsin for the annexation process. Parcel 0180282 would have an estimated \$25,000 charge for water hook up to the City. This charge is mandatory even if we continue to use our well.

If parcel 0180282 is annexed into the City, this creates an island for the YMCA to the west. This is important to know because if this property is annexed into the City, it affects our neighbors. The YMCA may be charged the same water hook up fee from the City.

All parcels with impervious surface would be charged a storm water utility fee each month based on the Equivalent Residential Units (ERU) assigned to the parcel.

The timeline for an annexation from beginning to completion is 8-10 weeks.

Justification:

Provided for Discussion Only

Attachments:

- GIS Map of 3 Parcels

Sunnyview Exposition Center Site Map



1/16/2023, 3:52:39 PM

- Municipal Boundaries
- Road ROW
- Tax Parcels
- Road ROW area
- Street Centerline

