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Pursuant to Wis. Stat. § 19.84, notice is hereby given to the public by the Chair of the Village of Oregon Park Board, that the following meeting will be held:

Meeting:	Village Park Board of Oregon	Date:	Tuesday, February 14, 2023
Location:	Village Hall; 117 Spring Street	Time:	5:00 PM

Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Approval of December 13, 2022 meeting minutes. (January 10, 2023 ,meeting cancelled)
- 4) Public Appearances.
 - a) *Community Input. This part of the agenda allows members of the public to provide information to the Park Board, including items both on and off the agenda. Under the Open Meetings Law, this agenda item allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. Board members may discuss procedural matters relating to the information, such as whether the information should be directed to staff or placed on a future Board agenda. However, Board members may not expand their discussion beyond such procedural matters. Fifteen (15) minutes will be provided for this item with a three (3) minute maximum per speaker; otherwise, the agenda will proceed as posted. (This note may not be read at Board meetings.)*
- 5) Reports of Village Officers.
 - a) Director of Public Works Report.
 1. Update on Park construction projects
 - b) Director of Community Development Report.
 1. Update on 249/267 N. Main St. RFP
 - c) Community Services Coordinator Report
 1. Update on Facility Reservations.
- 6) Communications and Miscellaneous Business.

- 7) Unfinished Business (Items are for discussion and / or potential action).


- 8) New Business (Items are for discussion and / or potential action).
 - a) Presentation by Vandewalle and Associates: Comprehensive Outdoor Recreation Plan Kickoff

 - b) Upcoming meeting dates
 - 1. Tuesday, March 14
 - 2. Tuesday, April 11

 - c) Items for Future Meetings and Assignments.

- 9) Adjournment.

Board Members: Mark Miller (Chairperson), Andy Hoernemann, Dave Jameson; Jamie Frisch; Judy Knutson; Liana Case (Full-Member Student Representative); Village Board Representative: Phil Van Kampen (Vice Chairperson).



VILLAGE OF OREGON
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MEETING MINUTES

1) Call to Order
Park Board Chair, Mark Miller, called the Park Board Meeting to order at 5:01 p.m. on Tuesday, December 13, 2022.

2) Roll Call
Present: Phil Van Kampen, Jamie Frisch, Andy Hoernemann, Mark Miller, and Judy Knutson.

Absent: Dave Jameson.

Also Present: Director of Public Works Jeff Rau, Director of Community Development Elise Cruz, Community Services Director Liane Rhodes, and Director of Administrative Services Peggy Haag.

3) Approval of November 15, 2022, minutes

Knutson moved, seconded by Hoernemann, to approve the November 15, 2022, Park Board Minutes.

Motion carried 5-0.

4) Public Appearances

a) Public Comment. This part of the agenda allows members of the public to provide information to the Village Board, including items both on and off the agenda. Under the Open Meetings Law, this agenda item allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. Board members may discuss procedural matters relating to the information, such as whether the information should be directed to staff, referred to a committee, or placed on a future Board agenda. However, Board members may not expand their discussion beyond such procedural matters. Fifteen (15) minutes will be provided for this item with a three (3) minute maximum per speaker; otherwise, the agenda will proceed as posted. (This note may not be read at Board meetings.)

There was no discussion.

5) Reports of Village Officers

a) Director of Public Works Report including status updates on the Jaycee Park Redevelopment Project; Disch Park progress; and other park related matters.

Jaycee Park is coming together nicely. The walkway lights are up. The project is buttoned up for the winter but will pick up again in the spring with landscaping and other miscellaneous items.

The sign is ordered for Gary Disch Park. Next spring Rau would like to have a ribbon-cutting ceremony and invite Gary, his family, and the Park Board. The developer has planted spruce trees along Highway MM because nearby residents requested a buffer along that stretch of the park.

There was a brief discussion regarding the renaming of Jaycee Park. Staff and Park Board are still hoping for a large donor with the opportunity of naming rights. The majority of the Board is agreeable to renaming the park and include the wording “formerly known as Jaycee Park,” and acknowledgment of the park history. There are a couple of people Knutson would like to reach out to regarding donating. Cruz suggested if there are no sponsors, identify a short list of names and let the public weigh in on the final park name.

Bids for concessions came back on Thursday; \$698,910 was the low bid from Bauer and Raether Builders. The cost decreased by \$300,000 after modifying the bid request. Staff hopes to award the bid at the next board meeting.

b) Director of Community Development Report

1. Update on CORP (Comprehensive Outdoor Recreation Plan) status and schedule

Cruz summarized the scope, schedule, and cost estimate of the plan from Vandewalle. Vandewalle is giving the Village different tasks to complete the Comprehensive Plan and Recreation Plan in 2023. The interactive trail map is an optional add-on for later. The information included in this packet will be presented to the Village Board by Vandewalle. Park Board members are encouraged to come to the meeting if they have questions.

The goal would be to have one central location to share appropriate information with residents.

Cruz anticipates scheduling more park site visits in the spring. There is no action needed at this point.

Hoernemann thinks it is important to have a focus group with the sports organizations and non-sports. He anticipates different ideas from each group.

6) Communication and Miscellaneous Business

a) Discussion and possible recommendation to the Village Board re: new Park Reservation System and Fees presented by Liane Rhodes, Community Services Coordinator

Rhodes summarized the new proposal. Many items will remain the same, with the biggest change being the continued use of Activenet until the school contract ends. Shelters would still be on a tiered system. There would be no charge to Community Organizations

if they can provide their tax-exempt information. Sports organizations will be contacted directly and charged a lump sum, for the calendar year, based on the previous years' usage. Rhodes thanked Jameson, stating he has been a tremendous help walking her through Activenet.

Rhodes asked if the Park Board would prefer sports organizations come before the Park Board annually or if they want her to oversee the schedule with the different sports organizations. Organizations will be charged One lump sum, still to be determined based on the prior year's usage, but the higher the usage, the higher the fee. Knutson said Bossingham worked hard to get the organizations to work together. She thinks it would go a long way to get the groups together to continue to build a cohesive relationship. There is a lot of value in community interaction. Cruz asked for clarification because things changed a little with COVID. Bossingham created a google spreadsheet so all organizations can make changes and view the schedule in real-time. Deb or Alex would look for conflicts, add the reservations, then open the calendar to the public. E-mail requests can be sent to Rhodes, and then she can update the Park Board.

Payment policies are similar, except Rhodes eliminated a temporary shelter fee and alcohol fee because there will be a credit card on file or deposit check to hold if any damage is incurred. Half of the payment will be nonrefundable, so people only request dates they will use. There will be a small fee for the picnic table because Public Works will need to deliver the tables.

Rau asked about the enforcement of a shelter rental. Rhodes said she only has shelters available to rent daily, not hourly. Park Board members like the idea of having signage listing a schedule of events for the park.

Hoernemann asked about the status of letting the sports organizations know about the fee for using the fields. Rhodes wanted to understand what process the Park Board wants to use for booking dates before reaching out to the organizations about payment. Jameson helped Rhodes determine a fair price; so, the organizations get a good deal. The Park Board thinks letting them know a conversation is coming would be a good idea, so organizations are not blindsided. Cruz noted there will be a formalized policy with some explanation of payment for organizations.

The Park Board thanked Rhodes for her work on this project.

7) Unfinished Business (Items are for discussion and / or potential action)

a) Discuss student member vacancy and plan to find candidates

Liana Case is a junior at Oregon High School. Case is interested in becoming a student member of the Park Board. Shanks will have her recommendation on the Village Board agenda for Monday night. Cruz is hopeful Case will be at the January Park Board meeting. The hope is that she will be interested in serving on the Park Board her senior year too.

8) New Business (Items are for discussion and / or potential action).

a) Upcoming meeting dates

1. Tuesday, January 10
2. Tuesday, February 14

b) Items for Future Meetings and Assignments.

Hoernemann asked the staff if improvements are anticipated to the Jon Blanchard Dog Park. After some discussion, the conversation turned to lights at the entrance of the dog park and ADA accessibility. Rau said the cost to do so would be well over \$100,000 and are not currently in the Village budget. Even though some money is budgeted for improvements to the Dog Park, it is unlikely the Village dog park will ever have the upgrades the county park has.

Rau asked to put the renaming of Jaycee Park on a future agenda.

9) Adjournment

Hoernemann moved, seconded by Knutson, to adjourn the Park Board Meeting at 5:57 p.m. on Tuesday, December 13, 2022.

Motion carried 5-0.

Submitted by,
Peggy Haag
Director of Administrative Services



5 (b)

To: Park Board
From: Elise Cruz, AICP, Director of Community Development
Date: February 9, 2023
Re: RFP for Village-owned vacant property at 249 and 267 N. Main St. issued

In the Fall of 2022, the Village Board directed me to draft a Request for Proposal (RFP) for the Village-owned vacant property at 249 and 267 N. Main St. The first draft of this RFP was presented at the December 19, 2022 Village board meeting, with a revised version shared at the February 5, 2023 meeting.

Village Board approved the RFP at the February 5, 2023 meeting and it has been shared publicly now. It is accessible on the Village's website under "Requests for Bid/Proposals" on the homepage. The due date is April 14, 2023, with the proposals to be opened at the May 1, 2023 Village Board meeting.

The Village Board included language in the RFP regarding the goal of dedicating some of the 2.7 acres on the site as public park for passive recreation and a desire to preserve and provide access to the historic trees to the extent practicable.

Depending on the Board's selected plan(s), the Park Board will be involved in the placement and programming of any public park.

Village of Oregon Parks & Recreation Plan Parks Board Kickoff Meeting 2.14.23

Today's Agenda

- Introductions
- Review project process and proposed schedule
- Discuss project roles and coordination
- Discussion on project goals, priorities, and key issues and opportunities

What's In a Parks & Recreation Plan?

- Inventory existing conditions, data collection, and analysis
- Establish goals, objectives, and strategies
- Evaluate Village parkland standards and analyze park service areas
- Recommend improvements and identify future park and trail locations
- Estimate costs of future improvements and potential impact fees, analyze funding, operations, and maintenance feasibility
- Develop an implementation action item list with potential funding sources

Project Schedule

Task	Proposed Timeline
Kickoff Meeting with Plan Commission & Village Board	February 6 th
Kickoff Meeting with Parks Board	Today
Online Public Input Survey	March
Park Site Tours	April
Complete Draft #1 Plan & Staff Review	April-June
Parks Board Meeting to Review Draft #1	July
Complete Draft #2 and Staff Review	July
Parks Board Meeting to Review Draft #2	August/September
Complete Final Draft & Staff Review	August/September
Public Open House	October
Parks Board Meeting to Recommend Final Draft for Adoption	November
Joint Plan Commission and Village Board Public Hearing Recommend and Adopt Final Draft Plan	December
Post Adopted Plan on Village Website	December

Parks Board Role

This group will meet at least 3 times during the process to provide input, review documents, and recommend the plan for adoption.

- Kickoff Meeting (today)
 - Discuss project schedule and provide insight on key plan objectives, goals, and strategies.
- Draft Review Meetings (July - November)
 - Review all feedback received, discuss the draft plan and maps, and provide recommended changes to incorporate in future drafts.

- Recommendation Meeting (November)
 - Review all changes made to the prior draft and recommend the plan to the Plan Commission and Village Board.

Parks Board Meeting Process & Coordination: V&A to coordinate with Village Staff in scheduling meetings, distributing documents, and confirming attendance. V&A will prepare all meeting materials, attend and facilitate meetings.

Data Review

Population Growth

	1990-2000	2000-2010	2010-2022
Village of Oregon	70%	21%	28%

*2022 Population = 11,815

Population Projections

Projection	Year							Population Increase	Percentage Increase
	2010*	2022**	2025	2030	2035	2040	2045		
WisDOA Projections***	9,231	11,815	10,980	11,620	12,130	12,580	-	-	-
Linear Growth 1990-2022 (1)	9,231	11,815	12,499	13,639	14,779	15,919	17,059	5,244	44%
Linear Growth 2000-2022 (1)	9,231	11,815	12,382	13,326	14,270	15,215	16,159	4,344	37%
Linear Growth 2010-2022 (1)	9,231	11,815	11,815	12,461	13,538	14,614	15,691	4,953	42%
Compounded Growth 1990-2022 (2)	9,231	11,815	13,695	17,517	22,404	28,656	36,652	24,837	210%
Compounded Growth 2000-2022 (2)	9,231	12,711	14,357	16,216	18,316	20,688	22,711	8,873	75%
Compounded Growth 2010-2022 (2)	9,231	11,815	12,661	14,209	15,945	17,893	20,080	8,265	70%

*U.S. Census, 2010

**WisDOA Population Projection, 2022

***WisDOA Population Projections, 2013

1. Extrapolated based on the average annual population change over the given years
 - a. 1990-2022 = 228 people/year, 2000-2022 = 189 people/year, 2010-2022 = 215 people/year
2. Extrapolated based on the average annual percent population change over the given years
 - a. 1990-2022 = 5%, 2000-2022 = 2.5%, 2010-2022 = 2.3%

Age

	2000*	2020**
Median Age (years old)	34	40
Percentage Under 18 Years Old	31%	27%
Percentage Over 65 Years Old	9%	11%

*U.S. Census, 2000

**U.S. Census American Community Survey, 2021

Park Standards

2022 Population	Number of City Owned Parks*	Residents Per Park	Total Acres**	Acres** Per 1,000 Residents
11,815	17	695	85.49	7

*Excluding School District and Special Use Facilities

**Total unconstrained park acreage for mini parks/tot lots, neighborhood parks, and community parks

National Recreation and Park Association (NRPA) Standards = 10 acres of parkland per 1,000 residents

Group Discussion

- What are the key issues you'd like to address through this plan?
- Any existing facilities or recreational programming that should be improved/expanded?
- Any new recreational facilities or programming that should be developed?
- If a new community park were to be developed in the Village, what facilities would be best suited for it?
- Any other key park and recreational opportunities that we should explore through this plan?
- Is there anything you've seen in other communities that you think Oregon could benefit from?
- Overall, what is your top priority for parks and recreation in Oregon?

Next Steps

- Conduct Focus Group Interviews
- Coordinate with Village Staff on park and recreation system updates since adoption of last plan
- V&A to draft online public input survey for implementation in March
- Community park system tour in April
- V&A to begin drafting plan in April