

AGENDA
MONDAY, JANUARY 12, 2026 – 10:00 A.M.
OCONTO COUNTY RECREATION COMMITTEE
COUNTY BOARD ROOM #3041 – 3RD FLOOR COURTHOUSE BUILDING “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.ocontocountywi.gov

This is an open meeting of the Oconto County Recreation Committee. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.ocontocountywi.gov

- 1. Call to Order**
- 2. Statement of County Mission and Vision**
- 3. Approval of Agenda**
 - 3.1. Change of Sequence
 - 3.2. Removal of Items
- 4. Approval of Previous Meeting Minutes 07/14/2025 (Enc.)**
- 5. Communications**
- 6. Elect a Committee Chair and Vice Chair**
- 7. Review Current Project Progress and Financial Reports (Enc.)**
- 8. Review and Approve 2026 Grant Application, Criteria, and Scoring Rubric (Enc.)**
- 9. Identify Future Agenda Items**
- 10. Announcements/General Information (No action to be taken)**
- 11. Next Meeting Date**
- 12. Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Building “A” is located at the corner of Washington Street and Arbutus Avenue

c: Committee(FTP); County Administrator, Finance Director, Corporation Counsel, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 01/05/2026

MINUTES
MONDAY, JULY 14, 2025 – 10:00 A.M.
OCONTO COUNTY RECREATION COMMITTEE
COUNTY BOARD ROOM #3041 – 3RD FLOOR COURTHOUSE BUILDING “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us
(*Draft minutes, not approved by Committee*)

COMMITTEE PRESENT: Dennis Kroll; John Matravers; Jolene Barkhaus

COMMITTEE ABSENT: Don Bartels

OTHERS PRESENT: Al Sleeter, County Board Chair; Richard Heath, County Administrator; Beth Ellingson, Corporation Counsel; Kim Pytleski, County Clerk

1. Call to Order

Chair Matravers called the meeting to order at 10:00 a.m.

2. Statement of County Mission and Vision

Richard Heath, County Administrator, read the County Mission & Vision statement.

3. Approval of Agenda

3.1. Change of Sequence – None.

3.2. Removal of Items – None.

Motion by Barkhaus/Kroll to approve the agenda as presented. The motion was voted on and carried.

4. Approval of Minutes of Previous Meeting

Motion by Kroll/Barkhaus to approve the minutes from the January 13, 2025 meeting as presented.

The motion was voted on and carried.

5. Communications – None.

6. Elect a Committee Vice Chair

Matravers opened the floor for nominations. Barkhaus nominated Kroll for committee Vice Chair.

Hearing no further nominations, motion Barkhaus/Matravers to close nominations and cast a unanimous ballot for Kroll. The motion was voted on and carried.

7. Review Project Progress and Financial Reports

Heath updated committee regarding grant recipients and reviewed project updates. Highlights included: Village of Lena ball diamonds are complete and they will be adding electricity, concessions, and bathrooms; the Railroad Street Pocket Park project is progressing with ice rink to be paved this month; Town of Lakewood Pickleball Expansion is set to close in November; Village of Suring Veterans Memorial Park has drawings rendered and project goes to bid Fall of 2025; Mountain Historical Society Green Lake Park restoration is complete and the shelter is also complete; Town of Townsend Playground Project is almost complete; Boat Landing Reconstruction continues; City of Oconto Falls Park and Recreation Improvements stalled the playground equipment installed and should have a complete project by end of 2025. The \$200,000 of ARPA generated another \$1.25M in local dollars for these projects and created generational investments. Discussion followed. All projects must be completed by December 31, 2026.

8. Discussion on Continued Funding for Recreation Projects

Matravers opened the floor for committee discussion of continued funding for recreation projects. Discussion included how to budget going forward and sharing of sales tax with requestors. Per resolution R2023-08-03, the Recreation Committee dissolves as of 12/31/2026 unless further action is taken by the Board in the form of a new resolution. Committee discussed a dollar amount for the fund and how funds would be awarded and timeline. Idea was to put \$100K in the 2026 and 2027 budgets with two-year time window. Committee discussing meeting in January 2026 to set framework, set application due date of March 15th for first round with funding awarded in April. Discussion continued. Motion Kroll/Barkhaus to continue the Recreation Committee funding with \$100,000 dollars coming from sales tax in 2026 and 2027. The motion was voted on and carried. Resolution will be written and forward to Administration Committee for the August meeting.

9. Identify Future Agenda Items – None.

10. Announcements/General Information (No action to be taken) – None.

11. Next Meeting Date

The next meeting of the Recreation Committee will be Monday, January 12, 2026 at 10:00 a.m.

12. Adjournment

Chair Matravers declared the meeting adjourned at 10:51 a.m.

Oconto County American Rescue Plan Projects Community Updates – January 12, 2026

Lena Historical Museum Project (\$2,287 ARPA/\$5,336 Local = \$7,623 Total)

Status: (100% Complete)

	<u>Actual Cost</u>
Bryant Model 38 Marb Heating and Cooling System	\$5,773.17
Laptop, Computer, and Scanner	<u>\$1,913.98</u>
Total Cost	\$7,687.15

American Rescue Plan Money	\$2,287.00
2024 Budget	\$2,500.00
Donations/Contributions	<u>\$2,900.15</u>
Total Revenues	\$7,687.15

Lena Railroad Street Pocket Park (\$17,700 ARPA/\$41,300 Local = \$59,000 Total)

For the Ice Rink/Railroad Park, the village has earmarked \$40,000 funding for the project funded and are waiting on responses from a local donor and grants to reach the full allocation. The project will not begin until spring 2026, beginning with site prep the County paving the area. TEDCOR is maintaining an account to help pay for the park improvements.

July 2025 Update: The Village of Lena has secured all of the required match and funding for the project. The work is progressing in the planning process and plans include paving the ice rink area in late July.

January 2026 Update: The paving is complete and fencing being installed. Our Public Works Department is installing the ice rink prep work in December. All grant funds have been spent. Photos of the paving part of the project.



Lena Baseball Diamonds (\$27,450 ARPA/\$64,050 Local = \$91,500 Total)

In 2024, the Village of Lena spent \$83,801 on the baseball diamonds, which are about 90% completed. Below are photos of the ball diamonds. TEDCOR will be paying the remaining amount out of our earmarked donation account that the village has with it.



July 2025 Update: The two baseball diamonds and dugouts are **finished** and games are being played on them. The next phase will be to extend electricity to the site for the two scoreboards, and the permanent concession stand and bathrooms once built. Photos below.



Lakewood Pickleball Expansion (\$5,430 ARPA/\$12,670 Local = \$18,100 Total)

The Pickleball court project has not been completed. The plans are to complete the project in 2025 because the Town needed to budget its share of the cost in its 2025 budget. The project is expected to be completed by November of 2025.

July 2025 Update: The Town of Lakewood has awarded the bid for asphalt work to Northeast Asphalt. They expect to have their work completed by late summer or early fall. After the asphalt is completed, the fencing and nets can be installed. This project scheduled to be completed by the end of November and all funds will be utilized.

January 2026 Update: The Pickleball Expansion is **complete**. The ARPA funds and the Town's contributions have been utilized, as well as an additional \$2,125 in volunteer hours and contributions. Photos of the courts being built



Suring Veteran's Memorial Park (\$50,000 ARPA/\$911,615 Local = \$961,615 Total)

The village is still in the engineering phase of the project. There are plans to break ground on the park project in spring/summer of 2025, and that is when the \$50,000 from Oconto County will be used. Suring currently has secured funding for approximately \$700,000 of the \$1,500,000 project. The plans are to start the project in 2025; however, a few items in Phase 1 of the project may need to be moved to Phase 2 due to funding.

July 2025 Update: Drawings have been rendered, and the village is still working with the engineer on electrical design work. The entire park improvement plan is hopefully going out for bid in September/October of this year.

January 2026 Update: Suring applied for another grant to hopefully fulfill the remaining funding to go ahead and start with bidding on the project in early spring 2026. The village is actively seeking donations and fundraising for the other half of the project so that the full project can be completed by September 2026.

Mountain Historical Society Green Lake Park Restoration (\$24,660 ARPA/\$69,540 Local = \$94,200 Total)

Status: (100% Completed)

There has been substantial work completed to reopen the park by volunteers and private companies. The ARPA funds, supported by donations and in-kind labor, cleaned-up the entire park; built new benches and kiosk; added a new gravel path, picnic tables, and grills; paved the road and boat landing; installed signage, pet stations, garbage receptacles; repaired the shelter; and pay for the maintenance of the grounds and bathroom facilities. The Historical Society raised over \$25,000 in addition to the ARPA funds that have already been spent on these improvements.

Future Projects:

- Restoration of the park shelter
- Install solar security lighting
- Remove and install split railing cedar railing fence at the parking lot entrance on the north end
- Run WPS services at the picnic shelter
- Repair the south side of the parking lot as we did with the boat landing access road.

Townsend Memorial Park Improvements (\$11,736 ARPA/\$27,385 Local = \$39,121 Total)

Memorial Park Improvements: We have finalized our matching funds and have everything is ready to go for early spring. We will be completing everything in our application. Including removing and installing a new playground with mulch under it, new scoreboard, bases for the baseball diamond, and a new garage door.

Status: (100% Completed)

The Town of Townsend has completed the Veterans Memorial Playground project. (Photos are provided below) The overhead garage door has been installed. The scoreboard and bases were ordered, received and will be installed at the end of July.



Townsend Boat Landing Reconstruction (\$8,181 ARPA/\$19,089 Local = \$27,270 Total)

Horn Lake Boat landing has been completed and paid for utilizing \$3,528 of the grant. (Photos below) Red Maple Boat Landing is earmarked to use \$4,653 of the grant and will be started in spring.

Status: (100% Completed)



City of Oconto Falls Park and Recreation Improvements (\$50,000 ARPA/\$210,000 Local = \$260,000 Total)

The City of Oconto Falls 2025 approved General Fund Budget includes \$250,000 for Park & Recreation projects.

Revenues:

ARPA Grant from Oconto County \$50,000

Expenditures

P&R Beach	\$120,000	Park Bathroom
Memorial Field Improvements	\$130,000	Playground Equipment Memorial Field
Total	\$250,000*	

*20% of cost \$50,000 per grant terms

The original quote \$10,000 cost of Concrete costs will be contributed labor by Oconto Falls High School schools

July 2025 Update: The 2025-2026 Budget of \$272,000 encompasses: Playground Equipment \$98,000; Playground Equipment Installation \$35,000; Modular ADA Bathroom \$114,000; Concrete, plumbing and Labor for Bathroom \$25,000.

1. Memorial Field-Playground Equipment in the amount of \$98,000 was paid for in December 2024. This past winter, the equipment was delivered to the city for summer installation. The existing playground equipment had been removed over the past couple weeks in June. The equipment company installation crew are installing the new equipment and is projected to be completed by July 7th. The installation cost of \$35,000 will be paid once installed.

2. Westside Beach-Modular ADA Bathroom. The City is adding an ADA accessible bathroom with plumbing and changing area to the Westside Beach. The bathroom plumbing and labor is \$114,000. This work is planned to be done this summer. An estimated cost for concrete, \$25,000. Will be completed following the bathroom improvements.

January 2026 Update: The city's Street Department is still finishing the bathroom project due to delays in getting bathroom fixtures in and plumbing. **We will send photos of the project over in about 2 weeks.**

DRAFT Oconto County Recreation Project Application

OVERVIEW

The County Board of Supervisors approved continued funding for recreational projects based on the success of the projects previously funded by ARPA money. The Supervisors approved the utilization of County Sales Tax Revenues for projects outlined in the “Guidelines for Recreation Projects” section of this grant application. There is \$100,000 in grant funds available in calendar year 2026. All applications must meet the guidelines outlined for projects as these guidelines will be used when evaluating projects. The amount of available funding will limit the number of projects that can be funded.

PROGRAM ELIGIBILITY

Requesting entities must be either a local government unit or a non-profit. Non-profit organizations must serve Oconto County residents or businesses and must be in good standing with the Wisconsin Department of Financial Institutions & Wisconsin Department of Agriculture, Trade, & Consumer Protection, if required by law to be registered.

FUNDING

The total funds available in 2026 to be approved for local projects is \$100,000. The requested funds cannot exceed 30% of the total project cost with a maximum amount of grant request of \$_____. Due to limited funding, the Recreation Committee reserves the right to award grant funds that are less than the amount requested in order to fund more projects.

ELIGIBLE ACTIVITIES

Requests must be directly related to a service or purpose of county government that is enumerated in Wisconsin State Statutes. Many services and activities are outlined in WI State Stats. Chapter 59, but other requirements may apply. The proposed activities must relate to one or more of these broad categories:

- Improve the infrastructure of the county
- Promote economic development and tourism
- Address needs of underserved populations

Only capital projects are eligible for funding. Operating expenditures are not eligible activities.

APPLICATION PROCESS

Requesting entities must complete and submit an application, along with any required attachments. Applicants may be asked to provide additional information, if there are questions on the application. Complete and eligible applications will be reviewed by the Recreation Committee. The Recreation Committee will recommend approval to the Administration Committee and then on to Oconto County Board of Supervisors for final approval.



Completed applications can be submitted via email, dropped off, or mailed to the County Administrator. Applications must be received no later than _____ at 4:00 p.m. on March 30,2026.

Oconto County
Attn: County Administrator
301 Washington Street
Oconto, WI 54153
Richard.heath@ocontocountywi.gov

For application questions, please contact the Oconto County Administrator at 920-834-6811 or via email at Richard.heath@ocontocountywi.gov

REQUIRED DOCUMENTATION

- Completed Application
- IRS Form W-9
- **Signed and dated self-certification**
- **Proof of insurance**
- **Proof of formal approval action by the governing body of the municipality or organization**
- **Audit or Audit Review for non-profit organizations only. Municipalities may need to provide their most recent audit, if requested.**

CONTRACTUAL AGREEMENT

Approved applicants will be required to enter into an agreement with Oconto County. The agreement will outline the grant requirements, allowable costs, and reporting requirements. Grant recipients must comply with all terms and conditions.

PROGRAM REPORTING

Entities receiving funding need to be prepared to report activities **quarterly** to the county, and **no later than the 15th of the month following the end of the quarter**. Calendar years of January to December will be used for determining quarters. Reporting requirements may vary by the applicant's proposal.

Examples include: **(How often does the committee want to meet?)**

- Percent of project completed
- Status of project (on-time, early, late, etc.)
- Quarterly expenditures
- Percent of total project expended

LIMITED TERM OF SUPPORT

All grant money should be considered one-time funding. The County is not obligated to provide additional funding beyond what is awarded through this grant.

USE OF FUNDS

All funds awarded through this program must be expended no later than **December 31, 2027**. If any funds will remain unspent, grantees must notify Oconto County as soon as possible to allow these funds to be reallocated prior to this deadline.



PUBLIC RECORDS

Unless otherwise exempt by law, all information received from the applicant, whether in connection with the grant application or in connection with any grant-funded activities will be subject to public disclosure pursuant to Wisconsin Public Records Law.

All applicants will be searched in the Federal System of Award Management (SAM) database for any exclusions. Any individual or organization who has been excluded from participation in Federal awards will not be awarded a contract.

PROJECT INFORMATION & APPLICATION

Project Name: _____

Funding Amount Requested: _____ Total Project Cost: _____

Name of Organization: _____

Mailing Address: _____

Physical Address (if different): _____

Website: _____

Chief Officer or Official Name: _____

Phone: _____ E-Mail: _____

Primary Contact for Application:

Phone: _____ E-Mail: _____

Federal I.D. Number: _____ Tax Exemption Status: _____

Project Overview

Please describe the location of the project with any services or activities that will be provided to the public:
Attach any drawings or plans for the project.

Please describe how the project fulfills an identified need within your community and the benefits it will provide to the public, as well as any associated goals and outcomes:



Is this project part of a larger capital improvement initiative or plan? Yes_____ No_____
If yes, please explain:

List the timeline for the project including any key milestones in the completion of the project:

Financial Management & Fiscal Controls

What percentage of the total project costs have been secured as of the submission of this grant application? _____ By September 30? _____ % By December 30? _____ %

Please briefly describe your agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement:

Are your financial statements audited annually? If so, non-profit organizations only please provide a copy of our last audit or audit review with your application.

Please describe your agency plan to segregate these grant funds from other agency funds for purposes of identification, tracking, reporting and auditing:



Organization & Project Staff

Please identify the principal officers of the organization (CEO, Financial Officer, Etc.):

Please identify all other staff who will be involved with this project:

Budget

Please use this budget template, or attach a detailed project budget.



Guidelines for Recreation Projects

These have been updated!



Guidelines for Recreation Projects

The County Board of Supervisors approved the continued funding for local recreation projects based on the success of the projects previously funded with American Rescue Plan Act (ARPA) money. The County Board approved utilizing County Sales Tax Revenue for **capital** projects, as well as consideration will be given to projects that meet one of the authorized purposes under Wis. Stats. § 895.52 (1)(g) as a recreational activity which includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, birdwatching, motorcycling, operating an all-terrain vehicle or utility terrain vehicle, operating a vehicle, as defined in Wis. Stats. § 340.01(74), on a road designated under Wis. Stats. § 23.115, recreational aviation, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting the products of nature, participating in an agricultural tourism activity, sport shooting and any other outdoor sport, game or educational activity. "Recreational activity" does not include any organized team sport activity sponsored by the owner of the property on which the activity takes place.

Requests must be directly related to a service or purpose of County government that is enumerated in Wis. Stats. § 59.56(9), and as a recreational activity as defined above.

The following parameters shall apply to requests that are made for consideration:

- Funds approved by the County cannot exceed 30% of the total project cost, with a maximum amount **of \$_____**.
- **For larger, multi-phased projects, the funds awarded by the County will be used and accounted for as defined within application within the initial and/or early stages of the project**
- The requesting entity must have 20% of the total project cost available to start construction
- The requesting entity must have identified sources for the remaining funding and have a commitment of those funds
- The requesting entity is a local government unit or non-profit registered with the Department of Financial Institutions
- The requesting entity has the consent of the municipality where the project or improvement will be constructed as demonstrated through formal action by the governing body
- The requesting entity shall assure the County that there will not be a request for additional operating costs associated with the project, and has identified funding available for operating costs
- Requests are "one time" only, and not for future capital projects or ongoing operating expenses

Other grant or approved funds can be used as matching funds for projects when allowed by the issuing entity. The requesting entity is responsible for ensuring that these funds can be used as matching funds, and the County assumes no responsibility for compliance with any matching requirements.

Projects must be completed no later than **December 31, 2027**. The County reserves the right to recall any of its unused granted funds after this date.

Project Name: _____

Criteria	1 Point Needs Improvement	2 Points Average	3 Points Very Good	4 Points Exceptional	Score
Section 1: Description of Project/Initiative including demonstration of need.	<ul style="list-style-type: none"> The description of the project or initiative is vague or unclear. It is not clear what is the specific need and no data or information is included to support justifying the need. 	<ul style="list-style-type: none"> Description depicting the need is somewhat clear and minimally explains why funding is needed. There is some data or information to support need in addition to anecdotal descriptions of current status. 	<ul style="list-style-type: none"> Description depicts the need for the project well and language clearly describes issue to be corrected. Data or additional information supports narrative and shows clear need. 	<ul style="list-style-type: none"> Description is very clear, concise and easy to understand. Information and attached data is attached clearly supports need. Additional data or information complete a big picture explanation for need. Part of a larger community project or plan. 	
Section 1: Benefits to the community to include anticipated goals and outcomes.	<ul style="list-style-type: none"> Description of need is hard to understand, verbose or uses jargon. The goals of the grants are not addressed or clearly stated. The goals do not align with the need stated. No outcomes are described. 	<ul style="list-style-type: none"> Description of the work to be completed is provided but vague at times and needs to be clearer. There is limited alignment between goals and the description of work. Describes an unrealistic timeframe for achieving goals. Goals are not applicable. 	<ul style="list-style-type: none"> The benefits of the overall work to be completed are listed but not explained. Work or project described is sound and overall is aligned to the anticipated goals and outcomes. Describes a feasible timeframe for achieving goals. Goals are applicable. 	<ul style="list-style-type: none"> The description of the project clearly describes its benefits with detailed information on need. The project goals and outcomes are clearly stated. All goals and outcomes are measurable both qualitatively and quantitatively. 	

Project Name: _____

Section 3: Description of project timeline for completion.	<ul style="list-style-type: none"> The description of the overall timeframe for completion is not clearly stated. Timeframe for completion of work as described does not appear feasible. 	<ul style="list-style-type: none"> There is reference to the timeline for completion but without benchmarks. The amount of work to be completed utilizing the grant funds is not feasible. 	<ul style="list-style-type: none"> The description of work to be completed by noted benchmarks is stated. There is no mention of the use of contractors, volunteers, staff, etc. 	<ul style="list-style-type: none"> The description of each stage of work is clear and concise. The work notes outside contractors, volunteers, staff, etc. The timeline accurately reflects each project stage. 	
Section 4: Financial accountability and management	<ul style="list-style-type: none"> Few to no financial controls in place to properly account for the project funds, to include grant money. Unclear as to who is responsible for managing the project and its funding. 	<ul style="list-style-type: none"> Some financial controls are in place but not sufficient to provide adequate guidelines for project management Unsure if staff have the background to management of a CIP using grant funding. 	<ul style="list-style-type: none"> Financial controls are in place and financial staff available to monitor expenses and the project. Unsure if the staff have experience in managing such a project. 	<ul style="list-style-type: none"> Financial controls in place and have experience in managing these types of projects where segregation of funds is important May be hiring a project manager. 	
Section 5: Financial standing	<ul style="list-style-type: none"> Not in good financial standing. Does not have the required 20% local match identified to start the project. 	<ul style="list-style-type: none"> In good financial standing but does not have a recent audit or audit review completed. Has the 20% already in place. 	<ul style="list-style-type: none"> In good financial standing and have a recently completed audit or audit review. Has 75%+ of the entire project cost accounted for. 	<ul style="list-style-type: none"> In good financial standing and have a recently completed audit or audit review. Have nearly all or all of the matching project funds accounted for. 	
Section 6: Alignment with goals of the Recreation Committee	<ul style="list-style-type: none"> Lack of alignment with the goals of the grant funds. 	<ul style="list-style-type: none"> Somewhat of an alignment with the grant funds. 	<ul style="list-style-type: none"> Significant evidence of an alignment with the grant funds. 	<ul style="list-style-type: none"> Clear and strong alignment with the grant funds. 	
TOTAL SCORE:					