



Parks & Recreation Commission

AUGUST 24, 2017 - 4:30 PM

Hauser Room, City of Neenah, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Jim Vedder, Ted Galloway, Judy Zaretske, Amanda Louden, Christopher Kunz.	
STAFF	Laurie Olson, Jim Kluge, Trevor Fink and Michael Kading	
Agenda topics		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes of July 20, 2017	Attached
BILL VOUCHERS	Bills for August 2017	Zaretske
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Riverside Park – N. Park/Wisconsin Ave 2. Cook Park Discussion 3. Arrowhead Report: Environmental / NRDA grant update – SEH / Stantec 4. Proposed 2018 Budget 5. Announcements & Future Agenda Items 	
LIAISON Reports	<ul style="list-style-type: none"> ◇ Plan Commission ◇ Harbor Committee ◇ School Board 	<ul style="list-style-type: none"> ◇ Hancock-Cooke ◇ Galloway ◇ Kunz
ADJOURN		

Everyone is welcome to attend Parks and Recreation Commission meetings. Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Neenah Parks and Recreation Office at 886-6060 at least 24 hours in advance of the meeting.

**Parks
Make
Life
Better!**

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**Neenah Parks &
Recreation Department**

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – July 20, 2017

MEMBERS PRESENT

X Judy Zaretske	X Kate Hancock - Cooke	X Gary Lawell
Peter Kelly	X Jim Vedder	X Ted Galloway
X Lee Hillstrom	Amanda Loudon	X Christopher Kunz

STAFF PRESENT

X Michael T. Kading, Director of Parks & Recreation
Laurie Olson, Superintendent of Recreation
X Trevor Fink, Superintendent of Parks
X Jim Kluge, Recreation Supervisor

OTHERS PRESENT: Carol Kasimor, Community Development; Josh Preissner, Sustainability Committee; Jon Gumtow, Stantec; Randy Sandford, SEH; Andrew Dane, SEH.

MEETING CALLED TO ORDER BY President Zaretske at 4:30 P.M.

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Galloway / Hillstrom to approve the minutes of the June 15, 2017 meeting, all voting aye.

BILL VOUCHERS

Commissioner Zaretske reviewed the vouchers for June 2017 and found them to be in order.

MISSION ACTION REPORT

The report was distributed earlier.

- Recreation Supervisor Kluge handed out an invitation to Tom Berven's 50th Anniversary celebration in recognition of his dedication and commitment to the City of Neenah tennis program.
- Several items from the report were questioned and reviewed.

BUSINESS FOR CONSIDERATION

- 1) **WE Energies Request for Easement at Memorial Park:** Superintendent of Parks Fink reviewed a proposal from WE Energies requesting an easement to install an electrical pedestal at the southeast corner of Gay & Pendleton in Memorial Park.

MSC Galloway/Lawell to recommend acceptance of the proposal to grant an easement to WE Energies at the southeast corner of Gay & Pendleton in Memorial Park. Motion carried.

- 2) **Request to Place Fruit Trees in the Parks:** Josh Preissner made a presentation to the Commission requesting permission to explore the installation of fruit trees in the park system. Superintendent of Parks Fink has many concerns related to safety and maintenance of the trees in city parks.

MSC Vedder / Galloway for staff to further explore and bring back a recommendation.
Motion carried.

- 3) **Arrowhead Report:** Andrew Dane, Jon Gumtow and Randy Sandford were on hand to present the draft of the National Resource Damage Assessment (NRDA) grant. Phase 1 has been modified to include "near shore aquatics, shoreline and the park entrance and road." This is likely to meet the NRDA requirements for "access" to the resource.

- 4) **Announcements and Future Agenda Items:**
Arrowhead Park presentation SEH / Stantec
Cook Park

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke reported - none

HARBOR COMMITTEE: Galloway reported - would like to have a Harbor meeting soon.

SCHOOL BOARD: Kunz reported – Ivy Williams Tennis Courts will be opening July 26

MSC Hillstrom / Vedder to adjourn at 6:05p

Recorded for the Commission by Michael T. Kading, CPRP



P&R Commission Meeting – August 24, 2017

BUSINESS ITEM #1: Riverside Park – N. Park / Wisconsin Ave

There has been some discussion regarding developing some sort of gateway entrance into Riverside Park at N. Park and Wisconsin Ave. Before staff pursue this any further the question needs to be ask of the commission, are you even interested? Currently, the cross walks need to be aligned correctly and some low spots on the trail need to be addressed.

Action Needed: Provide direction

BUSINESS ITEM #2: Cook Park Discussion

There has been a request to further discuss Cook Park. The play equipment is scheduled for replacement in 2021. The commission recently voted to not pursue acquisition of a property on N. Water. There is some concern about the impact of the upcoming Loop the Lake project.

Action Needed: Provide direction

BUSINESS ITEM #3: Arrowhead Report – Environmental Application / NRDA grant update

Representatives from SEH/Stantec will be presenting the Environmental Findings and an update to the National Resource Damage Assessment (NRDA) fund grant application.

Action Needed: No action required

BUSINESS ITEM #4: Proposed 2018 Budget

Attached you will find the cost recovery worksheet and the proposed operation 2018 budget. Staff intends to bring a revised capital to the commission in September

Action Needed: A motion to accept and recommend proposed 2018 budget

BUSINESS ITEM #5: Announcements & Future Agenda Itcms

PARKS and RECREATION - Cost Recovery Report 2017 Operating Budget Proposal

Cost Center	2017 Budget				2017 Estimate				2018 Proposed Budget				
	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Expense	Revenue	Net	% Cost Recovery	Net Cost Change
Administration													
Admin Staff / Office	559,350	(8,340)	567,690	-1%	564,130	(10,680)	574,810	-2%	578,440	(12,160)	590,600	-2%	22,910
Unallocated Overhead	17,450		17,450	0%	17,910	0	17,910	0%	18,460		18,460	0%	1,010
Capital Outlay			0		0	0	0				0		0
Administration Total	576,800	(8,340)	585,140	-1%	582,040	(10,680)	592,720	-2%	596,900	(12,160)	609,060	-2%	23,920
Adult Programs													
Fitness	14,700	18,000	(3,300)	122%	13,150	15,100	(1,950)	115%	13,150	15,100	(1,950)	115%	1,350
Golf Lessons	1,280	1,500	(220)	117%	1,180	1,380	(200)	117%	1,170	1,380	(210)	118%	10
Softball	5,700	7,200	(1,500)	126%	3,400	4,500	(1,100)	132%	3,400	4,500	(1,100)	132%	400
Family Open Gym	540		540	0%	320	0	320	0%	0	0	0	#DIV/0!	(540)
Kickball	970	1,930	(960)	199%	530	1,230	(700)	232%	530	1,230	(700)	232%	260
Open Gym	1,400	960	440	69%	1,310	960	350	73%	1,310	960	350	73%	(90)
Volleyball - Summer	500	620	(120)	124%	560	840	(280)	150%	560	840	(280)	150%	(160)
Tennis	730	550	180	75%	560	440	120	79%	550	410	140	75%	(40)
Adult Total	25,820	30,760	(4,940)	119%	21,010	24,450	(3,440)	116%	20,670	24,420	(3,750)	118%	1,190
Youth Programs													
Operation Recreation	2,190	2,800	(610)	128%	2,480	4,590	(2,110)	185%	2,470	4,590	(2,120)	186%	(1,510)
Children's Playtime	17,250	18,000	(750)	104%	17,860	18,000	(140)	101%	17,860	18,000	(140)	101%	610
Quick Start Tennis	900	1,240	(340)	138%	700	1,080	(380)	154%	700	1,080	(380)	154%	(40)
Start Smart	640	820	(180)	128%	640	540	100	84%	640	540	100	84%	280
Special Events	2,830	4,000	(1,170)	141%	3,360	3,730	(370)	111%	2,830	3,730	(900)	132%	270
Youth Total	23,810	26,860	(3,050)	113%	25,040	27,940	(2,900)	112%	24,500	27,940	(3,440)	114%	(390)
Municipal Pool Total	241,820	202,250	39,570	84%	235,680	206,200	29,480	87%	241,680	202,250	39,430	84%	(140)
Independent Programs													
Sports Clinics	22,170	25,200	(3,030)	114%	26,140	27,550	(1,410)	105%	25,530	27,550	(2,020)	108%	1,010
Dance Lessons	13,130	15,600	(2,470)	119%	11,100	14,600	(3,500)	132%	10,540	14,600	(4,060)	139%	(1,590)
Independent Total	35,300	40,800	(5,500)	116%	37,240	42,150	(4,910)	113%	36,070	42,150	(6,080)	117%	(580)
Playground Programs													
Office	1,660		1,660	0%	1,940	0	1,940	0%	1,920		1,920	0%	260
Archery	2,300	1,440	860	63%	1,900	1,130	770	59%	1,900	1,130	770	59%	(90)
Baseball	2,380	1,320	1,060	55%	1,600	1,390	210	87%	1,650	1,390	260	84%	(900)
Crafts	600	780	(180)	130%	330	560	(230)	170%	470	560	(90)	119%	90
Operation Recreation	40,700	77,500	(36,800)	190%	44,500	83,230	(38,730)	187%	45,000	80,000	(35,000)	178%	1,800
Adventure	8,700	3,900	4,800	45%	7,600	2,530	5,070	33%	7,600	2,530	5,070	33%	270
Filthy Fun Kids Run	6,250	6,560	(310)	105%	6,930	6,390	540	92%	6,920	6,390	530	92%	840
Park Kart	1,000	0	1,000	0%	1,750	0	1,750	0%	1,800	0	1,800	0%	800
Golf	650	750	(100)	115%	380	440	(60)	116%	370	440	(70)	119%	30
Nature Force	1,200	1,410	(210)	118%	1,920	1,970	(50)	103%	1,920	1,970	(50)	103%	160
Special Events	4,420	2,880	1,540	65%	2,850	2,100	750	74%	3,680	2,100	1,580	57%	40
Soccer Instruction	1,980	1,720	260	87%	2,250	1,710	540	76%	2,110	1,710	400	81%	140
Tennis Instruction	17,200	7,400	9,800	43%	18,340	7,080	11,260	39%	17,200	7,080	10,120	41%	320
Tennis - Accelerated	840	1,110	(270)	132%	1,590	1,920	(330)	121%	1,570	1,920	(350)	122%	(80)
Tot Lot	4,430	2,100	2,330	47%	4,190	1,850	2,340	44%	4,190	1,850	2,340	44%	10
Tot Sports	1,380	1,590	(210)	115%	1,750	1,370	380	76%	1,810	1,370	440	76%	650
Playground Total	95,690	110,460	(14,770)	115%	99,820	113,670	(13,850)	114%	100,110	110,440	(10,330)	110%	4,440

PARKS and RECREATION - Cost Recovery Report 2017 Operating Budget Proposal

Commission

Cost Center	2017 Budget			2017 Estimate			2018 Proposed Budget			Net Cost Change
	Expense	Revenue	% Cost Recovery	Expense	Revenue	% Cost Recovery	Expense	Revenue	% Cost Recovery	
Other Activities										
Doty Cabin	4,270	300	7%	3,940	300	8%	5,090	300	6%	820
Classic Boat Show	100	100	0%	100	0	0%	100	100	0%	0
Ice Rink Program	3,300	200	6%	3,300	100	3%	3,300	200	6%	0
Community Band	7,800	550	7%	6,780	0	0%	7,200	550	8%	(600)
Senior Games	350	350	0%	0	0	#DIV/0!	350	350	0%	0
Other Activities Total	15,820	1,050	7%	14,120	400	3%	16,040	1,050	7%	220
Riverside Players Total	28,150	29,970	106%	30,280	38,900	128%	28,500	30,320	106%	0
Parks										
Operations	850,520	73,380	9%	846,470	75,190	9%	848,320	74,910	9%	(3,730)
Reimbursable OT	(130)	777,140	0%	70	920	0%	0	0	0%	130
Volunteers in Parks	900	(130)	0%	920	0	0%	900	0	0%	0
Sculpture Maintenance	5,710	5,710	0%	4,850	0	0%	5,000	0	0%	(710)
Shaftuck Riverwalk	51,240	0	0%	50,460	0	0%	51,680	0	0%	440
Vandalism	5,900	5,900	0%	4,490	0	0%	4,160	0	0%	(1,740)
Boat Launch Repair	1,950	28,000	1436%	1,950	25,500	1308%	1,950	26,000	1333%	2,000
Parks Total	916,090	101,380	11%	909,210	100,690	11%	912,010	100,910	11%	(3,610)
Parks & Rec Total	\$1,959,300	\$ 535,190	27%	\$1,954,440	\$ 543,720	28%	\$1,976,480	\$ 527,320	27%	\$25,050
Forestry										
Parks	69,230	69,230	0%	66,480	0	0%	65,100	65,100	0%	(4,130)
Invasives Control	16,540	16,540	0%	22,000	0	0%	18,710	18,710	0%	2,170
Forestry Total	\$85,770	\$0	0%	\$88,480	\$0	0%	\$83,810	\$0	0%	(\$1,960)
CommunityFest	\$44,410	\$14,200	32%	\$40,550	\$14,530	36%	\$40,660	\$14,200	35%	(\$3,750)
Harbor	\$6,600	\$0	0%	\$4,785	\$0	0%	\$6,340	\$0	0%	(\$260)
Cemetery	\$245,370	\$114,000	46%	\$251,890	\$124,800	50%	\$246,720	\$123,600	50%	(\$6,250)
GRAND TOTAL	\$2,341,450	\$663,390	28%	\$2,340,145	\$683,050	29%	\$2,354,010	\$665,120	28%	\$10,830
Summary										
				Expenditures	Revenues	Net	Expenditures	Revenues	Net	Net Cost Change
				\$17,180	(\$7,870)	\$25,050	\$17,180	(\$7,870)	\$25,050	\$25,050
				0.88%	-1.47%	1.76%	0.88%	-1.47%	1.76%	1.76%