



Parks & Recreation Commission -

THURSDAY, MAY 19, 2022; 4:30 PM

Memorial Park – Tullar Shelter, 1131 Tullar Rd. Neenah, WI 54956

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, Jim Wise, Ashley Ondresky and Brian Borchardt
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STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading
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AGENDA TOPICS

CALL TO ORDER	
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APPEARANCES	Open Forum / Commission Consideration of Appearances
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MINUTES	Approval of Meeting Minutes April 21, 2022	Attached
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BILL VOUCHERS	Bills for previous month	Hancock-Cooke
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FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
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MISSION ACTION Report		Attached
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BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Final Arrowhead Pier Design Approval 2. 2022 CIP Report 3. Announcements & Future Agenda Items 	
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LIAISON Reports	<ul style="list-style-type: none"> ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ Hancock-Cooke ◇ Galloway
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ADJOURN	
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ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Park and Recreation Department** or the **City's ADA Coordinator** at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – April 21, 2022

MEMBERS PRESENT

X	Jim Wise		Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Jim Vedder	X	Ted Galloway
X	Lee Hillstrom	X	Ashley Ondresky	X	Brian Borchardt

STAFF PRESENT

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

OTHERS PRESENT: Mayor Lang

MEETING CALLED TO ORDER BY Commissioner Vedder at 4:30 P.M.

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Borchardt to approve the minutes of the March 17, 2022. All voting aye.

BILL VOUCHERS

Commissioner Lawell reviewed the vouchers for July and found them to be in order.

FINANCIAL REPORT

- Commissioner Lawell asked where lease payments are placed. Superintendent Fink indicated general park revenue.
- Commissioner Galloway inquired about comparison of current status against previous years. Director Kading responded that we are in much better place than the previous two years.

MISSION ACTION REPORT

The report was distributed earlier. The following items were discussed:

- Commissioner Galloway stated that he was very impressed with registration numbers.
 - Commissioner Ondresky questioned the purpose of the donation boxes. Director Kading indicated that this was a means to collect dollars for services being provided but we are unable to charge a direct fee.
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- Commissioner Borchardt requested staff research an on-line pay app such as Venmo and provide as opportunity at the donation boxes.
- Commissioner Galloway went to Arrowhead and walked out approximately 30' and the water was breaching his waders. Would like to go out with kayak and do further research.
- Commissioner Hillstrom asked about the partnership with FVTC. Director Kading responded that he is meeting with DNR Study student to garner interest in completing volunteer hours at Arrowhead by conducting fish, water quality and other specific studies.
- Commissioner Lawell commented that the Loop was extremely busy that last time he was out walking.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Authorized Purchase of Mower

Superintendent Fink reviewed his memo previously distributed to the commission further indicating that he had sent Requests for Proposals for a 16' mower. Only two vendors responded and only Horst Distributing (Chilton) was able to provide a concrete quote of \$124,775 that they could honor upon delivery. Since the information that went out to the commission Fink was able to negotiate a reduced price of \$114,700 for the mower which will be delivered early to mid-summer.

Action Taken: MSC Galloway / Kelly to recommend the purchase of the Jacobson Mower from Horst Distributing, Chilton, WI in amount of \$114,700. All voting aye.

BUSINESS ITEM #2: Kimberly Point Phase 1 Bid Award

Director Kading reviewed the information found in the Commission Packet for all aspects of the Kimberly Park Phase 1 project including the construction Bid award. The city advertised and received two qualified bids to complete the work.

Staff has reviewed and recommends the bid as submitted by Martell Construction, Green Bay, WI in the amount of \$165,669 to complete the work and further recommend utilizing Budgeted 2022 CIP project funds and CIP Facility Reserves.

Action Taken: MSC Kelly / Galloway to accept and recommend the bid as submitted by Martell Construction, Green Bay, WI in the amount of \$165,669 to complete the Kimberly Point Phase 1 work utilizing Budgeted 2022 CIP project funds and CIP Facility Reserves. All voting aye.

BUSINESS ITEM #3: Kimberly Point Archaeological Monitoring and Reporting Agreement

UW Milwaukee has submitted a quote to complete the site monitoring and reporting for Kimberly Point Phase 1 in the amount of \$4,000. Representatives indicated that the upfront consultation on the designs plan have mitigated the possibility of archaeological finds. However, should there be archaeological finds there will be additional costs.

Staff has reviewed and recommends accepting the quote as submitted by UW-Milwaukee to complete the onsite monitoring and reporting for the Phase 1 project in the amount of \$4,000.

Action Taken: MSC Lawell / Kelly to recommend accepting the quote as submitted by UW-Milwaukee to complete the onsite monitoring and reporting for the Kimberly Point Phase 1 project in the amount of \$4,000. All voting aye.

BUSINESS ITEM #4: Kimberly Point Construction Administration Agreement

Parkitecture and Planning has submitted a proposal to the complete the Construction Administration services for Kimberly Park Phase 1 project in an amount not to exceed \$10,000. The work is expected to begin in September and last for approximately 8 weeks.

Action Taken: MSC Borchardt / Kelly recommend accepting the proposal submitted by Parkitecture and Planning to complete the Construction Administration services for Kimberly Park Phase 1 project in an amount not to exceed \$10,000. All voting aye.

BUSINESS ITEM # 5: 2022 CIP Report

The report was reviewed by the commission

- Commission Kelly inquired if the city has contacted the county. Historical records show that the connection within Fresh Air Park was part of a private road that extended east along the shoreline. Much of the private drive was vacated and it was determined that the county and town had no jurisdiction.
- Commission Galloway questioned if we are at the mercy of the contractor as to when Fresh Air and Southview work would be started and completed. As this was part of a Public Works bid let the simple answer is yes. We are hopeful that the contractor will provided ample notice so that park staff can excavate the site as needed.
- Commissioner Lawell inquired about the tree to be removed. Fink indicated that park staff would remove but would not know exactly which trees until the final layout.
- Commissioner Kelly asked if there was concerns regarding sufficient parking? Staff responded that while there is less parking felt that it was adequate for daily use. If it becomes problematic we do have some room to add spaces.
- Commissioner Borchardt asked if the water pipes that were replaced at the pool last fall have been tested. Fink informed the commission that the pool will not be turned on until the middle of May but expects the problem to have been resolved.
- Commissioner Galloway asked about the status of the proposed cell tower at Rec Park. Kading responded that he was awaiting feedback from other departments.
- Commissioner Galloway compliment park staff on the refurbished park signs

Announcements & Future Agenda Items

Superintendnet Fink invited the Commission to the Annual Arbor Day Celebration honor Mayor Kaufert on Friday, April 29; 10AM at Washington Park.



LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke no report.

HARBOR COMMITTEE: Galloway indicated that Eileen McCoy may be interested in serving on the harbor committee.

MSC Hillstrom / Lawell to adjourn at 5:23p

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

May 19, 2022

Provide recreational experiences.

- The 17th annual Touch a Truck event took place on Wednesday, May 4th. Over 1000 people attended. This year's event was sponsored by N&M Transfer, Dave Mader State Farm, and Kesslers Funeral Home.
- The StoryWalk throughout Southview Park will be set up until May 31th. The featured book is Kitty in the Kitchen! The next StoryWalk will take place in September.



Foster human development.

- Summer playground and tennis staff had their orientation on Sunday, May 15th in order to get prepared for the summer. Seasonal playground and tennis staff typically partake in approximately 5 hours of training prior to the summer season.



Strengthen safety and security.

- Park staff has been installing the rubber tile surfacing for the new swing set near the George Scherck Shelter at Memorial Park.



Strengthen community image and sense of place.

- Arrowhead Park
Railroad Crossing (2021) CN Railroad has responded and SEH is preparing a response with additional information that they requested, and be will incorporating the Wisconsin Office of the Commissioner of Railroads in the response. We are now awaiting a response from CN after providing the additional information requested

CN is also working on finding the private crossing agreement for the trail crossing further east (Gateway Plaza), where we also inquired about modifying the switchback approach on the north side.

Pier Development (2021): The city has received verbal approval to install the pier as revised at Arrowhead Park. A 30 public notice and review ends May 25 after which the city will receive . The revisions included:

- Utilize decking that permits light to filter through (sample will be provided)

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Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

- Mainstem will be 14' wide instead of 20'
- City will install navigational warnings on the pier.

Path and Prairie (2021) Final design and submission to the WI-DNR for review and approval will be submitted by the end of the month.

Bike Planning: An initial kick-off meeting was held to confirm the location of a future bike park. As plans are being finalized for the prairie/path developed we need to incorporate this future development bike park development to ensure proper site drainage and design and obtain DNR approval. Council/Commission member attended the meeting.

Activity Building Design (2022): Meet with Mayor Lang and Alderman Hillstrom. The mayor indicated that she wants to follow through with the establishment of the Task Force.

iNaturalist App: Just a reminder that we have set up Arrowhead Park as a site through the iNaturalist App. It is an easy way to engage in the citizen science community while helping us identify plant and animals at Arrowhead Park.

Bike Planning: An initial kick-off meeting was held to confirm the location of a future bike park. As plans are being finalized for the prairie/path developed we need to incorporate this future development bike park development to ensure proper site drainage and design and obtain DNR approval. Council/Commission member attended the meeting.

Well Cluster 33: There are 3 wells located behind the new Solaris building. During construction 2 of the 3 wells were damaged. Representatives from the DNR, Stantec and city staff have met to discuss the possibility of abandoning these wells. The DNR has agreed to consider. Stantec will be completing the documentation and submit the paper work requesting the abandonment of this well cluster. This will be beneficial to the new development and reduce the testing burden and responsibility that the city has for Arrowhead Park.

Well Cluster 33 was determined to be damaged beyond repair. These wells have been abandoned. Stantec will complete the proper paper required by the DNR and then we'll determine what is in the best interests for all parties.

- **Shattuck Park**

Work has progressed very nicely. By the time of the meeting concrete work throughout the park including around the water play feature should be completed. Installation of the activator and 3 upright features will be complete the week of May 23 along with commission of the water play feature. Final site restoration and cleanup is scheduled to begin Friday, May 13 and be completed by May 27.



Support economic development.

- The Annual **Flatgrass Soccer Tournament** was held at Memorial Park on May 6-8. One hundred and sixty-one teams participated in the tournament this year. Despite the cool spring with very little growth, the fields held up well. The department received many compliments on the field conditions.



City of Neenah Parks and Recreation Commission Meeting May 19, 2022

BUSINESS ITEM #1: Final Arrowhead Pier Design Approval

Attached you find the renderings for the pier design as approved by the WI-DNR. This design is based upon the commission's preferred option. As previously noted the DNR has verbally approved with the following changes:

- Width of the mainstem has been reduced from 20' to 14'
- Use of slotted deck panels that will allow light to filter through (sample will be provided)
- Installation of navigational reflective system around the perimeter of the pier.

Jeff, SEH representative, will be on hand to discuss the number and size of the pilings and answer any other questions you may have.

Suggested Action: Motion to approve the pier design as presented.

BUSINESS ITEM #2: 2022 CIP Report

Attached is the updated CIP Report

Suggested Action: Discussion

BUSINESS ITEM #3: Announcement & Future Agenda Items

PREFERRED PIER OPTION PLAN 1" = 20'

HELICAL PIER, TYP.
 LOCATIONS SHOWN FOR DISCUSSION PURPOSES ONLY, EXACT LOCATIONS AND NUMBER OF PIERS SUBJECT TO CHANGE BASED ON SITE CONDITIONS, MATERIAL SELECTION, AND STRUCTURAL ENGINEER FINAL CALCULATIONS

KAYAK LAUNCH (FLOATING),
 ASSUME FINISH SURFACE
 1' ABOVE WATER LEVEL

737.7 HWM
 737.1 AVE
 736.5 LWM

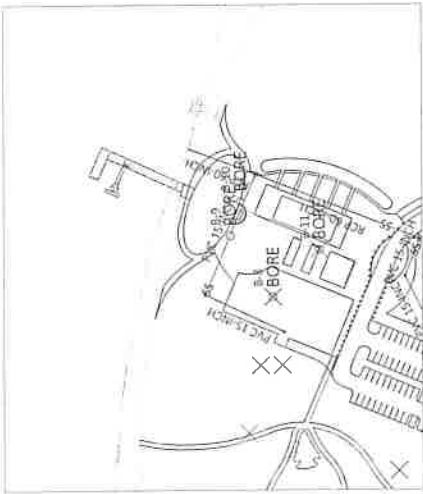
738.7 FS HW
 738.1 FS AV
 737.5 FS LW

EZ LAUNCH ALUMINUM
 GANGWAY (RETIICULATING):
 5' X 32'

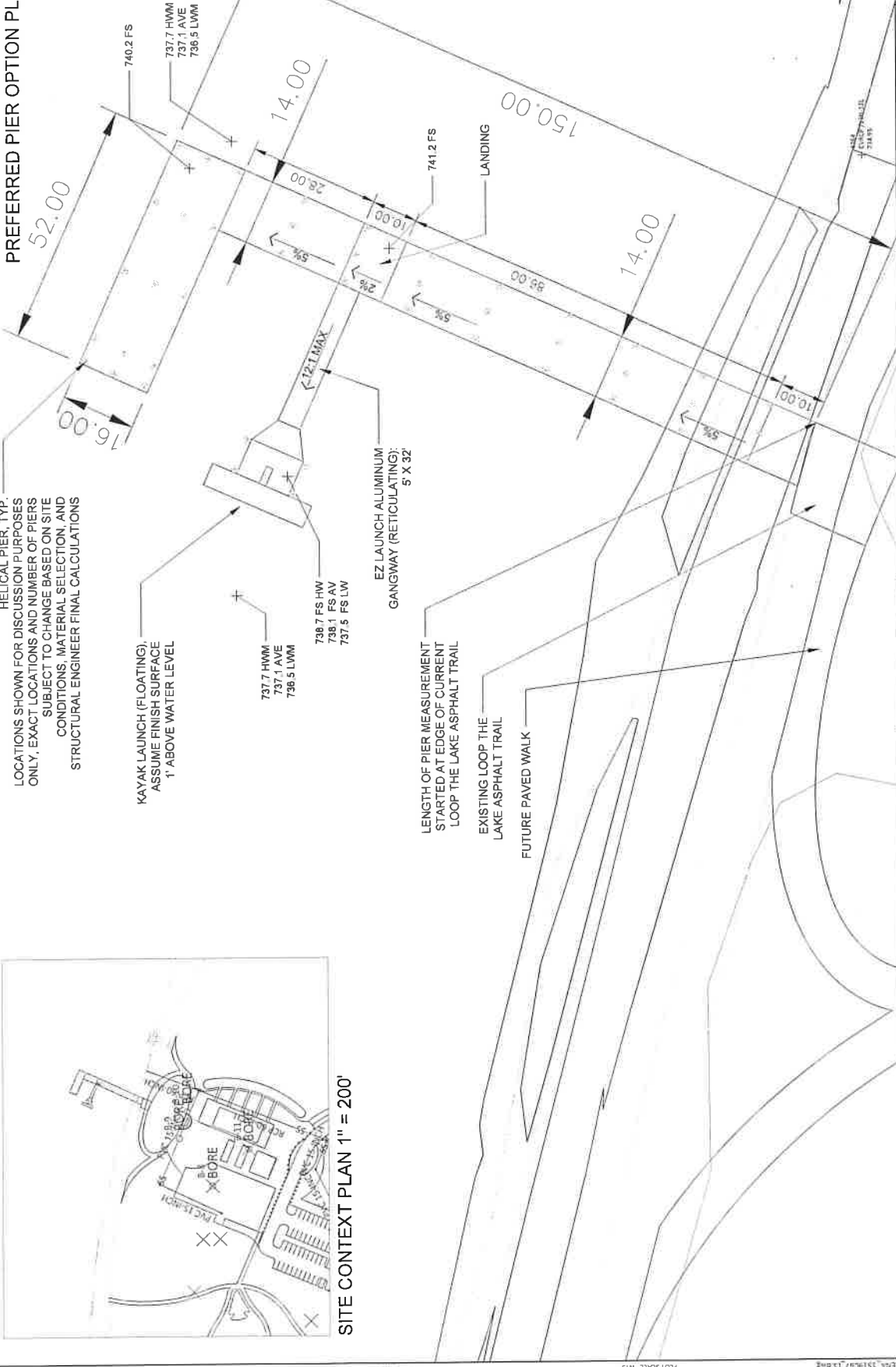
LENGTH OF PIER MEASUREMENT
 STARTED AT EDGE OF CURRENT
 LOOP THE LAKE ASPHALT TRAIL

EXISTING LOOP THE
 LAKE ASPHALT TRAIL

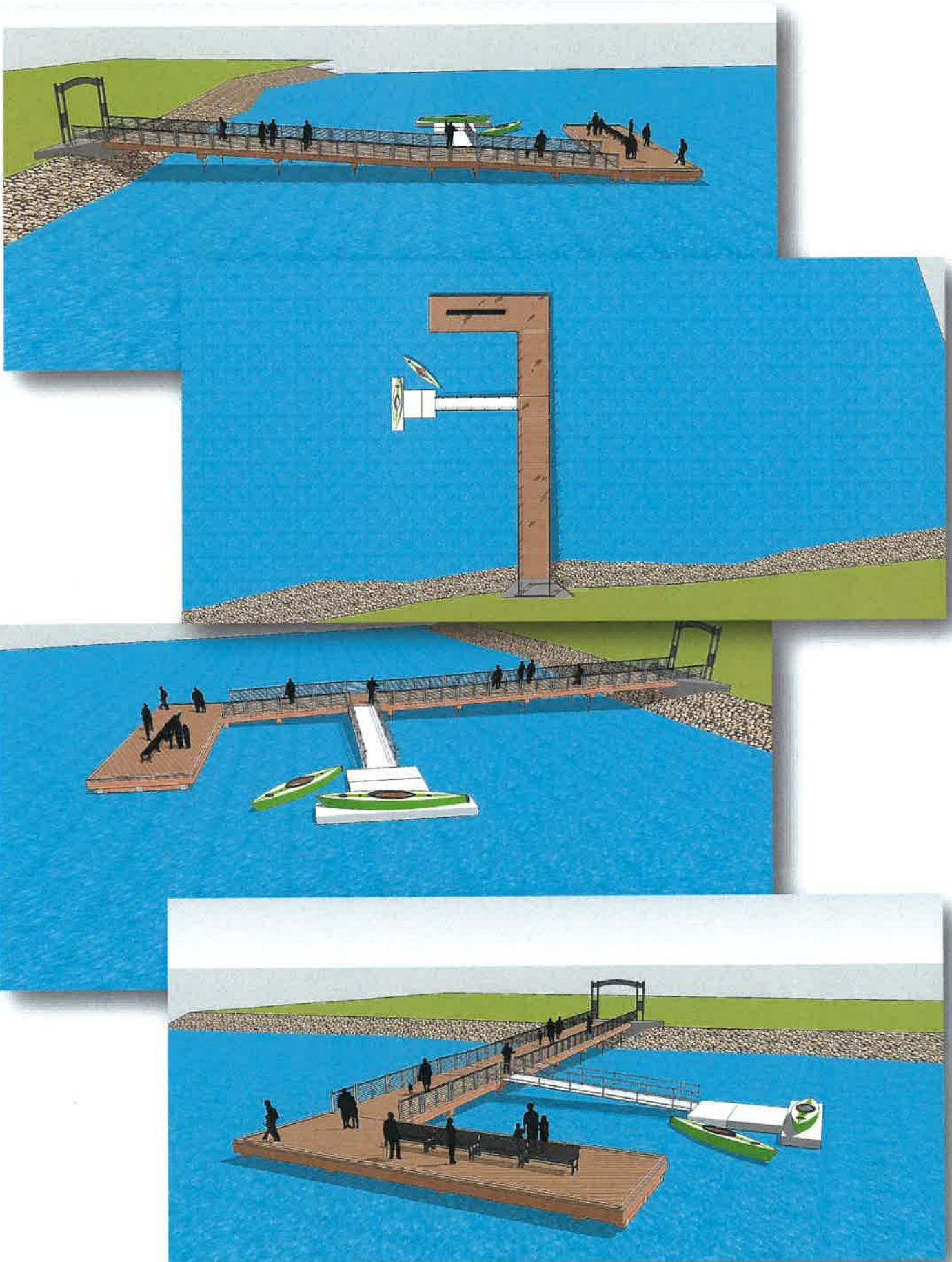
FUTURE PAVED WALK



SITE CONTEXT PLAN 1" = 200'



FILE NAME: NEZLA_1517002_13.dwg PLOT SCALE: NTS PLOT BY:	SHEET NO.: 13 OF 13 SHEET TITLE:	EXHIBIT: PREFERRED PIER OPTION
ARROWHEAD PARK SITE IMPROVEMENTS NEENAH, WISCONSIN		
SEH SEH Engineering Inc. 425 W. WAVERLY ST., SUITE 200 APPLETON, WI 54911-6058 WWW.SEHINC.COM		
REVISIONS: NO. DATE DESCRIPTION	PLOT DATE: 4/17/2012 3:55 PM	



CIP Summary	2022	Alternative Funding	Actual	Time Frame	Current Status
Development					
21' Arrowhead Pier	\$ 500,000	\$ 525,000		Nov 22' - Feb 23'	Submitted to DNR currently negotiating
21' Prairie and Path	\$ 500,000			August - Nov. 22'	Final Survey work completed, Finalize plans and submit to DNR
Arrowhead Activity Building & Plaza design/engineering	\$ 180,000			December	On hold, Mayoral Task Force
Kimberly Pt Redevelopment	\$ 175,000	\$ 24,009	\$ 199,009	Fall Construct	Has been awarded, Scheduled to begin Sept. 19
Dog Park	\$ 45,000			Late Spring / Summer	
Island Park Improvements	\$ 125,000				Concept Plan Accepted by Comm./Awaiting final donations
Shattuck Improvement	\$ 100,000	\$ 500,000	\$ 520,000	Late Winter/Spring	Will be completed by May 27
Maintenance					
Building Security	\$ 15,000			Fall	
Fresh Air-asphalt/drainage (20)	\$ 64,890		\$ 47,833	Summer / Fall	July/August 2022
Pool Slide	\$ 49,500		\$ 47,691	Fall Install	Approved - Work in September
Pool: Replace Play Equip	\$ 88,000		\$ 74,317	Fall install	Install First week in September
Pool Heaters - inside	\$ 18,000			Spring	Completed
Pool - replacement vac	\$ 13,000			May	Completed
Resurface/Rebuild Southview Cts	\$ 85,000		\$ 19,322	Summer / Fall	Asphalt work - July/August; Color Coat - fall
Riverside Play Surface	\$ 110,000			Fall	Collecting information from vendors
Equipment					
Mower	\$ 115,000		\$ 114,700		Awarded; Likely to arrive mid-summer
Cemetery					
Chimney	\$ 25,000				Late spring/early summer
	\$ 1,068,390	\$ 1,049,009	\$ 1,022,872		

