



Parks & Recreation Commission

JUNE 21, 2018 - 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 Zaretzke, Amanda Louden, Christopher Kunz	
STAFF	Stephanie Schott, 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 May 17, 2018	Attached
BILL VOUCHERS	Bills for May	Zaretzke
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. SEH Arrowhead Grant Application Material Development. 2. Announcements & Future Agenda Items 	
CLOSED SESSION	The Commission may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) to discuss bargaining strategy regarding potential public access, sale, exchange or development projects throughout the park system.	
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		

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.



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Neenah Parks &
Recreation Department

Creating Community Through People, Parks & Programs



REGULAR MEETING – May 17, 2018

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT: Scott Powley

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Galloway to approve the minutes of the April 19, 2018 meeting. All voting aye.

BILL VOUCHERS

Commissioner Zaretzke reviewed the vouchers for May and found them to be in order.

MISSION ACTION REPORT

- **Washington Park:** Commissioner Lawell indicated that the color coating of the basketball court looks great; Commissioner Galloway has seen a diverse group of individuals playing regularly, very impressed with the use; Commissioner Lawell questioned the water / drainage. Director Kading indicated that he had met with the engineer, general contractor and landscaper to discuss. While there appears to be drainage issues, the water table is extremely high due to all of the recent precipitation. The situation is being monitored and once dry, adjustments will be made to the turf to create better drainage. Most importantly, we need the grass to start growing.
- **Loop the Little Lake Bridge Project:** Commissioner Galloway reiterated that the Grand Opening of the Loop is June 23; Commissioner Hillstrom expressed concern that people will cut through to the bridge given the current trail alignment. Director Kading explained that the alignment was shifted slightly to accommodate for the future trail connection leading to the south side of the park/Millview Drive area. It would have been difficult to position the trail if that slight shift hadn't been made.
- **Island Park:** Commissioner Lawell commented that he has not seen the water this high in the park in some time and that fishing continues even with the high water.

Parks & Recreation

MISSION ACTION REPORT

June 21, 2018



Provide recreational experiences.

- **Kids Bike Club** began on June 8th for the 14th year with 20 kids enrolled.
- The first **Kids Night Out** will take place on June 27th with a theme of BIG games. Typically, over 40 kids attend this program.
- **Tennis Block Party** took place on June 8th for the 11th year. Over 80 boys and girls attended.



Foster human development.

- Superintendent Kluge and Supervisor Schott lead a **Playground Leaders Workshop** for 30 leaders from throughout Northeast Wisconsin. The 2 hour workshop was held at the Brigade and hosted by WPRA. This is the 3rd year they have been asked to conduct this workshop.
- Seasonal Pool and Playground staff will be using an **online payroll** and timeclock to record their weekly hours. This initiative is a City Hall LEAN project reducing the time necessary to process payroll for seasonal employees as well as saving environmental resources.

Promote health and wellness.

- **Zumba in the Park** has begun at Shattuck Park on Mondays from 6:15 - 7:15pm. No advanced registration is necessary. Approximately 30 people have attended each class so far, and classes are free. Classes run through August 6th.

Facilitate community problem solving.

- With the increase in the popularity of Pickleball, the second tennis court at Green Park was striped for Pickleball play in May.

Strengthen safety and security.

- Security Cameras were installed at the pool prior to the beginning of the swim season. The cameras are positioned to view areas that can't be regularly/easily monitored.

Strengthen community image and sense of place.

- While we said "goodbye" to Laurie Olson in May we welcome Jim Kluge as the new Superintendent of Recreation and Stephanie Schott as the new Recreation Supervisor here in June. Both are off to a very busy start to the summer, learning their new roles and responsibilities.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Support economic development.

- **Loop The Little Lake Update** – We strive on. It's crunch time – asphalt, finish landscaping, benches, picnic tables, donor recognition plaques, boards and the gateway monuments. Just a reminder that the Grand Opening event is Saturday, June 23 beginning at 9:00 a.m.



Increase cultural unity.

- The 62nd season of **Riverside Players** will kick off June 27th - July 1st with ***The Complete Works of William Shakespeare [Abridged]***. Tickets are currently on sale, Adults \$13.00, Student / Seniors \$10.00. The show is rated PG13.
- **Volunteers** are needed for both ushering duties for Riverside Player performances and for the Filthy Fun Kids Run on Saturday, July 14.
<http://www2.ci.neenah.wi.us/ParksVol.nsf/List%20of%20Current%20Events?OpenForm>



P&R Commission Meeting – June 21, 2018

BUSINESS ITEM #1: SEH Arrowhead Grant Application Material Development

Attached you will find a proposed agreement with SEH regarding development of promotional material that can be used during grant applications, alternative funding applications and/or conversations. I believe that this is a good use of funds and good timing to accomplish this task.

Action Needed: A motion to engage SEH for the purposes of developing marketing material for Arrowhead Park.

BUSINESS ITEM #2: Announcements & Future Agenda Items



Building a Better World
for All of Us™

June 12, 2018

RE: Grant Application Info Materials
SEH No. NEENA 145537

Michael Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956

Dear Mr. Kading:

Thank you for the opportunity to continue to provide professional design services for the City of Neenah with this proposal for Grant Application Informational Materials. These materials can be used in conjunction with grant applications and donor visits as well as to provide an overview of the multiple phases of development and their associated costs at Arrowhead Park.

Scope of Work

Development of the project information document:

- Using graphic images and current financial data, showcase the key attributes of Phase 1 and describe the financial picture of public vs. private funding. Provide more holistic financial information regarding the publicly funded portion and progress to date.
- Showcase the key attributes of Phase 2
- Showcase what opportunities exist from both a funding and a naming perspective for both Phase 1 and Phase 2. And acknowledge the development opportunities in Phase 3 of the park.

Deliverables

- The deliverable would be a graphic and informational leave behind piece scaled to multiple formats that can be used when applying for grants and responding to donor inquires and opportunities.

Project Cost

The total estimated cost for the proposed scope of services is \$3,335.00.

Schedule

SEH will begin work as soon we receive authorization by the City. We anticipate providing a DRAFT document for review 10 business days after authorization to begin. We intend to

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058
SEH is 100% employee-owned | sehinc.com | 920.380.2800 | 888.413.4214 | 888.908.8166 fax