



Parks & Recreation Commission -

THURSDAY, OCTOBER 17, 2019; 4:30 PM
City Hall, 211 Walnut Street, 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, Judy Zaretzke, Amanda Loudon, Christopher Kunz
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STAFF	Stephanie Schott, Jim Kluge, Trevor Fink and Michael Kading
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AGENDA TOPICS

CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes September 19, 2019	Attached
BILL VOUCHERS	Bills for August	Lawell
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Arrowhead Brochure 2. Service Levels – Spring Activities 3. Announcements & Future Agenda Items	
LIAISON Reports	◇ Plan Commission ◇ Harbor Committee	◇ Hancock-Cooke ◇ Galloway
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.



Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – September 19, 2019

MEMBERS PRESENT

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

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
X Clint Williams, Park Supervisor

OTHERS PRESENT: Alex Schultz, Sculpture Valley; Dwight Kerr; Mayor Kaufert; Alderperson Boyette.

MEETING CALLED TO ORDER BY Commissioner Lawell at 4:33 P.M.

CORRESPONDENCE

None.

APPEARANCES

Mr. Kerr thanked the Commission for the new garbage cans that have been placed along the Loop the Lake trail. He inquired about the recently acquired property by Cook Park and the possibility of the city acquiring the next property. Indicated that he took a poll of the neighborhood, and the overwhelming response was to recommend Almost Infinity for the sculpture.

MINUTES

MSC Hillstrom / Zaretzke to approve the minutes of the August 22, 2019. All voting aye.

BILL VOUCHERS

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

MISSION ACTION REPORT

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

- Commissioner Lawell shared a story from a local Washington Park resident about how her family's members used to live near the park but sold their property for the development of the park.
 - Commissioner Galloway inquired about the amount raised during "Drool in the Pool." Superintendent Kluge indicated that attendance was down a bit, but \$1,200 was raised.
 - Commissioner Galloway commented that it was awesome to see all of the kids/adults having fun on the new Scheels Discovery Field during the Grand Re-Opening of Washington Park.
 - Commissioner Zaretzke predicted years of joy to come.
 - Commission Lawell asked how the Self Defense class would be advertised. Superintendent Kluge said that the primary method of marketing would be Facebook, and then followed up with the Rec Guide.
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- Commissioner Hancock-Cooke shared that Sara Bergstrom was the individual who promoted the idea of purchasing land and developing the park now known as Washington Park.
- Commissioner Galloway complimented staff on a well-planned Washington Park Grand Re-Opening event.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Proposed Art Sculpture for W. Northwater

Director Kading introduced the three possible sculptures to be placed at the W. Northwater Street landing. He indicated that the Commission's responsibility was not to evaluate the art but to select the art. No matter the choice, it will be debated with some liking it and others not.

The difficulty with public art is there seems to be a push to have it in our communities, but the dollars to lease or purchase and install the art are limited. If we could find someone to commission art, then we could have more say as to what the art would look like.

Director Kading then introduced Alex Schultz, a representative from Sculpture Valley. Alex indicated that his team sends out RFP's for 2 year, leased art and solicits for donors to cover the costs. Sculpture Valley is responsible for installation, liability, and removal of the art. The city is providing the place for the art.

Commissioner Kunz inquired about the process used to select the art.

Action Needed: MSC Louden / Vedder to approve the "Better Days" sculpture as submitted by Sculpture Valley for placement at the W. Northwater Street trestle landing. All voting aye.

BUSINESS ITEM #2: Service Levels - Winter

- Director Kading introduced the topic that the Commission had requested to be placed on the agenda for discussion purposes. Kading noted that there are two views to consider service levels – one being the customer experience and the other, our fiduciary responsibility.
- Superintendent Fink distributed the City of Neenah – Maintenance Standards for Parks and Facilities. Fink reviewed the information specifically related to the winter park activities, indicating that there is a flow to snow removal, making the ice rinks, and making the cross-country ski trails.
- Commissioner Galloway commented that the rink at Washington looked awesome in 2019 even though excessive snow from mid-January – March.
- Commission Lawell recommended the elimination of the cross-country trail making activity to put more effort into trail plowing.
- Commissioner Kunz indicated that he would rather see us focus on specific sites vs Green/Memorial ice rinks as this is the location that has the support facilities and historical numbers.
- Commissioner Hancock-Cooke asked what the driving force behind this discussion is: financial resources, theory, and/or education?

- Director Kading responded that it seemed to be a bit of all the above. Financially, resources are limited, therefore, we want to make sure that we are using wisely, somewhat theoretically but certainly part of educating the Commission on how staff approaches these specific activities and we need support.
- Commissioner Galloway clarified how the rotation works for developing of the rinks... Washington Park – 1 truck load of water, and then a truck refill with half going to Memorial and the remaining water going down at Green, then repeat. This rotation allows for drying/hardening of the water.
- Superintendent Kluge pointed out that staff enters the winter season with the intent to open all three rinks. However, once we move into January we need to hone in our focus.
- Commissioner Kunz felt that long term sustainability should be the focus.
- Commissioner Hancock-Cooke replied that this should come with long term philosophy of how we operate the system.
- Superintendent Fink noted that snow removal completed on weekends is Loop the Lake, reservations for our shelters and then Washington Park Ice Rink. Remaining areas are plowed on Monday.
- Consensus from the discussion:
 - ✓ Staff will continue to maintain the current three ice rinks with the focus on Washington Park.
 - ✓ Snow removable would continue to be performed as described by Superintendent Fink. Internal trails will not be plowed.
 - ✓ Cross – Country trails will not be groomed.

Announcements & Future Agenda Items

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke reported that the property located at the NE corner of Main and N. Lake has been sold and will be redeveloped. Trees will remain.

HARBOR COMMITTEE: Galloway reported that a Watershed Stakeholders meeting is scheduled for Wednesday, October 16 beginning at 6:30p (1619 E. Capital, Appleton).

MSC Hillstrom / Loudon to adjourn at 5:48p.

Recorded for the Commission by Michael T. Kading, CPRP

**Neenah Park & Rec
Budget Status
9/30/2019**

EXPENSES	2018 YTD	2019 Budget	2019 YTD	% of Budget
Park & Rec Administration	446,454	607,410	451,071	74.26%
Adult Programs	7,754	14,380	6,244	43.42%
Youth Programs	18,107	28,250	17,687	62.61%
Municipal Pool	251,773	261,110	242,438	92.85%
Independent Programs	28,005	31,000	24,252	78.23%
Playground Programs	101,071	106,850	106,169	99.36%
Other Park & Rec Activities	14,220	14,870	11,582	77.89%
Riverside Players	27,127	31,650	25,784	81.47%
Parks	710,693	947,030	710,173	74.99%
City Wide Forestry Program	202,616	287,700	182,287	63.36%
Cemetery	187,273	256,710	187,358	72.98%
	<u>1,995,093</u>	<u>2,586,960</u>	<u>1,965,045</u>	<u>75.96%</u>
 REVENUE				
Community Fest	15,740	17,450	16,105	92.29%
General Receipts	(11,527)	(13,090)	(12,170)	92.97%
Adult Programs	10,469	17,360	9,538	54.94%
Youth Programs	27,350	31,780	33,326	104.86%
Municipal Pool	206,820	209,600	214,424	102.30%
Independent Programs	32,486	33,730	28,137	83.42%
Playground Program	123,074	123,070	131,629	106.95%
Other Park & Rec	1,353	1,500	1,248	83.20%
Riverside Players	38,330	37,800	31,647	83.72%
Parks	114,396	113,560	118,225	104.11%
Cemetery	88,302	126,000	70,656	56.08%
	<u>646,793</u>	<u>698,760</u>	<u>642,765</u>	<u>91.99%</u>

Parks & Recreation MISSION ACTION REPORT

October 17, 2019

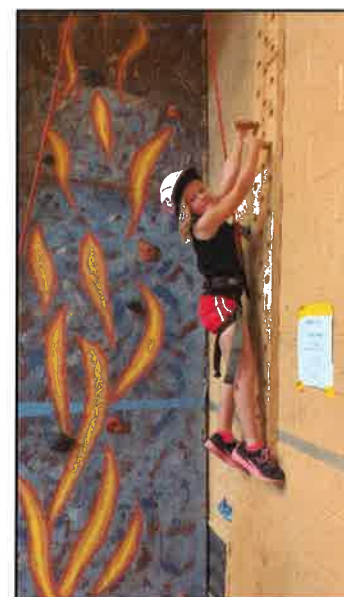


PROVIDE RECREATIONAL EXPERIENCES.

- The 16th Annual Build a Scarecrow event took place on Saturday, October 12th at Riverside Park. Approximately 250 people attended this event.



- One of our new “No School Day” programs, **Rec Recess**, kicked off on September 27th. This program will take place on teacher learning days, providing parents a place to send their kids, 2nd-7th grade, throughout the entire day. The theme for the first week was **Ninja Warriors**, where children had a chance to climb the rock wall at the brigade as well as participate in other Ninja activities. Approximately **25 kids attended**. The next one takes place on October 28th with the theme “Trips around Neenah.”



- **Family Archery Day** took place on October 12th. Families have the opportunity to learn how to shoot a bow as well as compete against each other. Parents and children have really enjoyed this unique opportunity to spend time with one another.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

FOSTER HUMAN DEVELOPMENT.

- Staff will attend the annual **Wisconsin Park and Recreation Association Conference** November 5-8. While there, our department will be receiving the Silver Star Award for the Park Kart program.
- The NPRD is once again active in the **Neenah/Menasha Youth Coalition**. This is the 13th year of the coalition that comprises of members of local non-profits, parks & rec. agencies and libraries.
- Applications are being accepted for **Ice Rink attendants**. Visit the Neenah Parks and Recreation website for more information.

PROMOTE HEALTH AND WELLNESS.

- **HIIT class** has completed its final week using the **Washington Park Fitness Area**. 7 participants completed 4 weeks of class and an additional 2 weeks on their request. Another class will be offered in spring and summer!
- **Adult Basketball Open Gym** will begin on October 21 from 7:00 – 9:00 p.m. at Shattuck Middle school. This year open basketball will be offered on both Monday and Wednesday's. Pay at the door. Cost is \$2.50.

PROTECT ENVIRONMENTAL RESOURCES.

- Plexus will be volunteering to pick up garbage throughout Arrowhead Park and the Loop the Little Lake trail as well as wiping down the railings on the bridge.

STRENGTHEN SAFETY AND SECURITY.

- Seasonal park shelters and restrooms will be closed and winterized beginning the week of October 14.

STRENGTHEN COMMUNITY IMAGE AND SENSE OF PLACE.

• **Washington Park:**

Inconsistent weather has proved to be very challenging in finishing up the landscaping and column work. I do expect this work to be completed during the week of October 7.

The project has received **two awards**. The first, from the American Society of Civil Engineers – Wisconsin Section 2019 Engineering Achievement Award. The second, the Wisconsin Park and Recreation Association Park Design Award.

- **Neenah Soccer club** hosted the **Copia Cup** soccer tournament at Memorial Park on October 12 – 13. This tournament was for youth ages 13 and under with 73 teams involved.
- **Liberty Park** playground and surfacing has been completed. Landscaping and sidewalk installation still needs to be completed however, weather has been less than cooperative.





*Department of
Parks & Recreation*

TO: Mayor Kaufert, Members of the Common Council and Park and Recreation Commission
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: October 11, 2019
RE: Shattuck Fountain Conversation

As you will recall we have budgeted funds in the 2019 CIP to research and develop preliminary plans for addressing the current Shattuck Fountain by converting it to an interactive splash pad. Ayres and Associates was hired to complete this task on behalf of the City. The Ayres Design Team is at approximately 60% design and has provided a revised construction cost estimate and a night time rendering for your review.

A preliminary budget estimate submitted for the project was \$300,000 - \$350,000.

Construction Cost Estimate (October 2019)

Description	Cost	Funding
Base Project (includes site demo, site prep – electrical/plumbing, installation of all structures and site restoration)	\$225,000	\$150,000 2020 CIP
Base Project plus lighting	\$51,000	
Splash Pad Construction Total	\$276,000	
Contingency (10%)	\$29,000	
Construction Administration (3.5%)	\$10,220	
Splash Pad Project Total	\$315,220	
Additional Site Concrete (damaged concrete panels, poor drainage under the pavilion)	\$40,000	\$25,000-2018 & \$15,000 2019 CIP Shattuck Concrete (carry forward)
Shattuck Project Total	\$355,220	

There are many options to program the splash pad including: guest activated, scheduled to mark the hour and/or the half hour, and defining the parameters when the splash pad can be on. Similarly, the lighting can be programmed to change color to create varying degrees of interest.

Projected time frame for this project March 2020 through the end of May so that we do not disrupt summer functions at Shattuck Park.

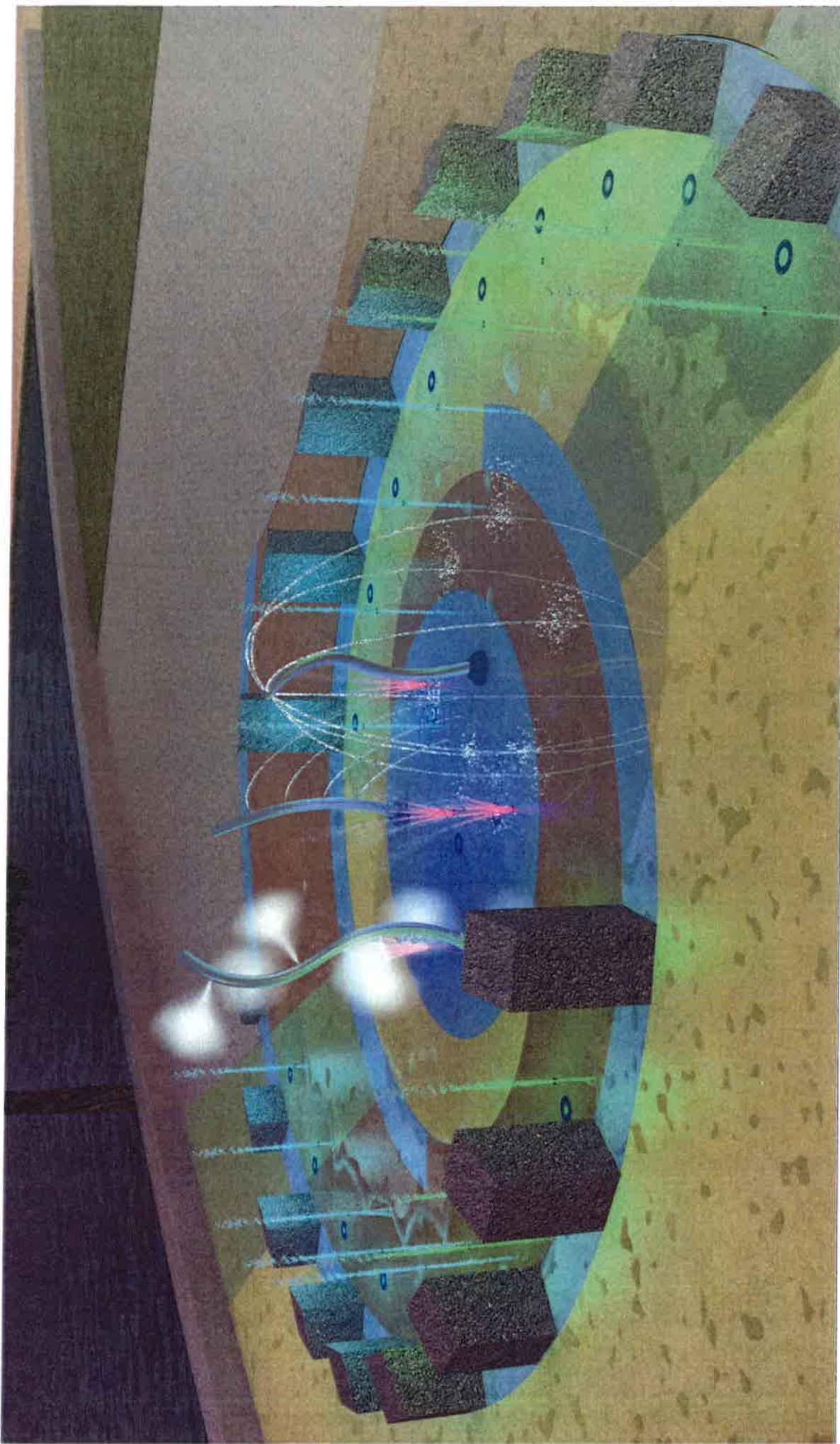
Staff felt the most cost effective and efficient means to replace damaged concrete throughout the park was adding this task to the overall project. This will limit disruption of the park and complete similar projects within one contract.

Staff has reviewed and recommends moving forward with the conversion including the lighting which will provide site interest beyond just the water feature. Staff recognizes there is a gap in funding. \$150,000 was placed in the CIP budget with the intention of reaching out to the original fountain donor to determine ability to close this gap.

Creating Community Through People, Parks & Programs

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P&R Commission Meeting – October 17, 2019

BUSINESS ITEM #1: Arrowhead – Promotional Pamphlet

Please see attached. Staff will provide a correct size version of the pamphlet.

This promotional pamphlet has been developed in cooperation with SEH and has gone through many iterations. We realize that there are many opinions and options available to us, both as a department and a Commission. However, we need to settle on an overall conceptual plan so that we can communicate an overall vision for Arrowhead Park. Staff recognizes that this plan is flexible and ever evolving.

We are seeking Commission approval for the promotional pamphlet. The next step will be sharing the pamphlet with the City Council and then begin sharing the information with the public.

Action Needed: A motion to accept the promotional pamphlet

BUSINESS ITEM #2: Service Level Discussion – Spring Activities

Thank you for the excellent discussion related to the Winter Activities. The exercise alone in sharing with the Commission our activities and processes helps all to understand the decision making process and philosophy of how we accomplish various tasks. I have asked Superintendents Fink and Kluge to prepare typical tasks and activities that we face in spring.

Action Needed: Discussion and direction

BUSINESS ITEM #3: Announcements & Future Agenda Items

GUIDING PRINCIPLES:

Create a Great, Engaging Destination Neenah is a community with a variety of exceptional destinations and important community gathering places. Arrowhead Park will become another great gathering place, both for residents and visitors. It will be a unique destination which draws people from across the region. It will foster interaction while creating a special connection to the waterways that define the Neenah community.

Build a High Quality, Enduring Park Residents, business leaders, and elected officials want Arrowhead Park built to a high standard. Historic downtown Neenah is a landmark among the Fox Cities, known for its well-preserved buildings and vibrant commercial district. The Park should reinforce this positive image of Neenah, while reflecting the community's highest aspirations for itself. The City also has a proud history of innovation. Arrowhead Park will embrace this history while also looking to the future.

Embrace the Water The park will bring people down to the water, and invite them to see, hear, and touch the river up close. It will embrace the water visually, providing opportunities for multiple vantage points from different elevations. There will be many fishing, boating, and nature observation opportunities which take advantage of the site's location adjacent Little Lake Butte Des Morts.

Promote Healthy Living With the Loop the Lake Trail project, Neenah will become a hub for biking, walking, and exploring the waterfront. Arrowhead Park will provide additional opportunities for visitors to stay physically and spiritually healthy. A variety of outdoor rooms will provide multiple opportunities for visitors to both relax and enjoy nature, as well as recreate.

Embrace the Natural Environment The park will be designed in such a manner that it contributes to both the rediscovery and restoration of the site including both terrestrial and aquatic habitat. Opportunities for ecological restoration will be addressed from the interior of the site across the shore land and out into the lake. The park will be designed and built to a very high environmental standard, serving as a prime example of how to weave the natural environment back into an urban setting.

Leverage the Park to Encourage Investment The park will be a catalytic project which stimulates a variety of investments throughout downtown Neenah and the surrounding neighborhoods. The envisioned mix of uses spurred by Arrowhead Park may include education, hospitality, commercial, office, and residential development. This mosaic of uses will strengthen surrounding neighborhoods and extend downtown Neenah to the water's edge.

VISION:

ARROWHEAD PARK will be a **major destination** with multiple **recreational and educational** experiences serving a range of guests.

The park will be a **treasured local asset**, well-connected to surrounding neighborhoods. It will provide **unique, enriching experiences for all of Neenah's residents** and become **an attraction** that draws even more visitors to Neenah and its thriving local businesses.

PARTNERSHIP OPPORTUNITIES:

As we begin the journey of developing and transforming Arrowhead Park into a truly unique community gathering space we will seeking community partnerships.

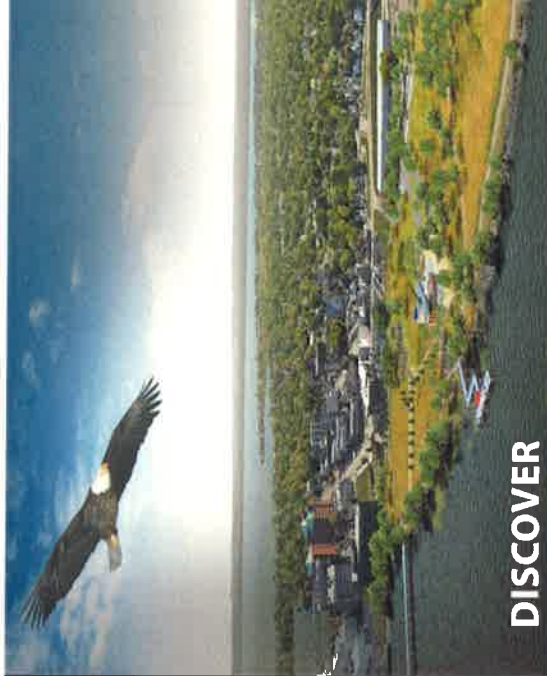
Partnerships will be sought for but not limited to; public art sculptures, a music play garden, an amphitheater, alternative energy (solar and wind), children's natural play areas, outdoor climbing structures and additional water access structures.

If you are interested in partnering or need additional information please:

Call: 920-886-6062

E-mail: mkading@ci.neenah.wi.us

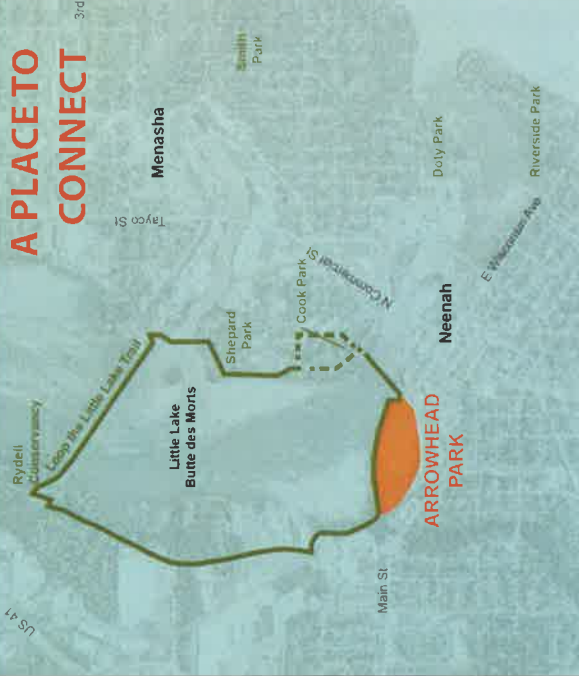
Visit <https://www.ci.neenah.wi.us/departments/parks-recreation/arrowhead-park/> for the latest news



DISCOVER

ARROWHEAD PARK

A PLACE TO CONNECT





PHASE 1 (2020/2021)

1. Park Drive
2. Parking
3. Shoreline Aquatic Restoration
4. Pier and Water Access
5. Water Education
6. Activity Building
 - Multi-Purpose Space
 - Restrooms
 - Concessions
 - Rentals
7. Gathering Plaza
8. Solar Panels (Grant or donor funded)



PLAN



Precedent images shown above are a representation of future park development only and do not depict final design intent



PHASE 2 WEST

9. Natural Play Area
10. Prairie Restorations
11. Continued Water Access
12. Park Drive Gathering Area
13. Crushed Limestone Trails System to include:
 - Beginner mountain bike experiences / Pump Track
 - Adventure and Parkour Experiences

PHASE 2 EAST

14. Natural Stage/Amphitheater
15. Formal Lawn/Gathering Space
16. Music Play Garden
17. Natural Play Area
18. Man-made climbing Structure
19. Sculpture Garden
20. Water Access

PHASE 3

21. Community Building(s)