



Parks & Recreation Commission -

THURSDAY, JUNE 16, 2022; 4:30 PM

Shattuck Park, 210 E Wisconsin Ave.. Neenah, WI 54956

In the case of inclement

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	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances Sarah Wylie, FNI	
MINUTES	Approval of Meeting Minutes May 19, 2022	Attached
BILL VOUCHERS	Bills for previous month	Hancock-Cooke
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Proposed Easement/Land Transfer – Washington Park 2. Proposed Revocable Occupancy Permit – Kimberly Point 3. Park Rules Modifications – Public Nuisance 4. 2022 CIP Report 5. 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 – May 19, 2022

MEMBERS PRESENT

X	Jim Wise	X	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
Jim Kluge, Superintendent of Recreation
Trevor Fink, Superintendent of Parks
Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Jeff Saxby, SEH; Gerry Andrews

MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:30 P.M.

CORRESPONDENCE

None.

APPEARANCES

Gerry Andrews inquired about the status of Carpenters Preserve. Director Kading responded that Carpenter Preserve remaster plan is scheduled for 2023 in the CIP with development dollars in 2024/25. Gerry expressed interest in helping to develop a volunteer team to conduct work within the park.

MINUTES

MSC Hillstrom / Borchardt to approve the minutes of the April 21, 2022 as amended. All voting aye.

BILL VOUCHERS

Commissioner Hancock-Cooke will review the vouchers for May next week.

MISSION ACTION REPORT

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

- Commissioner Ondresky noted that Memorial Park was in great shape for the soccer tournament, lots of kids were enjoying the new play equipment near the Tullar Shelter.
 - Director Kading added to the written report that Recreation Staff has been working closely with the school district while attending an English as second language program, speaking to the 6th graders at Horace Mann, leading bike rodeos. Kading further indicated that he is working with Finance and IT to come up with some sort of solution to allow individuals to donate via electronic means, the pool is up and running and that supply chain issues may impact our operations, specifically the pool.
 - Commissioner Hillstrom asked for a Shattuck Park update. Director Kading indicated that the concrete should be complete Friday, May 20 site restoration is to be finished next week and the water play feature will be tested on Tuesday, May 24.
-

- Commission Galloway indicated that supply chain issues are impacting all businesses and organizations. He further noted that he understands the caution being displayed by IT/Finance as it relates to a third party donation opportunity.
- Commissioner Hancock-Cooke advocated that we explore a Park Finder App.
- Commissioner Lawell inquired about the game plan to move the Cook Park Sign. Kading indicated that his recommendation would be to incorporate this into the 2023 redevelopment of the park.
- Birds scooters within the park system was discussed. There was concern expressed about the private gain within in a public facility, number of scooter accumulating within various parks and the speed at which people can drive them in the parks. Kading indicated that a follow up meeting is scheduled for early June to discuss the status of the scooters throughout the city. He requested that commissioners direct further comments to him prior to the meeting.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Final Arrowhead Pier Design Approval

Director Kading reviewed the process that we have taken to arrive at this point in the journey including working with the commission to arrive at a preferred pier design to meeting the DNR to gain final approval. Jeff Saxby, SHE reviewed the preferred design including the reduction of pilings, revised decking as requested by the DNR. Jeff further noted that the pier would have railings along the path leading to the gathering platform at that the Nelson monument has been noted in the rendering.

Commissioner Comments: There remains some concern with the quiet water launch and pedestrian conflicts. After further investigation the depths of the water near the pier seem to be deeper than previously indicated. This may be due to the dredging that occurred during the PCB removal project. Bench seat backs should not prohibit police visual sight lines.

Action Taken: MSC Lawell / Kelly to accept the final pier design as presented and authorize staff to move forward into final design, bidding and construction phases. All voting aye.

BUSINESS ITEM #2: 2022 CIP Report

Director Kading reviewed the updated status of the 2022 CIP.

BUSINESS ITEM #3: Announcements & Future Agenda Items

Commissioner Hancock – Cooke questioned whether hosting the commission meeting in the parks was meeting the intent of engaging residents.

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke – No report

HARBOR COMMITTEE: Galloway - No report

MSC Hillstrom / Kelly to adjourn at 5:50

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

June 16, 2022

Provide recreational experiences.

- **Operation Recreation** began on June 6th. This program is almost completely full for the entire summer. On average, **60 children** attend this program every day.
- All **sport and playground** programs began on June 13th. Enrollment numbers for the summer are looking great! We are excited to continue to serve our community as best as possible.
- **Neenah Pool** opened on June 4. The weather has been difficult to start the season. Looking forward to better weather and warmer temperatures.

Foster human development.

- **Summer staff** training is officially complete! Over **60 playground staff** spent the week of June 6th-June 10th planning and preparing for summer! Staff is looking forward to a great summer.



- Supervisor Schott completed the **Perfecting Leaders** class with CIVMIC, the city's insurance company. To complete this class, participants must complete 10 class sessions

Promote health and wellness.

- **Kids Bike Club** began on June 10th for the 18th year. 15 participants between the ages of 9 and 12 are enrolled. This program helps promote physical activity and teaches children about the importance of safe cycling.
- Teens between the ages of 12 and 17 had the opportunity to attend our **Boundless Adventures** trip on June 9th. **29 students** signed up for this adventure course field trip and had an outstanding day testing their limits on the adventure course.



*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Facilitate community problem solving.

- Shattuck Park Fountain Replacement Project – the work is almost complete. The project has gone very well. We are experiencing water pressure and sequencing issues and are working towards solutions with CRS to correct the situation. The fountain was operable for the June 11 Farmers Market and we anticipate having the water play feature fully operational by the June 23 Grand Re-opening.



- **Arrowhead Park - Pier** design is progressing on track for the scheduled ad date (July 11). Working on refining the support system for the decking.

Path and prairie design is on track for the scheduled ad date (June 20). Primary design task right now is developing the tree planting information requested by the DNR to be included in the permit application and plans.

Bike Park/Pump Track as we need to include this information in our DNR application we had a preliminary meeting with Progressive Ramp Company to determine preliminary layout and projected foundations. Once the DNR has approved we will move forward with the formal design process.

Strengthen community image and sense of place.

- The Parks and Recreation Department participated in Future Neenah's Adopt a Downtown Tree Bed Event

Increase cultural unity.

- Riverside Players production of **Savannah Sipping Society** will be June 22-26. Tickets are available up until show time.





City of Neenah Parks and Recreation Commission Meeting June 16, 2022

BUSINESS ITEM #1: Proposed Easement / Land Transfer

Residents at 234 Lorraine Ave have approached the city regarding selling them a portion of Washington Park adjacent to their property. The city's property comes within approximately 3 feet of their house and we generally do not cut that close due to chance of causing damage to their home. Staff has reviewed the situation and would suggest transferring approximately 10 feet along their 400' property line (see attached map).

After reviewing the situation with the City Attorney, he felt that the best option was to grant a permanent easement rather than selling the property as this would set precedent moving forward.

Please note Habitat for Humanity donated the back portion (adjacent to the Neenah Creek) of 234 Lorraine when it was developing the property in the early 2000s. The city at the time paid for the deed.

Does the commission wish to pursue granting a permanent easement to the residents at 234 Lorraine?

Suggested Action: A motion to authorize staff to develop a Permanent Easement between the city of Neenah and the property owners at 234 Lorraine Ave.

BUSINESS ITEM #2: Proposed Revocable Occupancy Permit - Kimberly Point

The residents at 270 Lakeshore Ave have approached city staff regarding cooperatively addressing water issues that primarily stem from the adjacent property owners 2 sump pumps that run approximately every 4 – 6 minutes. Staff has reviewed the situation and determine that while the water does negatively impact park maintenance it does not stem from park property and therefore staff does not recommend utilizing park staff or resources to resolve the situation.

However, there is a possibility of developing a Revocable Occupancy Permit whereby the city permits the adjacent property owner to make landscape improvements at the owner's expense. The permit would stipulate that improvements must be approved by the commission, all maintenance costs would be the adjacent property owner's responsibility and that the city could at any time revoke the permit. The permit would stay with the property should the current residents sell the property.

The question before the commission is does the commission wish to move forward with a Revocable Occupancy Permit with the property owners of 270 Lakeshore Ave?



City of Neenah Parks and Recreation Commission Meeting June 16, 2022

Suggested Action: A motion to authorize staff to develop a Revocable Occupancy Permit between the city of Neenah and the property owners at 270 Lakeshore Ave.

BUSINESS ITEM #3: Park Rules Modification – Public Nuisance

Attached you will find a copy of the proposed rules changes. Items proposed to be deleted have been struck through and all changes including additional verbiage are in red.

The proposed change is in response to the ongoing effort between the police department and park and rec department to create a safer and more enjoyable park environment. Removing the “Noise Ordinance” language and changing it to Public Nuisance broadens the police Department’s ability to enforcement rules that are negatively impacting a park guest’s ability to use the park and related facility.

Over the course of the past 1 – 1.5 years negative activity has increased throughout the park system specifically Memorial Park. The City Attorney and Police Department has reviewed the proposed language.

Suggested Action: A motion to accept the proposed Park Rules language revisions.

BUSINESS ITEM #4: 2022 CIP Report

Please see attached. Significant Changes

- The Mayor has appointed the Arrowhead Task Force
- We have a tentative start date for Fresh Air and Southview Park projects
- Chimney work at the cemetery has been completed

Suggested Action: informational only

BUSINESS ITEM #5: Announcements and Future Agenda Items

Site Map

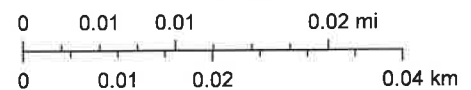
Business Item #1



6/10/2022, 11:28:51 AM

1:796

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
 - Navigable - Permanent (unchecked)
 - Navigable - Intermittent (unchecked)
 - Navigable - Stream (unchecked)
 - Navigable - Permanent (checked)
 - Navigable - Intermittent (checked)
 - Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW



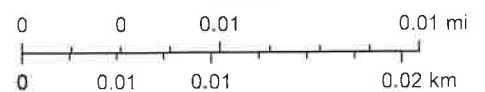
Winnebago County GIS, Imagery Date: April 2020



6/10/2022, 11:38:29 AM

1:398

- | | |
|--------------------------------------|------------------------------------|
| Adjacent Counties | Navigable - Permanent (checked) |
| Lakes, Ponds and Rivers | Navigable - Intermittent (checked) |
| Navigable Waterways | Navigable - Stream (checked) |
| Navigable - Permanent (unchecked) | Tax Parcel Boundary |
| Navigable - Intermittent (unchecked) | Road ROW |
| Navigable - Stream (unchecked) | |



Winnebago County GIS, Imagery Date: April 2020



City of Neenah Parks and Recreation Commission PARK RULES

The following activities in Parks are regulated in the Municipal Code:

- ❖ No alcohol [11.3] exceptions: The Whiting Boathouse and fenced patio area.
- ❖ No use of firearms. [11.84]
- ❖ No shooting or throwing objects, projectiles or arrows. [11.85] This does not apply to the Archery Range.
- ❖ No feeding ducks or geese. [10-3(14)]
- ❖ Motor vehicles are allowed on paved roads and parking areas only, not on turf or pedestrian/bike trails. [16.4] No motorized recreation vehicles [11.2] or snowmobiles [16.224] except Fresh Air and Rec Park landings for lake access.
- ❖ **Noise Ordinance Public Nuisance:** Individuals/Groups using the parks and park facilities must be considerate to other parks guests and surrounding the residents concerning volume of music and noise. The Police Department will respond to complaints and may issue citations and/or revoke park permits for violations. [~~11-141 through 11-148~~ 10-1].

The following Park Rules are established by the Parks and Recreation Commission, in addition to the regulations established in the Municipal Code: These rules are enforceable pursuant to the City of Neenah Municipal Code, Sec. 11-4 "No person shall violate the rules of the Parks and Recreation Commission."

1. Rules may be waived for sanctioned events with approval of the Parks and Recreation Administration.
2. Parks are open from 4:00 AM to 10:00 PM.
 - a. Boat launching, shoreline fishing and use of paved park trails are exempt from this time restriction.
 - b. Permitted activities at the Whiting Boat House are exempt from this time restriction.
3. Permits are required for the following activities:
 - a. Exclusive use of any park, trail, facility, play area or special use area.
 - b. All public meetings, assemblies, entertainments or tournaments held on park property.
 - c. Geocaching is allowed with permission.
 - d. Groups of 15 or more assembling in parks after 8:00PM.
4. The following activities are prohibited in parks:
 - a. Operating or parking any motorized vehicle in a park during closed hours.
 - b. Golfing.
 - c. Building fires other than for cooking in City provided grills or commercially produced barbeque grills.
 - d. Digging or removing turf, trees, shrubs, flowers, wildlife or objects of archeological interest.
 - e. Swimming or wading within any park including but not limited to fountains, storm water facilities, ponds or streams, with the exception of the swimming pool.
 - f. Skateboarding in park shelters, on tennis or basketball courts, in Shattuck Park or along the Riverwalk.
 - g. Smoking within 100 feet of park buildings, structures, athletic facilities and playgrounds.
 - h. Bringing animals onto park property, with the exception of leashed dogs on roads and trails.
 - i. Erecting a temporary / semi-permanent enclosed structure (i.e. ice fishing shelter or tent.)
 - j. Use of park property for private gain, including selling or offering for sale any tangible or intangible item or soliciting for any trade, occupation business or profession. This shall not apply to non-profit agencies or concession sales as part of an approved event, or to events operated by the Parks and Recreation Department.
 - k. Mooring boats adjacent to park shorelines, except in the harbor as allowed in the municipal code.
 - l. Any specific activity determined by the Parks and Recreation Department to be unsafe and posted as such.
5. Persons cited for violations of park rules or city ordinances in parks, twice in one 12-month period, will be evicted from the parks for an additional 12-month period.

Business
Item #4

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	Mayor has appointed a 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	Working through play feature issues
Maintenance					
Building Security	\$ 15,000			Fall	
Fresh Air-asphalt/drainage (20)	\$ 64,890		\$ 47,833	Summer / Fall	Projecting July 24 start
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 - projecting July 24 start; Color Coat - fall
Riverside Play Surface	\$ 110,000			After September 18	Forever Lawn
Equipment					
Mower	\$ 115,000		\$ 114,700		Awarded; Likely to arrive mid-summer
Cemetery					
Chimney	\$ 25,000				Completed
	\$ 1,068,390	\$ 1,049,009	\$ 1,022,872		

[illegible]