



Parks & Recreation Commission -

THURSDAY, JANUARY 16, 2020; 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 Zaretske, Amanda Loudon, Christopher Kunz	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, Clint Williams and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes December 19	Attached
BILL VOUCHERS	Bills for December	Lawell
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Riverside Theater Grid Approval 2. Pool Cover Approval 3. Shattuck Fountian Bid Award 4. Announcements & Future Agenda Items Janaury 23 / 30: Arrowhead Discussion February: Officer Elections 	
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 discriminated 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 – December 19, 2019

MEMBERS PRESENT

X Judy Zaretske	X Kate Hancock - Cooke	X Gary Lawell
Peter Kelly	X 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 Jim Kluge, Superintendent of Recreation
X Trevor Fink, Superintendent of Parks
X Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Adam VandenHeuvel, Deputy City Attorney.

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Hancock – Cooke to approve the minutes of the October 17, 2019. All voting aye.

MSC Hillstrom / Galloway to approve the minutes of the December 4, 2019, Joint Committee of the Whole and Commission meeting as corrected. All voting aye.

BILL VOUCHERS

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

MISSION ACTION REPORT

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

- Commissioner Lawell requested additional information pertaining to Winterfest at Washington Park. Superintendent Kluge indicated that there will be outdoor games, fire pit made by the park crew and hot dogs sponsored by Fox Communities CU. Commissioners are welcome to help out. Please contact the department, if interested.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Facility Use Agreement - Neenah Joint School District – Memorial Park parking lot

Deputy City Attorney VandenHeuval was present to answer any questions or concerns that Commissioners might have related to the agreement. Concerns centered on:

- Timing of the document and the 60 days to terminate
-

- Indemnification was raised.
- Commission requested note/log of all incidents. Staff assured the Commission that should issues arise, clear and immediate communication will be had with school district officials.
- Commission requested that any police reports be shared with them.

Action Needed: MSC Hillstrom / Loudon to approve the parking license agreement with the Neenah Joint School District to use the Memorial Park parking lot for the school as amended. All voting aye.

BUSINESS ITEM #2: Facility Use Agreement – Neenah Baseball, Inc.

The Commission reviewed the proposed agreement with changes including: 2020-2025 (5 years), addition of Fall league play and Sunday evenings at Washington Park with an increase from \$3,000 to \$3,500 with an annual 2% increase.

Action Needed: MSC Vedder / Galloway to approve the agreement as presented. All voting aye.

BUSINESS ITEM #3: Service Levels

Superintendent Fink reviewed the chart of activities presented in the Commission packet including the high frequency categories and hours related to the maintenance of the parks.

- Commissioner Galloway commented that the ability to continue to accomplish tasks is becoming more difficult due to the quality and availability of the work force and would like to know the number of times a potential employee refuses an offer.
- Commissioner Vedder inquired about the tax levy limits and the ability to effect change.
- Commissioner Kunz questioned what can we take care of, need to totally evaluate how we position the park system; need to develop strategies to address forth coming potential economic issues and take proactive steps to make decisions.
- Commissioner Galloway added that we need to fight for what we believe in and develop priorities to make prudent decisions.
- Commissioner Hancock – Cooke inquired about long term projections and chances of developing a snap shot of the future.

BUSINESS ITEM #4: Announcements & Future Agenda Items

January: Arrowhead Discussion and Shattuck Fountain Bid

February: Officer Elections

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke no report.

HARBOR COMMITTEE: Galloway reported that he will attend a January 13 Army Corp of Engineer - Lake Winnebago County draw down meeting.

MSC Galloway / Vedder to adjourn at 6:00p.

Recorded for the Commission by Michael T. Kading, CPRP

Parks & Recreation

MISSION ACTION REPORT

January 16, 2020



Provide recreational experiences.

- **January and February Programs:** Silly Science, Pint Size Picassos, Start Smart Sports, Babysitting Safety, Quickstart Tennis, Winter Survival, KidStage, Varsity Builders, and Rec Recess.
- Staff is working on the **May – September 2020 Activity Guide** offerings. All current recreation programs are evaluated (locations & past registration numbers) at this time. Additionally, new ideas suggested by citizens and staff are considered. The Guide is scheduled to be mailed to City of Neenah residents on February 28st.
- Registration for **Summer Operation Recreation** will begin **online** on **February 2nd** and in our office on **February 3rd** due to its popularity and growing demand.
- **Adult Basketball Open Gym** is played on Monday and Wednesday evenings from 7:00 – 9:00 p.m. Location is Shattuck Middle School – North Gym. Cost is \$2.50 per night.

Foster human development.

- Currently, we are accepting **summer job applications** for all seasonal positions. Opportunities are available in youth recreation programming, pool (admissions/concessions and lifeguarding) and park maintenance. Application deadline is February 1.

Promote health and wellness.

- Registration is now being accepted for the 6th annual **Filthy Fun Kids Run** which will be held at O’Hauser Park on July 11. This event is co-sponsored by Neenah and the village of Fox Crossing Park & Recreation Departments.



Facilitate community problem solving.

- Park staff has been prepping for repair to the fishing deck at Kimberly Point Park.
- 409 W. North Water is in the process of being taken down. The site will be rough graded and then finished in spring.



*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Protect environmental resources.

- Forestry staff continues to remove **ash trees** in various parks.
- **200 trees** have been ordered for spring planting throughout the city.

Strengthen safety and security.

- A **self defense course** is taking registrations for the January 30 – March 19 class. Learn how to utilize momentum, leverage and skill against an attacker. Classes are held on Thursdays from 6:30 – 7:30 p.m.
- The non-compliant **playground equipment** has been mostly removed from Kimberly Point Park.

Strengthen community image and sense of place.

- Our 3rd **Annual Winter Festival** event took place January 11th. Over **400 people** were in attendance and enjoyed free hotdogs, hot chocolate, and many games! **Fox Communities Credit Union** sponsored the event. New this year, Fox City Flix hosted a Video Game area for parents and children to participate in Wii game play!



Increase cultural unity.

- **Riverside Players tickets** will go on sale February 3 for the 64th season of “Theatre in the Park”. This year’s shows are **The Savannah Sipping Society**, performing between June 24-28 and **Joseph and the Amazing Technicolor Dreamcoat**, performing between July 23 – 26 and July 29 – Aug. 2.
- **Riverside Players auditions** will be held on Saturday, March 14 from 1:00 – 4:00 p.m. and Sunday, March 15 from 5:00 – 8:00 p.m. Report to Horace Mann Middle School.



P&R Commission Meeting – January 16, 2020

BUSINESS ITEM #1: Riverside Theater Grid Approval

The city has budgeted to purchase and install a theater lighting pipe grid; the current grid is unsafe and needs replacing. The lighting pipe grid holds/supports over 1000lbs of lighting and audio equipment above the Riverside Players theatre stage. The city received one proposal from Sven Pro in the amount of \$14,380.81. A second proposal was received after the due date and was disqualified. Budgeted amount was \$20,000.

Action Needed: A motion to approve the proposal from Sven Pro to provide and install a theater grid at Riverside Park in the amount of \$14,380.81.

BUSINESS ITEM #2: Pool Covers Approval

The city has budgeted to replace the 11 year old thermal blanket for the Neenah Pool. The current blanket has multiple tears and has surpassed its 10 year replacement value. The city received two proposals. The Recreonics proposal was the lowest qualified bid and should be noted that the previous pool covers were provided by Recreonics. Budgeted amount was \$18,000.

Action Needed: A motion to approve the proposal from Recreonics, Inc., to provide pool covers in the amount of \$18,696.49.

BUSINESS ITEM #3: Shattuck Fountain Bid Award

The city has budgeted, designed and advertised for bid proposals to demo the current water feature and install splash pad equipment at Shattuck Park. Bids will be opened on Thursday, January 16 and a summary of all bids with a recommendation will be provided during the Commission meeting.

A summary of the budgeted funds and estimated cost has been provided.

Action Needed: A motion to accept and recommend the bid proposal from _____ to complete the demo of the current water feature and install splash pad features in the amount of _____ and to establish a 10% project contingency in the amount _____ and to purchase splash pad equipment in the amount of \$78,000 and to complete the removal /install of site concrete in the amount of _____.

BUSINESS ITEM #4: Shattuck Fountain Bid Construction Administration

Attached you will find a proposal from Parkitecture to complete the Construction Administration for the Shattuck Fountain project. Blake Theisen completed the design/engineering work as an employee with Ayres and Assoc. As of January 3, Blake resigned from Ayres and has started his own business. Given Blake's knowledge of the project and his expertise related to splash pads, staff is recommending awarding the Construction Administration contract to Parkitecture in the amount not to exceed \$15,000.

Action Needed: A motion to accept and recommend the proposal from Parkitecture to complete Construction Administration duties for the Shattuck Fountain project in an amount not to exceed \$15,000.

BUSINESS ITEM #5: Announcements & Future Agenda Items

January 23 / 30: Arrowhead

February: Commission Elections

March: Capital Improvement Plan

Shattuck Fountain Project Summary Expenses

Description	Budgeted (+donation)	Estimate	Recommended Bid Award
Construction	\$ 218,153.20		
Owner Purchase Equipment	\$ 78,000	\$ 78,000	\$ 78,000
Sub-Total	\$ 296,153.20	\$ 296,153.20	\$ 78,000
10% Contingency	\$ 29,615		
Construction Administration	\$ 15,000	\$ 15,000	\$ 15,000
Total Fountain Project \$	150,000	340,769	\$ 93,000
Add. Site Concrete Work*	\$ 73,700		
5% Contingency	\$ 3,685.00		
Total Add. Concrete \$	40,000	77,385	\$ 40,000
Donations/Alt. Revenues			
Total \$	190,000	418,154	\$ 133,000

*please note that additional site concrete work will be award base on square footage costs within \$40,000 budget

January 13, 2020

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



RE: Shattuck Park Splashpad Post Design Assistance

Dear Mike:

Thank you for the opportunity to provide this proposal for post design assistance for the Shattuck Park fountain replacement. Your continued confidence in the Parkitecture + Planning team is not taken lightly. We are excited to see this project through to fruition.

We will provide you with the support needed to successfully implement the redesign of this important public space. This project will not only fix some of the existing water ponding issues, but provide the public with a much improved aquatic recreational amenity.

The project schedule is anticipated to begin construction in February/March and conclude by June of 2020.

Thank you very much for this opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written in a cursive style.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning

901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Post Design Assistance

- ◆ Construction Administration
 - Facilitate bid opening and provide bid tabulation
 - Attend and facilitate regular construction meetings
 - Review submittals and shop drawings for design elements of the project
 - Monitor contractor compliance with issued permits and contract documents
 - Administer contractor pay requests
 - Assist with splashpad commissioning
 - Complete final walk-through and punch list at completion of project
 - Provide closeout documentation at completion of project (contractor as-builts and O/M manuals)

OUTCOMES	
Meetings	
#1	Facilitate Bid Opening
#2 – #9	Facilitate Construction Meetings (8 anticipated)
#10	Attend Splashpad Commissioning
#11	Final walk-through & punch list
Construction Administration Documentation	
#1	Bid Tabulation & Recommendation Memo
#2	Construction Meeting Agendas, Meeting Minutes & Progress Photos (8 meetings anticipated)
#3	Review Submittals & Shop Drawings
#4	Administer contractor pay requests
#5	Final walk-through punch list
#6	Project closeout documents (contractor as-builts and O/M Manuals)

Responsibilities of Owner and Others

The City shall supply Parkitecture with Digital plans and specifications (by others) for use during construction. Bidding of the design plans (by others) will be conducted by the City of Neenah. Local building permits will be secured by the City.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Post Design Assistance

T&M estimated at \$15,000

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work. Refer to Terms and Conditions for billing and payment information.

Acceptance below signifies a notification to proceed with the scope outlined above.

Accepted by:

Date:

City of Neenah

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or losses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.