



# Parks & Recreation Commission -

**THURSDAY, JUNE 20, 2019; 4:30 PM**

**WASHINGTON PARK, 631 W. Winneconne Ave, 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.

<b>MEMBERS</b>	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Jim Vedder, Ted Galloway, Judy Zaretske, Amanda Loudon, Christopher Kunz	
<b>STAFF</b>	Stephanie Schott, Jim Kluge, Trevor Fink and Michael Kading	
<b>AGENDA TOPICS</b>		
<b>CALL TO ORDER</b>		
<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances	
<b>MINUTES</b>	<b>Approval of Meeting Minutes:</b> Special Joint CC/Commission Meeting, April 8, 2019 and Regular Commission Meeting, April 18, 2019	Attached
<b>BILL VOUCHERS</b>	Bills for May & June	Lawell
<b>FINANCIAL Report</b>	Reviewed quarterly in March, June, September, December	Attached
<b>MISSION ACTION Report</b>		Attached
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Introduce Clint Willaims, Park Suoervisor</li> <li>2. Correspondence with Town of Neenah</li> <li>3. Southview Memorial Plaque</li> <li>4. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON Reports</b>	<ul style="list-style-type: none"> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> <li>◇ School Board</li> </ul>	<ul style="list-style-type: none"> <li>◇ Hancock-Cooke</li> <li>◇ Galloway</li> <li>◇ Kunz</li> </ul>
<b>ADJOURN</b>		

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](mailto: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*



**SPECIAL JOINT COMMON COUNCIL / PARK & RECREATION COMMISSION  
MINUTES**

Monday, April 8, 2019 – 5:30 p.m.

The **Common Council** of the City of Neenah, Winnebago County, Wisconsin, met in special session at 5:30 p.m., April 8, 2019 in the Council Chambers of Neenah City Hall.

Mayor Kaufert in the chair.

Present: Aldermen Boyette, Bates, Hillstrom, Lendrum, Erickson, Lang, Steele, Kunz & Stevenson, Director of Finance Easker, Director of Community Development & Assessment Haese, Director of Public Works Kaiser and City Attorney Godlewski.

Also Present: Director of Community Development & Assessment Brad Schmidt, Carol Kasimor and Nikki Hessel.

Mayor Kaufert called the meeting of the Common Council to order at 5:35 pm.

The **Park & Recreation Commission** met in special session at 5:30 p.m., April 8, 2019 in the Council Chambers of Neenah City Hall.

President Lawell in the chair.

Members Present: President Lawell, Vice-President Loudon, Commissioners Zaretzke, Kelly, Hillstrom, Vedder, Galloway and Director of Parks & Recreation Kading. Commissioner Hancock-Cooke was excused.

Also Present: Recreation Supervisor Stephanie Schott, Superintendent of Recreation Jim Kluge and Trevor Frank with SEH.

Park & Rec Commission President Lawell called the meeting of the Park & Rec Commission to order at 5:35 pm.

City Clerk Sturn called a voice roll call followed by the Pledge of Allegiance.

**Development Plans for Arrowhead Park**

Trevor Frank with SEH Consultants gave a short presentation on Arrowhead Park redevelopment. In reviewing the site organization, he shared views from the plaza, north and south; the lawn view to the west; lead building third floor view to the north and west; and lag building second floor view to the north. Phase 1 Components: public access; aquatic habitat restoration; pier / boardwalk reconsideration activity center.

Driveway and trail connections design objectives: buffer railyard; manage storm water; sustainable design; parking; and provide vehicular, bike and ped access. Habitat Restoration Design Objectives: fishing wildlife habitat; create destination for fishermen, birders and wildlife watchers. Pier Design Objectives: located near Activity Center to serve renters; provide fishing opportunities; improve aquatic habitat; wildlife watching; and touch the water. Activity Building Design Objectives: compliment

surrounding architecture; provide current and future park guests a gathering / resting place; and provide an opportunity to further recreational pursuits through rental of land and water base equipment.

Dir. Kading reviewed the proposed timeline: 60% design development / April – August; 60% design presentation / September; 60-100% design / September-December; Phase I bid / December – January; bid approval / February; and phase 1 construction / April –October. Both Dir. Kading and Trevor Frank answered question by the Council and Parks & Rec Commissioners.

**MSC Stevenson/Erickson to adjourn and convene the Council into closed session at 6:07 pm pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of consider developing bargaining strategy regarding solicitation for Arrowhead Park redevelopment partners, all voting aye.**

**MSC Kelly/Vedder to adjourn and convene the Park & Recreation Commission into closed session at 6:07 pm pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of consider developing bargaining strategy regarding solicitation for Arrowhead Park redevelopment partners, all voting aye.**

  
Patricia A. Sturn, WCPC/MMC  
City Clerk



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – April 18, 2019

#### MEMBERS PRESENT

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

#### STAFF PRESENT

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

OTHERS PRESENT: Connie Schroeder, Glenn Schroeder, Michelle Dunning, Greg Weyenberg and Sue Faulks.

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

#### CORRESPONDENCE

None.

#### APPEARANCES

Glen Schroeder introduced himself and noted that the land currently known as Southview Park was previously owned by the Wilms Family. Frank Wilms recently passed away and neighbors have collected a substantial amount of funds for a potential recognition of the Wilms Family at Southview Park. He then distributed a packet entitled “My DASH” outlining the Wilms Family history. Mr. Schroeder then introduced Greg Weyenberg.

Mr. Weyenberg gave a brief Wilms’ Family history and made a request that the Commission consider renaming the Southview Park to “Wilms Family Park.” Mr. Weyenberg stated that he understands the significance and cost related to changing the name and further indicated that funds raised could be used to help offset costs of doing so.

Commission President Lawell thanked the individuals present for attending the meeting and sharing their thoughts. Staff was directed to review the current naming policy, meet with the group and report back to the Commission.

#### MINUTES

MSC Hillstrom / Vedder to approve the minutes of the March 21, 2019. All voting aye.

#### BILL VOUCHERS

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

#### FINANCIAL STATUS

MSC Zaretzke / Hillstrom to accept the first quarter budget status as presented. All voting aye.

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### **MISSION ACTION REPORT**

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

- Commissioner Lawell complimented staff on the great spring/summer rec guide, 16 or so new programs.
- Commissioner Zaretzke reminded everyone to purchase their mini-fighters for the upcoming “Stop, Drop and Splash” fundraiser for the fighter-themed splash pad at Washington Park.
- Park Superintendent Fink informed the Commission that the Arbor Day Celebration will be held at Rec Park on Friday, April 26 at 10a. This year’s tree will be planted in honor of Commissioner Ted Galloway for his years of service to the City of Neenah.
- Fink commented that 90 ash trees have been removed from the Park system.
- Commissioner Hillstrom inquired about the new ADA picnic tables that are now in the parks. Fink confirmed that 25% of the tables are now ADA accessible. The difficult part will be keeping them in accessible locations.
- Commissioner Hillstrom questioned the impact on the road closure of 5<sup>th</sup> Street on Whiting Boat House and the Doty Boat Launch. We have been keeping folks informed via Facebook and are informing renters. Generally speaking, work is occurring Monday – Friday. Expect work to be completed mid to late June.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Park Utility Proposal**

Superintendent Fink reviewed the submitted proposals and recommended the John Deere based upon the increased payload size in the amount of \$9,875.04. This UTV is stored at the Cedar Street garage and used throughout the Riverside/Kimberly Point Parks.

**Action Needed:** MSC Zaretzke / Vedder to accept the proposal from Riesterer and Schnell in the amount not to exceed \$9,875.04. All voting aye.

#### **BUSINESS ITEM #2: Cemetery Zero Turn Mower Proposal**

Superintendent Fink provided a summary of the proposals received. Staff is recommending replacing the current 52” mower with another 52” mower for greatest mowing efficiency. Staff recommends accepting the proposal from Horst Distributing in the amount of \$9,695.

**Action Needed:** MSC Kelly / Hancock – Cooke to accept the proposal from Horst Distributing for the Bobcat – Pro Cat 5000 52” zero turn mower in an amount not to exceed \$9,695. All voting aye.

**BUSINESS ITEM #3: WE Energies Easement Requests – Various Park Locations**

Superintendent Fink reviewed the information distributed with the packets. He indicated that he worked with WE Energies to locate areas of least impact. WE Energies will be providing a total of \$1,500 for each VFI (4) for a total of \$6,000 and an additional \$3,000 for previous boxes for landscaping.

Staff felt that it would be best for the Commission to make a motion on each individual property as the easements are individually located.

Commissioner Kelly questioned whether all of the power lines are going underground? Seems that residents have an option for service lines.

Commissioner Hillstrom inquired about any conflicts related with the possible future Lakeshore Drive project.

**Action Needed:**

MSC Kelly / Zartzke to accept and recommend the proposed WE Energies easement at Kimberly Point including 2 transformers and 2 pedestals. All voting aye.

MSC Hillstrom / Vedder to accept and recommend the proposed WE Energies easement at Laudan Park. All voting aye.

MSC Hillstrom / Zartzke to accept and recommend the proposed WE Energies easement at Quarry Park. All voting aye.

MSC Hillstrom / Vedder to accept and recommend the proposed WE Energies easement at Riverside Park. All voting aye.

MSC Zartzke / Vedder to accept and recommend the proposed WE Energies easement at 525 Cedar Street. All voting aye.

**BUSINESS ITEM #4: Neenah High School Memorandum of Understanding the use of the Memorial Park parking lot**

The Commissioners reviewed the previously distributed draft MOU with Neenah High School to use a parking lot in Memorial Park. After significant discussion, the following recommendations were made:

- No Automatic Renewal
- Desire to recoup all revenues
- List the specific dates from the first day of school to the last day of school.

There was concern expressed that a student may stay 2 hours longer as the park is currently posted for 2-hour parking. This may have an impact on the after school or park athletic events.

**BUSINESS ITEM # 5: Major League Fishing Tournament – Rec Park Boat Landing**

The Commission reviewed the request from Major League Fishing to waive boat trailer parking fees and to dedicate three of the four landings at Rec Park exclusively for MLF from 5:30a – 7:00a during the week of June 23-29.

**Action needed:**

MSC Hancock-Cooke / Vedder to waive all boat trailer parking fees both for MLF and all users and to exclusively dedicate the three (3) northern launches from 5:30 – 7:00a from Monday, June 24 - Saturday, June 29 and for staff on Saturday, June 22 and Sunday, June 23 for MLF. All voting aye.

**ANNOUNCEMENTS & FUTURE AGENDA ITEMS**

None.

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke: No report

**HARBOR COMMITTEE:** Galloway reported that the next meeting is scheduled for May 13.

MSC Kelly / Vedder to adjourn at 5:51p

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation

## MISSION ACTION REPORT

June 2019



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### PROVIDE RECREATIONAL EXPERIENCES

- **Recreational Tree Climbing** took place on June 11. This class is very popular with children and families. We will be offering 6 more classes at different park locations. This is the **3<sup>rd</sup> year** this program has been offered.
- **Operation Recreation** began on June 10. This program is almost completely full for the entire summer. On average, **60 children** attend this program every day. Children have the opportunity to go to parks, the pool, and on field trips!

### PROMOTE HEALTH AND WELLNESS

- **Kids Bike Club** began on June 7 for the 15<sup>th</sup> year. This program helps promote physical activity and teaches children about the importance of safe cycling.

### PROTECT ENVIRONMENTAL RESOURCES

- **Two hundred new trees** have been planted throughout the city. Sixty (14 “Trees for the Living”) trees in the parks, 15 trees in the cemetery, and the balance in street right of ways.

### STRENGTHEN COMMUNITY IMAGE AND SENSE OF PLACE

- Diane Iott and other Master Gardeners have planted the front areas and elevated planters at Shattuck Park.



- **Washington Park** – We’ll tour the site on Thursday as part of the Commission meeting.
  - ✓ Gravel is in place for the balance of the project.
  - ✓ Piping has been installed for the splash pad.
  - ✓ Foundation has been poured for the restroom /concession area.
  - ✓ Foundations for the shade structures have been installed.
  - ✓ Concrete work is scheduled to begin the week of June 24; this is the next biggest item on the list of things to do.

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*Creating Community Through People,  
Parks & Programs*





## **P&R Commission Meeting – June 20, 2019**

### **BUSINESS ITEM #1: Introduce Clint Williams, Park Supervisor**

We would like to take this opportunity to introduce Clint as the Park Supervisor. Clint was previously a Park Technician before being selected for this new position.

**Action Needed: None.**

### **BUSINESS ITEM #2: Correspondence with Town of Neenah**

A copy of a letter sent to the Town of Neenah Park Board requesting financial assistance with the redevelopment costs of Fresh Air Park has been included.

**Action Needed: None.**

### **BUSINESS ITEM #2: Southview Memorial Plaque**

Staff has met on several occasions to discuss a plan of attack and develop reasonable historical information for the plaque to be placed in the park. A spot in the woods has been selected and you will be find recommended text for the plaque.

**Action Needed: A motion to accept the text for the memorial plaque.**

### **BUSINESS ITEM #4: Announcements & Future Agenda Items**



June 5, 2019

David Bluma, Park Board Chair  
Town of Neenah  
1600 Breezewood Lane  
Neenah, WI 54956

Dear Mr. Bluma:

On behalf of the City of Neenah Park and Recreation Commission I am writing to inform you of our intent to budget for and improve Fresh Air Park in 2020 located at 495 Maple Lane and to request consideration for financial cooperation.

Scheduled improvements include complete reconstruction of the park drive and parking lot and installation of a single restroom facility with two changing facilities. The current budget for this project is \$95,000.

While I understand municipal borders and the complications that come with those borders, I strongly believe that recreation opportunities know no borders, and parks are open to the public for all to visit and enjoy. Recognizing that Fresh Air Park is nestled in a Town of Neenah neighborhood, I am requesting consideration for financial cooperation from the Town of Neenah in completing this park improvement project.

I would be glad to further discuss this request with you and the Park Board. You may contact me at 920.886.6062 or by email at [mkading@ci.neenah.wi.us](mailto:mkading@ci.neenah.wi.us).

Thank you for your consideration. I look forward to further discussing this request with you.

Sincerely,

Michael T. Kading  
Director of Parks and Recreation

cc Park and Recreation Commission



Alternative Wording:

**THIS TRAIL & WOODS ARE DEDICATED TO  
DICK AND FRANK WILMS**

THESE BROTHERS WALKED THE TRAILS IN THIS WOODS FOR MORE THAN 80 YEARS. FRANK WAS KNOWN FOR HIS LOVE OF DOGS & GOOD DEEDS AND DICK FOR SHARING FACTS ON LOCAL HISTORY.

THIS WOODS WAS PART OF WINDMERE JERSEY FARM OWNED BY THE WILMS FAMILY SINCE 1906. COWS GRAZED THIS PROPERTY AND PRODUCED MILK THAT WAS DELIVERED BY HORSE AND WAGON TO RESIDENTS OF NEENAH. THIS PROPERTY BECAME A RECREATIONAL AREA IN THE MID-1960'S AND WAS COMMONLY REFERRED TO AS WILMS PARK. IT WAS OFFICIALLY NAMED SOUTHVIEW PARK IN 1968.

ENJOY THIS AREA ONCE KNOWN BY THE WILMS FAMILY AS "THE HICKORY WOODS".

