

Parks & Recreation Commission -

THURSDAY, MAY 21, 2020; 4:30 PM
City Hall, 211 Walnut Street, Neenah, WI 54956



Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by conference call. Committee members and the public should use the following call-in information:

Conference Telephone Number::

+Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/191385989>

You can also dial in using your phone.
United States: +1 (646) 749-3112

Access Code: 191-385-9891

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	
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 March 26, 2020	Attached
BILL VOUCHERS	Bills for February	Lawell
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report	VERBAL	Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Re-Opening Plan Update 2. Wisconsin Boating Grant Application – Rec Park Boat Launch Dredging 3. Announcements & Future Agenda Items 	
LIAISON Reports	<ul style="list-style-type: none"> ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ 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 – March 26, 2020

Conducted via conference call due to COVID-19. All motions were conducted by roll call vote.

MEMBERS PRESENT

X	JUDY ZARETZKE (LEFT AT 5:45P)	X	KATE HANCOCK - COOKE	X	GARY LAWELL
X	Peter Kelly (left at 5:14p)	X	Jim Vedder	X	Ted Galloway
X	Lee Hillstrom		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

OTHERS PRESENT: None.

MEETING CALLED TO ORDER BY Commissioner Lawell at 4:32 P.M.

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Vedder to approve the minutes of the February 20, 2020. All voting aye.

BILL VOUCHERS

Review of the vouchers for February was suspended due to COVID-19.

MISSION ACTION REPORT

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

- Superintendent of Parks Fink reported that park staff continue to work on various tasks in anticipation of spring. Tasks include: stabilizing the Doty Park Seawall, ADA remediation, building cleaning and sanitization, tree removal/pruning with plantings beginning as early as next week. Arbor Day 2020 will not be held. Park buildings that are heated will remain open. Unheated facilities are targeted for opening on May 1. Facilities where elections are being held will be prepared and ready. Per the Governor's order on March 23 all playgrounds are closed. Have posted signs informing the public and posted on Facebook.
 - Superintendent of Recreation Kluge reported that all recreation programming for spring has been cancelled or postponed until April 25. Pro-rated or full refunds have been issued. Facility reservations through April 25 have been cancelled. Individuals have been calling in and cancelling reservations as far out as June. We will need to evaluate future programs such as Riverside Players
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and summer programs. There will be a financial impact (i.e., on the first day of non-resident registration we took in only \$4,000 compared to \$30,000 the previous year).

- Recreation Supervisor Schott informed the Commission that she is posting a daily “Digital Day” program on Facebook encouraging folks to stay active.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Recommend RecTrac Software Upgrade Quote

Superintendent Kluge reviewed a memo outlining the need to upgrade our current recreation registration program as it will no longer be supported by Vermont Systems. Staff has been working with IS to ensure that the conversion can be accomplished. Staff recommends accepting the quote to complete the upgrade, purchase pass management software for the pool, and training in the amount of \$11,830 from Vermont Systems.

The Commission reviewed and clarified questions regarding the process.

MSC Hancock-Cooke / Vedder to accept and recommend the quote from Vermont Systems, Inc. to complete the upgrade of RecTrac, purchase a pass management program for the pool, and provide on-site training in the amount of \$11,830. The vote was 7-0 in favor with 1 abstention. Motion carries.

BUSINESS ITEM #2: Recommend Purchase of Replacement Truck for 2005 Park Work Truck

Superintendent Fink reviewed the quotes from various vendors and recommended the acceptance of the quote from Ewald Motors, Oconomowoc for a Dodge 1500 in the amount of \$23,850.50.

MSC Galloway / Hillstrom to accept and recommend the quote from Ewald Motors, Oconomowoc, WI, for a Dodge Ram 1500 in the amount of \$23,850.50. The vote was 8-0 in favor. Motion carries.

BUSINESS ITEM #3: Recommend Purchase of Replacement Truck for 2000 Rec Pickup Truck

Superintendent Fink reviewed the quotes from various vendors and recommended the acceptance of the quote from Bergstrom Ford, Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50.

MSC Galloway / Vedder to accept and recommend the quote from Bergstrom Ford, Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50. The vote was 8-0 in favor. Motion carries.

BUSINESS ITEM #4: Recommend Proposed 2020-2024 Capital Improvement Plan (CIP)

Director Kading reviewed the CIP summary provided to the Commission. Commissioners expressed a desire to flatten out expenses over a longer period of time and directed staff to revise the CIP accordingly. The Commissioners further recommended that the Kimberly Point construction pertaining to the road/bike/ped facilities be moved up to address the anticipated termination of a road and bike/ped facility entering the park as well, addressing the concerns related to the tennis courts at Doty Park.

Superintendent Fink made the Commission aware of the fact that, the 30 year old seawall at Doty Park is failing. He is currently seeking construction cost estimates for budgetary purposes, but expressed that this is likely to be a costly repair that will need to be done much sooner than later.



MSC Vedder / Galloway to accept the CIP as given with the understanding that staff will split the projected Kimberly Point cost between 2021 and 2022; to reallocate Arrowhead requests over a 3 year period and to consider moving up the Doty hard court request to 2021 or 2022. The vote was 7-0 vote in favor. Motion carries.

BUSINESS ITEM # 5: Commission Election of Officers

Commissioner Vedder reviewed the process and nominated Commissioner Lawell for President and Commissioner Hancock-Cooke for Vice President.

No further discussion.

MSC Vedder / Galloway to nominate Commissioner Lawell for President and Commissioner Hancock-Cooke for Vice President. The vote was 6-0 in favor. Motion carries.

BUSINESS ITEM #6: Announcements & Future Agenda Items

Director Kading expressed his sincere thanks to the Park and Recreation staff for stepping up, covering meetings and handling all of the concerns raised by the COVID 19 situation while he was out of the country. As expected, everyone did an admirable job.

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke - no report.

HARBOR COMMITTEE: Galloway reported that the lake is icy, as expected. High water remains a concern.

MSC Vedder / Hillstrom to adjourn at 5:53p.

Recorded for the Commission by Michael T. Kading, CPRP



P&R Commission Meeting – May 21, 2020

BUSINESS ITEM #1: Re-Opening Plan Update

The Parks and Recreation Department has and will continue to monitor the COVID-19 situation throughout the state and Fox Valley Region. In consultation with our city legal team, HR Dept and the Mayor's office we are preparing to slowly and responsibly reopen our recreation programs and park facilities.

Emphasis will be placed on personal responsibility. Individuals should monitor their personal health, practice safe distancing, and practice good personal hygiene. Should individuals wish to wear masks and / or other PPE at programs they will be encouraged. Once they begin a program, should individuals feel unsafe, they can request a refund and will receive a prorated refund. Should we need to cancel a program, individuals will receive a prorated refund.

Staff will be implementing procedures that will spread out our program participants and schedule proper cleaning & sanitization.

Going to a park is a personal choice. Some will want to rush in, others will not and many will fall somewhere in-between. Individuals need to be empowered to make the best decision for themselves and their families.

With these thoughts in minds the Parks and Recreation Department has prepared the attached Re-Opening Plan. Note that this plan is flexible and subject to change.

Action Needed: Information

BUSINESS ITME #2: Wisconsin Boating Grant Application – Rec Park Boat Launch Dredging

Staff is seeking a recommendation to apply for a WI Boating Grant to cover a portion of the proposed dredging cost at Rec Park. You may recall that \$125,000 was budgeted in 2018 to complete this project. The city hired Stantec in 2019 (\$27,300) to complete engineering, develop construction specifications, apply for necessary WI-DNR permits and provide an opinion of probable cost. Stantec has completed their work, permits have been received and estimates for the project are \$126,000 including a 10% contingency. The current available balance is \$97,700. As part of the grant application, the city must provide a resolution in support of the grant application, stating that funding for the project has been established.

Tentative Project Time Line

Bid Let:	August 2020
Bid Award:	September 2020
Construction Work:	October 15, 2020
Construction Completion:	December 1, 2020

Action Needed: A motion to request and recommend permission for the Parks and Recreation Dept. to apply for a WI Boating Grant to offset the cost to complete dredging of the Rec Park boat launch.

BUSINESS ITME #3: Announcements & Future Agenda Items

Park and Recreation Re-Opening Plan

City of Neenah - Park and Recreation

	Friday May 22	Monday June 1	Monday June 8	Friday June 12	Monday June 15	Monday July 6
Recreation						
Operation Recreation			Begins			
Balance of Recreation Programs					Begins	
Pool				Opening day - 171 permitted / session; 24% of Capacity (64 sq. ft.)		Increase Capacity to 305; 43% of capacity (36 sq. ft.)
Special Events						
Community Fest						
FFRK Rescheduled						
Touch-a-Truck Rescheduled						
Fun Run						
Parks						
Facility Rentals		Begin honoring current reservations; will not take new reservations thru 8/31				
Play Grounds	Open					
Splash Pad				Open		
Courts						
Restrooms	Opened and will remain open					
Athletic Fields	Year-round: remain open	KP, H & D, Doty, Southview, Wash Concess		Memorial 1 & 3, Cook, Great Northern & Riverside	Open	
Programs/Facilities Cancelled or Closed						
Riverside Players	Note: a performance is being planned for 7/30-8/2					
Doty Cabin						
Neenah Community Band - June and July Concerts	Considering a August Concert					