



# Parks & Recreation Commission

**APRIL 20, 2017 - 4:30 PM**

**Hauser Room, City of Neenah, 211 Walnut Street**

**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 Zaretzke, Amanda Loudon, Christopher Kunz.	
<b>STAFF</b>	Laurie Olson, 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>	Approval of Meeting Minutes of March 16, 2017	Attached
<b>BILL VOUCHERS</b>	Bills for March 2017	Zaretzke
<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. Proposed Naming of Southview Tennis Courts</li> <li>2. Discussion of Possible Property Acquisition – Cook Park Area</li> <li>3. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON Reports</b>	<ul style="list-style-type: none"> <li>◇ Plans 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>		

Everyone is welcome to attend Parks and Recreation Commission meetings. Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Neenah Parks and Recreation Office at 886-6060 at least 24 hours in advance of the meeting.

**Parks  
Make  
Life  
Better!**

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**Neenah Parks &  
Recreation Department**

*Creating Community Through People, Parks & Programs*



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – March 16, 2017

#### MEMBERS PRESENT

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

#### STAFF PRESENT

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

OTHERS PRESENT: Michayla Kading, Scott Boelter, Tamara Diehl, Nikki Chaganus.

**MEETING CALLED TO ORDER BY President Zaretzke at 4:33 P.M.**

#### CORRESPONDENCE

None.

#### APPEARANCES

None.

#### MINUTES

MSC Hillstrom / Kunz to approve the minutes of February 16, 2017. All voting aye.

#### BILL VOUCHERS

Commissioner Zaretzke reviewed the vouchers for February 2016 and found them to be in order.

#### MISSION ACTION REPORT

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

- Recreation Superintendent Olson highlight the current and recreation opportunities. Commissioners Lawell and Kelly inquired about the seasonal higher process.
- Director Kading reviewed the activities of the parks. He specifically announced a special Park and Recreation mtg on April 6 at 4:30p to address the Loop the Lake bid.

#### BUSINESS FOR CONSIDERATION

- 1) **Fox Valley Swim Team Agreement** – Recreation Superintendent Olson reviewed the agreement. MSC Lawell / Hillstrom to approve the Facility Use Agreement with the Fox Valley Wave Swim Team. Motion carried
  - 2) **Memorial Park – Police Report:** Officer Olson gave a brief report of park activity. Commissioner Kunz expressed concern about balancing the potential for negative activity and the reality of what is happening. Commissioner Lawell further inquired about the entire park not just the lot north of the high school. The situation will continued to be monitored.
  - 3) **Arrowhead Community Building Task Force Appointments:** Commissioner Lawell relayed some concern from a downtown business owner that whatever happens at Arrowhead should not be in direct competition. Commissioner Kunz would like to see more objective outcomes from this group, such as is the task force designing the building, what are the fiscal impacts to the area, and what will the building look like. Director Kading indicated that Task Force’s primary purpose is to recommend what should go into building the “box.” The expectation will be that the task force will interview concerned business owners and potential building tenants. This will then lead to what the building needs and the fiscal responsibilities will be. There is still more work to be done.
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MSC Kunz / Lawell to appoint Amy Barker, Sherry Rougeux, Ann Engelhard, Sarah McRae, Adam Heindel, Manny Vasquez, Phil Langhor, Brandon Robak, Chris Haese, Michael Kading, Ted Galloway, and Peter Kelly to the Arrowhead Task Force. Motion carried.

- 4) **2017-2021 Capital Improvement Plan:** Director Kading reviewed the proposed 2017-21 CIP. Commissioners had several questions which were answered by staff.

MSC Kelly / Lawell to accept and recommend the 2017 – 2021 CIP as present.

- 5) **Castle Oak Play Equipment:** Director Kading reviewed the overall RFP and selection process. Commissioners had several questions regarding the recommend plan and what the timing would be.

MSC Hillstrom / Kelly to accept and recommend proposal #2 from Lee Recreation, Cambridge, WI, in the amount of \$64, 300. Motion carried.

- 6) **Carpenter Preserve Play Equipment:** Commission reviewed the proposals.

MSC Lawell / Louden to accept and recommend proposal #2 from Lee Recreation, Cambridge, WI, in the amount of \$64, 300. Motion carried.

- 7) **Announcements and Future Agenda Items - none**

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke reported - none

**HARBOR COMMITTEE:** Galloway reported - none

**SCHOOL BOARD:** Kunz reported - none

MSC Lawell / Kelly to adjourn at 5:52p. Motion carried.

Recorded for the Commission by Michael T. Kading, CPRP

# Parks & Recreation

## MISSION ACTION REPORT

April 20, 2017



### Provide recreational experiences.

- Staff is coordinating **skate equipment** installation at the city skate park with American Ramp Company. The target install date is currently May 22. Staff continues to work with ARC for an earlier installation date. Concrete flatwork will be completed shortly after the equipment is installed. Targeted completion date is June 15.
- Staff is prepping all athletic facilities for the season.
- All **seasonal rest room facilities & buildings** are scheduled to be opened by May 1.
- **Adult Softball league** registration has ended. However, due to the low number of teams, we will continue to take teams on the Monday & Thursday men's league for an additional couple of weeks. Leagues are scheduled to begin the week of May 1. Kickball & volleyball league registrations are still in progress with start dates in early June.
- **Summer Leisure Connections** guide is in the City of Neenah residents' hands. Registration began on April 5. Non-residents began registering April 19. Popular programs that have filled quickly include the new *Recreational Tree Climbing* and *Camp Stem-Azing* programs and late morning swim lessons.
- The annual **Filthy Fun Kids Run** has been accepting registrations since January 1<sup>st</sup>. Between Village of Fox Crossing (our co-sponsors) and NPRD, we have over 400 signed up. Maximum number of registrants will be 600. Last year we had 554.

### Foster human development.

- Interviews for the vacant **park technician** position are complete. Typically, this person works out of Memorial Park 6 months of the year and out of the park garage during the other 6 months. The goal is to have this person on staff by May 1.
- Staff are working on scheduling **seasonal staff** orientation sessions and materials.
- **Laurie Olson** attended the Wisconsin Parks & Recreation Association's **spring workshop**. Swimming Pool topics included: Photometric Test Kits, How to Reduce Energy & Water Loss, UV Systems, & What to Expect from your State Inspector. Other sessions attended included: Facility & Use Agreements and Attracting & Retaining Seasonal Workers.
- **Jim Kluge** will attend the WPRP Aquatic Technician Workshop on April 21.

### Promote health and wellness.

- Neenah Police **Family Fun Night** is planned for Wednesday, May 17, 5 – 8p.m. at Memorial Park. Events will feature a bike rodeo, free helmets/ headlights/ tail lights, bicycle safety checks and bike licensing. Other fun events are planned as well. Parks and Rec staff will be assisting with the event. All proceeds from food and refreshment sales will benefit the Neenah Police Bicycle Patrol.

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*Creating Community Through People,  
Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

## Facilitate community problem solving.

- The city received reimbursement in the amount of \$278,000 from the WI-DNR for the **Herb and Dolly Smith Park** grant. This grant is now closed out. This leaves 2 grants currently open (Arrowhead and Loop the Lake). The DNR staff has instructed the city to begin closing out the Recreation Trails grant for Arrowhead as the trail, lighting and parking lot have been completed.
- **Arrowhead:** Representatives from SEH, WI-DNR and Director Kading met on April 7 to review all of the legal documents governing the cap and Arrowhead Park. It was a very interesting and productive meeting. The new conceptual masters will comply with the requirements but will need to be updated. The recommendation is to confirm approval of the master plan and then, during each individual planning stage, to once again confirm compliance. This gets and keeps everyone on the same page.
- **Park Bench Program:** If you recall, we suspended the program last fall. Staff was not able to provide direction needed to manage the program. Most of the reoccurring questions were regarding location with the popular parks such as Kimberly Point and Riverside being over burdened by the number of benches. I suggest before moving forward that we put some clear perimeters on the program such as ordering time, installation time and then locations and not compromise from there.
- Washington Park is out to bid. Staff plans to bring a recommendation to the May Park and Recreation Commission meeting.

## Protect environmental resources.

- Staff has planted 11 **Trees for the Living** so far this spring in parks and the cemetery. Another 35 trees will be planted for ash replacements this spring. Approximately 150 streets trees will be planted over the next few weeks. Target streets are Higgins Avenue, E. Franklin Street, Columbian Avenue, Castle Oak Drive, Marathon Avenue, and Olde School Road.
- The 8<sup>th</sup> annual **Renew the Slough Clean-up** is Saturday, May 13. Volunteers in kayaks/canoes and those walking along the shoreline will meet at Washington Park at 8 am sharp for their assignments. On average, 50 youth and adults participate. Advanced sign up is required. Interested volunteers can sign up on the city's website or can give our office a call.



## Strengthen safety and security.

- Park and cemetery staff completed **First Aid, CPR, AED, and Bloodborne Pathogen** refresher training through Morton Safety in March.
- NPRD will be hosting, and sending staff to, an American Red Cross **Lifeguard Instructor Review Course**. Neenah High School pool will be used as the training site.

## Strengthen community image and sense of place.

- The annual **Arbor Day Celebration** will be held on April 28 beginning at 10am at Quarry Park. This year's honoree will be former Director of Parks and Recreation Eileen McCoy.

# Parks & Recreation MISSION ACTION REPORT

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## Support economic development.

- **Loop The Little Lake Update:** As you know the bids were opened March 28. All bids exceeded the proposed budget. Staff with Graef have been evaluating the best path to moving forward. There have been 2 meetings so far, and Director Kading is meeting with the Mayor to explore funding opportunities. Stay tuned.





## **P&R Commission Meeting – April 20, 2017**

### **BUSINESS ITEM #1 – Proposed Naming of the Southview Park Tennis Courts**

Lead Tennis Instructor Tom Berven is celebrating 50 years of teaching tennis to the youth of Neenah. During his tenure, Tom has seen over 300,000 children come through the tennis program, has worked with 1,500 high school and college instructors, and was awarded the 2012 Wisconsin Tennis Association Organization of the Year.

In recognition of Tom Berven's 50 years of dedication and commitment to the youth tennis program for the City of Neenah Park and Recreation Department, our staff is recommending that the tennis courts at Southview Park be named in honor of Tom Berven.

**Action needed:** Motion to approve the naming of the tennis courts at Southview Park be named in honor of Tom Berven.

### **BUSINESS ITEM #2 – Discussion of Possible Property Acquisition**

I was approached by the property owner at 409 W. N. Water Street about the possibility of purchasing his property for the expansion of Cook Park. This property is one of four recommended property acquisitions surrounding Cook Park in the 5 Year Park and Open Space Plan. I have included an aerial view and pictures of the current house/garage. The property is currently assessed at \$78,000. Given that the Park and Recreation Department does not have a direct funding source, we would have to approach the Common Council.

**Action needed:** Discussion and direction. Commission may make a motion.

### **BUSINESS ITEM #3 – Announcements & Future Agenda Items**

Arrowhead Park NRDA application presentation – SEH/Stantec

March 30, 2017

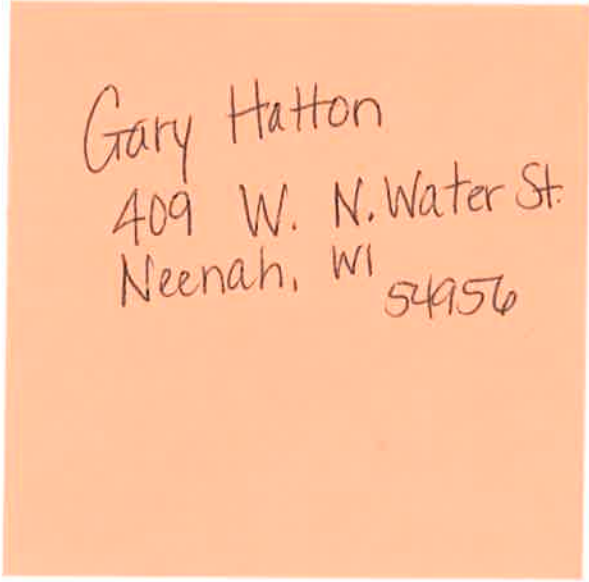
Michael T. Kading, Director of Park and Recreation  
City Of Neenah  
211 S Walnut Street  
Neenah, WI 54956

Dear Mr. Kading:

I am interesting in selling my house in the near future and wanted to first approach the city regarding an offer to purchase as the property is attached to Cook Park. If interested, please contact me at (920) 205-4134.

Sincerely,

Gary Hatton



Gary Hatton  
409 W. N. Water St.  
Neenah, WI 54956



# Google Maps



Imagery ©2017 Google, Map data ©2017 Google 50 ft

### Cook Park

1. **Acquisition:** Consider adding parcels at 202 River St. and 401, 405, 409, 415 E N Water St.
2. **Shelter:** Replace existing shelter to provide restrooms and shade.
3. **Playground:** Evaluate equipment for upgrades and ADA compliance.

### Doty Park

1. **Shoreline:** Continue to restore and protect, east 225' with filter fabric and rip rap.
2. **Shelter:** Enhance reservation shelter with addition of outside patio / arbor. Upgrade rest rooms.
3. **Tennis:** Crack seal and recoat. Investigate rubber surface. Consider redesign for pickleball and other multi-purpose uses. Address accessibility. (CIP 2016)
4. **Cabin:** Replace chinking and reseal logs. Clean and treat roof. (CIP 2015)
5. **Playground:** Evaluate equipment for upgrades and ADA compliance.

### Douglas Park

1. **Survey:** Perform a certified survey to establish property lines.
2. **Acquisition:** Consider 8 parcels at 125,129,133,137,141,145,149,153 Douglas St.
3. **Parking:** Explore parking options.
4. **Signage:** Update the park sign to be consistent with the rest in the City and add a park sign at entrance from Douglas and Henry Streets.
5. **Trail:** Add a paved trail to shelter and playground once parking lot goes in.
6. **Playground:** Evaluate equipment for upgrades and ADA compliance.

### Great Northern Park

No projects

### Green Park

1. **Shelter:** Address accessibility and aesthetics.
2. **Playground:** Evaluate equipment for upgrades and ADA compliance.
3. **Tennis:** Address accessibility.

### Laudan Park

1. **Playground:** Evaluate equipment for upgrades and ADA compliance.
2. **Shelter:** Install shade canopy.

### Liberty Park

1. **Landscape:** Grade and seed open space. (CIP 2017)
2. **Playground:** Install playground equipment. (CIP 2017)