



Parks & Recreation Commission - Revised

THURSDAY, JANUARY 17, 2019; 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.

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 and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes of December 19, 2018	Attached
BILL VOUCHERS	Bills for January	Zaretzke
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Accept and Recommend Purchase of Replacement Tractor TR-5 2. Announcements & Future Agenda Items	
LIAISON Reports	◇ Plan Commission ◇ Harbor Committee ◇ School Board	◇ Hancock-Cooke ◇ Galloway ◇ Kunz
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.

**Parks
Make
Life
Better!**

**Neenah Parks &
 Recreation Department**

Creating Community Through People, Parks & Programs



REGULAR MEETING – December 19, 2018

MEMBERS PRESENT

X	Judy Zaretzke		Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Jim Vedder	X	Ted Galloway
X	Lee Hillstrom	X	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: Amanda Secor (Fox Cities Marathon), Dan Schmidt (MSA), Jim Godlewski (City Attorney), Kathie Boyette (Aldersperson) and Dwight Kerr

MEETING CALLED TO ORDER BY Commissioner Zaretzke at 4:31 P.M.

CORRESPONDENCE

None.

APPEARANCES

Dwight Kerr explained that on several occasions he has found dog poo in bags either on the sidewalks or in Cook Park. He is frustrated by the lack of respect by individuals who leave this behind. Mentioned that this has been an ongoing discussion on the Neenah, WI, Facebook page. Feels that something should be done.

MINUTES

MSC Hillstrom / Vedder to approve the minutes of November 15, 2018. All voting aye.

BILL VOUCHERS

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

MISSION ACTION REPORT

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

- Commissioner Kunz inquired about the preparedness for the upcoming Washington Park Bid Specifications. Director Kading reviewed the major bid categories and the time line.
- Commissioner Lawell questioned the number of ash trees remaining in the city and city parks. Superintendent Fink indicated that it is likely that all of the ash trees will be removed from the park system this winter. As for the trees on terraces that line the streets, it will be a few more years before these are removed. Commissioners will now start to notice an increase in flecking on the ash trees as woodpeckers are looking for bugs.
- Commissioner Galloway indicated that he had lunch with a representative from a play equipment company and feels that the city should consider a high end play area.

BUSINESS FOR CONSIDERATION

- 1) American with Disabilities (ADA) presentation: Superintendent Fink introduced the ADA Facility Audit and Transition program and Dan Schmidt from MSA. Mr. Schmidt

gave a presentation of the process used to complete the ADA Audit and to develop a transition plan that meets the ADA Law. Discussion ensued regarding access, how to implement, overall cost to implement and the legalities of the ADA Law.

2) **Announcements and Future Agenda Items:**
Lighting at Riverside

LIAISON REPORTS

PLANS COMMISSION: No report (Hancock-Cooke)

HARBOR COMMITTEE: No report (Galloway)

SCHOOL BOARD: Commissioner Kunz reported that the school board approved going to referendum for \$125,850,000.

MSC Lawell / Hillstrom to adjourn at 5:43p.

Recorded for the Commission by Michael T. Kading, CPRP

**Neenah Park & Rec
Budget Status
12/31/2018**

EXPENSES	2017 YTD	2018 Budget	2018 YTD	% of Budget
Park & Rec Administration	584,707	596,530	582,703	97.68%
Adult Programs	17,898	20,670	11,587	56.06%
Youth Programs	24,511	24,500	26,498	108.16%
Municipal Pool	239,842	240,610	263,092	109.34%
Independent Programs	31,152	36,070	30,164	83.63%
Playground Programs	101,242	100,110	102,486	102.37%
Other Park & Rec Activities	12,874	15,600	17,194	110.22%
Riverside Players	31,553	33,135	27,354	82.55%
Parks	872,615	904,600	901,490	99.66%
City Wide Forestry Program	245,775	279,760	240,423	85.94%
Cemetery	256,461	251,140	242,679	96.63%
	<u>2,418,630</u>	<u>2,502,725</u>	<u>2,445,670</u>	<u>97.72%</u>
 REVENUE				
Community Fest	15,142	14,200	15,740	110.85%
General Receipts	(11,736)	(12,160)	(12,246)	100.71%
Adult Programs	21,872	24,420	13,533	55.42%
Youth Programs	29,064	27,940	29,997	107.36%
Municipal Pool	216,819	202,250	208,067	102.88%
Independent Programs	35,914	42,150	32,926	78.12%
Playground Program	116,368	110,440	123,401	111.74%
Other Park & Rec	404	1,050	1,372	130.67%
Riverside Players	39,665	30,320	38,665	127.52%
Parks	106,611	106,610	125,947	118.14%
Cemetery	126,922	123,600	125,479	101.52%
	<u>697,045</u>	<u>670,820</u>	<u>702,881</u>	<u>104.78%</u>

unaudited

Parks & Recreation

MISSION ACTION REPORT

January 17, 2019



PROVIDE RECREATIONAL EXPERIENCES

- Our **2nd Annual Winterfest** event took place January 12th. Over **400 people** were in attendance and enjoyed free Hotdogs, Hot Chocolate, and many games! **Fox Communities Credit Union** and **The Downtown Neenah Dairy Queen** were sponsors of the event.



- Our 2nd session of **Children's Playtime** began on January 7th. Approximately **60 children** ages 3-4 take part in this program that focuses on the introduction of basic skills as well as cooperation and play.
- **Other January and February Programs:** Silly Science, Movement Madness, Start Smart Sports, Home Along and Babysitting Safety, Quickstart Tennis, and Dance.
- Mother Nature has not been helpful in our efforts to build our **Ice Rinks** this winter. Plans are in place to build the ice rink at Washington Park this week. Warming shelter will be open from 4-8 p.m. Monday – Friday and 10-8 p.m. Saturday and Sunday. They will remain open as long as ice rink conditions are favorable. Rinks will not be built this season at Green and Memorial Parks.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

FOSTER HUMAN DEVELOPMENT

- Currently, accepting **summer job applications** for all seasonal positions. Opportunities are available in recreation programming, pool –admissions/concessions and lifeguarding and park maintenance. Application deadline is February 1.
- **Riverside Players 2019 Open Auditions** have been set for April. 2019 shows this summer are Moon over Buffalo and Clue: The Musical.

PROMOTE HEALTH AND WELLNESS

- **Adult Basketball Open Gym** is Wednesday evenings from 7:00 – 9:00 P.M. at Shattuck Middle School. Admission is \$2.50 at the door.
- Zumba and Vinyasa Flow Yoga classes are now in session into March. New sessions beginning in March 11.

FACILITATE COMMUNITY PROBLEM SOLVING

- Park staff has begun working on addressing ADA issues as noted in the transition plan.

STRENGTHEN SAFETY AND SECURITY

- **Riverside Lighting:** The Commission has requested to be kept up-to-date on the progress of this issue. No new information has been developed.
- Park staff has been busy with repairs and renovations on various buildings including the pool bath house and related mechanical equipment.

INCREASE CULTURAL UNITY

- A new **marketing publication** was printed this year to help promote our recreation activities that appeared in our Fall, Winter & Spring Guide. The **Winter/Spring Update** also highlighted other programs that were created or could benefit from more publicity. Guides were distributed thru the elementary schools.

STRENGTHEN COMMUNITY IMAGE AND SENSE OF PLACE

- **Washington Park:** Staff reviewed and provided feedback on construction specifications. Continue work with the NM Firefighters' Charitable Foundation to complete grants and make presentations.

Washington Park Important Dates:

Out for bid – January 15
Bid Opening – February 13; 10a
Park and Recreation Commission Approval – February 21
Board of Public Works Approval – February 26
Common Council – March 6

Washington Park Bench Mark Dates:

Work to begin – April 1
Substantial Completion – August 30
Completed – September 13
Grand Re-Opening Celebration – Saturday, September 14

Stop, Drop &... SPLASH!
May 8th, 11:00AM
Memorial Park, 1131 Tullar Rd.
(in conjunction with the 15th Annual Touch-A-Truck event)

Watch as 100 new firefighters are shipped from the water truck to a target zone!

Make your \$20 donation in cash or check at Station #22 or Norman Parks & Recreation Department, May - 8th 8AM - 4PM

CASH PRIZES!

1st Place - \$500	4th Place - \$200
2nd Place - \$400	5th Place - \$100
3rd Place - \$300	

City of Norman
Norman Fire Department

Parks & Recreation MISSION ACTION REPORT

Summary: Washington Park Financials

	Status	Budgeted	Spent	Encumbered	Balance
Phase 1	Completed	815,000	669,106.86		145,893.14
Phase 2	98%	610,000	386,157.62	(8,368.65)	215,473.73
Phase 3 & 4	Design/ Engineering	1,165,000	53,589.20	(22,966.80)	1,088,444
		\$2,590,000	\$1,108,853.68	\$31,331.45	\$1,449,810.87
Alt Funds		Fitness Equip	Community Block (Phase 2)		\$18,000
		Electronic Sign	Community Block (Phase 1)		\$33,000
		Discovery Field/Pickleball	Scheels Foundation (Phase 3 & 4)		\$125,000
		Firefighter Themed	In progress		In progress
			Menasha Corp (Phases 3 & 4)		\$10,000
			Neenah Foundry – In-kind donation		

Summary of Washington Park Bid Process

The General Construction Specifications will include excavation, stone, utilities paving rough and finish landscaping. Not included will be the purchase of the splash pad equipment, Poured-In-Place rubber supplies and install, turf supplies and install and miscellaneous equipment that will be installed by the contractor. Allowances for these items will be noted in the overall approval of the general contract.

Splash Pad – an RFP was developed and sent out to determine who would be the sub-contractor to Ayres for the development of specifications for the splash pad. Vortex was selected and has been working with Ayres. The splash pad will be an owner purchased/supplied equipment saving the city mark up costs. You will see this as an allowance in the overall approval.

Poured-In-Place and Turf Landscaping for the Discovery Field will be coordinated with staff and Ayres. This allows the city to individually bid out without the market up costs that a general contractor applies to a contract. This also insures that the city receives the quality of product and installation desired.

Misc. equipment will be coordinated among staff members. Again, this saves the city mark up costs and ensures quality of product.

The current construction cost estimate is just under \$1.5 million including all general construction specifications, allowances and a 10% contingency.

- Arrowhead Park:** Soil borings were completed the week of December 17. The Wisconsin DNR representative was on hand and very pleased with the operations. Results from the borings are expected to be completed by the end of February/beginning of March. Once this is completed, SEH can finish up 60% design work and then make a presentation of findings to the Commission and City Council.





P&R Commission Meeting – January 17, 2019

BUSINESS ITEM #1: Accept and Recommend Purchase of Replacement Tractor TR-5

Results of proposals to replace TR5 - 2003 Tractor/loader are listed below:

<u>Company</u>	<u>Description</u>	<u>Proposal Price</u>
Bobcat Plus, Appleton, WI	Bobcat S550	\$35,899.00
Riesterer & Schnell, Neenah, WI	John Deere 316GR	\$35,817.48
Service Motor Inc., Dale, WI	Kubota SSV65	\$35,231.38
Fairchild Equipment, Green Bay, WI	No proposal	No proposal

Amount in 2018 Capital Equipment budget for this purchase is \$35,000.

Action Needed: Motion to accept and recommend to Council the proposal from Service Motor Company, Inc. in the amount not to exceed \$35,231.38.

BUSINESS ITEM #2: Announcements & Future Agenda Items