

# Parks & Recreation Commission

THURSDAY, APRIL 15, 2021; 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:**

## Virtual Access Information::

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/583648293>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212

- One-touch: tel:+18722403212,,583648293#

Access Code: 583-648-293

**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, Jim Wise, Amanda Loudon and Brian Borchardt
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<b>STAFF</b>	Stephanie Schott, Jim Kluge, Trevor Fink, Clint Williams and Michael Kading
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### AGENDA TOPICS

<b>CALL TO ORDER</b>					
<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances				
<b>MINUTES</b>	Approval of Meeting Minutes March 18, 2021 <span style="float: right;">Attached</span>				
<b>BILL VOUCHERS</b>	Bills for previous month <span style="float: right;">Hancock-Cooke</span>				
<b>FINANCIAL Report</b>	Reviewed quarterly in March, June, September, December <span style="float: right;">Attached</span>				
<b>MISSION ACTION Report</b>	<span style="float: right;">Attached</span>				
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Comprehensive Outdoor Recreation Plan Follow up and Commissioner Involvement Discussion</li> <li>2. Memorial Park – Tullar Play Equipment</li> <li>3. Arrowhead Park Phase 1B</li> <li>4. Announcements &amp; Future Agenda Items</li> </ol>				
<b>LIAISON Reports</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">◇ Plan Commission</td> <td style="border: none; text-align: right;">◇ Hancock-Cooke</td> </tr> <tr> <td style="border: none;">◇ Harbor Committee</td> <td style="border: none; text-align: right;">◇ Galloway</td> </tr> </table>	◇ Plan Commission	◇ Hancock-Cooke	◇ Harbor Committee	◇ Galloway
◇ Plan Commission	◇ Hancock-Cooke				
◇ Harbor Committee	◇ Galloway				
<b>ADJOURN</b>					

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*Creating Community Through People, Parks & Programs*



## PARK & RECREATION COMMISSION MINUTES

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### **REGULAR MEETING – March 18, 2021**

**Conducted virtually due to COVID-19.**

#### MEMBERS PRESENT

X	Jim Wiese	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly arr. @ 4:40	X	Jim Vedder	X	Ted Galloway left @ 5:56
X	Lee Hillstrom	X	Amanda Loudon arr. @ 4:57	X	Brian Borchardt

#### 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: Trish Nau, East Central Wisconsin Regional Plan Commission; Nathan Van Zeeland, Neenah resident.

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

#### CORRESPONDENCE

None

#### APPEARANCES

Nathan VanZeeland introduced himself as a Doty Island resident who, along with his wife, advocates for healthy active living as a doctor and through his personal experience. Silent sports such as running, walking, kayaking and cross-country skiing are very important to him. Nathan would like to begin a conversation regarding the possibility of developing more cross-country skiing opportunities in the Fox Valley and wanted to start in Neenah. He offered up Lamphan Peak and Theodore Wirth Park in Minnesota as examples of man-made snow cross-country ski facilities.

Commissioner Lawell asked what the steps in moving forward with this conversation. Director Kading responded that this was the first step and wants Commission recognition and approval for staff to further discuss. Commissioner Galloway commented that this is not as difficult as it seems and is likely less complicated than operating the downtown ice rink. Commissioner Lawell indicated that this is a good starting place and thanked Nathan for attending the Commission meeting.

#### MINUTES

MSC Vedder / Galloway to approve the minutes of the February 25, 2021. All voting aye.

#### BILL VOUCHERS

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

#### MISSION ACTION REPORT

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

- Commissioner Hancock-Cooke is very excited about the spring tree plant and inquired about the locations of plantings. Superintendent Fink indicated that trees will be planted throughout the city, replacing the many ash trees that have been removed. Commissioner Kelly followed up with asking what varieties of trees would be planted. Fink responded that he would be using several different varieties specific to locations.
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- Commissioner Lawell inquired about part-time staffing levels. Rec Supervisor Schott indicated that she was very happy with the quality of staff and is currently fully staffed for the summer; Rec Superintendent Kluge indicated that the pool is fully staffed. Fink said that for parks, hiring is an ongoing process but hopeful that within the month that he'll also be set for the summer.
- Commissioner Hancock-Cooke indicated that the web site related to Arrowhead does not currently list construction to be completed under Phase 1A. Director Kading indicated that he would look into that.
- Kluge informed the Commission that the Summer Activity Guide would be mailed Friday and arrive in homes this weekend. He also reported that he met with Bike Playground leaders and will be further discussing opportunities on Tuesday.
- Commissioner Lawell inquired about the COVID programming numbers. Schott responded with parks will be at a 1:10 ratio so that groups can be divided while Op Rec programs will likely be at a 1:12 ratio.

## **BUSINESS FOR CONSIDERATION**

### **BUSINESS ITEM #1: ELECTION OFFICERS**

Commissioner Vedder nominated Commissioner Hancock-Cooke as 2021 President and Commissioner Vedder as Vice-president.

Commissioner Lawell thanked Jim for taking the time and effort to conduct the nomination process. Commissioner Galloway agreed and appreciated rotating the officials to keep the meetings/ideas fresh.

**Action Needed:** MSC to accept the nominations Commissioner Hancock-Cooke as 2021 President and Commissioner Vedder as Vice-president. All voting Aye.

### **BUSINESS ITEM #2: Comprehensive Outdoor Recreation Plan Discussion**

Trish Nau made a brief presentation on the overall CORP development process and then inquired of the Commission about the survey that was included in the packet.

- Commissioner Hancock-Cooke commented that the city now has a community garden. And suggested to offer a reward to encourage survey participation.
- Commissioner Lawell felt that conducting in-person surveys may be more beneficially possibly at the Farmer's Market.
- Commissioner Galloway indicated that having access to a map of the parks might help the public complete the survey.
- Commissioner Lawell reminded the Commission that a dog park will be coming on-line within the year.
- Commissioner Hancock-Cooke asked if the survey would be compared to the previous survey. Nau responded that this could be done.
- Commissioner Borchardt hoped that social media would be used to improve survey participation.
- Commissioner Kelly asked about previous survey results and what the target is this time.
- Commissioner Hancock-Cooke indicated that over 1000 individuals responded to the Lakeshore Ave survey.
- Commissioner Vedder felt that if we did not set a significant goal for responses that it would not be beneficial to completing the survey.
- Commissioner Lawell recommended that the Commission move onto the next agenda item and thanked Ms. Nau for her presentation..



**BUSINESS ITEM #3: Recommend Award of Construction Contract for Doty Park Court Redevelopment**

Kading reviewed the bids that were received on March 16 for the Doty Court Redevelopments. He indicated that park staff will remove the fencing and asphalt and then turn the site over to the contractor.

Poblocki Paving Corp	\$160,629
NE Asphalt	\$171,240
R&R Wash Materials, Inc.	\$170,000

**Projected Expenses:** \$6,490 Bid Spec Development; \$10,000 Direct Purchase; \$160,629 Construction  
**Project Budget:** \$180,000

Staff recommends Poblocki Paving Corp, West Allis, WI, in the lump sum amount of \$160,629; to accept \$32.00 per ton of stone should additional stone be needed; and to authorize staff to purchase owner provided equipment.

**Action Needed:** MSC Vedder / Galloway recommends Poblocki Paving Corp, West Allis, WI, in the lump sum amount of \$160,629; to accept \$32.00 per ton of stone should additional stone be needed; and to authorize staff to purchase owner provided equipment. All voting aye (9-0).

**BUSINESS ITEM #4: Recommend Award of Remote Controlled Slope Mower**

Fink reviewed the need for the remote controlled slope mower indicating that the current mower is 15 years old. The slope mower will be safer than a riding slope mower. Park staff is responsible for the overpass slopes, therefore, the mower will be trailered throughout the city.

<u>Company</u>	<u>Description</u>	<u>Proposal Price</u>
Reinders Inc, Appleton	Progressive 800214	\$48,952.00
RC Mowers, Suamico	RC mower TK-52XP	\$53,474.58
Remote Mowers, Mississippi	Pro Commercial TRX-52	no proposal
Bomford/RL Parsons, Ohio	Flailbot Original	no proposal

Staff recommends purchase of the Progressive slope mower from Reinders, Inc. for the proposed price of \$48,952.00. The budgeted amount for this purchase in the 2021 Budget is \$55,000.

**Action Needed:** A motion to recommend purchase of the Progressive slope mower from Reinders, Inc., for the proposal price of \$48,952.00. Motion passed, all voting aye (9-0).

**BUSINESS ITEM # 5: Review/ Recommend 5-year Capital Improvement Plan (CIP)**

The CIP was reviewed by staff and discussed by year. There were no questions after the recap of 2021.

2022: Commissioner Borchardt questioned the involvement of either the Town of Neenah or Winnebago County related to Fresh Aire Park. Kading indicated that both entities have been approached. Any further discussion will likely need to come from the Mayor. Commissioner Hancock-Cooke indicated that she attended the County Parks and Recreation Committee meeting, and they seemed favorable. It is unfortunate that funding was cut at the executive level. Commissioner Galloway suggested that staff do something with the condition of the park's drive.



Commissioner Kelly asked if the Doty seawall will last until 2023. Fink is hopeful and will continue to monitor.

2023: Commissioner Galloway expressed hopefulness that we could finally begin Carpenter Preserve. Commissioner Hillstrom echoed this sentiment.

2024: No questions.

2025: No questions.

Fink reviewed the cemetery facilities need, explaining that the chapel is currently used for storage and felt that this could be a potential revenue source in the future. In order to accomplish this, we would need to complete a history facilities study. Possibly build a storage shed and then fix the chapel.

**Action Needed:** MSC Hillstrom / Borhardt to accept and recommend the Parks and Recreational Capital Improvement Plan. Motion passed, 8 – 0.

**BUSINESS ITME #6: Announcements & Future Agenda Items**

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke - no report.

**HARBOR COMMITTEE:** Galloway - no report.

MSC Vedder / Kelly to adjourn at 6:06p.

Recorded for the Commission by Michael T. Kading, CPRP

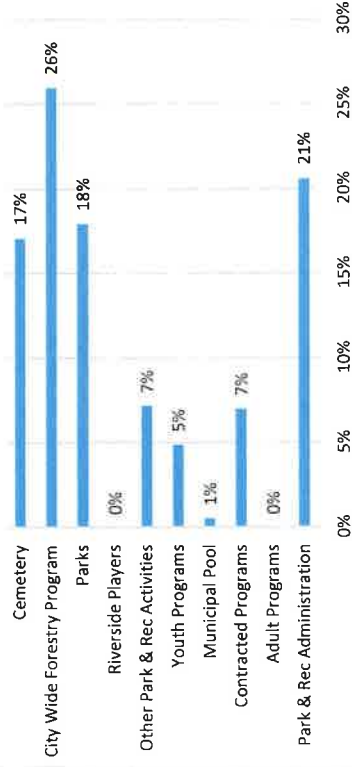
**Neenah Park & Rec  
Budget Status  
3/31/2021**

EXPENSES	2021	2021	% of	2020
	Budget	YTD	Budget	YTD
Park & Rec Administration	701,470	144,622	21%	152,306
Adult Programs	1,700	-	0%	645
Contracted Programs	39,800	2,795	7%	5,275
Municipal Pool	253,660	1,324	1%	405
Youth Programs	138,060	6,734	5%	10,586
Other Park & Rec Activities	14,830	1,066	7%	2,142
Riverside Players	31,450	-	0%	488
Parks	907,310	162,716	18%	160,649
City Wide Forestry Program	277,240	71,989	26%	46,464
Cemetery	270,630	46,239	17%	48,891
	<b>2,636,150</b>	<b>437,485</b>	<b>17%</b>	<b>427,851</b>

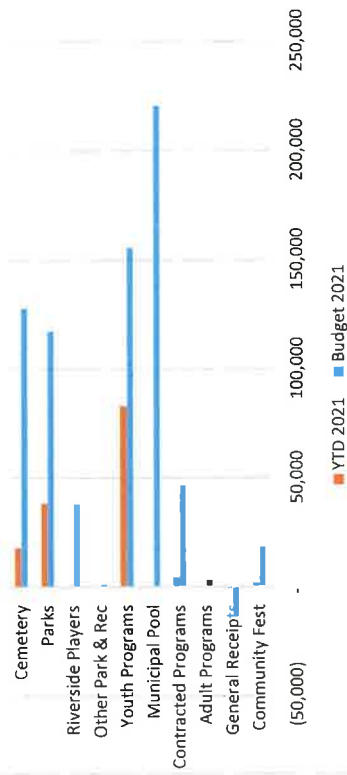
REVENUE	Budget 2021	YTD 2021	Budget % of	YTD 2020
	Community Fest	18,450	1,925	10.43%
General Receipts	(13,690)	(565)	4.13%	(1,977)
Adult Programs	3,250	-	0.00%	1,005
Contracted Programs	46,300	4,554	9.84%	18,220
Municipal Pool	220,750	150	0.07%	28,087
Youth Programs	155,680	83,178	53.43%	110,231
Other Park & Rec	1,450	-	0.00%	385
Riverside Players	38,300	300	0.78%	1,745
Parks	117,530	38,617	32.86%	39,143
Cemetery	128,000	18,150	14.18%	13,340
	<b>716,020</b>	<b>146,309</b>	<b>20.43%</b>	<b>225,954</b>

EXPENSES	REVENUE
2019	
2020	2,636,150
	716,020

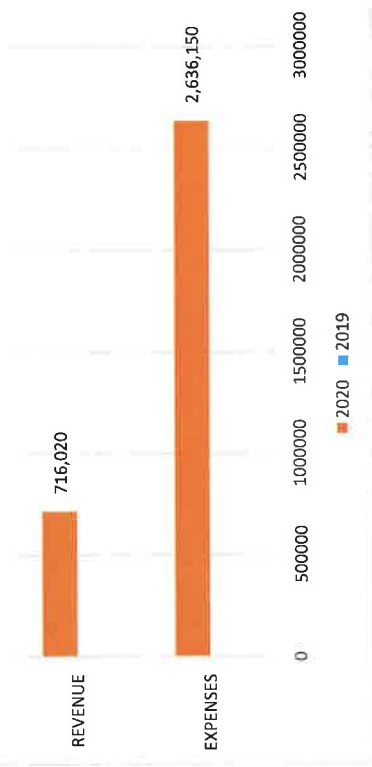
**Expenses YTD vs Budget**



**Revenue YTD vs Budget**



**2020 Budget**





## **P&R Commission Meeting – April 15, 2021**

### **BUSINESS ITEM #1: Comprehensive Outdoor Recreation Plan Follow Up / Commissioner Involvement**

Commissioner Hancock – Cooke will be leading the discussion regarding the Commissions further involvement in the CORP planning process. Eleven proposals from six different vendors were received.

**Action Needed:** Discussion.

### **BUSINESS ITEM #2: Memorial Park – Tullar Play Equipment**

The Parks and Recreation Department requested proposals from various play equipment representatives. Eleven proposals from six different vendors were received. Staff evaluated the proposals based upon play value, curb appeal, and meeting base requirements without knowing proposed costs. Staff ranked the top three proposals. The top three choices are: Lee Recreation Option #2, Lee Recreation Option #1, and then Northland Recreation Option #2.

Staff recommends Option #2 from Lee Recreation, Cambridge, WI, with the option to install a different net climber than shown in the amount of \$139,950.

**Action Needed:** A motion to accept Option #2 from Lee Recreation, Cambridge, WI, in the amount of \$139,950.

### **BUSINESS ITEM #3: Arrowhead Phase 1B**

Attached you will find a 60% design drawing for Phase 1B. We are at the 60% design review with staff and Commission.

The three main components of Phase 1B are: prairie, pathways, and pier. The prairie area is approximately 10.25 acres. The Arrowhead Trail is approximately .3 miles. The pier will be ramped for ADA accessibility. The suggestion was made to install electric pumps under the pier to keep water circulating. Note: a bike playground is identified on the plan, however, this is budgeted for in an upcoming year and expected to be partially funded through community fundraising efforts.

#### **Time Table for Arrowhead Phase 1B:**

April 15:	Commission Review
End of April:	SEH feedback and prepare WI-DNR application
May/June:	WI-DNR review
July:	SEH survey, final construction bid documents, permits
August:	Bidding
September:	Award Bids
October–June 22:	Construction

**Action Needed:** Review and Discussion.

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

**Memorial Park: Tullar Play Area Summary  
April 2021**

Representative	Manufacturer	Proposal Number	Square Feet	Indicated Play Events	Base Fee	Surfacing Fee	Total	Staff Top 3
Lee Recreation	Burke	Option #1: 142-138086.2	3050	24	\$ 68,250	\$ 71,650	\$ 139,900	2
		Option #2: 142-138139.1	3128	23	\$ 68,300	\$ 71,650	\$ 139,950	1
Northland Recreation	Little Tikes Commercial	Option #1	4758	21	\$ 73,923	\$ 66,077	\$ 140,000	
		Option #2	4550	20	\$ 72,818	\$ 67,182	\$ 140,000	3
MidStates Recreation	Playworld	Option #1	3142.3	12	\$ 89,000	\$ 51,000	\$ 140,000	
		Option #2	3483	10	\$ 89,306	\$ 56,694	\$ 146,000	
Gerber Leisure Products	Landscape Structures	Option #1	4544	22	\$ 57,430	\$ 70,980	\$ 128,410	
		Option #2	4125	31	\$ 68,790	\$ 68,825	\$ 137,615	
Minnesota Wisconsin Playground	Game Time	D10517S	4130	23	\$ 84,240	\$ 55,760	\$ 140,000	
Borland Recreation	Miracle	Option 1	4121	21	\$ 55,278	\$ 73,815	\$ 129,093	
		Option 2	4047	25	\$ 66,077	\$ 72,705	\$ 138,782	





**LEE RECREATION, LLC**  
Providing Fun Across Wisconsin Since 1995

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MEMORIAL PARK - TULLAR

PROPOSAL # 142-138139-1

**Burke.**  
PLAY THAT MOVES YOU.



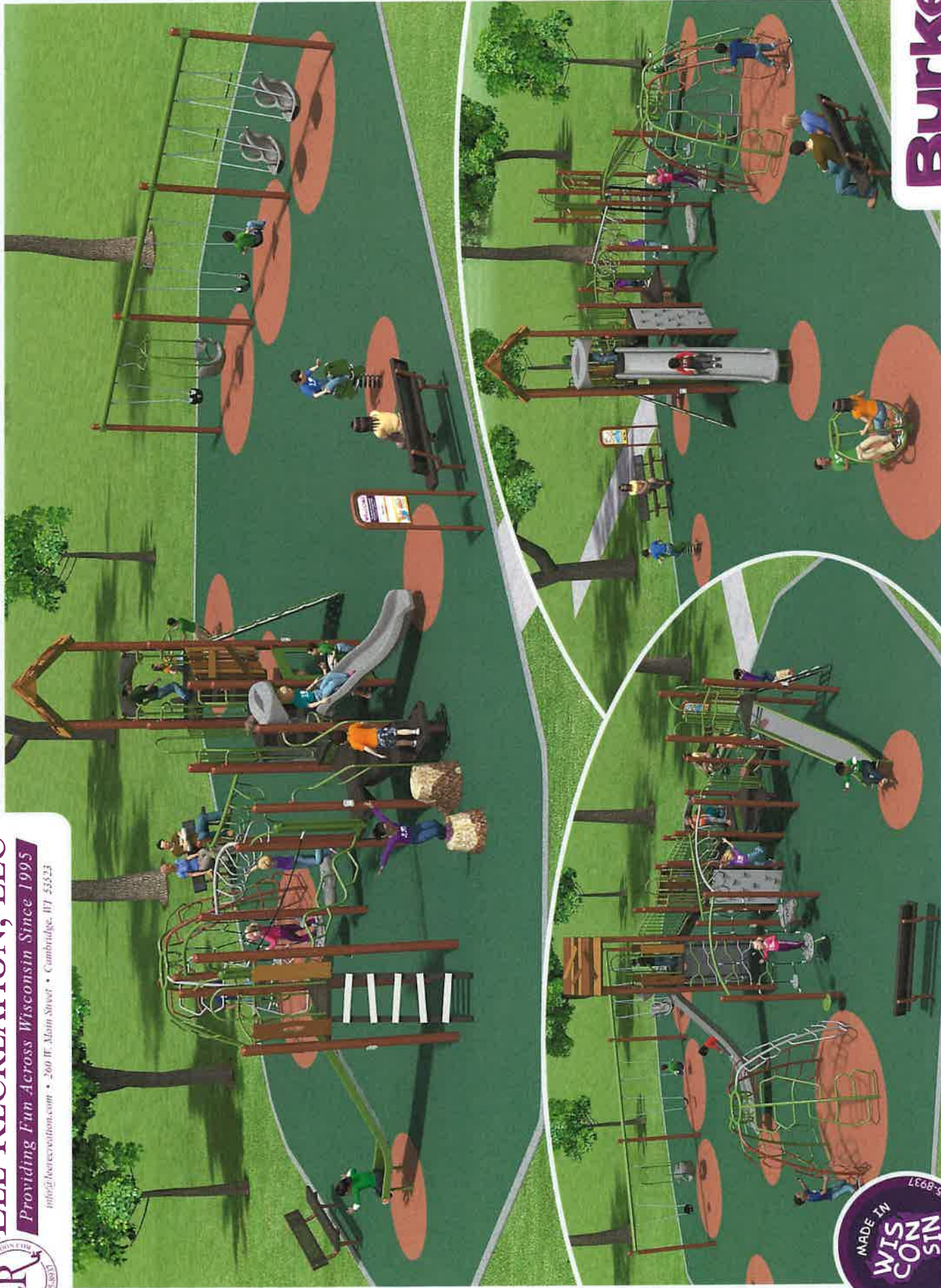


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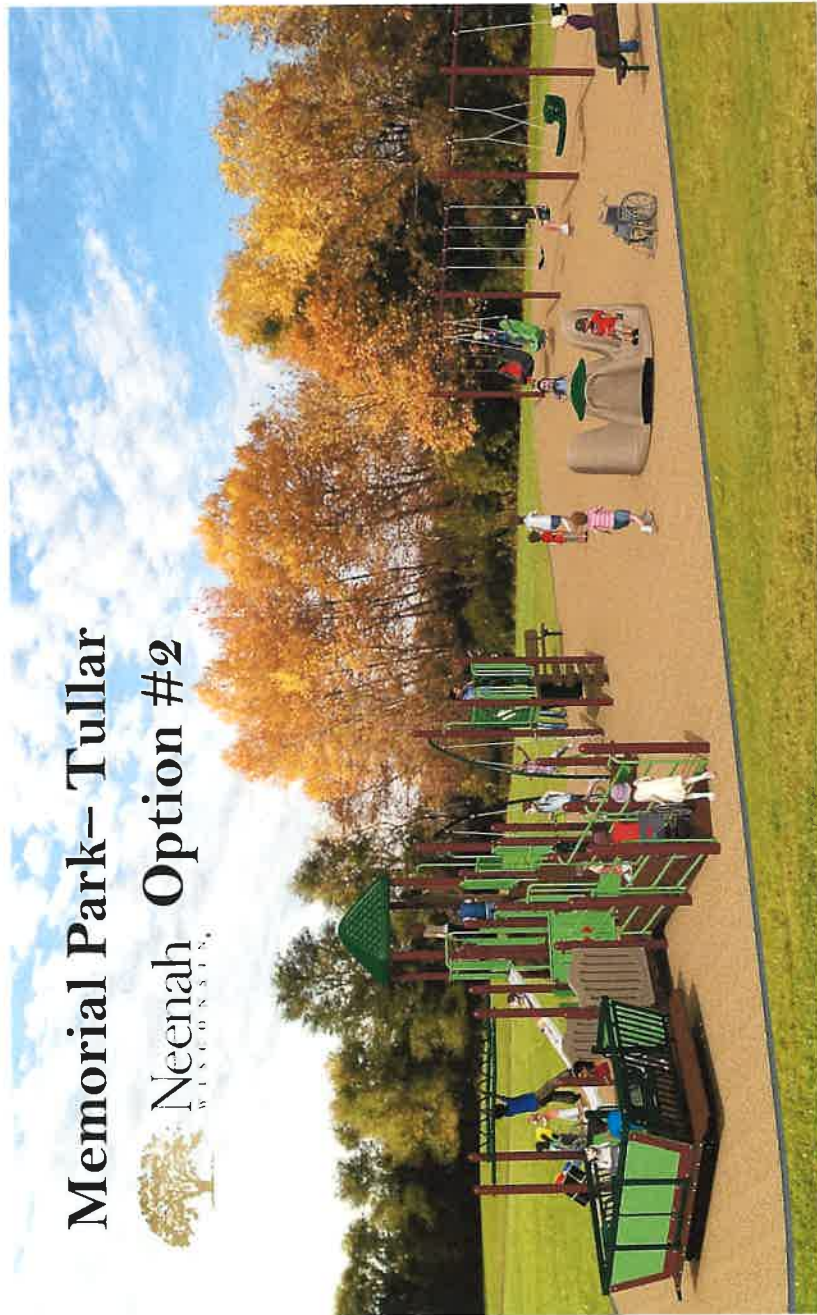
PROPOSAL #142-138086-2

MEMORIAL PARK - TULLAR

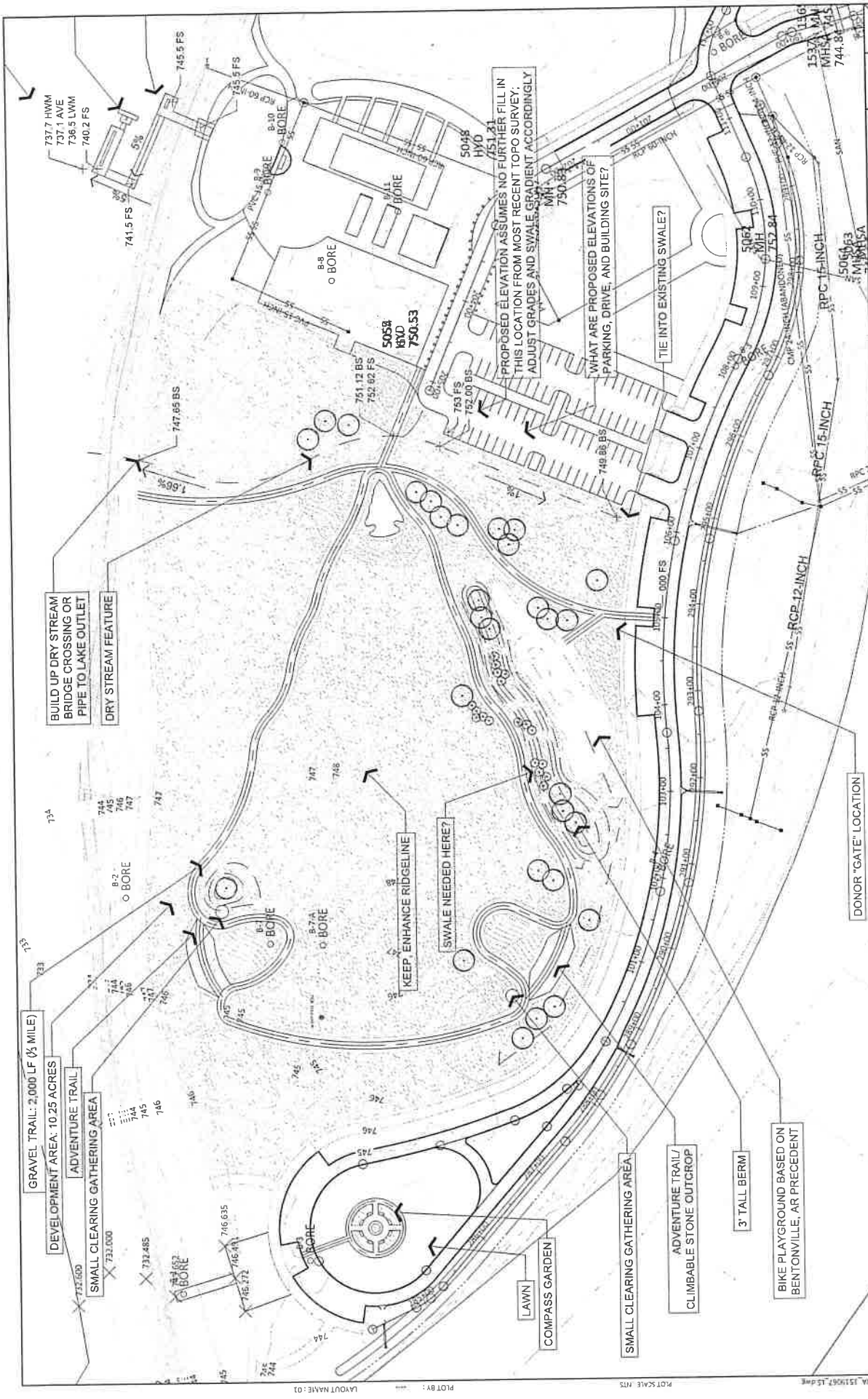
**Burke**  
PLAY THAT MOVES YOU.



# Memorial Park – Tullar Neenah, Wisconsin







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**ARROWHEAD PARK SITE IMPROVEMENTS**  
**NEENAH, WISCONSIN**

EXHIBIT: SITE OVERVIEW

FILE NO. 1511067