



# Parks & Recreation Commission

**THURSDAY, JUNE 20, 2024; 4:30 PM**

**Hauser Room, City Hall  
211 Walnut Street  
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, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber	
<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>	Approval of Regular/Retreat Meeting Minutes: May 15, 2024	Attached
<b>BILL VOUCHERS</b>	Bills for previous month	Kelly
<b>FINANCIAL Report</b>	Reviewed quarterly in January, April, July, October	Attached
<b>MISSION ACTION Report</b>		Attached
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Pickleball Discussion</li> <li>2. 2025 Budget Timing and Discussion</li> <li>3. 2024 CIP Update</li> <li>4. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Arrowhead Development</li> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <li>◇ Hillstrom</li> <li>◇ Hancock-Cooke</li> <li>◇ Galloway</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 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 [clerk@neenahwi.gov](mailto:clerk@neenahwi.gov) 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

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### REGULAR MEETING – May 15, 2024

#### MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly		Eric Maggio	X	Ted Galloway
X	Lee Hillstrom		Ashley Ondresky	X	Scott Weber

#### STAFF PRESENT

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

OTHERS PRESENT: Mike Fahrenkrug, Scott Becher, Frank Cuthbert, Cari Lendrum, Brian Borchardt and Gerry Andrews

### MEETING CALLED TO ORDER BY Commissioner Kelly at 4:30 P.M.

#### CORRESPONDENCE

None.

#### APPEARANCES

Mr. Becher shared household income statics and values related to the Douglas Park location and stated that he felt the park should be updated.

#### MINUTES

MSC Hillstrom / Lawell to approve the minutes from the April 18, 2024 regular Commission meeting and the retreat notes. All voting aye.

#### BILL VOUCHERS

Commissioner Kelly reviewed the vouchers for May and found them to be in order.

#### MISSION ACTION REPORT

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

- Recreation Supervisor Schott recognized and thanked Commissioner Hancock-Cooke for helping out at the very popular Touch-A-Truck event.
  - Commissioner Kelly inquired about the installation and use of the kayak pods. Director Kading indicated that the pods were installed, and there have been rentals. This past weekend was warm, and there were additional rentals than reflect in the report but did not know the exact number. As the season progresses, season staff will report rentals monthly.
  - Superintendent Kluge reported that *Junk in the Trunk* was successfully held on May 11 with 24 vendors. It was a very nice day, the lake flies were not a problem, and it was fun to see the interactions of community members.
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- Director Kading reminded the Commission of the request to provide a range of costs to improve Douglas Park. He apologized to Mr. Becher, who thought some action would be taken during the meeting. The Commission was informed that the development of an approved stormwater pond is progressing, and work is likely to start sometime this summer. Commissioner Hancock-Cooke requested clarification on the site drainage and additional amenities numbers. Director Kading indicated that even though there is going to be a 2-acre storm pond on the site, the entire site is not scheduled to be regraded, which means we may have to address. Additional amenities may include contingency, benches, signs, etc.
- Commissioner Kelly asked about the Fox-Wolf Watershed Alliance cleanup. Kluge reported that approximately 40-50 individuals (a land and water group) were at Herb and Dolly, and he knew of a group working at Washington. He further indicated that a high school was out recently and had approximately 20 individuals helping. Director Kading reported that 28 individuals were at Doty Park. Staff will continue to promote the Neenah events in the future.
- Director Kading recognized Gerry Andrews and the volunteers who planted 900 trees throughout Carpenter Preserve. He further recognized Mike Fahrenkrug and the Neenah Lions Club for a donation that covered 50% of the cost of the trees and for arranging high school volunteers.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Appointment of Commissioners to Harbor Committee and Plan Commission**

Commission President Kelly indicated that the appointments of a Commissioner to the Harbor Committee and the Plan Commission was missed during the April meeting. Kelly nominated Commissioner Galloway for Harbor Committee and Commissioner Hancock-Cooke for Plan Commission. Commissioners agreed.

#### **BUSINESS ITEM # 2: Southview Park Tennis Court Reconstruction Bid Award**

Director Kading reviewed the single bid that was received, indicating that staff felt that it was in the City's best interest to reject this bid and rebid in fall due to the fact that only one bid was received, the bid was \$40,000 over budget, and that it did not include drainage, posts, or nets.

Commissioner Kelly asked if staff would be reaching out to the bidder to solicit feedback on why the cost was substantial. Director Kading indicated that staff will reach out to better the future bid specs.

**ACTION:** MSC Galloway / Lawell motioned to reject the bid that was submitted. Motion carried.

#### **BUSINESS ITEM # 3: Cemetery Monument Recommendations**

Director Kading reviewed the recommendations from the Cemetery Monument Task Force, those being: individuals killed in action will be added to the back side of the WWII monument and a tablet shaped monument should be allowed that recognizes conflicts as identified by Winnebago County Veterans Affairs office. Commissioners asked for clarification on who can be listed on the WWII monument. The answer is individuals who are killed in action from the 4 represented communities. It does not include individuals who may die due to complications of serving, as this would become very difficult to assess.

**ACTION:** MSC Galloway / Weber to accept the recommendations from the task force. Motion carried.

**BUSINESS ITEM # 4: Adopt Commission Operating Policies**

The Commission reviewed the draft policies and recommended the following changes:

- Exceptions as permitted by the Commission for private gain on public property (pg. 4),
- Strengthen the verbiage regarding sports organizations use of fields (pg. 4),
- Delete statement regarding cancellations when payment has not been paid (pg. 6).

**ACTION:** MSC Galloway / Weber to adopt the Parks & Recreation Department policies as modified. Motion carried.

**BUSINESS ITEM # 5: 2024 CIP Update**

CIP projects were reviewed.

**BUSINESS ITEM # 6: Announcements and Future Agenda Items**

- Commission President Kelly informed the Commission that he would be looking for volunteers to serve on the Mission/Vision Task Force.
- Commissioner Hancock-Cooke requested that pickleball be placed on the agenda for further discussion.

**LIAISON REPORTS**

**Arrowhead Development:** Hillstrom reported that tonight would be the final presentation of the revised conceptual master plan. Commission will be asked to adopt and place on file.

**Plan Commission:** Hancock-Cooke reported that the final plat of the Freedom Acres has been formalized. It does not impact the 4+ acres park plan.

**Harbor Committee:** Galloway reported a meeting has been scheduled for June 3 beginning at 4:00p.

MSC Hillstrom /Lawell to adjourn at 5:47 pm

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation MISSION ACTION REPORT

June 20, 2024

## Provide recreational experiences.

- **Operation Rec** and **Operation Rec JR** began on June 3<sup>rd</sup> will all other youth and sport programs beginning on June 12<sup>th</sup>. Staff and participants are looking forward to a summer.



- **Learn to Fish** took place on June 5<sup>th</sup> with 24 participants fishing off the shore at Doty Park! The weather started out rainy but finished with fishing!



- **Kayak rental stations** have been popular with the nicer weather. There was a total of 86 rentals in May, and there have been 42 rentals through in June through the 16<sup>th</sup>.

## Foster human development.

- **Summer staff** training is officially complete! Over **60 playground staff** spent the week of June 3<sup>rd</sup> -June 7<sup>th</sup> planning and preparing for summer! Staff is looking forward to a great summer.



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# Parks & Recreation MISSION ACTION REPORT

## Promote health and wellness.

- Teens between the ages of 12 and 17 had the opportunity to attend our **Boundless Adventures** trip on June 5<sup>th</sup>. **20 students** signed up for this adventure course field trip and had an outstanding day testing their limits on the adventure course.
- **Kids Bike Club** began on June 7<sup>nd</sup> for the 20<sup>th</sup> year. 10 participants between the ages of 9 and 12 are enrolled. This program helps promote physical activity and teaches children about the importance of safe cycling
- **Neenah Pool** attendance is ahead of last year, despite the challenging weather. First session swim lessons started last week, as well as Water Fitness, Aqua Zumba and Lap swim/walking.
- **Teen Night** at the Neenah Pool is scheduled for June 22. Theme is Neon Glow Night. Scheduled for 6:00 – 8:00pm. This year’s pool special events are sponsored by Winnebago Community Credit Union.



## Facilitate community problem solving.

- A **Request for Qualifications** was developed as a means to evaluate potential design and engineer partners for further development at **Arrowhead Park**. A walk through was held on June 11 9 firms were present. RFQs are due June 19. Review is scheduled for June 25 to narrow the selections down to 3 – 5 firms who will be invited to submit Proposals and interview for the opportunity. Goal is to have a firm hired by the end of August beginning of September.

## Protect environmental resources.

- Hosted a **community walk’N’talk at Carpenter Preserve** on June 8. Unfortunately, the rain kept a few individuals away. Those in attendance were able to see the future site of proposed bridges, witness neighbor invasive abatement and the new planted saplings. Planning to meet with concern neighbors on Kingswood.
- First **public input meeting** is scheduled for July 18; 6:00p at the Neenah Library for the **Little Lake Butte des Morts water quality study**.

## Increase cultural unity.

- First **Neenah Community Band Concert** of the season was held June 11. New this year is a “sweets” vendor. The next concert is scheduled for June 25 at Riverside Park.





# City of Neenah Parks & Recreation Commission Meeting June 20, 2024

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## **BUSINESS ITEM #1: Pickleball Discussion**

Commissioner Hancock-Cooke requested that this item be placed on the agenda for further discussion. Attached you will find a chart summarizing our current opportunities as related to other communities. Please note that at both Washington and Doty, the number of tennis courts were reduced from 5 to 2 and that two dedicated Pickleball courts were placed in these locations. Please further note that dollars have been requested via the 2024-2028 CIP for the new park in the Freedom Homes subdivision.

**Suggested Action:** Discussion.

## **BUSINESS ITEM #2: 2025 Budget Timing and Discussion**

In years past, I have felt that we have rushed through the budgetary process and have not given the Commission time to digest and ask questions. In anticipation of beginning the 2025 budgeting process, I would like to entertain any thoughts and questions you may have.

### **Timeline:**

July 18:	Revised 2025 CIP to Commission for Review
August 15:	Adoption and Recommendation of Proposed 2025 Budget
August 19:	Submission of Proposed 2025 Budget to Finance Dept.

**Suggested Action:** Discussion.

## **BUSINESS ITEM #3: 2024 CIP Update**

See attached. Staff continues to make progress on the CIP project list.

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

**City of Neenah - Tennis and Pickleball Facilities Comparison**

	2015 CORP		2022 CORP		
	Tennis	Pickleball	Tennis	Pickleball	Pickleball
Green Park	2	0	2	0	2
Doty Park	5	0	2	2	4
Washington Park	4	0	2	2	4
Southview Park	6	0	6	0	0
	<b>17</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>10</b>
<b>Comparison between 2015 &amp; 2022</b>			<b>-5</b>	<b>4</b>	<b>10</b>

**Surrounding Community Tennis and Pickleball Facility Comparison**

COMMUNITY	Tennis	Pickleball Dedicated	Pickleball Overlay
NEENAH	12	4	10
MENASHA	16	3	4
APPLETON	15	10	7
FOX CROSSING	6 & 2 Jr.	0	8
GRAND CHUTE	2	6	2
GREENVILLE	4	8	2
KIMBERLY	0	6	0
KAUKAUNA	0	0	0
LITTLE CHUTE	1	3	2
OSHKOSH Parks	10	12	0

**Recreation Participation (based upon registration and not drop in play)**

	2018	2019	2020 (COVID)	2021	2022	2023	2024	Total
<b>Tennis</b>	361	320	243	324	289	339	336	<b>2212</b>
<b>Pickleball</b>	11	13	46	132	130	149	220	<b>701</b>

			2024												
Budget			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>Facilities</b>															
Southview Courts	\$ 358,000	Trevor													RFP received, Rejected
Green Courts	\$ 40,000	Trevor													In progress
Kimberly Point Lighthouse Structural Review	\$ 25,000	Mike													Met initially w/Gries.
Laudan Play Equip	\$ 130,000	Mike													Awarded, Install in Fall
Picnic Tables	\$ 20,000	Trevor													Completed
ADA Building Improvement	\$ 20,000	Trevor													focus on Doty
Washington Park HVAC	\$ 75,000	Trevor													Completed
Kayak Rental Pods (\$13500 off setting grant)	\$ 27,000	Mike													Completed
<b>Equipment</b>															
Zero Turn	\$ 25,000	Trevor													Completed
Zero Turn	\$ 25,000	Trevor													Completed
Field Groomer	\$ 55,000	Trevor													
<b>Long Term Arrowhead</b>															
West - prairie/path; road realignment															RFQ is in progress, moving to
Bridge - railroad	on hold until completion of														Proposal, interview and
Crossing - at grade	the master planning process.														selection phase
<b>Little Lake Butte des Morts Water Quality</b>															
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$ 103,000	Mike													In progress; July 18 Mtg
<b>Shoreline Doty/Kimberly Point</b>															
Pre-grant, grant applications	\$ 26,400	Mike													Baldwin Appropriations - 3/22;
Design, permitting	\$ 25,000	Mike													DNR Submitted 5.1
<b>Carpenter Preserve</b> (donation announcement pending)	\$ -	Develop Staff /Volunteer Work Plan													GA. 900 Tree planting; received quotes for wetland delineations

