



# Parks & Recreation Commission

THURSDAY, OCTOBER 19, 2023; 4:30 PM

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 Meeting Minutes: September 28, 2023	Attached
<b>BILL VOUCHERS</b>	Bills for previous month	Kelly
<b>FINANCIAL Report</b>	Reviewed quarterly in April, July, October, January	Attached
<b>MISSION ACTION Report</b>		Attached
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Shattuck Park Flag Memorial</li> <li>2. Carpenter Preserve Final Master Plan Presentation</li> <li>3. Adoption Doty / Kimberly Point Shoreline Master Plan</li> <li>4. 2023 CIP Update</li> <li>5. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Shoreline (Doty &amp; Kimberly Point)</li> <li>◇ Carpenter Preserve</li> <li>◇ Arrowhead Development</li> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <li>◇ Galloway</li> <li>◇ Wise</li> <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 – September 28, 2023**

#### **MEMBERS PRESENT**

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

#### **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, Suzie Fromson, Jenna Kooker, Jack Cox (virtually), and Gerry Andrews

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

#### **CORRESPONDENCE**

None.

#### **APPEARANCES**

None.

#### **MINUTES**

MSC Hillstrom / Wise to approve the minutes of the August 24, 2023. All voting aye.

#### **BILL VOUCHERS**

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

#### **MISSION ACTION REPORT**

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

Commissioner Hancock-Cooke inquired about the number of pickleball courts and how to best communicate the current status. Superintendent of Recreation Kluge indicated that he often receives inquiries about the number of pickleball courts when he is at the courts. Commissioner Ondresky shared that she has played at 3:30pm at Doty Park and has never had a problem getting a court.

Kluge shared that the Riverside Players presentation of All Shook up was very popular, and most shows sold out.

Commissioner Hillstrom asked about the summer programming offerings and staffing. Kluge indicated that he was very pleased with the offerings, and overall staffing was adequate. The department is currently reviewing and preparing for summer 2024.

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**BUSINESS FOR CONSIDERATION**

**BUSINESS ITEM #1: Final Draft Conceptual Design Presentation – Doty / Kimberly Point Shorelines**

Suzie Fromson, Jenna Kooker, and Jack Cox from Edgewater Resources introduced themselves and shared the final draft presentation for Kimberly Point and Doty Parks shorelines. Commissioners had several questions for the Edgewater representatives, such as the location, number, and size of the proposed ice breakers and installation of the terraced armored steps. As this is a conceptual plan, the answers to these questions will require additional engineering.

Concerns remain about creating a safe, cost-effective means to stabilize the shorelines while enhancing flow along the Doty Park channel and not creating future problems.

A suggestion was made to install a demo area for natural plantings and cobblestone before completely investing in this type of shoreline treatment.

Commissioners are encouraged to walk the shorelines prior to the next Commission meeting, at which the shoreline concept plans will be adopted.

**Action:** Discussion only

**BUSINESS ITEM # 2: Resolution Authorizing the Application for WI-DNR Surface Water Grants**

Director Kading reviewed the resolution and purpose of the surface water grant application.

**Action:** MSC Galloway / Hancock-Cooke to recommend acceptance of the Resolution Authorizing the Application for WI-DNR Surface Water Grants.

**BUSINESS ITEM # 3: 2023 CIP Update**

CIP was reviewed, and it was noted that we are closing in on the completion of many projects.

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

Conceptual Master Plan Presentation for Carpenter Preserve  
Acceptance of Master for Shoreline  
MOA - Douglas Park

**LIAISON / AD-HOC REPORTS**

**SHORELINE (DOTY & KIMBERLY POINT): GALLOWAY**

There is concern about the neighbor to the north of Doty Park, as we do not want to create any further problems for them.

We do not want to create an algae trap.

**CARPENTER PRESERVE: WISE**

Concept plan will be presented at the October 19 Commission meeting.



**ARROWHEAD DEVELOPMENT: HILLSTROM**

Presentation is expected October 5 and then to the task force shortly thereafter.

**PLANS COMMISSION: Hancock-Cooke**

Freedom Acres is a new subdivision being developed in west Neenah and likely will include parkland.

**HARBOR COMMITTEE: Galloway**

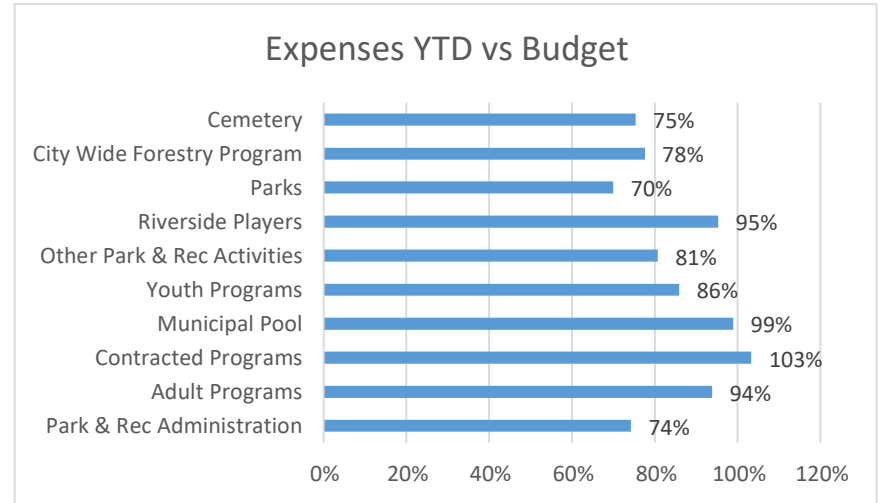
Monday, October 9 is the next meeting, and they will review the shoreline report.

MSC Hillstrom / Hancock-Cooke to adjourn at 6:01pm. Motion carried.

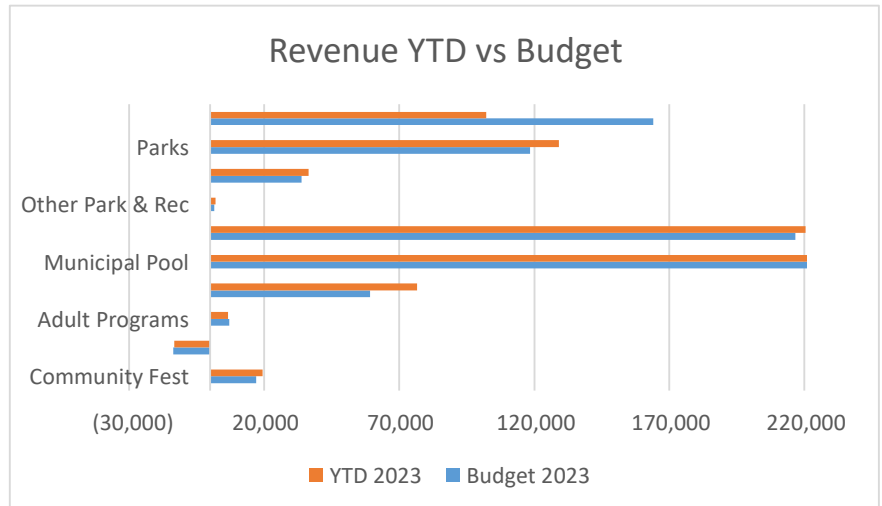
Recorded for the Commission by Michael T. Kading, CPRP

**Neenah Park & Rec  
Budget Status  
9/30/2023**

<b>EXPENSES</b>	<b>Budget 2023</b>	<b>YTD 2023</b>	<b>% of Budget</b>	<b>YTD 2022</b>	<b>2022 Full Year</b>
Park & Rec Administration	783,150	581,535	74%	542,580	737,396
Adult Programs	2,980	2,798	94%	3,653	4,712
Contracted Programs	47,340	48,919	103%	38,153	47,649
Municipal Pool	317,940	314,677	99%	278,129	289,135
Youth Programs	187,900	161,357	86%	132,968	144,790
Other Park & Rec Activities	13,230	10,681	81%	11,915	13,077
Riverside Players	30,630	29,211	95%	27,601	27,625
Parks	1,003,170	702,253	70%	641,174	906,043
City Wide Forestry Program	316,940	245,940	78%	283,026	323,335
Cemetery	308,000	232,154	75%	224,060	293,856
	<b>3,011,280</b>	<b>2,329,525</b>	<b>77%</b>	<b>2,183,259</b>	<b>2,787,618</b>



<b>REVENUE</b>	<b>Budget 2023</b>	<b>YTD 2023</b>	<b>% of Budget</b>	<b>YTD 2022</b>	<b>2022 Full Year</b>
Community Fest	17,000	19,360	113.88%	16,312	16,312
General Receipts	(13,710)	(13,368)	97.51%	(10,823)	(12,103)
Adult Programs	7,100	6,575	92.61%	6,447	6,542
Contracted Programs	59,170	76,595	129.45%	56,760	55,106
Municipal Pool	250,050	226,386	90.54%	204,567	204,567
Youth Programs	216,680	220,503	101.76%	183,321	188,003
Other Park & Rec	1,500	1,948	129.87%	1,371	1,371
Riverside Players	33,900	36,462	107.56%	29,375	29,391
Parks	118,380	129,002	108.97%	115,215	112,865
Cemetery	164,000	102,230	62.34%	135,663	191,545
	<b>854,070</b>	<b>805,693</b>	<b>94.34%</b>	<b>738,208</b>	<b>793,599</b>





# Parks & Recreation MISSION ACTION REPORT

October 19, 2023

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## Provide recreational experiences.

- Our **20th Annual Build-A-Scarecrow** event took place on October 14 at Riverside Park with approximately 30 families enrolled. Families enjoyed the opportunity to create a unique yard decoration as a family!



- Baldwin Park **playground sidewalk and landscaping** have been completed.

## Foster human development.

- Recreation and office staff are currently coordinating the **Winter/Spring Activity Guide**. Early December mailing is scheduled.

## Promote health and wellness.

- **Ugly Sweater Shuffle** is December 9. Register by November 15. Start time is between 8-9 am. This is not a timed event. All abilities welcome.
- **Fitness classes** are in full swing. This fall, we are offering 13 **Yoga** classes and 2 **Zumba** classes.
- **Tai Chi for Arthritis & Falls Prevention** Beginner and Intermediate classes have started. They are held at the Memorial Park George Scherck Shelter.

## Protect environmental resources.

- In accordance with the WI-DNR Surface Water grant application process, we hosted a collaborative **Little Lake Butte des Morts** management meeting at the Menasha Library with the hopes that fellow municipalities will see the benefit of collaborating on lake management issues. Since the meeting, the local DNR individual has agreed to perform water quality testing, and Winnebago County Land and Water is committed to performing an initial shoreline assessment. While we care about the City's portion of the lake, I believe this is a huge step forward for the future health of the entire lake.

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Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

- Reviewed the **draft Shoreline Plan** with Katie Reed, FWWA, and Chad Casper, Winnebago Cty Land and Water Director, and both provided insight into the current proposed plan. Overall, the plans are spot on, but constructive comments about sizing of cobbles and location of native plantings were shared. There may be grant monies and support for the projects from organizations.

## **Strengthen safety and security.**

- Seasonal park **shelters and restrooms** are being closed and winterized beginning on October 16.

## **Support economic development.**

- NSC hosted their annual fall **Copia Cup Soccer tournament** October 14-15 at Memorial Park. This year's event had 144 teams from across the state.



# City of Neenah Parks & Recreation Commission Meeting October 19, 2023

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## **BUSINESS ITEM #1: Shattuck Park Flag Memorial**

Attached you will find a rendering of the proposed service flag memorial with an Opinion of Probable Construction Cost. Staff is seeking input and confirmation with the desire to move forward. Should the Commission wish to move forward, a Memorandum of Understanding will be developed spelling out the expectations of all parties.

**Suggested Action:** A motion accepting the conceptual rendering and authorizing staff to develop an MOU with the Veterans Association.

## **BUSINESS ITEM #2: Carpenter Preserve Final Master Plan Presentation**

Pat Skalecki, Graef, will be on hand to present the final draft of the master plan for Carpenter Preserve. Provided is a copy of the overall map and, close-up maps of the northern and southern units, and design precedents.

Recommending the Commission reviews the information and then adopts the master plan during the November meeting.

**Suggested Action:** Discussion only

## **BUSINESS ITEM #3: Adoption Doty / Kimberly Point Shoreline Master Plan**

During the September 28 Commission meeting, the draft conceptual plan for the shorelines was presented. Attached you will find Appendix E Recommended Additional Study (addressing concerns) and a Gantt Project Planner from grant application through construction with engineering costs.

Staff is seeking approval of the mater plan including the additions of Appendix E and the Gantt Project Planner.

Winnebago County Land Water Conservation Department Director Chad Casper has reviewed the plans and felt with some minor adjustments that implementation of these plans would be nice improvements to the parks and would provide stable shorelines for the Winnebago Lake System.

Once this stage is completed, there will be approximately \$28,500 remaining that could be used for grant application assistance and related engineering needed for grant applications. Staff will be meeting with Community Foundation staff to review the proposed plan and determine if funds exist to help with the grant, design, and permitting process.

**Suggested Action:** A motion to adopt the shoreline concept plans and authorize staff to move into the grant assistance stage of planning.

## **BUSINESS ITEM #4: 2023 CIP Review**

**Suggested Action:** Review

## **BUSINESS ITEM #5: Announcements and Future Agenda Items**

Memorandum of Agreement – Douglas Park

Memorandum of Agreement – Veterans Flag Memorial at Shattuck Park

Final Conceptual Design Adoption – Carpenter Preserve



3 HR  
CUSTOMER  
PARKING  
8AM-7PM  
EXCEPT SAT, SUN  
AND HOLIDAYS

NO RE-PARKING  
First parking spaces are  
reserved for disabled ID

COMPACT  
CARS  
ONLY

the moments  
**DONORS**

the moments  
**DONORS**

IN COMMEMORATION OF  
THOSE WHO GAVE OF  
THEIR LIVES AND SERVICE  
TO OUR COUNTRY, 1841

Tree logo on purple bag



Project: Shattuck Park Veterans Memorial Expansion  
 Date: September 11, 2023

**OPINION OF PROBABLE CONSTRUCTION COSTS**

Item	Qty.	Unit	Unit cost	Item Total	Comments
MOBILIZATION	1	LS	\$5,000.00	\$5,000.00	
DEMOLITION	1	LS	\$5,000.00	\$5,000.00	
EARTHWORK	1	LS	\$2,200.00	\$2,200.00	
DENSE GRADED BASECOURSE	50	TN	\$23.00	\$1,146.93	
5-INCH PAVEMENT	50	TN			
CONCRETE PAVEMENT 5-INCH, COLORED	850	SF	\$15.00	\$12,750.00	
RESET MEMORIAL	1	EA	\$1,500.00	\$1,500.00	
RESET FLAGPOLE, NEW FOOTING	3	EA	\$7,000.00	\$21,000.00	
NEW FLAGPOLE & FOOTING	6	EA	\$13,000.00	\$78,000.00	

**TOTAL**      **\$126,596.93**  
 10% Contingency      \$12,659.69  
**TOTAL COST**      **\$139,256.63**

# Carpenter's Preserve Re-Master Plan



Neenah  
WISCONSIN

GRÄEF

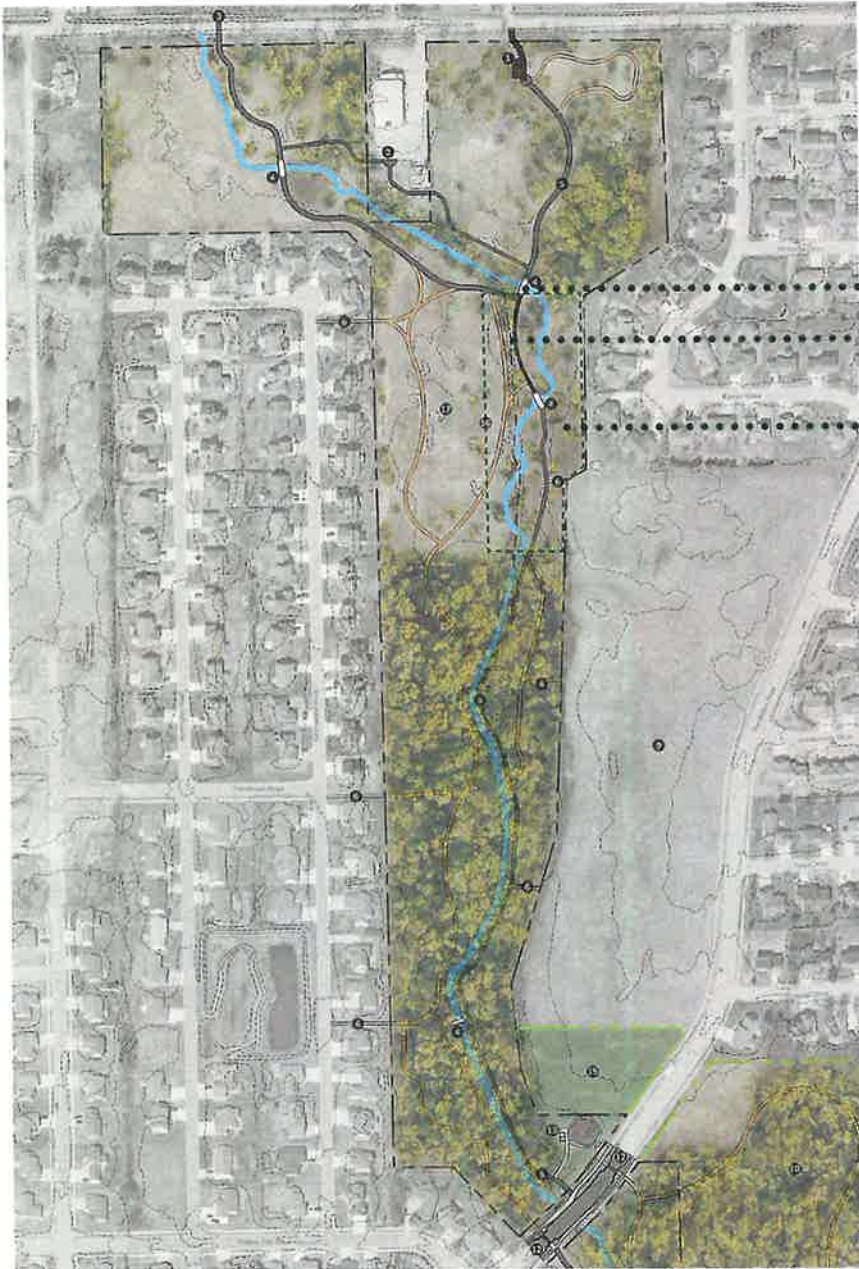
# Re-Master Plan



## Legend

- Property Line
  - Creek Alignment
  - · - Historic Creek Alignment
  - Crushed Stone Pathway  
(6' and 10' widths; ADA accessible)
  - Mulched Pathway  
(6' width)
  - Boardwalk Pathway  
(6' and 10' widths; ADA accessible)
- 1 Enhanced Parking
  - 2 Shared Parking with Town
  - 3 Connection to Future Conservancy
  - 4 Creek Crossing
  - 5 Primary Trail (North/South)
  - 6 Neighborhood Connection
  - 7 Elevated Pond Walk (ADA)
  - 8 Wetland Overlook
  - 9 Neenah School District Property
  - 10 Land Swap Addition (~14 ac.)
  - 11 Land Swap Subtraction (~14 ac.)
  - 12 Enhanced Pedestrian Crossing
  - 13 Future Restroom
  - 14 Trail on Existing Driveway
  - 15 Potential Future Land Acquisition
  - 16 Creek and Forest Restoration Area
  - 17 Oak Savannah Restoration
  - 18 Wetland Restoration

# Re-Master Plan Precedents



# Re-Master Plan Precedents



Crushed Stone Pathway

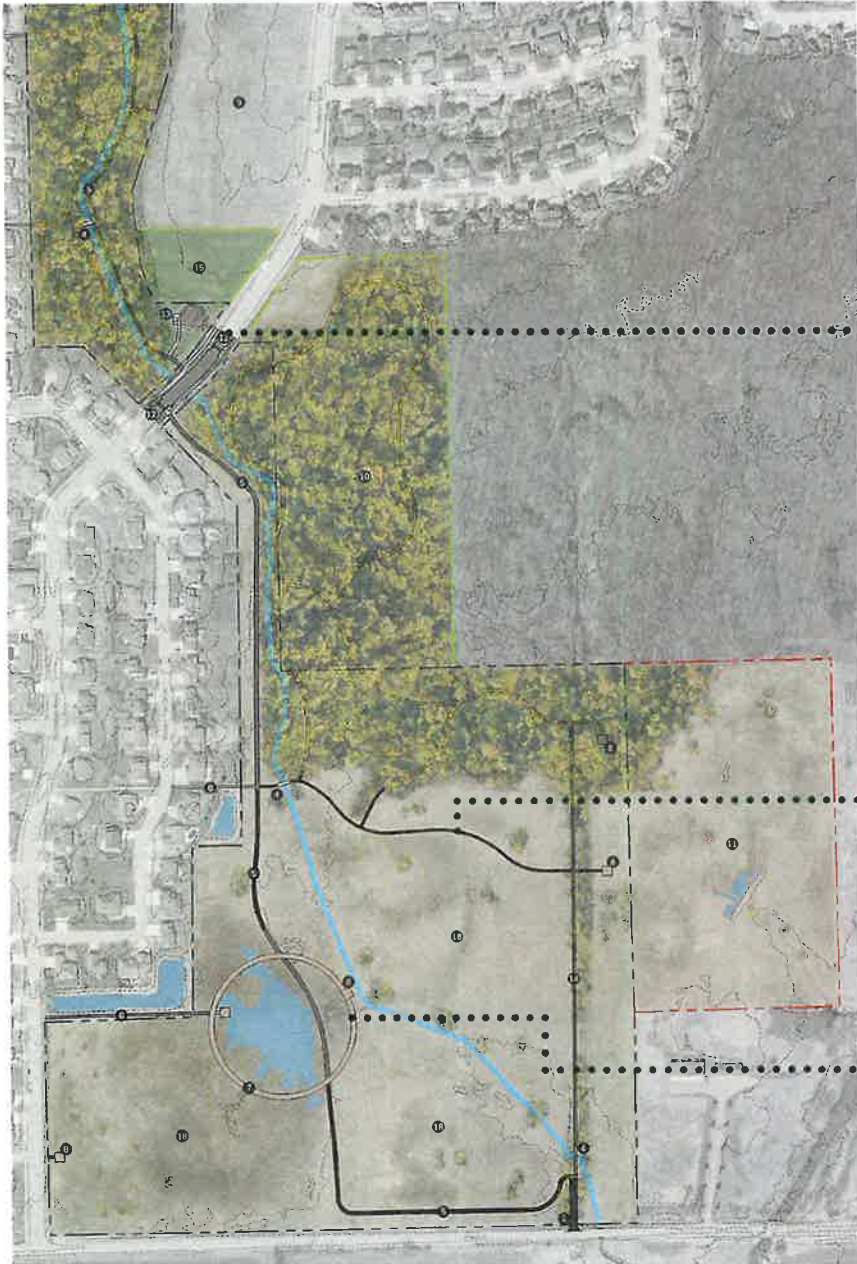


Mulched Pathway



13. Future Restroom

# Re-Master Plan Precedents



12. Enhanced Pedestrian Crossing



Boardwalk Pathway



7. Elevated Pond Walk

# Re-Master Plan Precedents





# CARPENTER PRESERVE MASTER PLAN

City of Neenah, WI



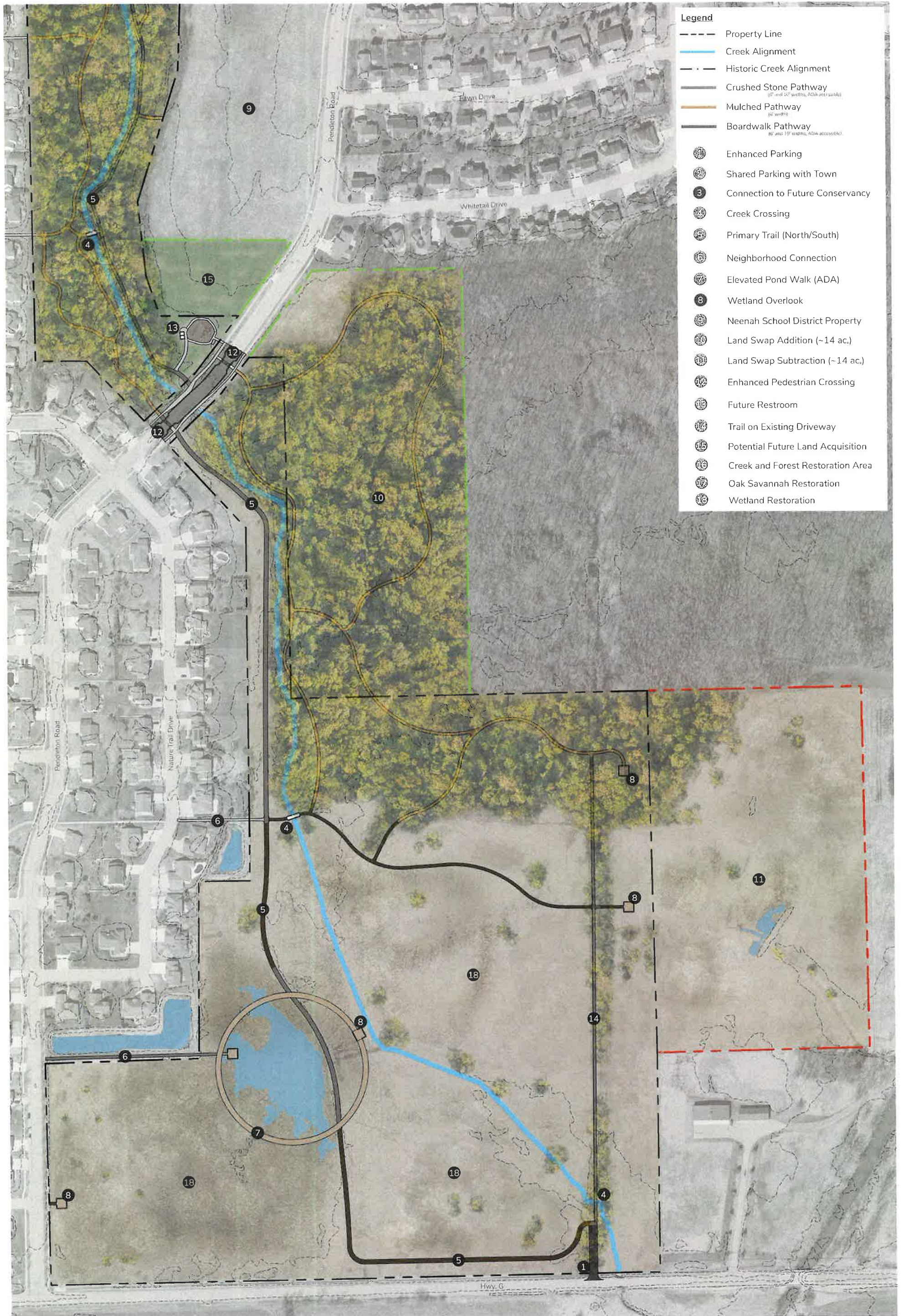
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  - ⊙ Oak Savannah Restoration
  - ⊙ Wetland Restoration

**CARPENTER PRESERVE MASTER PLAN - NORTHERN UNIT**  
City of Neenah, WI

10.11.2023

0 25' 50'  
SCALE: 1" = 50'





- Legend**
- Property Line
  - Creek Alignment
  - - - Historic Creek Alignment
  - Crushed Stone Pathway  
15' and 10' widths, ADA accessible
  - Mulched Pathway  
10' widths
  - Boardwalk Pathway  
8' and 10' widths, ADA accessible
  - ① Enhanced Parking
  - ② Shared Parking with Town
  - ③ Connection to Future Conservancy
  - ④ Creek Crossing
  - ⑤ Primary Trail (North/South)
  - ⑥ Neighborhood Connection
  - ⑦ Elevated Pond Walk (ADA)
  - ⑧ Wetland Overlook
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  - ⑩ Land Swap Addition (~14 ac.)
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  - ⑬ Future Restroom
  - ⑭ Trail on Existing Driveway
  - ⑮ Potential Future Land Acquisition
  - ⑯ Creek and Forest Restoration Area
  - ⑰ Oak Savannah Restoration
  - ⑱ Wetland Restoration

# CARPENTER PRESERVE MASTER PLAN - SOUTHERN UNIT

City of Neenah, WI



## APPENDIX E – RECOMMENDED ADDITIONAL STUDY

Upon authorization of the next level of design development for shoreline improvements at Doty and Kimberly Point Parks, it is recommended that the Project Engineer (PE) complete additional data gathering and research to best evaluate current site condition challenges and develop the most successful long-term solutions. The following list outlines suggested areas of additional collaboration and/or study:

1. As a first step, the PE shall establish regular review sessions with key representatives of the Neenah Parks Commission. As these are the community members with first-hand knowledge of the parks and long-term experience with the environmental conditions to address, the PE shall continue open listening sessions to evaluate any ideas and concerns.
2. The PE shall explore the feasibility of a test section of natural shoreline. The purpose of the test section would be to evaluate reaction to the elements, including wave action, ice impact, and algae accumulation, throughout a one-year cycle.
  - a. If this option is deemed feasible, a local university may be involved to oversee environmental monitoring.
3. The PE shall identify examples of similar-scale natural shorelines in Midwestern environments. Depending on available data, these shorelines will be analyzed based on their conditions prior to the shoreline changes as well as resilience of the shoreline and vegetative condition over time. Suggested projects to be explored include but are not limited to:
  - a. Brandenburg Park, Lake St. Claire, New Baltimore, MI

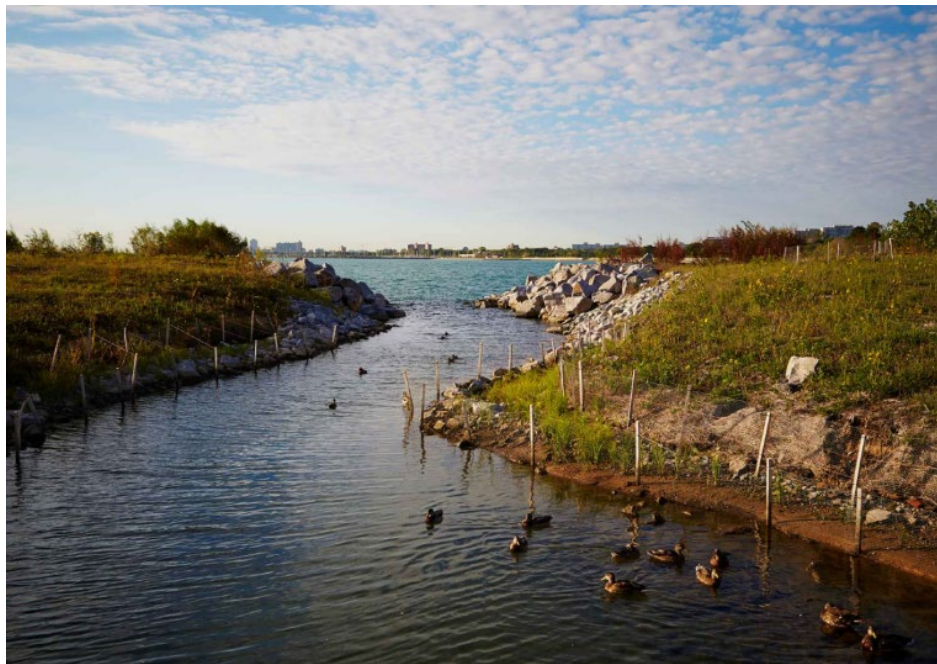




b. Camp Petosega, Pickerel Lake, Alanson, MI



c. Northerly Island, Lake Michigan, Chicago, IL





d. Grose Park, Crockery Lake, Casnovia, MI



4. The PE shall explore operations and maintenance strategies to supplement the engineering solutions. This may involve environmental monitoring, followed by any determined action items that may arise. The issue of invasive plant management and removal, including algae and weeds such as invasive Watermilfoil, should be thoroughly evaluated. It may be determined that a harvester should be deployed throughout the year to reduce the milfoil plants that near the site that clog the Doty Park channel. Additional mitigation strategies shall be explored to address the negative impacts on water quality.
5. The PE shall determine the necessary studies to ensure the efficacy of proposed solutions. The studies may include wave modeling, flow modeling, and an in-depth review of the Lake Winnebago Water Quality Study. The results of such studies shall be utilized to solve any discrepancies in the shoreline improvement methods. For example, if algae accumulation on water touch points is a safety concern for pedestrians who may slip on the rocks, measures will be taken to ensure the features are constructed and maintained to ensure a safe walking surface. Similar applications such as the stone placed in Arrowhead Park west of downtown Neenah should be evaluated. Additionally, studies shall be conducted to determine the best plant species to interact with the cobble shorelines, which can handle ice damage in the winter and re-establish each spring.
6. The PE shall identify potential project partners to share information and resources, with the goal of long-term improvement of water quality in Neenah's parks. Winnebago County Land and Water Conservation Department and The Fox-Wolf Watershed Alliance are two potential partners.



Doty Park and Kimberly Point Park Shoreline Improvements  
 Neenah, WI  
 10/6/2023

		2026											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TASK 1: Grants	\$26,400												
TASK 2: Survey	\$34,200												
TASK 3: Preliminary Engineering	\$47,500												
TASK 4: Permitting	\$27,800												
TASK 5: Design Development	\$28,800												
TASK 6: Final Design & Engineering	\$34,400												
TASK 7: Bidding	\$14,600												
TASK 8: Construction Admin	\$82,400												

Available Funding:

2023: \$28,000  
 2024: \$25,000  
 Potential in 2024-25: \$35,000ish  
 2025: projected grant funds  
 2026: \$1.3M + projected grant funds

\$35k for Task 6    \$15k for Task 7    \$82k for Task 8

CIP Summary	2023	Alternative Funding	Actual	January	February	March	April	May	June	July	August	September	October	November	December
<b>Development</b>															
Arrowhead Remaster Planning (C / F 2022)	\$ 45,000.00														
Arrowhead - park drive, trail design/engineering	\$ 95,000			On Hold											
Arrowhead - prairie, prep and seeding	\$ -			On Hold											
Doty / Kimberly Point Seawall design/engineering	\$ 75,000		\$ 47,000												
Cook Park re-development	\$ 320,000			On Hold											
Carpenter Preserve Design	\$ 30,000		\$ 29,500												
Dog Park (Carry Forward 2022)	\$ 45,000			Completed											
<b>Maintenance</b>															
Picnic Table Replacement	\$ 20,000		\$ 16,913	Completed											
Asphalt Trail/Parking Lots	\$ 30,000														
Replace Diving Board	\$ 28,000			In progress											
Pool Basin Paint	\$ 35,000			In progress - likely will be finished in spring											
Whiting Boat House-exterior repairs	\$ 20,000			Completed											
Baldwin Park	\$ 120,000		\$ 117,000	Completed											
Fresh Air (Carry Forward 2022)	\$ 17,000			No further Action											
Pool: Replace Play Equip (Carry Forward 2022)	\$ 3,500			Completed											
Resurface/Rebuild Southview Cts (C / F 2022)	\$ 64,000			Carry forward 2024 and requested more funding to complete the entire court system											
<b>Equipment</b>															
Replace Freestar	\$ 30,000		\$ 32,000	Completed											
Replace Taurus	\$ 30,000		\$ 27,000	Completed											
				Blue = permitting;	Purple = design;	Green = bidding;	Red = Award;	Orange = Construction							