



# Parks & Recreation Commission -

**THURSDAY, NOVEMBER 20, 2025; 4:30 P.M.**  
**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.

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber	
STAFF	Megan Thompson, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
COMMENDATION	Doty Cabin Docents Sandy Joch and Jann & Bill McBride	
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Regular Minutes: October 23, 2025	Attached
BILL VOUCHERS	Bills for Previous Month	Ondresky
FINANCIAL Report	Review Financials Quarterly	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Approve Facility Use Agreement – Neenah Baseball Inc. 2. Approve Facility Use Agreement – Fox Valley Sailing School 3. Doty Cabin Presentation – Collection Policy 4. Adopt Doty Cabin Collection Policy 5. 2025 CIP Review 6. Announcements & Future Agenda Items Appoint Comprehensive Outdoor Recreation Plan (CORP) Task Force Facility Use Agreement – Neenah-Nodaway Yacht Club Doty Park Conceptual Play Area Plan	
LIAISON / AD-HOC COMMITTEE REPORTS	◇ Plan Commission ◇ Harbor Committee	◇ Hancock-Cooke ◇ Galloway
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 based on 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

---

REGULAR MEETING – October 23, 2025

### Members Present

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

### Staff Present

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

Others Present: Frank Cuthbert, Mayor Lang, Jacy Park and Becky Heidke-Kwiatkowski

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

### Correspondence

None

### Appearances

Mr. Cuthbert shared pictures of the newly installed statue at Doty Park recognizing Roosevelt School.

### Minutes

MSC Lawell/Weber to approve the minutes of the September 18, 2025 Commission Meeting. All voting aye.

### Bill Vouchers

Commissioner Ondresky reviewed the vouchers for September and found them to be in order.

### Financial Report

The third quarter report was reviewed by the Commission.

### Mission Action Report

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

Commissioner Kelly inquired about the recent email regarding pickleball. Director Kading acknowledged the email and stated that the Commission will undertake the revision of the CORP in 2026 and feels this will be very good point of discussion for that document. The City currently has four dedicated pickleball courts with 12 overlays.

Commissioner Lawell questioned what can be done with the geese. Director Kading informed the Commission that there is a large initiative to address the geese situation throughout the Fox Valley. There is no one solution to this issue, which is very frustrating.

---

Commissioner Ondresky noted that she attended the Kimberly Point Lighthouse pop-up event earlier in the day. The event was well attended and full of energy. The event was co-sponsored by Neenah DQ with the purpose of informing the community of the proposed renovations and celebrating reaching that halfway point in fundraising.

## **BUSINESS FOR CONSIDERATION**

### **NEW BUSINESS ITEM #1: Doty Cabin Report and Presentation**

Jacy Park and Becky Heidke-Kwiatkowski were on hand to give a presentation on the current conditions related to the 1995 Conservation Assessment. It was noted that some work has been completed with much more to be done. We need to identify and prioritize the issues and begin to address them.

A final presentation will be given on the updated Collection Policy. The Commission will be asked to accept the updated policy and authorize staff to begin implementing.

**Action:** No action required.

### **BUSINESS ITEM #2: United States Coast Guard Auxiliary Facility Use Agreement**

The agreement was reviewed and accepted.

**Action:** Weber/Wise MSC to accept the United States Coast Guard Auxiliary Facility Use Agreement as presented. Motion carried by voice vote.

### **BUSINESS ITEM #3: 2025 CIP Review**

The 2025 CIP was reviewed.

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

Final Doty Cabin Presentation and Policy Adoption  
Docent Commendation and Recognition – S. Joch and J./W. McBride  
Wilderness Park  
Facility Use Agreements  
    FV Sailing  
    NNYC  
    Neenah Baseball, Inc

### **Liaison Reports**

Plans Commission: Hancock-Cooke: No report given.

Harbor Committee: Kading, on behalf of Galloway, reported the committee met on October 13. Doty Park shoreline, Kimberly Point Lighthouse, and shoreline and harbor weed harvesting were topics discussed.

Meeting adjourned at 5:54p



Recorded for the Commission by Michael T. Kading, CPRP



## City of Neenah Parks & Recreation Commission Meeting November 20, 2025

---

### **BUSINESS ITEM #1: Approve Facility Use Agreement – Neenah Baseball Inc.**

Attached is a signed draft of the Facility Use Agreement with Neenah Baseball Inc. for use of Southview Park Fields. Dates and fess were adjusted.

Special thanks to Superintendent Fink who worked with NBI to secure the agreement.

**Suggested Action:** Motion to accept and approve the Facility Use Agreement with Neenah Baseball Inc.

### **BUSINESS ITEM #2: Approve Facility Use Agreement – Fox Valley Sailing School**

Attached is a signed draft of the Facility Use Agreement with Fox Valley Sailing School for use of the shoreline area at Rec. Park. Dates and fess were adjusted.

**Suggested Action:** Motion to accept and approve the Facility Use Agreement with Fox Valley Sailing School.

### **BUSINESS ITEM #3: Doty Cabin Presentation – Collection Policy**

The final presentation deals with the Collection Policy, defining roles and responsibilities, and the ability to acquire and remove items from the collection.

**Suggested Action:** None

### **BUSINESS ITEM #4: Adopt Doty Cabin Collection Policy**

Attached is the revised Collection Policy that has been updated from the 1995 policy through the efforts of Docent Jacy Park. Jacy completed this work as part of a museum collection class she took. The revised policy brings us into compliance with current museum collection best practices.

**Suggested Action:** Accept and adopt the Doty Cabin Collection Policy as presented.

### **BUSINESS ITEM #5: 2025 CIP Review**

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

Next Meeting – December 18 at 4:30PM, City Hall

Draft Facility Use Agreement Renewal – Neenah-Nodaway Yacht Club

Doty Cabin – Accession/Deaccession

Appoint Comprehensive Outdoor Recreation Plan Task Force



## AGREEMENT for FACILITY USE

between

Neenah Park & Recreation Department  
and Neenah Baseball Inc.

~ 2026 - 2030 ~

The purpose of this agreement is to define the rights and responsibilities of Neenah Park & Recreation Department (NPRD) and Neenah Baseball Inc. (NBI) relative to the use of City of Neenah baseball fields and associated facilities.

- 1) NPRD will permit NBI to reserve FIELDS and ASSOCIATED FACILITIES annually, for the activities listed below. NBI shall follow NPRD guidelines for making field reservations.
  - a. SUMMER / FALL LEAGUES -- Southview Fields from April through October.
  - b. TOURNAMENTS -- Southview Fields for four weekend tournaments.
  - c. SCORESHEDS for game operations and storage.
  - d. CONCESSION STAND and STORAGE AREA.
  - e. SUNDAY DISCOVERY LEAGUE -- Washington Park field and concession building from April - July
- 2) FIELD MAINTENANCE and PREP will be done during regular hours by NPRD staff. Minor maintenance and marking on weekends and evenings may be done by NBI.
- 3) CANCELLATION of games will be necessary if Neenah Park & Recreation determines a field to be unplayable. Unplayable conditions result when a field is unsafe due to weather or turf conditions. NBI officials should use their discretion to determine when a field becomes unsafe if Neenah Park & Recreation has not already made that determination.
- 4) UTILITY BILLS for the lights on Mueller and Pederson Fields will be paid by NBI.
- 5) NPRD shall have no liability for any portion of the NBI equipment.
- 6) NBI shall indemnify and hold NPRD and the City of Neenah harmless from any and all activities NBI undertakes on City of Neenah property.
- 7) NBI shall provide NPRD a CERTIFICATE OF LIABILITY INSURANCE naming the City of Neenah as additional insured, providing \$1,000,000 general liability insurance coverage for the NBI operations on City of Neenah property. Said certificate must be filed with the City Clerk by the start of each season.
- 8) NBI shall conduct criminal background checks on all coaches in the program.
- 9) NBI shall pay NPRD an annual fee of \$4,000 beginning in 2026 with an annual 2% increase  
2026-\$4,000; 2027-\$4,080 2028-\$4,160; 2029-\$4,245; 2030-\$4,320
- 10) NBI agrees to exercise due care in the preservation of the premises, to uphold city rules, regulations or ordinances, and to follow all appropriate laws, including ADA Title II, and concussion education. The lessee further agrees to ensure that participants in their programs are aware of, and comply with appropriate rules, regulations, ordinances and laws.
- 11) The TERM of this agreement shall be January 1, 2026 through December 31, 2030. The agreement may be amended, at any time, by mutual agreement of both parties.

 11/11/2025  
Neenah Baseball Inc. Date

Billing Address or Email:

Neenah Baseball

PO Box 663

Neenah WI 54957-0663

Neenah Park & Recreation

Date



**AGREEMENT for FACILITY USE**  
between  
**Neenah Park & Recreation Department**  
and **Fox Valley Sailing School**  
**2026 - 2030 ~**

The purpose of this agreement is to define the rights and responsibilities of Neenah Park & Recreation Department (NPRD) and Fox Valley Sailing School (FVSS) relative to the use of City of Neenah facilities.

- 1) NPRD will permit FVSS to utilize Parks and Recreation facilities as listed below.
  - a. FVSS may use the area between the Neenah Pool fence and the shoreline to accommodate storage racks for sailboats and a storage shed. The design, appearance and exact location of the amenities, as well as post-season storage on site, shall be subject to NPRD approval.
  - b. It is understood that this area will be used to support sailing instruction during the months of April through September.
  - c. FVSS may use portions of the Neenah Pool facility to maintain Internet access and a webcam. FVSS agrees to have, and enforce, a policy to control inappropriate Internet use.
- 2) FVSS shall be the owner of the amenities and acknowledges full financial responsibility for installation, maintenance, repair and replacement. NPRD shall have no liability for any portion of the FVSS amenities or equipment.
- 3) FVSS shall maintain the areas in and around the seasonal boat/trailer storage. (i.e. string trim/hand mow)
- 4) FVSS shall indemnify and hold NPRD and the City of Neenah harmless from any and all activities the FVSS undertakes on City of Neenah property.
- 5) FVSS shall provide NPRD with a CERTIFICATE OF LIABILITY INSURANCE, naming the City of Neenah as additional insured, providing \$1,000,000 general liability insurance coverage for the FVSS operations on City of Neenah property. Said certificate must be on file with the City Clerk for the duration of this agreement.
- 6) FVSS agrees to exercise due care in the preservation of the premises and to uphold City of Neenah rules, regulations and ordinances, and to comply with all appropriate laws, including ADA Title II. The lessee agrees to ensure that participants in their programs are aware of, and comply with appropriate rules, regulations, ordinances and laws.
- 7) FVSS shall pay NPRD by July 1 of each year an annual fee of (based upon a 3.0% annual increase):

2026	\$ 420
2027	\$435
2028	\$445
2029	\$460
2030	\$475

FVSS shall conduct criminal background checks on all program staff aged 18 and over.


The TERM of this agreement shall be January 1, 2026 through December 31, 2030. The agreement may be amended, at any time, by mutual agreement of both parties. Failure of the lessee to comply with any and all provisions of this agreement authorizes the lessor to terminate the lease.

**Signatures:**

 10/28/25  
\_\_\_\_\_  
Fox Valley Sailing School                      Date

\_\_\_\_\_  
Neenah Parks and Recreation                      Date

**Info @ [foxvalleysailingschool.org](mailto:foxvalleysailingschool.org)**

COLLECTION MANAGEMENT POLICY			
Document # DOC-2025-001	<b>DOTY CABIN MUSEUM</b> City of Neenah - Park & Recreation Department Policies & Procedures	Initial Date 10/14/2025	

## TABLE OF CONTENTS

Statement of Purpose

Mission Statement

Scope of Collection

Roles and Responsibilities

Truth in Presentation

Code of Ethics

Doty Cabin Categories & Authority for Collection Management

Collection Acquisitions

- Temporary Custody
- Undocumented Property
- Abandoned Property
- Accessioning Acquisitions

Deaccession of Core Collection Objects

- Deaccession Criteria
- Disposal Options

Review & Revision

## APPENDIX - Policies & Forms

Policy 002 - Code of Ethics Policy

Policy 003 - Undocumented Property Procedure

Policy 004 - Abandoned Property Procedure

Policy 005 - Doty Cabin Tracking & Numbering Methods

Temporary Custody Form

Deed of Gift Form

Donation Questionnaire Form

Catalog Information Form

Accession Form



## **STATEMENT OF PURPOSE**

The Doty Cabin Museum's purpose is to tell the story of Governor James Duane Doty and the culture during his lifetime.

## **MISSION STATEMENT**

The Doty Cabin Museum presents an authentic view of the cultural history of early settler life with special emphasis on the James Doty Family and Native Americans through the preservation and interpretation of historic objects.

## **SCOPE OF COLLECTION**

The Doty Cabin Museum's collection is developed and conserved to tell the origin stories of the surrounding area from its indigenous origins to its pioneers through the early 1900's, specifically, collections include

- Materials relating to specific local settlers and businesses including the cities of Neenah, Menasha and Fox Crossing, with the primary focus of Governor James Duane Doty, but not limited to only the Doty family.
- Materials representing work, recreation, and domestic life in Wisconsin during the 1800's through the early 1900's.

## **ROLES AND RESPONSIBILITIES**

Director of the City of Neenah Parks and Recreation Department

- Oversees the Curator, Collections Manager, and Docents.
- Set and monitor the annual operational budget for Doty Cabin.
- Propose capital improvements for Doty Cabin and report to the Commission, when necessary.
- Train and educate new museum employees on their roles and responsibilities. Hold employees accountable for their responsibilities.

Curator

- Oversees the collection and makes recommendations regarding acquisitions, deaccessions, and collections policy.
- Proposes policy and changes to policy.
- Plan, develop and implement events, activities and programs designed to engage the public.
- Submit summaries of the collection activities (acquire, dispose, loan), summary of total visitors/programs and a calendar of events for the year.

Collection Manager

- Responsible for keeping records of items, use of items, donors, condition of items in the collection and storage.
- Responsible for ensuring all inventory is labeled with the accession number as to not damage the item.
- Support the Curator in programming activities.

Docents

- Acts as a guide, typically on a voluntary basis, in the museum.
- Responsible for greeting patrons, cleaning, weeding, and other daily tasks.
- Support the Curator in programming activities.

City of Neenah Park & Recreation Commission

- Authorize accession / deaccession of objects for the Core Collection.
- Approves policy statements proposed by the Curator / Director.
- Approve any capital improvements, when necessary.

## **TRUTH IN PRESENTATION**

Intellectual honesty and objectivity in the presentation of objects are the duty of every Museum professional. Museum professionals must use their best efforts to ensure exhibits are honest and objective expressions and do not perpetuate myths or stereotypes. The resultant presentation must be a product of objective judgement.

## **CODE OF ETHICS**

Doty Cabin assumes responsibility for the actions of its employees, volunteers and commission members in the performance of museum-related duties. Doty Cabin affirms its purpose, ensures the prudent application of its resources, and maintains public confidence.

- Doty Cabin is committed to the highest ethical principles in relationships with business suppliers. Any staff member authorized to spend Doty Cabin funds will do so with impartiality, honesty, and with regard only to the best interests of the Cabin. All employees of the City of Neenah are required to follow the City of Neenah's Handbook.
- Doty Cabin (staff, volunteers, commission members) and their relatives may not acquire or otherwise benefit from the disposition of deaccessioned artifacts. Non-artifact materials or supplies of minimal value that the Cabin cannot sell and that must be discarded may be given to anyone associated with Doty Cabin or the public.
- Commission members should not jeopardize the collection by using it as collateral for a loan or by otherwise selling or mortgaging the collection in order to secure funds for operations, buildings or expansion.
- Must neither compete with Doty Cabin, nor work against Doty Cabin, in acquiring items for the collection, for Doty Cabin use, or for a personal collection. Must disclose knowledge of the availability of collections or resources, which have been deemed desirable by Doty Cabin.
- May not act as an appraiser unless an appraiser's license has been obtained.
- Must not use Doty Cabin affiliation to promote any personal collecting activities.
- Must not use in their home or business, for any other personal purpose, any items that are part of Doty Cabin's collection or any item under the guardianship of Doty Cabin, without the express approval of the Park & Rec Director and/or the Park and Recreation Commission.
- Must not repair, restore, alter or remove items that are part of Doty Cabin's collection or any item under the guardianship of Doty Cabin, without the express approval of the Park & Rec Director and/or the Park and Recreation Commission.

## DOTY CABIN MUSEUM CATEGORIES & AUTHORITY FOR COLLECTION DEVELOPMENT

CATEGORY	DESCRIPTIONS / DEFINITIONS	APPROVAL PROCESS
Core Collection <i>Accession / Deaccession</i>	CORE COLLECTION - The objects in this collection are the primary collection, maintained at the highest standards and requiring the most complete documentation. Accessions to this collection are limited to objects intended to be in the museum's care for the foreseeable future.	To accession or deaccession objects in the collection, the curator submits a proposal to the Director of Parks & Recreation.  If agreed, the Director will bring the proposal to the Neenah Parks & Recreation Commission for consideration.
Education Collection <i>Acquired / Withdrawn</i>	ARCHIVES (Primary Source Material) – Documentation on the history and the activities of the museum and its collections, supplemental information related to collections, research, and scholarly activity. May include paper documents, tape, film and digital formats.  REFERENCE MATERIALS (Secondary Source Material) – Research and background information about the objects in the museum including books, magazines, paper documents, tape, film and digital formats.  PATRON HANDS-ON ITEMS – Objects deemed to be expendable, intended to be used for public programs, including demonstrations, experimentation and exhibition. Examples: stereoscope, food chopper, reference books, tables, chairs.	To purchase, replace, or dispose of objects in this collection, obtain approval from the Director of Neenah Parks and Recreation.
Exhibit Prop Collection <i>Acquired / Withdrawn</i>	PROPS IN THE MUSEUM - Period objects and reproductions used for display to cover gaps in the collection or substitute for objects that cannot be exhibited. Examples: Rugs, floor mats, window dressings.	To purchase, replace, or dispose of objects in this collection, obtain approval from the Director of Neenah Parks and Recreation.

## COLLECTION ACQUISITIONS

### TEMPORARY CUSTODY

Temporary Custody is defined as the holding of an object by the Doty Cabin Museum for a limited time while its permanent acquisition status or use is determined, such as for a potential donation, research or exhibition. The temporary custody process involves an agreement with the owner, a record of the object and its source, and a clear plan for its acceptance into Doty Cabin's core collection or return to the owner if declined.

All objects coming into the temporary custody of the Doty Cabin Museum must be registered with the Neenah Park & Rec Department. No objects will be taken into custody if dropped off at Doty Cabin. The property owner is required to make an appointment with the Park & Rec Director and/or the Curator before bringing the objects to City Hall.

Doty Cabin will only take items into Temporary Custody for consideration for acquisition, and not for any other purposes. The transaction will be recorded by the Neenah Park & Recreation Director and/or the curator of the museum using the Temporary Custody Form.

The Neenah Park & Rec Director and/or the Curator will determine if the object(s) will enter the process of accessioning within 30 days of the object's arrival. If the object is declined for the collection, it will be returned to the owner. If the owner does not retrieve the object, it will be disposed of in accordance with the Disposal section of this policy.

### UNDOCUMENTED PROPERTY

If the Doty Cabin Museum possesses an object lacking identifying documentation, including an accession record or donor information, the object is considered undocumented property.

The museum staff will document the object on the Temporary Custody Form and assign the object a tracking number (Found In Collection number). The museum staff will research the undocumented objects found in collections to determine the original accession number. If the original accession number of the object can be determined, then the object will be reassigned its original accession number.

If the object cannot be matched to the current collection, the Doty Cabin Museum will need to acquire title to the undocumented object before determining if the object is to be accessioned or deaccessioned. To obtain title to the undocumented object, the Doty Cabin Museum staff will reference the Wisconsin State Legislature's ***"Property in Possession of a Museum or Archives", Subchapter II - 171.33 Acquiring Title to Undocumented Property.*** (Link to the regulation) <https://docs.legis.wisconsin.gov/statutes/statutes/171/II/30>)

Once title is obtained for the object, the Neenah Park & Recreation Commission will decide whether the object will be accessioned into the Core Collection or Education Collection or if the object will be deaccessioned.

## ABANDONED PROPERTY

If the Doty Cabin Museum possesses an object in which the rightful owner has failed to retrieve or claim, the object is considered abandoned property. This situation includes objects previously on loan to the Doty Cabin Museum.

The Doty Cabin Museum will need to acquire title to the undocumented object before determining if the object is to be accessioned or deaccessioned. To obtain title to the undocumented object, the Doty Cabin Museum staff will reference the Wisconsin State Legislature's ***"Property in Possession of a Museum or Archives", Subchapter II - 171.32 Acquiring Title to Abandoned Property.*** (Link to the regulation) <https://docs.legis.wisconsin.gov/statutes/statutes/171/II/30>)

Once title is obtained for the object, the Neenah Park & Recreation Commission will decide whether the object will be accessed into the Core Collection or Education Collection or if the object will be deaccessioned.

## ACCESSIONING ACQUISITIONS

An acquisition is made by a museum when the title of an object is transferred and the museum becomes the owner. Accessioning is a three-part process of acquiring an object (acquisition), taking legal possession of it for the permanent collection of the museum (accession), and documenting it (registration). The process hinges on transfer of title to the museum.

The following criteria govern all objects to be accessioned to Doty Cabin's Core Collection:

**TABLE 1: ACCESSION CRITERIA**

CRITERIA	DESCRIPTION
<b>Authenticity</b>	It is clear if the object is authentic or a replica.
<b>Object Condition</b>	The object is in acceptable condition and is suitable for exhibit.
<b>Object Care</b>	<ul style="list-style-type: none"> <li>• The museum has the capacity to exhibit and store the object.</li> <li>• The museum is able to provide interpretation, protection, and long-term preservation according to industry standards.</li> </ul>
<b>Mission &amp; Scope</b>	An object is consistent with the Mission Statement and/or Scope.
<b>Program Strength</b>	<p>Accessioning the object will enable the institution to strengthen its collections or programs</p> <ul style="list-style-type: none"> <li>• The museum can replace an existing object with a superior object.</li> <li>• The object will be useful for the Core Collection or Educational Collection.</li> <li>• The object is not a duplicate or a multiple of objects already in the collection.</li> </ul>
<b>Ownership &amp; Restrictions</b>	<ul style="list-style-type: none"> <li>• The item is free of donor-imposed restrictions or other qualifications that inhibit the use of the object.</li> <li>• The donor must have clear ownership / title and the right to transfer the item to Doty Cabin Museum</li> <li>• The object's documentation is verified to be accurate and authentic.</li> <li>• If an appraisal is requested for tax purposes, it is solely the donor's responsibility to arrange appropriate appraisals at the donor's expense.</li> </ul>
<b>Legal Rights</b>	<p>The acquisition of the object does not violate any state, national, or international laws that protect the rights of an artist, an indigenous community, or the environment.</p> <ul style="list-style-type: none"> <li>• Native American Grave Protection and Repatriation Act (NAGPRA)</li> <li>• Copyrights and Trademarks</li> </ul>
<b>Hazardous Condition</b>	The object must not pose a hazard to the museum staff, volunteers, patrons or other objects in the collection, other museum property or the environment.

The authority to acquire objects for the Doty Cabin Museum resides with the Neenah Park & Recreation Commission. The museum staff and the Director of Park & Recreation can make recommendations, but the Commission makes the final approval to add the objects to the core collection.

If Core Collection objects are to be sought to be purchased and accessioned, the Park & Rec Director must obtain pre-approval by the Neenah Park & Recreation Commission prior to purchase.

## DEACCESSION OF CORE COLLECTION OBJECTS

Deaccession is the decision to remove an object from a museum's Core Collection. When carried out appropriately, it is an integral part of the museum's collection development and management practices.

Proposals for deaccessioning objects from the Core Collection of the Doty Cabin Museum originate with the Neenah Park & Recreation Director and are reviewed and approved by the Neenah Park & Recreation Commission. The Neenah Park & Recreation Commission evaluates all deaccession proposals on a case-by-case basis. One or more of the criteria in **Table 1: Deaccession Criteria** must be met for deaccession to occur.

**TABLE 1: DEACCESSION CRITERIA**

CRITERIA	DESCRIPTION
<b>Authenticity</b>	An object has been discovered to be a fake or a forgery.
<b>Object Condition</b>	An object has deteriorated so much, it is no longer suitable for exhibit, it has deteriorated beyond the possibility of repair or restoration, or it poses a hazard if not removed from the collection.
<b>Object Care</b>	The museum cannot provide interpretation, protection, and/or long-term preservation according to industry standards.
<b>Mission &amp; Scope</b>	An object is no longer consistent with the Mission Statement and/or Scope.
<b>Program Strength</b>	Deaccessioning the object will enable the institution to strengthen its other collections or programs <ul style="list-style-type: none"><li>• The museum can replace with a superior example using funds earned from the deaccession</li><li>• The Core Collection object is to be transferred to the Educational Collection to better serve the public.</li><li>• The object is a duplicate, or it duplicates information already in the collections in another format.</li></ul>
<b>Ownership &amp; Restrictions</b>	<ul style="list-style-type: none"><li>• The Doty Cabin Museum cannot meet the demands of the donor-imposed restrictions.</li><li>• The Doty Cabin Museum does not have clear ownership/title to the object.</li><li>• The object's documentation is inaccurate or fraudulent</li></ul>

<b>Legal Rights</b>	<p>The object violates any state, national, or international laws that protect the rights of an artist, an indigenous community, or the environment.</p> <ul style="list-style-type: none"> <li>• Native American Grave Protection and Repatriation Act (NAGPRA)</li> <li>• Copyrights and Trademarks</li> </ul>
<b>Hazardous Condition</b>	<p>The object poses a hazard to the museum staff, volunteers, patrons or other objects in the collection, other museum property or the environment.</p>

## DISPOSAL OF DEACCESSIONED OBJECTS

Once the Neenah Park & Recreation Commission approves the deaccession of an object, the Commission will also review the disposal method proposed by the Neenah Park & Recreation Director for the deaccessioned object.

The Commission has the option of choosing from the disposal options listed in Table 2: Disposal Options.

**TABLE 2: DISPOSAL OPTIONS**

OPTION	DESCRIPTION
<b>Transfer</b>	<p>Objects are transferred to the Doty Cabin Museum's Education Collection.</p> <p>Objects are transferred to another scholarly institution.</p>
<b>Sales</b>	<p>Objects are sold at public auction. May not be purchased by anyone directly associated with the museum including Commission members, staff and volunteers.</p> <p>Sales are conducted so they do not contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior.</p> <p>The revenue raised from sales is <u>RESTRICTED</u> for the continued development and improvement of the Doty Cabin Museum collections as well as the direct care of the remaining collection.</p>
<b>Gifts</b>	<p>The object is given to another museum or educational institution.</p> <p>No gifts of disposed materials will be made to the museum staff, Neenah Park &amp; Recreation Commission or volunteers.</p>
<b>Exchanges</b>	<p>Exchanged with individuals, institutions, or other sources for material needed in the Core Collection.</p>
<b>Destruction</b>	<p>Destruction is the preferred method of disposition if the object has deteriorated beyond repair or poses a threat to the safety of people or collections.</p> <p>The method of destruction is at the discretion of the Neenah Park &amp; Recreation Director.</p>



## **REVIEW & REVISION**

Commission members must maintain and update, as needed, The Collections Policy, which governs the use of the collections, including acquisitions, loans and disposal of objects. The commission members must ensure Doty Cabin understands and respects the restrictions conditions and all other circumstances associated with gifts and loans.

## **REVISIONS & MODIFICATIONS**

2/1/1996 - Adopted by the Neenah Park & Recreation Commission

10/14/2025 - Suggested changes to Director of Park & Rec based on an AASLH Course.

[illegible]