



# Parks & Recreation Commission

**THURSDAY, FEBRUARY 15, 2024; 4:30 PM**

**City Hall – Hauser Room**

**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                              | Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading                                                                                                                                                                                |                                              |          |
| AGENDA TOPICS                      |                                                                                                                                                                                                                                             |                                              |          |
| CALL TO ORDER                      |                                                                                                                                                                                                                                             |                                              |          |
| APPEARANCES                        | Open Forum / Commission Consideration of Appearances                                                                                                                                                                                        |                                              |          |
| MINUTES                            | Approval of Meeting Minutes: Janaury 18, 2024                                                                                                                                                                                               |                                              | Attached |
| BILL VOUCHERS                      | Bills for previous month                                                                                                                                                                                                                    |                                              | Kelly    |
| FINANCIAL Report                   | Reviewed quarterly in January, April, July, October                                                                                                                                                                                         |                                              |          |
| MISSION ACTION Report              |                                                                                                                                                                                                                                             |                                              | Attached |
| BUSINESS ITEMS                     | 1. Cemetery – Monument Discussion<br>2. Commission Retreat Date/Topics<br>3. 2024 CIP Update<br>4. Announcements & Future Agenda Items<br>Laudan Play Equipment Award<br>5-Year Capital Improvement Plan<br>Commission Nominating Committee |                                              |          |
| LIAISON / AD-HOC COMMITTEE REPORTS | ◇ Arrowhead Development<br>◇ Plan Commission<br>◇ Harbor Committee                                                                                                                                                                          | ◇ Hillstrom<br>◇ Hancock-Cooke<br>◇ 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 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 – January 18, 2024

#### **MEMBERS PRESENT**

|   |               |   |                    |   |                                 |
|---|---------------|---|--------------------|---|---------------------------------|
| X | Jim Wise      | X | Kate Hancock-Cooke | X | Gary Lawell                     |
| X | Peter Kelly   |   | Eric Maggio        | X | Ted Galloway (arrived at 4:35p) |
| X | Lee Hillstrom | X | 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:** Heath Kummerow, City Engineer; Gerry Kaiser, Director of Public Works; Jill Fritsch; Jane Lang, Mayor.

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

#### **CORRESPONDENCE**

None.

#### **APPEARANCES**

Jill Fritsch requested that the City consider a way to recognize those who have served in the conflict on the Global War on Terrorism. Given that many of the conflicts have not officially ended, it may be difficult to recognize individuals. Commission President Kelly thanked Ms. Fritsch for coming tonight and requested that staff place on the February agenda for further discussion.

#### **MINUTES**

MSC Hillstrom / Lawell to approve the minutes of the December 21, 2023. All voting aye.

#### **BILL VOUCHERS**

Commission President Kelly reviewed the vouchers for January and found them to be in order.

#### **FINANCIAL REPORT**

Commissioner Lawell asked for examples of contracted programs. Rec Supervisor Schott indicated that kids theater, babysitting, and fitness programs were examples of contracted programs.

Commissioner Hancock-Cooke thanked staff for the enlarged report.

MSC Hillstrom / Galloway to accept and place on file the 4<sup>th</sup> Quarter unaudited financial report.

#### **MISSION ACTION REPORT**

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

- Superintendent of Recreation Kluge thanked the hot dog crew (Lee, Joy, and Gary) for helping out at WinterFest. Despite a significant winter storm event, staff decided to hold the very successful event.
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The sledding hill was packed, and indoor activities, hot dogs, and hot chocolate were enjoyed! He also thanked Fox Communities Credit Union for their continued support.

- Commission President Kelly noted the shoreline update and indicated that there would be further discussion during Business Item #3.
- Rec Supervisor Schott indicated that recreation staff have met with tennis instructors to determine how best to efficiently offer tennis instruction to City residents. The proposal is to reduce the number of sites down to two main hubs.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Douglas Park – Stormwater Utility request for land use**

- Director Kading opened the discussion with a brief overview from the previous meeting, while referring to the memo submitted by Public Works Director Kaiser addressing the Commission's concerns.
- Commissioner Lawell requested clarification on the type of turf and landscaping. DPW Kaiser indicated that native landscaping would be used in and around the pond.
- Commissioner Hancock-Cooke indicated that she had previously sent an email regarding the recent deaths in Sun Prairie related to stormwater ponds. She is requesting that a fence be placed around the pond.
- Commissioner Hillstrom stated that Neenah has over 20 such ponds and is surrounded by natural bodies of water, none of which are fenced, but does understand the concerns that Commissioner Hancock-Cooke raised.
- Commission President Kelly stated that he is concerned about the safety of individuals visiting the park but does not feel that placing a fence is the best solution.
- DPW Kaiser responded that fencing is not something that was considered but does understand the concerns that have been raised. Fencing around such ponds creates additional nuisance.
- Commissioner Lawell asked whether the pond was expected to be wet or dry, and if wet, what would be the deep part be? DPW Kaiser indicated that it would be a wet pond, and 8 feet is projected to be the deepest part.
- Commissioner Hancock-Cooke asked what the approval process was for a stormwater pond. Kading indicated that this is only coming to the Commission based on the request to use current parkland.
- Commission President Kelly requested those who are interested in requesting a swing replacement to raise their hands. Commissioners unanimously responded in the positive.
- Commissioner Hillstrom asked about the location of the trail. Engineer Kummerow indicated that the location is conceptual and could be adjusted with the surfacing being screenings.
- Commissioner Lawell inquired about circulation. DPW Kaiser indicated that there are several types of water circulation. Due to the constant water flow, stagnant water is not a concern.

**Action:** MSC Hillstrom / Lawell to approve the use of a portion of Douglas Park for the purposes of developing a stormwater facility and authorized staff to develop a memorandum of agreement that includes a looping walking trail, signage, replacement of the swing set, and \$170,000 to be set aside in a trust fund for the purpose of future land acquisitions and development. Motion carried. Galloway abstains.

#### **BUSINESS ITEM # 2: YMCA Agreement**

Director Kading reviewed the agreement as presented.

**Action:** MSC Galloway / Hillstrom to accept the agreement as presented to permit the YMCA to use a portion of Memorial Park, including the Open-Air Shelter, throughout the summer from 2024-2026. Motion carried. Weber abstains.

**BUSINESS ITEM # 3: Doty Shoreline Discussion**

Commission President Kelly had requested that Commissioners visit Doty Park and come prepared to discuss the conditions of the seawall. Kelly further commended staff for the care and maintenance of the seawall. He suggested that the Commission consider moving this item up to 2025 in the CIP.

Director Kading provided an update of the permitting and grant writing process. The goal has been to focus on permitting/grant writing in 2024, additional grant writing, permitting, final design and construction specs in 2025, with construction in 2026. Kading informed the Commission the 5-year CIP planning process will be coming up in the next few months, and the Commission can request this change in the CIP then.

Commission agreed and requested that staff make the necessary changes to the draft CIP.

**BUSINESS ITEM # 4: Commission Retreat – Date and Topics**

- Commission President Kelly suggested that we move back between mid-March and April.
- Commissioner Lawell questioned the need.
- Commissioner Hancock-Cooke indicated that there are several items remaining unfinished from last year's retreat, specifically onboarding and mission statement.
- Commission President Kelly agreed that an agenda needs to be established and will work towards that and recommending a future date.

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

Staff reviewed the 2024 CIP.

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

Cemetery Monument

**LIAISON REPORTS**

**ARROWHEAD DEVELOPMENT:** Commissioner Hillstrom reported that we are awaiting the final concept plan.

**PLANS COMMISSION:** Commissioner Hancock-Cooke reported nothing specifically related to the Commission.

**HARBOR COMMITTEE:** Commissioner Galloway asked if the buoys placement contract has been worked out.

MSC Hillstrom / Ondresky to adjourn at 5:25 p.m.

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation MISSION ACTION REPORT

February 15, 2024

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## Provide recreational experiences.

- Registration for summer **Operation Recreation** and **Operation Recreation JR** opened on February 6th. We are looking forward to a fun summer!
- We offered our 3<sup>rd</sup> **Friday Night Kids Party** event on Friday, February 9<sup>th</sup>, with 12 participants enrolled. Children enjoyed pizza, gym games, and a movie, while parents were able to enjoy a night out!
- We offered our first **cookie decorating** class on February 10<sup>th</sup>. Participants enjoyed making six Valentine's Day themed cookies.
- **Where's Netti?** has concluded on Feb. 11. 18 families have completed scavenger hunt.



## Foster human development.

- **Summer job interviews** are currently being conducted. Job offers will go out in early March.
- Staff attended the annual **Wisconsin Parks and Recreation Conference and Trade Show** in La Crosse January 30-February 2. The conference affords us the opportunity to interact with professionals and vendors from throughout the state, gain knowledge and information, and be reinvigorated to serve our community.

## Facilitate community problem solving.

- Neenah P&R has stepped away from the **reciprocity agreements** with the cities of Menasha and Appleton. This agreement started in 1995. Staff felt that the inconsistencies with the resident/non-resident fee structure was the main reason.

## Protect environmental resources.

- The WI-DNR informed the City that we have received a \$50,000 grant award to move forward with the water quality and aquatic plant management plan for Little Lake Butte des Morts. This is a cooperative study including the Fox Wolf Watershed Alliance, WI-DNR, Winnebago County Land and Water, C. of Menasha, and V. of Fox Crossing.

In relation to this, the Fund for Lake Michigan invited the City to apply for \$15,000 of offsetting funding. The application was submitted.

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*Creating Community Through People,  
Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

- Approximately 24 residents from the Carpenter Preserve neighborhood met at Tullar Shelter to review the adopted master plan and learn about next steps. Overall, the mood of the attendees was challenging, as most in attendance would prefer no additional development within the park.



## **Strengthen safety and security.**

- Forestry staff continues removing **high risk trees** throughout the parks system.
- Park staff has completed repairing the Rec Park **south break water light** that was knocked down by high winds this past summer.

## **Strengthen community image and sense of place.**

- The new roof on the **Memorial Park Open Air Shelter** has been completed.
- **Summer Parks & Rec. Guide** is currently at the printer. It is scheduled to be mailed to City of Neenah Residents on February 21. Registration will begin on March 6 for City of Neenah Residents and March 20 for Non-Residents.



# City of Neenah Parks & Recreation Commission Meeting January 18, 2024

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## **BUSINESS ITEM #1: Cemetery – Monument Discussion**

As you will recall, Ms. Fritsch was at the January meeting requesting permission to install a monument recognizing the Global War on Terror. The Commission requested staff to bring further information to the February meeting.

Cemetery Foreman Alberts has spoken to Ms. Fritsch on several occasions, including after the last Commission meeting.

Here are some considerations: A monument is likely to cost \$30,000 or more - who will be responsible for payment? Does this set a precedent for future requests? Should we include the other municipalities that have previously participated in the development of the current war monuments? Several of the conflicts have not been officially declared over, which would require flexibility to add names. Finally, space needed for installation is limited.

Staff does not have a specific recommendation.

**Suggested Action:** Discussion

## **BUSINESS ITEM #2: Commission Retreat - Dates / Topic** **Commission Discussion**

Topics for Consideration:

- Culture Initiative that all City staff/Common Council members are participating in. Stephanie is part of the team leading the discussions, and I believe it would be a great opportunity for the Commission walk through the initiative.
- Future land considerations

**Suggested Action:** Discussion

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

Please see attached. Staff continue to make progress on the budgeted CIP projects.

**Suggested Action:** Information

## **BUSINESS ITEM #3: Announcements and Future Agenda Items**

Laudan Play Equipment Award

5-Year Capital improvement Plan Review and Recommendation