

Due to the possibility of inclement weather, here is a link to the virtual meeting: [Meeting Link](#)



Parks & Recreation Commission

THURSDAY, DECEMBER 19, 2024; 4:30 PM
 Neenah 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	Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Regular November 21, 2024	Attached
BILL VOUCHERS	Bills for previous month	Kelly
FINANCIAL Report	Reviewed quarterly in January, April, July, October	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. QR Code Task Force Recommendations 2. 2024/25 CIP Update 3. Announcements & Future Agenda Items 	
LIAISON / AD-HOC COMMITTEE REPORTS	<ul style="list-style-type: none"> ◇ Mayor’s Report ◇ Arrowhead Development ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ Mayor Lang ◇ Hillstrom ◇ 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 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 – November 21, 2024

MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Eric Maggio	X	Ted Galloway
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
X Trevor Fink, Superintendent of Parks
X Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Frank Cuthbert, Flo Bruno

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom/Galloway to approve the minutes of the October 17, 2024 meeting. Motion carried by voice vote 9-0.

BILL VOUCHERS

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

FINANCIAL REPORT

MISSION ACTION REPORT

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

- Douglas pond construction has begun. Contractor wants to move fast.
 - Superintendent of Recreation Kluge requested volunteers for The Grinch Family Breakfast on December 7 beginning at approximately 8:00am.
 - Will the kayak rental pods be shut down or taken away? Director Kading indicated that he has requested the end of the season plan from Rent.Fun and has yet to hear back. He will follow up.
 - Kluge reported that Recreation Supervisor Schott has resigned and will be transferring to the City HR Department. He complimented Stephanie on her 15 years of working for the Parks & Rec Department, starting as part-time summer staff and working up to Recreation Supervisor. She has had an amazing impact on summer staff, the office, City Hall, and throughout the city. She will be missed but will not be far away and is expected to continue to have an impact.
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BUSINESS FOR CONSIDERATION

NEW BUSINESS ITEM #1: Southview Tennis Court Reconstruction Bid Award

Superintendent of Parks Fink reviewed the bidding process and scope of work to be completed, further noting that 2 qualified bids were received and that he is recommending Vinton Construction in the amount of \$383,259.

The Commission received clarification regarding the color coating process and that Vinton Construction was not the contractor for the Doty Park court project.

ACTION: MSC Galloway/Lawell to accept and recommend awarding the bid to Vinton Construction Company, Two Rivers, WI, in the amount of \$383,259. Motion carried by voice vote 9-0.

BUSINESS ITEM # 2: Future Neenah, Inc. Bike Rack Consideration

Included in the packet were pictures of the bike racks that FNI offered to the City Parks & Recreation Department. Staff reviewed the bike racks and recommend acceptance of the “Wave” bike rack to be placed at the Neenah Pool.

Action: MSC Galloway/Lawell to accept the “Wave” bike rack from Future Neenah, Inc. and place it at the pool. Motion carried by voice vote 9-0.

BUSINESS ITEM # 3: Arrowhead Kayak Rental Station Agreement

Service Agreement Amendment Number 1 with Rent.Fun to provide one 4-unit kayak station beginning in spring 2025 for \$19,000 was reviewed. Return on investment and grant funding availability was further discussed.

ACTION: Maggio/Ondresky to accept the Rent.Fun Service Agreement Amendment No. 1 to place a 4-kayak rental station at Arrowhead utilizing the ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget. Motion carried by voice vote 9-0.

BUSINESS ITEM # 4: Arrowhead Prairie Development Bid Award

Director Kading reviewed the process that was used to arrive at the current recommendation. Staff developed bid specifications to include prairie development, pavilion, and connecting path development with undertrial drainage. Upon bid opening, staff determined the need to revise the scope and worked with the lowest cost provided to do so.

The revised scope of work includes soil preparation and prairie seed installation, 3-year maintenance, and installation of the drainage system. Staff recommends Highway Landscapers, Inc., Little Chute, WI, in the amount of \$272,021.94.



ACTION: MSC Galloway/Lawell to accept and recommend the revised scope of work to be completed by Highway Landscapers, Inc. in the amount of \$272,021.94 utilizing the ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget. Motion carried by voice vote 9-0.

BUSINESS ITEM # 5: Arrowhead Prairie Construction Administration Agreement

The proposed Jerney J. Kox Landscape Architecture, LLC agreement to complete construction administration for the Arrowhead prairie development was reviewed.

ACTION: MSC Galloway/Wise to accept the construction administration agreement with Jeremy J. Kox Landscape Architecture, LLC, Appleton, WI, in the lump sum not to exceed \$3,000 using budgeted 2024 CIP Funds identified for Arrowhead. Motion carried by voice vote 9-0.

BUSINESS ITEM # 6: 2024 CIP Update

The update was reviewed.

BUSINESS ITEM # 7: Announcements and Future Agenda Items

Commissioner Galloway will be providing a festive treat for the December meeting.
QR Code Task Force Recommendations

LIAISON REPORTS

ARROWHEAD DEVELOPMENT: Updates have been provided throughout the meeting.

AD-HOC – QR CODE: Mr. Cuthbert reviewed the discussion that occurred over two meetings.

PLANS COMMISSION: Hancock-Cooke had nothing to report.

HARBOR COMMITTEE: Galloway had no report.

Adjourn at 5:16 p.m.

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

December 19, 2024

Provide recreational experiences.

- Park staff have removed the existing **Southview tennis courts and Cook playground equipment**. Additional fill is being added at Cook to help provide better drainage. Park staff is working out the placement for the new playground taking into consideration the cottonwood with the eagle's nest and possible future development.
- The **Grinch Family Breakfast** was a success. Thank you to our commissioners that were able to be a part of the fun.
- **Winterfest** is January 11. Our event sponsor once again is Fox Communities Credit Union. Event is free to the public and runs from 11:00a.m. to 1:00 p.m.



Foster human development.

- Summer seasonal job applications are available online. Apply at governmentjobs.com/careers/neenahwi. Deadline is February 1, 2025.
- Applications are currently being accepted to fill the vacant Recreation Supervisor position. Deadline is January 3 with interviews the following week.

Facilitate community problem solving.

- Spoke with the Rent.Fun representatives. The stations have been placed in "hibernation" until 2025. We will expect a full report in March of 2025 summarizing 2024 rental activities.

Protect environmental resources.

- **Park forestry staff** will be working on removing dead ash trees near private property at Carpenter Preserve. The focus will be on Kingswood Drive properties.
- Staff will be meeting with **Gerry Andrews, Frank Cuthbert** on Wednesday, December 18 to discuss and layout a plan for **Carpenter Preserve** improvements in 2025.
- **Douglas Pond** work continues with hopes that excavation will be completed by Christmas. The city continues to work with the DNR to stockpile some of this material at Arrowhead.
- Continue to work with DNR to secure necessary **permits for Doty Park**.
- Attempting to setup a meeting with the DNR to discuss **prairie burning at Arrowhead** for future maintenance of the prairies.

Strengthen safety and security.

- Natural Solutions, LLC topped off the **playgrounds** at Castle Oak, Bill Miller, and Great Northern parks with engineered wood fiber. The process is very economical and efficient. The playgrounds at Memorial Scherck, Quarry, and tentatively Douglas parks will be completed next fall.

Strengthen community image and sense of place.

- Staff is currently working on the **Winter/Spring Activity Guide**. This guide will be an online guide only and will be viewable on Dec. 31. The summer guide is scheduled to be mailed to City of Neenah residents in February.

*Creating Community Through People,
Parks & Programs*

Meeting Notes

For the Parks and Recreation Dept QR Code Task Force

Meeting Date: 11/06/2024

Meeting Started: 04:30:00 PM

Meeting Ended: 05:00:00 PM

Attendees: Kate Hancock-Cooke, Gary Lawell, Jill Mathe, Scott Weber, Maggie Rasmussen, Frank Cuthbert

- **QR Code Task Force Decisions of items below**

- Adopted as a standard to have black QR code boxes on a white back ground. Vote 5 – 0
- Adopted as a standard to have the Neenah Council Tree logo in the center of the QR code. Vote 5 – 0
- Approved the addition of the one new link for the three War Memorials be added to the Oak Hill Cemetery drop down menu. Vote 5 – 0

Kate Hancock-Cooke asked if there is a standard for describing war monuments that other cemeteries might have done.
- Adopted that one QR code will describe all monuments three monuments. Vote 5 – 0

Frank spoke to Mike Kading prior to the meeting, and Mike said that his crew will locate the QR code on a post in the area of the three monuments.
- Adopted that within the new link added to the Oak Hill Cemetery menu; a tribute website link be added. The link that has been selected and approved is the Veterans Legacy Memorial; vlm.cem.va.gov. This website is maintained and updated by the Veterans Administration. Vote 5 – 0

- **Other Discussions**

- The maintaining of the physical QR code will be the responsibility of the Oak Hill Cemetery staff.
- The creation of the War Memorials website information will be the responsibility of Mike Kading and Maggie Rasmussen; with input from Jill Mathe.
- With the adoption and approval of the above items; this task force has completed its obligation.

