



# Parks & Recreation Commission

THURSDAY, MAY 15, 2025; 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.

<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>	Megan Thompson, Jim Kluge, Trevor Fink, and Michael Kading
--------------	--

## AGENDA TOPICS

<b>CALL TO ORDER</b>	
----------------------	--

<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances
--------------------	--

<b>MINUTES</b>	Approval of Regular Minutes: April 17, 2025	Attached
----------------	---	----------

<b>BILL VOUCHERS</b>	Bills for previous month	Kelly
----------------------	--------------------------	-------

<b>FINANCIAL Report</b>	Review end of year financials	Attached
-------------------------	-------------------------------	----------

<b>MISSION ACTION Report</b>		Attached
------------------------------	--	----------

<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Request from Doty Island Community Partners to Place a Statue in Doty Park</li> <li>2. Accept and Recommend Doty Park Phase 1 Shoreline Construction Contract</li> <li>3. Accept and Recommend Doty Park Phase 1 Shoreline Construction Administration Agreement</li> <li>4. 2025 CIP Review</li> <li>5. Announcements &amp; Future Agenda Items</li> </ol>	
-----------------------	---	--

<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <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 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 – April 17, 2025

### Members Present

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell (via phone)
X	Peter Kelly	X	Eric Maggio	X	Ted Galloway
X	Lee Hillstrom	X	Ashley Ondresky		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	Megan Thompson, Recreation Supervisor

Others Present: Scott Becher, Flo Bruno, Steve Crowley

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

### **Commission Officer Nominations:**

After speaking to Commissioners and confirming interest and ability of nominees, Commissioner Lawell nominated Ashley Ondresky as Commission President and Eric Maggio as Commission Vice President for 2025. There were no other nominees.

MSC Lawell/Wise to nominate Ondresky as Commission President and Maggio as Vice President. Motion carried by voice vote 8-0.

Commissioner Lawell thanked Commissioner Kelly for his service to the Commission and City. Commissioner Galloway also thanked Kelly and congratulated the newly elected officers. Newly elected President Ondresky extended her thanks to Kelly for leading the way.

### **Correspondence**

None

### **Appearances**

S. Becher would like to advocate for and support naming the Great Lawn at Memorial Park in honor of Coach Tom Jensen.

### **Minutes**

MSC Hillstrom/Hancock-Cooke to approve the minutes of the March 20, 2025 Commission Meeting. Motion carried by voice vote 8-0.

### **Bill Vouchers**

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

---

### **Financial Report**

Director Kading reviewed the First Quarter Financial Report, indicating the expenditures are within 25% of expected spending and revenues are on track with projected 2025 goals.

MSC Hillstrom/Kelly to accept and place on file the First Quarter Financial Report.

### **Mission Action Report**

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

- Commissioner Kelly:
  - ✓ Asked if the location for summer tennis lessons will be the middle school. Rec. Supervisor Thompson indicated that this is the plan.
  - ✓ Asked if Junk in the Trunk is a mini flea market. Superintendent Kluge stated it is a community rummage sale. This is the event's second year, and the event has been moved to Washington Park to avoid lake fly season.
  - ✓ Commented on the condition of the Doty Park Shoreline and that this is a project that must be completed. He further reminded Commissioners that this is only Phase 1 of 2, but it does address the most severe conditions.
  - ✓ Inquired about what staff learned from the middle school survey. Staff indicated that the survey did not reveal anything new.
- Commissioner Ondresky thanked park staff for getting the soccer nets up in the parks.
- Commissioner Hancock-Cooke inquired about the recent tree order. Superintendent Fink indicated that 128 trees of various types were received and will be planted throughout the system over the next month.
- Commissioner Ondresky introduced Office Manager Rasmussen. Rasmussen distributed the 2024 Parks & Recreation Department Annual Report.
- Commissioner Hancock-Cooke invited Commissioners to join her for the annual Fox-Wolf Watershed Cleanup on Saturday, May 3<sup>rd</sup>.

### **BUSINESS FOR CONSIDERATION**

#### **NEW BUSINESS ITEM #1: Approve Additional Batting Cages at Southview Park**

Superintendent Fink introduced Steve Crowley, NBI Representative, who gave a brief overview of NBI and requested approval to install 3 new and replace 2 existing batting cages. Fink clarified the location of the proposed new cages.

- C. Lawell asked about growth. Fink indicated that NBI is now using Memorial for practices.
- C. Kelly asked for clarification on the location of the cages.
- C. Maggio inquired about screening. NBI intends to screen the cages.
- C Ondresky asked if the cages would be open to the public when not in use by NBI. Yes.

**Action:** MSC Galloway/Kelly to approve the placement of 3 new and replacement of 2 batting cages at Southview Park. Motion carried by voice vote 8-0.

**BUSINESS ITEM # 2: Recommendation(s) Douglas Park**

Director Kading reviewed the staff's recommendation to maintain ownership and removal of the play equipment and pavilion.

- C. Galloway commented that staff are able to observe use of the park. It seems the new trail may increase use.
- C. Kelly has questions and concerns regarding the removal of the play equipment unless the equipment is past its term of life.
- C. Lawell echoed Kelly's comments.
- Superintendent Fink indicated that the equipment is 25+ years old and obsolete.
- C. Hancock-Cooke stated the pond is massive, brought up potential to make area passive vs active, and recommends cameras.
- The consensus of the Commission is to keep operating as a park, leave the play equipment unless unusable, and remove the pavilion as time permits.
- C. Kelly requested that we establish a date to re-address the situation.

**BUSINESS ITEM # 3: Consideration Naming of the Great Lawn at Memorial Park**

Commissioner Hillstrom gave a history of Tom Jensen's relation to the Neenah Joint School District and the City of Neenah, including founding and leading the Fun Run event for 29 years. What started out having 44 kids in attendance has led to over 600 kids on average participating in each of the four events throughout the summer. Based upon Tom's long history and impact on the community, Hillstrom requested that the Commission name the Great Lawn at Memorial Park in honor of Tom Jensen.

- C. Lawell commented that he had taught with Tom and that he was a great individual and worthy of such an honor.
- C. Maggio has attended the Fun Runs and found them to create that sense of community that attracts individuals to live in Neenah.
- C. Ondresky felt that Tom was a great asset to the community and deserving of having the Great Lawn named in his honor.

**Action:** MSC Hillstrom/Galloway to name the Great Lawn at Memorial Park in honor of Tom Jensen. Motion carried by voice vote 8-0.

**BUSINESS ITEM # 4: Reject Green Play Equipment Proposals**

Director Kading reviewed items #4 and 5, which are tied together. The \$140,000 budgeted for the replacement of play equipment at The Green has been determined to be insufficient after reviewing the two submitted proposals and talking with vendors that did not submit.

**Action:** MSC Galloway/Wise to reject proposals submitted to provide and install play equipment at The Green. Motion carried by voice vote 8-0.

**BUSINESS ITEM # 5: Authorization to Reallocate Doty Park Play Equipment CIP Funds to The Green Play CIP Equipment Fund**

Director Kading requested that the Commission move \$60,000 from Doty Park play equipment CIP funding to The Green play equipment fund, raising the available funds from \$140,000 to \$200,000.

**Action:** MSC Galloway/Maggio authorized staff to move \$60,000 from the Doty Park play equipment CIP funding to The Green play equipment fund. Motion carried by voice vote 8-0.

**BUSINESS ITEM # 6: 2025 CIP Update**

Reviewed without question.

**BUSINESS ITEM # 7: Announcements and Future Agenda Items**

Announcement – Abendschein Endowment monies should be transferred to the City shortly.

Doty Park Updates

Doty Park – Proposed Statue Placement

**Liaison Reports**

Arrowhead Development: No report

Plans Commission: Hancock-Cooke reported they are looking to strategically implement the new housing plan.

Harbor Committee: Galloway reported that the channel buoys are in, lake is low but will be brought to normal levels in time for boating season.

With there being no further business, the meeting was adjourned at 5:37 P.M.

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation MISSION ACTION REPORT

May 15, 2025

---

## Provide recreational experiences.

- The 21<sup>st</sup> annual **Touch a Truck** event took place on Wednesday, May 7. Over **1000 people** attended. This year's event was sponsored by N&M Transfer.



- **Children's Playtime** completed their school year on May 8. They celebrated with songs and an ice cream sundae party with the class and their families.



- Neenah Baseball Inc. had their **opening weekend** on May 3 at Southview Park. Little league games begin the week of May 12 and run through the end of July.
- The **playground at Cook Park** has been excavated and prepped with gravel. Playground installers should be here by mid-to-late May.
- **Kayak rental stations** should be live the weekend of May 10. The new station is expected to be installed by the first part of June.

---

*Creating Community Through People,  
Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

## **Foster human development.**

- Summer **Playground, Tennis, and Op Rec staff** will have their orientation on Sunday, May 18 to get prepared for the summer.
- Most of the **park and seasonal summer maintenance staff** will be starting the week of May 19.

## **Promote health and wellness.**

- Park, cemetery, street, and sanitation staff completed **CPR, First Aid, AED** training. All staff are certified for two years.

## **Protect environmental resources.**

- Tree planting continues throughout the city.
- 40+ volunteers planted 900 seedlings consisting of 9 different species on Saturday, May 3 at Carpenter Preserve.



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

- The annual **Arbor Day Event** was held at Memorial Park on April 25 with an Autumn Blaze Maple being planted in honor of former alderman Todd Stevenson. A big **THANK YOU** to all the Parks & Recreation Commissioners that were able to attend.



- **Community Fest** planning is progressing. One note of change will be the parade route. The parade will now start west of downtown and progress east bound on Wisconsin Ave to Commercial Street.

# Parks & Recreation MISSION ACTION REPORT

- **Shattuck Park Flag Memorial** is progressing nicely. Rededication is scheduled for June 15 at 2:00pm.
- **Doty Park Report:**  
The Commission requested an update during the April meeting.

**Sandy Joch**, long-term docent, recently resigned her position due to health concerns. Jacy Park has been hired to fill the role.

**Play Area:** Director Kading has met with the Doty Island Community Partners on two occasions to discuss the idea and possibility of creating a play area that is related to the history of Doty Island and the City. Parkitecture has been engaged to help facilitate the themed play area. We were scheduled to replace in 2025, and this will be move back 1-2 years.

**Shoreline:** The entire shoreline has been broken up into two phases. The first phase is to address the serious safety concerns we have with the failing seawall and includes the internal channel and the shoreline facing the Fox River. The second phase is designed to repair and improve the shoreline east and west of Phase 1. Phase 2 focus will be aesthetics, stabilization, and access.

Phase 1 has been bid out and is on the agenda for acceptance and recommendation. Phase 2 will be completed in 2028 or 2029 depending on when we can complete Kimberly Point shoreline stabilization and improvements.

- **Arrowhead Report:**  
West end curb and gutter work has begun. Asphalt will be installed shortly after completion.

The prairie install contractor has been on site to install silt fencing, and the area was mowed in anticipation of the first herbicide application. The focus is on dormant seeding in fall.

Met with WI-DNR officials to review application/approval process.

## **Support economic development.**

- The Neenah Soccer Club's annual **Flatgrass Shootout** was held at Memorial Park May 9-11. This year's tournament had 187 teams. The crowd estimate for the event was over 5,000.



# City of Neenah Parks & Recreation Commission Meeting May 15, 2025

---

## **BUSINESS ITEM #1: Request from Doty Island Community Partners (DICP) to Place a Statue in Doty Park**

DICP has requested permission to place a statue (see attached) in Doty Park to honor the long history of students and teachers who attended or taught at Roosevelt School. DICP has previously approached the hospital regarding placing it there but was denied.

Staff is suggesting that a Memorandum of Understanding (MOU) be established between the City and DICP outlining placement, ownership, and long-term maintenance.

**Suggested Action:** A motion to permit placement and direct staff to develop an MOU with DICP.

## **BUSINESS ITEM #2: Accept and Recommend the Doty Park Phase 1 Shoreline Construction Contract**

Staff, in coordination with Edgewater Resources, developed bid specifications for the demolition of the seawall and construction of a new seawall and natural shoreline in accordance with WI-DNR regulations. Bids were let out on April 1, with a mandatory pre-bid meeting held on April 10 (12 contractors attended). All potential contractors were required to be pre-qualified by the Public Works Dept.

The City received and opened 6 qualified bids on Tuesday, May 6. Attached you will find a memo and bid summary from Edgewater Resources recommending Vinton Construction to complete the Doty Park Shoreline Phase 1 work as outlined in the bid specifications in the amount of \$1,266,181.80 utilizing 2025 Capital Improvement Project funds. The City has secured WI-DNR and NRDA grants to offset the overall cost of the project.

**Suggested Action:** A motion to accept and recommend awarding the contract to complete the scope of service outlined in the bid specifications for the Doty Park Phase 1 Shoreline Improvements to Vinton Construction, Two Rivers, WI, in the amount of \$1,266,181.80 utilizing 2025 Capital Improvement Project funds.

## **BUSINESS ITEM #3: Accept and Recommend the Doty Park Phase 1 Construction Administration Agreement**

Attached you will find the Construction Administration Agreement outlining the services provided by Edgewater Resources. As Edgewater has provided the engineering services and developed the bid specifications, they are in the best position to perform the construction administration.

**Suggested Action:** A motion to accept and recommend awarding the Construction Administration Agreement to Edgewater Resources in the amount of \$126,976 and reimbursable in the amount of \$11,222.

## **BUSINESS ITEM #4: 2025 CIP Review**

**Suggested Action:** No action required

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

Home » Shop Now » Statues » Shop Now » Knowledge is Power



## Knowledge is Power Bronze Statue

Item #: BMJ80035  
 Size: 50" H. x 25" L. x 28" D

This whimsical bronze statue depicts a delightful and imaginative scene, featuring a young girl with pigtails engrossed in reading a book while seated atop a globe. It captures the essence of curiosity, learning, and the connection between education and the world. The girl's serene and focused demeanor, combined with the symbolic globe, creates a powerful image of intellectual exploration and the boundless opportunities that come from reading. The detailed craftsmanship and thoughtful composition make it a compelling piece that resonates with viewers, celebrating the timeless pursuit of knowledge.

The composition of the sculpture beautifully combines elements of education, curiosity, and the idea of a global perspective. It serves as a charming visual representation of the boundless adventures and knowledge that can be gained through reading and learning. This bronze artwork invites viewers to appreciate the magic of books and the vast world of imagination that unfolds when one is immersed in the joy of reading.

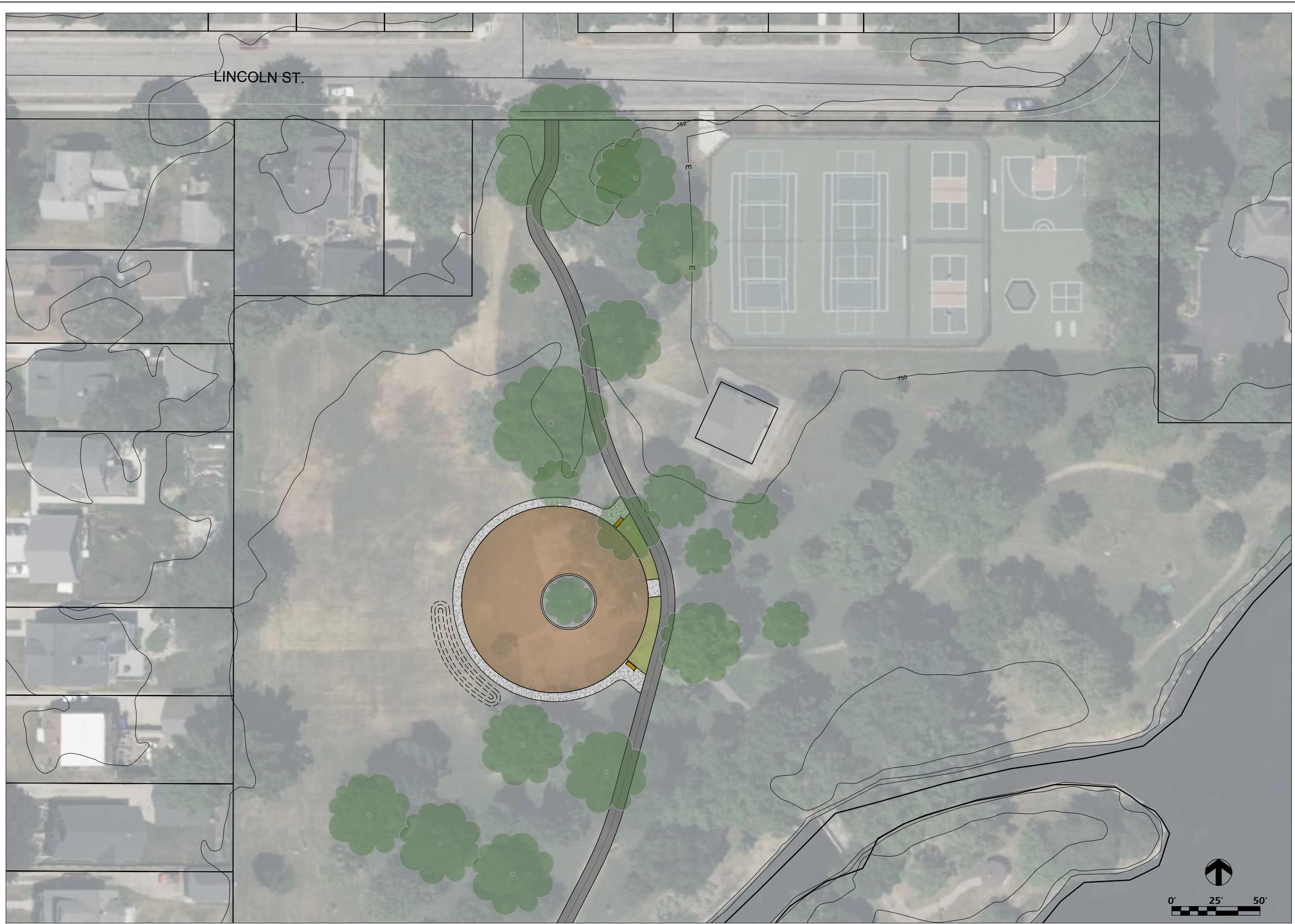
All of our statues are 100% bronze and cast by hand in the Lost Wax process.  
 Call us today at (877) 528-2531 for more information about our children statues.

Gallery Price:  
~~\$7,500.00~~

Your Price:  
**\$5,450.00**

**Call to Order Today:**

File: V:\25.007 Neenah\_Doty\_Park\_Playground\CAD\LW.dwg Layout: C100 User: Blake Plotted: Apr 28, 2025 — 11:57am



Revisions:	
Project #:	25.007
Issued For:	Review
Date:	4/28/2025
Sheet Number	<b>C100</b>

Memorandum

---

Date: May 9, 2025  
To: Michael T. Kading, Director of Parks and Recreation, City of Neenah  
From: Suzanne Fromson, Edgewater Resources  
Subject: Doty Park Shoreline Bid Recommendation

---

Mr. Kading,

Regarding bids received on 5/6/25 for the Doty Park Shoreline Improvements project, we have reviewed and submitted (via email) bid form comparison information from six General Contractors.

After reviewing bids and checking references for qualifications, Edgewater Resources recommends awarding the project to **Vinton Construction Company** as the project contractor, for their bid price of **\$1,266,181.80**.

We are looking forward to working with the City of Neenah on construction implementation of this exciting project.

Respectfully Submitted,

Suzanne Fromson

A handwritten signature in black ink, appearing to read "Suzanne Fromson".

Landscape Architect  
Edgewater Resources, LLC

**DOTY PARK SHORELINE IMPROVEMENTS**

5/7/2025

Item No.	Item Description	Vinton		Highway		NEA		Advance		Janke		Veit	
		Unit Price	Price	Unit Price	Price	Unit Price	Price	Unit Price	Price	Unit Price	Price	Unit Price	Price
1.00	Mobilization, Max 4% of Total Construction Costs	\$ 40,000.00	\$ 40,000.00	45,000.00	\$ 45,000.00	50,000.00	\$ 50,000.00	72,250.00	\$ 72,250.00	91,500.00	\$ 91,500.00	50,000.00	\$ 50,000.00
2.00	General Requirements	\$ 10,000.00	\$ 10,000.00	55,000.00	\$ 55,000.00	100,000.00	\$ 100,000.00	35,000.00	\$ 35,000.00	68,500.00	\$ 68,500.00	210,000.00	\$ 210,000.00
3.00	Site Access and Restoration	\$ 32,600.00	\$ 32,600.00	104,000.00	\$ 104,000.00	60,000.00	\$ 60,000.00	40,000.00	\$ 40,000.00	390,900.00	\$ 390,900.00	226,000.00	\$ 226,000.00
4.00	Soil Erosion and Sedimentation Control Measures Including Turbidity Barrier	\$ 45,000.00	\$ 45,000.00	45,000.00	\$ 45,000.00	55,000.00	\$ 55,000.00	20,000.00	\$ 20,000.00	49,200.00	\$ 49,200.00	60,000.00	\$ 60,000.00
5.00	Temporary Stone Causeway with Culvert (2)	\$ 49,915.00	\$ 49,915.00	39,190.00	\$ 39,190.00	50,000.00	\$ 50,000.00	40,000.00	\$ 40,000.00	36,650.00	\$ 36,650.00	62,000.00	\$ 62,000.00
6.00	Cofferdam (2)	\$ 56,000.00	\$ 56,000.00	79,000.00	\$ 79,000.00	120,000.00	\$ 120,000.00	67,000.00	\$ 67,000.00	194,954.00	\$ 194,954.00	136,800.00	\$ 136,800.00
7.00	Timber Seawall Complete Removal and Associated Grading: Inner Doty Channel	\$ 42,000.00	\$ 42,000.00	39,880.00	\$ 39,880.00	68,000.00	\$ 68,000.00	250,000.00	\$ 250,000.00	115,545.00	\$ 115,545.00	68,000.00	\$ 68,000.00
8.00	Timber Seawall Partial Removal and Associated Grading: Main Neenah Channel	\$ 26,000.00	\$ 26,000.00	21,470.00	\$ 21,470.00	40,000.00	\$ 40,000.00	70,000.00	\$ 70,000.00	35,480.00	\$ 35,480.00	42,000.00	\$ 42,000.00
9.00	Rip Rap Stone Medium	\$ 58.33	\$ 55,996.80	80.00	\$ 76,800.00	55.00	\$ 52,800.00	73.00	\$ 70,080.00	114.00	\$ 109,440.00	54.00	\$ 51,840.00
10.00	Native Vegetated Mat: Transport, Soil Preparation, and Installation (220 SY of product)	\$ 12,500.00	\$ 12,500.00	1,250.00	\$ 1,250.00	25,500.00	\$ 25,500.00	30,000.00	\$ 30,000.00	32,210.00	\$ 32,210.00	29,000.00	\$ 29,000.00
11.00	Concrete Curb	\$ 426.00	\$ 66,030.00	298.50	\$ 46,267.50	557.00	\$ 86,335.00	338.00	\$ 52,390.00	992.00	\$ 153,760.00	342.00	\$ 53,010.00
12.00	Stone Fishing Pad (3)	\$ 54.00	\$ 48,600.00	50.00	\$ 45,000.00	105.00	\$ 94,500.00	22.10	\$ 19,890.00	35.75	\$ 31,725.00	113.00	\$ 101,700.00
13.00	Unit Pavers	\$ 39.00	\$ 19,890.00	34.00	\$ 17,340.00	55.00	\$ 28,050.00	32.00	\$ 16,320.00	37.00	\$ 16,320.00	53.00	\$ 27,030.00
14.00	Native Planting Bed (2)	\$ 9.50	\$ 6,650.00	9.50	\$ 6,650.00	28.00	\$ 19,600.00	19.15	\$ 13,405.00	18.50	\$ 12,950.00	30.00	\$ 21,000.00
15.00	Concrete Block Retaining wall (Approx. 8,450 Facefoot Wall)	\$ 690,000.00	\$ 690,000.00	851,500.00	\$ 851,500.00	800,000.00	\$ 800,000.00	1,012,310.00	\$ 1,012,310.00	969,000.00	\$ 969,000.00	1,280,000.00	\$ 1,280,000.00
16.00	Native Planting 3-Year Establishment Contract	\$ 15,000.00	\$ 15,000.00	15,000.00	\$ 15,000.00	18,500.00	\$ 18,500.00	21,285.00	\$ 21,285.00	20,950.00	\$ 20,950.00	21,000.00	\$ 21,000.00
	Contingency Allowance	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00		\$ 50,000.00	50,000.00	\$ 50,000.00		\$ 50,000.00		\$ 50,000.00
			<b>1,266,181.80</b>		1,538,347.50		1,718,285.00		1,879,930.00		2,379,084.00		2,489,380.00

April 29, 2025

Via Email: [MKading@neenahwi.gov](mailto:MKading@neenahwi.gov)

Michael T. Kading, Director  
City of Neenah Parks and Recreation Department  
211 Walnut Street  
Neenah, Wisconsin 54956

Subject: Doty Park Phase I Shoreline Improvements, **Construction Administration Task**

Dear Mr. Kading,

Thank you for the continued opportunity to work with you and the Neenah Shoreline Task Force on the shoreline structural and safety improvements at Doty Park. The scope of work included in this proposal includes Construction Administration for Phase I Doty Park Improvements as outlined in Bidding Documents dated 3/24/25. We understand that the City maintains a goal of construction commencement in fall 2025 and completion in spring 2026.

## SCOPE OF WORK

### **TASK II – CONSTRUCTION ADMINISTRATION**

We will support the construction process by acting as the City (Owner) representative and observing the progress of the General Contractor during construction for conformance with the drawings, permits, and specifications. We will provide clarifications to the drawings, or with your approval, make modifications to the design, which may impact the Contractor's work. This proposal anticipates a schedule of approximately ten months with project coordination and submittal review beginning in June 2025, with active construction from September 2025 through February 2026, during which time we will make regular site visits to ensure work conforms to the construction drawings and specifications, grant and permitting requirements, and planned budget and schedule. Final project coordination will be completed in March 2026. The project team will be available to answer questions and solve problems throughout the duration of project planning and construction.



#### Task II Construction Administration Meetings and Deliverables:

- **Kick-off Meeting** online in June (adjust date as needed). Project planning and start submittal reviews, etc. Entire team.
- **Preconstruction Meeting** on site in late August/early September. Fromson, Winnen, Lindsey, Bahmer.
- **Bi-weekly Progress Calls** (Microsoft Teams) mid-August through project duration. Fromson, Winnen, Lindsey as needed.
- **SESC/site access/demo** site visit. September. Winnen.
- **Wall Staking** site visit. September/October. Fromson, Lindsey.
- **Key Wall Observation Visits during construction.** 1 Winnen. 1 Jack Cox (as Engineer of Record). 3 Lindsey. October – February.
- **Bi-weekly Site Observation Visits through project duration.** 12 Bahmer. September – March as needed.
- **Punch List Walk:** Fromson, Lindsey. March or April.
- **RFI, Submittals, Review of Materials Testing, Coordination of As-builts etc.** As required through project duration, as outlined in project specifications.

#### Total Site Visits:

- Fromson, Project Manager: 3
  - Winnen, lead Professional Engineer: 3
  - Cox, Engineer of Record: 1
  - Lindsey, Structural Engineer: 6
  - Bahmer, staff engineer: 12 (approx.)
-



## SCHEDULE

We will begin work immediately upon completion of current bidding task in May/June 2025. Coordination tasks, submittal review, etc will span May through mid-August 2025, with active project Construction Administration meetings commencing in late August in anticipation of construction mobilization in September, and final completion and ribbon-cutting in spring/early summer 2026.

## FEES

We propose to complete the Scope of Work outlined above on an hourly basis and will not exceed the budgets outlined below, excluding expenses. Customary expenses for printing and travel will be billed separately and at the actual cost incurred with no additional markup.

Task 11 – Construction Administration	\$126,976
Reimbursable Expense Budget:	\$ 11,222

Your signature below and return of one signed copy of this letter will authorize us to proceed. If you have any questions, please contact the undersigned directly. We appreciate the opportunity to support you and are committed to delivering you a valued product.

Very Truly Yours,

Jack Cox, PE, D.PE, D.CE, D.NE  
Principal & Engineer of Record  
[jcox@edgewaterresources.com](mailto:jcox@edgewaterresources.com)  
(608) 556-5377

Suzanne Fromson, PLA  
Project Manager  
[sfromson@edgewaterresources.com](mailto:sfromson@edgewaterresources.com)  
(269) 408-6387

ACCEPTED BY:

\_\_\_\_\_  
Name /Title

\_\_\_\_\_  
Date

			2025												
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>Facilities</b>															
Southview Courts	\$ 400,000	Trevor													Precon was held, starting soon
Kimberly Point Lighthouse	\$ 20,000	Mike													Work in progress
ADA Building Improvement	\$ 20,000	Trevor													focus on Doty
Shattuck Flag Memorial	\$ 175,000	Mike													June 15; 2:00p dedication
Misc. Asphalt Work	\$ 35,000	Trevor													
Cook Park Play Equip	\$ 175,000	Trevor													June/July
Green Park	\$ 200,000														Sent out revised RFP
Doty Park	\$ 20,000														Working w/Doty Island Community Partners to Raise add. Funds
<b>Equipment</b>															
Replace Mower	\$ 155,000	Trevor													Completed
Replace Cemetery Tractor	\$ 150,000	Trevor													Completed
<b>Arrowhead</b>															
West - prairie/path;	\$ 272,000														
Earthwork, utilities															Graef has been hired
Bridge - railroad															Graef has been hired
Crossing - at grade															Graef
<b>Little Lake Butte des Morts Water Quality</b>															
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$ 103,000	Mike													Final Report June; Grant Writing July/August
Doty Phase 1 Seawall	\$ 3.1	Mike													DNR grant award \$1m; NRDA grant award \$102k;
<b>Carpenter Preserve</b> (donation announcement pending)	\$ 100,000	Staff / Volunteer Work Plan													April 23 Public Update, May 3rd Volunteer Tree Planting

