City of Neenah
Parks & Recreation Commission
Thursday, November 19, 2026, 4:30 P.M.
Hauser Room
Neenah City Hall
211 Walnut Street

I. Call to Order

II. Public Appearances

III. Approval of Minutes – Regular Meeting October 15, 2026

IV. Bill Vouchers

V. Quarterly Financial Report

VI. Correspondence

VII. Mission Action Report

VIII. Unfinished Business

IX. New Business
- A. Adopt Department Polices
- B. Doty Cabin Report Summary of Findings
- C. Kimberly Point Lighthouse Exterior Discussion
- D. Arrowhead Development Team
- E. 2026 CIP Review
- F. Announcements & Future Agenda Items

X. Reports of Special Committees and Liaisons/Task Forces

XI. Adjournment

NOTICE: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

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 Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Neenah WISCONSIN Parks & Recreation

PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – October 15, 2026

Members Present

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

Staff Present

X Michael T. Kading, Director of Parks & Recreation
X Kristine Butteris, Superintendent of Recreation
Trevor Fink, Superintendent of Parks and City Forester
X Megan Thompson, Recreation Supervisor
Clinton Williams, Parks Supervisor

Others Present: Frank Cuthbert, Jacy Park, Becky Heidke-Kwiatkowski, and Scott Becher

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

Correspondence
None

Appearances
S. Becher suggested that the Commission explore naming rights, sponsorships, and the possibility of an individual who can coordinate and focus on this.

Minutes
MSC Wise/Galloway to approve the minutes of the September 17, 2026 Commission Meeting. All voting aye.

Bill Vouchers
Commissioner Maggio reviewed the vouchers for September and found them to be in order.

Mission Action Report
The report was distributed earlier. The following items were discussed:

- Commissioner Galloway complimented staff on making the arrangements to work cooperatively with the school district to use the middle school pool, expressed appreciation for all of the volunteer efforts, further complimented staff on efforts to clean up after the storm events, and, lastly, appreciated the tree replanting plan.
- Commissioner Lawell inquired about the stump grinding operations.
- Commission Lawell commented that the Quarry Park play equipment really looks good.
- Superintendent Butteris announced that Recreation Supervisor Thompson will be off to Hawaii to get married. She also mentioned we need to highlight the connection between Quarry Park and the pool.

BUSINESS FOR CONSIDERATION

NEW BUSINESS ITEM #1: Doty Cabin Report

Director Kading gave a brief overview and requested that the Commission place it on file with the purpose of writing grants to offset budgeted Capital Improvement Funds for the Doty Cabin.

- Commissioner Galloway discussed considering cross ventilation and mechanical fans, getting a cap on the chimney, replacing the whole electrical system, and removing foliage from the foundation.
- Commissioner Lawell asked about the current electrical service. It is 60amp service.
- Commissioner Hancock-Cooke asked for a spreadsheet of items and costs and pointed out the fire/alarm system seems to be a priority (asked Mr. Cuthbert to comment on his recent experience at the Octagon House - approximately $10K).
- Commissioner Kelly added that the spreadsheet is important in prioritizing.
- Commissioner Wise expressed concern regarding the trees/branches over the cabin.

Action: MSC Hancock-Cooke/Lawell to accept and place on file the report with the understanding that a spreadsheet would be created to summarize/prioritize actions and that staff would research and apply for grants. Motion carried.

BUSINESS ITEM # 2: Draft Department Policies

Director Kading reviewed the draft department policies document and asked that Commissioners review over the course of the next month and provide comments with the expectation that the document would be adopted during the November 19 Commission Meeting.

BUSINESS ITEM # 3: 2027 Facility Rental Rates

The 2027 Facility Rental Rates were reviewed.

Action: MSC Galloway/Wise to accept the 2027 Facility Rental Rates as presented. Motion carried.

BUSINESS ITEM # 4: 2025 CIP Review

Director Kading reviewed the changes related to the deduction for Riverside Park lighting and the addition of grading and seeding at Freedom Acres.

Action: No action required

BUSINESS ITEM # 5: Announcements and Future Agenda Items

Adopt Department Polices
Marina Findings
Arrowhead Team

Liaison Reports

CORP: No Report

Plans Commission: Hancock-Cooke - No report

Harbor Committee: Galloway reported that the committee held the fall meeting on October 12. A quorum was not present. The committee was informed on various items and discussed storm-related damage and response. No action was recommended. Commissioner Galloway attended the Army Corps fall meeting and reported that several presentations were given on the effects of this year's storms on water management throughout the entire Fox-Wolf basin.

Meeting was adjourned at 5:12 P.M.

Recorded for the Commission by Michael T. Kading, CPRP

Parks & Recreation
MISSION ACTION REPORT

November 19, 2026

Provide recreational experiences.

- This year's **StoryWalk at Southview Park** was put away for the season on November 10. We featured a different book each month from May through October.
- We had a successful first session of **Start Smart Sports** that wrapped up earlier this month. The program will resume in January.
- **The Grinch Family Breakfast** will be held on Saturday, December 5, from 9:00-10:15AM. We could use a few more Commissioner volunteers to help flip pancakes and serve food. For those interested, please plan to arrive at Washington Park Shelter no later than 8:15AM. Email Megan to RSVP! mthompson@neenahwi.gov

Promote health and wellness.

- We started our **2nd session of water fitness classes** last week, and we have already seen a 25% growth in registration.

Facilitate community problem solving.

- After reviewing **swim lesson offerings and scheduling practices** among surrounding communities, we will be implementing several changes to our swim lesson program. Currently, the Neenah Pool offers two four-week swim lesson sessions each summer. Beginning in 2027, we will transition to three three-week sessions. This revised format will increase program capacity and provide additional opportunities for children to enroll in classes that may have previously reached maximum enrollment.
- In review of **pool pass fees** among comparable communities, Neenah is currently one of the highest upfront costs for a family season pass. Analysis of our pass holder data indicates that the average family pass includes approximately 3.85 individuals. To remain competitive within the regional market and continue providing affordable access to aquatic recreation, there will be no increase to season pass rates for the upcoming year. In addition, the fee for each additional family member will be reduced from $35 to $20. While this adjustment may initially appear to reduce revenue potential, it is important to balance cost recovery with market competitiveness and affordability for residents. Reducing the additional family member fee lowers a financial barrier for larger households and enhances the overall value of a family pass. By maintaining competitive pricing while continuing to offer a high-quality aquatic experience, the City can better position the pool for long-term sustainability and community accessibility.
- After meeting, the department has provided updates on **2026 goals** and established **2027 goals**. Please see the attached document for this information.

Parks & Recreation MISSION ACTION REPORT

Strengthen safety and security.

- The **Washington Park playground turf** was repaired the week of November 2.

Strengthen community image and sense of place.

- The department received a generous **donation of $2,500 from Fox Cities Marathon** as a way to say thank you for our partnership and support.

Increase cultural unity.

- Our annual **Veterans Day Ceremony** was held on November 11 at Shattuck Park. Special thanks to: Neenah Lutheran School Grade 5, Neenah-Menasha Veterans Honor Guard, Neenah Police/Fire Honor Guard, and the Neenah Community Band for their participation in the event.





CITY OF NEENAH – PARKS & RECREATION DEPARTMENT GOALS 2026

Continue to Support Culture Team Initiatives - Ongoing

Transition of New Superintendent of Recreation

- Kristine arrives on Feb 23 - Completed

Explore Recreation Programming Opportunities

- 20-40 somethings - Move to 2027
- Bridge gaps between youth orgs - Move to 2027
- New special events: Listen to the Loop, National Lighthouse Day - Completed

Further Develop and Enhance Marketing & Guest Engagement

- CORP public input - Completed
- Volunteer experiences – Waiting for City-wide initiative
- Implement and baseline customer feedback surveys - Facility surveys yes, working on individual programs surveys

Complete CORP planning

- Hire firm: March/April - Completed
- Planning throughout the year - Ongoing
- Adoption: December/January - February 2027

Implement 2026 CIP

- Equipment purchases - Completed
- Kimberly Point
  - Shoreline design, engineering, and permitting - In the permitting stage
  - Lighthouse design, engineering, bidding, and construction - Started
- ADA - In progress
- Misc. asphalt repairs - In progress
- Riverside lighting - Delayed to 2027
- Boat slip rental analysis - Completed
- WBH roofing repair - In progress
- Doty Cabin repairs - Assessment completed
- LLBDM weed control - Delayed to 2027 due to storm
- Washington Park sign replacement - Completed
- Quarry Park - Completed
- Carpenter Preserve - Working on flood plain and wetland issues

Prepare for 2027 CIP

- Rec Park parking lot
- Doty play area

CITY OF NEENAH – PARKS & RECREATION DEPARTMENT GOALS 2027

Continuing to Support Culture Team Initiatives

Transitional Planning

- S.O.P.
- Department Review
- Superintendent of Parks/Forestry

Explore Recreation Programming Opportunities

- 20-40 somethings
- Bridge gaps between youth orgs
- Rec programming breakdown

Further Develop and Enhance Marketing & Guest Engagement

- Implement program-specific feedback surveys
- Share survey results quarterly with Commission

Pool Restoration

CIVIC Plus Training and Optimization

Development of a Legacy Sponsorship Program

Implement 2027 CIP

- Equipment purchases
- Kimberly Point shoreline
- Rec Park parking lot in cooperation with stormwater utility
- Carpenter Preserve bridgings, forestry, and paths
- Misc. asphalt repairs (paths/lots)
- Little Lake weed control
- Doty Cabin improvement
- Pool mechanicals

City of Neenah
Parks & Recreation Commission Meeting
November 19, 2026

BUSINESS ITEM A: Adopt Department Policies
Staff presented revised draft policies to the Commission on 10/15/26. As of this writing, no feedback has been received.

We ask the Commission to adopt the policies as presented during the October Commission Meeting.

> ***Suggested Action:*** Motion to adopt the department policies as presented to the Commission.

BUSINESS ITEM B: Doty Cabin Report Summary of Findings
During the October Commission Meeting, the Doty Cabin Assessment Report was presented to the Commission. The Commission asked for a summary and an implementation plan. Attached you will find a summary of the overall recommended improvement activities for Doty Cabin.

The summary has been broken into 5 categories, with two columns (min/max) for the Opinion of Probable costs, SEH's ranking of implementation, and the final three columns resulted from a meeting with Lead Docent Jacy Park and Frank Cuthbert that was held on 11/4/26.

We agreed with SEH's assessment that the exterior envelope should be secured first and then move on to address interior concerns. The team felt that much of the work could be accomplished with volunteer help led by Mr. Cuthbert. Staff is recommending that the balance of exterior items be completed by professional contractors.

Remaining projects on the list will be brought to the Commission for budgetary discussion and approval.

> ***Suggested Action:*** Motion to accept the Summary of Findings and permit staff to move forward once the 2027 budget is adopted.

BUSINESS ITEM C: Kimberly Point Lighthouse Exterior Discussion
As a result of lead paint abatement on the Kimberly Point Lighthouse, a facade of cream city brick was revealed, which has led to multiple discussions about if we should paint over it. The department has not been able to find any documentation of the lighthouse being anything other than white. The 2 photos prior to 1954 of the lighthouse show it as whitewashed with some partially exposed brick.

I spoke to Ms. Kasimor, Community Development - Landmarks Commission, regarding the possibility, and she has indicated that the burden of proof would be on the City to prove that at

some point the brick was showing. She will be connecting with the Wisconsin Historical Society to determine what impact changing from white to natural brick would have on the national/Wisconsin historical registries. Our application for the renovation project includes the provision that the lighthouse would be repainted white. Changing this would require us to reapply to the Wisconsin Historical Society.

As bid specifications called for the lighthouse to be repainted white, the contractor used a basic mortar mix and red brick replacement without concern of color matching. Miron indicated that the brick could be lime washed and sealed to show the brick with the understanding that imperfections would be shown. Early indication is the cost to preserve the brick will be more than painting white and then sealing (more information to come).

Based upon these facts, the historical pictures/paintings, and the promotional renderings, all indicated that the Kimberly Point Lighthouse would be white after renovations. Due to this and potential increased costs, I recommend that we paint and seal the lighthouse in white.

> ***Suggested Action:*** No action needed if we remain with the original plan of painting the lighthouse white.

BUSINESS ITEM D: Arrowhead Development Team

Through conversations with Mayor Borchardt and Community Development Director Nieforth, we believe that the re-establishment of an Arrowhead Development Team would be very beneficial.

Current Conditions:

- Existing DNR requirements of managing a closed landfill
- 3 plans that have been developed within the last 20 years with various levels of implementation
- DNR approvals for minor improvements
- The process of public trust and development is under judicial review
- Low levels of trust between Council, Commission, staff, DNR, and, most importantly, the residents

The team will be tasked with taking this information and developing a recommended implementation plan that can be supported by the Commission, Council, and City residents while working with the DNR to gain approvals.

It is recommended that the team be made up of 2 Commissioners, 2 Council members, the Mayor, the Community Development Director, and the Director of Parks & Recreation.

Staff recommends establishing the Arrowhead Development Team, requesting that interested Commission members contact Commission President Ondresky regarding appointment prior to the December Commission Meeting, requesting that Council appoint 2 members, and requesting that the Mayor and indicated staff participate.

Suggested Action: A motion to establish the Arrowhead Development Team.

BUSINESS ITEM E: 2026 CIP Review

Suggested Action: Discussion only

BUSINESS ITEM F: Announcements & Future Agenda Items

Neenah Marina Facility Analysis Follow-up
Lease Agreements – Neenah Soccer Club and YMCA
Harbor Committee Appointments
Arrowhead Development Team Appointments
City of Menasha Pool Fee Agreement

Next Meeting – December 17, 2026, 4:30 P.M.

Doty Cabin Assessment Report – Project No. 192207

Report By: Short Elliott Hendrickson Inc. and MSA



Report Summary:

Based upon the existing conditions report found on the following pages the following is a summary in order of priority:

- Given the age of the log structure and condition of some of the exterior components, water management is the top priority from a maintenance perspective. The gutter system needs to be evaluated and reconstructed to the Doty Cabin standards. Most local contractors should be able to accomplish this work.
- The stone fireplace and chimney will need a full inspection to determine where water leaks are taking place during rainstorms. Historic masonry guidelines should be followed including core restoration techniques using accurate and breathable mortar mixtures. Some contractors that specialize in this area include Heritage Masons, North Shore Masonry, and Custom Chimney Restoration.
- The exterior condition of the logs should be inspected, and small cracks or areas of deterioration should be fixed. The chinking between logs should also be inspected and repaired as required. A contractor that specializes in log structure restoration should be used. Edmunds and Company is a contractor out of MN/WI that has worked on historical log structures throughout Wisconsin. They may be able to also evaluate other areas of the Doty cabin listed here as well.
- The wood siding at the gable ends have some areas of cracked and peeling paint and some areas where wood is deteriorating. These gable ends should be inspected and repaired/repainted as required. Most local contractors can handle this work. All paint should be tested for lead contamination.
- Exterior windows, door frames, and trim should be inspected for areas of deteriorating wood and repaired/repainted as required. Windows should be closely looked at to make sure they are structurally intact and working properly. Windows may require re-glazing. All paint should be tested for lead contamination.
- Update the existing electrical in structure to at least a 100-amp 120/240-volt single phase electrical service from the utility with pole mounted transformer. This will provide more power to the building which will allow better lighting throughout the structure. Most local electrical contractors can perform this work.
- Per above look at improving/replacing existing lighting with LED-type lighting to improve efficiency, light levels, and reduce maintenance. Most local electrical contractors can perform this work.
- Per above look at replacing/updating electrical receptacles and wiring devices and add new as required to eliminate use of extension cords.
- Have the system vendor evaluate existing fire alarm and intrusion alarm systems to correct any failing components to make sure alarm systems are working properly.
- The existing concrete floor at main level should be inspected and evaluated to determine if concrete sealer should be applied.
- The existing structure gets rather warm during summer days. To help with this condition, adding screen doors to provide air flow should be evaluated. A non-ducted cooling solution could also be looked at.
- General interior maintenance items such as repainting wood floors, walls, and ceilings should be evaluated. Most local contractors can perform this work.

Architectural Review:

The following report is the result of a site visit by Todd Clark, Trevor Frank and Katie Richter of SEH Inc. that occurred on July 09, 2026. Site observations and discussions with staff were used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original James D. Doty cabin built in 1844-1845, using some of the original components from the log cabin. The structure is listed on the Wisconsin State Register of Historic Places. The main level of the building is a classic log structure. The upper-level transitions to a standard wood frame system at gable ends and interior walls. The roof is asphalt shingle and is fairly new but did sustain damage during a recent storm. The main level floor is exposed sealed concrete, and the walls are primarily the logs of structure painted. The upper-level floors are wood plank that have been painted, and the walls are ship-lap boards that have been painted. The ceilings at main level are wood beam and plank that have been painted. The upper-level ceilings are painted plaster over lath or board and batten. There is no running water, no heat, and no toilet room facilities. The windows on main level have chain-link panels at interior side for security reasons. Artifacts need to be moved off site during winter.

Exterior

Observations/Recommendations

- *Some of the logs are starting to deteriorate at the log ends at corners of the structure. It is recommended that the bad spots be treated with epoxies and stained to match original logs. The cost estimate for log repairs is $6000 to $10,000. Logs could be stained/sealed with specialized breathable coatings to match existing color. The cost estimate for this is $4000 to $9000.*
- *Some of the chinking between logs is starting to crack and crumble. It is recommended that these bad spots be patched using similar materials. In some areas the metal screen behind the chinking is exposed. The cost estimate for this is $3000 to $8000.*
- *The wood gutter system at the roof perimeter is in poor condition and broken from storm and needs to be replaced. The cost estimate for this is $5000 to $9000.*
- *The wood siding at gable ends will need to be scraped and repainted. Testing for lead paint is suggested before any work is done. The cost estimate for this is $5000 to $7000.*
- *Exterior window trim and all windows need to be repaired/patched/painted or replaced to match existing as required. The perimeter of windows will need to be resealed/caulked. The shutters at upper front window should be painted. Testing for lead paint is suggested before any work is to be done. The cost estimate for this is $3000 to $6000.*
- *All exterior trim at doors and soffit areas should be patched and painted. The trellis at main entrance and surrounding trim should be repainted or replaced with new to match original style. The cost estimate for this is $800 to $1400.*

- *Roof damage from the storm should be repaired. Roof valleys should be cleaned of leaf debris. Pending extent of damage, the cost estimate for this is $3500 to $7500.*
- *The chimney is leaking during storms, so the chimney masonry joints, flashing, and flue tile should be inspected and repaired. The cost estimate for this is $2000 to $5000.*
- *All plantings and vegetation should be kept clear of the log structure.*

Interior

Observations

- *The interior floor at main level is concrete. Have concrete floors inspected to determine if they need to be resealed. The cost estimate for this is $2000 to $4000.*
- *All windows will need to be reglazed, and repainted. The cost estimate for this is $1400 to $3000.*
- *There is some wear at wood flooring at upper level and at stairs. These should be repainted as required. The cost estimate for this is $2000 to $4000.*
- *There is some cracking at the plaster lath ceilings and at gable ends on upper level. These should be patched and painted. All conduit and lighting are exposed and surface attached. If any major remodel work is done, running these in walls or a soffit should be explored. The cost estimate for this is $1200 to $2400 for crack repairs, and $3000 to $5000 to hide exposed conduit.*
- *Light levels are low throughout the structure. See electrical notes.*
- *The interior stone fireplace should be inspected and resealed at stone to wood connections as required. The cost estimate for this is $200 to $400.*
- *There are many gaps and cracks around perimeter in log structure. These should be caulked and sealed where it is possible to limit rodent access. The cost estimate for this is $500 to $800.*

Other Improvements

- *Adding conditioned space to the log structure is not recommended and not feasible. There is a desire to add a sink/faucet at a strategic location on main level. The cost estimate for this is $5000 to $12,000.*

Architectural Summary

- *Water management on older structures should always be top priority. All exterior maintenance items should be addressed to control any further damage. The roof and chimney should be thoroughly inspected to determine how water gets into the fireplace. All gaps and cracks at exterior perimeter of structure should be caulked and sealed to control rodent access. Interior items can be addressed in phases or as budget allows. All proposed work on the structure should be reviewed closely to ensure it falls within standards required for structures on Historical Listing.*

Mechanical System Review:

The following report is the result of a site visit by Matthew Bruckschen of MSA Professional Services, Inc. that occurred on July 23, 2026. Site observations and interviews with staff were all used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original cabin built in 1844-1845, using some of the original cabin components.

Heating System

Observations

- *There is currently no heating system in place at this building.*
- *The building is closed and winterized for the winter season.*

Recommendations

- *If the goal was to only heat the building electric heat would be recommended given the space constraints of the building. Alternatively, a VRF type system could provide heating and cooling. A VRF system does derate at temperatures below zero to not provide full heating to 72°F, but given there is no winter programming now this should be acceptable.*

Ventilation and Cooling System

Observations

- *There is currently no ventilation or cooling in this building. Currently plug-in fans are used to generate airflow, and a plug-in dehumidifier is used to help with space moisture. The dehumidifier is typically powered by an extension cord and drains to a 5-gallon bucket.*

Recommendations

- *To provide cooling in the existing building a non-ducted solution would be the best option given height constraints. This would be a VRF refrigerant system that would include piping to each indoor unit, drain piping to the exterior and a single exterior mounted condensing unit. This system would require electrical rework to each unit location. This system would have an outside air connection for each unit to provide ventilation to the building.*
    1. *Rather than each room getting a unit adding one per floor would be an option to limit the amount of electrical and piping work required to add cooling.*
    2. *A 4-ton VRF system would be roughly $25,000.*
- *If not providing a system with ventilation, adding a screen door to provide some air flow to the building would be recommended.*

Control System

Observations

A. *With there being no current HVAC system there are not any existing controls.*

Recommendations

- *Any new system would be standalone controls given the size of the building.*

Electrical System Review:

The following report is the result of a site visit by Laura Gilbert of MSA Professional Services, Inc. that occurred July 23, 2026. Site observations and communication with staff were all used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original cabin built in 1844-1845.

Main Electrical Service

Observations

- *The electric meter for this building was not observed on site. It was not located in the interior of the building or on the exterior of the building. The meter was not found to be on an adjacent pole serving the site lighting.*
- *Without observing an electric meter at this building, it is anticipated to be fed from the street lighting or adjacent restroom building with limited ampacity.*

Recommendations

- *.Provide at least a 100-amp 120/240-volt single phase electrical service from the utility with a pole mounted transformer.*
- *Estimated cost of a new larger electrical service is $10,000 including utility fee*

Panelboard

Observations

- *There is a surface mounted ITE Pushmatic Electri-Center® located in the kitchen room. Its age is unknown but likely between the original re-construction and the 1970s as that is when that type of panel was manufactured.*
- *The panel has (12) circuit spaces with (8) 15-amp, single-pole breakers feeding the circuits throughout the building. The rating of the panel could not be identified but is anticipated to be 120/240-volt single phase, 60-amp or less.*

- *There is not a main breaker and no disconnect was observed at the interior or exterior of the building that would shut-off power to the entire panelboard at this building. This is required by current Code. In order to shut-off power to the entire panelboard, the feeder source would need to be accessed. Location of that was not indicated at the panelboard and was not observed during the walk-thru.*
- *There is not Code-required working clearance in front of the panelboard.*

Recommendations

- *The panelboard has exceeded its expected useful life, and new replacement breakers are no longer available. As such, it should be considered for replacement.*
- *Code deficiencies with working clearance and main disconnect should be corrected at time of panelboard replacement.*
- *Estimated cost of replacing the panelboard in a new location is $6,000.*

Generator

Observations

A. This facility does not have a generator.

Recommendations

A. A generator is not recommended at this time.

Interior and Exterior Lighting

Observations

- *There is minimal interior lighting throughout the building. Each room has either a single ceiling mounted fixture or multiple wall sconces. All appear to be residential type with screw-in incandescent or LED lamps.*
- *Toggle switches to control all lighting in the building are centrally located in the closet below the stairs.*
- *No dimmer switches or occupancy sensors are present in the facility.*

- *There is no building mounted exterior lighting. There is a pole mounted flood light directed at the entrance / exit. It appears this flood light is powered from the street lighting in the area. There are other pole mounted area lights in the back of the building which appear to provide general security lighting around the perimeter of the building. These appear to be fed from the other pole mounted lighting in the park. This lighting appears to be high intensity discharge (HID) type*

Recommendations

- *Consider replacing existing ceiling mounted fixtures and wall sconces to dedicated LED-type to improve efficiency and reduce maintenance. Estimated cost for this work may range from $300-$500 per fixture including new power and control.*
- *Consider adding additional lighting within display cases to improve visual acuteness. Estimated cost for this work may range from $500 to $1,000 per display case including power and control of added lighting.*
- *Consider upgrading existing pole mounted exterior lighting to LED-type for improved efficiency and reduce maintenance. Estimated cost for this work may range from $1,000 if just the head is replaced to $5,000 if both head and pole are replaced. If additional pole mounted lighting is desired, estimated cost per pole and head is $5,000.*

Emergency Lighting

Observations

- *This facility does not have any battery-operated emergency egress lighting.*

Recommendations

- *Unless a building addition is proposed that would require this building to have 2 exits, emergency egress lighting is not required by Code. Estimated cost of egress lighting or exit lights would be included in cost of addition.*

Wiring Devices

Observations

A. *Receptacles and toggle switches appear to be commercial grade 15 amp with plastic plates. Which is satisfactory for this type of building.*

B. *Minimal receptacles are installed. They are surface mounted using surface raceway and boxes. Extensions cords were observed to be in use for what appears to be longer than a temporary use. For example, to power a dehumidifier during summer months.*

C. *Their age is unknown as it is anticipated to be after the original re-construction.*

Recommendations

- *Replace all wiring devices and plates that are damaged. Estimated cost per device and plate replaced is $100.*
- *Add additional receptacles and circuits as required; specifically, to eliminate the use of extension cords. Estimated cost per new circuit with approximately (4) duplex receptacles is $750.*

Fire Alarm System

Observations

- *This facility has fire alarm detection as an extension of the zoned ADT intrusion alarm system. There is an ADT manual pull station located near the entrance / exit that is a separate zone. Heat detectors are located in each room and each detector is a separate zone.*
- *There are wall mounted horn / strobe devices for occupant notification; one is located on the first floor in the entrance foyer and another is located on the second floor in the hallway.*
- *The fire alarm system is not-code required for this occupancy type. It's primary function is for property preservation.*
- *It appears to have been installed within the last 10-15 years. Staff indicated it has not been working correctly since January 2026 but did not elaborate on specific issues.*

Recommendations

A. *Have system vendor service system and correct any failing components and / or damaged cabling. Estimated cost for service call and troubleshooting is $300 with repair costs ranging from $300 to $10,000+ for a full replacement depending on what is determined to be the issue.*

B. *Unless a building addition is proposed that would require this building to have a fire alarm system, extend existing system to the addition to provide similar coverage as the existing system.*

Data & Telephone Distribution Systems

Observations

- *There is an analog (POTS) telephone demark on the exterior of the building.*
- *At least one analog phone outlet was observed, but it did not appear to be in use as there was no handset plugged in.*

- *No internet service or IP devices were observed to be in use in this building.*

Recommendations

A. *Consider adding internet service with data distribution system if desired as it may add value to programs and usage of cabin. Estimated cost for new telecommunications service is $5,000 with an addition $500 per data outlet desired.*

Intrusion Alarm System

Observations

D. *There is a zoned ADT intrusion alarm system at this facility. It appears to communicate with a central station monitoring company via radio or cellular.*

E. *It consists of a motion sensor in each of the rooms connected to a separate zone and an arm / disarm keypad at the exterior entrance / exit. The main control panel and power supply is located in the closet below the stairs.*

F. *It appears to have been installed within the last 10-15 years. Staff indicated it has not been working correctly since January 2026 but did not elaborate on specific issues.*

Recommendations

A. *Have system vendor service system and correct any failing components and / or damaged cabling. Estimated cost is included under fire alarm system.*

B. *Maintain existing intrusion alarm system and extend to any proposed addition. Estimated cost is included under fire alarm system.*

Keyless Entry System

Observations

A. *There is no keyless entry system at this facility.*

Recommendations

A. *Consider adding keyless entry system if enhanced building security is desired. Estimated cost is $5,000 per door including headend and door hardware costs.*

Security Camera System

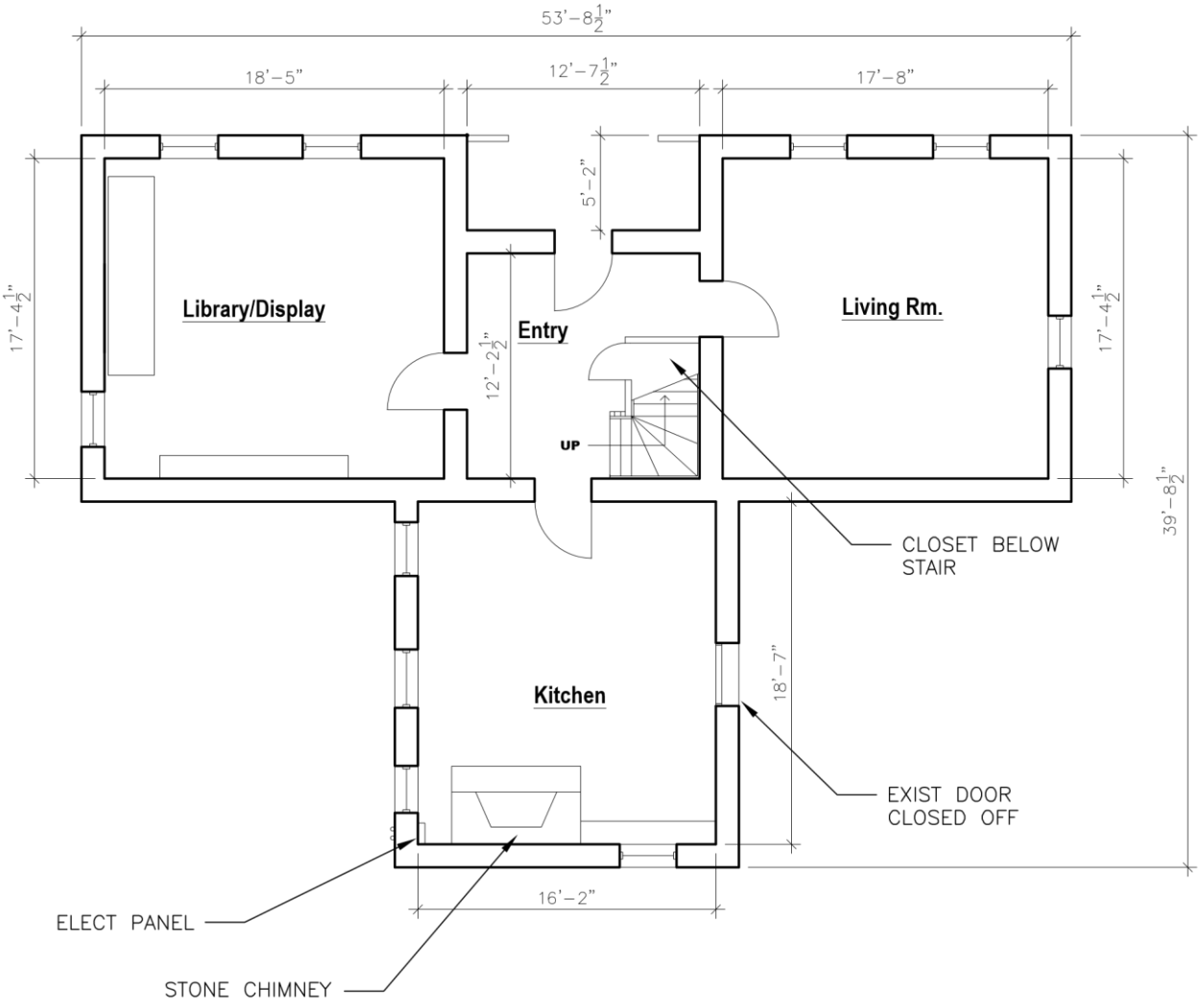
Observations

A. *There is no security camera system at this facility.*

Recommendations

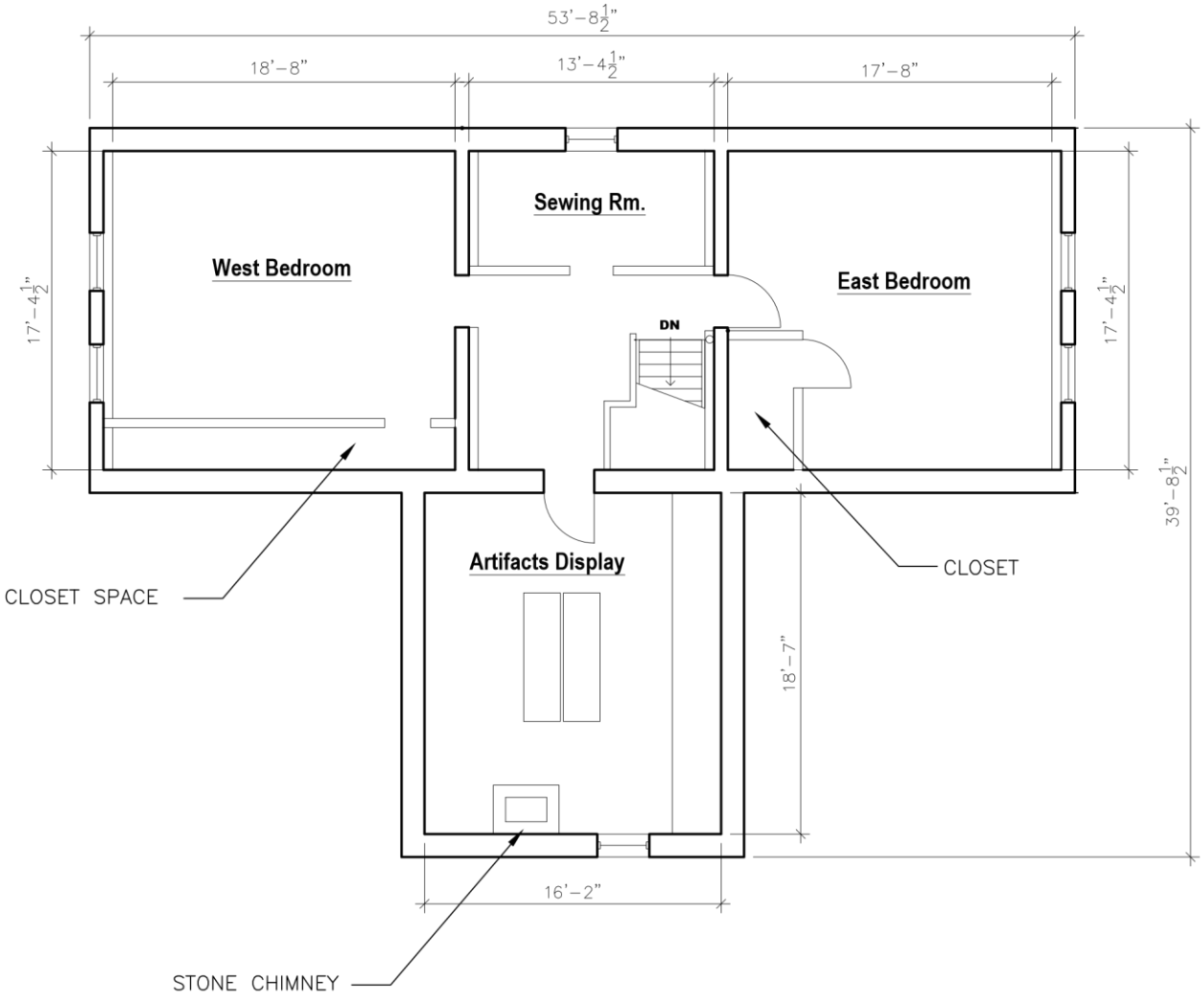
A. *Consider adding an IP type security camera system if enhanced security is desired. IP type security camera system if enhanced security is desired. Estimated cost can range from $300 per camera for a consumer type of system to $3,000 per camera for a commercial enterprise type of system.*

Floor Plans



DOTY CABIN - MAIN LEVEL

Floor Plans Continued



DOTY CABIN - UPPER LEVEL

Elevations



North Elevation



North Elevation Zoomed-in



West Elevation



South Elevation

Elevations Continued



East Elevation

Recommended Maintenance



Repairs needed at the end of logs



Repairs to the exterior windowsill needed



Gable siding needs to be repainted



Siding paint and chinking needs attention



Siding and shutters on the north side need repairs



Exterior window caulking needs repairs

Recommended Maintenance Continued



Gutters in poor shape and bird's nest



Trellis electrical feed



Chimney needs repairs to prevent leaking



	Budget	****** 2026 ******												
		Jan	**Feb**	**March**	**April**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	
Equipment														
Excavator	$ 135,000													Completed
Hydraulic Trailer	$ 15,000													Completed
Replace Cemetery Mower	$ 25,000													Completed
Facilities														
Kimberly Point Shoreline	$ 203,000													2027 Construction
Design														Under contract w/Edgewater: met w/UW-M to discuss historical resource application/protection; Permit Applications submitted. **DNR has placed on hold** due to archeological issues.
Permitting														
Grant														
Fundraising														Start date 9/1 Substantial Completion-Substanital Completion 1/27'; Exterion Painting/Landscapng Spring
Kimberly Point Lighthouse	$ 565,000													
ADA Building Improvement	$ 25,000													in progress
Misc. Asphalt Work	$ 35,000													in progress
CORP	$ 35,000													On going; Feb. Adoption
Riverside Park Lighting	$ 75,000													Delayed to 2027
Boat Rental Analysis	$ 7,500													Presented to Commission 8/20;
Boat House Roof	$ 40,000													in progress
Doty Cabin Repairs	$ 25,000													Report to Commission10/15; Summary of findings 11/19
LLBM Weed Control	$ 30,000													2027
Washington Pk Sign	$ 30,000													Completed
Quarry Park	$ 225,000													Completed
Carpenter Preserve	$ 100,000													Working on DNR submission; volunteer work days; forestry mowing
27' Rec Pk Lot														Preliminary Planning stage
27 Doty Play														moved to 2028
2025 Doty Phase 1 Seawall	$ 2.0													Awaiting final approval

Permitting | **Design/Spes** | **Bid/RFP** | **Award** | **Implementation** | Grants