



Parks & Recreation Commission

THURSDAY, APRIL 20, 2023; 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 Brian Borchardt	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
CORRESPONDANCE	Memo – Shattuck Cameras	
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes: March 16 and 30, April 11 2023	Attached
BILL VOUCHERS	Bills for previous month	Kelly
FINANCIAL Report	Reviewed quarterly in April, July, October, January	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Veterans Memorial Discussion 2. Approval of Memorandum of Understanding with the United States Coast Guard Auxiliary 3. Commission Retreat Work Priorities 4. 2023 CIP Update 5. Announcements & Future Agenda Items Carpenter Preserve Discussion – Graef (4:30 – 5:30) at Whiting Boathouse	
LIAISON REPORTS	◇ Arrowhead Development Task Force ◇ Plan Commission ◇ Harbor Committee	◇ Kelly ◇ 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 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 attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

*Creating Community Through People, Parks &
Programs*



*Department of
Parks & Recreation*

TO: Parks & Recreation Commission
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: April 10, 2023
RE: Shattuck Park – Private Camera Request

Staff has been approached regarding the placement of cameras in or around Shattuck Park, including on the Neenah Public Library for the purposes of viewing the marina, the park, and activities occurring in the park. The individual who made the request is part of the group that has operated the cameras that overlook the Neenah Harbor and the Lake Winnebago camera that is located at the Neenah Pool.

On Monday, April 10, 2023, I met with Mayor Lang, Sara Hanneman (Future Neenah), Nicole Hardina-Wilhelm (Neenah Public Library), and Joe Wenninger (IT Director) to further discuss this request. We reviewed the request and determined that it was not in the City's best interests to move forward with the request based upon:

- There is no benefit to the public as a whole.
- Private facilities historically have not been permitted on public property for private gain.
- The City has cameras in the park for security and maintains those.
- Private cameras connected to the public Wi-Fi is a security concern.

If you have any further questions or concerns, please contact me.

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – March 16, 2023

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	Brian Borchardt

STAFF PRESENT

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

OTHERS PRESENT: Mayor Lang, Deby Netzel

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

CORRESPONDENCE

None.

APPEARANCES

Ms. Netzel inquired about the opportunity to increase pickleball facilities throughout the city. Commissioners accepted the request and indicated that they would further discuss during the CIP portion of the meeting and that this will be an ongoing discussion with staff to determine the best course of action.

Commission President Kelly further acknowledge an email that he received late this afternoon from Alderperson Skeyrms supporting the development of pickleball opportunities in Neenah. The email had been sent to all commissioners. Not all commissioners had seen the email prior to the meeting.

MINUTES

MSC Hillstrom / Lawell to approve the minutes of the February 16, 2023. All voting aye.

BILL VOUCHERS

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

FINANCIAL REPORT

MISSION ACTION REPORT

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

- Commissioner Lawell complimented staff on the excellent Spring / Summer Rec Guide that recently arrived in the mail. The offering of overall recreation programs was superb.
 - Commissioner Hancock-Cooke suggested that staff be prepare for the question about mailing the Rec Guides to residents and have stats and data to back up the continued mailing.
-

- Superintendent Kluge indicated that each guides costs .79 to print and send, and the mailing list consists of approximately 9,000 addresses.
- Commissioner Borchardt commented on the importance of staying on top of trends and figuring out the best and most cost-efficient manner to communicate with our residents.
- Commissioner Galloway shared a recent online experience he had with a local organization and felt that a printed rec guide was still the best method to communicate with the public.
- Commissioner Maggio inquired about the registration start time. Superintendent Kluge commented that we have historically began at 7:30am. He understands that this may be inconvenient for some but felt the ability to have staff available to serve in-person registrations and answer email and phone questions outweighed starting without staff available. This will continue to be monitored and discussed.
- Commissioner Hillstrom indicated that the City Newsletter continues to be printed and mailed.
- Commissioner Kelly requested that staff agendize the Commission Retreat priorities in April and further requested individuals who are willing to help revise the By-Laws. Commissioners Hancock-Cooke, Ondresky, Maggio, and Kelly all volunteered. Staff will email the retreat notes.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Accept and Approve Baldwin Park Play Equipment

After review and discussion, Commissioners indicated preferences as follows:

- Galloway: Option #2 from GL
- Lawell: Option #2 from GL
- Hancock-Cooke: Option #2 from GL
- Hillstrom: Option #1 from GT
- Wise: Option #1 from GT
- Maggio: Option #2 from GL
- Ondresky: Option #2 from GL
- Borchardt: Option #1 from GT

Action: MSC Lawell / Galloway motioned to accept and approve the proposal from Geber Leisure Products in the amount of \$111,130 to provide and install play equipment and surfaces per specifications utilizing budgeted 2023 CIP Funds. Motion carried.

BUSINESS ITEM # 2: Review and Recommend 2023-2027 Capital Improvement Plan

Director Kading reviewed recommendations for the CIP.

- Remove Arrowhead from the overall Parks & Recreation CIP and establish its own CIP page (similar to Cemetery).
- Further potential 2023 expenditures for Arrowhead will utilize identified carry forward funds.
- 2023 Pool Basin Painting should be budgeted at \$55,000. Attempted to correct on several occasions but never seemed to get carried through.
- Add \$300,000 to the 2024 CIP to redevelop Southview Tennis Courts - new asphalt, fencing, and LED lighting. The cost to resurface is estimated at \$140,000 - \$160,000.

- Kimberly Point Lighthouse – scheduled for assessment and preliminary design/cost estimate in 2024, final design and grant writing in 2025, and construction in 2026. Specific estimated dollars will be budgeted after assessment.
- Please Note: Doty and Kimberly Point seawall and shoreline protection numbers are just estimates, and we will have better numbers by the end of summer.
- All play equipment work has been increased by \$5,000 to accommodate for increased costs of surfacing.
- Cemetery Chapel work will begin this spring through efforts of donations and will include an equipment storage facility. Staff is recommending a Cremation Mausoleum in 2027.
- CIP Equipment follows a prescribed replacement with a few minor adjustments.

Discussion ensued about the possibility of expanding pickleball opportunities throughout the park system and offerings. All opportunities should be explored and should be data-driven.

The \$250,000 for Rec Park parking lot was questioned as to if it was enough. Likely not, but staff is meeting with Public Works next week to further discuss.

The picnic table replacement program is 50% completed and will conclude in 2024, and previously requested dollars in 2025 have been deleted.

Action: .MSC Lawell / Galloway to accept and recommend the 2023-2027 Capital Improvement Plan as presented with the discussed recommendations. Motion carried.

BUSINESS ITEM # 3: Announcements and Future Agenda Items
Commission Retreat Priorities
Vehicle Replacement
2023 CIP Chart

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke had nothing to report.

HARBOR COMMITTEE: Galloway reported that it is full of water.

Arrowhead Task Force: Met on Tuesday, March 14, and reviewed survey and stakeholder information. A public input session was held Tuesday evening for further input. Master planning process is scheduled to wrap up in May.

MSC Hillstrom / Lawell to adjourn at 5:47 P.M.

Recorded for the Commission by Michael T. Kading, CPRP



PARK & RECREATION COMMISSION MINUTES

SPECIAL MEETING – March 30, 2023

MEMBERS PRESENT

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

STAFF PRESENT

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

MEETING CALLED TO ORDER BY Commissioner Kelly at 4:32 P.M.

APPEARANCES

None.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Accept and Recommend Vehicle Replacement Purchases

Staff reviewed the bids presented to the Commission and recommended a 2023 Kia Seltos in the amount of \$27,102.50 from Ewald Kia, Hartford, for the replacement of the 2007 Ford Taurus and further recommended a 2023 Chevy Traverse in the amount of 31,808.50 from Ewald Chevy to replace the 2007 van, utilizing budgeted and approved 2023 CIP Funds.

Concern was expressed over the safety of the vehicles parked outside City Hall. Staff indicated that all City Hall staff cars are parked there, and there has not been a problem. The vehicles do come with anti-theft locks on them.

Commissioner Galloway inquired about a sprinter type van. Staff indicated that the current need was for the replacement vehicle to be able to pull the Park Kart trailer throughout the community.

Action: .MSC Galloway / Hillstrom to recommend the purchase of a 2023 Kia Seltos in the amount of \$27,102.50 from Ewald Kia, Hartford, for the replacement of the 2007 Ford Taurus and further recommended a 2023 Chevy Traverse in the amount of 31,808.50 from Ewald Chevy to replace the 2007 van, utilizing budgeted and approved 2023 CIP Funds.

BUSINESS ITEM # 2: Announcements and Future Agenda Items

Commissioner Galloway will be dropping off a box of Wisconsin Bike Fed Annual Ride Guides for public distribution through the Parks & Recreation office.

MSC Hillstrom / Ondresky to adjourn at 4:44p

Recorded for the Commission by Michael T. Kading, CPRP



PARK & RECREATION COMMISSION MINUTES

SPECIAL REGULAR MEETING – April 11, 2023 **Arrowhead Conceptual Master Planning**

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT: Bethany Gengler, Neenah News and Mike Bell, RDG

MEETING CALLED TO ORDER BY Commissioner Kelly at 4:31 P.M.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Arrowhead Conceptual Master Planning

President Kelly opened with a brief introduction of the project, overall process, and current status, while stating that today's meeting is a listening/learning session with no decisions being made. He then introduced Mike Bell from RDG.

Mike Bell proceeded with a PowerPoint presentation and opened the floor to discussion, questions, and comments.

Will the DNR and Public Trust Board permit what is being proposed? Once the conceptual master planning process is completed and approved by the City, staff will meet with the DNR and Public Trust Board to review and receive feedback on the proposed plan.

What was the consideration for the location and orientation for the amphitheater? The proposed location was based on many factors, such as sun, neighbors, and proximity to support facilities.

The idea of public alcohol consumption has been mentioned several times. Are we considering changing the ordinances to permit? Should the Commission and City wish to have a facility that serves alcohol and further wish for alcohol to be consumed in the park, the ordinances will need to be changed to reflect these wishes.

Please explain the bridge over the railroad track. Through the downtown development plan, a pedestrian bridge has been proposed to further connect the downtown and park with a unique feature.

Consideration of boardwalks – need to use low maintenance materials. Trails should be built with crushed limestone.

Maintenance of the park will be an ongoing issue and should always be part of the discussion moving forward. Be practical with material used to develop.

Commissioners wish to know:

- The legalities related to the Public Trust Doctrine.
- Soundings of the Little Lake Butte des Morts and the ability to accommodate boat traffic.
- How can we best move water along the shore with the intentions of reducing weed growth and algae collection?

Mike summarized and wrapped up the conversation by stating the master planning process will direct the balance of the overall development.

MSC Hillstrom / Kelly to adjourn at 5:54p

Recorded for the Commission by Michael T. Kading, CPRP

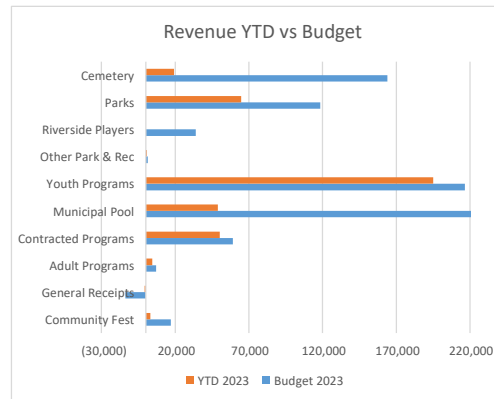
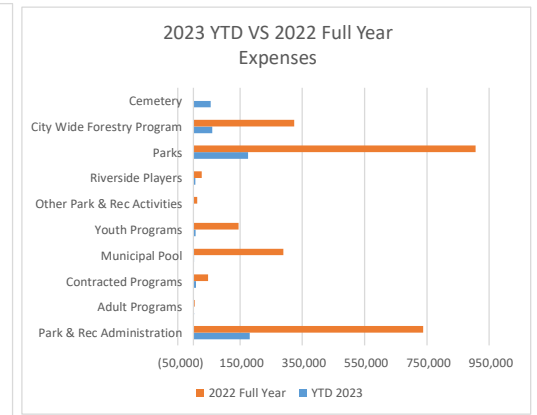
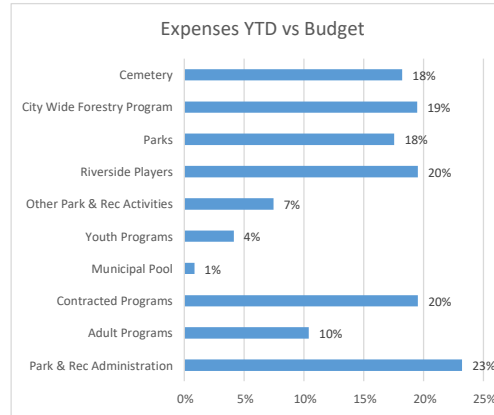
**Neenah Park & Rec
Budget Status
3/31/2023**

EXPENSES

	Budget 2023	YTD 2023	% of Budget	YTD 2022	2022 Full Year
Park & Rec Administration	780,700	181,205	23%	176,485	737,396
Adult Programs	2,980	310	10%	312	4,712
Contracted Programs	47,340	9,246	20%	4,492	47,649
Municipal Pool	317,940	2,679	1%	5,932	289,135
Youth Programs	187,900	7,757	4%	9,143	144,790
Other Park & Rec Activities	13,230	985	7%	1,396	13,077
Riverside Players	30,630	5,977	20%	6,435	27,625
Parks	1,003,170	176,061	18%	158,235	906,043
City Wide Forestry Program	316,940	61,650	19%	106,349	323,335
Cemetery	308,000	56,072	18%	58,282	293,856
	3,008,830	501,942	17%	527,061	2,787,618

REVENUE

	Budget 2023	YTD 2023	% of Budget	YTD 2022	2022 Full Year
Community Fest	17,000	3,105	13.59%	2,310	16,312
General Receipts	(13,710)	(766)	5.28%	(724)	(12,103)
Adult Programs	7,100	4,505	63.45%	3,010	6,542
Contracted Programs	59,170	50,272	84.96%	26,499	55,106
Municipal Pool	250,050	48,915	19.56%	44,880	204,567
Youth Programs	216,680	195,158	90.07%	142,199	188,003
Other Park & Rec	1,500	760	50.67%	127	1,371
Riverside Players	33,900	-	0.00%	-	29,391
Parks	118,380	64,931	54.85%	59,432	112,865
Cemetery	164,000	19,167	11.69%	32,390	191,545
	854,070	386,047	45.20%	310,123	793,599





Parks & Recreation MISSION ACTION REPORT

April 20, 2023

Provide recreational experiences.

- **18th Annual Touch-A-Truck** will be held on May 3 from 10:00 a.m. – Noon at Memorial Park.
- **StoryWalk** will be set up at **Southview** from **May 6th- May 24th**. The book featured is *Llama Llama Red Pajama*.

Foster human development.

- **Summer seasonal staff** had their paperwork day on April 10 for playground/pool seasonals. Staff is pleased with the quality of staff and look forward to a great summer.

Facilitate community problem solving.

- **Attached** you will find a review of our past and current tennis and pickleball facilities as well as a comparison to surrounding communities.

A summary of the information reveals:

- Since 2015, the City has decreased the number tennis courts by 5 and increased pickleball opportunities to 4 dedicated courts and 10 overlays.
- The 4 dedicated pickleball courts puts the City in line with communities our size.
- Youth tennis registrations are trending downward; however, we expect registrations to be to be in line with last year.

*Moving forward, we will continue to evaluate opportunities to further develop facilities that meet current trends in the field of parks and recreation.

- A meeting with the US Coast Guard was held Friday, April 14. A Memorandum of Understanding has been drawn up and is included under New Business. Ironically, the WI-DNR responded late Friday with a very vague proposal that was sent to them. Further discussion is needed.

Protect environmental resources.

- Edgewater Resources, Inc. has conducted an initial assessment of the shorelines at Kimberly Point and Doty Parks. This is the first step in the Shoreline Study for Kimberly Point and Doty Parks. The study has been forwarded to the task force. If anyone would like a copy, please let me know.

Strengthen safety and security.

- **Bicycle Safety Clinics** are scheduled at Tullar, Spring Road, Coolidge, and Roosevelt schools in the month of May.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Strengthen community image and sense of place.

- A picture of the Arrowhead Pier...



City of Neenah - Tennis and Pickleball Facilities Comparison

	2015 CORP		2022 CORP		
	Tennis	Pickleball	Tennis	Pickleball	Pickleball
Green Park	2	0	2	0	2
Doty Park	5	0	2	2	4
Washington Park	4	0	2	2	4
Southview Park	6	0	6	0	0
	17	0	12	4	10
Comparison between 2015 &2022			-5	4	10

Surrounding Community Tennis and Pickleball Facility Comparison

COMMUNITY	Tennis	Pickleball Dedicated	Pickleball Overlay
NEENAH	12	4	10
MENASHA	16	3	4
APPLETON	15	8	7
FOX CROSSING	6 & 2 Jr.	0	8
GRAND CHUTE	2	6	2
GREENVILLE	4	8	2
KIMBERLY	0	6	0
KAUKAUNA	0	0	0
LITTLE CHUTE	2	2	2
OSHKOSH Parks	10	12	0

Recreation Participation (based upon registration and not drop in play)

	2018	2019	2020 (COVID)	2021	2022	Total
Tennis	361	320	243	324	289	1537
Pickleball						
Skills & Drills				42	38	80
League			46	66	92	204
Pickleball 101	11	13		24		48



City of Neenah Parks and Recreation Commission Meeting April 20, 2023

BUSINESS ITEM #1: Veterans Memorial Discussion

Mayor Lang and Director Kading met with 3 members of the American Legion who have expressed an interest in placing a flag memorial monument in the park system. The flag memorial would consist of the United States flag, the State of Wisconsin flag, the MIA flag, and the 6 flags of the military and may further consist of brick pavers and other stone monuments.

The representatives indicated that this is a very preliminary discussion and want to secure a location prior to fundraising. Various sites were discussed, and Doty Park seemed to be the favorite.

Staff reviewed the potential sites and developed a list of pros/cons for each site (see attached). In addition to the sites identified by the Legion, staff added the cemetery and felt that Shattuck should be further considered. Staff favors Memorial or the cemetery.

Suggested Action: Discussion only. Commission can review the sites, ask questions, and make a final decision during the May Commission meeting. Further steps will include a memorandum of understanding with the Legion, should the Commission wish to move forward.

BUSINESS ITEM #2: Approval of Memorandum of Understanding (MOU) with the United States Coast Guard Auxiliary (USCGA)

Superintendent Fink and Director Kading met with USCGA representatives to discuss an agreement to continue use of the Whiting Boathouse. Representatives informed staff that while they are part of the United States Coast Guard, they are a volunteer organization and pay dues to participate. They further informed staff that the USCGA provides at a minimum \$3000 of support to Community Fest, providing a safe for the ski show and fireworks.

Staff recommends accepting the MOU as presented.

Suggested Action: A motion to accept the MOU between the Neenah Parks & Recreation Department and the USCGA.

BUSINESS ITEM #3: Commission Retreat Work Priorities.

Per the Commission's direction, below is a summary of possible Work Priorities that the Commission may undertake.

The actions we were in agreement on were:

- 1) Make the retreat an annual event.
- 2) Create an onboarding process and manual.
- 3) Hold a "State of the Parks" review meeting for communication with the community.

The items that will take some further ongoing focus are the issue of revising the bylaws and our vision/mission statements, which we felt included some other items from the lot. I have indicated which those are below.



City of Neenah Parks and Recreation Commission Meeting April 20, 2023

Parking Lot	Votes
- What is the appropriate level of detail for Commission to deal with? (K)	1
- Do we address the cemetery and trees? If so, how? (Peter)	
- Is what we are doing as a Commission what we want to be doing? (Brian)	1
- Is there value in term limits? (K)	½ - Combine with Bylaws
- Succession planning for Commissioners (Brian)	½ - Combine with Bylaws
- Big picture vision - Are we okay with what we are doing? (K)	7 – Combine with Bylaws
- Vision: Do we think our scope is right-sized? (K)	
- Criteria for park location distance and population density (K)	1
- Preview bylaws in future Commission meeting (Peter)	2
- Develop long-term aspirational vision (25 years out). Mission – how we achieve the vision. (Peter)	7 – Combine with Bylaws
- How do we inform and involve people in activities?	2
- Intentionally look for skill sets when replacing Commissioners (Kate and Eric)	1 – Combine with Bylaws
- Should we have a Commissioner from each district? (Kate)	Option to have commissioners be “sponsors” for some parks – Peter Kelly
- Define desired school district relationship. Need liaison role? (Ashley)	
- Establish 2 nd Thursday in January as annual retreat date. Whiting Boathouse. Beer. (All)	7
- Article 6, Section 3 – add “wellness” after recreational (Eric)	Combine with Bylaws
- Create an onboarding process	7
- How do we deal with one-off task forces? (Brian)	Combine with Bylaws
- Tour dates for our Parks & Rec meetings and promote it (Brian)	State of the Parks meeting kick-off

Suggested Action: Discussion and consensus on priorities.

BUSINESS ITEM #4: 2023 CIP Review

Please see attached.

Suggested Action: Review.

BUSINESS ITEM #5: Announcements and Future Agenda Items

Carpenter Preserve Discussion w/Graef (4:30 – 5:30) at Whiting Boathouse

PROPOSED SITES - VETERAN MEMORIAL FLAG MEMORIAL

Site #1 Doty Park north of channel between bridges

Pros: Historical park site, near and visible to the water, power.

Cons: Future seawall project may impact this area, centrally located in the park making it a bit of trek to access. No access, no accessibility, parking far away, not visible, potential for vandalism, would not fit well with current use.



Site #2 Riverside Park – near river and current flag and cannon

Pros: Located near and visible to the water. Current flagpole and cannon.

Cons: Limited parking and access to the site. Slope would require fill and foundation work near the river, does not fit in with current use.



Site #3 Oak Hill Cemetery – southwest portion of cemetery

Pros: Site is currently wide open. Potential to incorporate with mausoleum that would provide a unique selling opportunity for niches. Would fit perfectly in with usage. Highly visible with staffing on site. Already have existing monuments for veterans, would be able to provide easy access for both parking and pedestrians for those with disabilities.

Cons: In general, fewer people go to the cemetery. While there is a slope, this could be used to design advantage.



Site #3 Memorial Park – along Park Drive, near Tullar Shelter

Pros: Current infrastructure supports military services, site is very open and accessible to both pedestrian and vehicle traffic, location is a very visible and used park.

Cons: Rock wall originally done by Eagle Scout. A lot of donated materials and labor, how to incorporate with existing wall.





Memorandum of Understanding
between
Neenah Park & Recreation Department
and **United States Coast Guard Auxiliary**
~ 2023-2025 ~

The purpose of this agreement is to define the rights and responsibilities of Neenah Park & Recreation Department (NPRD) and United States Coast Guard Auxiliary (USCGA) relative to the use of City of Neenah facilities.

- 1) NPRD will permit USCGA to utilize a portion of Whiting Boathouse, specifically the easternmost boat stall, deck storage and office space.
 - a. NPRD shall distribute keys to USCGA leaders. USCGA shall keep a current list of key holders on file with NRPD.
 - b. Facilities shall be used for official USCGA business. Facilities shall not be used for social gatherings. Use of alcohol and tobacco products is prohibited.
 - c. USCGA may maintain and be responsible for internet and/or cable utilities. The City of Neenah will be listed as the owner of both services. USCGA agrees to pay all costs associated with the services.
- 2) NPRD shall have no liability for any portion of the USCGA amenities or equipment.
- 3) NRPD shall be responsible for maintenance and repairs to the exterior of the building.
- 4) USCGA shall be responsible for routine cleaning and maintenance and repairs of internal operational items within the building.
- 5) USCGA shall indemnify and hold NPRD and the City of Neenah harmless from any and all activities the USCGA undertakes on City of Neenah property.
- 6) USCGA shall provide NPRD a “United States Coast Guard Auxiliary - Third Party Insurance Liability Release” letter which shall be on file with the City Clerk for the duration of this agreement.
- 7) USCGA agrees to exercise due care in the preservation of the premises and to uphold city rules, regulations and ordinances and to comply with all appropriate laws, including ADA Title II. The lessee further agrees to ensure that employees and volunteers are aware of and comply with appropriate rules, regulations, ordinances and laws.
- 8) In lieu of payment, USCGA will continue to donate marine support services needed for the safe operations of the City’s annual Community Fest event estimated at a value of \$3,000. Further noted, the USCGA provides marine support services to the Neenah boating community throughout the boat season on a volunteer basis.
- 9) The TERM of this agreement shall be March 31, 2023 through December 31, 2025. The agreement may be amended, at any time, by mutual agreement of both parties. Failure of the lessee to comply with any and all provisions of this agreement authorizes the lessor to terminate the lease.

Signatures

United States Coast Guard Auxiliary **Date**

Neenah Parks and Recreation **Date**

Print Name

Print Name

CIP Summary	2023	Alternative Funding	Actual	January	February	March	April	May	June	July	August	September	October	November	December
Development															
Arrowhead Remaster Planning (C / F 2022)	\$ 45,000.00														
Arrowhead - park drive, trail design/engineering	\$ 95,000			On Hold											
Arrowhead - prairie, prep and seeding	\$ -			On Hold											
Doty / Kimberly Point Seawall design/engineering	\$ 75,000		47000										??	??	??
Cook Park re-development	\$ 320,000														
Carpenter Preserve Design	\$ 30,000		29500												
Dog Park (Carry Forward 2022)	\$ 45,000														
Maintenance															
Picnic Table Replacement	\$ 20,000														
Asphalt Trail/Parking Lots	\$ 30,000														
Replace Diving Board	\$ 28,000														
Pool Basin Paint	\$ 35,000														
Whiting Boat House-exterior repairs	\$ 20,000														
Baldwin Park	\$ 120,000		117000												
Fresh Air (Carry Forward 2022)	\$ 17,000														
Pool: Replace Play Equip (Carry Forward 2022)	\$ 3,500														
Resurface/Rebuild Southview Cts (C / F 2022)	\$ 64,000														
Equipment															
Replace Freestar	\$ 30,000		32000												
Replace Taurus	\$ 30,000		27000												
				Blue = permitting;		Purple = design;			Green = bidding;		Red = Award;		Orange = Construction		