



Special Parks & Recreation Commission

THURSDAY, JANUARY 30, 2025; 4:30 PM

Neenah City Hall – Council Chambers

211 Walnut Street

Neenah, WI 54956

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber
STAFF	Jim Kluge, Trevor Fink, and Michael Kading
AGENDA TOPICS	
CALL TO ORDER	
APPEARANCES	Open Forum / Commission Consideration of Appearances
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Recommendation - Arrowhead Park Acceptance of Revised Master Plan 2. Recommendation - Arrowhead Park Graef Design Contract Amendment 3. Recommendation - Arrowhead Park ECS Subsurface Exploration and Geotechnical Engineering
ADJOURN	

ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Park and Recreation Department** or the **City's ADA Coordinator** at (920) 886-6106 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

*Creating Community Through People, Parks &
Programs*



City of Neenah Parks & Recreation Commission Meeting January 30, 2025

BUSINESS ITEM #1: Recommendation – Arrowhead Park Acceptance of the Revised Master Plan

Attached you will find a memo and map outlining the minor modifications made to the Master Plan.

Suggested Action: MSC recommending to Council the acceptance and placement on file of the revised Arrowhead Master Plan.

BUSINESS ITEM #2: Recommendation – Arrowhead Park Graef Design Contract Amendment

Attached you will find a memo outlining the work needed to take advantage of material that need to be removed for the Douglas Pond project. The material has been placed on Arrowhead for future development use.

Suggested Action: MSC recommending to Council approval of the contract amendment with Graef Engineering in the amount of \$12,700 to complete Master Plan modification and placement of fill for future use utilizing Arrowhead carry forward funds as identified in the 2025 Capital Improvement Plan.

BUSINESS ITEM #3: Recommendation – Arrowhead Park ECS Subsurface Exploration and Geotechnical Engineering

Attached you will find a memo outlining the soil boring and subsurface work needed to prepare for future construction improvements. 22 soil borings and analysis are planned at a cost of \$71,290.

Suggested Action: MSC recommending to Council approval of the contract with ECS in the amount of \$71,290 to complete 22 soil borings and analysis utilizing Arrowhead carry forward funds as identified in the 2025 Capital Improvement Budget.



M E M O R A N D U M (R E V I S E D)

DATE: January 24, 2025
TO: Chairman Lendrum and Public Services and Safety Committee Members
Chairman Kelly and Park and Recreation Commission Members
FROM: Chris A. Haese, Director of Community Development and Assessment
Michael Kading, Park and Recreation Director
RE: GRAEF Arrowhead Park Design Contract Amendment

The City contracted with GRAEF Engineering in September of 2024 to complete preliminary engineering, design and feasibility analysis of several key components of the Arrowhead Master Plan. This design work is nearing completion and will be packaged with other critical information for submittal and approval to the Wisconsin Department of Natural Resources (DNR). As part of this work, it was recognized that minor modifications would need to be made to the Master Plan to better reflect the influence the Public Trust Doctrine will have on the development of the Park. GRAEF has completed these revisions to the physical plan for the Park on the City's behalf (attached). RDG, the Plan author, has completed the textual changes to be present at your upcoming meeting.

As part of the preliminary engineering work, it became clear that additional material would have to be placed on Arrowhead to provide sufficient cover over planned utilities and the existing landfill material. Recognizing that material from the Douglas Park stormwater pond would be ideal material for Arrowhead, staff reacted to the opportunity to utilize this material. To secure the necessary approvals from the DNR, additional engineering work had to be undertaken, including the demonstration that the material was needed and the amount of material needed, identifying the location for the material, and determining drainage and erosion control measures to mitigate any negative impacts of the additional material. Since the work on Douglas Park was scheduled to begin soon, GRAEF was asked to prepare the necessary documentation for DNR review. After several weeks of work, and tedious discussions with the DNR, the City obtained the necessary confirmation to place additional material on Arrowhead. The Park will likely need 30,000 cubic yards of material for the planned development. Despite the delays securing DNR confirmation, 15,000 – 20,000 cubic yards of material will make its way to Arrowhead, reducing the overall development costs of Arrowhead by approximately \$160,000.

GRAEF has requested a contract amendment in the amount of \$12,700 to provide Master Plan modifications and for additional engineering analysis required by the DNR to allow the placement of additional fill material on Arrowhead Park.

I am proposing two actions of the Committee with recommendations as follows:

Recommendations

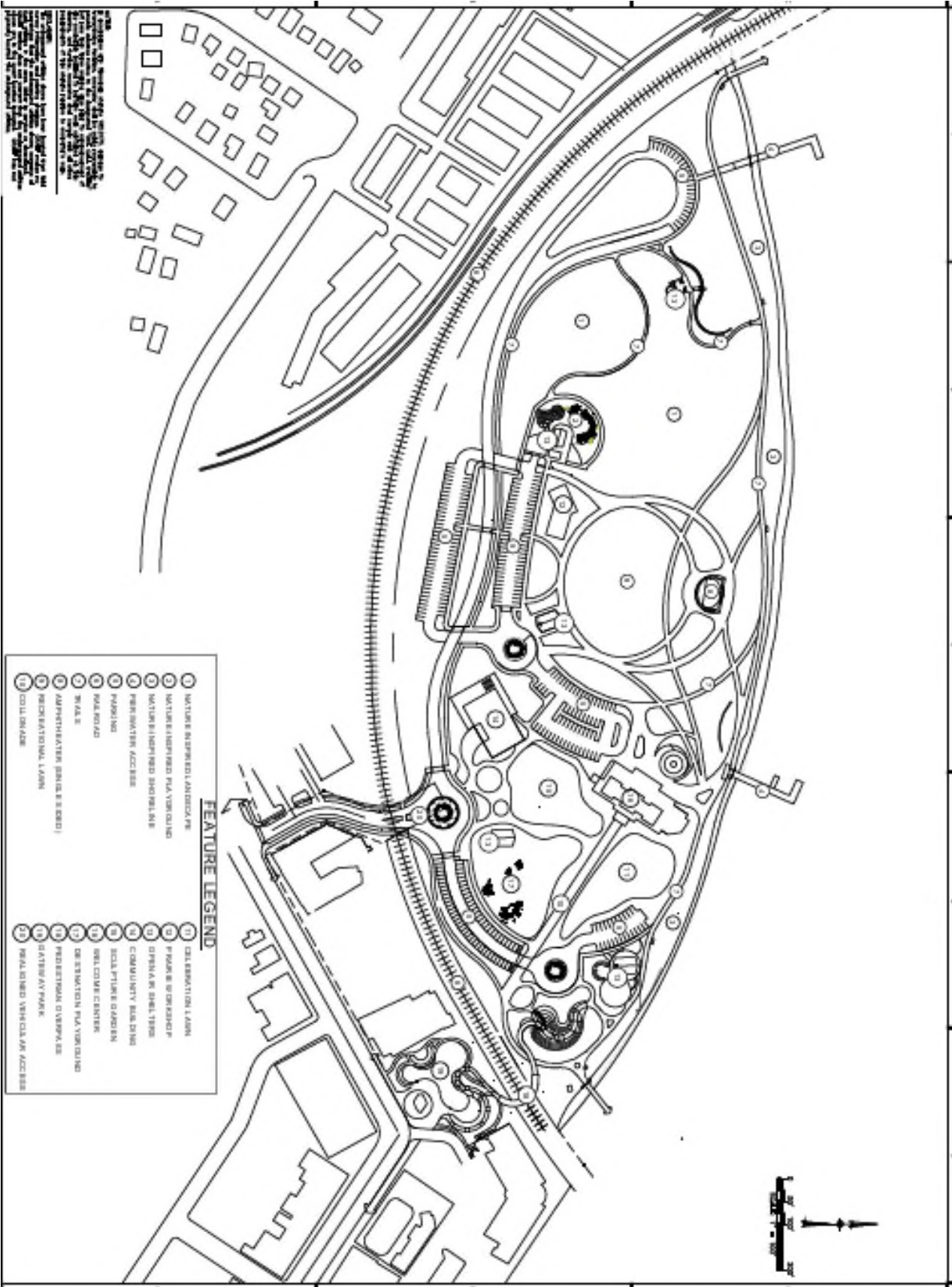
Appropriate action is to recommend Council accept and place on file the revised Master Plan of Arrowhead Park.

Appropriate action is to recommend Council approve the contract Amendment with GRAEF Engineering in the amount of \$12,700 for Arrowhead Master Plan modifications and for

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Dept. of Community Development

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additional engineering work required of DNR for the placement of additional fill material on Arrowhead Park. Funding for the Amendment to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Improvements Budget





M E M O R A N D U M - R E V I S E D

DATE: January 24, 2025
TO: Chairman Lendrum and Public Services and Safety Committee Members
Chairman Kelly and Park and Recreation Commission Members
FROM: Chris A. Haese, Director of Community Development and Assessment
Michael Kading, Park and Recreation Director
RE: **ECS Subsurface Exploration and Geotechnical Engineering – Arrowhead Park**

As the City moves forward on the implementation of the Arrowhead Master Plan, the need to have a clear understanding of the conditions associated with constructing improvements on the park is imperative. To achieve this, additional geotechnical borings should be conducted on the Park. ECS, which has considerable experience conducting these types of borings, including previous exploration work on Arrowhead, has provided a proposal to complete the requested borings. The proposal has been reviewed by our consulting engineer and they concur with the proposal.

ECS will conduct 22 borings and boring analysis at a cost of \$71,290. A large part of these costs is associated with the added complexity due to the waste material on the site and its disposal which will likely require trucking of the material to a waste incinerator in Texas.

Recommendations

Appropriate action is to recommend Council approve contracting with ECS Midwest, LLC to provide 22 geotechnical borings and boring analysis on Arrowhead Park at a cost of \$71,290. Funding for the exploration work to be provided from Arrowhead Park carry forward funds included in the 2025 Capital Budget.