



Parks & Recreation Commission

THURSDAY, NOVEMBER 16, 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 Scott Weber	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes: October 19, 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. Arrowhead Conceptual Design Presentation – Mike Bell, Rdg 2. Carpenter Preserve Final Master Plan Adoption 3. Shattuck Park Flag Memorial – Memorandum of Understanding 4. 2023 CIP Update 5. Announcements & Future Agenda Items 	
LIAISON / AD-HOC COMMITTEE REPORTS	<ul style="list-style-type: none"> ◇ Shoreline (Doty & Kimberly Point) ◇ Carpenter Preserve ◇ Arrowhead Development ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ Galloway ◇ Wise ◇ Hillstrom ◇ Hancock-Cooke ◇ Galloway
ADJOURN		

ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities 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 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 – October 19, 2023

MEMBERS PRESENT

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

STAFF PRESENT

X Michael T. Kading, Director of Parks & Recreation
Jim Kluge, Superintendent of Recreation

X Trevor Fink, Superintendent of Parks
Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Mayor Lang, Gerry Andrews, Frank Cuthbert, Pat Skalecki, Dave Mix, and Gail Minks

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Maggio / Wise to approve the minutes of the September 28, 2023. All voting aye.

BILL VOUCHERS

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

FINANCIAL REPORT

MSC Weber / Lawell to accept the third quarter report as given. All voting aye.

MISSION ACTION REPORT

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

- Director Kading on behalf of Recreation staff requested volunteers for Breakfast with the Grinch, December 2 and the Ugly Sweater Shuffle, December 9.
- Commissioner Kelly inquired about the Little Lake Butte des Morts (LLBDM) conversation with respective municipalities. Director Kading indicated that water quality issues will require cooperation on the part of many individuals, organizations, and governmental units, but the process has to start somewhere. LLBDM is part of a larger system that is impacted by the flow of water from upstream, but we also impact the water that flows downstream from Neenah.

MSC Lawell / Wise to accept the Mission / Action report and presented. All voting aye.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Shattuck Flag Memorial

Commissioners reviewed and discussed the rendering and financial cost estimate that was included in the packet.

- Commissioner Lawell commented that he felt the placement is very visible to the public with the number of activities that occur in Shattuck. It was presented very nicely with some minor adjustments.
- Commissioner Weber stated that it stands out.
- Commissioner Kelly asked if a monument was considered verses the flagpoles and questioned the busyness of that area and is concerned about congestion.
- Dave Mix commented that the Veterans team liked what was presented and felt it is worth exploring. Names on the donor board will only appear based upon donation. All donations are welcomed.
- Commissioner Wise asked if the flags would be lowered daily. The flags will be lit and not lowered.
- Commissioner Lawell questioned the use of this area by Farmers Market vendors and suggested that it be limited.
- Commissioner Ondresky asked if individuals could memorialize others on the donor board, to which the answer is yes.

Action: MSC Lawell / Maggio to accept the rendering as presented and directed staff to develop a Memorandum of Understanding with the Veterans organizations. All voting aye.

BUSINESS ITEM # 2: Carpenter Preserve Final Master Plan Presentation

Pat Skalecki, Graef Engineering, presented the draft remaster plan for Carpenter Preserve.

- Commissioner Weber indicated that he appreciated the ADA pathways.
- Commissioner Lawell inquired about the possibility of placing bump outs on the bridges for rest spots.
- Gerry Andrews inquired about the difference between ADA stone and screenings. Skalecki responded that the ADA stone has a binder in it to greater stabilize the surface for ADA movement, while crushed screenings can be compacted but not with the certainty of the stone with binder in it.
- Commissioner Maggio inquired about the timing of the rerouting of the creek bed. It appears that the creek bed was straightened sometime after 1937.
- Gerry Andrews questioned the alignment of the through trail and whether it could be located to the west of the current creek bed. Gerry further inquired about the location of the parking along Hwy G. Pat responded that this is a conceptual plan, and the Commission could provide direction related to the location of the trail. After reviewing the two possible sites for parking off of Hwy G, the recommendation is the tree line access point, as it seems to allow for more parking, but this will require more investigation.
- Commission members were asked to provide additional input to the Director within the week so that it can be incorporated into the final conceptual plan.

Action: None needed. Adoption will occur during the November 16 Commission meeting.

BUSINESS ITEM # 3: Adoption of Shoreline Master Plan

The Commission had the opportunity to comment on the draft concept plan since the September 28 Commission meeting. Edgewater Resources provided Appendix E addressing concerns from that meeting, as well as a Gantt chart showing the flow of design, engineering, and grant applications.

Commissioner Kelly requested additional engineering and proof that the proposed ice breakers would in fact work in the location off of Kimberly Point.

Action: MSC Maggio / Ondresky to adopt the Shoreline Conceptual Master Plan and authorize staff to engage in Task 1 utilizing 2023 CIP funds in the amount not to exceed \$26,400. All voting aye.

BUSINESS ITEM # 4: CIP Update

Report was reviewed with the note that the pool work will likely be completed in spring. Further noted was inspection of the waterslides, which may require additional concrete work in spring.

BUSINESS ITEM # 5: Announcements and Future Agenda Items

Presentation of Arrowhead Concept Plan
Adoption of Carpenter Preserve Master Plan
Douglas Park Stormwater

LIAISON REPORTS

Shoreline – Final adoption of plan has been completed. Moving into grant writing and 30% design phase.

Carpenter Preserve – Draft presentation was made tonight.

Arrowhead – Final draft plan was shared with the Mayor’s Task Force on October 16. An RDG representative will be invited to the November Commission meeting to share the plan.

Plans Commission - Council Representative Weber commented that the Council approved a phase of Freedom Acres that dedicates 4 acres of parkland. With future residential development, additional parkland may be dedicated in the future to create a community-sized park.

Harbor Committee - Director Kading, in the absence of Commissioner Galloway, reported the Harbor is now closed, channel buoys will be pulled October 26, and the City will need to find a new vendor to install and remove buoys, as the current vendor will no longer be providing these services.

MSC Lawell / Weber to adjourn at 6:14pm.

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

November 16, 2023

Provide recreational experiences.

- The **8th Annual Grinch Family Breakfast** will take place on Saturday, December 2th. The event is filled to capacity. Families will have the opportunity to take a photo with the Grinch and participate in a candy cane hunt!! Volunteers Needed.

Foster human development.

- The time to apply for **Summer Jobs** is approaching! Applications will be available on the City of Neenah web page starting on December 1. Applications will be accepted until February 1, 2024.
- All City Employees have been participating in **Culture Training** in order to help make the City of Neenah even better. The Culture Team created four values, Pursue Growth, Encourage Innovation, Cultivate Collaborative Relationships, and Engage with Our Community. Throughout the year, all staff will have the ability to create an understanding of what these values mean to them and their team.
- Staff will be participating in the **Neenah High School Career Fair** on Thursday, November 16

Facilitate community problem solving.

- Park staff poured a **new concrete slab** for DPW at the Main Street lift station. The slab was needed for the new backup generator for the lift station.

Protect environmental resources.

- WI-DNR Surface Water Grant application for Little Lake Butte des Morts was due Wednesday, November 15. Several organizations have stepped forward to help fund phase 1. All three municipalities, Fund for Lake Michigan, Fox Wolf Watershed Alliance, Future Neenah, Community Foundation. The City will find out in February whether we have been awarded \$50,000 in grant funding to move forward with phase 1 which will include a lake wide assessment of aquatic plants and a management plan. If successful Phase 1 will take 18 months to accomplish.
- Shoreline grant assessment and search will begin in earnest after Thanksgiving. It will need to be collaborative with many organizations and groups coming together to help offset the overall costs.

Strengthen community image and sense of place.

- The annual **WinterFest** event will be held on Saturday, January 13th from 11:00 a.m. to 1:00 p.m. at Washington Park. Activities planned include skating, sledding, hockey games, contests, roasting s'mores, and enjoying hot dogs and hot chocolate. Thank you to our title sponsor, Fox Communities Credit Union. Volunteers Needed.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

- Park staff has completed **cutting back and cleaning up** perennial gardens, roundabouts, and other landscape areas throughout the city.

Increase cultural unity.

- **Veterans Day** observance was held at Shattuck Park on November 11. Event was well attended. **Special thanks to: Neenah-Menasha Veterans Honor Guard, Neenah Police Honor Guard and the Neenah Community Band.**





City of Neenah Parks & Recreation Commission Meeting November 16, 2023

BUSINESS ITEM #1: Arrowhead Conceptual Design Presentation

Mike Bell, RDG Representative, will be joining us virtually and sharing the final draft conceptual plans for Arrowhead.

It is suggested to give the Commission time to digest the information and ask follow-up questions and plan for adoption at the next meeting, similar to the most recent plans, which were presented and adopted in successive meetings.

Suggested Action: Discussion only.

BUSINESS ITEM #2: Carpenter Preserve Final Master Plan Adoption

The Commission received the final draft presentation during the previous meeting. Comments were received by Frank Cuthbert, resident, and Gerry Andrews, resident and Task Force member. In addition, a meeting was facilitated with Gerry Andrews, Lee Hillstrom, Pat Skalecki, and Parks & Recreation Director Mike Kading to further discuss layout options.

Director Kading believes the concept plan being presented for adoption is a cost-efficient plan that will meet current and future needs of the residents and guests of Carpenter Preserve and the greater potential north/south Greenway. Recognizing that this is a concept plan, there is still work to be done, such as wetland delineation, standardization of infrastructure, grant writing, and permitting.

Pat Skalecki, Graef, plans to attend and will address any final questions or concerns that the Commission may have. It is recommended the Commission reviews the information and then adopts the master plan during the November meeting.

Suggested Action: A motion to adopt the concept plan as presented.

BUSINESS ITEM #3: Shattuck Park Flag Memorial – Memorandum of Understanding

Attached you will find the MOU the Commission authorized during the October meeting between the department and the Veterans Association. This document has been reviewed and recommended by the City Attorney. The MOU has been sent to Veterans Association representatives, but as of this writing, there has been no response.

Suggested Action: A motion accepting the MOU with the Veterans Association.

BUSINESS ITEM #4: 2023 CIP Review

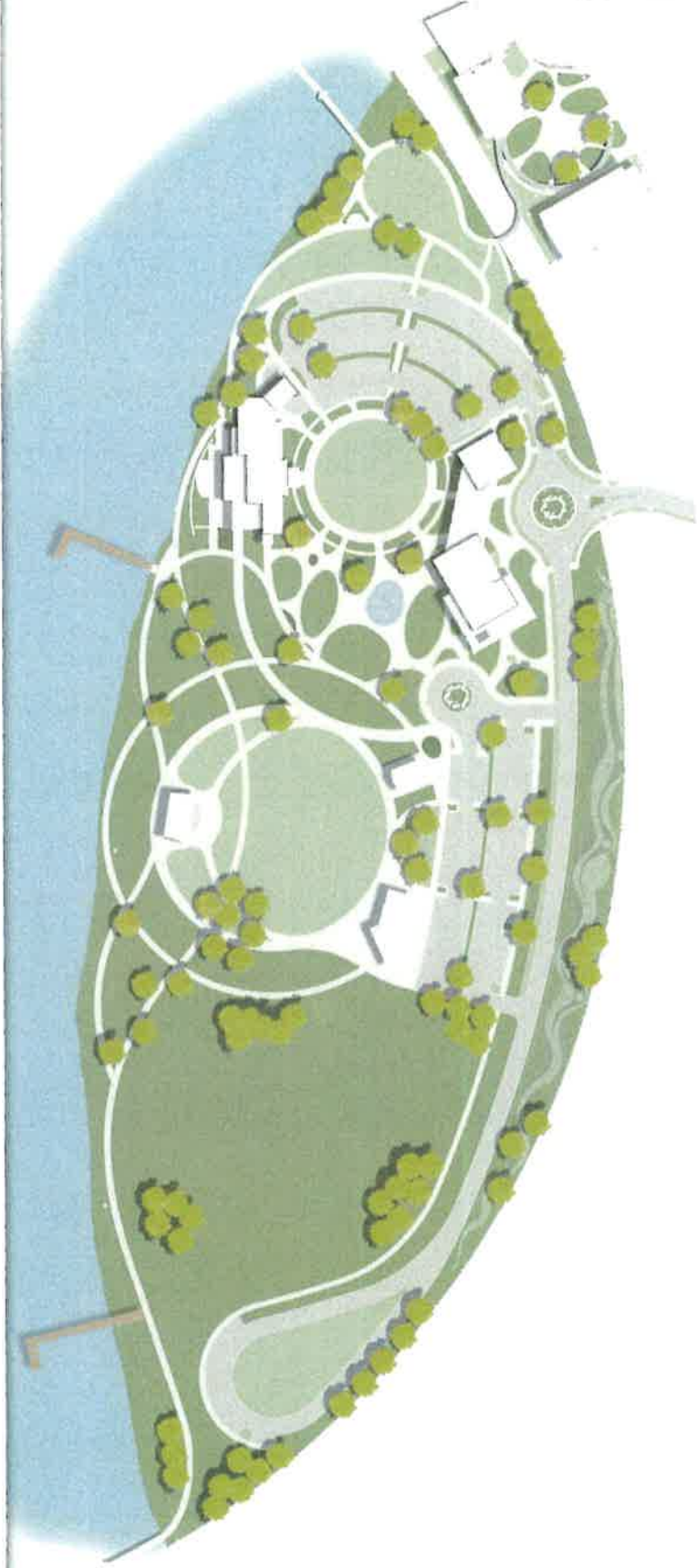
Suggested Action: Review.

BUSINESS ITEM #5: Announcements and Future Agenda Items

Memorandum of Agreement – Douglas Park

MASTER PLAN > The Waterfront

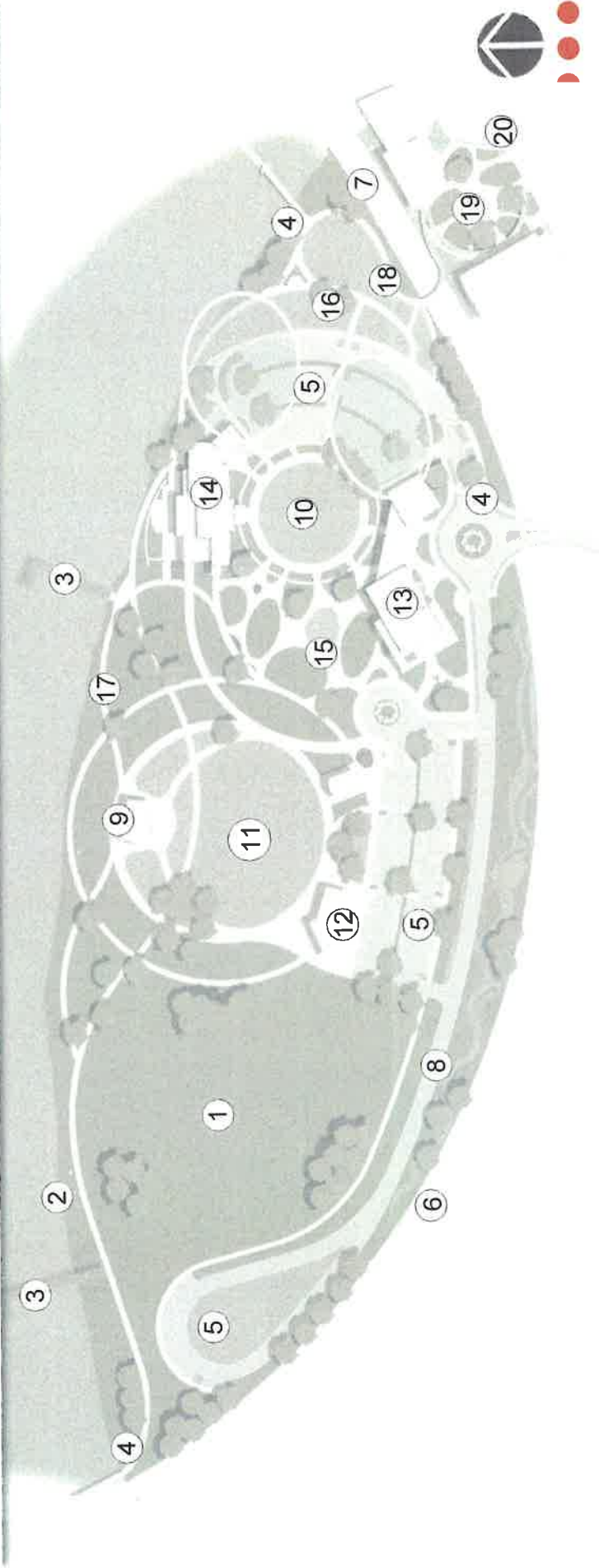
- ① NATURE-INSPIRED LANDSCAPE
- ② NATURE-INSPIRED SHORELINE
- ③ WATER ACCESS
- ④ ENTRY PORTAL
- ⑤ PARKING
- ⑥ RAILROAD (2 LINES)
- ⑦ RAILROAD (1 LINE)
- ⑧ OVERLOOK
- ⑨ AMPHITHEATER
- ⑩ CELEBRATION LAWN
- ⑪ RECREATION LAWN
- ⑫ UTILITY BLDG.
- ⑬ COMMUNITY BLDG.
- ⑭ DESTINATION BLDG.
- ⑮ GARDENS
- ⑯ PLAYGROUND
- ⑰ URBAN-INSPIRED SHORELINE
- ⑱ BRIDGE
- ⑲ GATEWAY PARK
- ⑳ CONNECT TO DOWNTOWN



MASTER PLAN > The Waterfront

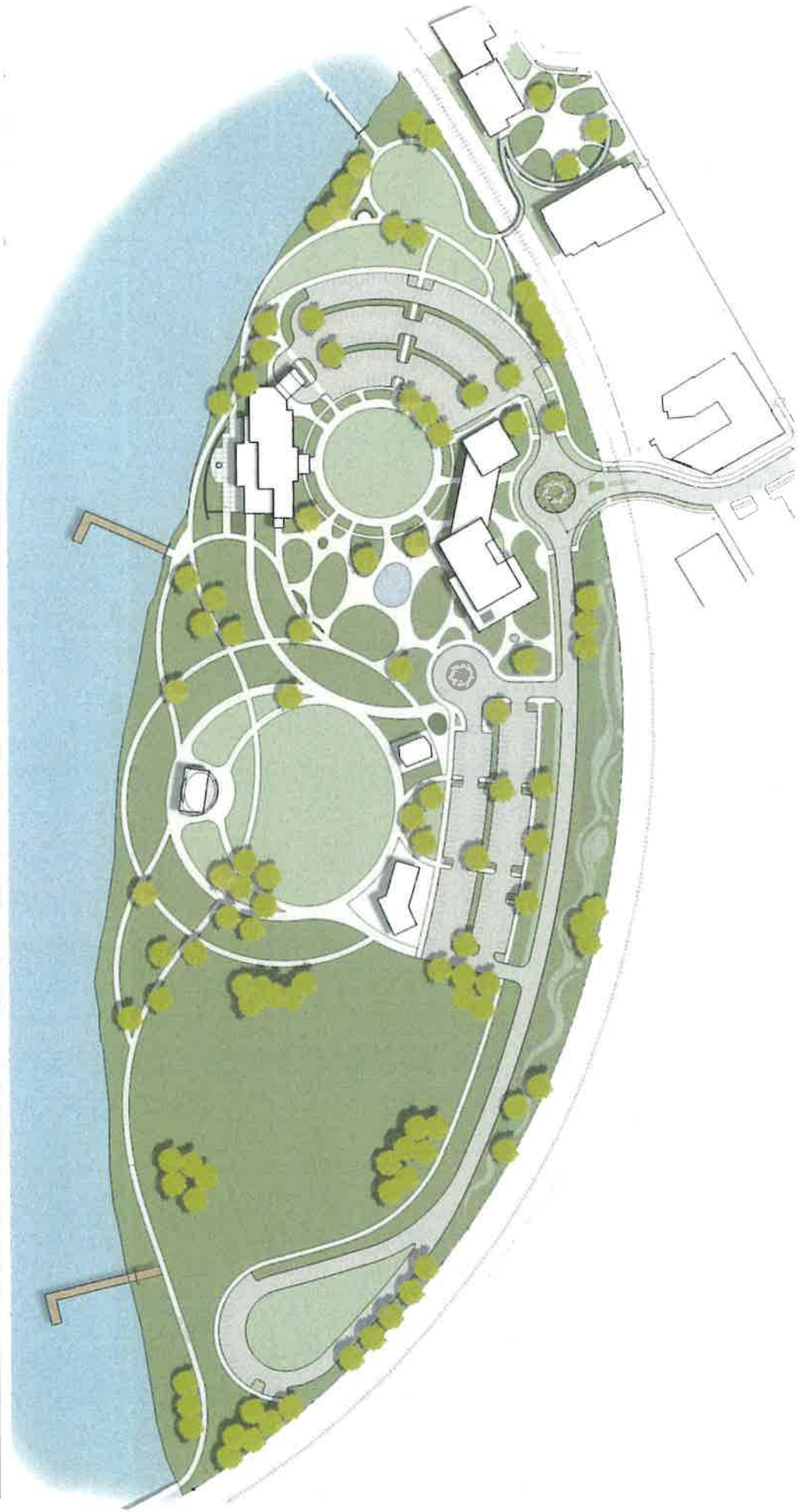
The Waterfront Master Plan

- | | | | |
|-----------------------------|----------------------|-------------------|-----------------------|
| ① NATURE-INSPIRED LANDSCAPE | ⑥ RAILROAD (2 LINES) | ⑪ RECREATION LAWN | ⑮ SCULPTURE GARDEN |
| ② NATURE-INSPIRED SHORELINE | ⑦ RAILROAD (1 LINE) | ⑫ UTILITY BLDG. | ⑯ DESTINATION BLDG. |
| ③ WATER ACCESS | ⑧ DRAINAGE | ⑬ COMMUNITY BLDG. | ⑰ PLAYGROUND |
| ④ ENTRY PORTAL | ⑨ AMPHITHEATER | ⑭ COMMUNITY BLDG. | ⑱ GATEWAY PARK |
| ⑤ PARKING | ⑩ CELEBRATION LAWN | ⑰ UTILITY BLDG. | ⑳ CONNECT TO DOWNTOWN |



7

MASTER PLAN > The Waterfront



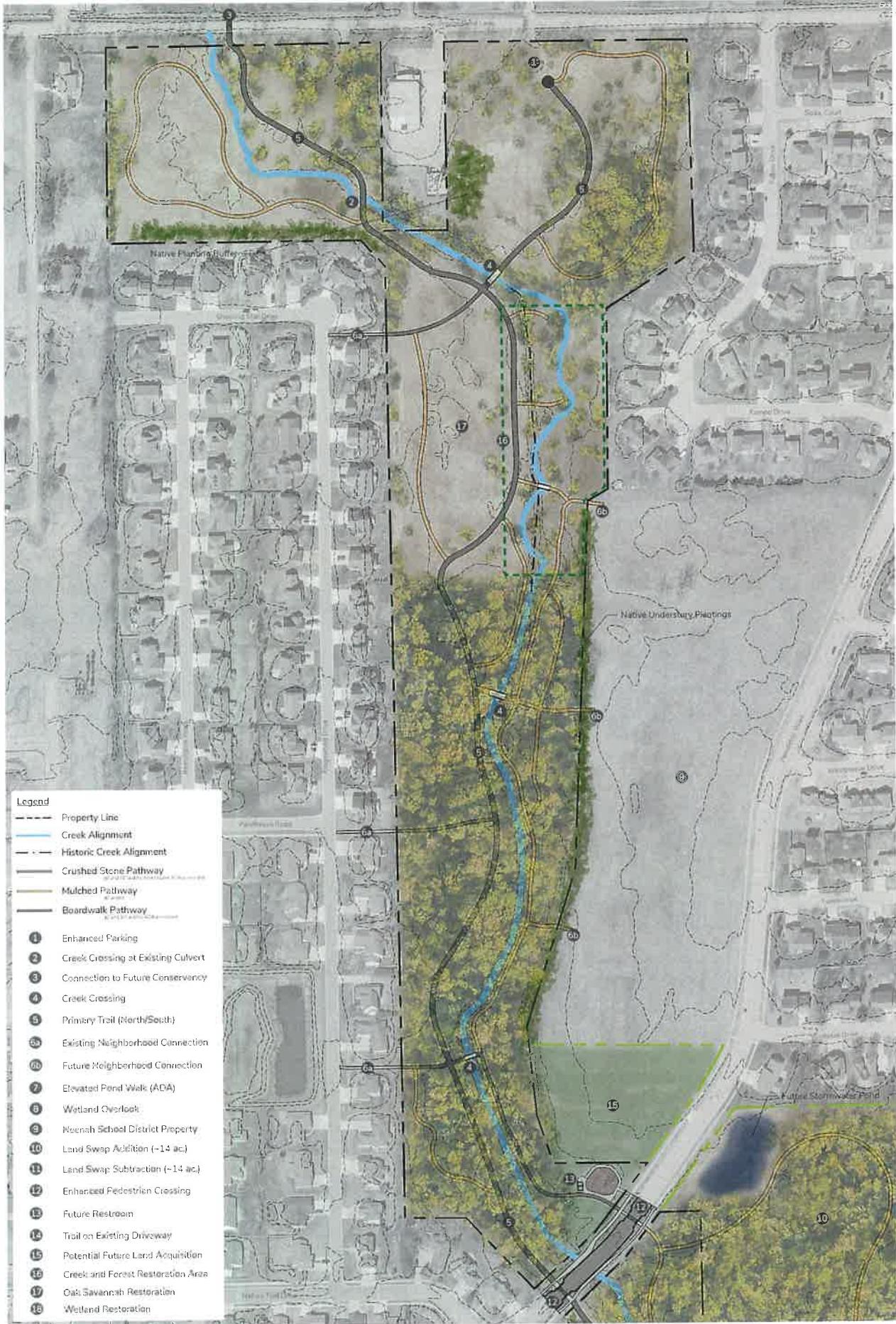
#2



- Legend**
- Property Line
 - Creek Alignment
 - - - Historic Creek Alignment
 - Crushed Stone Pathway
 - Mulched Pathway
 - Boardwalk Pathway
 - 1 Future Enhanced Parking
 - 2 Creek Crossing at Existing Culvert
 - 3 Connection to Future Conservancy
 - 4 Creek Crossing
 - 5 Primary Trail (North/South)
 - 6a Existing Neighborhood Connection
 - 6b Future Neighborhood Connection
 - 7 Elevated Pond Walk (ADA)
 - 8 Wetland Overlook
 - 9 Neenah School District Property
 - 10 Land Swap Addition (~14 ac.)
 - 11 Land Swap Subtraction (~14 ac.)
 - 12 Enhanced Pedestrian Crossing
 - 13 Future Restroom
 - 14 Trail on Existing Driveway
 - 15 Potential Future Land Acquisition
 - 16 Creek and Forest Restoration Area
 - 17 Oak Savannah Restoration
 - 18 Wetland Restoration

CARPENTER PRESERVE RE-MASTER PLAN
City of Neenah, WI

#2



- Legend**
- Property Line
 - Creek Alignment
 - Historic Creek Alignment
 - Crushed Stone Pathway
 - Mulched Pathway
 - Boardwalk Pathway
 - ① Enhanced Parking
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 - ⑫ Enhanced Pedestrian Crossing
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 - ⑭ Trail on Existing Driveway
 - ⑮ Potential Future Land Acquisition
 - ⑯ Creek and Forest Restoration Area
 - ⑰ Oak Savannah Restoration
 - ⑱ Wetland Restoration

CARPENTER PRESERVE RE-MASTER PLAN - NORTHERN UNIT
 City of Neenah, WI

#2



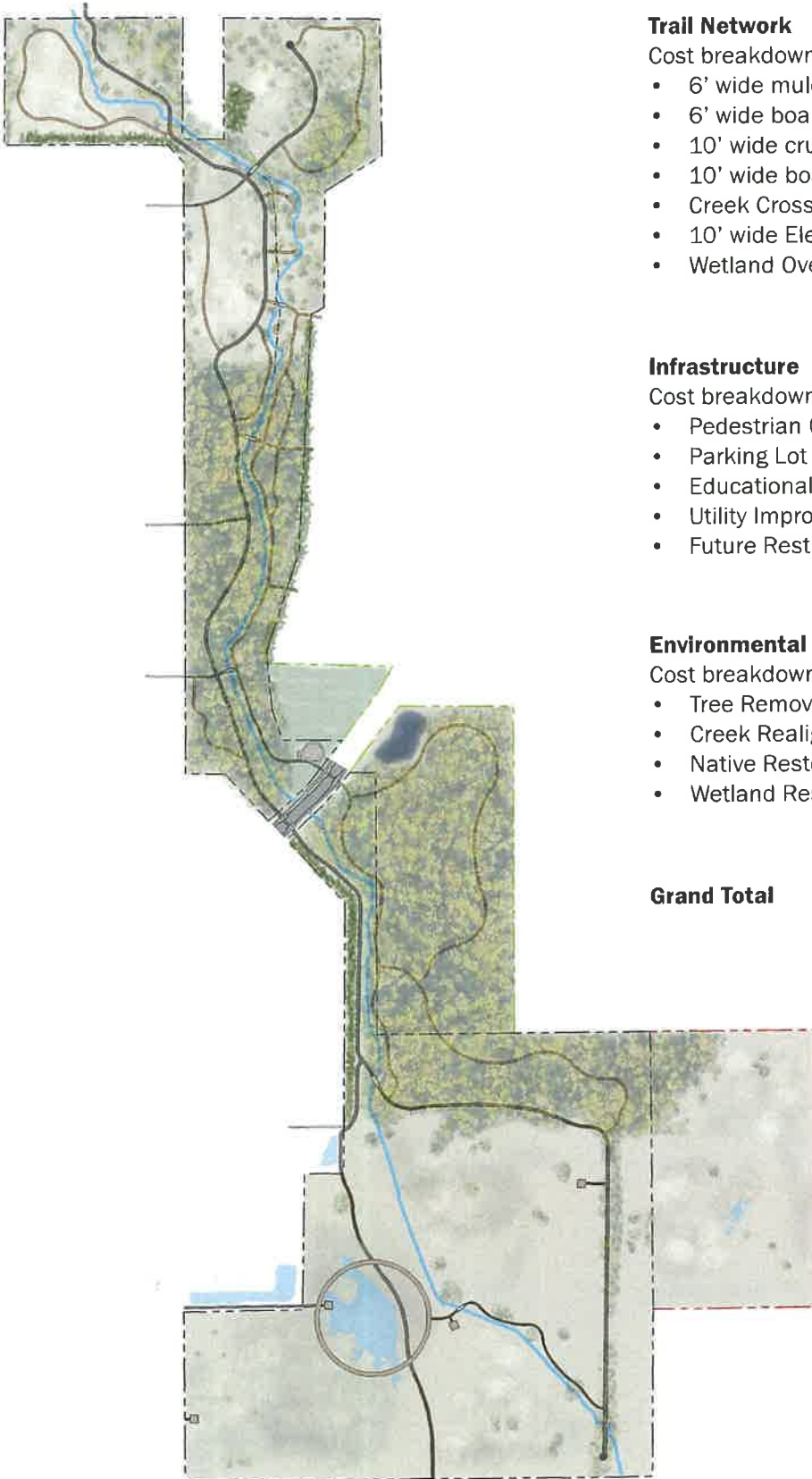
#2



5 NEXT STEPS

2

Opinion of Probable Cost



Trail Network

Cost breakdown includes:

- 6' wide mulch trails
- 6' wide boardwalk system
- 10' wide crushed aggregate trail (ADA segments included)
- 10' wide boardwalk system
- Creek Crossing Bridges
- 10' wide Elevated Pond Walk
- Wetland Overlooks

Subtotal: \$1,585,000

Infrastructure

Cost breakdown includes:

- Pedestrian Crossing Enhancements
- Parking Lot Enhancements
- Educational Signage
- Utility Improvements (Future Restroom)
- Future Restroom

Subtotal: \$376,500

Environmental Restoration

Cost breakdown includes:

- Tree Removal
- Creek Realignment/Restoration
- Native Restoration (Oak Savannah)
- Wetland Restoration

Subtotal: \$470,000

Grand Total

Subtotal: \$2,431,500

Contingency (20%): \$607,875

Total Project Cost: \$3,039,375

This opinion of probable cost was put together with the best information available at the time of writing this report. Timelines, details, and final design will greatly affect the overall cost of the project shown. This cost opinion is to provide a initial overview of what things may cost, and a more refined cost estimate should be prepared during future phases of design and as elements are more refined.

2

Implementation Breakdown

Phase 1 (0-3 years)

The initial phases of realizing this Re-Master Plan should focus on immediate impact areas that contain minimal financial commitment. Phase 1 would focus on the creation of a new ADA walking loop off of Pendleton Road. This loop will act as a spring board to other elements of the plan. This initial phase will introduce the first of five total creek crossings, as well as allow individuals who might have never accessed the Preserve before the ability to enjoy it. This phase also includes a singular trail and overlook in the southern unit.

The highlighted areas are places where volunteer groups could have major impact on the plan. These areas highlight where volunteers could install simple mulch trails, as well as help with the initial stages of invasive species removals and restoration.

Estimated Cost: \$150,000 - \$500,000
*Cost depends on overall scope of final projects, as well as level of volunteer commitment.



Phase 2 (3-6 years)

After the completion of the initial project, momentum should be kept in expanding access to the rest of the Preserve. Phase 2 looks at completing user access to the southern unit and connecting up with Hwy. G. This route would build on the existing route, using a combination of new aggregate trail and boardwalk trail as dictated by the environment.

Additionally, further evaluation and invasive species removal efforts should be put into the highlighted areas. This is the phase where evaluation should be conducted on the feasibility of a creek and forest restoration. Subsequent phases to this plan will look to a completed restoration before their individual installations.

Estimated Cost: \$350,000 - \$500,000
*Cost depends on overall scope of final projects, as well as level of volunteer commitment.



Phase 3 (6-10 years)

After the completion of user access to Hwy. G, phase 3 focuses on a renewed user access route north to Breezewood Lane. This phase will focus on relocating the primary route of travel through the Preserve to the western side of the creek. This will help to mitigate flooding concerns as well as connect up to potentially new regional trail systems.

Once again, the highlighted areas show where volunteer groups might be able to assist in mulch trail development, as well as invasive species removal.

The final statement of phase 3, is the elevated pond walk. This stand alone feature will create an element not currently found in the community, and invite users of all abilities to come explore what Carpenter Preserve has to offer.

Estimated Cost: \$500,000 - \$1,100,000
*Cost depends on overall scope of final projects, as well as level of volunteer commitment.



Phase 4 (10+ years)

Phase 1-3 primarily establishes the main connections and systems of the plan. Phase 4 works to realize the entire vision and parts of the vision may be out in the future with unknown timelines. The highlighted areas shown in phase 4 are dependent on land acquisition, either purchase or through a land swap. Without either of those two things happening, no new trails will be constructed in these areas.

One element that can be completed, is the alternative route and boardwalk that gets users out over the wetland. Once the completion of this route is complete, users will have the option to enter the southern unit from two different locations off of Hwy. G. With the completion of phase 4, much of the planned pathway network will be complete.

Estimated Cost: \$250,000 - \$400,000
*Cost depends on overall scope of final projects, as well as level of volunteer commitment.



#2

Funding Options

Potential Funding Sources

There are many different avenues that can be explored to provide funding for the Carpenter Preserve Re-Master Plan. Both private and public funding opportunities should be evaluated. Many of the programmatic elements of the plan qualify for some version of federal and/or state funding. The list below is by no means an exhaustive list, but it does highlight some of the most popular programs for trail development and restoration. The caveat to many public funding alternatives is that many of them do require some sort of matching funds, and that they do typically operate on an annual or biannual process. Timing of both the applications, dispersal and use of the funds should be monitored closely.

Program Name	Administered By	Applies To	Matching Requirements
Stewardship Program	Wisconsin Department of Natural Resources	The development and land acquisition for public access to outdoor recreational purposes. Funds can be used for land acquisition for parks and trails, including riverfront property. Additionally, funds are to be used for the construction of park facilities and trails.	50% State 50% Local
Recreational Trails Program (RTP)	Federal Highway Administration/Wisconsin Department of Natural Resources	The maintenance and restoration of existing trails, construction of new trails, trailhead facilities and linkages, and acquisition of easements and fee simple title to property for recreational trails and corridors.	Up to 80% reimbursement
Transportation Alternatives Program (TAP)	State of Wisconsin Department of Transportation	The enhancement of surface transportation, including pedestrian and bicycle infrastructure, scenic and historic highway programs, landscaping and scenic beautification, and environmental mitigation.	80% State 20% Local
Active Transportation Infrastructure Investment Program	Federal Highway Administration (FHWA)	Focused on constructing projects to provide safe and connected active transportation facilities and or networks. Recreational trail networks fall within this category.	80% Federal 20% Local
Local/Regional Private Grants	Community Foundation for the Fox Valley Region, Natural Resources Foundation of Wisconsin	Grants can vary based on individual Foundation goals. Many target user access, habitat restoration, clean up, education, etc.	

**Memorandum of Understanding
Between
Veterans of Foreign War Neenah/Menasha
And
City of Neenah Parks & Recreation Department**

The purpose of this agreement is to outline the rights and responsibilities of the Veterans of Foreign War Neenah/Menasha (Veterans) and the Neenah Parks & Recreation Department (NPRD) relative to the development of a Service Flag Memorial at Shattuck Park.

NPRD will permit the Veterans to design and construct a flag memorial at Shattuck in the current location now reserved for the armed services monument and United States, Wisconsin State, and MIA Flags.

NPRD will request \$35,000 in the Capital Improvement Budget for 2026 to be utilized to defray the construction costs of said memorial.

NPRD, in coordination with Veterans, will have final approval of project designs.

NPRD will administer and oversee project construction.

Veterans will raise the balance of the funds and/or solicit in-kind donations necessary to complete project construction and to establish a flag replacement trust for the service flags.

Veterans will be responsible for initial recognition, establishment, and maintenance of donor board name plaques.

The TERM of this agreement shall be November 16, 2023, through completion of said project, but not later than by June 15, 2026. This agreement may be amended, including to extend the date for project completion, at any time, by mutual, written agreement signed by both parties. Failure to comply with the terms of this agreement shall result in immediate termination and return thereupon to NPRD of any designated but unutilized funds.

Signed:

Signed:

Veterans of Foreign War Neenah / Menasha

Director of Parks and Recreation

Printed Name

Printed Name

Date

Date

