



Parks & Recreation Commission

THURSDAY, JANUARY 19, 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, Jim Vedder, Ted Galloway, Jim Wise, Ashley Ondresky, and Brian Borchardt	
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 December 15, 2022	Attached
BILL VOUCHERS	Bills for previous month	Hancock-Cooke
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Commission Retreat Follow Up 2. Commission Nominations 3. Accept/Recommend Proposal for Kimberly and Doty Parks Shoreline Conceptual Design 4. Announcements & Future Agenda Items Election of Officers Carpenter Preserve Proposal for Remaster Planning	
LIAISON REPORTS	<ul style="list-style-type: none"> ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ 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*



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – December 15, 2022

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT: Mayor Lang; Eileen McCoy

MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:30 P.M.

CORRESPONDENCE

None.

APPEARANCES

Eileen McCoy, as previous Director of Parks and Recreation, expressed her deep appreciation for the 27 years of service that Jim Vedder has given to the City of Neenah Parks and Recreation Commission.

MINUTES

MSC Hillstrom / Lawell to approve the minutes as revised from the November 17, 2022 Commission Meeting. All voting aye.

BILL VOUCHERS

Commissioner Hancock – Cooke will review the October and November vouchers after the meeting.

MISSION ACTION REPORT

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

- Superintendent of Recreation Kluge indicated that the weather for the third annual Ugly Sweater Shuffle was the best in three years. Thanks Commissioners Hancock-Cooke and Hillstrom for helping out. Also thank Commissioner Borchardt, Wise and Lawell for the cooking help at the annual Grinch Breakfast.
- Superintendent of Parks Fink shared that the Cemetery Task Force has met once and that individual within the community has step up to provide support for the project. Will continue to brainstorm best uses for the facilities.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: 2022 /2023 Capital Improvement Plan

2022

- Dollars remaining for Fresh Air will be used to create concrete curbing.
- The Chapel chimney was removed verses repaired saving the city dollars. Remaining monies will be used for building assessment if needed.
- Pool heater cost \$19950 not the \$1,995 as listed in the chart.

2023

- Negotiations on the house near Cook Park have fallen through. We will need to design around it.
- RFP's are being developed and sent out to perspective firms.
- Federal dollars maybe available for charging stations.

ACTION NEEDED: REPORT ONLY.

BUSINESS ITEM # 2: Commission Retreat – January 12, 2023

Commission President Hancock – Cooke reported that she has asked the city attorney to give a brief overview of the responsibilities of the commission. She further suggested that the commission review the By-laws, Compressive Outdoor Recreation Plan and the City 2040 plan. Commissioners were encourage to send proposed agenda items to her. Commissioner Galloway indicated that he will not be in attendance.

ACTION NEEDED: REPORT ONLY.

BUSINESS ITEM # 3: Jim Vedder, Commissioner Recognition

Mayor Lang read and presented a Citation of Recognition to Jim Vedder for his 27 years of service to the City of Neenah. Mr. Vedder thanked everyone for allowing him to serve and be part of the City of Neenah's parks and recreation system.

ACTION NEEDED: REPORT ONLY.

Announcements and Future Agenda Items

- Shoreline RFP's are due Janaury 10. A recommendation will be brought forth to the Janaury Commission meeting
- Election Nomination will be needed for the February

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke reported that the Shattuck School Property proposal did not pass.

HARBOR COMMITTEE: Galloway reported that there is no report

MSC Vedder / Kelly to adjourn at 5:12p

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

January 19, 2023

Provide recreational experiences

- Our **7th Annual Winter Festival** event took place on January 14th. Over **200 people** were in attendance and enjoyed s'mores, hot chocolate, and many games! Big thanks to **Fox Communities Credit Union** for sponsoring the event! Also, thank you Commissioners Lawell and Hancock-Cooke for volunteering!



- Adult activities, such as **Zumba, Yoga, Self Defense, Tai Chi, Open Gym Basketball**, are continuing in the New Year.

Foster human development

- Currently, **summer job applications** are being accepted. Deadline is February 1st for recreation jobs, and park/cemetery jobs will remain open until all are filled. Information can be found at Neenahgov.org.
- Superintendent Fink will be in the process of replacing a **FTE Park Technician** in the next few months. The goal is to have the new employee start no later than April 1st.

Promote health and wellness

- Registration is now being accepted for the **8th Annual Filthy Fun Kids Run**, which will be held at O'Hausser Park on July 16th. This event is co-sponsored by Neenah and the Village of Fox Crossing Park & Recreation Departments.
- **Netti the Neenah Yeti** scavenger hunt is underway. Hunt ends on February 12th.

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Parks & Recreation MISSION ACTION REPORT

Facilitate community problem solving

- The Parks and Recreation Commission hosted an annual retreat to review its current operational procedures and directions.
- **Arrowhead** RDG has met with various staff members and the Task Force to develop base criteria for the remastering process. The go-ahead has been given for the pier to be installed in the proposed location. Expect construction to begin in February.



Protect environmental resources

- Several smaller EAB infested ash trees along **Bell Street/Bill Miller Trail** will be removed this winter. New trees will be planted in spring/early summer.
- **Shoreline Request for Proposals for Kimberly and Doty Parks** have been developed and sent. 10 proposals were received on January 10th. Commissioners Hancock-Cooke, Galloway, NNYC member Charpentier, and staff members Fink and Kading conducted the review. 3 firms were selected to be interviewed on January 17th. A recommendation will be presented at the January Commission meeting.
- **Carpenter Preserve Request for Proposals** have been developed and sent out. The Proposals are due back February 7th. Commissioners Hillstrom and Borchart, local resident Andrews, and staff members Fink and Kading will review and recommend a firm to conduct remastering planning process on behalf of the City.



Strengthen community image and sense of place

- Park staff has been working on repairing pool chairs, fabricating new benches, and other miscellaneous maintenance/repair projects.



City of Neenah Parks and Recreation Commission Meeting January 19, 2023

BUSINESS ITEM #1: Commission Retreat Follow-Up (Commissioner Hancock-Cooke)

Suggested Action: Report only

BUSINESS ITEM #2: Commission Nominations (Commissioner Hancock-Cooke)
Nominations for Commission President and Vice President are needed for 2023. Elections will be held during the regular February Commission meeting.

Suggested Action: Report only

BUSINESS ITEM #3: Accept / Recommend Proposal for Kimberly and Doty Parks Shoreline Conceptual Design.

Staff developed and sent out Requests for Proposals to 20+ firms requesting proposals to assist the city in developing conceptual shoreline protection and improvement designs. 10 Proposals were received and reviewed on January 10th. AMI, GZA, and Edgewater were selected to move onto the interview step of the selection process. Interviews will be conducted on Tuesday, January 17th. A recommendation will be brought forth to the Commission.

Suggested Action: A motion to accept and recommend _____ from _____ to assist the City in developing conceptual shoreline protection and improvement design for Kimberly and Doty Parks in the amount of _____, utilizing 2023 Capital Improvement Project Facility Funds.

BUSINESS ITEM #4: Announcements and Future Agenda Items

Election of 2023 Officers

Carpenter Preserve Proposals for Remaster Planning

**CITY OF NEENAH, WISCONSIN
PARKS AND RECREATION DEPARTMENT**

REQUEST FOR PROPOSAL

**Preliminary Design / Engineering for Shoreline Improvement / Protection Projects
at Kimberly Point and Doty Parks**

December 2022

INTRODUCTION

The purpose of this document is to outline the requirements and procedures for receiving formal written proposals with reference to designing/engineering various shoreline protection at Kimberly Point and Doty Parks, Neenah, WI. Proposals will be from engineering firms who have successful documented experience in designing and engineering shoreline protection treatments on Lake Winnebago, the Bay of Green Bay and/or the Great Lakes. Firms must demonstrate ability to implement plans that protect and stabilize current shorelines, maintain and enhance access while considering environmental protection and enhancement.

BACKGROUND

The current seawalls, dock and shorelines at Kimberly Point and Doty Parks have been severely damaged by natural effects including ice, waves and current. Portions of the seawalls and decking have been rebuilt and shorelines re-inforce over the years. Long-term sustainable solutions are needed to protect these assets and the environment.

Kimberly Point (290 Lakeshore Ave.) is extremely popular and heavily used by individuals who come to observe the sunrise over the lake, pass through the park on the trail and fish throughout the entire day. The park consists of 830 linear feet of shoreline. A portion of the shoreline is made up of a wood seawall with covered decking used for fishing. The seawall and decking has been repair several times over the last couple of years while the balance of the shoreline is made up of old concrete slabs, curb and natural stone.

Doty Park (701 Lincoln St.) has over 1200 linear feet of shoreline mostly made up of wood piles and wood seawall. Portions of the seawall have failed and are washing out under the seawall, portions of the cap have failed revealing unsafe conditions of the wall. Doty Park has two unique bridges that lead to a small island that includes an asphalt path leading to a gazebo. The entire island is surrounded by the wood seawall. The channel between the island and main land is also bordered by wood seawall that leads westward to a 3 stall boat launch and docking area.

ISSUING AGENCY

This request for proposal (RFP) is being issued by the City of Neenah Parks and Recreation Department. The consulting firm selected will contract with, and be responsible to, the City of Neenah for the completion of the work described in this RFP.

CONTACT PERSON

To clarify any questions or concerns regarding this RFP, please contact:

Michael T. Kading, Director
City of Neenah - Parks and Recreation Department
211 Walnut Street
Neenah, WI 54956
920.886.6060
mkading@ci.neenah.wi.us

SCOPE OF SERVICES

PURPOSE: To develop Conceptual Plans and a Construction Cost Estimate for shoreline improvement and protection at Kimberly Point and Doty Parks.

- A. KICK-OFF MEETING WITH STAFF (1 meeting)
- On site visit and walk through of the properties
 - Define clear expectations and project outcomes
 - Identify Roles and Responsibilities of Consultant
- B. DATA COLLECTION / EXPLORATION
- Review current and ongoing conditions of the shorelines including nearshore slopes, slope properties and conditions and obtain missing information. Survey work and data collection. Determine site exposure to waves, currents, ice and wind impacts and water levels.
 - Identify other pertinent information
 - Prepare a technical study and evaluation of alternatives related to city needs, site features, conditions and exposures.
- C. MEET WITH STAFF (1 meeting)
Lead City staff listening/input and report on finding session for shoreline protection alternatives
- D. MEET WITH MEMBERS OF PARKS AND RECREATION COMMISSION, HARBOR COMMITTEE AND COMMON COUNCIL (1 meeting)
Lead Park and Recreation Commission, Harbor Committee and Council listening/input and report on findings session for shoreline protection alternatives
Please note that C & D will be scheduled on the same day to maximize efficiency of consulting firm.
- E. ALTERNATIVE(S) REVISIONS AND FINAL DRAFT PLAN PREPARATION
- F. PRESENT FINAL DRAFT PLAN TO MEMBERS OF PARKS AND RECREATION COMMISSION, HARBOR COMMITTEE AND COMMON COUNCIL (1 meeting)
1. Based upon input develop a Final Draft Concept Plan including but not limited to: full development, phased approach, and sustainable development / maintenance practices.
 2. Probable Construction Cost Estimates for Implementation
 - Overall Development
 - Phased Development
 - Operational and Maintenance Impact
- G. FINAL REPORT
The following shall be professionally bound and presented:
1. Executive Summary and Conclusion
 2. Final Plan including but not limited to: full development, phased approach, accessibility, sustainable development and maintenance practices.
 3. Probable Construction Cost Estimates for Implementation
 - Overall Development
 - Phased Development
 - Operational and Maintenance Impacts
 4. Identify Next Steps
 5. Grant Funding or Partnership Opportunities

6. Appendices

Documentation of meetings with minutes/notes
Exhibits and maps

H. DELIVERABLES

2 – Final reports professionally bound

1 full electronic file of Final Report with graphics (Microsoft Compatible Software)

PDF of overall concept plan

II. PROPOSAL REQUIREMENTS

A. FORMAL PROPOSAL PORTFOLIO CONTENTS

Each firm should submit a formal proposal that includes the following items:

1. An executive summary introducing consulting firm
2. Documentation demonstrating that the **consulting firm** has 10 years of successful shoreline protection planning and implementation including but not limited to seawalls, docks/decking, natural and environmental protection.
3. A summary of professional and technical qualifications of the key persons who will be assigned to the project. Resumes for key personnel should be included in the proposal.
4. Documentation of a minimum of three (3) similar completed projects with references shall be submitted including description of project, budget for project, contact name, and phone number.
5. Describe in detail how the scope of work will be accomplished. Describe any proposed modification to, or expansion of, the scope of services outlined in this RFP.
6. Provide a detailed project time line outlining the tasks for each phase, including the number of hours dedicated to each task.
7. A statement indicating the methodology to be used to communicate and coordinate the work efforts with the City.
8. Any other information you feel may be pertinent to the selection of your firm.

B. FORMAT

1. The proposal should be submitted in written and bound form. Items to be included in the proposal should be placed in the same sequence as outlined above.
2. The enclosed Proposed Fee Schedule Form shall be submitted separately in a sealed envelope.

C. DIRECTIONS FOR SUBMITTAL

Consultants should submit six (6) copies of the proposal in a sealed envelope and one (1) copy of the Proposed Fee Schedule Form in a separate sealed envelope. These materials must be received by 11 a.m. on January 10, 2023 in the offices at:

**City of Neenah Parks and Recreation Department
211 Walnut Street
Neenah, WI 54956**

Packages containing the proposal and any related materials should be clearly marked on the outside of the package as follows:

“PROPOSAL FOR THE CITY OF NEENAH
Preliminary Design/Engineering for Shoreline Improvements”

Envelopes or packages containing proposals and related materials which are received after the date and time stated above will be returned unopened.

D. COSTS INCURRED IN RESPONDING TO THIS RFP

The City of Neenah shall not be liable for any costs incurred by the consultant in responding to this request for proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

E. PRE-PROPOSAL MEETINGS

There are no scheduled pre-proposal meetings pertaining to this RFP. Consultants intending to submit formal proposals and who may wish to discuss the proposed project should contact the City of Neenah Parks and Recreation Director at the email address shown on page one.

III. CONSULTANT SELECTION PROCEDURES

The City of Neenah will be solely responsible for the selection of a consultant to conduct the desired work. This selection process will be generally as follows:

A. SCREENING

The screening and ranking of consultants shall be based upon each formal proposal submitted. Based upon this review, the City of Neenah may select two or three (2–3) consulting firms for follow-up interviews.

Criteria:

- Qualifications and experience of key team members
- Experience with the projects of similar scope and complexity
- Ratification of previous clients
- Quality and completeness of proposal
- Reasonableness of project costs.

B. PRESENTATION AND INTERVIEW

Presentation / interview, if needed, will permit the consulting firm to make a brief presentation and allow individuals to ask questions of the consultant. Each presentation / interview will be limited to 45 minutes, which includes the presentation (25 minutes) and question and answer period (10 minutes). Representatives of the consultant firm in attendance at this interview will be limited to the proposed project manager and no more than one (1) other key staff member. Interviews will be conducted virtually.

C. SELECTION

A recommendation of the Parks and Recreation Commission may be submitted to the City of Neenah Common Council depending on fee schedule. The City of Neenah reserves the right to reject all proposals and/or to accept the proposal deemed most advantageous to the City.

D. SELECTION TIMELINE

January 10, 11am.	RFPs due; RFPs opened / screening process begins
January 17:	Interviews (if needed)
January 19: 4:30pm.	Parks and Recreation Commission Meeting recommendation
February 1: 7pm	City Common Council Approval
February – July	Tentative Work Schedule

Proposed Fee Schedule Form

PROPOSED FEE SCHEDULED

Meetings/Presentations: _____

Data Collection Exploration: _____

Final Report: _____

Total: _____

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

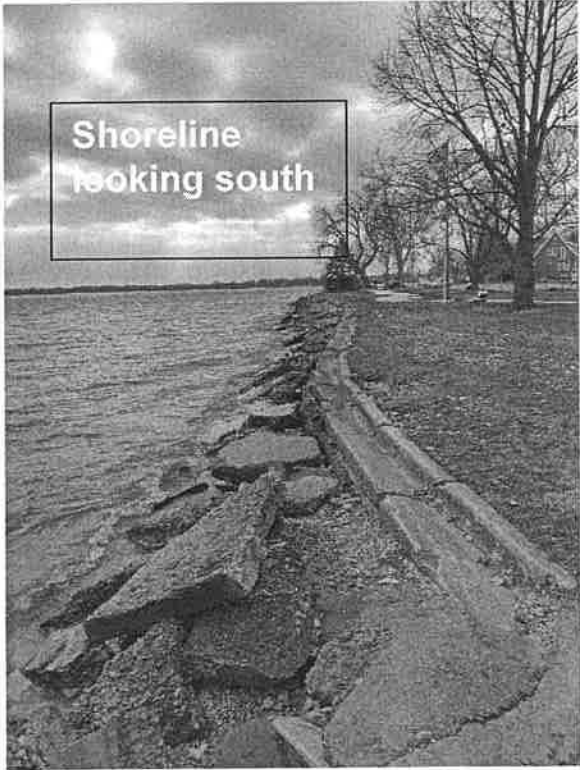
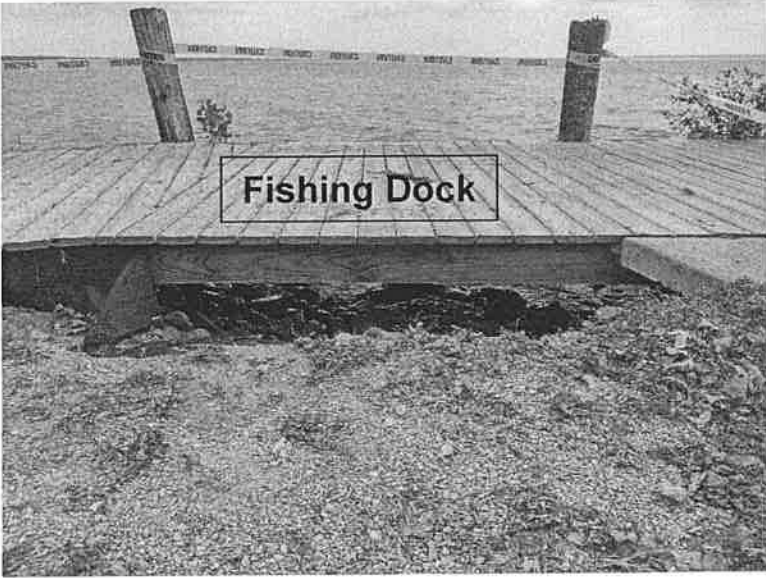
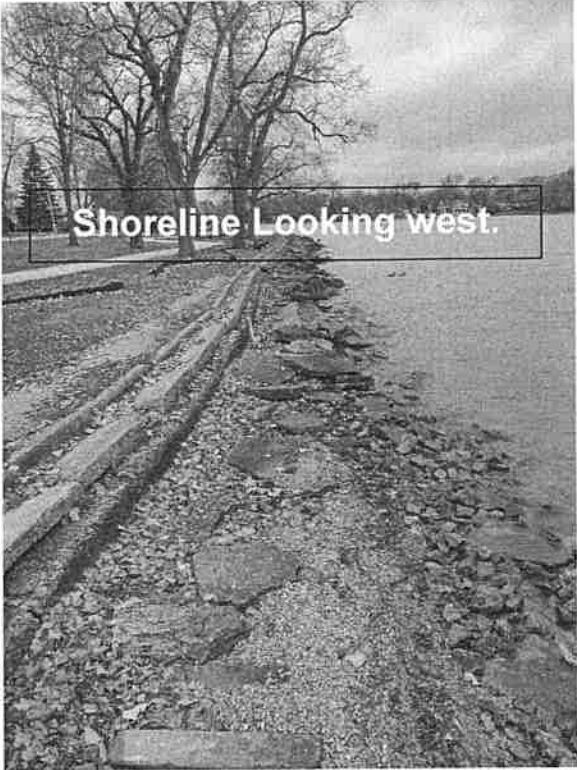
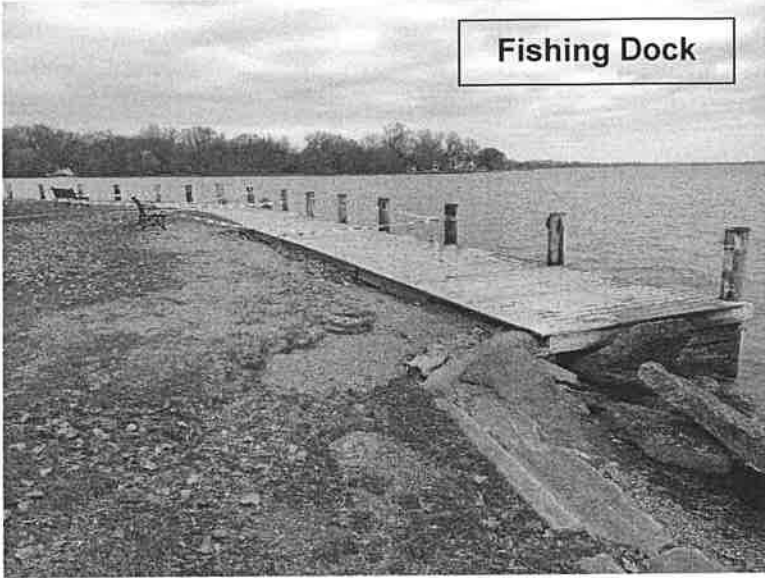
COMPANY: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE: _____

Kimberly Point



Doty Park

