



# Parks & Recreation Commission

**THURSDAY, DECEMBER 21, 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.

<b>MEMBERS</b>	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber	
<b>STAFF</b>	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
<b>AGENDA TOPICS</b>		
<b>CALL TO ORDER</b>		
<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances	
<b>MINUTES</b>	Approval of Meeting Minutes: November 16, 2023	Attached
<b>BILL VOUCHERS</b>	Bills for previous month	Kelly
<b>FINANCIAL Report</b>	Reviewed quarterly in January, April, July, October	Attached
<b>MISSION ACTION Report</b>		Attached
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Shattuck Park Flag Memorial – Memorandum of Understanding</li> <li>2. Neenah Soccer Request – Memorial Park</li> <li>3. Douglas Park - Stormwater Utility Request for Land Use</li> <li>4. 2024 CIP</li> <li>5. Commission Retreat – date and topics</li> <li>6. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Arrowhead Development</li> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <li>◇ Hillstrom</li> <li>◇ Hancock-Cooke</li> <li>◇ Galloway</li> </ul>
<b>ADJOURN</b>		

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](mailto: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 – November 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	Scott Weber

#### STAFF PRESENT

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

OTHERS PRESENT: Scott Becher, Frank Cuthbert, Gerry Andrews, Duke Behnke, Jerold Belot, Gail Minks, Bethany Grengler, Mike Jones, Rocky Shefer, Holly Engelman, Chris Haese (Community Development), Mayor Lang.

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

#### CORRESPONDENCE

None.

#### APPEARANCES

Rocky and Mike, representing Neenah Soccer Club, requested that the Commission consider renting the OJ Gym at Shattuck School to the club for winter training and further requested consideration to use the Great Lawn (open area west of the Scherck Shelter/parking lot) at Memorial Park for additional soccer facilities. Commission President Kelly thanked the representatives and directed staff to place this in the December agenda for discussion.

MSC Galloway / Lawell to move business item #1 to the beginning of the meeting. Motion Carried.

#### MINUTES

MSC Hillstrom / Wise to approve the minutes of the October 19, 2023 meeting. Motion Carried with 1 abstention from Hancock-Cooke.

#### BILL VOUCHERS

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

#### FINANCIAL REPORT

#### MISSION ACTION REPORT

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

- Commissioner Lawell commended staff on a very nice job with the Veterans Day Commemoration this past weekend and appreciated the addition of the Neenah Community Band.
-

- Commissioner Hancock-Cooke asked about the Grinch and Sweater Run needing volunteers. Superintendent Kluge and Rec Supervisor Schott indicated that they would accept volunteers for the Grinch Breakfast, and the Sweater Shuffle has been canceled due to low registration.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Arrowhead Conceptual Design Presentation**

Mayor Lang introduced the presentation, indicating that it has been over 50 years in the making, and it is very exciting connecting the park to the downtown. She thanked all those involved, including the task force, the Commission, and community members. The final plan presentation has been delayed due to several factors, but we hope to have it within the month. The mayor turned over the presentation to Mike Bell, RDG Representative. Mike provided an update of the plan.

- Commissioner Galloway commented on the positioning of the parking lots, feeling that it inhibited the dynamic entrance into the park and further commented on the number of trees found on the plan. There are too many for an area that is planned to be a prairie.
- Commissioner Hancock-Cooke questioned the 2 piers.
- Commissioner Hillstrom indicated that the location of the parking lots is related to the sub-surface infrastructure.
- Commissioner Wise indicated that he did not feel this was a place for community gardens and further questioned if a hotel could be placed on the property. Simple answer is no.
- Commissioner Hancock-Cooke appreciated the historical perspective.
- Commissioner Ondresky questioned the open field of play.

Commissioner Kelly thanked Mike Bell for all his work and dedication towards the project and looks forward to the final concept plan.

**Action:** Information and Discussion Only.

#### **BUSINESS ITEM # 2: Carpenter Preserve Final Master Plan Adoption**

Commissioner Lawell questioned the width and source of the mulched pathways. Depending on the location, the width could be 4-6 feet, and the wood chips would be from the municipal supply. Lawell further asked if anything has been done with the land swap. No further conversations have been had.

**Action:** MSC Galloway / Wise to accept the Carpenter Preserve Conceptual Remaster Plan as presented. Motion Carried.

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

The MOU was reviewed by the Commission.

- Commissioner Galloway requested that the language be strengthened to include a precise dollar amount for the Flag Replacement Trust and that the project could not move forward until this condition was met.
- Superintendent Fink indicated that \$2,200 is spent annually on flag replacement.
- Commissioner Kelly questioned the placement of the 7 additional poles. Kading indicated that the plan was reviewed during the previous Commission meeting. Representatives from

Parkitecture were onsite to review, measure, and provide the information found in the rendering and Opinion of Probable Cost.

**Action:** MSC Lawell / Wise to accept the MOU with the addition of a specific dollar amount needed to establish and sustain a flag replacement trust. Motion Carried.

**BUSINESS ITEM # 4: 2023 CIP Update**

- Current Status was reviewed.
- Hancock-Cooke inquired about the \$17,000 remaining from the Fresh Air project. Superintendent Fink indicated that the project was completed.

**BUSINESS ITEM # 5: Announcements and Future Agenda Items**

- 2024 Budget passed without question.
- January 2024 Retreat
  - Mission/Vision and Handbook

**Liaison Reports**

**Shoreline** – Conceptual design work has been completed. Beginning stages of grant applications.

**Carpenter Preserve** – Conceptual Remaster Plan has been completed.

**Arrowhead Development** – Nothing more to add to the presentation.

**Plans Commission** – Hancock-Cooke noted nothing to report.

**Harbor Committee** – Galloway noted nothing to report and questioned the status of the new buoy placement company. We are working with a vendor to secure a cost.

MSC Hillstrom / Lawell to adjourn at 5:43 pm.

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation MISSION ACTION REPORT

December 21, 2023

---

## Provide recreational experiences.

- The **8th Annual Grinch Candy Cane Hunt** took place on Saturday, December 2<sup>nd</sup>. The event filled to capacity at 55. Families had the opportunity to eat a pancake breakfast, take a photo with the Grinch, watch the Grinch cartoon, and participate in a candy cane hunt!! Thank you to Commissioners Wise, Hancock-Cooke, and Maggio for volunteering!!



## Foster human development.

- **2024 Summer Employment** applications are now available online at <http://agency.governmentjobs.com/neenahwi/default.cfm>. Deadline for applications is Feb. 1, 2024. Jobs include positions in our parks, cemetery, pool, and recreation playground programs.
- Riverside Players is currently accepting proposals for Musical Director for the **68<sup>th</sup> Season of Riverside Players**. Performance dates are scheduled for July 18-21 & July 24-28.

## Promote health and wellness.

- **Adult Fitness** classes are currently taking registrations for the winter sessions. Options include a variety of Yoga classes, Zumba, and Tai Chi.

## Protect environmental resources.

- Forestry and park staff have been working on **pruning trees** throughout the park system and road right of ways.

## Strengthen community image and sense of place.

- Park staff has started replacing the roof on the open air shelter at Memorial Park. Continued good weather should allow for an earlier than expected completion.

---

*Creating Community Through People,  
Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

- The **7<sup>th</sup> Annual Washington Park Winter Festival** will take place on Saturday, January 6<sup>th</sup> from 11am-1pm. This family event is FREE, and activities will include skating, sledding, hockey games, contests, a bonfire, s'mores, hot dogs, and hot chocolate. We would love any available Commissioners to take part in this event serving hot dogs and chips!



# City of Neenah Parks & Recreation Commission Meeting December 21, 2023

---

## **BUSINESS ITEM #1: Shattuck Park Flag Memorial – Memorandum of Understanding**

Commissioner Lawell requested that the MOU with the Veterans that was approved during the November meeting be brought back to the Commission for further discussion and clarification. President Kelly agreed.

In the meantime, Commissioners Kelly and Lawell met with Veteran representatives to further discuss and clarify the responsibilities surrounding long term flag expenses.

The Veterans will be responsible for the replacement cost of the 6 service flags, and the City will continue to be responsible for the replacement costs of the United States, State of Wisconsin, and the MIA flags. The Veterans also agree to physically replace the flags at Shattuck Park on behalf of the City.

**Suggested Action:** Discussion only.

## **BUSINESS ITEM #2: Neenah Soccer Request – Memorial Park**

Neenah Soccer Club President (NSCP) Mike Jones will present a request for using the north end of the “great lawn” green space to the west of the George Scherck Shelter. NSCP Jones and staff have discussed the proposal and believe it can be worked out with little impact to the existing neighborhood, minimal impact on park operations/events, and will provide for some additional revenue to the city.

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

## **BUSINESS ITEM #3: Douglas Park – Stormwater Utility Land Use Agreement**

Attached you will find a concept plan for a stormwater facility at Douglas Park. The Stormwater Utility is requesting 1.7 acres to provide stormwater treatment and address flooding as part of the Commercial Street redevelopment. The main portion of the pond is expected to be wet and have an area for temporary flood storage, however, when dry, can be used by park guests.

The Stormwater Utility will pay \$170,000, install an 8’ circular walking path around the pond/park, and provide a park sign off the Douglas Street Access in exchange for the loss of parkland. The park shelter and play area will remain; however, the swing set will be removed.

Staff has reviewed and recommends acceptance of the concept plan and proposal and further suggests that the \$170,000 is placed in a Parks & Recreation Trust Fund for the purpose of future land acquisition and/or park enhancement.



# City of Neenah Parks & Recreation Commission Meeting December 21, 2023

---

**Suggested Action:** A motion to accept the Stormwater Utility's concept plan and proposal to reallocate 1.7 acres of Douglas Park for the purpose of a stormwater facility in exchange for \$170,000 to be placed in a trust fund for the purpose of property acquisition or park enhancements, development of a looping stone trail, and park signage off of Douglas Street and to authorize City staff to execute a Memorandum of Agreement.

## **BUSINESS ITEM #4: 2024 CIP Review**

**Suggested Action:** For Review.

## **BUSINESS ITEM #5: Commission Retreat**

Commission President Kelly will lead the discussion.

## **Announcements and Future Agenda Items**

**Memorandum of Understanding  
Between  
American Legion Neenah  
And  
City of Neenah Parks & Recreation Department**

The purpose of this agreement is to outline the rights and responsibilities of the American Legion Neenah (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 Park 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 design.

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 ongoing maintenance of donor board name plaques.

Replacement of the 9 flags will be based upon the recommendation of the Superintendent of Parks. Cost to replace the 6 service flags shall be the responsibility of the Veterans, while the cost to replace the United States, State of Wisconsin, and MIA flags shall be the City's responsibility.

The TERM of this agreement shall be November 16, 2023, through completion of said project, but no later than June 15, 2026, with the exception of the continued responsibility of flag replacement and plaque maintenance as mentioned above. 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 of the agreement.

Signed:

Signed:

\_\_\_\_\_  
American Legion Neenah

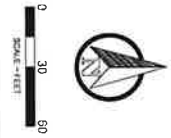
\_\_\_\_\_  
Director of Parks & Recreation

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



DATE	12/11/2023
SHEET NO.	---
PROJECT NUMBER	0043810.00
DESIGNER	EAM
CONCEPT PLAN OPTION 3	

## DOUGLAS PARK POND SITE DEVELOPMENT NEENAH, WI

**Westwood**

Phone (202) 735-6900    One System Drive  
 Fax (800) 882-6100    Arlington, VA 22204-1654  
 Toll Free (800) 571-6617    westwoodpro.com  
 WestwoodProfessionalServices, Inc.

© 2022 Westwood Professional Services - The design, drawing and detail is the copyrighted property of Westwood Professional Services. No part shall be copied, published, distributed or reproduced in any manner without written consent of Westwood Professional Services.

				2024												
Budget				Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Facilities</b>																
Southview Courts	\$	358,000	Trevor													
Green Courts	\$	40,000	Trevor													
Kimberly Point Lighthouse Structural Review	\$	25,000	Mike													
Laudan Play Equip	\$	130,000	Mike													
Picnic Tables	\$	20,000	Trevor													
ADA Building Improvement	\$	20,000	Trevor													
Washington Park HVAC	\$	75,000	Trevor													
Kayak Rental Pods (\$13500 off setting grant)	\$	27,000	Mike													
<b>Equipment</b>																
Zero Turn	\$	25,000	Trevor													
Zero Turn	\$	25,000	Trevor													
Field Groomer	\$	55,000	Trevor													
<b>Long Term Arrowhead</b>																
West - prairie/path; road realignment																
Bridge - railroad	on hold until completion of															
Crossing - at grade	the master planning process.															
<b>Little Lake Butte des Morts Water Quality</b>																
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$	103,000	Mike													
<b>Shoreline Doty/Kimberly Point</b>																
Pre-grant, grant applications	\$	26,400	Mike													
Design, permitting	\$	25,000	Mike													
<b>Carpenter Preserve</b> (donation announcement pending)	\$	-														

Permitting
Design
Bid/RFP
Award
Implementation
Grants