



Parks & Recreation Commission

THURSDAY, FEBRUARY 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 Brian Borchardt
----------------	---

STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading
--------------	--

AGENDA TOPICS

CALL TO ORDER	
----------------------	--

	Election of Officers
--	----------------------

APPEARANCES	Open Forum / Commission Consideration of Appearances
--------------------	--

MINUTES	Approval of Meeting Minutes January 10 and 19 , 2023	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 Meeting Locations 2. Carpenter Preserve Remaster Plan Proposal 3. Announcements & Future Agenda Items 	
-----------------------	---	--

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 – January 19, 2023

MEMBERS PRESENT

	Jim Wise	X	Kate Hancock-Cooke	X	Gary Lowell
X	Peter Kelly	X	Eric Maggio		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

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Borchardt to approve the minutes of December 15, 2022. All voting aye.

BILL VOUCHERS

Commissioner Hancock-Cooke reviewed for December and found them to be in order.

MISSION ACTION REPORT

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

- WinterFest – Commissioners Hancock-Cooke and Lawell had fun handing out hot dogs and s'mores and indicated that staff did a great job providing games and fun without snow and ice. Superintendent Kluge reported that they had about half the attendance as normal.
 - Commissioner Hancock-Cooke referenced the 2023 CIP chart that was included.
 - Commissioner Lawell inquired about the tree replacement along Bell/Breezewood. Will follow up with Superintendent Fink.
 - Commissioner Lawell also inquired about any progress related to agreements with WI-DNR/Coast Guard's use of Whiting Boathouse.
 - Commissioner Lawell asked if Playing in the Rain was lighted year-round.
 - Commissioner Ondresky inquired about the use of salt on the trails near water and its appropriateness.
 - Commissioner Kelly asked about summer job applications. Superintendent Kluge responded that it has been slow, and there is concern. Further discussion was had on various strategies to get the word out.
-

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Commission Retreat Follow-Up

Commissioner Hancock-Cooke thanked the Commission for their attendance and participation and further thanked Commissioner Ondresky for typing up the note pages. Hancock-Cooke requested a ranking of items that were listed within the “Parking Lot” notes.

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 by-laws and our vision mission statements, which we felt included some other items from the lot. I have indicated which those are below.

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 and Rec meetings and promote it (Brian)	State of the Parks meeting kick-off

Additional suggestions: include affiliated organizations within the handbook, secure survey results, develop a Commission t-shirt for the summer meeting tour, consider a history story in the newsletter, schedule an annual Commission Retreat (second Thursday in January), and develop an annual State of the Parks & Rec Department for public participation.

BUSINESS ITEM # 2: Commission Nominations

Commissioner Hancock-Cooke requested nominations for the officer position. Commissioner Lawell indicated a willingness to serve as the Nomination Committee person. Nominations will be presented to the Commission and voted on during the February meeting.



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

Director Kading provided an overview of the process and recommendations for the selection of Edgewater Resources to complete the services as detailed in the Request for Proposal.

Action: MSC Lawell / Kelly to accept and recommend the proposal from Edgewater Resources of Madison, WI to complete the scope of services as outlined in the Request for Proposal in the amount of \$46,958, utilizing the budgeted 2023 CIP Funds. Motion passed.

BUSINESS ITEM # 4: Announcements and Future Agenda Items
Election of Officers
Carpenter Preserve Proposal

LIAISON REPORTS

PLANS COMMISSION: No report.

HARBOR COMMITTEE: No report.

MSC Lawell / Kelly to adjourn at 5:47 pm.

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

February 16, 2023

Provide recreational experiences.

- Registration for summer **Operation Recreation and Operation Recreation JR** opened on February 5th. The camp almost completely filled in the first 2 days. We are looking forward to a fun summer!
- We offered our 4th **Parents Night Out** event on Friday, February 10th, with 12 participants enrolled. Children enjoyed pizza, gym games, and a movie, while parents were able to enjoy a night out!



- Our 3rd **Paint and Peck** with Rooster Dreams took place on February 11th, with 20 participants. Each parent/child couple created a 12 in. drawing of a colorful ostrich.



- We hosted our 5th session of **Fridays with Friends**. Each class this year has completely filled. 3 and 4-year-old children were able to spend an hour socializing and playing with others and complete a fun craft.



*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Foster human development.

- **Summer job interviews** are currently being conducted. Job offers will go out in early March.

Facilitate community problem solving.

- The City received a \$5,000 grant for Doty Cabin log chinking work.

Protect environmental resources.

- Work on the Arrowhead Pier has begun. Lunda has indicated that pilings will take approximately 1 week to install. Piling work is expected to begin Monday, February 13th.



Strengthen safety and security.

- **2023 Summer Activity Guide** will be mailed to all City of Neenah household residents on March 1st. Registration will begin on March 8th for City of Neenah Residents and March 22nd for non-residents.



City of Neenah Parks and Recreation Commission Meeting February 16, 2023

BUSINESS ITEM #1: Commission Meeting Locations

The Commission has requested that we host meetings throughout the Park System. Below is a proposed schedule for your confirmation.

- Whiting Boathouse - May (hopefully will coincide with first shoreline meeting)
- The Green - June
- Herb & Dolly - July
- Shattuck - August
- Memorial Scherck - September

Suggested Action: Confirmation of Dates

BUSINESS ITEM #2: Carpenter Preserve Remaster Plan Proposal

Staff developed and sent out Requests for Proposals to firms listed on the Wisconsin Parks and Recreation website requesting proposals to assist the City in reviewing the 2002 Conceptual Master Plan and to facilitate public discussion regarding use of Carpenter Preserve. 5 Proposals were received and reviewed on February 7th by resident Gerry Andrews, Commissioners Hillstrom and Borchardt, and staff members Fink and Kading. Graef and MSA were recommended to move onto the interview step of the selection process. Interviews will be conducted on Tuesday, February 14th. A recommendation will be brought forth to the Commission.

Suggested Action: A motion to accept and recommend _____ from _____ to assist the City in developing a revised conceptual master plan for Carpenter Preserve in the amount of _____, utilizing 2023 Capital Improvement Project Facility Funds.

BUSINESS ITEM #3: Announcements and Future Agenda Items Baldwin Park Play Equipment Proposals