



**City of Neenah
Parks & Recreation Commission
Thursday, October 15, 2026, 4:30 P.M.
Hauser Room
Neenah City Hall
211 Walnut Street**



-
- I. Call to Order
 - II. Public Appearances
 - III. Approval of Minutes – Regular Meeting September 17, 2026
 - IV. Bill Vouchers
 - V. Quarterly Financial Report
 - VI. Correspondence
 - VII. Mission Action Report
 - VIII. Unfinished Business
 - IX. New Business
 - A. Doty Cabin Report
 - B. Draft Department Policies
 - C. 2027 Facility Rates
 - D. 2026 CIP Review
 - E. Announcements & Future Agenda Items
 - X. Reports of Special Committees and Liaisons/Task Forces
 - XI. Adjournment

NOTICE: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

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 Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – September 17, 2026

Members Present

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

Staff Present

X Michael T. Kading, Director of Parks & Recreation
Kristine Butteris, Superintendent of Recreation
Trevor Fink, Superintendent of Parks
Megan Thompson, Recreation Supervisor
Clinton Williams, Parks Supervisor

Others Present: Frank Cuthbert, Becky Heidke-Kwiatkowski, Mark Neuman, Bill Pollnow, Andrew Leonard, Gloria Smedema

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

Correspondence

None

Appearances

Bill Pollnow inquired about the process and purpose of the Carpenter Preserve Task Force and further inquired about the Neenah Marina Market Analysis. Both items will be taken up during new business.

Minutes

MSC Hillstrom/Wise to approve the minutes of the August 20, 2026, Commission Meeting. All voting aye.

Bill Vouchers

Commission President Ondresky reviewed the vouchers for September and found them to be in order.

Mission Action Report

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

- Commission President Ondresky stated that she appreciated the summer program and pool information.
 - Commissioner Kelly questioned how fall/winter registration was going now that we are not printing a guide. The 2026-2027 Fall/Winter Activity Guide was printed. It is the 2027-2028 Fall/Winter Activity Guide that will not be printed.
 - Director Kading provided a summary of the report, noting the upcoming special events, and the Kimberly Point shoreline permit application and groundbreaking.
-

BUSINESS FOR CONSIDERATION

NEW BUSINESS ITEM #1: Carpenter Preserve Task Force

Commission President Ondresky provided a summary of the purpose and reason for developing a task force, further stating the draft mission of the task force is dedicated to fostering open, transparent, and respectful communication between the Parks & Rec Commission and Carpenter Preserve neighboring residents. Our mission is to create meaningful opportunities for dialogue, share timely and accurate information, listen to community concerns, and work collaboratively to build understanding and trust while supporting the long-term success of the preserve.

Recommended appointees are Scott Weber, Frank Cuthbert, Gerry Andrews, and Paul Weinaug.

All meetings will be open to the public.

Action: MSC Wise/Hillstrom to accept the Carpenter Preserve Task Force with appointed members including Scott Weber, Frank Cuthbert, Gerry Andrews, and Paul Weinaug. Motion carried.

BUSINESS ITEM #2: Neenah Marina Facility

Director Kading provided a brief overview and asked the Commission to provide guidance moving forward. The cost to improve does not seem warranted.

The Commission requested the following:

- Rough estimate to complete demo
- Contact with the Menasha Dock Association and verification of numbers
- Need to prioritize maintenance if any is necessary
- Can we remove middle sections to enlarge the bays?
- Contact Neenah Boat and Dock Club regarding leasing/future operations
- User survey suggested

Action: No action was taken.

BUSINESS ITEM #3: 2026 CIP Review

Current status was reviewed.

BUSINESS ITEM #4: Announcements and Future Agenda Items

Doty Cabin Facility Study/Report
Tree Plan

Liaison Reports

- Plans Commission: No report
- Harbor Committee: Director Kading noted that the harbor will be closed October 10-11.
- CORP: Will be finishing up soon

Adjourned at 5:16 P.M.

Recorded for the Commission by Michael T. Kading, CPRP

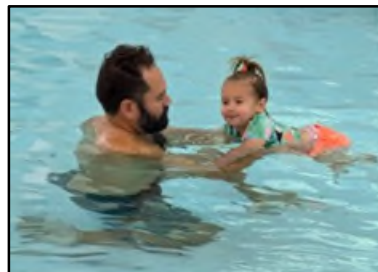


Parks & Recreation MISSION ACTION REPORT

October 15, 2026

Provide recreational experiences.

- Saturday, October 3 started our first **swim lessons** through our partnership with the **Neenah Joint School District**. We had a lot of smiling faces from the participants, instructors, and parents, too!



- We added a new program this fall, **Beginner Cake Decorating**, which seems to have piqued community interest. We will look to continue adding sessions in the coming seasons.



- We hosted the **2nd Annual Howl-O-Ween** on Saturday, October 3. Approximately 35 dogs attended! Thank you to our vendors, Lucy's Closet Pet Boutique, Pet Supplies Plus – Neenah, and TailWaggers Doggy Daycare – Neenah, who spoiled the attendees! The dogs enjoyed lots of toys, treats, and playing!



Foster human development.

- Superintendent of Recreation Butteris will be attending the year-long **Leadership Fox Valley** program. This entails a once per month meeting and a final project.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Promote health and wellness.

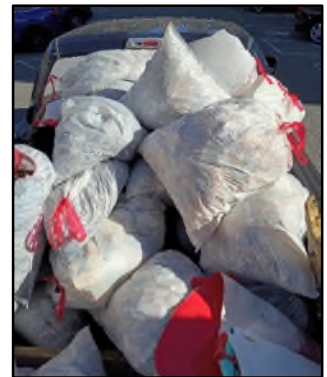
- On Saturday, October 3, our **indoor water exercise classes** also started at the Neenah Middle School Pool. We have Aqua Power shallow water classes on Saturdays as well as Mondays and Wednesdays. We also have a deep-water option, Tread and Shred, on Mondays AND Wednesdays. Both classes are boot camp style classes, which pair great with our energetic instructor and participants ready to work!

Facilitate community problem solving.

- Kimberly Point Lighthouse Project:** Abatement of lead paint continues. Further demo and construction are expected to begin in earnest the week of October 19. Project will be substantially completed by the end of the year with painting happening in spring. Security fencing will remain in place.

Protect environmental resources.

- 2 corporate organizations joined us the week of October 5 for **volunteer workdays**. Plexus provided 16 individuals for 3 hours to clean up the Lakeshore Ave. shoreline. AMCOR helped the City with 20 volunteers spreading out over 8 different park sites. Special thanks to these corporate partners. We look forward to working with Winnebago County Credit Union on October 12 and Plexus again on October 16.



- Carpenter Preserve:** We met with representatives from Davel Engineering to discuss flood plane and wetland issues at the preserve.
- In coordination with the Mayor's Office, the **City Tree Replanting Plan** has been announced. The plan includes relacing all 400 public trees over the next 3-5 years. The Trees for the Living and normal Street Tree Programs have been suspended for a minimum of 2 years to allow for this work to be done.

Strengthen community image and sense of place.

- Saturday, October 10th was our **23rd Annual Build-A-Scarecrow** event at the Riverside Park Pavilion. We had a great turnout with 30 preregistered scarecrows, and we are excited to expand upon this thriving program next year.





City of Neenah Parks & Recreation Commission Meeting October 15, 2026

BUSINESS ITEM A: Doty Cabin Report

Staff is recommending the Commission accept and place on file the Doty Cabin Assessment Report that is attached. The document provides an overview of priorities of structure repairs and upgrades needed to preserve the cabin and contents. This report is considered an extension of the 1995 Facility Report that identified structure and preservation issues.

With permission, staff will prepare and submit a grant application to the Wisconsin Department of Administration to implement the improvements identified in the report. Focus will be on external structure issues while improving climate control measures. \$75,000 has been identified in the 2027 CIP Budget for this purpose.

Suggested Action: Motion to accept and place on file the 2026 Doty Cabin Assessment Report and grant permission to staff to apply for the WI-DOA grant.

BUSINESS ITEM B: Draft Department Policies

Attached are the revised draft policies for the department. Items in red are changes from the policies adopted in 2024. The policies have not been updated since then.

It is our recommendation that the Commission take the next month to review and provide feedback to staff for discussion and adoption during the November 19 Commission Meeting.

Suggested Action: No action needed

BUSINESS ITEM C: 2027 Facility Rates

Attached are the proposed 2027 Facility Rates. Noted changes include resident shelter rental rates increasing \$10, non-resident shelter rental rates increasing 25%, field rental rates reflecting other communities' rates/structure, and a proposed increase to boat trailer parking fees.

Included is a summary of other communities' fee structures for field rentals and boat trailer parking.

Suggested Action: Motion to accept fees as presented.



City of Neenah Parks & Recreation Commission Meeting October 15, 2026

BUSINESS ITEM D: 2026 CIP Review

Suggested Action: Discussion only

BUSINESS ITEM E: Announcements & Future Agenda Items

Neenah Marina Facility Analysis Follow-up

Department Polices

Next Meeting – November 19, 2026, 4:30 P.M.

Doty Cabin Assessment Report – Project No. 192207

Report By: Short Elliott Hendrickson Inc. and MSA



Report Summary:

Based upon the existing conditions report found on the following pages the following is a summary in order of priority:

- Given the age of the log structure and condition of some of the exterior components, water management is the top priority from a maintenance perspective. The gutter system needs to be evaluated and reconstructed to the Doty Cabin standards. Most local contractors should be able to accomplish this work.
- The stone fireplace and chimney will need a full inspection to determine where water leaks are taking place during rainstorms. Historic masonry guidelines should be followed including core restoration techniques using accurate and breathable mortar mixtures. Some contractors that specialize in this area include Heritage Masons, North Shore Masonry, and Custom Chimney Restoration.
- The exterior condition of the logs should be inspected, and small cracks or areas of deterioration should be fixed. The chinking between logs should also be inspected and repaired as required. A contractor that specializes in log structure restoration should be used. Edmunds and Company is a contractor out of MN/WI that has worked on historical log structures throughout Wisconsin. They may be able to also evaluate other areas of the Doty cabin listed here as well.
- The wood siding at the gable ends have some areas of cracked and peeling paint and some areas where wood is deteriorating. These gable ends should be inspected and repaired/repainted as required. Most local contractors can handle this work. All paint should be tested for lead contamination.
- Exterior windows, door frames, and trim should be inspected for areas of deteriorating wood and repaired/repainted as required. Windows should be closely looked at to make sure they are structurally intact and working properly. Windows may require re-glazing. All paint should be tested for lead contamination.
- Update the existing electrical in structure to at least a 100-amp 120/240-volt single phase electrical service from the utility with pole mounted transformer. This will provide more power to the building which will allow better lighting throughout the structure. Most local electrical contractors can perform this work.
- Per above look at improving/replacing existing lighting with LED-type lighting to improve efficiency, light levels, and reduce maintenance. Most local electrical contractors can perform this work.
- Per above look at replacing/updating electrical receptacles and wiring devices and add new as required to eliminate use of extension cords.
- Have the system vendor evaluate existing fire alarm and intrusion alarm systems to correct any failing components to make sure alarm systems are working properly.
- The existing concrete floor at main level should be inspected and evaluated to determine if concrete sealer should be applied.
- The existing structure gets rather warm during summer days. To help with this condition, adding screen doors to provide air flow should be evaluated. A non-ducted cooling solution could also be looked at.
- General interior maintenance items such as repainting wood floors, walls, and ceilings should be evaluated. Most local contractors can perform this work.

Architectural Review:

The following report is the result of a site visit by Todd Clark, Trevor Frank and Katie Richter of SEH Inc. that occurred on July 09, 2026. Site observations and discussions with staff were used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original James D. Doty cabin built in 1844-1845, using some of the original components from the log cabin. The structure is listed on the Wisconsin State Register of Historic Places. The main level of the building is a classic log structure. The upper-level transitions to a standard wood frame system at gable ends and interior walls. The roof is asphalt shingle and is fairly new but did sustain damage during a recent storm. The main level floor is exposed sealed concrete, and the walls are primarily the logs of structure painted. The upper-level floors are wood plank that have been painted, and the walls are ship-lap boards that have been painted. The ceilings at main level are wood beam and plank that have been painted. The upper-level ceilings are painted plaster over lath or board and batten. There is no running water, no heat, and no toilet room facilities. The windows on main level have chain-link panels at interior side for security reasons. Artifacts need to be moved off site during winter.

Exterior

Observations/Recommendations

- *Some of the logs are starting to deteriorate at the log ends at corners of the structure. It is recommended that the bad spots be treated with epoxies and stained to match original logs. The cost estimate for log repairs is \$6000 to \$10,000. Logs could be stained/sealed with specialized breathable coatings to match existing color. The cost estimate for this is \$4000 to \$9000.*
- *Some of the chinking between logs is starting to crack and crumble. It is recommended that these bad spots be patched using similar materials. In some areas the metal screen behind the chinking is exposed. The cost estimate for this is \$3000 to \$8000.*
- *The wood gutter system at the roof perimeter is in poor condition and broken from storm and needs to be replaced. The cost estimate for this is \$5000 to \$9000.*
- *The wood siding at gable ends will need to be scraped and repainted. Testing for lead paint is suggested before any work is done. The cost estimate for this is \$5000 to \$7000.*
- *Exterior window trim and all windows need to be repaired/patched/painted or replaced to match existing as required. The perimeter of windows will need to be resealed/caulked. The shutters at upper front window should be painted. Testing for lead paint is suggested before any work is to be done. The cost estimate for this is \$3000 to \$6000.*
- *All exterior trim at doors and soffit areas should be patched and painted. The trellis at main entrance and surrounding trim should be repainted or replaced with new to match original style. The cost estimate for this is \$800 to \$1400.*

- *Roof damage from the storm should be repaired. Roof valleys should be cleaned of leaf debris. Pending extent of damage, the cost estimate for this is \$3500 to \$7500.*
- *The chimney is leaking during storms, so the chimney masonry joints, flashing, and flue tile should be inspected and repaired. The cost estimate for this is \$2000 to \$5000.*
- *All plantings and vegetation should be kept clear of the log structure.*

Interior

Observations

- *The interior floor at main level is concrete. Have concrete floors inspected to determine if they need to be resealed. The cost estimate for this is \$2000 to \$4000.*
- *All windows will need to be reglazed, and repainted. The cost estimate for this is \$1400 to \$3000.*
- *There is some wear at wood flooring at upper level and at stairs. These should be repainted as required. The cost estimate for this is \$2000 to \$4000.*
- *There is some cracking at the plaster lath ceilings and at gable ends on upper level. These should be patched and painted. All conduit and lighting are exposed and surface attached. If any major remodel work is done, running these in walls or a soffit should be explored. The cost estimate for this is \$1200 to \$2400 for crack repairs, and \$3000 to \$5000 to hide exposed conduit.*
- *Light levels are low throughout the structure. See electrical notes.*
- *The interior stone fireplace should be inspected and resealed at stone to wood connections as required. The cost estimate for this is \$200 to \$400.*
- *There are many gaps and cracks around perimeter in log structure. These should be caulked and sealed where it is possible to limit rodent access. The cost estimate for this is \$500 to \$800.*

Other Improvements

- *Adding conditioned space to the log structure is not recommended and not feasible. There is a desire to add a sink/faucet at a strategic location on main level. The cost estimate for this is \$5000 to \$12,000.*

Architectural Summary

- *Water management on older structures should always be top priority. All exterior maintenance items should be addressed to control any further damage. The roof and chimney should be thoroughly inspected to determine how water gets into the fireplace. All gaps and cracks at exterior perimeter of structure should be caulked and sealed to control rodent access. Interior items can be addressed in phases or as budget allows. All proposed work on the structure should be reviewed closely to ensure it falls within standards required for structures on Historical Listing.*

Mechanical System Review:

The following report is the result of a site visit by Matthew Bruckschen of MSA Professional Services, Inc. that occurred on July 23, 2026. Site observations and interviews with staff were all used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original cabin built in 1844-1845, using some of the original cabin components.

Heating System

Observations

- *There is currently no heating system in place at this building.*
- *The building is closed and winterized for the winter season.*

Recommendations

- *If the goal was to only heat the building electric heat would be recommended given the space constraints of the building. Alternatively, a VRF type system could provide heating and cooling. A VRF system does derate at temperatures below zero to not provide full heating to 72°F, but given there is no winter programming now this should be acceptable.*

Ventilation and Cooling System

Observations

- *There is currently no ventilation or cooling in this building. Currently plug-in fans are used to generate airflow, and a plug-in dehumidifier is used to help with space moisture. The dehumidifier is typically powered by an extension cord and drains to a 5-gallon bucket.*

Recommendations

- *To provide cooling in the existing building a non-ducted solution would be the best option given height constraints. This would be a VRF refrigerant system that would include piping to each indoor unit, drain piping to the exterior and a single exterior mounted condensing unit. This system would require electrical rework to each unit location. This system would have an outside air connection for each unit to provide ventilation to the building.*
 1. *Rather than each room getting a unit adding one per floor would be an option to limit the amount of electrical and piping work required to add cooling.*
 2. *A 4-ton VRF system would be roughly \$25,000.*
- *If not providing a system with ventilation, adding a screen door to provide some air flow to the building would be recommended.*

Control System

Observations

A. *With there being no current HVAC system there are not any existing controls.*

Recommendations

- *Any new system would be standalone controls given the size of the building.*

Electrical System Review:

The following report is the result of a site visit by Laura Gilbert of MSA Professional Services, Inc. that occurred July 23, 2026. Site observations and communication with staff were all used in the preparation of this report.

It is estimated that the building was constructed in 1947 as a reconstruction of the original cabin built in 1844-1845.

Main Electrical Service

Observations

- *The electric meter for this building was not observed on site. It was not located in the interior of the building or on the exterior of the building. The meter was not found to be on an adjacent pole serving the site lighting.*
- *Without observing an electric meter at this building, it is anticipated to be fed from the street lighting or adjacent restroom building with limited ampacity.*

Recommendations

- *.Provide at least a 100-amp 120/240-volt single phase electrical service from the utility with a pole mounted transformer.*
- *Estimated cost of a new larger electrical service is \$10,000 including utility fee*

Panelboard

Observations

- *There is a surface mounted ITE Pushmatic Electric Center® located in the kitchen room. Its age is unknown but likely between the original reconstruction and the 1970s as that is when that type of panel was manufactured.*
- *The panel has (12) circuit spaces with (8) 15-amp, single-pole breakers feeding the circuits throughout the building. The rating of the panel could not be identified but is anticipated to be 120/240-volt single phase, 60-amp or less.*

- *There is not a main breaker and no disconnect was observed at the interior or exterior of the building that would shut-off power to the entire panelboard at this building. This is required by current Code. In order to shut-off power to the entire panelboard, the feeder source would need to be accessed. Location of that was not indicated at the panelboard and was not observed during the walk-thru.*
- *There is not Code-required working clearance in front of the panelboard.*

Recommendations

- *The panelboard has exceeded its expected useful life, and new replacement breakers are no longer available. As such, it should be considered for replacement.*
- *Code deficiencies with working clearance and main disconnect should be corrected at time of panelboard replacement.*
- *Estimated cost of replacing the panelboard in a new location is \$6,000.*

Generator

Observations

- A. *This facility does not have a generator.*

Recommendations

- A. *A generator is not recommended at this time.*

Interior and Exterior Lighting

Observations

- *There is minimal interior lighting throughout the building. Each room has either a single ceiling mounted fixture or multiple wall sconces. All appear to be residential type with screw-in incandescent or LED lamps.*
- *Toggle switches to control all lighting in the building are centrally located in the closet below the stairs.*
- *No dimmer switches or occupancy sensors are present in the facility.*

- *There is no building mounted exterior lighting. There is a pole mounted flood light directed at the entrance / exit. It appears this flood light is powered from the street lighting in the area. There are other pole mounted area lights in the back of the building which appear to provide general security lighting around the perimeter of the building. These appear to be fed from the other pole mounted lighting in the park. This lighting appears to be high intensity discharge (HID) type*

Recommendations

- *Consider replacing existing ceiling mounted fixtures and wall sconces to dedicated LED-type to improve efficiency and reduce maintenance. Estimated cost for this work may range from \$300-\$500 per fixture including new power and control.*
- *Consider adding additional lighting within display cases to improve visual acuteness. Estimated cost for this work may range from \$500 to \$1,000 per display case including power and control of added lighting.*
- *Consider upgrading existing pole mounted exterior lighting to LED-type for improved efficiency and reduce maintenance. Estimated cost for this work may range from \$1,000 if just the head is replaced to \$5,000 if both head and pole are replaced. If additional pole mounted lighting is desired, estimated cost per pole and head is \$5,000.*

Emergency Lighting

Observations

- *This facility does not have any battery-operated emergency egress lighting.*

Recommendations

- *Unless a building addition is proposed that would require this building to have 2 exits, emergency egress lighting is not required by Code. Estimated cost of egress lighting or exit lights would be included in cost of addition.*

Wiring Devices

Observations

- Receptacles and toggle switches appear to be commercial grade 15 amp with plastic plates. Which is satisfactory for this type of building.*
- Minimal receptacles are installed. They are surface mounted using surface raceway and boxes. Extensions cords were observed to be in use for what appears to be longer than a temporary use. For example, to power a dehumidifier during summer months.*

C. *Their age is unknown as it is anticipated to be after the original re-construction.*

Recommendations

- *Replace all wiring devices and plates that are damaged. Estimated cost per device and plate replaced is \$100.*
- *Add additional receptacles and circuits as required; specifically, to eliminate the use of extension cords. Estimated cost per new circuit with approximately (4) duplex receptacles is \$750.*

Fire Alarm System

Observations

- *This facility has fire alarm detection as an extension of the zoned ADT intrusion alarm system. There is an ADT manual pull station located near the entrance / exit that is a separate zone. Heat detectors are located in each room and each detector is a separate zone.*
- *There are wall mounted horn / strobe devices for occupant notification; one is located on the first floor in the entrance foyer and another is located on the second floor in the hallway.*
- *The fire alarm system is not-code required for this occupancy type. It's primary function is for property preservation.*
- *It appears to have been installed within the last 10-15 years. Staff indicated it has not been working correctly since January 2026 but did not elaborate on specific issues.*

Recommendations

- A. *Have system vendor service system and correct any failing components and / or damaged cabling. Estimated cost for service call and troubleshooting is \$300 with repair costs ranging from \$300 to \$10,000+ for a full replacement depending on what is determined to be the issue.*
- B. *Unless a building addition is proposed that would require this building to have a fire alarm system, extend existing system to the addition to provide similar coverage as the existing system.*

Data & Telephone Distribution Systems

Observations

- *There is an analog (POTS) telephone demark on the exterior of the building.*
- *At least one analog phone outlet was observed, but it did not appear to be in use as there was no handset plugged in.*

- *No internet service or IP devices were observed to be in use in this building.*

Recommendations

- A. *Consider adding internet service with data distribution system if desired as it may add value to programs and usage of cabin. Estimated cost for new telecommunications service is \$5,000 with an addition \$500 per data outlet desired.*

Intrusion Alarm System

Observations

- D. *There is a zoned ADT intrusion alarm system at this facility. It appears to communicate with a central station monitoring company via radio or cellular.*
- E. *It consists of a motion sensor in each of the rooms connected to a separate zone and an arm / disarm keypad at the exterior entrance / exit. The main control panel and power supply is located in the closet below the stairs.*
- F. *It appears to have been installed within the last 10-15 years. Staff indicated it has not been working correctly since January 2026 but did not elaborate on specific issues.*

Recommendations

- A. *Have system vendor service system and correct any failing components and / or damaged cabling. Estimated cost is included under fire alarm system.*
- B. *Maintain existing intrusion alarm system and extend to any proposed addition. Estimated cost is included under fire alarm system.*

Keyless Entry System

Observations

- A. *There is no keyless entry system at this facility.*

Recommendations

- A. *Consider adding keyless entry system if enhanced building security is desired. Estimated cost is \$5,000 per door including headend and door hardware costs.*

Security Camera System

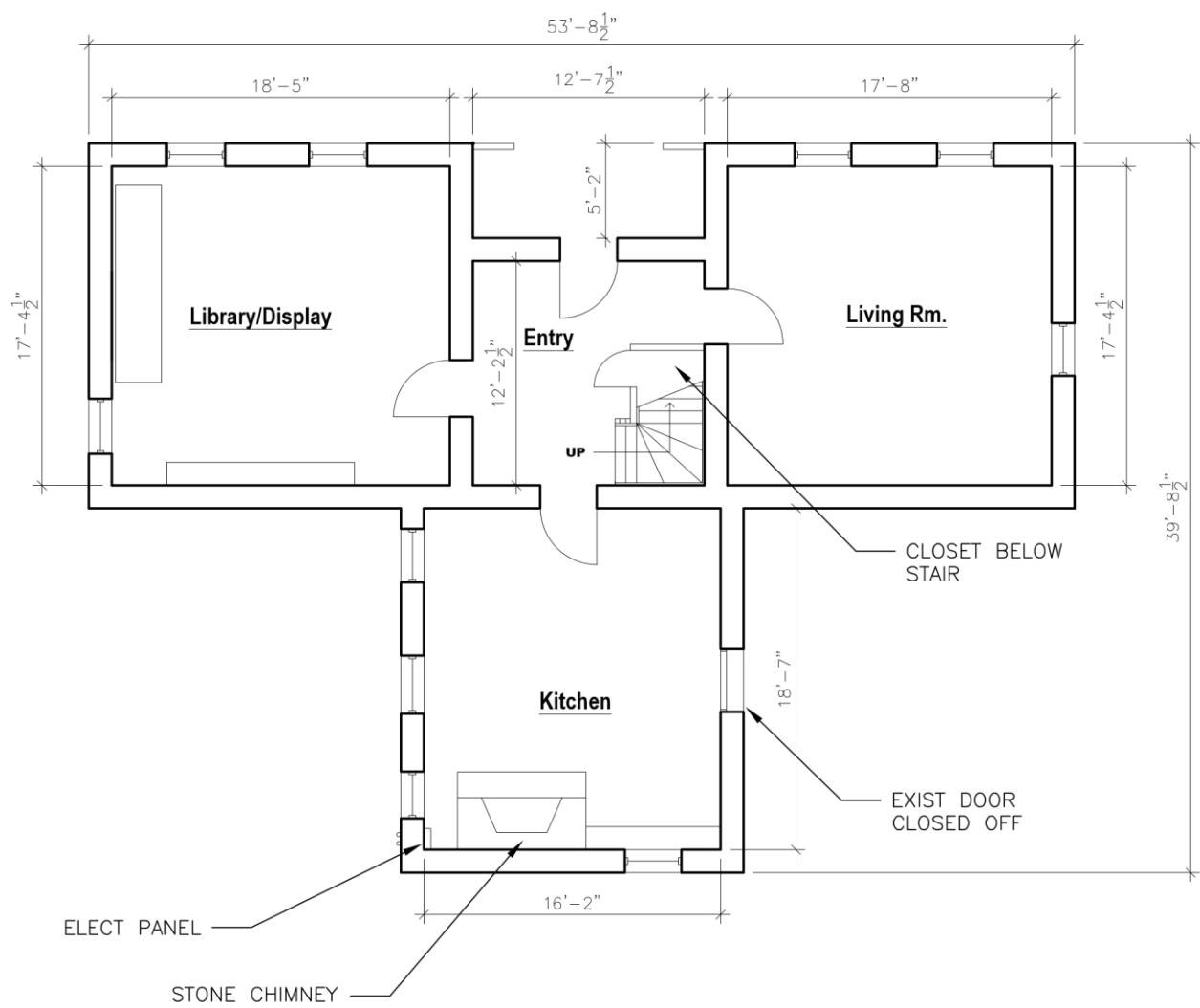
Observations

- A. *There is no security camera system at this facility.*

Recommendations

A. *Consider adding an IP type security camera system if enhanced security is desired. IP type security camera system if enhanced security is desired. Estimated cost can range from \$300 per camera for a consumer type of system to \$3,000 per camera for a commercial enterprise type of system.*

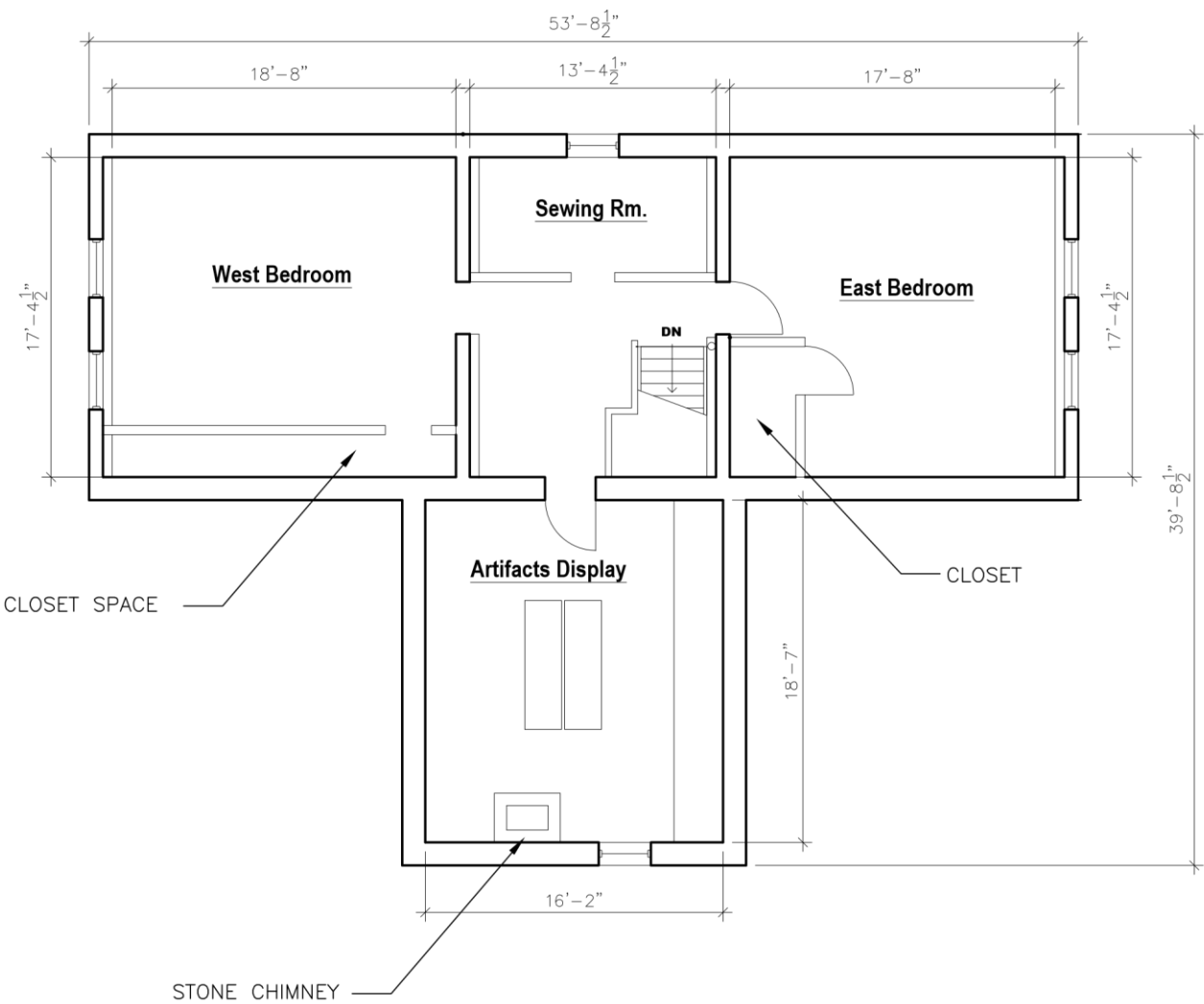
Floor Plans



DOTY CABIN - MAIN LEVEL



Floor Plans Continued



DOTY CABIN - UPPER LEVEL

Elevations



North Elevation



North Elevation Zoomed-in



West Elevation



South Elevation

Elevations Continued



East Elevation

Recommended Maintenance



Repairs needed at the end of logs



Repairs to the exterior windowsill needed



Gable siding needs to be repainted



Siding paint and chinking needs attention



Siding and shutters on the north side need repairs



Exterior window caulking needs repairs

Recommended Maintenance Continued



Gutters in poor shape and bird's nest



Trellis electrical feed



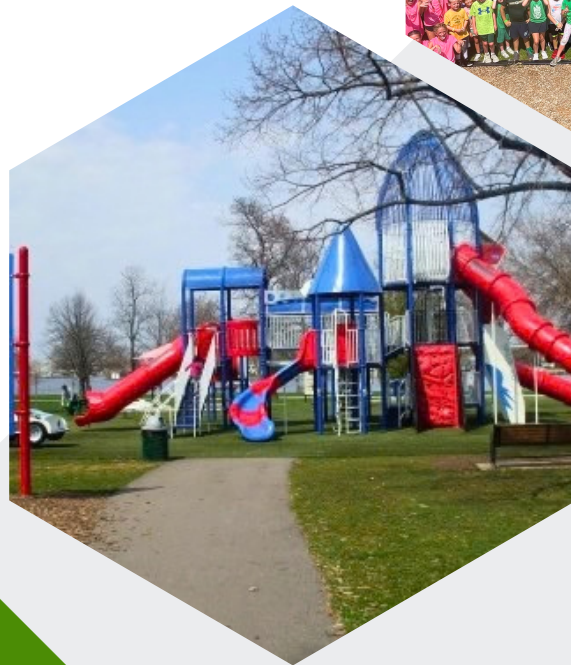
Chimney needs repairs to prevent leaking





DEPARTMENT POLICIES

City of Neenah Parks & Recreation



**CITY OF NEENAH
PARKS & RECREATION DEPARTMENT POLICIES
TABLE OF CONTENTS**

Contents:

I.	Vision.....	Page 1
II.	Parks & Recreation Commission and Department Structure.....	Page 1
	A. Commission	
	B. Staff	
III.	Parks and Open Space System.....	Page 2
	A. Park Use.....	Page 2
	B. Park Safety.....	Page 2
	C. Alcohol.....	Page 2
	D. Athletic Field Use and Reservations.....	Pages 2-3
	E. Boat Launches and Parking.....	Page 3
	F. Drones.....	Page 3
	G. Facility Reservations.....	Page 3
	1. Seasonal Shelters.....	Page 3
	2. Year-Round Facilities.....	Page 3
	3. Reservations.....	Page 3
	4. Rates.....	Pages 3-4
	5. Cancellations/Refunds.....	Page 4
	6. Special Events.....	Page 4
	H. Golfing.....	Page 4
	I. Hours.....	Page 4
	J. Memorials/Donations/Legacy Giving.....	Page 4
	K. Metal Detecting.....	Pages 4-5
	L. Park Naming.....	Page 5
	M. Pets.....	Page 5
IV.	Recreation.....	Page 5
	A. Participation.....	Page 5
	B. Youth Recreation.....	Page 5
	C. Adult Recreation.....	Page 6
	D. Recreation Program Registration Fee Structure.....	Page 6
	1. Rates.....	Page 6
	E. Cancellations/Refunds.....	Pages 6-8
	F. Financial Assistance Program - Play It Forward.....	Page 7
	G. Program Registrations.....	Page 7
	H. Photo Policy.....	Page 8
	I. Age Requirements.....	Page 8
	J. Non-Discrimination.....	Page 8
	K. Program Donations/Sponsorships.....	Page 8
	L. Program Code of Conduct.....	Page 8
	M. Program Marketing.....	Pages 8-9

N. Special Accommodations/ADA Requests.....	Page 9
O. Waivers, Liability, Medical/Health Insurance.....	Page 9
P. Weather Cancellations.....	Page 9
V. Special Facilities.....	Page 9
A. Archery Range.....	Page 9
B. Doty Cabin.....	Pages 9-10
C. Neenah Harbor.....	Page 10
D. Ice Rinks.....	Page 10
E. Shattuck Boat Slips.....	Page 10
F. Splash Pad and Water Play Features.....	Page 10
G. Trails.....	Page 10
VI. Appendices	
Appendix A - Park Rules	
Appendix B - Legacy Giving	
Appendix C - Weather Cancellation Policy	

Adopted: May 15, 2024

Policies are to be reviewed and codified annually by the Commission.

I. VISION

Creating Community through People, Parks, and Programs

- Provide recreational experiences.
- Foster human development.
- Promote health and wellness.
- Facilitate community problem solving.
- Protect environmental resources.
- Strengthen safety and security.
- Strengthen community image and sense of place.
- Support economic development.
- Increase cultural unity.

II. PARKS & RECREATION COMMISSION AND DEPARTMENT STRUCTURE

A. Commission

The City of Neenah Mayor appoints, and the Common Council affirms, an eight community member Parks & Recreation Commission. Each member is appointed to a 3-year term beginning January 1. A ninth member is a Common Council representative appointed each April. Commission officers are elected each April and serve a 1-year term.

Commission meetings are held on the third Thursday of each month beginning at 4:30PM in City Hall unless otherwise noted. The Commission agenda is posted online and available for public review by noon of Monday prior to the meeting. Community members are encouraged to attend and participate.

B. Staff

The Parks & Recreation Department is made up of:

Director of Parks & Recreation
Superintendent of Parks, Forestry and Cemetery
Superintendent of Recreation
Parks Supervisor
Recreation Supervisor
Parks & Recreation Specialist
Administrative Assistant
5 Fulltime Park Crew Members
2 Fulltime Cemetery Crew Members
Program Instructors
Seasonal Park Laborers
Seasonal Pool and Recreation Leaders

III. PARKS AND OPEN SPACE SYSTEM

The Commission via Municipal Code and state statutes has authority over the parks and open space system to establish policies, procedures, and rules to protect these important assets. The Commission acknowledges that a quality system enhances the quality of life and is an asset to the City of Neenah. The Commission strongly advocates for the development and maintenance of a safe, high-quality park and open space system.

A. Park Use

The Commission believes in the development of a park system, which may be used by all. Parks will be planned, developed, and maintained with this in mind.

A Comprehensive Outdoor Recreation Plan has been adopted by the Commission and is updated on a 5-year cycle. The intent of the plan is to provide guidance regarding improvements and expansion to the park and open space system and allows the Commission to be eligible to apply for Wisconsin Department of Natural Resources Stewardship grants, while giving citizens the ability to have input. The Commission recognizes that trends change and that it is important to evaluate the community to determine the best outcomes to positively serve our residents.

Use of park property for private gain, including selling or offering for sale any tangible or intangible item or soliciting for any trade, occupation, business, or profession is prohibited. This shall not apply to non-profit agencies or concession sales as part of an approved event or to events operated by the Parks & Recreation Department. Exceptions may be made with Commission approval.

B. Park Safety

The Commission is concerned about the safety of each guest within our park system and is devoted to providing an environment that is safe for all. The Commission will implement, based upon staff recommendation, where possible, technology that will aid in the safety of all guests.

C. Alcohol

Alcohol is prohibited throughout the park system, except for the Whiting Boathouse, fenced patio, and yard.

D. Athletic Field Use and Reservations

Athletic Field use and reservations will be prioritized as follows:

- First Priority – The City of Neenah Parks & Recreation Department,
- Second Priority – Affiliate organizations through which we have lease agreements,
- Third Priority – Neenah Joint School District
- Fourth Priority – Outside organizations or renters

The City of Neenah has long working relationships and lease agreements with local affiliate organizations to use athletic fields. Leases and agreements are reviewed and approved by the Commission.

The Neenah Joint School District may request use of softball and soccer fields, court space at various locations and is approved use at no cost to the school district.

Reservations for field use shall be made available on a first-come, first-served basis upon approval by the department. Organizations/individuals who wish to regularly use field space shall complete the reservation form, pay the appropriate fee, and abide by the Commission/Department rules and policies.

E. Boat Launches, Parking and Stalls

The City of Neenah maintains 2 motorboat (Doty and Rec Parks) and 2 quiet water (Shattuck and Arrowhead Parks) launches.

Individuals may launch and purchase either the daily (online) or seasonal boat trailer parking permit (online or at the Finance Department), which is administered in cooperation with the Neenah Police Department. Permits are for one vehicle only and may not be transferred. Fees are reviewed annually.

F. Drones

There are no restrictions on the use of drones; however, we recommend reaching out to the Neenah Police Department to ensure the user is aware of any restrictions they may have.

G. Facility Reservations

1. Seasonal Shelters

The Parks & Recreation Department operates and maintains seven seasonal shelters that are available for rent between the first weekend in May through the second weekend in October.

2. Year-Round Facilities

The Parks & Recreation Department operates and maintains three heated facilities that may be rented year-round.

3. Reservations

Reservations must be made at least 10 days in advance and can be booked up to a year in advance. Rentals are only for the day indicated on the rental agreement between the hours of 9:00a–10:00p for seasonal and year-round facilities, with the exception of the Doty Gazebo, which is rented in 2-hour blocks, and the Whiting Boathouse rented from 9:00AM-Midnight.

Payment is due at the time reservation is made

Keys/Fobs may be picked up the day before or day of the rental, except for Saturday and Sunday rentals, which must have keys picked up by 1:00PM on the Friday before during regular hours and by 10:00AM on the Friday before during summer hours. Keys/Fobs must be returned the first business day following rental.

4. Rates

The Commission establishes resident rates based upon recommendations of staff. Non-resident rates should be 25% higher.

Resident/non-resident non-profit organizations shall receive a 30% rate discount on weekdays (Monday-Thursday). Weekends shall be the normal rates.

City of Neenah employees shall receive the resident rate no matter place of residence.

The Neenah Joint School District programs/events shall receive rentals with a waived fee during weekdays (Monday-Thursday) upon availability and completion of required paperwork.

5. Cancellations/Refunds

A refund will only be granted if a new individual/party books the shelter on the same date. The Commission understands that extenuating circumstances may arise and grant permission to staff to address individually.

6. Special Events

Events with the intention of inviting the public and/or expecting attendance to exceed the facility permitted attendance shall require a special event permit obtainable through the Clerk's Office.

H. Golfing

The hitting of golf balls within the park and open space system is prohibited.

I. Hours

Parks are open 4:00AM-10:00PM. The exceptions are locations with fishing access, which per state statutes must be accessible 24 hours a day, and the Whiting Boathouse, which is open until midnight for rentals.

Seasonal Restrooms are open the first weekend in May through the second weekend in October.

J. Memorials/Donations/Legacy Giving

The city currently offers two types of memorials: Trees for the Living and benches. An application must be completed along with the full payment to proceed.

Trees are planted in the spring, and requests received by March 1 will be planted that same year. Applications received after March 1 will be planted next year. Donors will receive a certificate for the tree planted.

Bench applications are due March 1 for fall installation. Applications received after this date will be installed the following year. The department keeps a list of open areas needing benches.

The Department is encouraged to develop fundraising campaigns and to seek donations for specific park development projects.

The Department is further encouraged to develop a Legacy Giving Program (Appendix B) whereby special facilities or development can be supported through endowments and estate funding.

A specific fundraising and sponsorship guide is being developed.

K. Metal Detecting

Metal detectors are permitted within the parks and open space system. Exceptions are Kimberly Point Park and along Lakeshore Avenue, where metal detectors are prohibited by Municipal Code and state statutes.

Please note that digging or removing turf is not permitted anywhere in the parks and open space system.

L. Park Naming

The naming of a newly acquired park site and/or existing or new facility must be approved by the Parks & Recreation Commission and should conform to one or more of the criteria listed below:

1. The name of a significant local, state, or national historical figure or an individual who has performed an outstanding service for the community, preferably in parks and recreation.
2. The name of a major donor, or a name requested by a major donor, instrumental in the acquisition or development of the park.
3. The name of an adjacent street.
4. The name of a unique natural feature or attribute that characterizes the park.
5. The name of a unique historic use is associated with the park.
6. The commonly accepted name of the surrounding neighborhood where the park is located.
7. Parks may be named by community contest.

M. Pets

Dogs are permitted on roads and trails within the parks and must be on leash. Pet waste must be cleaned up and disposed of properly.

Falconry is permitted within the park and open space system, provided the falconer places on file with the Parks & Recreation Department a state falconry license.

IV. RECREATION

The Parks & Recreation Department is responsible for developing and implementing a well-rounded recreation program which meets a variety of needs of the residents of the City of Neenah. The Commission believes that quality programs and activities will enhance the physical, mental, and emotional well-being of the program participants, while positively impacting the quality of life within the city. The department continuously evaluates current programming with the intent of improving and offering programs that meet the needs of the community.

A. Participation

Program participation and involvement is the main goal when developing and implementing a variety of program opportunities. Programs will be offered that allow as many individuals as possible to participate. The department will offer a variety of activities that may challenge an individually physically, emotionally, and mentally.

B. Youth Recreation

Youth recreation is an investment in the future of a community and is the cornerstone of our program offerings. The Parks & Recreation Commission recognizes an effective youth program can increase a child's happiness and wellness, serve as a constructive outlet for energy, and have a positive impact on a child's mental, physical, emotional, and social development.

C. Adult Recreation

From young to older adults, recreation can be an essential element that connects them to the community within which they live. The department should offer a variety of activities that promote passive and active recreation with peers and across generational lines.

D. Recreation Program Registration Fee Structure

The Parks & Recreation Department has assessed program fees to offset City of Neenah residents' taxes for programs. Fees are established at a reasonable rate that is comparable to surrounding communities and other recreation providers. The Department offers a Financial Assistance Program to those in need.

Terms:

Direct program costs include part-time and seasonal staff, direct supplies, services, and transportation required for the programs.

Indirect costs include administrative, clerical, custodial, utilities, or capital improvements.

1.Rates:

Resident Program Fees

Resident program fees are established at rates with the goal of recovering 100% of the direct program costs. The exceptions to this are the programs deemed as a community service by the Commission, such as summer playground programs, and Children's Playtime.

Non-Resident

Non-resident rates shall be established at 25% higher than the established resident rate (effective fall 2027 programming).

Contractual Programs will recover 100% of direct program cost. City shall receive 20-30% of the program registration fee based upon negotiated contracts. Current contractual rates will be honored.

Programs held at Neenah Joint School District Facilities

Resident rates will be expanded to include the school district boundaries for programs held at school district facilities.

City of Neenah Employees

Shall receive the resident rate no matter place of residence.

Special Event Program Fees

The goal is to recover 100% of direct program costs. This will be accomplished through program fees and sponsorships. Current Special Events not meeting this goal will be evaluated based on community benefit and impact.

E. Cancellations/Refunds

The Commission recognizes that there are circumstances that result in the cancellation of programs. Programs canceled by the department will be refunded in full. This does not apply to a program in which a single class in a multi-day program is cancelled. For a single class within a

multi-day program, every attempt will be made to host a make-up date; however, it is not guaranteed. Pool programs canceled due to weather will not be made up.

A cancellation by a participant must be made at least 48 hours prior to the beginning of the program to be eligible for a refund. A \$5.00 service fee will be charged to anyone who wishes to have the refund applied to their credit card or a refund check mailed to them (we do not refund in cash), or 100% of the program fee can be applied as a credit to their household account for future use. **The exceptions to this are Operation Recreation and Operation Recreation Jr., as those programs have their own cancellation policy that is outlined in Activity Guides the programs' online webpage, and the online registration software.**

F. Financial Assistance Program - Play It Forward

The Commission believes that all **residents** should be able to participate in recreational programs and, as such, has established a Financial Assistance Program for individuals who feel they are unable to afford the cost of a youth activity. These individuals are encouraged to apply for financial assistance. **This program is designed to cover 50% of program costs for eligible applicants, while the participant is responsible for the other 50%.**

- Applications for financial assistance are available: in the Parks & Recreation office, on the department's website, or upon request by mail or email.
- **Applications must be completed in full.**
- **50% of the full program fee shall be paid at time of registration.**
- The department reviews the application and determines if financial assistance will be awarded or not. The criteria used for approval is based on the National Poverty Guidelines as determined by the HHS.
- **If approved, no additional fees apply. If denied, the additional 50% of the full program fee is due.**
- **Financial Assistance will be a maximum of \$300 per family per year.**

Donations for the Financial Assistance Program are accepted by contacting the Parks & Recreation office.

G. Program Registrations

Resident program registration will begin on the day indicated in the recreation program guide(s) and continue until program fills and /or 1 day prior to program **beginning with the exception of programs that require advance notice, in which case date will be noted. Programs may allow registrations after the begin date at full price of the program with permission of the instructor/leader.**

Non-Resident registration begins 2 weeks after resident registration or as indicated on program information.

Registration may be completed online, in person or by mail. Registrations will be processed on a first-come, first-served basis as received. Registrations will not be taken over the phone.

Registrations for individuals 17 and under shall be signed by a parent or legal guardian.

H. Photo Policy

Photographs of program participants and park guests may be taken during department-sponsored programs and events or while enjoying park facilities. At the time of program registration, participants authorize staff to photograph participants and to use photos to promote programs and services. Names will not be published in marketing pieces. If individuals do not wish to authorize the use of photographs, please contact the department directly to inform the office of this preference.

Staff will make every attempt to ask permission to photograph individuals utilizing park facilities prior to taking a photo.

I. Age Requirements

The age/grade requirements for each program are listed within the class description. Participants will not be allowed to move up to a program if they have not reached the required age or grade. Individual programs, such as swim lessons, may be organized by skill level or experience.

J. Non-Discrimination

No person shall be excluded from participating in recreation programs and activities. Persons with special needs or accommodations should contact the Parks & Recreation Office.

K. Program Donations/Sponsorships

The Commission shall annually seek donations to support its Financial Assistance Program – Play It Forward. Play It Forward is designed for those who have a financial need and has been supported through the generous donations of community members.

Program sponsorships should focus on special event programming with the goal of offsetting these programs 100% with alternative non-tax funding.

L. Program Code of Conduct

Participants are expected to always demonstrate appropriate behavior. The following guidelines have been developed to help make all recreation programs safe and enjoyable for all participants. Additional rules may be developed for programs as deemed necessary. Participants and/or associates (i.e. parents/guardians) shall at a minimum:

- Show respect to all participants.
- Refrain from foul language.
- Refrain from causing emotional, verbal, and/or physical harm to participants and staff.
- Respect equipment, supplies, and facilities.

The Parks & Recreation Department reserves the right to remove a participant with no refund from any program for not following the guidelines.

M. Program Marketing

A dedicated Marketing Plan document guides the department in all areas of marketing and promotion. This plan was developed in coordination with several members of the department and continues to be a fluid document as marketing and promotion efforts and needs change and evolve over time.

The department will provide a mailed spring/summer guide available mid to late February. The Fall/Winter and Winter/Spring guides available on-line.

The department will utilize social media to promote and market Parks & Recreation opportunities.

N. Special Accommodations/ADA Requests

Individuals seeking special accommodation(s) to participate in programs shall complete the “Special Accommodations/ADA Request” form indicating specific need(s). Staff shall meet with legal guardians in the case of a minor or individual making request to determine the best course of action that will lead to successful participation.

O. Waivers, Liability, Medical/Health Insurance

Waivers for program participants must be signed by an individual 18 and older or by a parent or legal guardian for youth 17 and under.

Participants recognize and acknowledge through signed waiver that all Parks & Recreation activities involve a certain level of risk. By registering for a program, there is an assumed risk.

The City of Neenah does not carry medical insurance and assumes no liability for personal injury of a person participating in or attending a city program or visiting a city park. Participants medical insurance policy must cover any medically related costs incurred by such injury.

P. Weather Cancellations

The Commission recognizes that weather conditions may result in the cancellation of programs for the safety of participants and staff. Every attempt will be made to cancel programs in a timely manner. All weather cancellation determinations are at the discretion of the Parks & Recreation staff.

- Based upon adopted Weather Cancellation Policy (Appendix A)
- If NJSD cancels school, programs **may** be canceled.

V. SPECIAL FACILITIES

A. Archery Range

An archery range owned and operated by the city is located at the southernmost end of Tullar Rd (near 1495 Tullar Ct.). Range hours are daily from sunrise-sunset. The range is free to use with a donation box at the range. Donations will be used for range improvements. Crossbows are permitted, and individuals may bring their own targets; however, broad tips are not allowed.

B. Doty Cabin

Doty Cabin, a reconstruction of the original James Doty cabin, is located in Doty Park. The cabin was moved to the park in 1926 and reconstructed. The cabin is open daily from 12:00-4:00PM and by appointment between the first weekend after Memorial Day and the Tuesday following Labor Day. The city hires docents who are scheduled daily to open/close the facility and give tours.

Every 5 years, staff shall review the Doty Cabin Inventory and make recommendations to the Commission based upon the Doty Cabin Inventory Policy.

Neenah Harbor

The city operates the Neenah Harbor through oversight from the Neenah Harbor Committee and in cooperation with the Neenah Nodaway Yacht Club. The Committee monitors the placement, removal, and maintenance of channel buoys and the overgrowth of weeds in the channel and mooring field.

Overnight mooring is permitted by municipal code with individuals required to register their boat via email or voicemail.

Ice Rinks

The city has historically maintained several rinks throughout the city and more recently reduced the number to 3 rinks (Memorial Park, Washington Park, and Green Park). Ice rinks will be developed as weather conditions permit. Conditions needed: 6" of ground frost and 5 consecutive days remaining below 32 degrees. Every attempt is made to provide ice rinks from the Christmas holiday break through February. The department's focus will be the Washington Park Ice Rink.

Shattuck Boat Slips

The city owns and operates a 31-boat slip area offshore from Shattuck Park for the purpose of seasonal in-water boat storage. The rental season runs from May 1-November 1. All boats must be removed by the end of the season. Boat stall renters must submit the rental application and full payment to secure a rental for the season (refer to the application for dates when the application can be submitted, as previous renters and residents get preference).

Splash Pad and Water Play Features

The department maintains two interactive water play features – one at Washington Park and the second smaller one at Shattuck Park. Play features will be in use from Memorial Day weekend through Labor Day daily from 10:00AM-8:00PM. Features are free to the public with a donation box at Washington Park. Special rules apply for each facility.

Trails

The city operates and maintains 18 miles of linear trails throughout the city.



City of Neenah Parks & Recreation Commission Appendix A PARK RULES

The following activities in Parks are regulated in the Municipal Code:

- ❖ **No alcohol allowed.** [11.3] Exceptions: The Whiting Boathouse and fenced patio area.
- ❖ **No firearms allowed.** [11.84]
- ❖ **No shooting** or throwing objects, projectiles or arrows. [11.85] This does not apply to the Archery Range.
- ❖ **No feeding** ducks or geese. [10-3(14)]
- ❖ **Motor vehicles** are allowed on paved roads and parking areas only, not on turf or pedestrian/bike trails. [16.4] **No motorized recreation vehicles** [11.2] **or snowmobiles** [16.224], except Fresh Air and Rec Park landings for lake access.
- ❖ **Public Nuisance:** Individuals/Groups using the parks and park facilities must be considerate to other parks guests and surrounding-residents. The Police Department will respond to complaints and may issue citations and/or revoke park permits for violations. [10-1]

The following Park Rules are established by the Parks & Recreation Commission, in addition to the regulations established in the Municipal Code: These rules are enforceable pursuant to the City of Neenah Municipal Code, Sec. 11-4 "No person shall violate the rules of the Parks and Recreation Commission."

1. Rules may be waived for sanctioned events with approval of the Parks & Recreation Administration.
2. Parks are open from 4:00 AM to 10:00 PM.
 - a. Boat launching, shoreline fishing and use of paved park trails are exempt from this time restriction.
 - b. Permitted activities at the Whiting Boathouse are exempt from this time restriction.
3. Permits are required for the following activities:
 - a. Exclusive use of any park, trail, facility, play area or special use area.
 - b. All public meetings, assemblies, entertainments or tournaments held on park property.
 - c. Geocaching is allowed with permission.
 - d. Groups of 15 or more assembling in parks after 8:00PM.
4. The following activities are prohibited in parks:
 - a. Operating or parking any motorized vehicle in a park during closed hours.
 - b. Golfing.
 - c. Building fires other than for cooking in City-provided grills or commercially produced barbeque grills.
 - d. Digging or removing turf, trees, shrubs, flowers, wildlife or objects of archeological interest.
 - e. Swimming or wading within any park, including, but not limited to, fountains, storm water facilities, ponds or streams, with the exception of the swimming pool.
 - f. Skateboarding in park shelters, on tennis or basketball courts, in Shattuck Park or along the Riverwalk.
 - g. Smoking within 100 feet of park buildings, structures, athletic facilities and playgrounds.
 - h. Bringing firearms onto park property.
 - i. Bringing animals onto park property, with the exception of leashed dogs on roads and trails.
 - j. Erecting a temporary / semi-permanent enclosed structure (i.e. ice fishing shelter or tent).
 - k. Use of park property for private gain, including selling or offering for sale any tangible or intangible item or soliciting for any trade, occupation, business or profession. This shall not apply to non-profit agencies or concession sales as part of an approved event, or to events operated by the Parks & Recreation Department.
 - l. Mooring boats adjacent to park shorelines, except in the harbor as allowed in the municipal code.
 - m. Any specific activity determined by the Parks & Recreation Department to be unsafe and posted as such.
5. Persons cited for violations of park rules or city ordinances in parks twice in one 12-month period will be evicted from the parks for an additional 12-month period.



City of Neenah
Parks & Recreation Commission
Appendix B
LEGACY GIVING PROGRAM

Currently being developed

DRAFT



City of Neenah
Parks & Recreation Commission
Appendix C
WEATHER CANCELLATION POLICY

Purpose

This policy establishes consistent guidelines for delaying, modifying, or canceling Parks & Recreation programs, events, and facility rentals due to weather conditions. The safety of participants, staff, and spectators is the department's highest priority.

1. Authority

Weather-related decisions may be made by the Director of Parks & Recreation, Superintendents of Parks and/or Recreation; Parks or Recreation Supervisor, or other designated staff. All decisions are final once communicated.

2. General Standards for Cancellation or Suspension

A. Thunderstorms and Lightning

- All outdoor activities must stop immediately upon visible lightning or audible thunder.
- The department will follow the **30/30 Rule**: activities may resume only after 30 minutes have passed without lightning or thunder.
- Participants should seek appropriate shelter (vehicles or enclosed buildings).

B. Extreme Heat

Decisions are based on the National Weather Service Heat Index:

- **90–99°F**: modify activities; increase hydration and rest periods.
- **100–104°F**: restrict high-intensity youth activities; shorten program duration.
- **105°F+**: cancel or postpone all outdoor programs, camps, sports, and events.

C. Air Quality

Using the EPA Air Quality Index (AQI):

- **101–150 (Sensitive Groups)**: limit intensity; consider canceling youth programs.
- **151–200 (Unhealthy)**: cancel all youth outdoor programs; modify adult programs.
- **201+ (Very Unhealthy/Hazardous)**: cancel all outdoor activities.

D. Rain, Field Conditions & Flooding

Activities may be canceled if:

- Heavy ongoing rain creates unsafe playing or walking conditions.
- Standing water, saturated turf, or flooding pose slip hazards or risk field damage.
- Staff determine the area cannot be safely prepared in time for the scheduled activity.

E. Snow, Ice & Extreme Cold

Decisions may include cancellation or modification if any of the following are present:

- Hazardous road or parking lot conditions.
- Wind chill temperatures below **10°F** for youth programs.
- Persistent snow or ice accumulation on facilities, paths, or equipment.

F. High Winds

Activities may be canceled when sustained winds or gusts exceed **30 mph**, particularly in parks with mature trees or overhead hazards.

G. Severe Weather Alerts

- **Severe Thunderstorm/Tornado Watch**: programs may continue but will be closely monitored.



City of Neenah
Parks & Recreation Commission
Appendix C
WEATHER CANCELLATION POLICY

-
- **Severe Thunderstorm/Tornado Warning:** all activities will be immediately suspended; participants must seek shelter or evacuate the facility.

3. Indoor Program Considerations

Indoor programs may be canceled if travel becomes unsafe due to snow, ice, flooding, or other hazardous conditions. The department may follow local school district closures as a guideline.

4. Communication of Cancellations

The department will communicate cancellations or changes through:

- Official website and social media platforms
- Mass text/email alerts
- Program hotlines or recorded phone messages
- Direct communication with coaches, instructors, or rental contacts

Whenever possible, decisions will be made at least **1–2 hours** prior to the scheduled start of a program. Sudden weather changes may require immediate cancellations.

5. Facility Rentals & Special Events

Rentals may be canceled or ended early if weather creates unsafe conditions or damages facilities.

Facility Fee Structures

Heated

Green / GSS-Small Weekday
Weekend

Tullar Weekday
Weekend

GSS-Large Weekday
Weekend

Whiting Boathouse Weekday
Weekend

Seasonal

Doty Gazebo (2 hr. blocks)

Southview Open
Great Northern, H&D Smith,
Memorial

Doty Park Shelter Weekday
Weekend

Riverside Weekday
Weekend

Tent Permit

Ballfields

weekday-no prep

weekday - prep

dragged/bases

dragged, lined, bases

weekend-no prep

weekend - prep

weekend (2hrs)

weekend (all day)

Weekend Lined

Lights

Soccer Field

Weekday (4p-sunset)

Weekend (2hrs)

Weekend (all day)

Pickleball/Tennis Court

Boat Stalls

Trailer Parking - seasonal

Senior (62 above)

Trailer Parking - daily

2026	
Res	N-Res
\$ 40	\$ 60
\$ 55	\$ 75
\$ 65	\$ 85
\$ 85	\$ 105
\$ 120	\$ 155
\$ 150	\$ 185
\$ 160	\$ 190
\$ 210	\$ 240
\$ 35	\$ 45
\$ 30	\$ 50
\$ 40	\$ 60
\$ 60	\$ 80
\$ 130	\$ 150
\$ 160	\$ 180
\$ 30	
\$ 30	
\$ -	
\$ 40	
\$ 45	
\$ 175	
\$30/hr.	
\$30/hr.	
\$ 30	
\$ 30	
\$ 135	
\$ 10	hr./court
\$385-480	
\$21/\$16 Senior	
\$7	

2027*		
Res	N-Res +25%	Actual N-R
\$50	\$63	\$65
\$65	\$81	\$80
	\$0	
\$75	\$94	\$95
\$95	\$119	\$120
	\$0	
\$130	\$163	\$165
\$160	\$200	\$200
	\$0	
\$170	\$213	\$215
\$220	\$275	\$275
	\$0	
	\$0	
\$35	\$44	\$45
	\$0	
\$40	\$50	\$50
\$50	\$63	\$65
\$70	\$88	\$90
\$140	\$175	\$175
\$170	\$213	\$215
\$30		
\$30	hr./field	
\$45	hr./field	
\$0		
\$0		
\$60	hr./field	
\$90	hr./field	
\$0		
\$0		
\$0		
\$0		
\$30	hr./field	
\$60	hr./field	
\$10	hr./court	
\$50	cap	
\$405-500		
\$ 25	\$ 35	
\$ 19	\$ 24	
\$7		

*Per commission Policy N-Resident Rates shall be established at a rate of 25% more than Resident Rates

Local Athletic Field Rental Fees

Appleton:	Tournaments: (2 or more ball diamonds or courts that includes multiple teams & games)		
	Type of Field/Court(s)	Non-Profit Daily Fee	For-Profit/Private Daily Fee
	Ball Diamond	\$115/diamond per day	\$165/diamond per day
	Pickleball Court	\$60/court per day	\$110/court per day
	Non-Tournament Rentals:		
	Type of Field/Court:	Non-Profit Fees	For-Profit/Private Daily Fee
	Baseball Diamond	\$20.00 per hour	\$25.00 per hour
	Ball Diamond Lights	\$15.00 per hour	\$20.00 per hour
	Multi-Purpose Fields	\$25 per hour, \$250 per day	\$35 per hour, \$300 per day
		\$5.00 per hour, per court OR \$50 per day, per court	\$10.00 per hour, per court OR \$75 per day, per court
	Courts		
Menasha:			
	Type of Field/Court:	Fees	Annual Deposit (per league)
	Baseball Diamond	\$50 per day w/ \$25 prep fee	\$100 per league
	Softball Diamond (no lights)	\$15 per day w/ \$15 prep fee	\$100 per league
	Softball Diamond (with or without lights)	\$25 *Promo rate: \$12.50 2026/27 w/ \$25 prep fee *Promo rate \$12.50 2026/27	\$100 per league
	Multi-Purpose Fields	\$25/3hrs w/ \$250 prep fee (for football or soccer)	n/a
	Basketball Courts	\$10/hr, per court OR \$50/day, per court	n/a
	Pickleball Courts	\$10/hr, per court OR \$50/day, per court	n/a
	Tennis Courts	\$10/hr, per court OR \$50/day, per court	n/a
Oshkosh:			
	Oshkosh Recreation Department works with the School District for Field Rentals		
	Type of Field/Court:	Fees (Weekday)	Fees (Weekend/Holiday)
	Middle & Elementary Diamonds	\$40/hr	\$50/hr
	High School Diamonds	\$80/hr	\$90/hr
	<i>*Above fees include: Field prep, use of press box, scoreboard, restrooms and concession stands.</i>		
	High School Football/Soccer Fields	\$75/hr	\$85/hr
	Synthetic Turf Stadium Fields	\$100/hr	\$100/hr
	High School Tennis Courts	\$7.50/hr, per court	\$10/hr, per court
Little Chute:			
	Type of Field/Court:	Fees	Security Deposit (if rental is 3hrs or longer)
	Baseball/Softball Diamond (no lights)	\$20/hr, per diamond	\$50
	Baseball/Softball Diamond (w/ lights)	\$30/hr, per diamond	\$50
	Soccer/Rugby/Multipurpose Field	\$15/hr, per field	\$50

Lake Winnebago Seasonal Boat Launch Fees

Winnebago County			
<i>*For use at Asylum Point, Black Wolf, Boom Bay, Eureka, Grundman Park, Lake Butte des Morts, Lake Poygan</i>			
Yearly:		3 Years:	
<i>Resident Fee:</i>	\$35	<i>Resident Fee:</i>	\$75
<i>Non-Resident Fee:</i>	\$45	<i>Non-Resident Fee:</i>	\$100
<i>Senior Resident Fee:</i>	\$30	<i>Senior Resident Fee:</i>	\$60
			Daily Rate: \$7

Menasha			
<i>*For use at Ninth St, Manitowoc St, Jefferson Park, Smith Park</i>			
Yearly:		Daily Rate: \$6	
<i>Resident Fee:</i>	\$20		
<i>Non-Resident Fee:</i>	\$40		
<i>Senior Resident Fee:</i>	\$15		
<i>Senior Non-Resident Fee:</i>	\$35		

Oshkosh			
<i>*For use at Rainbow Park, Menominee Park, William Steiger Park, Mill St, Fugleberg, 24th Ave.</i>			
Yearly:		3 Years:	
<i>Resident Fee:</i>	\$30	<i>Resident Fee:</i>	\$70
<i>Non-Resident Fee:</i>	\$40	<i>Non-Resident Fee:</i>	\$95
<i>Senior Resident Fee:</i>	\$25	<i>Senior Resident Fee:</i>	\$55
			Daily Rate: \$7

Fond du Lac County			
<i>*For use at Columbia Park and Wolf Lake</i>			
Yearly:		Daily Rate: \$7	
<i>Fee:</i>	\$35		

City of Fond du Lac			
<i>*For use at Lakeside Park Marina, Lakeside Park West, Harbor View Drive</i>			
Yearly:		Daily Rate: \$5	
<i>Lakeside Park Marina:</i>	\$30		
<i>Lakeside Park West:</i>	\$30		
<i>Harbor View Drive:</i>	\$30		

Calumet County			
<i>*For use at Brothertown Harbor, Calumet County Park Marina, Stockbridge Harbor</i>			
Yearly:		Daily Rate: \$6	
<i>Fee:</i>	\$40		

Lake Winnebago Seasonal Boat Launch Fees

Winnebago County

**For use at Asylum Point, Black Wolf, Boom Bay, Eureka, Grundman Park, Lake Butte des Morts, Lake Poygan*

Yearly:		3 Years:	
Resident Fee:	\$35	Resident Fee:	\$75
Non-Resident Fee:	\$45	Non-Resident Fee:	\$100
Senior Resident Fee:	\$30	Senior Resident Fee:	\$60

Daily Rate: \$7

Menasha

**For use at Ninth St, Manitowoc St, Jefferson Park, Smith Park*

Yearly:	
Resident Fee:	\$20
Non-Resident Fee:	\$40
Senior Resident Fee:	\$15
Senior Non-Resident Fee:	\$35

Daily Rate: \$6

Oshkosh

**For use at Rainbow Park, Menominee Park, William Steiger Park, Mill St, Fugleberg, 24th Ave.*

Yearly:		3 Years:	
Resident Fee:	\$30	Resident Fee:	\$70
Non-Resident Fee:	\$40	Non-Resident Fee:	\$95
Senior Resident Fee:	\$25	Senior Resident Fee:	\$55

Daily Rate: \$7

Fond du Lac County

**For use at Columbia Park and Wolf Lake*

Yearly:	
Fee:	\$35

Daily Rate: \$7

City of Fond du Lac

**For use at Lakeside Park Marina, Lakeside Park West, Harbor View Drive*

Yearly:	
Lakeside Park Marina:	\$30
Lakeside Park West:	\$30
Harbor View Drive:	\$30

Daily Rate: \$5

Calumet County

**For use at Brothertown Harbor, Calumet County Park Marina, Stockbridge Harbor*

Yearly:	
Fee:	\$40

Daily Rate: \$6

