



Parks & Recreation Commission - AMENDED

THURSDAY, OCTOBER 20, 2022; 4:30 PM

City Hall – Hauser Room, 211 Walnut Street Neenah, WI 54956

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Jim Vedder, Ted Galloway, Jim Wise, Ashley Ondresky and Brian Borchardt	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes September15 , 2022	Attached
BILL VOUCHERS	Bills for previous month	Hancock-Cooke
FINANCIAL Report	Reviewed quarterly in March, June, September, December	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. 270 Lakeshore Ave Revocable Occupancy Permit 2. Cemetery Chapel Discussion – Mayor Lang 3. Arrowhead Park Budget Update – Mayor Lang 4. Commissioner Position 5. Announcements & Future Agenda Items	
CLOSED SESSION	The Commission may convene into Closed Session in the Hauser Room, pursuant to Wisc Stat §19.85(1) (e) for the purpose “deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”	
LIAISON REPORTS	◇ Plan Commission ◇ Harbor Committee	◇ 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 – September 15, 2022

MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly		Jim Vedder	X	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
X	Trevor Fink, Superintendent of Parks
X	Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Bethany Fuson

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 the August 18, 2022. All voting aye with abstentions from Hancock-Cooke and Wise.

BILL VOUCHERS

Commissioner Hancock - Cooke reviewed the vouchers for August and found them to be in order.

FINANCIAL REPORT

MISSION ACTION REPORT

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

- Commissioner Lawell complimented staff on the Fall / Winter Rec. The color and presentation was wonderful.
 - Commissioner Hancock-Cooke requested the minutes from the Arrowhead Task force meetings. Director Kading will send out. Commissioner Galloway asked if there was a facilitator. Commissioner Kelly indicated that the meetings were being facilitated by Michelle Dejno, from O'Connor Connective. Commissioner Kelly further indicated that RDG (downtown consultant) is being invited to attend a future meeting, the task force interviewed area experts including two restaurateurs and plan to interview a special facilities person during one of the next meetings. Commissioner Galloway reminded the commission that we needed to keep a big view on the overall development. Commissioner Hancock-Cooke advised using caution moving forward.
-

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: 2023 Operational / Maintenance and CIP Budget

Director Kading provided an overview of the proposed budget indicating that Recreation Programs are projected to recover 96% of the direct program expenses. The budget is expected to need a 1.97% increase in levy support. Overall, the proposed budget is very responsible given our current economic considerations

- Commissioner Kelly asked about the fluctuation in the Forestry expenditures? Superintendent Fink indicated that it varies from year to year depending on what is needed.
- Commissioner Galloway inquired about the cost recovery of cemetery expenses and revenues. Fink responded that historically the goal is to recover 50-60% of expenses.
- Commissioner Hancock-Cooke asked about the perpetual care fund. Fink indicated that there is approximately \$1.3 million in the account. The difficulty is that when we have low interest rates the account does not grow very quickly.
- Commissioner Borchardt inquired about other revenue opportunities that might exist at the cemetery. Fink responded that the chapel will be researched.
- Commissioner Galloway asked what the short term park seasonal wages? Fink indicated they are slowly going up but it's hard to compete with other businesses.
- Commissioner Hancock-Cooke/Lawell both requested additional information pertaining to the asphalt trail / parking lot line item. Fink informed the commission that this would be done similarly to the patching program that Public Works performs. In fact, they will likely work together to fix asphalt/concrete throughout the system.
- Commissioner Kelly inquired about how the current wage scale is working at the pool. Superintendent of Recreation Kluge indicated that we keeping up with other municipalities and are also focusing on other benefits.
- Commissioner Lawell asked about utility costs. Fink indicated that he budgeted 10% over current cost estimates.

Action Needed: MSC Hillstrom / Lawell motioned to accept and recommend the proposed 2023 Operation and Maintenance Budget. All voting Aye.

MSC Hillstrom / Lawell motioned to accept and recommend the 2023 CIP Budget as presented. All voting aye.

BUSINESS ITEM #2: 270 Lakeshore Ave Development Proposal

Bethany Fuse, Lowneys Landscaping, was present on behalf of the 270 Lakeshore Ave home owners to present a proposed plan. Ms. Fuse reviewed the ongoing wet conditions found along the property line and shared a proposal of developing a swale that leads into a rain garden. Director Kading indicated that he along with park staff did meet with Bethany and the property owners on site to review the proposed plan. Commissioner Kelly inquired about long term maintenance and exactly what the base would be? Bethany reiterated that clear stone and sand would be used to create the base and that the home owner was willing to be responsible for the maintenance. Superintendent

Fink felt that if the property owner is willing to develop and maintain this could be a huge benefit for all. The location of the proposed improvement is not very well used or accessible to the public.

Action Needed: MSC Kelly / Galloway to accept the proposed plan and authorize staff to draw up the Revocable Occupancy Permit and bring it to the commission for approval. All voting aye.

BUSINESS ITEM #3: Discussion Fresh Air Park

Commissioner Hancock-Cooke indicated that she had requested this to be a discussion item as she did not want to lose any possible funding for the park. Superintendent Fink indicated that while we received good bids that only covered the grinding and placement of stone and installation of asphalt. Park staff has had to bring in additional stone and material to finish and scape the park and that there were still potential expenditures forth coming such as a concrete pad for the port-a-potty and gate material. Commission Galloway indicated that they may have some stainless steel scrap material. Director Kading indicated that the department would request any remaining funds to be carried over for use at the park. Staff will keep the commission informed.

BUSINESS ITEM #4: Discussion Fall Commission Retreat

Commissioner Hancock-Cooke indicated that she would like the commission to host a retreat to focus on specific issues facing the city and the commission. Commissioner Borchardt suggested finding a facilitator who could help guide the retreat. Commissioner Kelly further suggested that a tight agenda be established for the retreat. Commissioner Hancock-Cooke will explore potential dates.

BUSINESS ITEM # 5: Announcements and Future Agenda Items

Commissioner Hancock-Cooke suggested that Community Development Director be invited to the next commission meeting to provide an update.

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke reported that streets were being vacated around Galloway Dairy and inquired about how better access may be gained to Douglass Park

HARBOR COMMITTEE: Galloway reported that the fall meeting is scheduled for October 17.

MSC Hillstrom /Kelly to adjourn at

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

October 20, 2022

Provide recreational experiences.

- Our **19th Annual Build-A-Scarecrow** event took place on October 8 at Riverside Park with approximately 50 families enrolled. Families enjoyed the beautiful weather and the opportunity to create a unique yard decoration as a family!



Foster human development.

- Supervisor Schott attended **WPRA's Fall Conference** in Brookfield, October 5th- October 7th.
- Superintendent Kluge attended **Wisconsin Healthy Communities Summit** in Madison, September 29 & 30.
- Recreation and office staff are currently coordinating the **Winter/Spring Activity**. Early December mailing is scheduled.
- **Advertising and sponsorship opportunities** are being updated for 2023.
- Recreation staff is working with HR to update and streamline **seasonal hiring**.

Promote health and wellness.

- **Adult Fitness** classes are in full swing. They include 3 different Yoga classes, Zumba and Basketball Open Gym.
- **Pickleball Leagues and Drills and Skills** class have ended.

Facilitate community problem solving.

- Number 1 question asked on the pickleball courts this summer and fall is: Where can we play pickleball indoors? Any ideas?
- **Kimberly Point** trail project has started. Trail excavation is completed. There were no significant archeological finds. Concrete work is expected to begin this week.

***Creating Community Through People,
Parks & Programs***

Parks & Recreation MISSION ACTION REPORT

- Arrowhead – **Prairie / Path** work is expected to begin within in the week. **Pier** work will be started after the first of year. All contractors are aware of the terms and conditions.

Protect environmental resources.

- 17 Community members joined forces at Carpenters Preserve on October 8 to remove buckthorn and install wood chips.



Strengthen safety and security.

- **Seasonal park shelters and rest rooms** are being closed and winterized the week of October 17.

Support economic development.

- **2022 Copia Cup Soccer tournament** was held at Memorial Park October 15 - 16. 129 teams were playing in this year's tournament.



Strengthen community image and sense of place.

- Our Parks Marathon has officially wrapped up. 30 families have completed the marathon and received a prize package from 4imprint. This activity has brought some great feedback from all of our participants. Many have commented on how well our park system is maintained.





City of Neenah Parks and Recreation Commission Meeting October 20, 2022

BUSINESS ITEM #1: 270 Lakeshore Ave Revocable Occupancy Permit (ROP)

Attached is a draft copy of the Revocable Occupancy Permit. The permit outlines the permitted encroachment and what may happen within that area. Also included in the packet is the drawing that was reviewed at the previous commission meeting.

Staff has reviewed and recommends acceptance of the ROP.

Suggested Action: A motion accepting and recommending the ROP for approval to install landscaping on a designated portion of Kimberly Point Park.

BUSINESS ITEM #2: Cemetery Chapel Discussion

Mayor Lang and Superintendent of Parks Fink have been discussing the best course of action related to the use of Chapel at the Cemetery. Mayor Lang will be present to further outline a course of action.

Suggested Action:

BUSINESS ITEM #3: Arrowhead Park Budget Update

As you know Mayor Lang has appointed a Task Force to study and recommend the “building” portion of the park development. The Mayor has determined that we are not in a position to talk about the buildable portion of the park without reviewing the balance of the eastern portion of Arrowhead. Therefore, she will be recommending in her budget to complete a remaster plan of the eastern and central portions of the park. The Mayor will be on hand to further present her findings.

Suggested Action:

BUSINESS ITEM #4: Commissioner Position (s)

Jim Vedder has turned in his letter of resignation effective December 31 at the end of his term. (Letter attached). On behalf of the City we want to express our thanks for his time and effort. Commissioner Hillstrom and Wise have indicated a desire to be re-appointed. Leaving 1 position to be filled.

After speaking with the Mayor who appoints commission members she has indicated a willingness to receive a recommendation from the commission.

Suggested Action: A motion to appoint a 3 – 4 member task force to interview potential commissioner candidates.

BUSINESS ITEM #5: Announcements and Future Agenda Items

#1A

**REVOCABLE
OCCUPANCY PERMIT**
RE6035 90 Ch. 84 Wis. Stats.

Document No.
Exempt from fees: s 77.25(2r)

This space reserved for recording data.

Occupant Name and Address:
Scott and Kathleen Springmier
270 Lakeshore Avenue
Neenah, WI 54956
01-0028-00-00

Agency Name and Address:
City of Neenah/Park Commission
211 Walnut Street
Neenah, WI 54956

Property:
Kimberly Point Park, Parcel No. 01-0040-00-00

County:
Winnebago

City:
Neenah

Return to: City Attorney David C. Rashid
Neenah City Administration Building
P.O. Box 426
Neenah, WI 54957

Encroachment Location: That portion of Kimberly Point Park described as Lots 7, 8, and 9 of Block C and Lots 7, 8, 9 of Block D of Lake View Addition to Neenah, being part of the Northwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 26, Township 20 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, contained in the following:

That portion of Kimberly Point Park bounded by the following:
Lying north of the south line of Lot 7, Block C, Lake View Addition to Neenah, City of Neenah, Winnebago County, Wisconsin;
Lying south of a line eighteen (18) feet north of and parallel to the extended south line of said Lot 7;
Lying east of a line sixty-five (65) feet east of and parallel to the west line of said Lot 7;
Lying west of the east line of said Lot 7.

Encroachment Description:
Rain garden and swale to address sump pump discharge from 270 Lakeshore Avenue.

The use and occupancy of Park property under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment within the Park property.
2. In the event that the Agency deems it necessary to revoke this permit on the basis of a need to accommodate other park uses or to address deleterious conditions created by said encroachment, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon sixty (60) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
3. Occupant is responsible for all maintenance of the encroachment.
4. Occupant is responsible for the repair of any damage to the encroachment.
5. Issuance of this permit shall not be construed as a waiver of the Occupant's obligation to comply with any more restrictive requirements imposed by local ordinance nor shall it be construed as waiving the Occupant's obligation to conform to any relevant County, State or Federal requirements.
6. Traffic control required for installation or repair of the encroachment shall be done in compliance with the Federal Highway Administration's Manual on Uniform Traffic Control Devices, and the Agency's local Ordinances.
7. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to remove the encroachment.

#1A

Approved for the City of Neenah

Approved for Occupant

(Signature)

(Date)

Jane B. Lang

(Print or Type Name)

Mayor

(Title)

Attest

(Signature)

(Date)

Charlotte K. Nagel

(Print or Type Name)

City Clerk

(Title)

STATE OF WISCONSIN)
) ss.
COUNTY OF WINNEBAGO)

(Date)

On the above date, this instrument was acknowledged
before me by the named person(s).

(Signature, Notary Public, State of Wisconsin)

(Print or Type Name, Notary Public, State of Wisconsin)

(Date Commission Expires)

(Signature)

(Date)

Scott (or Kathleen) Springmier

(Print or Type Name)

Property Occupant(s)

(Title)

STATE OF WISCONSIN)
) ss.
COUNTY OF WINNEBAGO)

(Date)

On the above date, this instrument was acknowledged
before me by the named person(s).

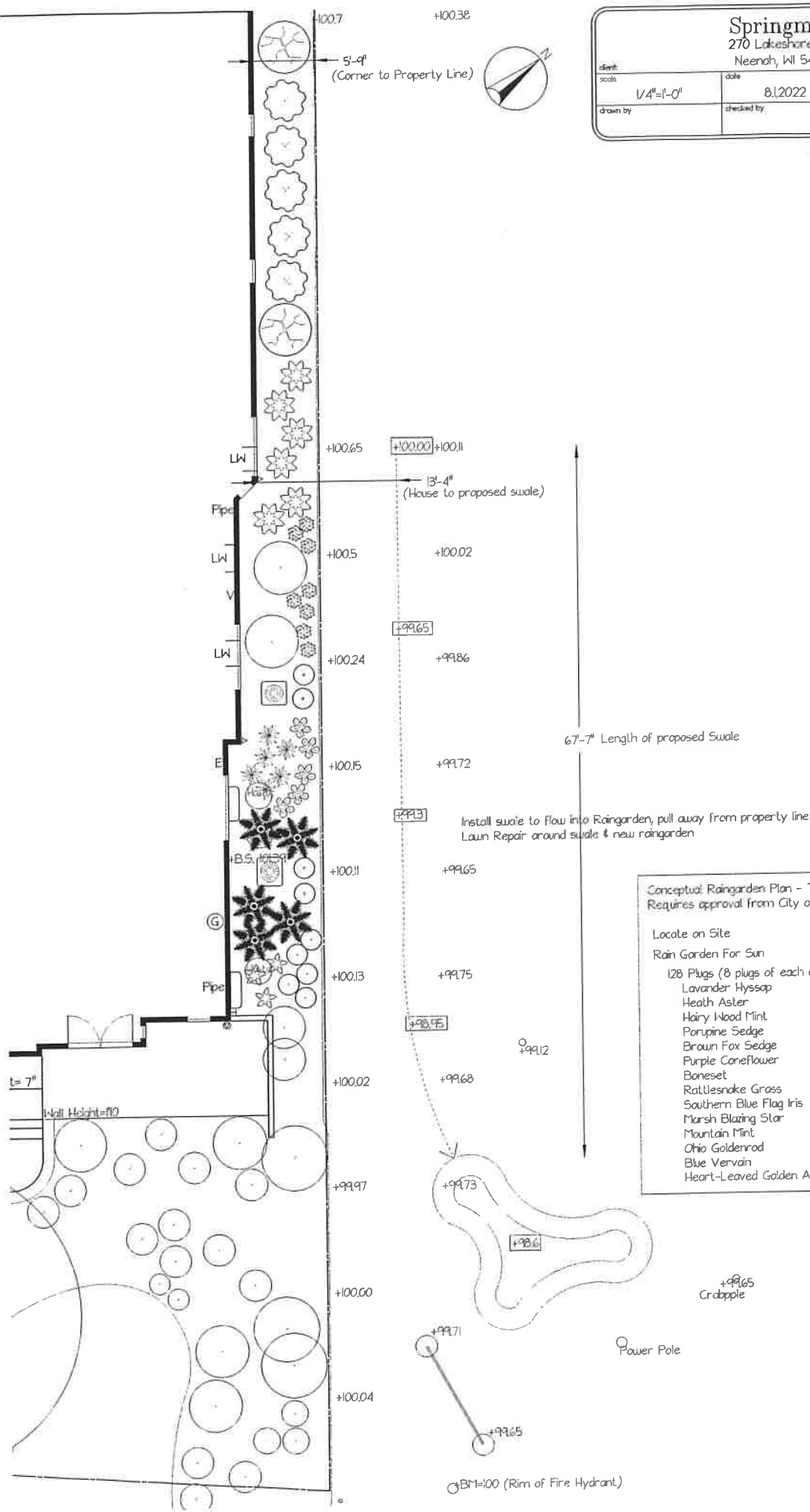
(Signature, Notary Public, State of Wisconsin)

(Print or Type Name, Notary Public, State of Wisconsin)

(Date Commission Expires)

#1B

Springmier 270 Lakeshore Ave. Neenah, WI 54956		
client: scale: 1/4"=1'-0"	date: 8.1.2022	revision:
drawn by: 	checked by: 	drawing #:



Conceptual Raingarden Plan - ~200 50 FT
 Requires approval from City of Neenah

Locate on Site

Rain Garden For Sun

128 Plugs (8 plugs of each of the following)

- Lavender Hyssop
- Heath Aster
- Hairy Wood Mint
- Porcupine Sedge
- Brown Fox Sedge
- Purple Coneflower
- Boneset
- Rattlesnake Grass
- Southern Blue Flag Iris
- Marsh Blazing Star
- Mountain Mint
- Ohio Goldenrod
- Blue Vervain
- Heart-Leaved Golden Alexanders

#4

To: Mike Kading
Director of Parks & Recreation

As you are aware my term as a board member of Neenah Parks and Recreation Commission expires on December 31, 2022. While I have enjoyed being a board member all these years, I feel it is best that I not be reappointed for another term. Next year I will be in California for the first four months of 2023. In June I will be in Europe with my family at the time that the Commission meeting is held. In addition I will turn 82 next March. It is time to get somebody else on the board. I am giving a copy of this memo to the Mayor so that she will have some time to select my replacement before my term expires.

Jim Vedder
September 29, 2022