



Parks & Recreation Commission

THURSDAY, APRIL 18, 2024; 3:30 PM

Whiting Boat House

98 Fifth 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 Scott Weber		
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: March 21, 2024	Attached	
BILL VOUCHERS	Bills for previous month	Kelly	
FINANCIAL Report	Reviewed quarterly in January, April, July, October	Attached	
MISSION ACTION Report		Attached	
BUSINESS ITEMS	1. Request for additional bench placement at Riverside Park 2. Request for viewing platform at Wilderness Park 3. 2024 CIP Update 4. Announcements & Future Agenda Items Southview Court Reconstruction (May) Cemetery Monument Recommendations (May)		
LIAISON / AD-HOC COMMITTEE REPORTS	◇ Arrowhead Development ◇ Cemetery Monument ◇ Plan Commission ◇ Harbor Committee	◇ Hillstrom ◇ Maggio ◇ 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 clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – March 21, 2024

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT: Frank Cuthbert, Barb and Marv Gossen, Tom Berven, and Paul Ruthven

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

CORRESPONDENCE

None.

APPEARANCES

Barb and Marvin Gossen introduced themselves and indicated that they love the trails and paths throughout Neenah, especially Lakeshore Ave., which is very popular. They handed out a map that indicated the current location of benches along the route and understood the current idea that there are many benches except for a few areas they noted on the map. The Commission requested staff add this to the April agenda.

Paul Ruthven introduced himself as a resident who lives near Wilderness Park. He was wondering if the Commission would consider placing some sort of bench and/or overlook at Wilderness Park along the path for users to stop and view the marsh/wetlands. The Commission requested staff add this to the April agenda.

Tom Berven, long-time Neenah tennis instructor, expressed concern over the conditions of the Southview courts. He is glad that the courts are scheduled to be redone this fall and hopes that the courts will be lined only for tennis with no pickleball overlays.

MINUTES

MSC Galloway / Ondresky to approve the minutes of the February 15, 2024. All voting aye.

BILL VOUCHERS

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

MISSION ACTION REPORT

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

- Registration numbers look strong for the upcoming summer. We have opened both resident and non-resident registration, and several programs have filled, but there are still many options available.
- Commissioner Hillstrom inquired about summer staffing. Superintendent Kluge indicated that across the board, the team was looking good with a few spots to fill.
- Commissioner Kelly asked if a repository of pictures and articles could be kept on behalf of the Commissioners. This would be used for pictures of unique parks or settings that Commissioners take while traveling.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Laudan Play Equipment Award

Director Kading gave a brief overview of the process and the staff's recommendation of Lee Recreation Proposal #1 from Burke Play Equipment. The Commission inquired as to whether we have installed Burke Play Equipment from Lee Recreation. The most recent installation was the Tullar play equipment at Memorial Park.

Action: MSC Galloway / Maggio to accept the proposal from Lee Recreation for Proposal #1 from Burke Play Equipment Company for the purchase and installation of equipment and surfacing in the amount of \$125,000. Motion carried.

BUSINESS ITEM # 2: Mower Equipment Award

The Commission reviewed the information prepared by Superintendent of Parks Fink and asked if the department currently had any of these brands in the fleet. Kading indicated that the department had Kubota and John Deere and that John Deere products have proven to be dependable.

Action: MSC Galloway / Ondresky accept and recommend the 72" John Deere mower in the amount of \$18,048.03 and the 60" John Deere mower in the amount of \$17,624.53 from Riester and Schnell. Motion carried.

BUSINESS ITEM # 3: 5-Year Capital Improvement Plan

The proposed 5-Year Capital Improvement Plan and carry forward was reviewed. Per Commission request, Doty Shoreline repairs were moved up from 2026 to 2025 with the balance of the CIP remaining unchanged from last year. Staff will be meeting with the Mayor and Finance Director next week, and the Committee of the Whole meeting is scheduled for the end of April.

Action: MSC Hillstrom / Weber to accept and recommend the 5-Year CIP as presented. Motion carried.

BUSINESS ITEM # 4: 2024 CIP Update

The 2024 CIP progress had been reviewed during the 5-Year CIP planning discussion.

BUSINESS ITEM # 5: Commission Nominating Committee

Commissioners Lawell and Galloway agreed to serve as the Nominating Committee. Galloway indicated that he would get in contact with Lawell.

BUSINESS ITEM # 6: Announcements and Future Agenda Items

Commission Nominations
Bench Placement Request at Riverside
Consideration of Viewing Platform at Wilderness
Southview Court Reconstruction
Cemetery Monument
Commission Retreat

LIAISON REPORTS

Arrowhead Development: Hillstrom reported that a task force meeting is scheduled for next week Wednesday.

Cemetery Monument: Maggio reported that the task force has met twice and determined that names of individuals killed in action from the four participating communities could be placed on the back of the WWII monument.

Plans Commission: No report.

Harbor Committee: Galloway reported dams are closed, and the basin is begging to refill.

MSC Hillstrom / Weber to adjourn at 5:29p

Recorded for the Commission by Michael T. Kading, CPRP

Neenah Park & Rec
Budget Status
3/31/2024

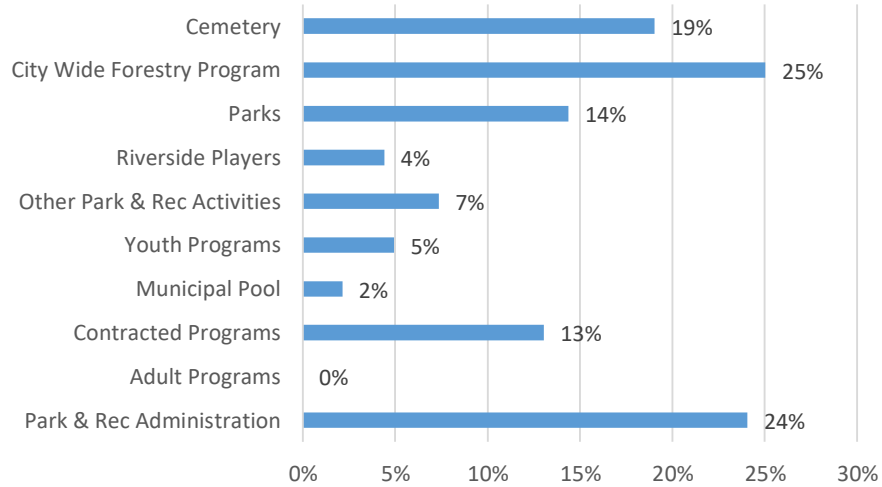
EXPENSES

	Budget 2024	YTD 2024	% of Budget	YTD 2023	2023 Full Year
Park & Rec Administration	817,150	196,558	24%	178,256	784,286
Adult Programs	3,300	-	0%	310	3,022
Contracted Programs	50,390	6,571	13%	9,246	60,893
Municipal Pool	340,290	7,300	2%	2,679	327,391
Youth Programs	194,980	9,632	5%	7,758	171,758
Other Park & Rec Activities	13,520	996	7%	985	15,106
Riverside Players	32,120	1,418	4%	5,977	29,272
Parks	1,068,830	153,692	14%	176,060	921,490
City Wide Forestry Program	329,640	82,520	25%	61,266	310,314
Cemetery	312,110	59,422	19%	56,072	308,345
	3,162,330	518,109	16%	498,609	2,931,877

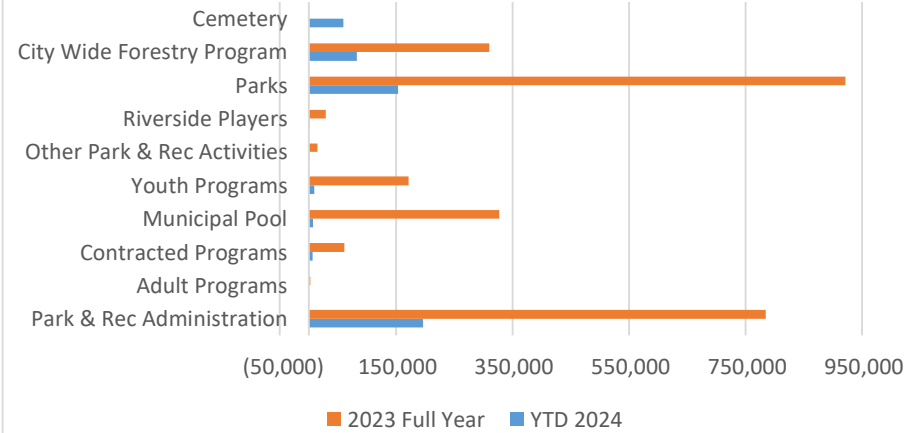
REVENUE

	Budget 2024	YTD 2024	% of Budget	YTD 2023	2023 Full Year
Community Fest	17,500	18,440	17.74%	3,105	19,360
General Receipts	(13,460)	(1,529)	5.69%	(766)	(14,043)
Adult Programs	7,520	6,790	90.29%	4,505	6,575
Contracted Programs	67,000	43,836	65.43%	50,272	76,649
Municipal Pool	232,350	54,005	23.24%	48,915	226,433
Youth Programs	223,700	216,516	96.79%	195,158	222,897
Other Park & Rec	1,930	950	49.22%	760	1,948
Riverside Players	34,500	936	2.71%	-	36,462
Parks	119,420	67,780	56.76%	64,931	129,295
Cemetery	165,610	15,145	9.14%	19,167	162,101
	856,070	422,869	49.40%	386,047	867,677

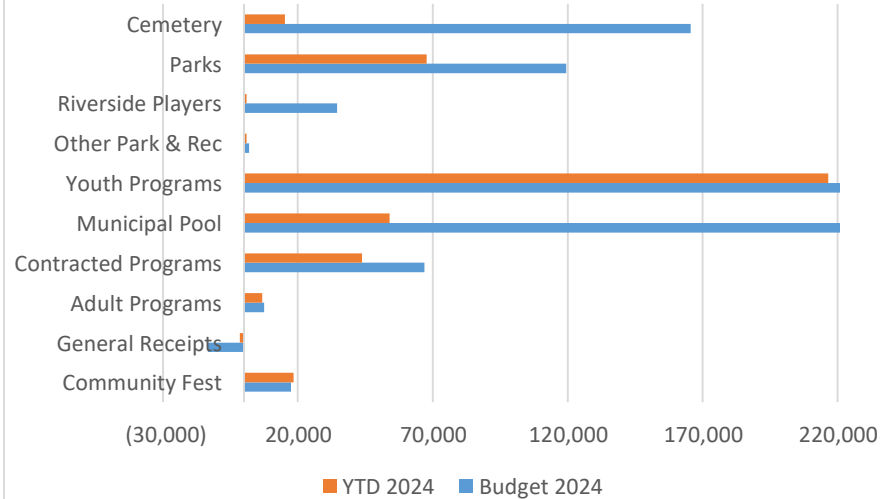
Expenses YTD vs Budget



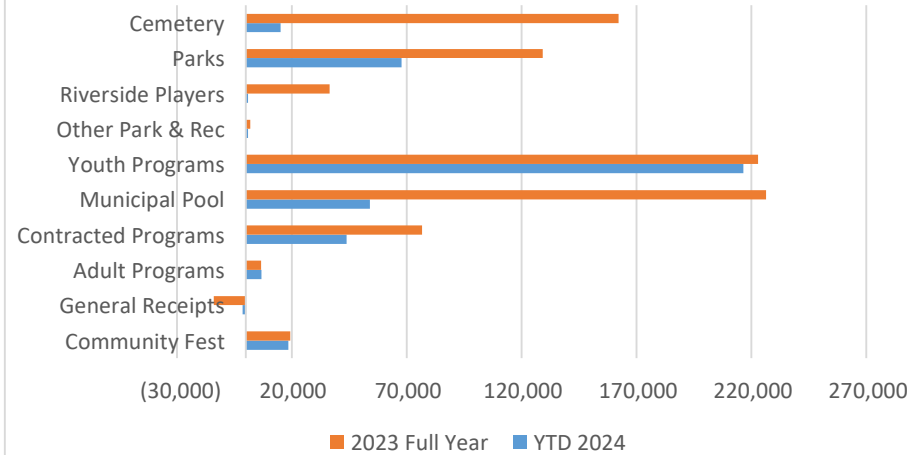
2023 YTD VS 2022 Full Year Expenses



Revenue YTD vs Budget



2023 YTD VS 2022 Full Year Revenue



ACCOUNT DESCRIPTION	2023		2024	
	Y-T-D	2024 Y-T-D	Y-T-D	%
	ACTUAL	BUDGET	ACTUAL	SPENT
Park & Rec Admin Office	171,793	781,830	189,851	24.28
Gen Unallocated Overhead	6,463	35,320	6,707	18.99
Adult Open Gym	310	400	0	0
Volleyball - Summer	0	0	0	0
Tennis Lessons	0	900	0	0
Pickleball	0	2,000	0	0
Sports Clinics	1,152	14,630	1,152	7.87
Fitness	2,245	11,760	2,317	19.7
Contracted Youth Programs	5,849	24,000	3,102	12.93
Municipal Pool	2,679	340,290	7,300	2.15
Office and Supervision	0	2,900	0	0
Operation Recreations	302	76,600	582	0.76
Filthy Fun Kids Run	0	4,100	0	0
Park Kart Mobile Recreati	0	1,250	0	0
Special Events	668	7,600	2,279	29.99
Tennis - Playgrounds	0	24,000	0	0
Children's Playtime	6,031	18,860	6,594	34.96
Sports Programs	267	8,170	177	2.17
Youth Programs	490	26,400	0	0
Op Rec Jr.	0	25,100	0	0
Doty Cabin	0	5,850	0	0
Ice Rink Program	0	600	0	0
Community Band	985	7,070	996	14.09
Production	5,977	32,120	1,418	4.41
Parks Operations	163,610	985,740	144,984	14.71
Reimbursable Overtime	0	0	0	0
Volunteers In Parks	0	750	0	0
City Sculpture Maint	1,806	6,580	141	2.14
Riverwalk	6,460	48,910	5,509	11.26
Vandalism	3,344	4,430	344	7.77
Boat Launching Repair	0	1,750	847	48.4
Arrowhead Park	840	20,670	1,867	9.03
Public Right-of-Way	37,403	245,700	54,238	22.07
Parks	23,739	67,340	24,403	36.24
Invasive Species Control	124	16,600	3,879	23.37
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General Fund	442,537	2,850,220	458,686	16.09



Parks & Recreation MISSION ACTION REPORT

April 18, 2024

Provide recreational experiences.

- Park staff has been prepping all **athletic fields** for play for the upcoming season.
- **19th Annual Touch-A-Truck** will be held on May 8 from 10:00 a.m.-Noon at Memorial Park. This event is sponsored by N&M Transfer and Winnebago Community Credit Union.
- **StoryWalk** will be set up at **Southview Park** starting in May. The book featured is *The Big Cheese*. The books will be changed monthly throughout the summer.

Foster human development.

- **Pool orientation** for summer staff will be May 18, with a pool work/setup day scheduled for May 19. Neenah Pool opens to the public on Saturday, June 1. **Playground and Sports staff** orientation is scheduled for May 19.

Promote health and wellness.

- **Pickleball Drills and Skills** classes and **Ladder Leagues** are set to begin in May. First session classes and leagues are full.
- **Youth Pickleball** class starts on May 7. Classes are full with 12 participants.

Facilitate community problem solving.

- Staff is developing a plan to apply for an Inflation Reduction Act grant for urban forestry through the WDNR. This grant does not require matching funds and must be used to address urban forestry issues in federally designated disadvantaged communities.

Protect environmental resources.

- Forestry staff will be planting **190 trees** this spring on city property.
- **Fox-Wolf Watershed Cleanup** is scheduled for Saturday, May 4. Volunteers should visit <https://fwwa.org/getinvolved/volunteer/>.

Strengthen safety and security.

- Staff has attended multiple workshops at both the state and county level on the 2024 revisions to the ATCP 76 state pool code.

Strengthen community image and sense of place.

- Seasonal Park **shelters and restrooms** will be opening May 1.
- **Junk In The Trunk** is scheduled for May 11. This community rummage sale is \$25 to participate as a vendor and free to the public to attend.
- **Arbor Day** celebration will be held at 10 am in Memorial Park near the sledding hill. An Oak tree will be planted for Commissioner Hillstrom for his 20+ years on the Parks & Recreation Commission.

Increase cultural unity.

- **Riverside Players** will present the play *Lend Me A Soprano* on July 18-21 and 25-28. This comedy farce will mark the **68th season of Riverside Players "Theatre In The Park"**.
- We are working towards providing an **ice cream vendor** for our Tuesday night Neenah Community Band, Happy Wanders and Ambassador concerts at Riverside Park.

*Creating Community Through People,
Parks & Programs*



City of Neenah

Parks & Recreation Commission Meeting

April 18, 2024

BUSINESS ITEM #1: Request for Bench Placement at Riverside Park

The department has determined that there is an excess number of benches in Kimberly Point and Riverside Parks and, therefore, has ceased taking requests for bench installations in these parks. As such, individuals may petition the Commission for reconsideration.

During the March 21 Commission meeting, an individual made such a request for the placement of a bench at the southeast corner of Riverside Park near the Wisconsin Ave. and N. Park Ave. intersection.

Staff maintains that given the number of benches in the park, this is a difficult request to recommend but does recognize there is not a bench in the location requested.

Suggested Action: Discussion and direction.

BUSINESS ITEM #2: Request for Viewing Platform at Wilderness Park

This is very similar to Item #1, as a resident has presented a request to the Commission for a raised viewing platform at Wilderness Park.

While staff does not disagree that this would be a nice addition to the park, we are not in a position to perform this type of task. This could be a volunteer or Boy Scout type of activity.

Suggested Action: Discussion and direction.

BUSINESS ITEM #3: 2024 CIP Update

See attached. Staff continues to make progress on the CIP project list.

Suggested Action: Discussion only.

BUSINESS ITEM #4: Announcements and Future Agenda Items

Southview Court Reconstruction Bid Award
Cemetery Monument Recommendation

			2024													
Budget			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Facilities																
Southview Courts	\$	358,000	Trevor												RFP out for Bid	
Green Courts	\$	40,000	Trevor												RFP out in February	
Kimberly Point Lighthouse Structural Review	\$	25,000	Mike												Gries will be meet with Trevor and me to review in April	
Laudan Play Equip	\$	130,000	Mike												Award, Install in Fall	
Picnic Tables	\$	20,000	Trevor												parts ordered	
ADA Building Improvement	\$	20,000	Trevor												focus on Doty	
Washington Park HVAC	\$	75,000	Trevor												summer install	
Kayak Rental Pods (\$13500 off setting grant)	\$	27,000	Mike												Completed	
Equipment																
Zero Turn	\$	25,000	Trevor												Awarded	
Zero Turn	\$	25,000	Trevor												Awarded	
Field Groomer	\$	55,000	Trevor													
Long Term																
Arrowhead																
West - prairie/path; road realignment	on hold until completion of the master planning process.															
Bridge - railroad																
Crossing - at grade																
Little Lake Butte des Morts Water Quality																
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$	103,000	Mike												WI-DNR grants has been awarded. Work to begin in April	
Shoreline Doty/Kimberly Point																
Pre-grant, grant applications	\$	26,400	Mike	Grant Development and Applications						Grant review/Award					Baldwin Appropriations - 3/22; DNR due 5/1	
Design, permitting	\$	25,000	Mike													
Carpenter Preserve (donation announcement pending)																
	\$	-	Develop Staff /Volunteer Work Plan												Working on Mtg w/DNR	