



Parks & Recreation Commission

THURSDAY, FEBRUARY 17, 2022; 4:30 PM

Virtual Access Information :

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/154833053>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123

- One-touch: tel:+14086503123,,154833053#

Access Code: 154-833-053

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.

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| MEMBERS | Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Jim Vedder, Ted Galloway, Jim Wise, Amanda Loudon and Brian Borchardt |
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| STAFF | Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading |
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AGENDA TOPICS

| | |
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| CALL TO ORDER | |
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| APPEARANCES | Open Forum / Commission Consideration of Appearances |
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| MINUTES | Approval of Meeting Minutes December 16, 2021 | Attached |
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|----------------------|--------------------------|---------------|
| BILL VOUCHERS | Bills for previous month | Hancock-Cooke |
|----------------------|--------------------------|---------------|

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| FINANCIAL Report | Reviewed quarterly in March, June, September, December | Attached |
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| MISSION ACTION Report | | Attached |
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|-----------------------|---|--|
| BUSINESS ITEMS | <ol style="list-style-type: none"> 1. Island Park Concept 2. Fresh Air Drive Layout Concept 3. Reciprocity with Appleton / Menasha 4. Possible Cell Tower Location – Rec 5. Announcements & Future Agenda Items - Commission Elections | |
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| LIAISON Reports | <ul style="list-style-type: none"> ◇ Plan Commission ◇ Harbor Committee | <ul style="list-style-type: none"> ◇ Hancock-Cooke ◇ Galloway |
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| 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 – December 16, 2021

MEMBERS PRESENT

| | | | | | |
|---|---------------|---|----------------------|---|-----------------|
| X | Jim Wise | | Kate Hancock - Cooke | X | Gary Lawell |
| X | Peter Kelly | X | Jim Vedder | X | Ted Galloway |
| X | Lee Hillstrom | | Vacant | 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: Trish Nau

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

CORRESPONDENCE

Neenah Dog Park \$10,000 donation letter was acknowledged. Donation will be used to purchase a bench and dog friendly water fountain. The remaining portion will be used to support further development of the dog park.

APPEARANCES

None.

MINUTES

MSC Hillstrom / Lawell to approve the minutes of the November 18, 2021. All voting aye.

BILL VOUCHERS

Vouchers will be reviewed in January.

MISSION ACTION REPORT

The following items were discussed:

- Superintendent Kluge provided a summary of the Ugly Sweater Shuffle held December 11 in cooperation with the Village of Fox Crossing. While the weather tried to dampen spirits, the runners and walkers made up for it! Kluge also recognized Recreation Supervisor Schott for completion the WPRA Leadership Academy.
 - Schott thanked the pancake flipping and serving commissioners who were able to help out with the Grinch Breakfast.
 - Commissioner Hillstrom acknowledged the new Tullar playground at Memorial Park and thanked park staff for the beginning installation of the swing set at the Scherck Shelter.
 - Commissioner Galloway was at a retirement party near Carpenter Preserve and individuals present were very complimentary of the play equipment and preserve.
 - Commissioner Lawell inquired about the potential dedication of farmland to the north of Carpenters Preserve and Breezewood Lane to the NE Wisconsin Land Trust. Director Kading indicated that he was aware of the possible donation but did not know anything further.
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BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Comprehensive Outdoor Recreation Plan

Ms. Nau was present to answer questions. Commissioners and staff have submitted corrections to the plan and were noted.

Commissioners complement and thanked Trish for her work in getting us to this point.

Action: MSC Galloway / Borchardt to recommend adoption of the 2022-2026 Comprehensive Outdoor Recreation Plan to the Common Council. Motion Carried.

BUSINESS ITEM #2: Shattuck Park Concrete Replacement and Water Play Feature Bid Award

Director Kading reviewed the construction bid process and opening that was conducted on December 14; 2:00 pm. The lowest qualified bid was submitted by Janke General Contractors, Athens, WI in the amount of \$319,326 (base) and \$132,759 (alternative) in the total amount of \$452,085. Once awarded work is likely to begin at the end of March and be completed by June 3, 2022.

Commissioner Galloway inquired about the piping and concrete detail. Kading indicated that current saw cuts/piping would be used to slip new piping through to reduce the effect of the frost / thaw cycle. Concrete will be used for the surfacing reducing opportunities for water infiltration.

Action: MSC Galloway / Kelly to recommend accepting and awarding the bid received from Janke General Contractors, Athens, WI in the amount of \$319,326 (base) and \$132,759 (alternative) in the total amount of \$452,085 to complete the renovation of the water play feature and installation of site concrete. Motion Carried.

BUSINESS ITEM #3: Shattuck Park Construction Administration Agreement

Director Kading reviewed the Proposed Construction Administration Agreement as submitted by Parkitecture and Planning in the amount of \$15,000. Given the unique nature of water play feature installation having a firm that understands this is important to ensure quality of installation.

Action: MSC Lawell / Kelly to accept and recommend the proposed Construction Administration Agreement from Parkitecture and Planning in the amount of \$15,000. Motion Carried.

BUSINESS ITEM #4: Kimberly Point Phase 1 Design and Engineering Agreement

The agreement as proposed by Parkitecture and Planning to complete design and engineering services for vehicle, pedestrian and bicycle improvements at Kimberly Point in the amount of \$16,140 was reviewed. The scope of work is for the proposed path only and does not take into effect shoreline, water or lighthouse improvements and must be conducted in coordination with archaeological input.

Action: MSC Hillstrom / Borchardt to recommend acceptance of the agreement from Parkitecture and Planning to completed design and engineering services for Kimberly Point Phase 1 vehicle, pedestrian and bicycle improvements in the amount of \$16,140. Motion Carried.

BUSINESS ITEM # 5: Kimberly Point Phase 1 Archeological Agreement

Director Kading reviewed the proposal from UW-Milwaukee who was instrumental in documenting and helping the city to complete the development of Lakeshore Ave and associated trail after remains were found. Since that development Kimberly Point Park has been identified as a location with significant archeological finds.

Kading spoke with representatives from UW-Milwaukee and they were willing to break down the proposal to include only design assistance and permitting at this time. With the understanding that as the city moves forward on sight discovery and review would be necessary.

Staff recommends accepting the proposal to complete Step 1 Design in the amount of \$2,000 and Step 2 Permitting in the amount of \$1,200 for a total of \$3,200.

Action: MSC Borchardt / Kelly to recommending accept the proposal from UW-Milwaukee to complete Step 1 Design in the amount of \$2,000 and Step 2 Permitting in the amount of \$1,200 for a total of \$3,200. Motion Carried.

Announcements & Future Agenda Items

LIAISON REPORTS

PLANS COMMISSION: no report

HARBOR COMMITTEE: no report

MSC Lawell / Wise to adjourn at 5:11 pm

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

February 17, 2022

Provide recreational experiences.

- Our 5th **Annual Winter Festival** event took place January 15th. Over **500 people** were in attendance and enjoyed s'mores, hot chocolate, and many games! **Fox Communities Credit Union** sponsored the event.



- **WHERE IS NETTI?** Scavenger Hunt began on January 15th. Netti is hiding around our parks. The clue sheet can be found on our website. When people find NETTI, they scan his QR code in order to get the next clues. 16 Secret Clue sheets have been turned in and the QR codes have been scanned an average of 46 times.
- **Aqua Zumba** classes at Bridgewood Resort has been a success with 8 enrolled. This has been a great partnership with the resort.
- **Adult Open Gym Basketball** has found a new home. Sunday evenings from 5:00 – 7:00 p.m. at The Brigade.
- **Washington Park ice rink warming shelter** season has come to an end. Open hours were only Fri – Sun.
- Registration for Summer **Operation Recreation** opened on February 6th. The camp had about 30 people enroll in the first 2 days. We are looking forward to a fun summer!
- Our 2nd, parent child painting class, was held on January 8th at Rooster Dreams. Both classes have filled with **18 participants**.



*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Foster human development.

- **Summer Job interviews** are currently being conducted. Job offers will go out in early March.
- Department staff attended a **Cyber Security Training** put on by KnowBe4.
- **Pamela Sabatke** will be **joining** us as our new Part-time Administrative Assistance.

Promote health and wellness.

- Registration is now being accepted for the 8th annual **Filthy Fun Kids Run** which will be held at O'Hauser Park on July 16. This event is co-sponsored by Neenah and the Village of Fox Crossing Park & Recreation Departments.

Facilitate community problem solving.

- 2022 CIP process will begin

Protect environmental resources.

- **Arrowhead Park**
 - ✓ Final material from the Harrison Street pond has been brought to the park and rough graded.
 - ✓ SEH has conducted a survey of the current conditions which will be used for developing construction documents for the Prairie and pathway development.
 - ✓ Preliminary plans have submitted to the WI-DNR and Army Corps of Engineers for their review. Both have acknowledge receipt of the preliminary plans and have begun the review process. Heidi Kennedy, SEH representative, wrote a very concise justification for the development of the pier that exceeds current DNR standards based upon ADA access.
- Kimberly Park planning will begin soon

Strengthen community image and sense of place.

- **2022 Summer Activity guide** will be mailed to all City of Neenah household residents on March 9. Registration will begin on March 16 for City of Neenah Residents and March 30 for non-residents.

Support economic development.

- We received a significant donation for our **Youth Tennis Tournament Events** that take place 8 weeks during the summer, for the past **89 years**. This donation will cover all tournament costs incurred.

Increase cultural unity.

- **Riverside Players** has announced the lineup for the 2022 season of "Theatre in the Park". The first show will be **The Savannah Sipping Society**, directed by Laurie Friedman-Fannin and will perform on June 22-26. The musical will be **The Adamms Family the Musical**, directed by Erick James Gyrion and will run July 21-24 & July 27-31. Tickets will go on sale May 2.



P&R Commission Meeting – February 17, 2022

BUSINESS ITEM #1: Island Park Concept (Attachment #1)

Attached you will find the proposed Island Park Concept plan. The plan focuses on new pathways, railing, gathering spaces and restrooms. The internal portion of the park will be left alone. Please recall that the Mayor has budgeted \$125,000 for park improvement with 50% coming from donations. The first phase is projected to include: pathway, railings and gathering spaces.

Suggested Action: Discussion / Direction.

BUSINESS ITME #2: Fresh Air Drive Layout Concept (Attachement #2)

Superintendent of Parks Fink recently emailed out the attached proposed drive layout for Fresh Air Park. The circle drive is drawn to be trailer friendly (70' rad, 16' lane).

Superintendent Fink further noted in his email:

Pros

- Reduces paved surface and eliminates the western paved section that can be returned to natural turf.
- Utilizes the vast majority of existing asphalt footprint which can be used for the base and minimize the need for additional excavation/base.
- Creates a larger buffer for the west town property and eliminates possible "conflict" with private town road.
- Maintains the "drive through concept".
- Provides trailer park space for our trailered mower or other trailered maintenance equipment and/or kayak users.
- Provides a good flow for snow plowing.

Cons

- Still have the pedestrian/car interaction.
- Possibly be one or two tree conflicts.
- Doesn't address drainage ditch along road.

Suggested Action: Discussion and direction.

BUSINESS ITME #3: Reciprocity with Appleton / Menasha (Attachement #3)

Superintendent of Recreation Kluge has provided and memo explain the history of the reciprocity agreement and the agreement itself. There has been a long understanding between the communities and the most recent agreement was for 5 years. Given what we have faced over the last two years staff is recommending the acceptance of the proposed 2 year agreement.

Suggested Action: A motion to recommend acceptance.

BUSINESS ITEM #4: Proposed Cell Tower Location – Rec (Attachment #4)

The department was recently contacted regarding placing a cell tower in either Riverside or Quarry Parks. After speaking with the representative regarding these parks it was determined that neither of these parks were good options. He then inquired about Rec Park and has proposed the location found on the attached map.

Please note this is a preliminary step and staff is seeking authorization to move forward should US Cellular be interested in pursuing the Rec Park location.

Suggested Action: A motion to authorize staff to further negotiate permission to place a cell tower at Rec Park.

BUSINESS ITEM #5: Announcements & Future Agenda Items
Commission Elections



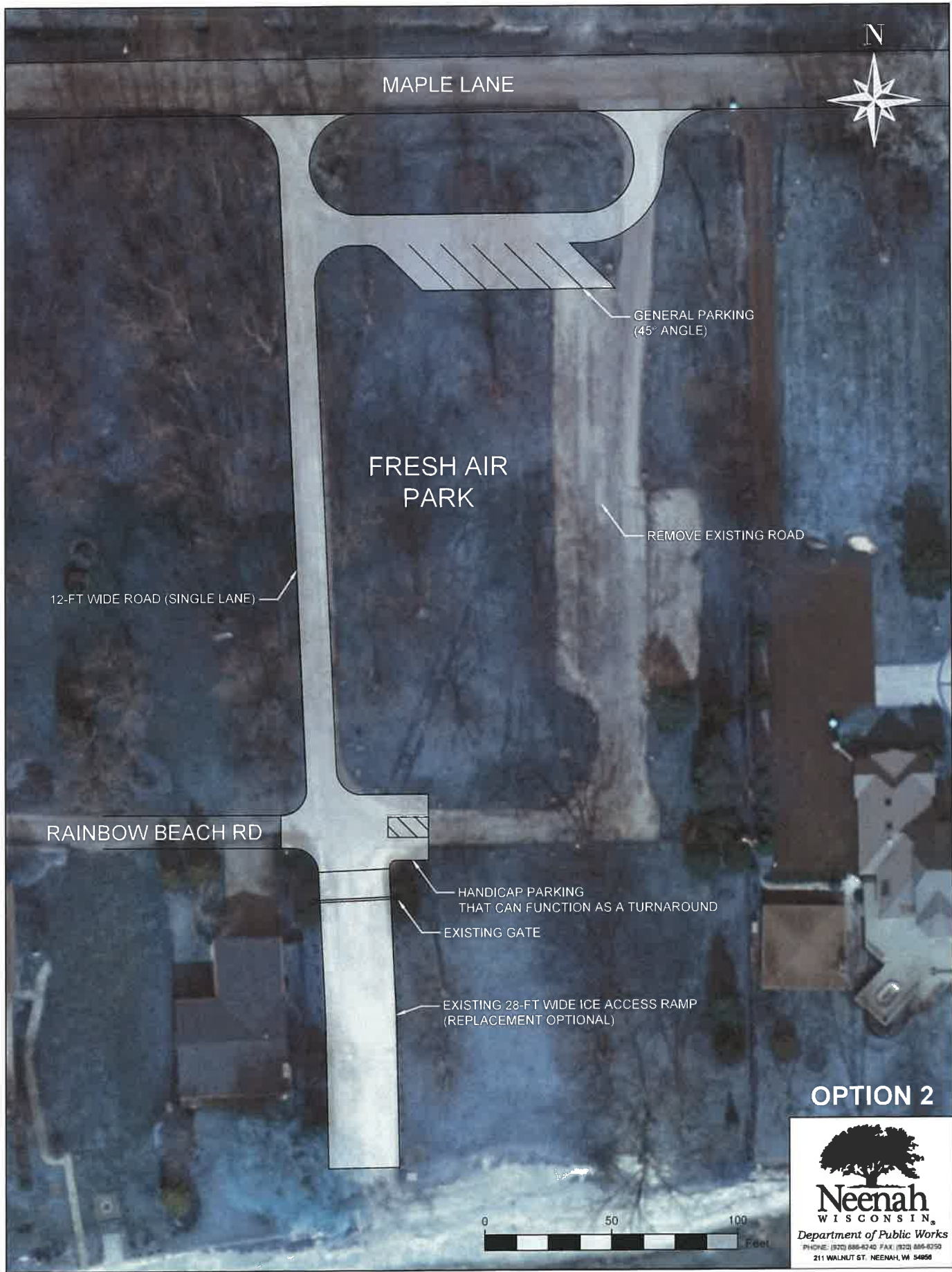
Neenah
WISCONSIN
Department of Public Works
PHONE: (920) 886-6740 FAX: (920) 886-6250
211 WALNUT ST. NEENAH, WI 54956



OPTION 1

PLOT SCALE : 1 IN: 50 FT_XREF

FILE NAME : C:\JAMES\MERTEN\DESKTOP\FRESH AIR_LAYOUTS.DWG
 PLOT DATE : 9/20/2021 12:16 PM PLOT BY : JAMES F. MERTEN



MAPLE LANE



GENERAL PARKING
(45° ANGLE)

FRESH AIR
PARK

REMOVE EXISTING ROAD

12-FT WIDE ROAD (SINGLE LANE)

RAINBOW BEACH RD

HANDICAP PARKING
THAT CAN FUNCTION AS A TURNAROUND

EXISTING GATE

EXISTING 28-FT WIDE ICE ACCESS RAMP
(REPLACEMENT OPTIONAL)

OPTION 2

Neenah
WISCONSIN
Department of Public Works
PHONE: (920) 886-6240 FAX: (920) 886-6250
211 WALNUT ST., NEENAH, WI 54958



N



MAPLE LANE

GENERAL PARKING WITH CURB AND SIDEWALK

FRESH AIR PARK

12-FT WIDE ROAD (SINGLE LANE)

RAINBOW BEACH RD

6-FT WIDE WALKING PATH USING EXISTING ROAD AS BASE

HANDICAP PARKING THAT CAN FUNCTION AS A TURNAROUND

EXISTING GATE

EXISTING 28-FT WIDE ICE ACCESS RAMP (REPLACEMENT OPTIONAL)

OPTION 3



Neenah WISCONSIN

Department of Public Works

PHONE: (920) 896-8240 FAX: (920) 896-8250
211 WALNUT ST. NEENAH, WI 54956







OPTION 5





Department of Parks & Recreation

DATE: 10 February 2022

TO: President Hancock-Cooke and Members of the Parks and Recreation Commission

FROM: Jim Kluge, Superintendent of Parks & Recreation

RE: Reciprocity with Menasha and Appleton

The reciprocity agreements allow residents of Neenah, Menasha and Appleton to participate in programs, and to use facilities, in any of the three Cities, without paying a non-resident fee. Preference can still be given to residents for early registration.

The reciprocity program broadens the scope of programs and activities available to the community. It also improves the likelihood that some new programs will succeed by increasing the participation base.

Previous reciprocity agreements have been approved for a 5 year period. This agreement will be for two years. Due to the inconsistency with programs and facilities over the past two years due to Covid-19, we would like to renew the agreement for a two year period to collect better data and evaluate the agreement in 2023.

With all three parks and recreation departments upgrading their RecTrac systems in the past two years, data normally accessed was unavailable to provide specific information. The data below reflects Appleton and Menasha resident's participation in Neenah programs and facilities.

| Year | Appleton Residents in Neenah | Menasha Residents in Neenah |
|--------------|--------------------------------|--------------------------------|
| 2017 | 138 | 166 |
| 2018 | 114 | 115 |
| 2019 | 124 | 115 |
| 2020 | 176 | 66 |
| 2021 | 101 | 193 |
| TOTAL | 653 – Avg. 130 per year | 655 – Avg. 131 per year |

A copy of the agreement is attached.

AMENDMENT TO PARKS AND RECREATION SERVICES RECIPROCITY
AGREEMENT BETWEEN
APPLETON AND NEENAH
2022-2023

I. THE PARTIES

- 1.01 The City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, Wisconsin 54911("Appleton").
- 1.02 The City of Neenah, a Wisconsin municipal corporation, doing business at 211 Walnut Street, Neenah, Wisconsin 54956 ("Neenah").

II. THE RECITALS

- 2.01 Appleton and Neenah entered into a reciprocity agreement on January 20, 2017, a copy of which is attached hereto and incorporated herein by reference ("Agreement").
- 2.02 This first addendum to the agreement ("Addendum") shall serve as an understanding and agreement between Appleton and Neenah to extend the existing Agreement.

III. THE AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

The Recitals are hereby made a part of the Agreement.

- 3.01 The Agreement is set to expire on December 31, 2021.
- 3.02 Section 3.05 of the Agreement allowed for additional terms of the contract upon written agreement of the parties. While five (5) years was previously contemplated as an extension term, Appleton and Neenah wish to modify the extension term.
- 3.03 This Addendum shall memorialize an extension of the Agreement for a two (2) year term.
- 3.04 This Addendum shall extend the Agreement term through December 31, 2023.
- 3.05 All other previously agreed upon terms and conditions, including price, remain unchanged.

IV. MISCELLANEOUS

- 4.01 In the event that any part of this Agreement is found to be illegal, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist.
- 4.02 This Agreement may be executed in several counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.
- 4.03 This Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.

IN WITNESS WHEREOF, the parties have caused the forgoing instrument to be executed on this _____ day of December, 2021.

CITY OF NEENAH

Witness: _____
Printed Name: _____

By: _____
Dean Kaufert, Mayor

Witness: _____
Printed Name: _____

By: _____
Charlotte Nagel, City Clerk

Approved as to form:

Adam Westbrook, City Attorney

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

#3

CITY OF APPLETON:

By: _____
Jacob A. Woodford, Mayor

Attest: _____
Kami Lynch, City Clerk

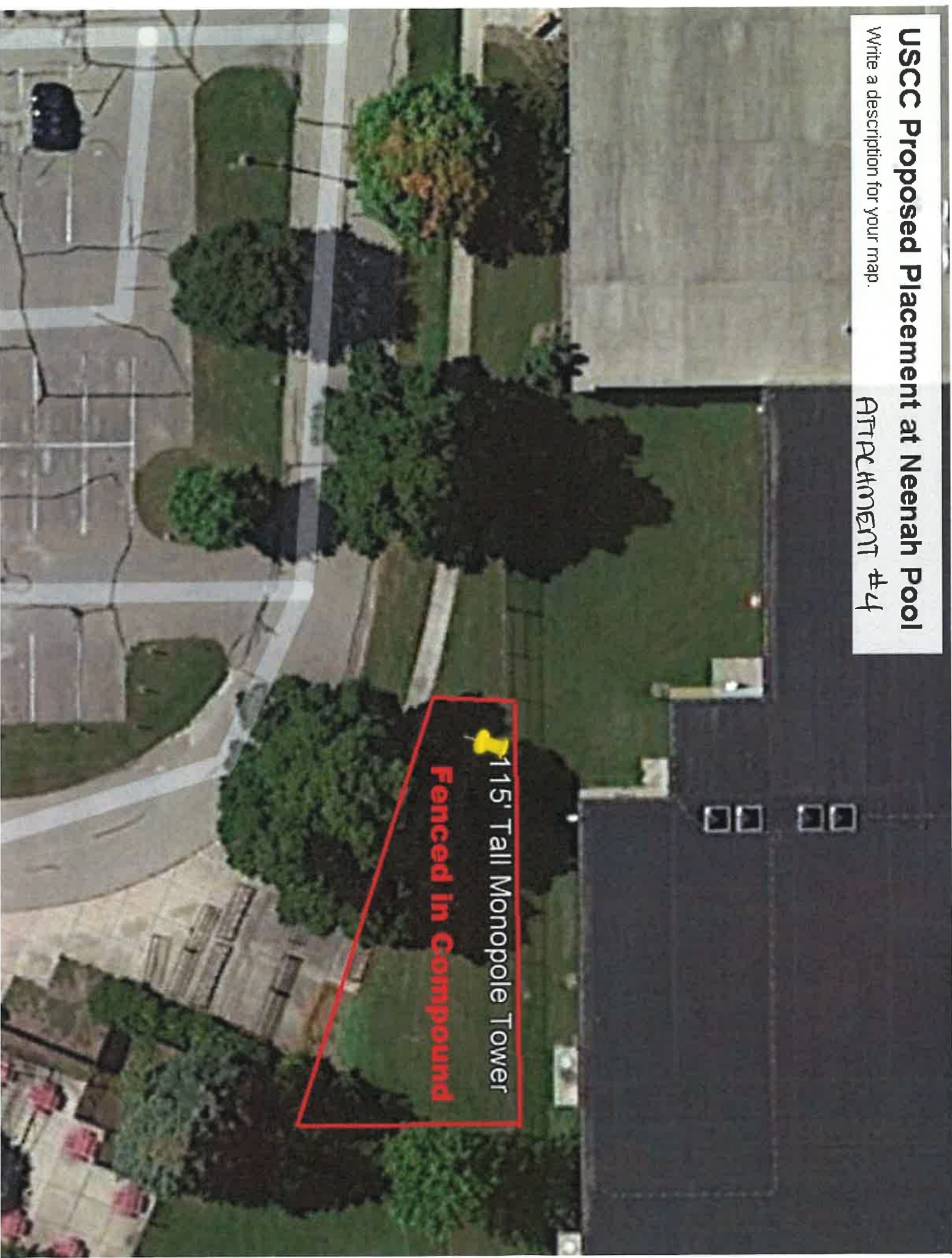
Approved as to form:

Christopher R. Behrens, City Attorney
City Law A21-0962

USCC Proposed Placement at Neenah Pool

Write a description for your map.

ATTACHMENT #4



115' Tall Monopole Tower
Fenced in Compound