



# Parks & Recreation Commission - **REVISED** THURSDAY, OCTOBER 23, 2025; 4:30 P.M. City Hall, 211 Walnut Street Neenah, WI 54956



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

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber	
STAFF	Megan Thompson, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Regular Minutes: September 18, 2025	Attached
BILL VOUCHERS	Bills for Previous Month	Ondresky
FINANCIAL Report	Review Financials Quarterly	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Doty Cabin Report and Presentation 2. United States Coast Guard Auxiliary Facility Use Agreement 3. 2025 CIP Review 4. Announcements & Future Agenda Items	
LIAISON / AD-HOC COMMITTEE 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 based on 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](mailto: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

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REGULAR MEETING – September 18, 2025

### Members Present

	Jim Wise	X	Kate Hancock-Cooke	X	Gary Lawell
	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
X	Jim Kluge, Superintendent of Recreation
X	Trevor Fink, Superintendent of Parks
X	Megan Thompson, Recreation Supervisor

Others Present: Jacy & David Park, Becky Heidke Kwiatkowski, Dave Sebora, Cari Lendrum, and Frank Cuthbert

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

### Correspondence

None

### Appearances

Mr. Sebora inquired about Wilderness Park and whether there was a management plan.

### Minutes

MSC Hillstrom/Weber to approve the minutes of the August 21, 2025 Commission Meeting. All voting aye.

### Bill Vouchers

Commissioner Ondresky reviewed the vouchers for August and found them to be in order.

### Mission Action Report

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

Commissioner Lawell inquired about the construction going on at Southview. New batting cages are being put in.

Commissioner Ondresky commented that there were 40 kayak rentals in 2024 and 48 in 2025 during the month of August.

Commissioner Ondresky asked about the indoor pickleball program found in the rec guide. Superintendent Kluge indicated that this program was made possible through the Boys & Girls Club cooperative. The facility has been available during slow times. Indoor Pickleball felt like a great first program for both parties. Additional programming may be held at the Boys & Girls Club in the future.

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Commissioner Hillstrom shared that Festival Foods, Wisconsin-based grocer, has been sold to an out-of-state grocer and is wondering what impact this may have on the City's fireworks. Director Kading is aware of the sale but has not heard anything and will continue to monitor.

Director Kading recognized Superintendent Kluge for his role in the Riverside Players' successful presentation of *Chicago*. All shows were sold out.

## **BUSINESS FOR CONSIDERATION**

### **NEW BUSINESS ITEM #1: Doty Cabin Report and Presentation**

Jacy Park (2025 Docent) and Becky Heidke Kwiatkowski (Doty Cabin friend) made a presentation to the Commission pertaining to the Doty Cabin inventory that has been completed this summer. 2,040 objects were found in the collection. These items were found in the Cabin, City Hall storage, and the Parks & Recreation Office with 146 items being identified as lost. Moving forward, the Commission will need to read the Collection Policy (to be sent out electronically) and be prepared to ratify the policy. The Commission will also review the 1995 Conservation Assessment and current gaps at Doty Cabin. Lastly, the Commission, per policy, will need to accession and deaccession objects based on recommendations from staff.

The 2026 Doty Cabin theme will be "We the People," which is the theme of museums throughout the country and aligns with the 250<sup>th</sup> Celebration of the United States of America.

**Action:** No action required. Homework: Please review the Collection Policy.

### **BUSINESS ITEM #2: 2025 CIP Review**

The 2025 CIP Status was reviewed.

**Action:** None

### **BUSINESS ITEM #3: Announcements and Future Agenda Items**

October 16 Commission Meeting will be at City Hall  
Wilderness Park

### **Liaison Reports**

Plans Commission: Hancock-Cooke had no report.

Harbor Committee: Director Kading reported that the fall Harbor Committee Meeting is scheduled for October 13 at 4:00 P.M. at City Hall.

MSC Hillstrom/Hancock-Cooke to adjourn at 5:22 P.M.

Recorded for the Commission by Michael T. Kading, CPRP

**Neenah Park & Rec  
Budget Status  
9/30/2025**

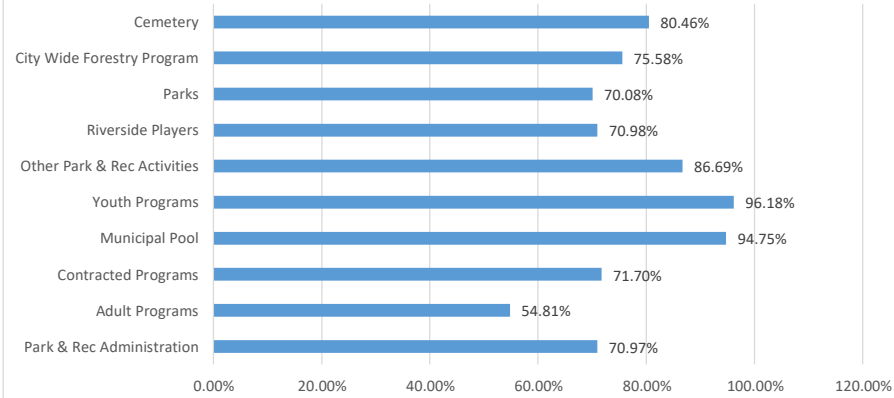
**EXPENSES**

	<b>Budget 2025</b>	<b>YTD 2025</b>	<b>% of Budget</b>	<b>YTD 2024</b>	<b>2024 Full Year</b>
Park & Rec Administration	871,640	618,573	70.97%	600,676	807,528
Adult Programs	3,700	2,028	54.81%	4,419	4,427
Contracted Programs	56,520	40,527	71.70%	45,759	57,335
Municipal Pool	348,680	330,374	94.75%	340,067	345,593
Youth Programs	216,480	208,220	96.18%	197,484	208,272
Other Park & Rec Activities	15,270	13,237	86.69%	10,198	22,701
Riverside Players	34,780	24,688	70.98%	10,447	10,467
Parks	1,110,580	778,271	70.08%	741,159	986,901
City Wide Forestry Program	345,050	260,783	75.58%	273,055	326,255
Cemetery	328,490	264,307	80.46%	252,419	323,613
	<b>3,331,190</b>	<b>2,541,008</b>	<b>76.28%</b>	<b>2,475,683</b>	<b>3,093,092</b>

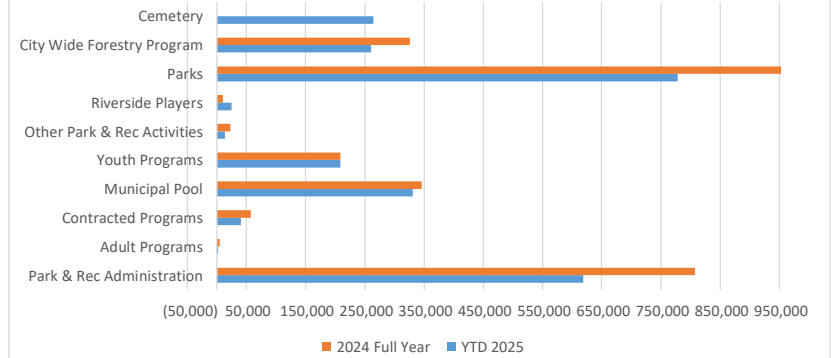
**REVENUE**

	<b>Budget 2025</b>	<b>YTD 2025</b>	<b>% of Budget</b>	<b>YTD 2024</b>	<b>2024 Full Year</b>
Community Fest	19,500	20,382	104.52%	20,380	20,380
General Receipts	(13,750)	(14,374)	104.54%	(14,451)	(15,976)
Adult Programs	9,800	5,635	57.50%	8,792	8,792
Contracted Programs	70,500	73,301	103.97%	76,639	77,409
Municipal Pool	247,550	231,413	93.48%	233,874	234,886
Youth Programs	241,190	240,707	99.80%	233,530	235,562
Other Park & Rec	2,100	1,999	95.19%	1,825	2,236
Riverside Players	41,000	37,774	92.13%	15,214	15,214
Parks	123,930	120,899	97.55%	120,109	116,441
Cemetery	171,170	147,399	86.11%	145,626	205,924
	<b>912,990</b>	<b>865,135</b>	<b>94.76%</b>	<b>841,538</b>	<b>900,868</b>

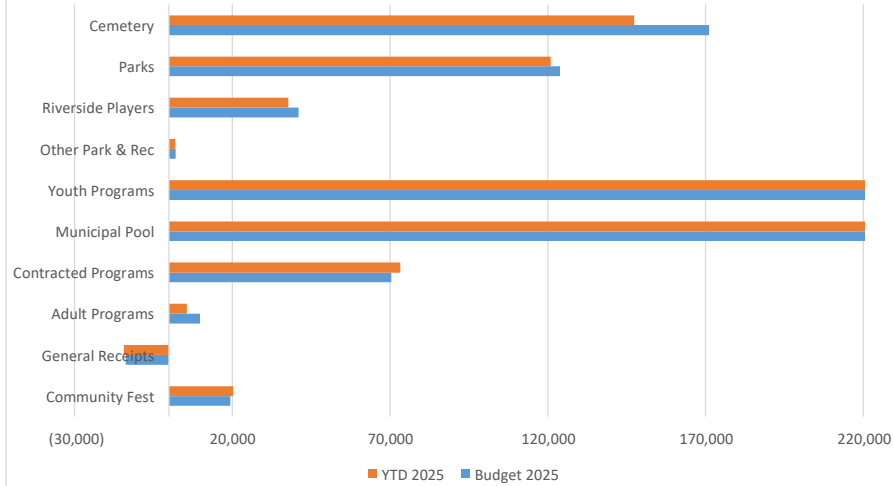
Expenses YTD vs Budget



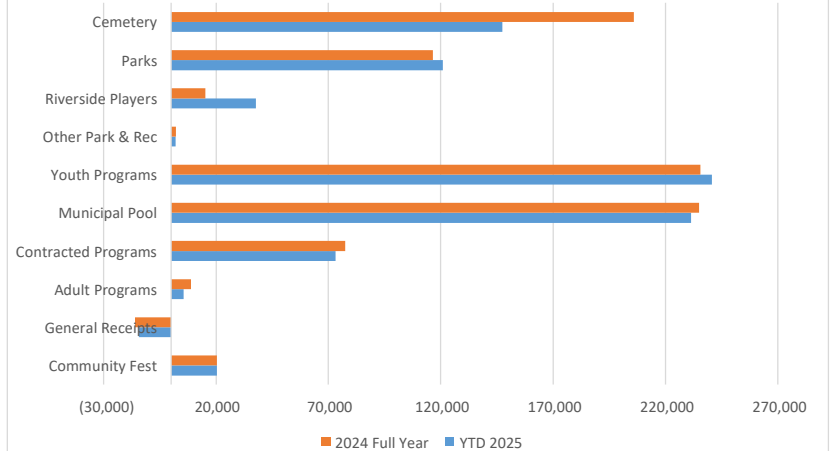
2025 YTD VS 2024 Full Year Expenses



Revenue YTD vs Budget



2025 YTD VS 2024 Full Year Revenue





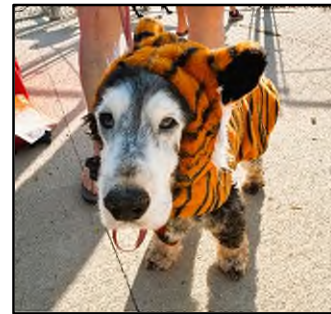
# Parks & Recreation MISSION ACTION REPORT

October 16, 2025

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## Provide recreational experiences.

- Our **1<sup>st</sup> Annual Howl-O-Ween** event was held on October 4 at the Neenah Dog Park. 10 registered dogs attended, and roughly 20 more dogs showed up during the event. Games, treats, prizes, and fall-themed activities were included.



- **Kayak rental pods** were closed for the season on October 6. There were 12 total rentals in September – 6 at Arrowhead Park and 6 at Doty Park and 10 total rentals in October – 4 at Arrowhead Park and 6 at Doty Park. Rental numbers for the season were: 84 rentals at Arrowhead Park and 118 rentals at Doty Park, for a total of 202 rentals.
- Our **22<sup>nd</sup> Annual Build-A-Scarecrow** event took place on October 11 at Riverside Park with approximately 20 families enrolled. Participants enjoyed the opportunity to create their own unique scarecrow as a family.



## Foster human development.

- Staff attended 2 sessions of a 3-part **AI webinar series** for parks and recreation professionals through WPRA. Session 1 was an introduction to AI, session 2 focused on marketing, and session 3's topic is customer service.

## Promote health and wellness.

- **Zumba, Tai Chi and Yoga classes** are going strong. Next session Yoga classes will begin the week of November 17.
- **Pickleball Open Play** will start the week of October 27. Play will be between 8:30-10:30am. at the Boys and Girls Club in Neenah. Registration is required.

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Parks & Programs*



# Parks & Recreation MISSION ACTION REPORT

## **Facilitate community problem solving.**

- **Kimberly Point Lighthouse fundraising** efforts continue to progress. We are currently at \$131,000 with a pending \$7,500, which will bring us very close to the 50% mark. A pop-up event has been planned for Thursday, October 23 from 12:00-1:00 P.M. at the Lighthouse in cooperation with Neenah DQ.

## **Protect environmental resources.**

- **Doty Park Shoreline Preservation:** Work continues. These pictures are from Wednesday, October 8. Work is progressing very quickly, and substantial completion is expected in the first week of November.



- **Carpenter Preserve:** Bi-annual neighborhood update meeting was held Thursday, October 2. Approximately 35 individuals attended. **Volunteer Workday** is scheduled for **Saturday, October 4.**

# Parks & Recreation MISSION ACTION REPORT

- **Seasonal park shelters and restrooms** will be closed down and winterized beginning the week of October 13.



## **Arrowhead**

The field has been dormant seeded and the drainage pipes installed.

## **Strengthen community image and sense of place.**

- Park staff attended the fall **WPRA workshop** in Onalaska on October 1 – 2. Rock Solid provided classroom and field sessions describing various trail designs for natural areas. Day two featured a tour of the very nice park facilities that Onalaska provides for their citizens.
- Park staff have been working on constructing the **new battings cages** at Southview Park.





## City of Neenah Parks & Recreation Commission Meeting October 23, 2025

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### **BUSINESS ITEM #1: Doty Cabin Report and Presentation #2 (1995 Conservation Assessment)**

Jacy Park, 2025 Cabin Docent, and Becky Kwiatkowski will be in attendance to provide a presentation on the summer inventory of the Doty Cabin collections. The last inventory was completed in 1995. Also completed in 1995 was a Collections Policy and Conservation Assessment. Both documents remain relevant today but need updating.

Over the course of the next 3-4 months/meetings, the Commission will be provided with the documents and suggested revisions. Once completed, the Commission will need to provide direction on items found in the collection.

This presentation covers the 1995 Conservation Assessment and recommendations. Jacy has taken the entire document and broken it down into the attached summary spreadsheet.

**Suggested Action:** No action required.

### **BUSINESS ITEM #2: U.S. Coast Guard Auxiliary Facility Use Agreement**

Attached is a signed draft of the proposed agreement for U.S. Coast Guard Auxiliary use of the Whiting Boathouse. This renewal extends the agreement for another 5 years. In lieu of payment, the Coast Guard Auxiliary agrees not to charge the City for services provided during CommunityFest.

**Suggested Action:** Acceptance and approval of the Facility Use Agreement

### **BUSINESS ITEM #3: 2025 CIP Review**

### **BUSINESS ITEM #4: Announcements & Future Agenda Items**

Next Meeting – November 20 at 4:30PM, City Hall

Draft Lease Agreement Renewals

Neenah Baseball Inc.

Fox Valley Sailing School

Neenah Nodaway Yacht Club

Docent Recognition

Sandy Joch

Jann & Bill McBride

DOTY CABIN GOALS (1995 Assessment Findings)				
TOPIC TITLE	FINDING	PRIORITY	CORRECTIVE ACTION PROPOSED	
TRAINING	1. Many collection items have suffered from neglect. 2. Volunteer staff with no museum training or basic understanding of basic museum procedures and standards.		1. Purchase Reference Books. See Ref Library Tab for suggested reading material.	
			Purchase Professional Memberships in organizations. Join the following organizations: 1. Am. Assoc. of Museums (AAM) 2. Am. Assoc. for State and Local History (AASLH)	
			Attend Training Workshops. International Preservation Studies Center offers online courses and a certificate for Small Museum Pro	
MANAGEMENT (Purpose of Museum)	1. The collection has grown with no consistent plan in mind. 2. Three themes: Doty Family, Native Americans & OTHER (no scope).		Create a "Statement of Purpose" to define the purpose of the Cabin, purpose of its displays	
			Develop Collections Policy 1. Define scope of the collections. 2. Policy allows unnecessary objects to be deaccessioned and identify gaps that may need to be filled. NOTE: AASLH has a collections management manual: Current Thoughts on Collections Policy: producing the essential document for Administering Your Collections. and. Developing a Collections Management Manual. 3. Policy allows Admin to transfer objects to an institution that could care for the item long term since there is a real possibility that consitions at The Cabin can never be made suitable for long-term preservation of some objects.	
MANAGEMENT (Roles & Responsibilities)	1. Employees feel they do not understand their responsibilities or their authority 2. Employees are taking items home to work on them due to no workspace at the Cabin		Create Roles & Responsibilities of Curator, Docent, Volunteer.	
			In the Management Policy, state collections can only be at the Cabin or Neenah City Hall storage area. Items cannot be taken home.	
MANAGEMENT (Finance)	No specific budget line item for Doty Cabin collections, maintenance or programs.		Determine annual budget for Cabin - specifically for Collections Management	
MANAGEMENT (Emergency Response)	1. Cabin has ONLY 2 hand-held fire extinguishers 2. No emergency response plan.			
			Add Fire Supression System - needed (when water is added to the cabin)	Now has Fire Pull (notification) at Entrance
			Create Emergency Response Plan for Doty Cabin.	
EXTERIOR PRESERVATION (Roof)	Roof - Evidence of moss Chimney - Gives access to water and pests.		Annually - Remove moss and wash shingles with dilute solution of bleach to kill any growth. Strip of zinc attached just below the peak of the roof	
			Cap the chimney at the top.	
EXTERIOR PRESERVATION (Gutters)	Gutters - poor drainage away from the builing contributing to the high humidity levels inside the cabin.		SEE: COLLECTION PRESERVATION (Humidity)	
EXTERIOR PRESERVATION (Shutters)	Shutters attachments are damaging the cabin		Provide non-damaging method for attaching winter shutters - such as clips or other securing devices that would not cause repeated damage to the window frames.	
COLLECTION PRESERVATION (Pest Control)	1. Evidence of pest activity - beetles, clothes moths, mice. 2. Mice have been a problem in the past 3. Insect damage in Native Americans room.		Regular inspections for pest activity. Traps should be used as the monitor system.	
			Inspect exterior of building and seal all gaps annually.	
		6.25.2025	Bird nests removed immediately. 6/25/2025 - There is a bird nest on the back of the building under the eaves. Scott (city Maint) says he will bring a boom truck to empty the gutters and to get rid of the bird nest.	
			Tight fitting screens installed on the door/windows opened for ventilation.	
			Baskets to be stored in cases, not on the floor.	
			Add "No food consumption in the building" to the Collections Policy.	
COLLECTION PRESERVATION (Exhibitions)	1. Collections exhibited at Doty Cabin are a combination of styles. 2. Exhibits have been static for many years. 3. Three categories of collections: 1. James Doty & Cabin, 2. Native American 3. Miscellaneous historic objects 4. Exhibit cases can provide "micro climates" inside. 5. Barriers good to prevent patrons from touching objects, but prevent patrons from examining anything closely		ADD MORE: Exhibit cases provide security and patrons can get closer look at objects. READ: Conservation Guidelines for Construction materials.	
			Use ventilating display cases to prevent high humidity/temp	
			Vents on display cases should be screened to exclude insects	
			READ: <b>Conservation Guidelines for Exhibit Design and Installation</b>	
			To protect swords & rifles, wooden or plastic brackets should be made and padded.	
			The painted deerskin should be displayed flat, in a table case of sufficient size.	
			No display objects directly onto the floor.	
			Birchbark canoe needs a custom built cradle to support its shape. READ: CCI Note on <b>Care of Canoes, Kayaks and Umiaks</b> (suitable support)	
			Protect furniture on first floor from cold and damp of concrete by places on slightly raised wooden blocks or platforms.	

COLLECTION PRESERVATION (Records Info)	1. Records pertaining to the collections are incomplete. 2. Condition reports for each item are lacking information and details 3. Full inventory was last completed in 1994. 4. Condition reports and background information reports are vague		Complete a full inventory of Doty Cabin & City Hall storage.	
		6.25.25	Add a (detailed) initial Condition Report as part of the Accession Form. Combined the suggested Condition Form from the 1995 Assessment with the original Accession Form. Added a few new lines such as signature of donor and release statement (City of Neenah has full possession of item and can use/dispose of item as deemed by the City).	
COLLECTION PRESERVATION (Housekeeping)	1. Evidence of poor housekeeping - dusty items, mouse droppings and other debris needs to be improved. 2. Care and management of collections is hampered by the fact there is no workspace and limited utilities at the Cabin. 3. Cleaning w/ electrical appliances (vacuum,etc) difficult due to lack of outlets and power.		Create a <b>Housekeeping Plan &amp; Schedule</b> to maintain the interior of the Cabin and displays. Only methods appropriate to museums to be used.	
			Guide: Book by Sherry Butcher-Youngmans: <b>Historic House Museums: A Practical Handbook for their Care, Preservation, and Management.</b>	
			STOP sweeping with a broom - raises more dust than eliminates. Use Vacuum, Dust Mop.	
			Window sills and other building surfaces dusted with a dust cloth, treated with Endust.	
			Furniture and other collections lightly dusted with soft bristle brushes or soft cotton cloths.	
			Add Water Source - for cleaning, winter/employee bathroom, expanded winter hours and fire suppression system.	
			Electrical upgrade - cabin has three 15-amp circuits. Need additional power to improve cleaning opportunities, fans, dehumidifiers.	
COLLECTION PRESERVATION (Illumination)	1. Daylight is degrading artifacts 2. Light levels in several of the rooms far exceeded the levels recommended to prevent serious light damage. (Bedcovers in bedrooms >1500lux. 3. Recommended exhibition conditions for textiles are no more than 50 lux. 4. Sheer curtains cannot filter out ultraviolet light. 5. Feather Headress extremely sensitive to UV light.		Cloths used for artifacts should NOT be treated with chemicals - only slightly dampened with water spray if necessary.	
			Lower the intensity of daylight illumination by installing SHEER curtains on all windows - keep drawn at all times.	
			Opaque curtains to be installed on windows with direct sunlight (S, E, W exposures)	
			Arrange displays to avoid direct exposure to daylight.	
			Install sleeves on fluorescent lights to eliminate UV light (Ex: Solar Screen). Alternative, choose brands of bulbs that produce lower levels of UV.	
			TURN OFF lights (that have UV radiation) except when visitors are present.	
		6/26/2025	Use LED light bulbs wherever possible - Eliminate incandescent light bulbs. LED's do not emit harmful UV radiation. Scott, the Doty Cabin Maint guy, changed all incandescent bulbs to LED (5 Watt LED which is equivalent to 40W incandescent). The color of the lighting is much more WHITE, but apparently gives off the same amount of light as the incandescent bulbs. The new lights really brightened the rooms.	
			Install glass shades on ceiling lights to direct light up towards the white ceilings.	
			Long Term Goal: Upgrade the artificial lighting to eliminate daylight	
			Add UV filtering material to the windows (Ex: Solar Screen) - clear filter films that can be applied directly to the window glass	
COLLECTION PRESERVATION (Humidity)	- Control levels of relative humidity (should be >35% in winter and <50% in summer). - Daily fluctuations +/- 6% should be prevented if possible - Conditions inside the cabin are characterized by chronic dampness. - Evidence of high levels of relative humidity have been a chronic problem. - Very high humidity due to cement floors. - Gutters only on north side- water drains onto rocks at the corner of the cabin which only serve to spatter the water close to the building.		Another option: Create storm windows made with ultraviolet filtering plexiglass ("UF-3")	
			Create a study of recording temperature vs relative humidity in the cabin as well as at the storage space at City Hall, to accurately determine needs.	
			Store items at City Hall that are not currently on display.	
			Remove plants against the building to keep base of cabin dry	
			Install conventional gutters. Rainwater to be effectively drained 3-4 feet away from the building. (historically inaccurate, but benefits outweigh disadvantage of their appearance)	
			Install humidistatically controlled heating to maintain desired relative humidity 24hrs/day (Not just during open hours/seasonally)	
			Install a compact central air system designed by "Space Pak" that can be retrofit unobtrusively into historic structures.	
			READ: Canadian Conservation Institute: Humidistatically Controlled heating: A New Approach to Relative Humidity in Museums Closed for the Winter Months.	
COLLECTION PRESERVATION (Storage & Winter Months)	1. Many objects remain tucked away in drawers, trunks, closets, and cubby holes under the eaves at the Cabin. Subjected to poor conditions without any display benefit.		Remove objects from Doty Cabin not currently on display. Put into storage.	
			As many objects as possible should be stored in archival boxes to protect from dust and light. Wrap in tissue paper or placed in a smaller box.	
			End of Summer season - remove as many of the smaller display items as feasible leaving only the larger furniture in the building year round.	
			Furniture and other items should be moved away from the outside walls and into the center of the room. Raised on blocks to protect from cold and damp of the concrete floor. Cover with cotton sheets. Then cover with polyethylene to protect from dust. Cotton sheets will provide buffer against any condensation.	

COLLECTION PRESERVATION (Paper Conservationist)	Specific Items need attention: Paper Conservationist	<p>READ: CCI Note: <b>Closing a Museum for the Winter.</b></p> <p>Specific Items need attention: Paper Conservationist</p> <ol style="list-style-type: none"> <li>1. Three 1870 maps of neenah and Menasha in the Library /entry hall.</li> <li>2. 1857 Engraving of the town plan</li> <li>3. Certificate of the Grand Army of the Republic</li> <li>4. The Doty Letters</li> <li>5. Watercolor of the Doty Cabin in the Parlor</li> <li>6. Color print of the "residence of E.L. Mathewson, Doty Island" in the upper hallway</li> <li>7. Bound trade ledger that has been pasted over with clippings</li> </ol>	
COLLECTION PRESERVATION (Paintings Conservator)	Specific Items need attention: Paintings Conservator	<p>Specific Items need attention: Paintings Conservator</p> <ol style="list-style-type: none"> <li>1. Painted Fire Screen</li> <li>2. Landscape of the island hung in the Parlor (significant loss of paint along bottom edge) Remove from wall, store saying flat in a safe location</li> <li>3. Needwork sampler hung on the north wall of the library</li> </ol>	

Caring for Your Collections: Preserving and Protecting Your Art and Other Collectibles.

Harriet Welchel, Ed. Prepared by the National Committee to Save America's Cultural Collections. New York: Harry N. Abrams, Inc., Publishers. 1992.  
Available through the AAM, \$40.00

CCI Notes. A series of leaflets on the care of a wide variety of materials.

- Available from the Canadian Conservation Institute. Free of charge.

Collections Care: A Basic Reference Shelf List. National Institute for the Conservation of Cultural Property. 1990. Available from the N.I.C. \$15.00

\*Conservation Concerns: A Guide for Collectors and Curators.

Konstanze Bachmann, Ed. Washington, D.C.: Smithsonian Institution Press, 1992.  
Available through the AAM or the Smithsonian, \$15.00

Barclay, R.L., et al. The Care of Wooden Objects. CCI Technical Bulletin No. 8.  
Canadian Conservation Institute, 1982.  
Available through CCI, free.

Basic Art Handling. A video produced by the Gallery Association of New York State, 1988.  
Available through the AAM, \$80.00  
An excellent training tool for staff, students and volunteers.

Burcaw, G. Ellis. Introduction to Museum Work. 2nd Edition. Nashville: AASLH, 1983.  
Available through the AASLH, \$16.95

\*Butcher-Youngmans, Sherry. Historic House Museums: A Practical Handbook for their Care, Preservation, and Management. Oxford University Press, 1993. \$39.95

Clapp, Anne F. Curatorial Care of Works of Art on Paper. Lyons & Burford, 1987.  
Available through the AAM. \$17.00.

Diess, William A. Museum Archives: An Introduction. Society of American Archivists: 1984.  
Available through the SAA or AAM, \$15.00

\*Dudley, Dorothy H., Wilkinson, Irma B. et al. Museum Registration Methods. 3rd Edition, Revised. Washington, D.C.: American Association of Museums, 1979.  
Available through the AAM, \$30.00

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Museum Pest Control. Ed. by Lynda A Zyckerman & J. Richard Schrock. Washington, D.C.: Foundation of the American Institute for Conservation & the Association for Systematic Collections, 1988.  
Available through the Association of Systematic Collections

Steven L. Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries. 2nd Edition. Chicago: Society of American Archivists, 1989.  
Available through the SAA

John D., Weinberg, Susan Kalb. "Museum Collections Storage." Part series published in Museum News, March/April, May/June, & July/August

Steven A. Way to Go! Crating Artwork for Travel. Hamilton, N.Y.: Gallery Association of New York State, 1985.

John K. A Handbook on the Care of Paintings. Nashville: AASLH, 1976.

Raymond H. Silica Gel. CCI Technical Bulletin No. 10. Canadian Conservation Institute, 1984.  
Available through CCI, free.

Bert F. Furniture Care and Conservation. Rev. 3rd ed. Nashville: AASLH Press, 1992.

John Bruce. The Care of Antiques and Historical Collections. Nashville: AASLH Press, 1985.  
Available through the AASLH, \$16.95

J. Relative Humidity: Its Importance, Measurement and Control in Museums. CCI Technical Bulletin No. 1. Canadian Conservation Institute, 1975.  
Available through CCI, free.

J. Museum Lighting. CCI Technical bulletin No. 2. Canadian Conservation Institute, 1975.  
Available through CCI, free.

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**Memorandum of Understanding**  
between  
**Neenah Park & Recreation Department**  
**and United States Coast Guard Auxiliary**  
~ 2026-2030 ~

The purpose of this agreement is to define the rights and responsibilities of Neenah Park & Recreation Department (NPRD) and United States Coast Guard Auxiliary (USCG-AUX) relative to the use of City of Neenah facilities.

- 1) NPRD will permit USCG-AUX to utilize a portion of Whiting Boathouse, specifically the easternmost boat stall, deck storage and office space.
  - a. NPRD shall distribute keys to USCG-AUX leaders. USCG-AUX shall keep a current list of key holders on file with NPRD.
  - b. Facilities shall be used for official USCG-AUX business. Facilities shall not be used for social gatherings. Use of alcohol and tobacco products is prohibited.
  - c. USCG-AUX may maintain and be responsible for internet and/or cable utilities. The City of Neenah will be listed as the owner of both services. USCG-AUX agrees to pay all costs associated with the services.
- 2) NPRD shall have no liability for any portion of the USCG-AUX amenities or equipment.
- 3) NPRD shall be responsible for maintenance and repairs to the exterior of the building.
- 4) USCG-AUX shall be responsible for routine cleaning and maintenance and repairs of internal operational items within the building.
- 5) USCG-AUX shall indemnify and hold NPRD and the City of Neenah harmless from any and all activities the USCG-AUX undertakes on City of Neenah property.
- 6) USCG-AUX shall provide NPRD a "United States Coast Guard Auxiliary - Third Party Insurance Liability Release" letter which shall be on file with the City Clerk for the duration of this agreement.
- 7) USCG-AUX agrees to exercise due care in the preservation of the premises and to uphold city rules, regulations and ordinances and to comply with all appropriate laws, including ADA Title II. The lessee further agrees to ensure that employees and volunteers are aware of and comply with appropriate rules, regulations, ordinances and laws.
- 8) In lieu of payment, USCG-AUX will continue to donate marine support services needed for the safe operations of the City's annual Community Fest event estimated at a value of \$3,000. Further noted, the USCG-AUX provides marine support services to the Neenah boating community throughout the boat season on a volunteer basis.
- 9) The TERM of this agreement shall be January 1, 2026 through December 31, 2030. The agreement may be amended, at any time, by mutual agreement of both parties. Failure of the lessee to comply with any and all provisions of this agreement authorizes the lessor to terminate the lease.

**Signatures**

Rebecca P. Welch      15OCT2025  
United States Coast Guard Auxiliary      Date

\_\_\_\_\_  
Neenah Parks and Recreation      Date

Rebecca P. Welch  
Print Name

\_\_\_\_\_  
Print Name