



**Parks & Recreation  
 Commission -**  
**THURSDAY, DECEMBER 18, 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.

<b>MEMBERS</b>	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber
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<b>STAFF</b>	Megan Thompson, Jim Kluge, Trevor Fink, and Michael Kading
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**AGENDA TOPICS**

<b>CALL TO ORDER</b>	
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<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances
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<b>MINUTES</b>	Approval of Regular Minutes: November 20, 2025	Attached
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<b>BILL VOUCHERS</b>	Bills for Previous Month	Ondresky
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<b>FINANCIAL Report</b>	Review Financials Quarterly	Attached
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<b>CORRESPONDANCE</b>	Retirement Letter - Kluge	
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<b>MISSION ACTION Report</b>		Attached
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<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Accept/Recommend Kimberly Point Shoreline Design/Engineering Services Agreement</li> <li>2. Appoint Comprehensive Outdoor Recreation Plan (CORP) Task Force</li> <li>3. Doty Park Conceptual Play Area Plan</li> <li>4. Facility Use Agreement – Neenah-Nodaway Yacht Club</li> <li>5. 2025 &amp; 2026 CIP Review</li> <li>6. Announcements &amp; Future Agenda Items Doty Cabin – Accession/Deaccession</li> </ol>	
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<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <li>◇ Hancock-Cooke</li> <li>◇ Galloway</li> </ul>
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<b>ADJOURN</b>	
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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*

REGULAR MEETING – November 20, 2025

Members Present

X	Jim Wise	X	Kate Hancock - Cooke	X	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
X	Megan Thompson, Recreation Supervisor

Others Present: Frank Cuthbert, Flo Bruno, Cari Lendrum, Sandy Joch, Jon Joch, Bill & Jann McBride, Mayor Lang, Bethanie Gengler, Jacy Park, and Becky Heidke-Kwiatkowski

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

Commendations of former Doty Cabin Docents Sandy Joch and Jann & Bill McBride were given to recognize the years of dedication serving the Doty Cabin.

**Correspondence**

None

**Appearances**

Flo Bruno thanked Frank Cuthbert for organizing the installation of the statue at Doty Park. Ms. Bruno distributed a photo of the statue.

**Minutes**

MSC Lawell/Hillstrom to approve the minutes of the October 23, 2025 Commission Meeting. All voting aye.

**Bill Vouchers**

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

**Mission Action Report**

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

- Commissioner Kelly asked when the Doty Park project is expected to be completed. Director Kading indicated that, weather permitting, the hope is the wrap up by November 26. Final tasks include completing the south stone rip-rap and seat wall, removing the causeway, installing the north fishing pad and future planting bed, and completing site restoration.
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- Commissioner Hancock-Cooke expressed concern over the condition of Douglas Park. Director Kading stated that the pond has been dormant seeded and that vegetation growth will not be seen until spring 2026.
- Commissioner Kelly inquired about the pickleball programming that is occurring at the Boys & Girls Club. Superintendent Kluge stated that the program started in fall and is held on Mondays/Wednesdays of each week. The current session goes through Christmas, and the next session will go from January through March.
- Commissioner Lawell asked about the Lighthouse fundraising effort. Director Kading informed the Commission that to date, \$185,000 of the \$280,000 has been raised.
- Commissioner Hancock-Cooke asked how the closing of the Menasha Pool might impact us. Director Kading indicated that staff have met with Menasha representatives to come up with some creative ways of being able to offer services.
- Superintendent Kluge requested volunteer Commission pancake flippers for the Breakfast with the Grinch scheduled for December 6. Commission members are asked to arrive by 8:00 A.M.

## **BUSINESS FOR CONSIDERATION**

### **BUSINESS ITEM #1: Approve Facility Use Agreement – Neenah Baseball Inc.**

Agreement was reviewed.

**Action:** MSC Lawell/Galloway to accept and approve the Facility Use Agreement with Neenah Baseball Inc. All voting aye.

### **BUSINESS ITEM #2: Approve Facility Use Agreement – Fox Valley Sailing School**

Agreement was reviewed.

**Action:** MSC Galloway/Hillstrom to accept and approve the Facility Use Agreement with Fox Valley Sailing School. All voting aye.

### **BUSINESS ITEM #3: Doty Cabin Report Presentation – Collection Policy**

Ms. Park and Ms. Heidke-Kwiatkowski gave a presentation on the proposed Doty Cabin Collection Policy. The presentation was very interactive with many questions and clarifications.

**Action:** No action was required.

### **BUSINESS ITEM #4: Adopt Doty Cabin Collection Policy**

**Action:** MSC Galloway/Lawell to accept and adopt the Doty Cabin Collection Policy as revised. All voting aye.

**BUSINESS ITEM #5: 2025 CIP Review**

The 2025 CIP was reviewed.

**Action:** No action was required.

**BUSINESS ITEM #6: Announcements and Future Agenda Items**

Appoint Comprehensive Outdoor Recreation Plan Task Force – December

Facility Use Agreement – Neenah-Nodaway Yacht Club – December

Doty Park Conceptual Play Area – December

Wilderness Park – Suggested to take up during CORP process

Rec Assets – China, pictures, and chandeliers

**Liaison Reports**

Plans Commission: Hancock-Cooke had nothing to report.

Harbor Committee: Galloway had nothing to report.

Meeting was adjourned at 6:03 P.M.

Recorded for the Commission by Michael T. Kading, CPRP



Park & Recreation Board Members,

Thank you for devoting a segment of your recent meeting to recognize the service and stewardship of Mrs. Sandy Joch and the McBrides at Doty Cabin. I have always maintained that caring for this historic structure was its *own* reward!

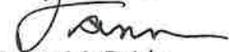
The ultimate goal was to protect and preserve the integrity of, not only the Cabin, but the scenic greenspace on which it rests. The efforts extended to surrounding areas as evidenced by neighbors following suit in beautifying their own yards and gardens.

Thank you, too, for the handsome, commemorative pen set in the engraved wooden case. Mine is proudly displayed on my favorite desk, crafted by my father some 85 years ago when he was just 15.

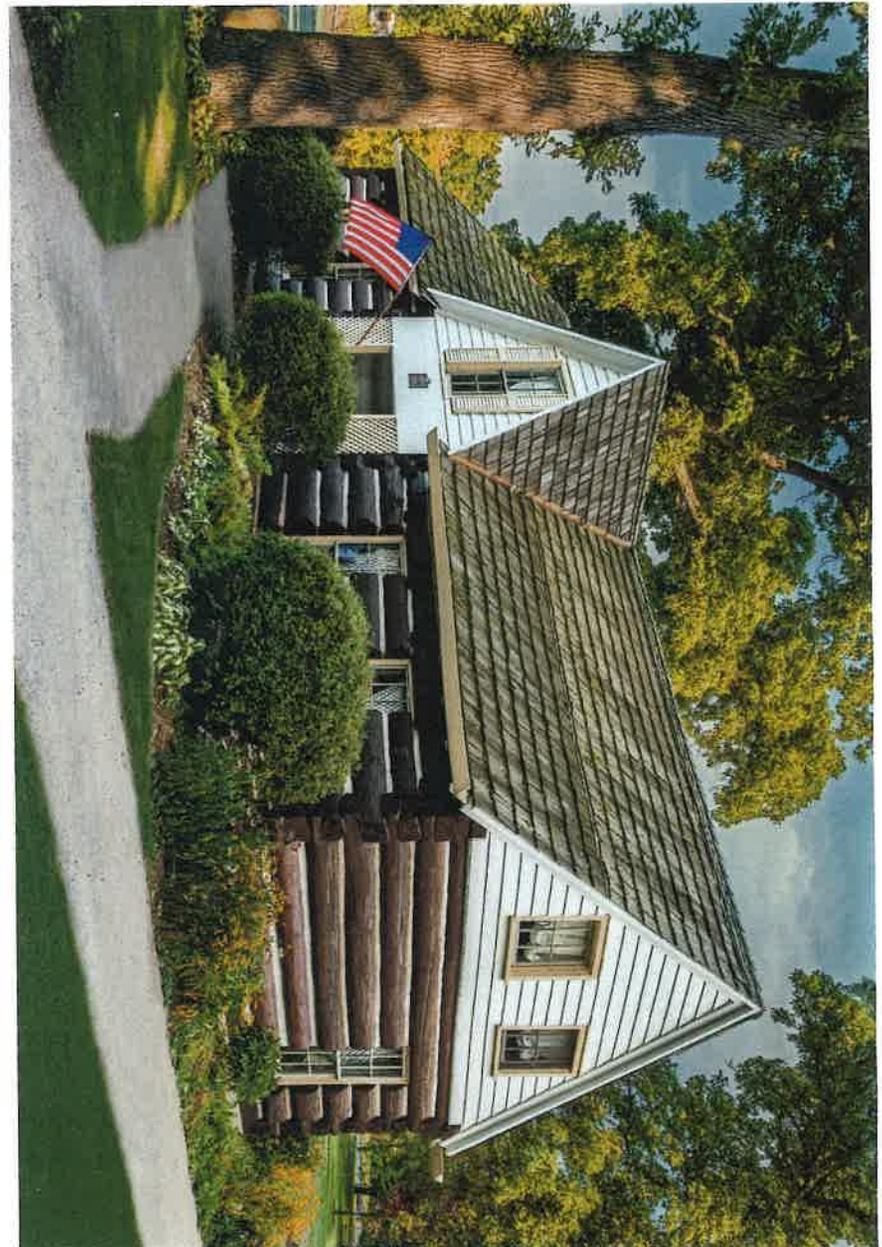
The three post cards and page of stickers have been placed in my 'Doty Cabin Memorabilia Box' – along with letters, photos, gifts and tributes received along the way.

Most appreciated were the heartfelt words in the Proclamations read by Mr. Kading. They aptly reflected the sentiment of the past 23 years.  
**Thank you, Mike!**

Respectfully,

  
Jann McBride

P.S. Bill adds: The mousetraps in his garage work great!





# Parks & Recreation MISSION ACTION REPORT

December 18, 2025

## Provide recreational experiences.

- The **Grinch Family Breakfast** took place on Saturday, December 6. The event was at capacity with 50 individuals registered. Families had the opportunity to eat a pancake breakfast, take a photo with the Grinch, watch the Grinch cartoon movie, and participate in a candy cane hunt! Thank you to our Commissioners who were able to be a part of the fun.
- **Winterfest** is on January 10. Our event sponsor once again is Fox Communities Credit Union. The event is free to the public and runs from 11:00 A.M. to 1:00 P.M.
- All three **ice rinks** – Washington, Memorial, and Green, are coming along and should be skateable for the winter break.



## Foster human development.

- **Summer seasonal job applications** are available online. Apply at [governmentjobs.com/careers/neenahwi](http://governmentjobs.com/careers/neenahwi). Deadline is February 1, 2026.
- Recreation staff are collaborating with students in **Neenah High School's Advanced Business** class to provide real-world learning opportunities. Students recently created mock t-shirt designs for our summer program staff. They will now shift their focus to developing marketing and sponsorship/fundraising concepts for the 2026 **Listen to the Loop** event on June 5.
- As noted, Superintendent Kluge has announced his intention to retire, effective February 13, 2026. The **Superintendent of Recreation** position has been posted, and the City will continue to accept applications until the position is filled. Phone interviews are planned for January 6 with in-person interviews planned the following week.

## Facilitate community problem solving.

- We have surpassed the \$250,000 mark of the \$280,000 fundraising goal for the **Kimberly Point Lighthouse Preservation Project** thanks to over 125 donors! The deadline to donate to be included on the donor board is May 1, 2026. Any additional funds raised beyond the goal amount will be used to offset the City's contribution to the project and establish a trust fund for future maintenance work on the lighthouse.
- **Comprehensive Outdoor Recreation Plan (CORP) Planning Process:**

Proposals Due	January 22, 2026
Initial Screening	January 29, 2026
Interviews (if needed)	February 12, 2026
Commission Recommendation	February 19, 2026

*Creating Community Through People,  
Parks & Programs*

# Parks & Recreation MISSION ACTION REPORT

Committee Recommendation	February 24, 2026
Council Approval	March 4, 2026
Project Kickoff	April 2, 2026

## **Protect environmental resources.**

- **Kimberly Point Shoreline** stabilization/improvement planning process will begin in 2026 following the approval of the proposal that Edgewater Resources has submitted.
- The **Doty Shoreline Phase 1** project is 99% complete. A punch list of items was developed prior to the snowfalls and will have to be completed in spring 2026. The City will hold retainage until spring, at which time we will be able to close out the project and seek grant reimbursement. In cooperation with the Fox-Wolf Watershed Alliance, we will be hosting a volunteer spring planting day along the shoreline on Saturday, May 9. Doty Island Community Partners has agreed to help sponsor the event and recruit volunteers. There are three beds along the shoreline that will be planted in spring. These beds are meant to be demonstration plantings that shoreline homeowners could replicate.

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

- As outlined above, our department met with a high school class on December 8 to discuss their involvement in the **Listen to the Loop Music Festival**, a new event to be held June 5, 2026, in cooperation with Fox Crossing and Menasha. The intention is to celebrate National Trail Day and the Loop the Lake Trail. The Arrowhead Park site will be designated as kid/family friendly. Attendees can anticipate kid-friendly entertainment, craft soda, games, and activities.

## **Increase cultural unity.**

- **Happy Wanderers German Band** played on Saturday, December 6 at the Neenah Christmas Market. German Christmas music at a German-style Christmas Market was a perfect match. We're looking forward to having the band participate again next year.
- **Neenah Community Band** held their annual Winter Concert on Sunday, December 7 at the Neenah High School Auditorium. Approximately 475 people attended.



# City of Neenah Parks & Recreation Commission Meeting December 18, 2025

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## **BUSINESS ITEM #1: Accept / Recommend Kimberly Point Shoreline Design/Engineering Services Agreement**

Attached you will find a proposal from Edgewater Resources to complete the design, engineering, and permitting tasks for the Kimberly Point Shoreline Stabilization and Restoration Project. Edgewater was hired through a competitive RFP process in 2023 and has served as the City's consultant for the conceptual design process for both Doty and Kimberly Point Parks and the design/engineering for the Doty Park Phase 1 shoreline project. Edgewater has exceptionally represented the City while working with the WI-DNR and contractors to guide and complete the Doty Park Phase 1 shoreline restoration project.

Staff has reviewed and recommends Edgewater Resources in the amount of \$168,800 to complete the design, engineering, and permitting requirement for the Kimberly Point Shoreline Stabilization and Restoration Project utilizing 2026 CIP budgeted funds.

### **Project Timeline:**

- Design, Engineering, and Permitting – 2026
- Construction Documents and Bidding – Late Spring 2027
- Award – Early Summer 2027
- Project to Begin the Monday after the 2027 Fox Cities Marathon

**Suggested Action:** Motion to accept and recommend the proposed service agreement with Edgewater Resources in the amount of \$168,800 to complete the design, engineering, and permitting requirement for the Kimberly Point Shoreline Stabilization and Restoration Project utilizing 2026 CIP budgeted funds.

## **BUSINESS ITEM #2: Appoint Comprehensive Outdoor Recreation Plan (CORP) Task Force**

The Parks & Recreation Department/Commission will be undertaking the revision of the CORP through 2026. As part of this process, we will be hiring a consulting firm to assist the department. Therefore, we request the Commission establish a task force with the specific purpose of evaluating proposals, conducting interviews, and recommending a qualified firm while providing guidance throughout the CORP process. Recommendations for the Task Force are Megan Thompson, Maggie Rasmussen, Clint Williams, Michael Kading, and three members from the Parks & Recreation Commission.

**Suggested Action:** Motion to appoint a CORP Task Force with the specific purpose of evaluating proposals, conducting interviews, and recommending a qualified firm while providing guidance throughout the CORP process.



# City of Neenah Parks & Recreation Commission Meeting December 18, 2025

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## **BUSINESS ITEM #3: Doty Park Conceptual Play Area Plan**

Attached you will find a copy of the proposed Doty Park Play Area improvements. Staff has met on two occasions with representatives from Doty Island Community Partners to develop a historically themed play area. Components within the play area represent Doty Cabin, the bridges at Doty Park, and the Thistle, which was a steamship that sailed out of the Neenah Harbor, while also recognizing the environmental connections we have to the lake and Fox River. Each historical play component will have an information board explaining the history and importance to our community.

Staff is seeking feedback from the Commission on the play area components and direction to continue with the historically themed play area. Fundraising will be required to complete the project.

**Suggested Action:** Information only

## **BUSINESS ITEM #4: Facility Use Agreement – Neenah-Nodaway Yacht Club**

Attached is the Facility Use Agreement with the Neenah-Nodaway Yacht Club. Dates and dollar amounts have been updated.

**Suggested Action:** Motion to accept and approve the Facility Use Agreement with the Neenah-Nodaway Yacht Club.

## **BUSINESS ITEM #5: 2025/2026 CIP Review**

## **BUSINESS ITEM #6: Announcements & Future Agenda Items**

Next Meeting – January 15, 2026 at 4:30 P.M., City Hall

Doty Cabin – Accession/Deaccession

# 1

December 10, 2025

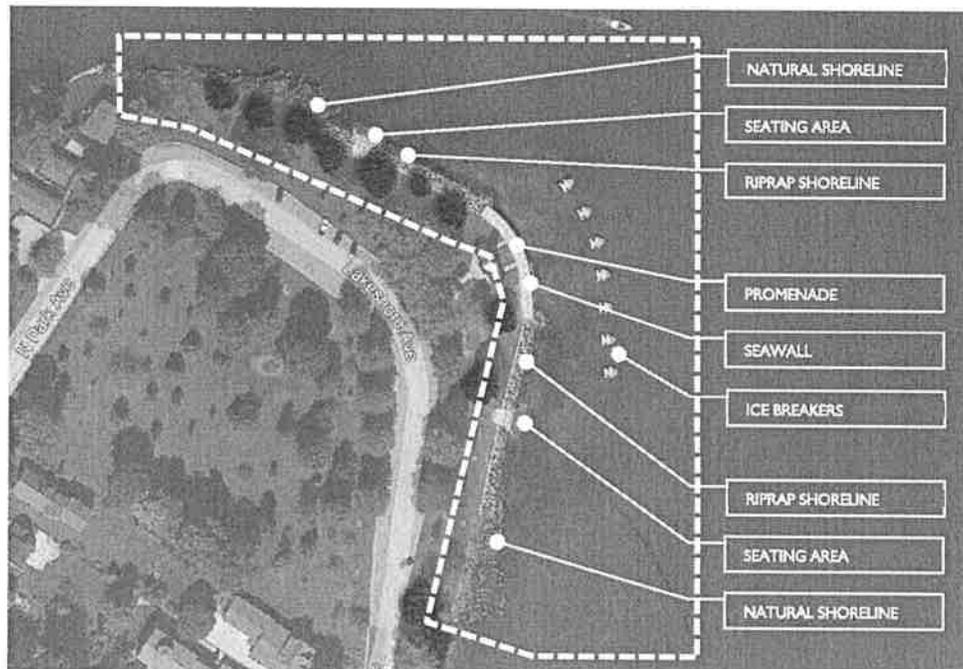
Via Email: [MKading@neenahwi.gov](mailto:MKading@neenahwi.gov)

Michael Kading, Director  
City of Neenah Parks and Recreation Department  
211 Walnut Street, Neenah, Wisconsin 54956

**Subject: Kimberly Point Park Shoreline Improvements, Design and Engineering Services**

Dear Mr. Kading,

Thank you for the continued opportunity to work with you and the City of Neenah Parks & Recreation Department Commission on the shoreline structural and safety improvements in your city parks. The scope of work included in this proposal outlines next steps for Kimberly Point Park, including grant consultation, permitting, final design and engineering, construction documentation, and bidding services. Improvements will be as outlined in the Shoreline Improvement Report completed by Edgewater Resources and dated 9/28/23. The proposal scope for Kimberly Point Park includes engineering services for both Phase 1 and Phase 2 items as outlined in the report, including, Phase 1: fishing promenade replacement and ice breaking structures, and Phase 2: revetment improvements along the remainder of the park shoreline. Excluded from this proposal's scope is Construction Administration services, which would be evaluated once final design and construction documents are complete.



*Figure 1: Site Improvements Included in Scope*



## SCOPE OF SERVICES

### TASK 1 – Project Kick-Off Meeting and Site Visit

The Edgewater team will organize an in-person meeting with key members of the City of Neenah staff and Parks & Recreation Department Commission to revisit the guiding principles and priorities for the project. We will review the program and process of plan development and confirm the project schedule with key milestone dates. Following the internal team meeting, key team members will meet with WDNR Waterways permitting staff at the project site. As the project schedule will largely be determined by required permit review periods determined by State and Federal agencies, we recommend the first task after this internal planning session is to schedule a pre-application meeting to discuss the proposed concept-level shoreline improvements with Wisconsin DNR (WDNR) Waterways Division. This initial review will help determine feasibility of permitting for the proposed improvements, and designs will be modified accordingly.

During this site visit, we will review site conditions and historic context of the Lighthouse area and discuss potential design concepts with WDNR and City staff. Following this site visit, the Edgewater team will hold a design charrette to further explore concepts for the ice breaker/fishing promenade and discuss value engineering options. Prior to this kick-off meeting, the Edgewater team will familiarize themselves with the geotechnical report completed by ECS in October, 2025. This review will help project engineers understand the subsurface conditions along the shoreline and especially at the existing fishing promenade, to ensure that proposed design alternatives are constructable and cost-effective.

#### Deliverables:

- Meeting Minutes from Kick-Off Meeting with City
- Meeting Minutes from WDNR site visit meeting
- Summary of Design Charrette Concepts and Findings

### TASK 2 – Grant Research and Application (OPTIONAL)

*Grant tasks listed as optional, as grants may be managed internally by City staff.*

#### Task 2.1 Grant Research and Initiation

Search for funding cycle Grant Opportunities through local, State, and federal programs that match the Final Report components. Initial meetings with funding agency representatives will confirm eligibility, application requirements, and timing. Our team will identify the most applicable grant for improvements. Grant review will balance items of priority with grant timelines.



#2



### Task 2.2 Grant Applications

The grant application process varies considerably by program and agency. Initial applications often go through a review process with the opportunity to clarify the scope and need of the project or project details that maximize the score or funding amount for the application. Edgewater Resources works collaboratively with funding agencies and sees a very high rate of success as a result. Our team will complete one application for Kimberly Point Park, based on findings from Task 1.1.

#### Deliverables:

- Meeting Minutes from Grant Administrator Planning Sessions
- One WDNR grant application for improvements at Kimberly Point Park, to be coordinated with support from City staff for required data and application materials.

### TASK 3 – Site Survey Coordination

#### Task 3.1 Landside Survey

Edgewater will coordinate this task with a local engineering/surveying firm as a subconsultant. Survey shall include existing features within project boundary, vegetation, surface utilities, and topography. The site inspection will not include any subsurface investigation. Edgewater will work with the surveyor to establish construction benchmarks and incorporate survey files into CAD layouts.

#### Deliverables:

- Final landside survey in both AutoCAD and pdf format

#### Task 3.2 Bathymetric Survey

Similarly to landside survey, Edgewater will coordinate all work through local subcontractor. A bathymetric survey of the waters immediately adjacent to the project site will be conducted. This work will be conducted from land and will extend only to depths adjacent to existing shoreline.

Data will be collected in reference to Wisconsin State Plane Coordinates horizontally and the International Great Lakes Datum (IGLD'85) vertically. Shallow depths of less than one foot and dense vegetation may restrict data quality close to shore. The bathymetric survey data will be merged with the existing topographic survey deliverables described in task 3.1, along with any supplemental available bathymetric survey data. As necessary, the bathymetric survey results will be rectified with the existing information to give a rational description of the submerged lands at the present time.

#### Deliverables:

- Final bathymetric survey in both AutoCAD and pdf format
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#1



#### TASK 4 – 30% Preliminary Engineering

Using the survey data gathered and available geotechnical data, our team will then complete Construction Documents to 30% level for internal review with City team. The design elements to be developed will explore the range of options available to control ice shove and ride up while working within a constrained footprint. Necessary ice growth and loading calculations will be prepared to supplement the standard design shore protection design. Depending on the concepts developed, some physical modeling of the ice behavior may be needed to confirm the design efficacy as well as demonstrate the need and satisfy the regulators for the special design. If such is required, that effort would be an addition to the present scope and will be approved separately by the City. Efforts will be made to include design elements that best align with potential grant funding.

Documents will be used to coordinate with permitting agencies for preliminary review and comment. Based on permitting process for Doty Park, we would plan to review 30% level plans via Teams online meeting with WDNR Waterways and USACE if required. (Note: It is anticipated that permit drawings will not be accepted by agencies until the engineering is to a 90% level). A pre-application meeting will be coordinated with WDNR via online Teams (or similar) to review design recommendations and required permits. The team will present a matrix of design alternatives considered and gain Agency feedback.

#### Deliverables:

- Preliminary Engineering Check-In Review with City of Neenah Parks & Recreation Department Staff/Commission
- Optional model testing of ice performance
- 30% Construction Drawings including layout, grading and drainage, planting, and construction details
- 30% level review with State and Federal Agencies
- Updated Cost Estimate

#### TASK 5 – 90% Engineering for Permitting, Approvals

Using all project data gathered to date, our team will then complete Construction Documents to 90% level for internal review with the City of Neenah Parks & Recreation Department Staff/Commission. Included in package will be design narrative as required by permitting agencies, specification table of contents and updated construction cost estimate. Documents will be used to secure any required permits. Once drawings are to a 90% level, all required Waterways permit documents will be completed and submitted, along with any local permits as required.

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**Deliverables:**

- Meeting Minutes from Pre-Application Meeting
- 90% Design Check-In Review with the City of Neenah Parks & Recreation Department Staff/Commission
- 90% Construction Drawings including layout, grading and drainage, planting, and construction details
- Specification Table of Contents
- Updated Cost Estimate
- Permit documents as required by State and Federal Agencies

**Permitting Assumptions and Exclusions:**

The base fees outlined in this proposal include an allowance for permit fees due to state and federal agencies. While the permit fees will depend upon the proposed project elements, we recommend budgeting for a permit fee of \$2,000. This scope of work anticipates a minimal amount of public objection or concern to process the permits and does not include the cost of any special technical studies or testing which may be needed or required by the agencies. These special studies may include, but are not limited to:

- Floodway/floodplain studies/erosion studies
- Water quality certification needs
- Threatened and endangered species studies
- Wetland delineation/mitigation
- Shoreline fill/mitigation
- Ice model testing
- Historic/archeological studies
- Boundary/ Retracement Survey and Title work
- Sediment sampling or environmental testing
- Additional geotechnical borings, testing and investigations
- Other, as required by the agencies or special interest groups

**TASK 6 -- Final Design and Engineering/Bid Documents**

In this task, we incorporate any revisions from the 90% review package and produce a complete Bid Document package, stamped by Engineers and Landscape Architects licensed in the State of Wisconsin. Drawings and specifications will be provided as required to bid the project for construction.

**Deliverables:**

- Bid Documents including Drawings and complete Specifications
  - Updated Cost Estimate
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# 1



TASK 7 -- Bidding

We will work with the City to issue the package for bidding, including bid review and recommendation. Our bidding process will focus on both local and regional contractors to identify the most beneficial project team for the City of Neenah.

Deliverables:

- Bid Advertisement
- Pre-bid Meeting and Contractor Communication, Bid Review and Recommendation



#1



**FEE**

We propose to complete the scope of work outlined above at our standard hourly rates and will not exceed the budgets outlined below without prior written authorization, excluding reimbursable expenses for any travel, permit application fees, subconsultants, special studies, or printing. An expense budget is suggested below.

Task 1 – Project Kick-off Meeting	\$ 10,400	
Task 2 – Grant Research and Application (Optional)	\$ 24,500	hourly task, NTE
Task 3 – Site Survey Coordination	\$ 3,500	
Task 4 – 30% Preliminary Engineering	\$ 35,200	
Task 5 – 90% Engineering to Permit Approval	\$ 56,400	
Task 6 – Final Bid Documents	\$ 18,000	
Task 7 – Bidding	\$ 17,400	
Task 8 – Construction Admin (future)	\$ -	TBD
Reimbursable Expenses	\$ 3,400	

<b>TOTAL</b>	<b>\$168,800</b>
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Subconsultants/Allowances:

Survey Allowance, Landside and Bathymetric	\$ 12,000
Electrical Engineer Allowance (if needed)	\$ 8,000
Permit Fees, Allowance	\$ 2,000
Archaeological Review	\$ 3,500

**SCHEDULE**

We are ready to commence work upon approval. We would schedule a meeting on site with permitting agencies at a time to be coordinated with City schedules and with appropriate weather conditions. We anticipate bidding documents to be complete within 18-20 weeks, contingent on permit approvals and review periods. This schedule would have a Contractor mobilizing on site in 2027, contingent on 1.) available project funding and grant cycles, 2.) weather allowing demolition completion and, 3.) Contractor availability.



#1



Your signature below and return of one signed copy of this letter will authorize us to proceed. If you have any questions, please contact the undersigned directly. We appreciate the opportunity to support you and are committed to delivering you a valued product.

Very Truly Yours,

Jack Cox, PE, D.PE, D.CE, D.NE  
Principal & Engineer of Record  
[jcox@edgewaterresources.com](mailto:jcox@edgewaterresources.com)  
(608) 556-5377

Suzanne Fromson, PLA  
Project Manager  
[sfromson@edgewaterresources.com](mailto:sfromson@edgewaterresources.com)  
(269) 408-6387

ACCEPTED BY:

\_\_\_\_\_  
Name /Title

\_\_\_\_\_  
Date

\_\_\_\_\_

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GENERAL TERMS AND CONDITIONS

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1. The General Terms and Conditions outlined below are part of the attached letter agreement and are hereby incorporated by reference. If EDGEWATER RESOURCES does not receive a response to the letter agreement within ninety (90) days, the fees and conditions for the design services will be subject to change. Please read these General Terms and Conditions carefully. Your acceptance of this agreement constitutes your acceptance of the foregoing terms and conditions.
2. The standard of care for all professional services performed or furnished by EDGEWATER RESOURCES under this agreement will be the skill and care used by landscape architects, architects, engineers, and surveyors practicing under similar circumstances at the same time and in the same locality. EDGEWATER RESOURCES makes no warranties, either express or implied, under this agreement or otherwise, in connection with EDGEWATER RESOURCES' services.
3. The Client shall provide EDGEWATER RESOURCES with a development program and site information regarding the requirements and objectives for the Project. Additionally, EDGEWATER RESOURCES shall be entitled to rely upon the accuracy and completeness of any information, reports and/or site surveys/base information supplied by the Client or by others authorized by Client.
4. If EDGEWATER RESOURCES' services under this letter agreement do not include services during the construction phase of the project, then Client assumes all responsibility for the application and interpretation of EDGEWATER RESOURCES' drawings, specifications and other instruments of service; the observation and evaluation of Contractor's work and the performance of any other necessary construction phase landscape architectural or professional services; and Client waives any claims against EDGEWATER RESOURCES that may be connected in any way thereto.
5. Unless otherwise stated in the attached letter agreement, the Client shall pay all out-of-pocket expenses, in addition to professional fees. Out-of-pocket expenses are defined as actual expenditures made by EDGEWATER RESOURCES, their employees, and/or professional consultants in the interest of the project and include, but are not limited to the following expenses:
  - a. Air Travel, including departure taxes (Business Class for flights scheduled for three [3] hours or greater) and related airline/agency fees
  - b. Hotel accommodations
  - c. Meals
  - d. Ground transportation, i.e., rental cars and taxis, private charter, public conveyance, and watercraft
  - e. Postage, freight, overnight express mail and courier services
  - f. Blueprinting, photocopying, reproductions and printing
  - g. Photographic supplies and processing
  - h. Study model materials
  - i. Special renderings, models, photographs and custom presentations, when authorized by Client

The above listed items will be billed at the actual cost. For specialty consultant services, as well as laboratory testing and analysis, Client will be charged an additional 10% fee by Edgewater.

6. All documents prepared or furnished by EDGEWATER RESOURCES pursuant to this agreement are instruments of EDGEWATER RESOURCES' professional service. Upon payment in full for these professional services, EDGEWATER RESOURCES shall grant joint ownership of such documents. Reuse, reproduction, modification of such documents by Client, without EDGEWATER RESOURCES' written permission, shall be at Client's sole risk and Client agrees to indemnify and hold EDGEWATER RESOURCES harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse by Client or others acting through Client.
7. If special drawing modifications are requested when transferring electronic media, i.e., CAD format, special blocks, drawings, setting up special layering for files, etc., the associated time with the requested modifications will be billed at cost plus 10%. Prior to the preparation of transfer media, both parties will agree upon the special modifications.

CLIENT'S INITIALS \_\_\_\_\_

#1

8. Client acknowledges that the information and data delivered to Client in machine editable copies of the documents, such as CAD files, may vary from that contained on paper copies of the documents and/or read-only digital media files, such as PDF files. Variances may be due to the use of different software, hardware, or output devices by Client or others from those used by EDGEWATER RESOURCES for original preparation and printing of the documents. The provided hard copies and/or read-only digital media shall govern in the event of any inconsistency or discrepancy between the two.

Client acknowledges that the conversion of machine editable documents from the system or format employed by EDGEWATER RESOURCES to that of Client or others cannot be accomplished without the introduction of inexactitude, abnormalities, and errors. In the event documents provided to Client in machine-readable form are so converted, Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify EDGEWATER RESOURCES and EDGEWATER RESOURCES' professional associates and consultants from and against all arising claims, liabilities, losses, and expenses including attorney fees.

9. All fees and reimbursable expenses will be invoiced monthly and shall be payable in net U.S. Dollars drawn upon a U.S. Bank unless otherwise stated in this letter agreement. The Client understands and acknowledges that these fees are net of any non-U.S. taxes and/or tariffs. If a retainer is received by EDGEWATER RESOURCES, it will be applied to the final payment due unless otherwise stated in this letter agreement.

10. In the event the Client should use a foreign bank as its payment bank, the Client shall wire the funds in U.S. Dollars, net of any transaction fees AND LOCAL TAXES (LOCAL TO THE PROJECT), to EDGEWATER RESOURCES' local bank using the following information:

**Wiring instructions:**

Account Name/Address: Edgewater Resources, LLC  
518 Broad Street, Suite 200  
St. Joseph, MI 49085  
269-932-4502

ABA Bank Routing Number: 071212128

Bank Account Number: 10223717

BIC / Swift Code: SRCEUS31

Bank Name/Address: 1<sup>st</sup> Source Bank  
100 N Michigan Street  
South Bend, IN 46601  
269-983-3721

11. All invoices are payable upon receipt. In the event payment is not received within thirty (30) days of invoice date, the past due balance may be assessed an interest penalty of one and one-half percent (1 1/2%) per month.

In the event EDGEWATER RESOURCES does not receive payment within sixty (60) days, EDGEWATER RESOURCES may stop work on the project until payment is received. Stoppage of work by EDGEWATER RESOURCES due to non-payment of invoices beyond sixty (60) days will not be deemed as a default under the terms of this letter agreement. An additional fee may be required to stop and restart work due to nonpayment.

CLIENT'S INITIALS \_\_\_\_\_

#1

12. In the event that the project is suspended for more than forty-five (45) days, through no fault of EDGEWATER RESOURCES, EDGEWATER RESOURCES shall be entitled to payment for services on a percentage of completion basis for all completed work.
13. The Client agrees that this letter agreement shall be interpreted according to the laws of the state where the contracting EDGEWATER RESOURCES office is located and agrees to reimburse EDGEWATER RESOURCES for reasonable attorney's fees, court costs, and all expenses including without limitation, all such fees, costs, and expenses incidental to arbitration, appeals, and post-judgment proceedings that it may expend in enforcing this letter agreement. In the event of any such dispute, Client agrees that the court venue will be located in Berrien County, Michigan, or the court venue local to the EDGEWATER RESOURCES office performing the work.
14. Signature of the attached letter agreement will signify the Client's acceptance of all the Terms and Conditions outlined herein. Accordingly, the Client warrants that the necessary funds are available to pay EDGEWATER RESOURCES for the services and expenses outlined in this letter agreement and that these funds are not encumbered nor contingent upon subsequent approvals, permits or financing commitments.
15. The Client may terminate this Agreement without cause with ten days written notice and may terminate with cause upon seven days written notice by certified mail, facsimile, or private courier. The Client may direct EDGEWATER RESOURCES to immediately stop work in the event of a termination with cause.

EDGEWATER RESOURCES shall give the Client ten days written notice of EDGEWATER RESOURCES' intention to terminate or suspend provision of services. This notice shall specify EDGEWATER RESOURCES' reason(s) for the intended termination or suspension and shall state with specificity the means by which the Client may cure the asserted grievance. If the Client, through no fault of EDGEWATER RESOURCES, fails to cure the asserted grievance within seven days thereafter, this Agreement may be immediately terminated by EDGEWATER RESOURCES.

In the event of termination, EDGEWATER RESOURCES shall be compensated for all services fully and satisfactorily performed until such termination date, together with Reimbursable Expenses incurred.

16. This letter agreement will be valid for the duration of the project.
17. In no case shall EDGEWATER RESOURCES' liability exceed the amount of the fees for this agreement.

CLIENT'S INITIALS \_\_\_\_\_

#3

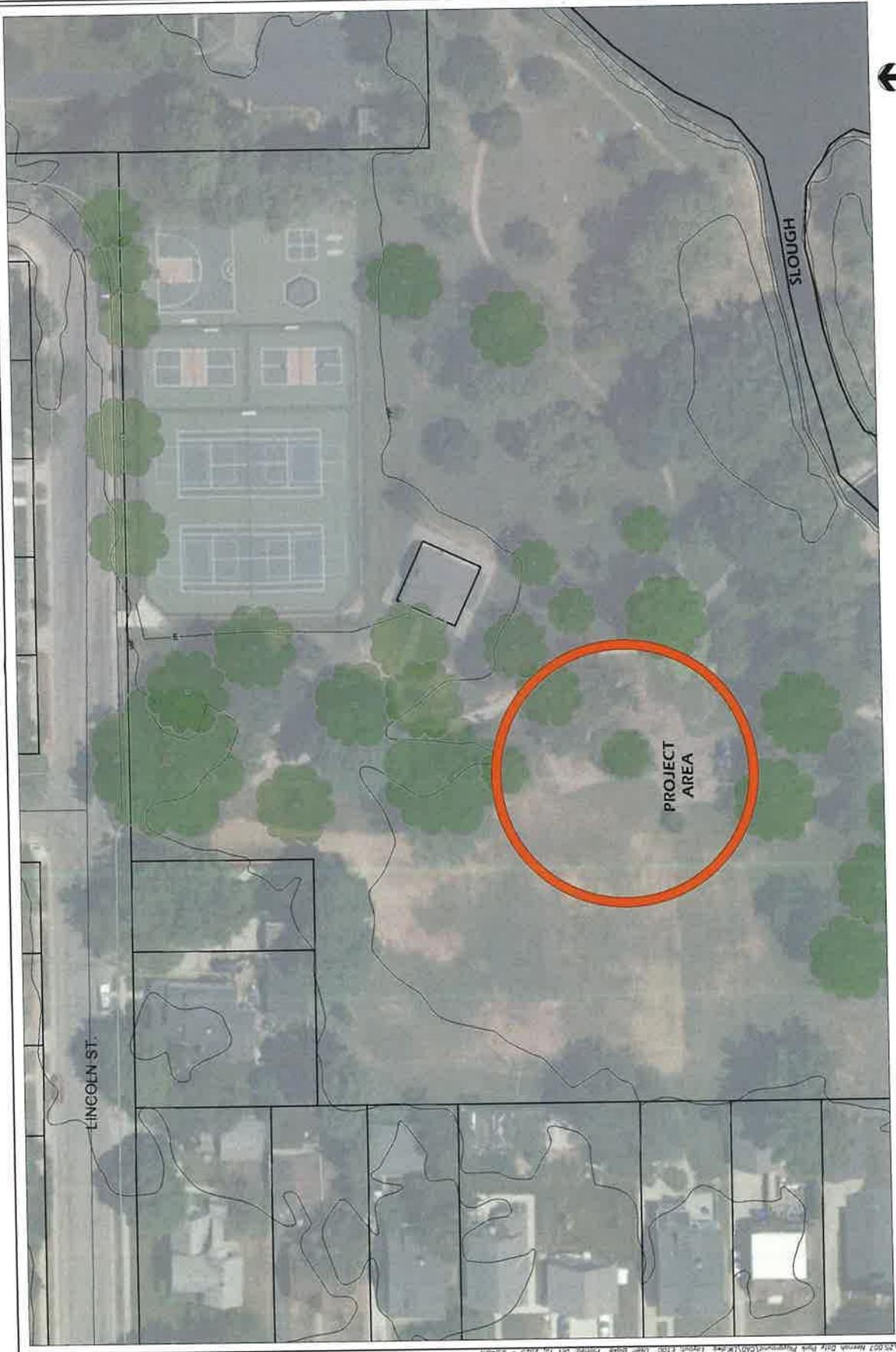
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Project # 25 007  
Issued For  
Date 10/5/2025

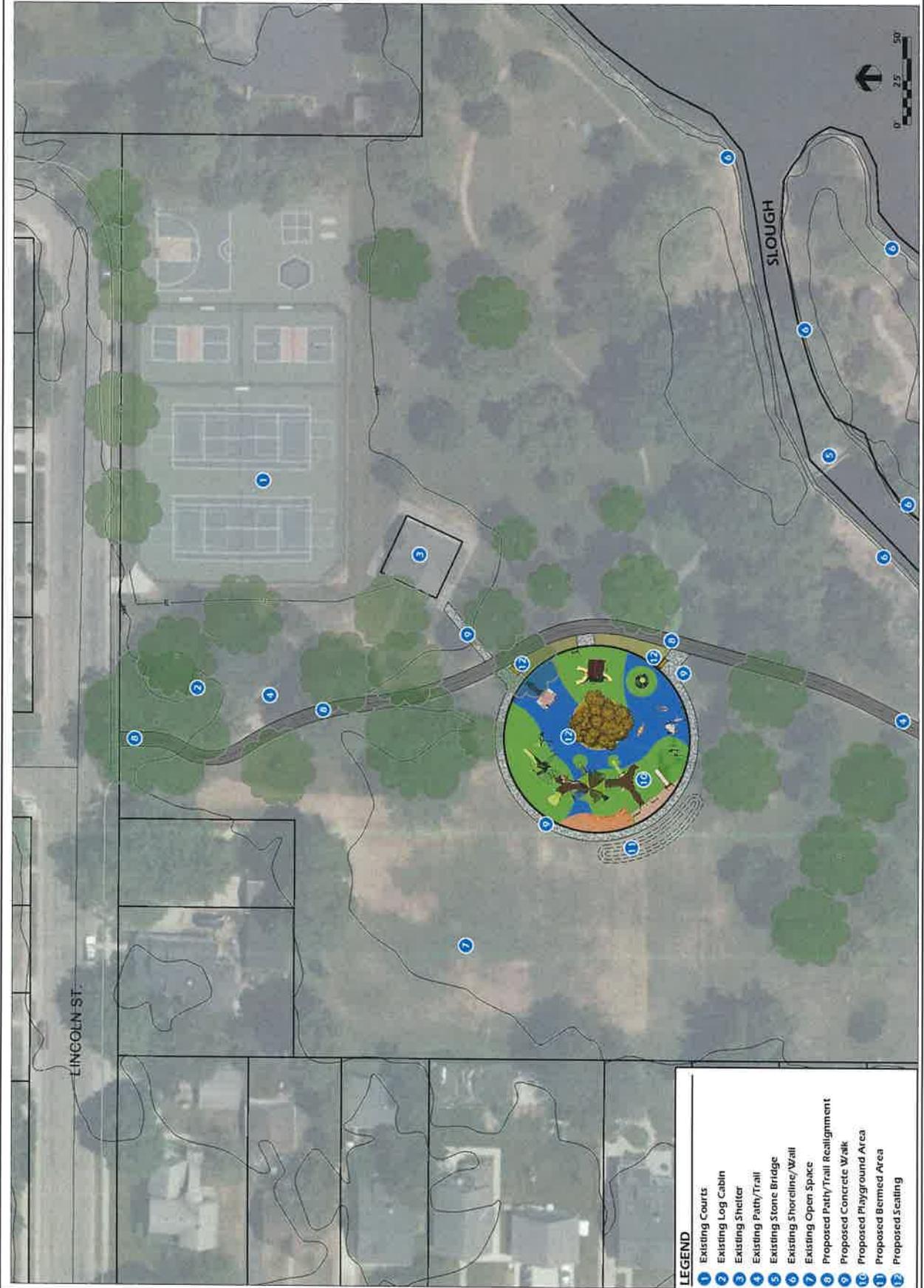
EXISTING CONDITIONS

Project Name  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Nenah, WI

PARKITECTURE  
+ PLANNING  
901 Denning Way, Suite 201  
Madison, WI 53717  
608 203 8203



#3



- LEGEND**
- 1 Existing Courts
  - 2 Existing Log Cabin
  - 3 Existing Shelter
  - 4 Existing Path/Trail
  - 5 Existing Stone Bridge
  - 6 Existing Shoreline/Wall
  - 7 Existing Open Space
  - 8 Proposed Path/Trail Realignment
  - 9 Proposed Concrete Walk
  - 10 Proposed Playground Area
  - 11 Proposed Bermed Area
  - 12 Proposed Seating

#3

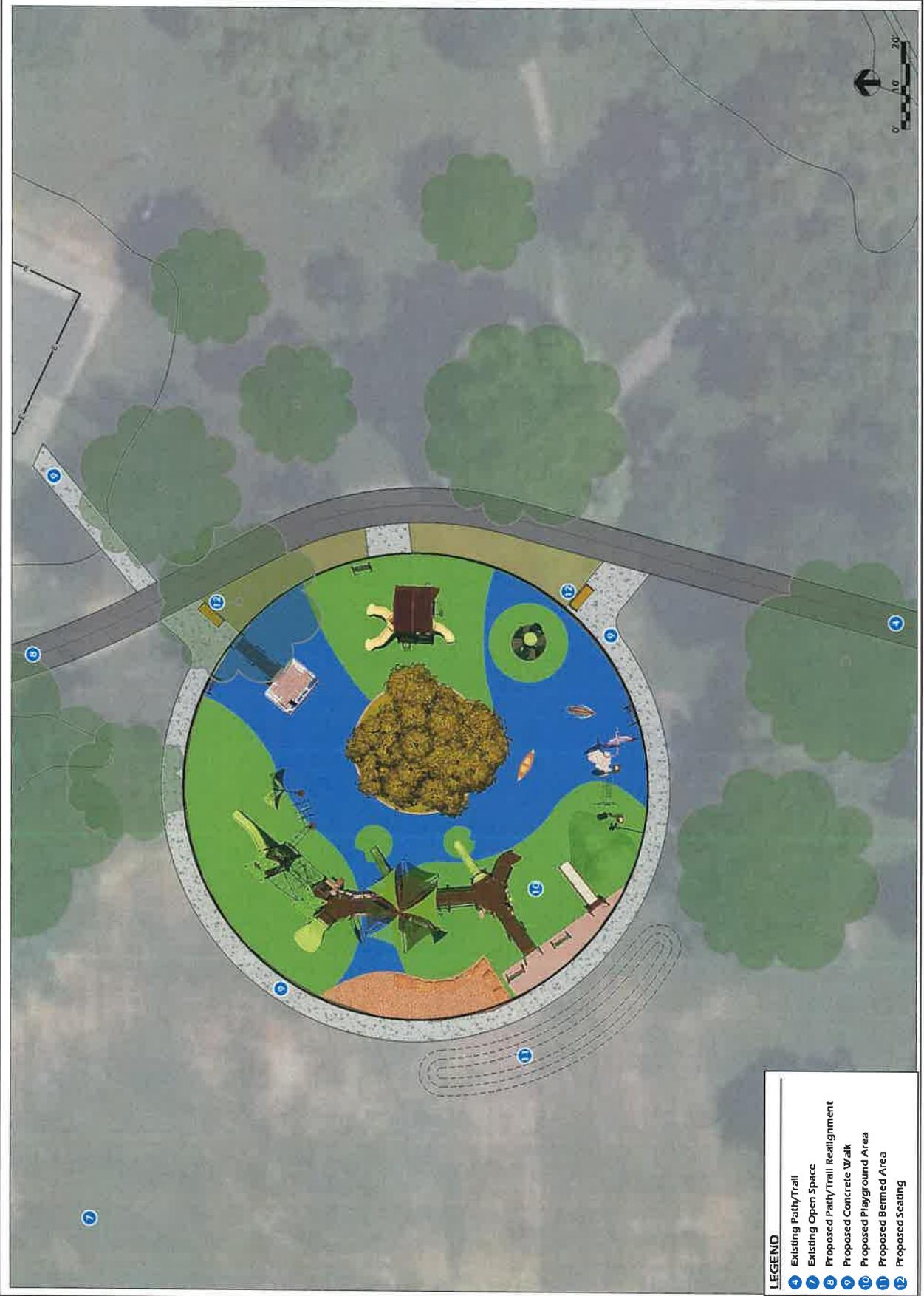
C101

Project # 25.007  
Project Name DOTY PARK PLAYGROUND REPLACEMENT  
Date 10/15/2025  
Project Number

Sheet Title  
CONCEPT PLAN ENLARGEMENT

Project Name  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neshan, WI

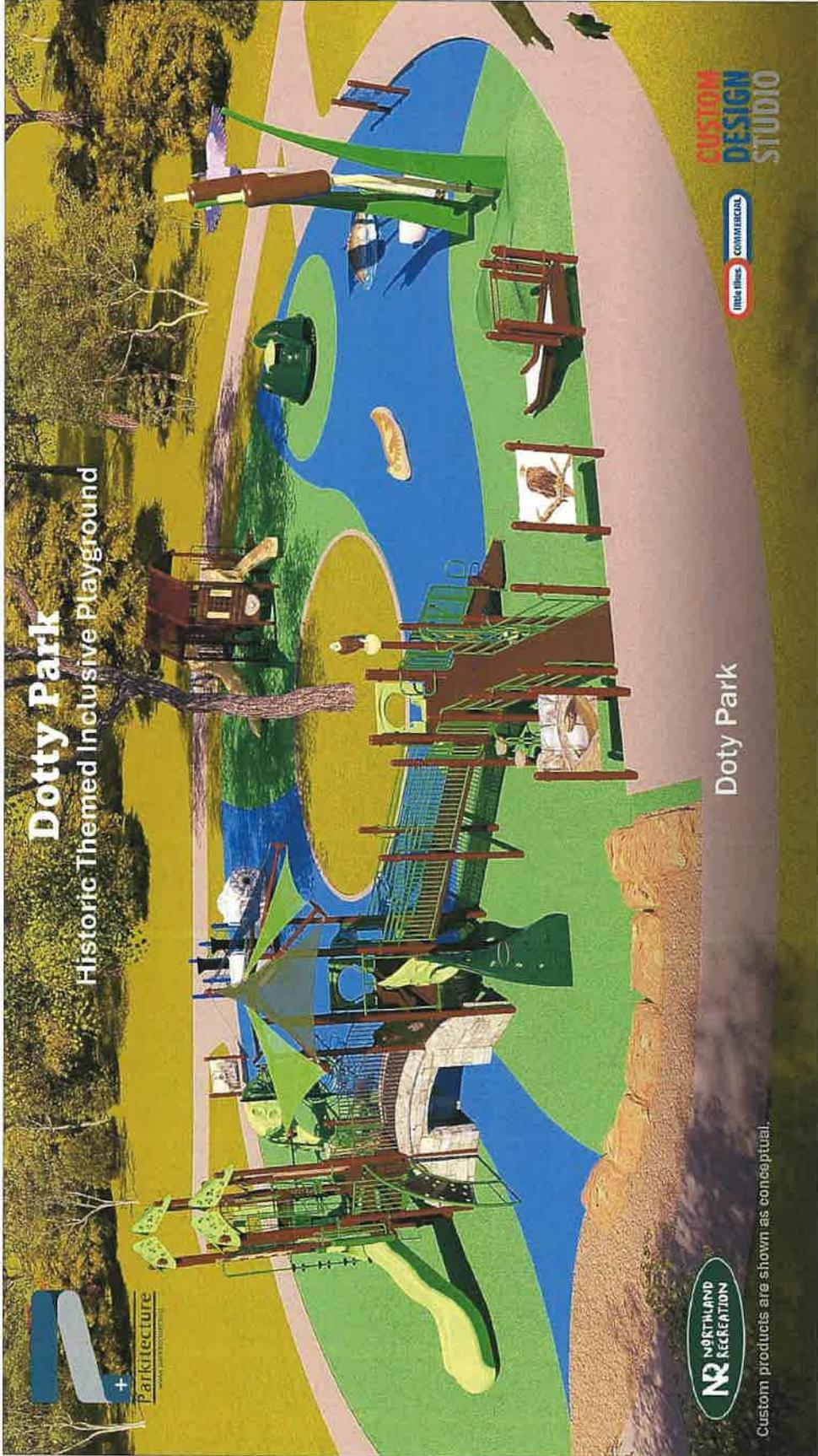
PARKITECTURE  
+ PLANNING  
901 Dearing Way, Suite 201  
Madison WI 53717  
608 203 8203



- LEGEND**
- 4 Existing Patio/Trail
  - 5 Existing Open Space
  - 6 Proposed Patio/Trail Realignment
  - 7 Proposed Concrete Walk
  - 8 Proposed Playground Area
  - 9 Proposed Bermmed Area
  - 10 Proposed Seating

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#3



**Doty Park**  
 Historic Themed Inclusive Playground

Doty Park

**CUSTOM DESIGN STUDIO**

residential COMMERCIAL

**NR NORTHLAND RECREATION**

Custom products are shown as conceptual.

File: \\Marketplace\15-002\_Madison\_City\_Park\_Parkitecture\DOTY\Renderings\Layout\_R100\_UK45\_BMR4\_Publish\_Oct\_15\_2025 - 9:25am



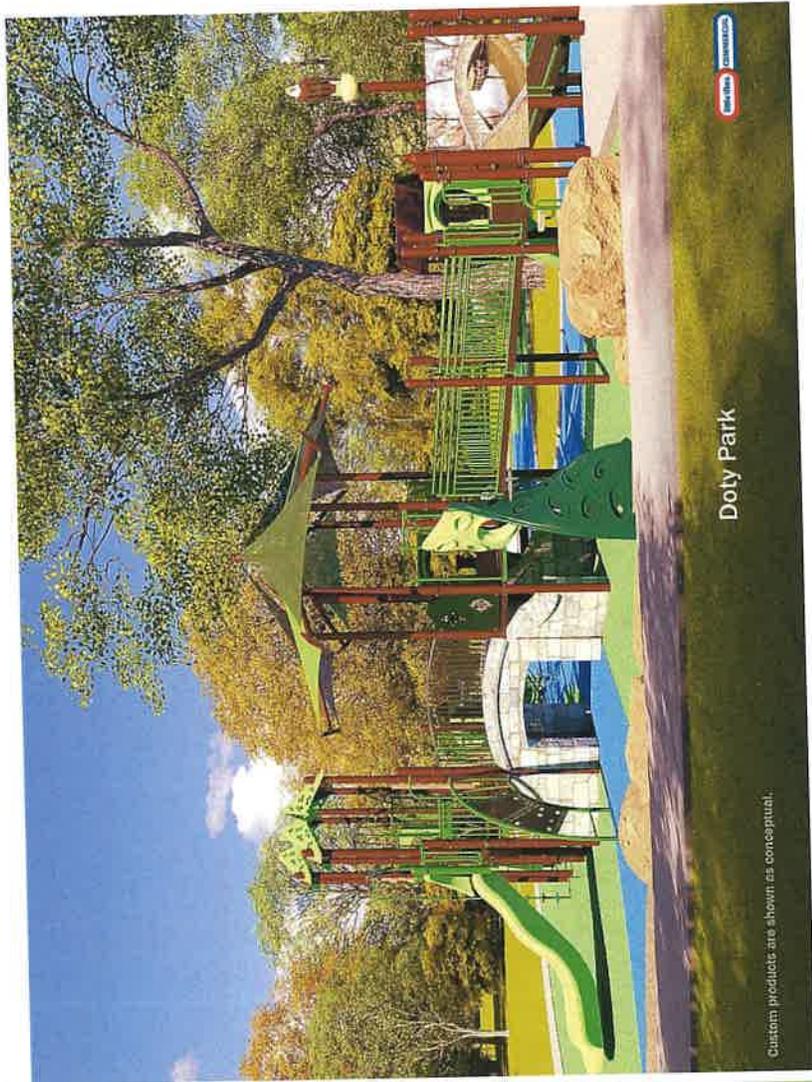
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R102

Project # 25.007  
Issued For Review  
Date 10/15/2025  
Sheet Number

PROJECT NAME  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neenah, WI

CONCEPT PLAN RENDERINGS



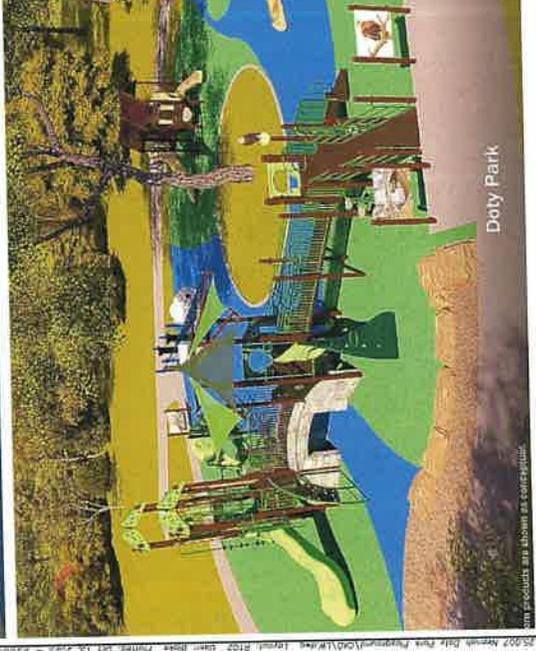
Doty Park

Custom products are shown as conceptual.



Doty Park

STUDIO



Doty Park



**5-12 Play Structure**  
Sculpted replica bridge, historical informational panels,  
and 3 wheelchair accessible decks.

File: \\h11\projects\25007 Neenah Doty Park Replacement\001\Views Layout\_0102\_Sheet\_R102\_Park Print\_04.15.2025 - 9:26am

#3

R103

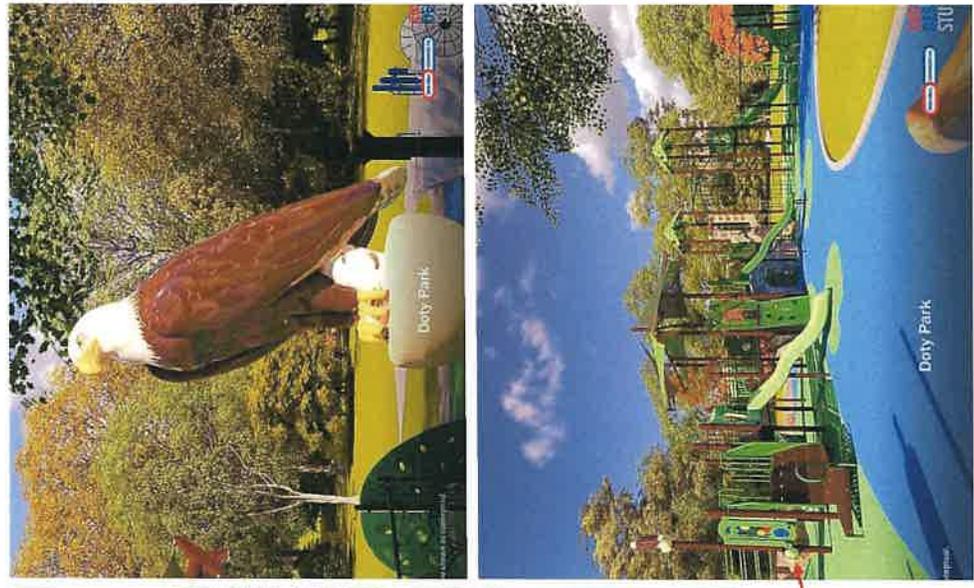
Project #:  
25-007  
Revised For:  
10/15/2025  
Date:  
Project Number

Drawings

Sheet Title  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neenah, WI

CONCEPT PLAN RENDERINGS

PARKITECTURE  
+ PLANNING  
901 Dornburg Way, Suite 201  
Madison WI 53717  
608.203.8203



**5-12 Play Structure**  
Sculpted Bald Eagle with "kid" powered mechanism that they can turn at ground level to spin the Bald Eagle.

#3

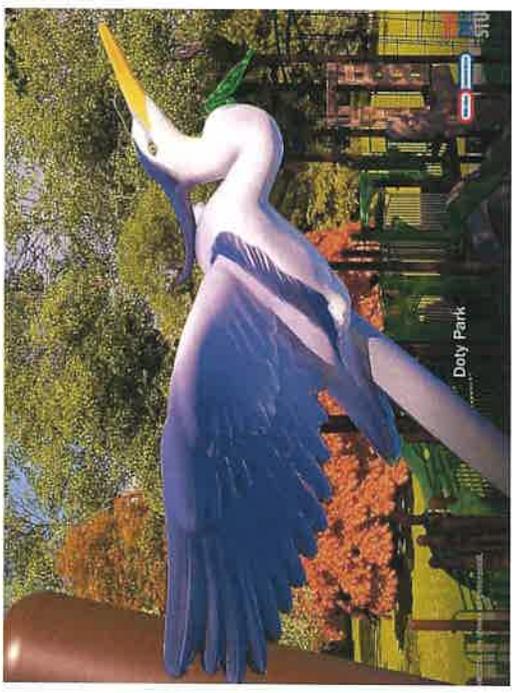
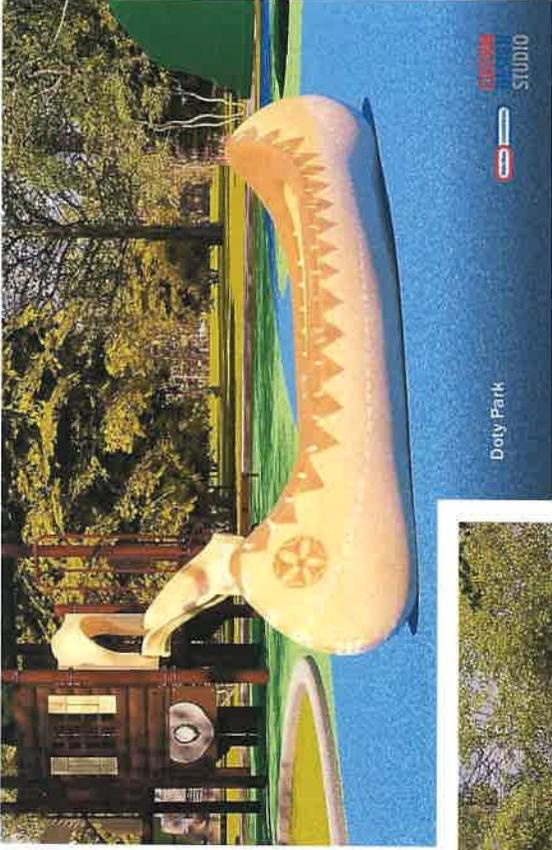
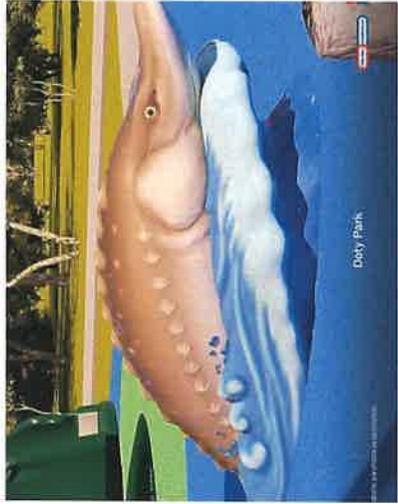
R104

Project #: 25-007  
Issued For: Review  
Date: 09/15/2025  
Sheet Number:

REVISIONS

Project Name:  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neeah, WI  
Sheet Title:  
CONCEPT PLAN RENDERINGS

PARKITECTURE  
+ PLANNING  
901 Deming Way, Suite 201  
Madison WI 53717  
608 203 8203



**Hill Play Area**  
With roller slide, sculpted historic canoe, sturgeon and blue heron



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#3

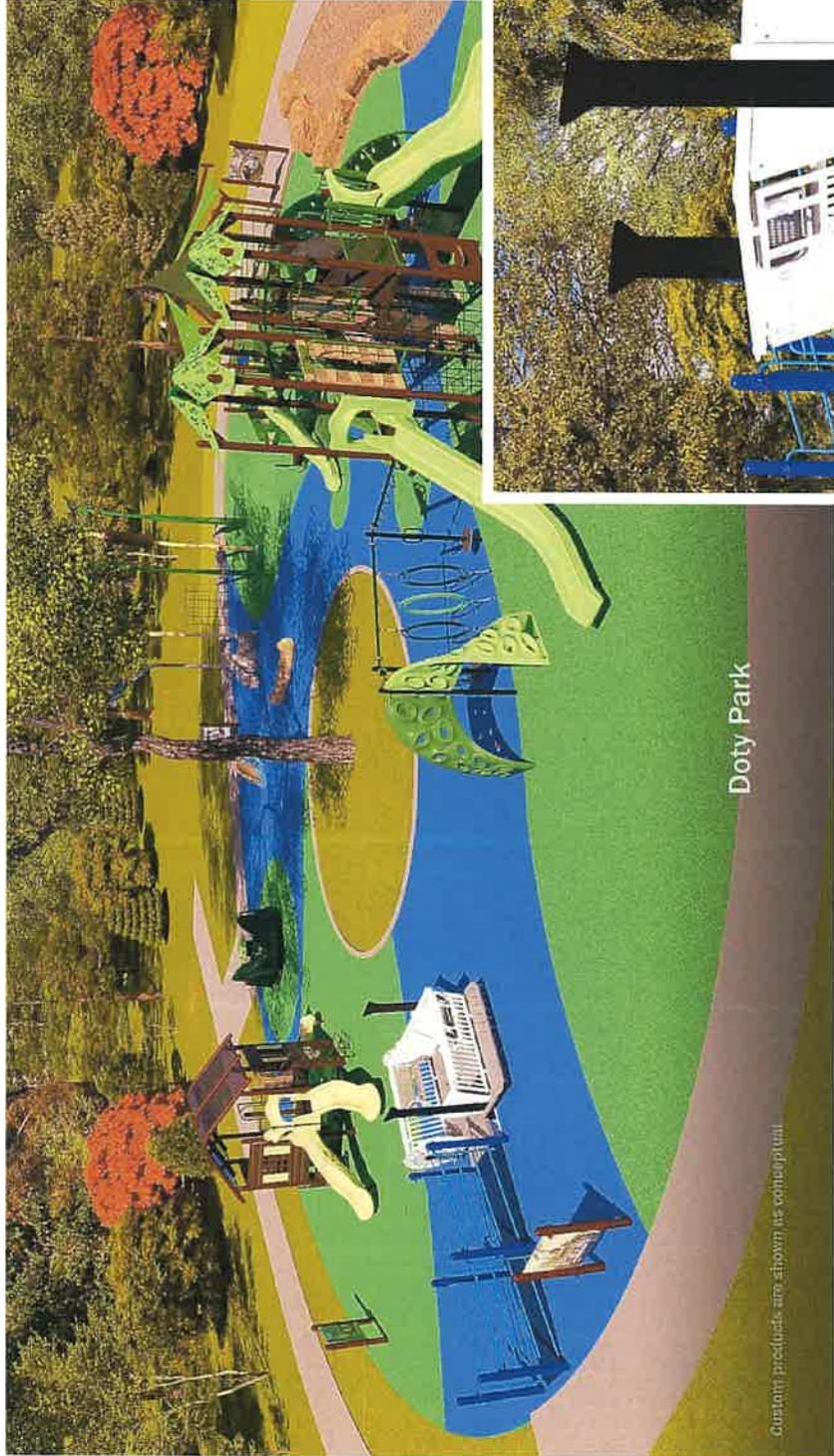
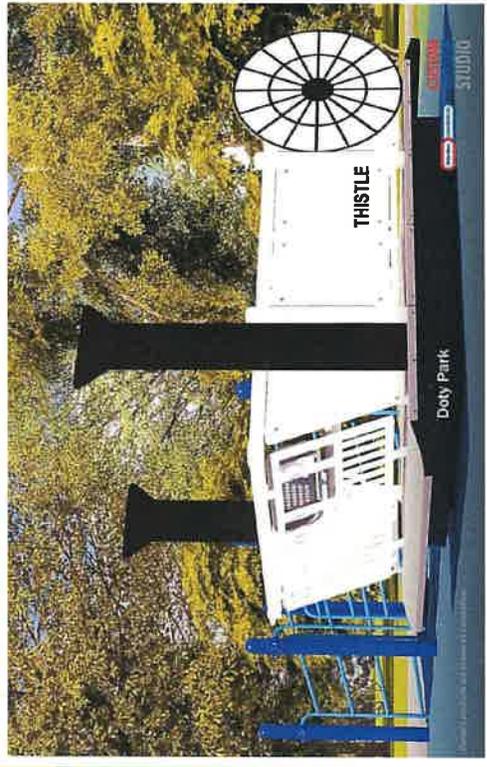
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Sheet Number  
Date: 10/15/2025  
Project For: R105  
Project #: 25-007

Revisions

Project Name  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neenah, WI  
CONCEPT PLAN RENDERINGS

PARKITECTURE  
+ PLANNING  
901 Denning Way, Suite 201  
Madison WI 53717  
608 203 8203



**Inclusive Glider**  
Themed historic steamship wheelchair accessible glider

Customity products are shown as conceptual

#3

R106

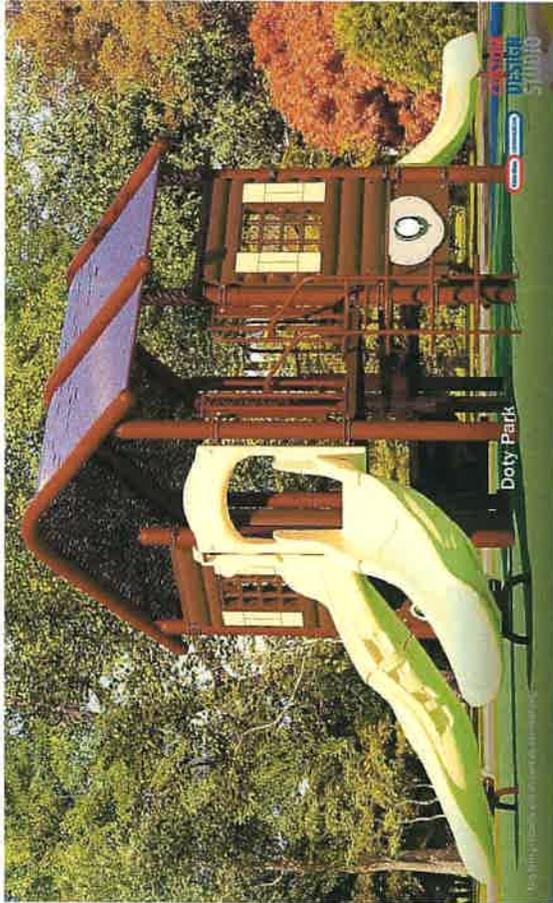
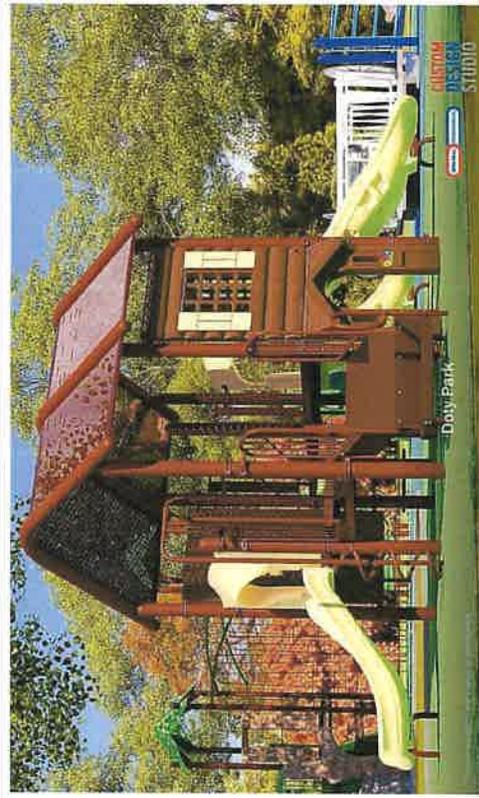
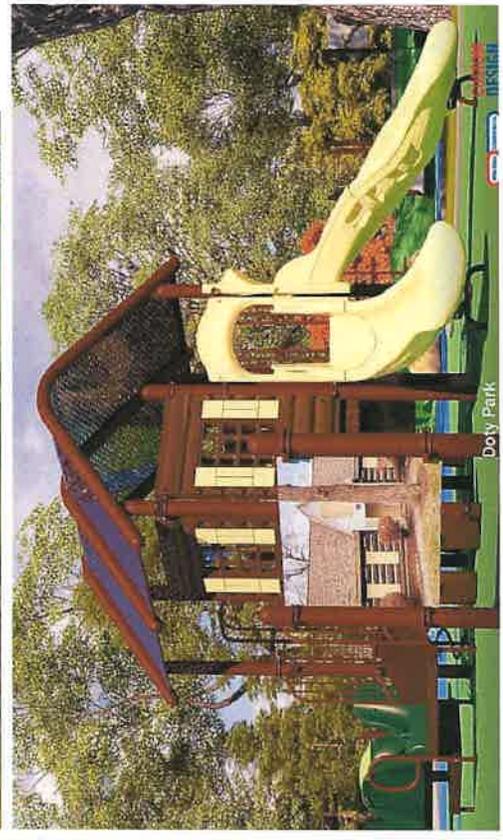
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Date: 10/15/2025  
Review  
25.007  
Project #

REVISIONS

Project Name  
DOTY PARK PLAYGROUND REPLACEMENT  
701 Lincoln Street  
Neenah, WI  
Drawn Title  
CONCEPT PLAN RENDERINGS

PARKITECTURE + PLANNING  
901 Downing Way, Suite 201  
Madison WI 53717  
608.203.8203  
LIFE-CIRCLE

**2-5 Play Structure**  
Historic cabin themed play structure.



Path: \\ms17h363cn\251027 Neenah Doty Park Playground\DOTY Park Play Structure\04 15 2025 - 923m

#4

Awaiting Signed Facility Use  
Agreement from NNYC



#5

**Budget**

**Equipment**  
 Excavator \$ 135,000  
 Hydraulic Trailer \$ 15,000  
 Replace Cemetery Mower \$ 25,000

**Facilities**  
 Kimberly Point Shoreline \$ 203,000  
 Design  
 Permitting  
 Grant

Kimberly Point Lighthouse \$ 565,000  
 ADA Building Improvement \$ 25,000  
 Misc. Asphalt Work \$ 35,000  
 CORP \$ 35,000  
 Riverside Park Lighting \$ 75,000  
 Boat Rental Analysis \$ 7,500  
 Boat House Roof \$ 40,000  
 Doty Cabin Repairs \$ 25,000  
 LLBM Weed Control \$ 30,000  
 Washington Pk Sign \$ 30,000  
 Quarry Park \$ 225,000  
 Carpenter Preserve \$ 100,000

2025 Doty Phase 1 Seawall \$ 2.0

\*\*\*\*\* 2026 \*\*\*\*\*

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Equipment												
Excavator												
Hydraulic Trailer												
Replace Cemetery Mower												
Facilities												
Kimberly Point Shoreline												
Design												
Permitting												
Grant												
Kimberly Point Lighthouse												
ADA Building Improvement												
Misc. Asphalt Work												
CORP												
Riverside Park Lighting												
Boat Rental Analysis												
Boat House Roof												
Doty Cabin Repairs												
LLBM Weed Control												
Washington Pk Sign												
Quarry Park												
Carpenter Preserve												
2025 Doty Phase 1 Seawall												

Spring - Early Summer Purchases

2027 Construction

Permitting for Doty took 14months

Construction to start after marathon. Open April/May 27'

Will have a detailed plan end of Dec.

Punch List Items

Permitting
Design/Specs
Bid/RFP
Award
Implementation
Grants