



Parks & Recreation Commission

THURSDAY, MAY 18, 2023; 4:30 PM

Whiting Boat House – 98 Fifth Street Neenah, WI 54956

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

| | | |
|----------------------------------|---|---|
| MEMBERS | Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky and Brian Borchardt | |
| STAFF | Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading | |
| AGENDA TOPICS | | |
| CALL TO ORDER | | |
| PRESENTATION / DISCUSSION | Carpenter Preserve Remaster Planning – Graef. | |
| CORRESPONDANCE | Letter from City Attorney Rashid | |
| APPEARANCES | Open Forum / Commission Consideration of Appearances | |
| MINUTES | Approval of Meeting Minutes: April 20, 2023 | Attached |
| BILL VOUCHERS | Bills for previous month | Kelly |
| FINANCIAL Report | Reviewed quarterly in April, July, October, January | Attached |
| MISSION ACTION Report | | Attached |
| BUSINESS ITEMS | <ol style="list-style-type: none"> 1. Veterans Memorial Site Recommendations 2. Revised Commission Bylaws (discussion only) 3. Approval of Memorandum of Understanding with WI-DNR 4. 2023 CIP Update 5. Announcements & Future Agenda Items | |
| LIAISON REPORTS | <ul style="list-style-type: none"> ◇ Commission By-Laws ◇ Arrowhead Development Task Force ◇ Plan Commission ◇ Harbor Committee | <ul style="list-style-type: none"> ◇ Kelly ◇ Kelly ◇ Hancock-Cooke ◇ Galloway |
| ADJOURN | | |

ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Park and Recreation Department** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

*Creating Community Through People, Parks &
Programs*



*Department of
Parks & Recreation*

TO: Parks and recreation Commission
FROM: Michael T. Kading, Director of Parks & Recreation
DATE: May 11, 2023
RE: Cameras within the Park System

During the April 20 Commission meeting Mr. Fahrenkrug was present to make an appeal to install camera at Shattuck Park. You may recall that staff had previously met and deny this request.

Since the April 20 Commission Meeting, staff have met to further discuss the cameras currently located in Riverside Park overlooking the harbor and at Rec Park overlooking Lake Winnebago and feel that it is in the best interest of the city to take ownership of the cameras.

Attached you will find a letter from City Attorney Rashid that has been sent to Mr. Fahrenkrug outlining a transfer process and a time frame in which we need to accomplish this.

Staff has reached out to both the Neenah Nodaway Yacht Club and the Fox Valley Sailing Club regarding use the cameras. Both clubs indicated a desire to see these cameras remain in service and appreciate the city's taking ownership and responsibility for the cameras.

Creating Community Through People, Parks & Programs



Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6106 • Fax: 920-886-6109
e-mail: DRashid@neenahwi.gov
DAVID C. RASHID
CITY ATTORNEY

May 5, 2023

Michael Fahrenkrug
421 Caroline Street
Neenah, WI 54956

-VIA E-MAIL TO: FARKY@NEW.RR.COM & U.S. MAIL TRANSMISSION -

Re: *Park-mounted cameras*

Dear Mr. Fahrenkrug:

As you know, in recent weeks it's come to the attention of various officials at City Hall that you, your company and its associates have had at least two cameras mounted at the harbor and at recreation park for quite a few years. As well, you've inquired of a number of such officials, including the Director of Parks and Recreation and the Mayor, whether the City would permit the installation and operation of additional cameras at Shattuck Park.

This letter is to advise of the City's position relative to the above cameras and your additional requests, all in accordance with the phone call had with you yesterday.

After thorough consideration of the issue it's the City's position that it will not at this time permit installation on or operation from any park (or other City-owned property) of any additional cameras, including those specifically requested for Shattuck Park. Moreover, the two cameras currently mounted at and being operated around the harbor and recreational park will from this point forward need to be operated by the City and its employees, or be promptly removed.

Therefore, we propose one of three options relative to the existing, mounted cameras: 1) The City take over their ownership and operation, either by the receipt of same through donation, or through purchase (at a price equal to their respective fair market value); 2) You and your associates remove the cameras if conveyance of same is not palatable to you (or their current owners); or 3) The City will remove them if neither option #1 nor #2 can be arranged. With any of the above options, such must be accomplished no later than by June 1, 2023.

We appreciate your understanding cooperation and the positive contributions that past use of these cameras has had for many of the citizens of Neenah and elsewhere. We also recognize that the cameras' presence in park locations has been by virtue of a revocable permit or license granted long ago by unidentified, past City officials.

CITY OF NEENAH
Office of the City Attorney

May 5, 2023 – Page 2

Notwithstanding these facts, however, the current interests of the City, including issues of accountability, security and liability, require that the above steps now be take.

At your earliest opportunity, please contact our Parks Director, Michael Kading, to advise how you wish to proceed given the three noted options above.

Your prompt attention to this matter will be appreciated.

Cordially,



David C. Rashid
City Attorney

CC: Jane Lang, Mayor
Michael Kading, Dir. Of Parks & Recreation
Joe Wenninger, Dir. Of Information Systems



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – April 20, 2023

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT: Mike Fahrenkrug, Gail Minks, Bob Borszich, Deby Netzel, Deb Skyrms, and John Skyrms

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

Commission President Kelly acknowledged newly appointed Scott Weber, Council Representative, to the Commission and requested that all Commission members introduce themselves.

CORRESPONDENCE

Memo pertaining to a request for cameras at Shattuck Park was reviewed.

APPEARANCES

Mike Fahrenkrug indicated that he was part of the group who initiated the cameras that are currently at the harbor and rec pool (overlooking the lake and parking lot). He asked that the Commission consider placement of cameras at Shattuck. Mr. Fahrenkrug is aware that City staff and a representative met and decided that this was not in the City's best interest. He further noted that he was part of a discussion this morning with the Mayor, City Attorney, and Director Kading, where the concept was further discussed with the same recommendation. He would like for the Commission to consider. Commissioners indicated that art (music) is protected and cannot be streamed without consent, cyber security remains of the utmost concern, and that technically the library cannot post cameras on the bike racks due to identification of individuals. The Commission requested that this item be placed on the May agenda.

Deb Skyrms was there representing the pickleball community. What does the future of pickleball look like in Neenah? She is hopeful that given all of the activity, there will be future consideration given to dedicated pickleball courts. Pickleball is a great activity for all ages but has had a significant impact on older persons. Players do not like overlays.

Deb Netzel noted that with the nice weather, no one was playing at Washington Park (staff further noted the same at Doty and Smith Parks).

Commissioner Kelly inquired about scheduled activities at the courts. Rec. Supervisor Schott noted that (tennis) lessons are held at Green, Washington, Ivy, high school, and Southview courts in the

morning during the summer, in addition to adult open play hours at Doty. She further noted that except for Southview the lessons are held from 8:30–9:30am and that adult tennis players are also looking for court space in the morning. Of further note, the department has heard from the tennis community that they too do not like the overlay lines.

John Skyrms indicated that pickleball is a great growing sport, and a pickleball complex of 6-8 courts would be a wonderful addition to the park system.

MINUTES

MSC Hillstrom/Galloway to approve the minutes of the March 16, 30, and April 11, 2023 meetings. All voting aye.

BILL VOUCHERS

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

FINANCIAL REPORT

The quarterly report was reviewed, and youth programs were specifically noted as already exceeding last year's revenue budget. Commissioner Kelly noted that we are 25% through the year, and revenues/expenditures seem to be in line.

MISSION ACTION REPORT

The report was distributed earlier. The following item was discussed:

- Arrowhead Pier update was provided. Expect decking and railing to be installed over the course of the next couple of weeks with the quiet water launch being installed in July.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Veterans Memorial Discussion

Director Kading reviewed information from a meeting that was held recently with the mayor and veteran representatives. The potential of developing a flag memorial within the city was discussed, and several sites were identified and discussed. Parks & Rec staff reviewed the request and further suggested the sites included in the packet (Doty, Riverside, Memorial Parks or Oak Hill Cemetery). A further consideration could be Shattuck. Staff is asking Commissioners to review each of the sites and bring a recommendation to the May Commission meeting.

Action: Discussion only

BUSINESS ITEM # 2: Approval of Memorandum of Understanding with the United States Coast Guard Auxiliary

Director Kading reviewed the Memorandum of Understanding that has been developed with USCG – Aux. He noted that the third-party Insurance Liability Release has been received and that the Axillary should be recognized as USCG-Aux, not as USCGA.

Action: MSC Galloway/Hillstrom to accept the MOU as corrected with the USCG-Aux. All voting aye.

BUSINESS ITEM # 3: Commission Retreat Work Priorities

Commissioner Kelly noted that the Bylaw Task Force will be meeting the first two Mondays in May to review and make recommendations to the current bylaws. He further requested individuals to help with the onboarding development. Commissioners Ondresky, Wise, and Kelly showed a willingness to serve. It was noted that Commissioner Hancock-Cooke had earlier indicated a willingness.

Action: Discussion only

BUSINESS ITEM # 4: 2023 CIP Update

Director Kading reviewed the Gantt Chart. Commissioner Hillstrom noted that the picnic tables are now showing up throughout the park system. The legs seem very strong and will accommodate ADA concerns. He expressed his thanks to Superintendent Fink.

BUSINESS ITEM # 5: Announcements and Future Agenda Items

Arbor Day Celebration is Friday, April 28, 10:30am at Kimberly Point Park
May 18 Commission Meeting, Whiting Boat House
Carpenter Preserve Discussion w/Graef
Camera Request

LIAISON REPORTS

ARROWHEAD DEVELOPMENT TASK FORCE: Commissioner Kelly reviewed the draft concept plan and asked for any further input. He would like all members of the Commission to be on the same page moving forward. Commissioner Galloway felt the bridge/connector from Gateway into the park is an excellent idea. It is about creating unique assets. Commissioner Kelly further noted that #11 was artificial turf that could be used throughout the year. Commissioner Ondresky was pleasantly surprised and looks forward to the development of the park.

PLANS COMMISSION: No report

HARBOR COMMITTEE: Galloway reported that the next meeting is scheduled for Tuesday, May 9, beginning at 4:00pm.

MSC Hillstrom / Wise to adjourn at 5:33pm.

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

May 18, 2023

Provide recreational experiences.

- The 18th annual **Touch a Truck** event took place on Wednesday, May 3rd. Over **1000 people** attended. This year's event was sponsored by N&M Transfer, Dave Mader State Farm, Kessler-Fahrenkrug Funeral Home, and Zuppas.



- The **StoryWalk** throughout **Southview Park** will be set up until **May 30th**. The featured book is [Llama Llama Red Pajama!](#) The next **StoryWalk** will take place in September.



- **Children's Playtime** completed their school year on May 4th. They celebrated by performing a concert for parents and enjoyed an ice cream social after.



*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

Foster human development.

- Summer **playground and tennis staff** will have their orientation on Sunday, May 21st in order to get prepared for the summer. Seasonal playground and tennis staff typically partake in approximately 5 hours of training prior to the summer season.

Promote health and wellness.

- Supervisor Schott taught an Interval Fitness class for the Neenah Police Department in celebration of police week.

Facilitate community problem solving.

-

Protect environmental resources.

- Tree planting continues throughout the City. Approximately 200 trees will be planted this cycle.

Strengthen safety and security.

- Superintendent Kluge and Supervisor Schott assisted with a bike rodeo at Tullar Elementary School. The goal of the bike rodeo is to promote safe biking for youth in our community.



Strengthen community image and sense of place.

- The Neenah Parks & Rec Department sponsored a tree bed for Future Neenah's Spring Fling Event!

Support economic development.

- Neenah Soccer Club's annual Flatgrass Soccer Tournament was held at Memorial Park May 12-14. 183 teams played this year.

Increase cultural unity.

-





City of Neenah Parks and Recreation Commission Meeting May 18, 2023

BUSINESS ITEM #1: Veterans Memorial Discussion

“Mayor Lang and Director Kading met with 3 members of the American Legion who have expressed an interest in placing a flag memorial monument in the park system. The flag memorial would consist of the United States flag, the State flag, the MIA flag, and the 6 flags of the military and may further consist of brick pavers and other stone monuments.

The representatives indicated that this is a very preliminary discussion and want to secure a location prior to fundraising. Various sites were discussed, and Doty Park seemed to be the favorite.

Staff reviewed the potential sites and developed a list of pros/cons for each site (see attached). In addition to the sites identified by the Legion, staff added the cemetery and felt that Shattuck should be further considered. Staff favors Memorial or the cemetery.”

Commissioners were asked at the April Meeting to review the potential sites and come prepared for discussion.

Suggested Action: A motion recommending a location.

BUSINESS ITEM #2: Revised Commission Bylaws (Kelly)

Included in the commission packet is a “red lined” and clean version of the proposed revised Bylaws. The red lined version allows you to see the changes while the clean version allows for easier reading of the proposed Bylaws.

This is discussion only item due to the fact that Commission Bylaws state a 10 day written notice must be given to the commission for proposed changes. Action will be taken during the June Commission meeting.

Suggested Action: Discussion Only

BUSINESS ITEM #3: Approval of Memorandum of Understanding (MOU) with the Wisconsin Department of Natural Resources (WI-DNR)

Staff has negotiated an agreement with the WI-DNR to utilize the Whiting Boathouse. City Attorney Rashid has reviewed the document and found them in order. Staff recommends accepting the MOU as presented.

Suggested Action: A motion to accept the MOU between the Neenah Parks & Recreation Department and the WI-DNR.



City of Neenah Parks and Recreation Commission Meeting May 18, 2023

BUSINESS ITEM #4: 2023 CIP Review

Please see attached.

Suggested Action: Review.

BUSINESS ITEM #5: Announcements and Future Agenda Items

Next meeting location: Green Park

PROPOSED SITES - VETERAN MEMORIAL FLAG MEMORIAL

Site #1 Doty Park north of channel between bridges

Pros: Historical park site, near and visible to the water, power.

Cons: Future seawall project may impact this area, centrally located in the park making it a bit of trek to access. No access, no accessibility, parking far away, not visible, potential for vandalism, would not fit well with current use.



Site #2 Riverside Park – near river and current flag and cannon

Pros: Located near and visible to the water. Current flagpole and cannon.

Cons: Limited parking and access to the site. Slope would require fill and foundation work near the river, does not fit in with current use.



Site #3 Oak Hill Cemetery – southwest portion of cemetery

Pros: Site is currently wide open. Potential to incorporate with mausoleum that would provide a unique selling opportunity for niches. Would fit perfectly in with usage. Highly visible with staffing on site. Already have existing monuments for veterans, would be able to provide easy access for both parking and pedestrians for those with disabilities.

Cons: In general, fewer people go to the cemetery. While there is a slope, this could be used to design advantage.



Site #3 Memorial Park – along Park Drive, near Tullar Shelter

Pros: Current infrastructure supports military services, site is very open and accessible to both pedestrian and vehicle traffic, location is a very visible and used park.

Cons: Rock wall originally done by Eagle Scout. A lot of donated materials and labor, how to incorporate with existing wall.





**City of Neenah
Parks and Recreation Commission Bylaws**

Article 1 – Identification

The name of this organization is the Parks and Recreation Commission, located in Neenah, Wisconsin, existing by virtue of the provisions of Chapter 27 of the Wisconsin Statutes and Ordinance 1.34 of the City of Neenah, and exercising the powers and authority and assuming the responsibilities delegated to it under those laws.

Article 2 – Parks and Recreation Commission

Section 1. Number and qualifications. The Commission is composed of nine City resident members appointed by the mayor and confirmed by the city council. One of the commission members shall be a representative of the Common Council.

Section 2. Term of Office. The term of office for commissioners shall be three years, ending on ~~March~~ ~~December~~ 31, with the exception of the Council representative, whose term shall be 1 year, ending on the 3rd Tuesday of April.

Section 3. Disqualifications, Vacancies. Members who move out of the City of Neenah shall be responsible for notifying the mayor, and become disqualified from service. When any commissioner fails to attend three consecutive Commission meetings without reasonable excuse, the president ~~or Director~~ shall notify the mayor to request disqualification of the commissioner.

Article 3 – Officers

Section 1. The officers shall be a president and a vice president, elected from among the appointed Commissioners at the ~~April~~ ~~February~~ meeting. Officers may succeed themselves once ~~only~~ and may be re-elected to the same office after a lapse of at least one year. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs. Removal from office shall be by a two-thirds vote of all members of the Commission.

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Section 2. A nominating committee shall be appointed by the president at the ~~March~~ ~~January~~ meeting and will present a slate of officers at the ~~April~~ ~~February~~ meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the ~~April~~ ~~February~~ meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Commission, ~~review sign vouchers for~~ disbursements from the city's park and recreation funds,



**City of Neenah
Parks and Recreation Commission Bylaws**

serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Article 4 – Meetings

Section 1. The regular meetings shall be held at 4:30p.m. on the third Thursday of each month.

Section 2. The ~~agenda order of business~~ for regular meetings shall ~~be posted by noon on the Monday prior to the meeting.~~ include, but not be limited to, the following items:

- ~~1. Call to order and introductions~~
- ~~2. Appearances (time may be limited)~~
- ~~3. Commission consideration of appearances~~
- ~~4. Consideration of minutes of any Commission or committee meeting since the previous Commission meeting~~
- ~~5. Financial report~~
- ~~6. Consideration of the bills~~
- ~~7. Parks and Recreation Director's report~~
- ~~8. Committee reports~~
- ~~9. Liaison reports~~
- ~~10. Business for consideration~~
- ~~11. Adjournment~~

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Section 3. Special meetings may be called by the president, or at the request of any two members, for the transaction of business as stated in the call for the meeting. The agenda shall be posted 24 hours prior to the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of a majority of the Commission.

Section 5. Commission members may attend meetings via electronic and/or conference call means with the understanding that a request be submitted the week prior to the scheduled meeting, all commissioners must have an equal opportunity to participate in the commission meeting and this should be used sparingly and only in rare circumstances.

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Section 6. An affirmative vote of the majority of the quorum of Commissioners present at the time shall be necessary to approve any action before the Commission. The president may vote upon and may move or second a proposal before the Commission.



**City of Neenah
Parks and Recreation Commission Bylaws**

Section 75. *Robert's Rules of Order newly Revised*, latest revised edition, shall govern the parliamentary procedure of the meetings.

Article 5 – Committees

Section 1. Ad Hoc Committees. Ad Hoc committees for ~~specific tasks special-situations~~ will be appointed by the president, with approval of the Commission, to serve until the ~~specific task is completed, final report of the work for which they were appointed has been filed.~~ Many of ~~These~~ committees may also include staff, citizen, or municipal representatives.

Section 2. ~~No Committees~~ will have ~~other than~~ advisory powers ~~only, unless, by suitable action of the Commission, it is granted specific power to act.~~

Article 6 – Duties of the Commission

Section 1. Determine policies for governance of the lands, facilities, recreation activities, and programs of the department.

~~Section 2 . Plan wisely for future parks and recreation needs of our community.~~

Section 32. ~~Support~~ ~~Develop~~ the highest possible degree of operating efficiency and effectiveness, while continuing to practice responsible stewardship.

Section 4 3. ~~Through the parks and recreation director, p~~ Provide facilities and opportunities for every citizen to acquire and develop a variety of recreational skills.

Section 5 4. ~~Through the parks and recreation director, m~~ Maintain and improve a stimulating environment for citizen enjoyment of recreational activities.

~~Section 5. Plan wisely for future parks and recreation needs of our community.~~

~~Section 6. Through the parks and recreation director, promote health and wellness through policies, programs and facilities.~~

Section 7 6. Select and recommend for Council approval a competent parks and recreation director. Maintain ~~oversight, and oversight and~~ consult with the mayor concerning the director's annual performance evaluation.

Section 8 7. Advise in the preparation of the budget, approve it, and recommend its funding.



City of Neenah
Parks and Recreation Commission Bylaws

~~Section 8. Through the parks and recreation director, supervise and maintain lands, facilities and activities, as well as review land, facility and activity needs to see that they meet requirements of the total parks and recreation program.~~

Section 9. Study and support legislation that will bring about the greatest good to the greatest number of parks and recreation users.

Article 7 – Parks and Recreation Director

The parks and recreation director shall be considered the chief administrator of the Commission and shall have sole charge of the administration of the parks and recreation department under the direction and review of the Commission. The director shall have the authority to perform the duties and functions associated with the position of chief administrator of the Commission. The director shall be held responsible for care of the lands, facilities, and equipment of the department, for operation of recreational programs and activities, for the employment and direction of the staff, for the efficiency of the parks and recreation department's service to the public, and for the operation of the parks and recreation department under the financial conditions set forth in the annual budget. The director shall attend all Commission meetings but shall have no vote.

~~Section 1. An affirmative vote of the majority of all members of the Commission present at the time shall be necessary to approve any action before the Commission. The president may vote upon and may move or second a proposal before the Commission.~~

Article 8 – Conflict of Interest

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Section 1. A commissioner shall disclose any possible direct personal or fiduciary interest in matters that maybe presented to the commission.

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Section 2. No Commissioner shall participate in any portion of the commissions deliberations or votes on matters in which they have a direct personal or fiduciary interest not common to other members of the commission.

Article 9 – Bylaw Exceptions

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Section 12. Any rule or resolution of the Commission, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Commission shall be present and two-thirds of those present shall so approve.

Section 23. These bylaws may be amended at any regular meeting of the Commission by majority vote of all members of the Commission provided written notice of the proposed



**City of Neenah
Parks and Recreation Commission Bylaws**

amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws will be in force when approved by the Commission.

APPROVED February 27, 1992
REVISED February 15, 1996
REVISED February 21, 2002
REVISED December 19, 2002
REVISED February 19, 2015
REVISED June 15, 2023



City of Neenah Parks and Recreation Commission Bylaws

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**City of Neenah
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officio voting member of all committees, and generally perform all duties associated with that office.

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**City of Neenah
Parks and Recreation Commission Bylaws**

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Section 3. Support the highest possible degree of operating efficiency and effectiveness, while continuing to practice responsible stewardship.

Section 4 . Through the parks and recreation director, provide facilities and opportunities for every citizen to acquire and develop a variety of recreational skills.

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**City of Neenah
Parks and Recreation Commission Bylaws**

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Section 1. A commissioner shall disclose any possible direct personal or fiduciary interest in matters that maybe presented to the commission.

Section 2. No Commissioner shall participate in any portion of the commissions deliberations or votes on matters in which they have a direct personal or fiduciary interest not common to other members of the commission.

Article 9 – Bylaw Exceptions

Section 1. Any rule or resolution of the Commission, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Commission shall be present and two-thirds of those present shall so approve.

Section 2. These bylaws may be amended at any regular meeting of the Commission by majority vote of all members of the Commission provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws will be in force when approved by the Commission.

APPROVED February 27, 1992
REVISED February 15, 1996
REVISED February 21, 2002
REVISED December 19, 2002
REVISED February 19, 2015
REVISED June 15, 2023

**MEMORANDUM OF UNDESTANDING
BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES
AND THE CITY OF NEENAH**

WHEREAS, the City of Neenah (City) has storage space at their 98 5th Street location that can be leased to the Department for a fee of \$925 with an annual 2.5% increase.

The department agrees to pay the City of Neenah Park and Recreation Department by March 1 of each year an annual fee of (based upon an annual 2.5% increase):

| | |
|------|--------|
| 2023 | \$ 925 |
| 2024 | \$ 950 |
| 2025 | \$ 970 |
| 2026 | \$ 989 |
| 2027 | \$1009 |

WHEREAS, the Department of Natural Resources (the Department) seeks storage for a Division of Public Safety and Resource Protection Program owned patrol boat and boat lift;

NOW THEREFORE the parties agree as follows:

The City gives the Department and its employees access the 98 5th Street storage located in Neenah, Winnebago County, Wisconsin starting April 20, 2023 and ending December 31, 2027 for the sole purpose of accessing the Department's equipment. The Department may not transfer or assign this permission to anyone else.

The Department agrees to exercise reasonable care in the use of the storage so as not to cause damage beyond normal wear and tear. Any damage to the site, beyond normal wear and tear, shall be repaired and restored in a timely manner consistent with original condition at the beginning of this agreement.

With respect to liability, each party shall be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the use of the boat and for any conduct or actions pursuant to this MOU, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or by the failure to exercise proper precautions, of or by itself or its own agents or its own employees.

For the City of Neenah:

For the Department of Natural Resources:

Signature

Signature

Title

Title

Date

Date

