



# Parks & Recreation Commission

**THURSDAY, JUNE 15, 2023; 4:30 PM**

**The Green – 337 Columbian Ave 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	
<b>STAFF</b>	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
<b>AGENDA TOPICS</b>		
<b>CALL TO ORDER</b>		
<b>APPEARANCES</b>	Open Forum / Commission Consideration of Appearances	
<b>MINUTES</b>	<b>Approval of Meeting Minutes: May 18, 2023</b>	Attached
<b>BILL VOUCHERS</b>	Bills for previous month	Kelly
<b>FINANCIAL Report</b>	Reviewed quarterly in April, July, October, January	Attached
<b>MISSION ACTION Report</b>		Attached
<b>BUSINESS ITEMS</b>	<ol style="list-style-type: none"> <li>1. Adoption of Commission Bylaws</li> <li>2. 2023 CIP Update</li> <li>3. Announcements &amp; Future Agenda Items</li> </ol>	
<b>LIAISON / AD-HOC COMMITTEE REPORTS</b>	<ul style="list-style-type: none"> <li>◇ Commission By-Laws</li> <li>◇ Arrowhead Development</li> <li>◇ Plan Commission</li> <li>◇ Harbor Committee</li> </ul>	<ul style="list-style-type: none"> <li>◇ Kelly</li> <li>◇ Kelly</li> <li>◇ Hancock-Cooke</li> <li>◇ Galloway</li> </ul>
<b>ADJOURN</b>		

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](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

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Programs*



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – May 18, 2023

#### MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Eric Maggio	X	Ted Galloway
	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 Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Dave Mix, Bob Borszich, Gail Minks, Mike Fahrenkrug, Gerry Andrews, Graef Representatives - Pat Skalecki, Alex Thill, and Alex Linton

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

Commission President Kelly requested that the order of the agenda be modified to address items that have individuals in attendance. Commissioners agreed.

#### CORRESPONDENCE

Commission President Kelly acknowledged the memo and letter that was included in the Commission packet for your review.

#### APPEARANCES

None.

#### MINUTES

MSC Galloway / Wise to approve the minutes of the April 20, 2023 meeting. All voting aye with one abstention by Commissioner Hancock-Cooke.

#### BILL VOUCHERS

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

#### FINANCIAL REPORT

#### PRESENTATION AND DISCUSSION:

Pat Skalecki introduced himself and the two staff members who were attending via internet as representatives from Graef engineering, who has been hired to create a revised Conceptual Master Plan for Carpenter Preserve. Skalecki shared findings from recent site visits and historical review of the property, including environmental concerns and opportunities. Skalecki further shared design precedents and asked for Commissioners to provide feedback.

- Commissioner Ondresky asked for staff input. Director Kading indicated that staff had and will continue to have input, but this time was specifically set aside for Commission input.
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- Commissioner Galloway indicated that less can be more and shared an example from Baird Creek (GB) and would recommend shying away from expensive infrastructure.
- Commissioner Lawell liked the elevated walkways, similar to what is found in Door County. Safety of the site and guests is always important, and he felt there could be an educational component to the project.
- Commissioner Hancock-Cooke encouraged access for walkers, safety throughout the site, and felt there is an oversaturation of nature centers and restoration. These are keys to the project.
- Resident Andrews felt that Carpenter Preserve offers a unique opportunity to be a connector between Hwy G, Nature Trail, and the newly acquired NE WI Land trust land (North of Breezewood).

With no further comments, Skalecki requested that Commissioners complete the survey that was handed out and submit to either the Parks & Rec office or directly to him via the contact information found on the back of the survey.

### **MISSION ACTION REPORT**

The report was included in the Commission packet. The following items were discussed:

- Commissioner Lawell inquired about the timeframe for the chapel remodeling project. Superintendent Fink reported that the chapel remodel is ongoing and likely to be completed at some point in July. The storage facility that is needed for equipment storage is in motion as well.
- Commissioner Kelly noted tree removal from throughout the city. Fink indicated that a variety of species will be planted throughout the city.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Veterans Memorial Site Recommendation**

- President Kelly clarified the question that needs to be answered today, and that is the recommendation of the best site for a Veterans Memorial. He further recommended that once the Commission determines the best site, a Memorandum of Understanding (MOU) between the veteran associations and City is needed to outline the obligations of all organizations involved.
- Commissioner Galloway has reviewed all of the proposed sites and recommends Shattuck Park for its visibility and current monument and flags.
- Commissioner Wise echoed the observations made by Commissioner Galloway but preferred the cemetery location.
- Commissioner Lawell preferred Shattuck due to site visibility.
- Commissioner Kelly stated that his preference was for the cemetery site.
- Bob Borszich questioned why the Doty site was not being further explored. Commissioner Kelly indicated that site accessibility and visibility seem to be the most important factors and that the Doty site would put the memorial in the middle of the park, causing some accessibility concerns.

**Action:** MSC Lawell / Galloway to recommend Shattuck to be further explored as the site for an expanded Veterans Memorial and that the veteran organizations and City should develop an MOU prior to beginning exploratory work. All voting aye

**BUSINESS ITEM # 2: Revised Commission Bylaws**

- Commissioner Kelly reviewed the process and the notes that were handed out prior to the meeting. He further indicated that we could not vote on the adoption of the revised bylaws due to the fact that we were unable to give Commissioners a 10-day notice of review.
- Commissioner Ondresky indicated that it was a great process and way to learn more about the Commission.
- Director Kading noted that if there were no additions, the revised bylaws would be submitted to the City Attorney for review and then sent out 10 days prior to the next Commission meeting.

**Action:** Discussion and review only.

**BUSINESS ITEM # 3: Approval of Memorandum of Understanding with WI-DNR**

The MOU was reviewed and discussed.

**Action:** MSC Galloway / Ondresky to accept the MOU with the WI-DNR to utilize the Whiting Boathouse for boat storage. All voting Aye

**BUSINESS ITEM # 4: 2023 CIP Update**

Commissioner Galloway requested a review of all assets. Superintendent Fink indicated that he has the requested information, but it is not in a presentable format. He will work on that and provide in the future.

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

- Next meeting - June 15 at Green Park.
- Clarify current Ad-hoc Committee.

**LIAISON REPORTS**

**COMMISSION BYLAWS:** See Business Item #2. Commissioner Kelly requested that the Onboarding Committee get going and requested a chair. Commissioner Ondresky volunteered to chair.

**ARROWHEAD DEVELOPMENT TASK FORCE:** The final conceptual plan has been delayed until a property survey of the park and surrounding properties can be completed.

**PLANS COMMISSION:** Commissioner Hancock-Cooke indicated there is nothing to report.

**HARBOR COMMITTEE:** Commissioner Galloway reported that the committee attempted to meet but did not have a quorum.

MSC Galloway / Lawell to adjourn at 5:55 p.m.

Recorded for the Commission by Michael T. Kading, CPRP



# Parks & Recreation MISSION ACTION REPORT

June 15, 2023

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## Provide recreational experiences.

- **Operation Recreation and Operation Recreation JR** began on June 5th. This program is almost completely full for the entire summer. On average, **60 children** attend regular Op Rec, and **20 children** attend Op Rec JR every day.
- All **sport and playground** programs began on June 12<sup>th</sup>. Enrollment numbers for the summer are looking great! We are excited to continue to serve our community as best as possible.

## Foster human development.

- **Summer staff** training is officially complete! Over **60 playground staff** spent the week of June 6<sup>th</sup>-June 10<sup>th</sup> planning and preparing for summer! Staff is looking forward to a great summer.

## Promote health and wellness.

- **Kids Bike Club** began on June 2<sup>nd</sup> for the 19<sup>th</sup> year. 10 participants between the ages of 9 and 12 are enrolled. This program helps promote physical activity and teaches children about the importance of safe cycling.
- Teens between the ages of 12 and 17 had the opportunity to attend our **Boundless Adventures** trip on June 8<sup>th</sup>. **38 students** signed up for this adventure course field trip and had an outstanding day testing their limits on the adventure course.



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# Parks & Recreation MISSION ACTION REPORT

## **Facilitate community problem solving.**

- Park staff recently completed some **upgrades at the pool**, with adding extra concrete, renovating fencing around the playground, and renovating landscaping on the east side and lawn area to ease some of the continued ongoing maintenance.



## **Protect environmental resources.**

- Arrowhead Pier is once again under construction. Lunda has indicated that their work will be completed by mid-June. EZ Dock is expecting the quiet water launch to be installed by mid-July.

## **Strengthen safety and security.**

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

- **Neenah Baseball Inc.** hosted two baseball tournaments over the weekends of June 3-5 and June 9-11 at Southview Park. Park staff worked hard preparing the park for these two big events.
- The variable frequency drive for the pools main pump suffered a catastrophic failure last week. Luckily, staff and the electrical contractor were able to work through the problem with no disruption to pool operations. A new VFD has been installed.



## **Support economic development.**

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# Parks & Recreation MISSION ACTION REPORT

## **Increase cultural unity.**

- Neenah Community Band kicked off the summer season on June 6<sup>th</sup>. The attendance was estimated at 275 individuals. Next concert is Tuesday, June 20<sup>th</sup> at Shattuck Park.





# City of Neenah Parks and Recreation Commission Meeting June 15, 2023

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## **BUSINESS ITEM #1: Adoption of Commission Bylaws**

Included in the Commission packet are “red lined” and clean versions 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.

Bylaws were sent out on May 31 via email, meeting the required 10-day notice. There was one additional change proposed, and that was the addition of the Harbor Committee and Plan Commission appointments. To date, I have not received any feedback.

**Suggested Action:** A motion adopting Commission Bylaws.

## **BUSINESS ITEM #2: 2023 CIP Review**

**Suggested Action:** Discussion Only

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

Next meeting location: Herb and Dolly Smith Park



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

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**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 3<sup>rd</sup> 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.



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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.** ~~All No-Committees will serve have other than in an advisory role powers only. unless, by suitable action of the Commission, it is granted specific power to act by the commission.~~

**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.~~ **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-~~ **Section 4 3.** 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-~~ **Section 5 4.** 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. Promote health and wellness though policies, programs and facilities.~~

~~Section 7 6. Work with the mayor or designees responsible for hiring to Select and~~ **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.~~ **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**

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 commission deliberations or votes on matters in which they have a direct personal or fiduciary interest.

**Article 9 – Bylaw Exceptions**

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.~~

**Article 10 Amending Bylaws**

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

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**Section 13.** 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**



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

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

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

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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.

**Section 7.** *Robert's Rules of Order newly Revised*, latest revised edition shall govern the parliamentary procedure of the meetings.

**Article 5 – Committees**

**Section 1. Standing Committees.** Members of the Commission shall be appointed yearly to the Harbor Committee and Plan Commission by the President, with approval by the Commission during the April Meeting.

**Section 2. Ad Hoc Committees.** Ad Hoc committees for specific tasks will be appointed by the president, with approval of the Commission, to serve until the specific task is completed. These committees may include staff, citizen, or municipal representatives.

**Section 3.** All Committees will serve in an advisory role only. unless, granted specific power to act by the commission.



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

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**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 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.

**Section 5.** Through the parks and recreation director, maintain and improve a stimulating environment for citizen enjoyment of recreational activities.

**Section 6.** Promote health and wellness through policies, programs and facilities.

**Section 7.** Work with the mayor or designees responsible for hiring to recommend for Council approval a competent parks and recreation director. Maintain oversight and consult with the mayor concerning the director's annual performance evaluation.

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

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CIP Summary	2023	Alternative Funding	Actual	January	February	March	April	May	June	July	August	September	October	November	December
<b>Development</b>															
Arrowhead Remaster Planning (C / F 2022)	\$ 45,000.00														
Arrowhead - park drive, trail design/engineering	\$ 95,000			On Hold											
Arrowhead - prairie, prep and seeding	\$ -			On Hold											
Doty / Kimberly Point Seawall design/engineering	\$ 75,000		\$ 47,000												
Cook Park re-development	\$ 320,000														
Carpenter Preserve Design	\$ 30,000		\$ 29,500												
Dog Park (Carry Forward 2022)	\$ 45,000														
<b>Maintenance</b>															
Picnic Table Replacement	\$ 20,000		\$ 16,913												
Asphalt Trail/Parking Lots	\$ 30,000														
Replace Diving Board	\$ 28,000														
Pool Basin Paint	\$ 35,000														
Whiting Boat House-exterior repairs	\$ 20,000														
Baldwin Park	\$ 120,000		\$ 117,000												
Fresh Air (Carry Forward 2022)	\$ 17,000														
Pool: Replace Play Equip (Carry Forward 2022)	\$ 3,500			Completed											
Resurface/Rebuild Southview Cts (C / F 2022)	\$ 64,000			Carry forward 2024 and requested more funding to complete the entire court system											
<b>Equipment</b>															
Replace Freestar	\$ 30,000		\$ 32,000												
Replace Taurus	\$ 30,000		\$ 27,000												
				Blue = permitting;	Purple = design;	Green = bidding;	Red = Award;	Orange = Construction							