



Parks & Recreation Commission

THURSDAY, JANUARY 18, 2023; 4:30 PM
City Hall – Hauser Room
211 Walnut Street
Neenah, WI 54956

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

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber	
STAFF	Stephanie Schott, Jim Kluge, Trevor Fink, and Michael Kading	
AGENDA TOPICS		
CALL TO ORDER		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Meeting Minutes: December 21, 2023	Attached
BILL VOUCHERS	Bills for previous month	Kelly
FINANCIAL Report	Reviewed quarterly in January, April, July, October	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	<ol style="list-style-type: none"> 1. Douglas Park - Stormwater Utility Request for Land Use 2. YMCA Agreement 3. Doty Park Shoreline Discussion 4. Commission Retreat – Date and Topics 5. 2024 CIP Update 6. Announcements & Future Agenda Items 	
LIAISON / AD-HOC COMMITTEE REPORTS	<ul style="list-style-type: none"> ◇ Arrowhead Development ◇ Plan Commission ◇ Harbor Committee 	<ul style="list-style-type: none"> ◇ Hillstrom ◇ 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 clerk@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – December 21, 2023

MEMBERS PRESENT

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

OTHERS PRESENT: Bob Borszich, Dave Mix, Gail Minks, Mui Liu, Frank Cuthbert, Duke Behnke, Gerry Andrews, Mike Jones, Rocky Schafer, Mayor Lang, Steve Shelley

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

CORRESPONDENCE

Problocki letter regarding fixing the Doty Park courts was accepted.

APPEARANCES

Andrews complimented the Commission on achieving the adoption of the Conceptual Master for Carpenter Preserve. He further stated that he has established a fund at Fox Cities Greenways in the amount of \$70,000 entitled the Friends of Carpenter Preserve. His hopes are that 2 bridges on the south side can be built and mowed trails established. Commission President Kelly thanked Mr. Andrews for his time and donation.

MINUTES

MSC Hillstrom / Hancock-Cooke to approve the minutes of the November 16, 2023 meeting. All voting aye.

BILL VOUCHERS

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

FINANCIAL REPORT

MISSION ACTION REPORT

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

- Commissioner Hancock-Cooke inquired about the need for volunteers for Winterfest. Superintendent Kluge indicated yes, there is a need.
 - Commissioner Kelly asked if there was going to be a Riverside Players straight show. Kluge responded that there would be no straight show. Was the budgeted adjusted? No, the budget was met last year with a single musical show.
-

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Shattuck Flag Memorial – Memorandum of Understanding

Commissioner Lawell requested that the Commission reconsider and clarify the MOU that was previously approved at the November meeting. He felt that we needed to clearly address who is responsible for replacing which flags. Commissioners Kelly and Lawell met with Veterans representatives to confirm intent.

Commissioner Hillstrom questioned the need to keep the monument if the six flags would represent the branches of military service. Director Kading indicated this would be addressed and that the Commission had final design approval.

ACTION: MSC Lawell / Hillstrom to accept and approve the revised MOU between the Parks & Recreation Department and the American Legion Neenah. Motion carried.

BUSINESS ITEM # 2: Neenah Soccer Request – Memorial Park

Mike Jones, Neenah Soccer Club representative, thanked the Commission for considering the possibility of using the Great Lawn at Memorial Park for organized soccer. A typical schedule would be April – June (T/Th), May – July (M/W), and then mid-August – September (T/TH) and August – October (M). Jones further indicated that the soccer club would adjust programming for Parks & Rec needs and would work with parents to diversify parking so that the neighborhood to the south would not be negatively impacted.

Superintendent Fink indicated that the club would be responsible for painting the fields. The current agreement would need to be revised.

Commissioner Kelly asked about the club leaving Mahler Park. Jones responded that the club would like to work with one organization.

Commissioner Hancock-Cooke asked about the parking. Fink indicated not with the current layout, but once again, the club will request that parents park in the north lot.

Commissioner Lawell asked with the decline of baseball/softball, would that allow for additional soccer field space? Fink responded Neenah Baseball usage has increased, we still have church league, and we are able to rent to traveling leagues.

Commissioner Galloway expressed concern about sacrificing the open area that is unprogrammed and free to use as an individual wishes and overconcentrating singular uses within the park system.

Lawell asked if the club has reached out to the school district. Jones indicated that they have, and there is a possibility that one field would be available.

President Kelly asked if anyone from the audience had input or questions.

Behnke is pleased and encouraged that the Commission seems to preserve and protect the Great Lawn. There are athletic fields to the north and passive activities in the Great Lawn. He is concerned about the loss of open space.

Jones question lacrosse's use of the Great Lawn. Fink indicated that they have taken liberties with the limited permission that has been granted. It is difficult to monitor every public activity that takes place in the park system.

Mayor Lang indicated that this is part of her regular walk and rarely sees people using the space.

Galloway stated that when designed, the north area of the park was for active recreation, and the south would be for passive non-programmed use.

Maggio questioned the condition of the turf. Fink indicated that it has been difficult to establish good turf.

Behnke agreed with this observation.

Andrews questioned the use of the school property on Pendelton Drive. Jones responded that the school district intends to keep it, and it cannot be used.

Weber asked what is driving the need for additional fields. Jones indicated the desire to work with one organization.

Weber would like to see the proposal in writing.

Lawell stated the concept is that spaces in parks need to be flexible.

Kelly indicated that there seems to be a consensus regarding the possible use of the Great Lawn.

ACTION: MSC Maggio / Galloway to deny the request from Neenah Soccer Club to use the Great Lawn at Memorial Park. Motion carried.

BUSINESS ITEM # 3: Douglas Park – Stormwater Utility Request for Land Use

The Commission reviewed the request from the Stormwater Utility to use 2.04 acres of the parkland at Douglas Park.

The Commission had concerns about saving as many trees as possible, depth of the pond, overall aesthetics and safety, and could we move the swing set or purchase/install a new one. The Commission directed staff to present this information at the January meeting.

BUSINESS ITEM # 4: 2024 CIP Update

President Kelly requested that Commissioners walk the Doty Park Shoreline prior to the next Commission meeting, as he would like to consider moving it up in the CIP schedule.

BUSINESS ITEM # 5: Commission Retreat – Date and Topics

Need to find a date in the future that will work.

BUSINESS ITEM # 6: Announcements and Future Agenda Items

Elections have been moved to the March meeting.

LIAISON REPORTS

Arrowhead Development: Continue to work on the final plan. There will be work completed at the park in 2024.

Plans Commission: Hancock-Cooke reported that nothing related to parks.

Harbor Committee: Galloway asked if a contractor has been hired to place and remove buoys. Kading indicated not at this time.

MSC Hillstrom / Lawell to adjourn at 5:50p

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

January 18, 2024

Provide recreational experiences.

- Our **8th Annual Winter Festival** event took place on January 13th. Over **200 people** were in attendance and enjoyed s'mores, hot chocolate, and many games! Big thanks to **Fox Communities Credit Union** for sponsoring the event! Also, thank you to Commissioners Lawell and Hillstrom for volunteering!



- Registration for **Operation Recreation** and **Operation Recreation Junior** will be opening on February 6th. We are still looking for a Lead Teacher and Supervisor for both programs. We are looking forward to another successful summer.
- **Where's Netti?** Neenah's favorite yeti is hiding in our parks once again this winter. Scavenger hunt goes from Jan. 13 to Feb. 11. Clue sheet and information sheet can be found on our website and in our office.
- **Puzzle Pursuit** will be held on Friday, Jan. 26 from 6:30-8:30 pm. Teams sign up to see who can put the same puzzle together the fastest. A few spots remain, so form your team of 4 today!



Foster human development.

- Currently, **summer job applications** are being accepted. Deadline is February 1st for recreation jobs, and park/cemetery jobs will remain open until all are filled. Information can be found at Neenahgov.org.

Promote health and wellness.

- Registration is now being accepted for the **9th Annual Filthy Fun Kids Run**, which will be held at O'Hauser Park on July 14th. This event is co-sponsored by Neenah and the Village of Fox Crossing Park & Recreation Departments.

Facilitate community problem solving.

- Staff, in cooperation with Edgewater Resources, continue to meet with DNR and Army Corps staff to determine permitting that will be needed for Doty and Kimberly Point shoreline improvements. Ability to permit these projects is a requirement for most grant applications.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

- Staff is working towards online facility rental applications through RecTrac. Our target implementation time is the beginning of 2025.
- Final payment request has been received from Lunda for construction of the pier at Arrowhead. Staff will complete grant reimbursements.

Protect environmental resources.

- Forestry and park staff have been working on **pruning trees** throughout the park system and road right of ways.

Strengthen community image and sense of place.

- Park staff has started replacing the roof on the open-air shelter at Memorial Park. Continued good weather should allow for an earlier than expected completion.
- Staff is working on the **2024 Summer Activity Guide**. Plan is to mail the guide to all Neenah Residents on February 21, with registration to begin on March 6 for Neenah residents and March 20 for non-residents.



City of Neenah Parks & Recreation Commission Meeting January 18, 2024

BUSINESS ITEM #1: Douglas Park – Stormwater Utility Land Use Agreement

Attached you will find a memo from Gerry Kaiser, Director of Public Works, addressing the concern raised by the Commission during the December meeting. Both Director Kaiser and Civil Engineer Kummerow will be in attendance.

The Stormwater Utility will pay \$170,000, install an 8' circular walking path around the pond/park, and provide a park sign off the Douglas Street Access in exchange for the loss of 2.0 acres of parkland. The park shelter and play area will remain, with the Commission determining the replacement of the swing.

Suggested Action: A motion to accept the proposal from the Stormwater Utility to use 2.0 acres of parkland at Douglas Park in exchange for \$170,000 to be placed in a trust fund for the purpose of property acquisition or park enhancements, development of a looping stone trail, and park signage off of Douglas Street and to authorize City staff to execute a Memorandum of Agreement.

BUSINESS ITEM #2: YMCA Agreement for Use of Open-Air Shelter at Memorial Park

Attached is a proposed draft agreement for the Commission's review and adoption.

Suggested Action: A motion to adopt the attached agreement.

BUSINESS ITEM #3: Doty Park Shoreline

Commission President Kelly requested that Commissioners walk the shoreline at Doty Park and be prepared to discuss the current timeline to complete the project.

Current Timeline:

- 2024 - Permitting Analysis and Grant Writing
- 2025 - Final design, Permitting, Construction, and Bid Documents
- 2026 - Construction

Suggested Action: Discussion and staff direction.

BUSINESS ITEM #4: Commission Retreat – Dates/Topics

Recently, staff sent out a sign up through SignUpGenius for dates in February and March. The department is aware of one individual who will not be able to attend these dates. It may be suggested that we look toward after the April elections and appointments.

Suggested Action: Discussion and staff direction.

BUSINESS ITEM #5: Announcements and Future Agenda Items



M E M O R A N D U M

DATE: January 12, 2024
TO: Chairman Kelly and Members of the Parks & Recreation Commission
FROM: Gerry Kaiser, Director of Public Works
Heath Kummerow, Civil Engineer
RE: Douglas Pond

Director Kading has informed us of several concerns that were raised at the Commission's December 21, 2023, discussion of the proposed construction of a storm water pond in Douglas Park. This memo reviews those concerns.

1. Can trees be saved?
The pond has been moved slightly to the southwest in the latest design to avoid a couple of quality trees at the northeast corner of the park property. We will work with Parks Superintendent Fink to determine if the removals noted at the south end of the pond can or should be avoided.
2. What is the overall depth of the pond?
This pond is being designed to be about 8 feet deep. Pond depth is important to minimizing early maintenance to dredge settled material and to control algae growth.
3. Can we save the swing set or purchase a new one?
This is not a decision for the Storm Water Utility. The cost of the selected option will be a utility cost in the pond project.
4. Safety and overall aesthetics.
This pond, as do all our ponds, will have a safety shelf. A safety shelf is a gently sloped area that is created so there is not a sudden drop off right at the water's edge. The shelf is typically 10 feet wide and is constructed at a flat enough slope to encourage wetland vegetation to grow. The dense wetland vegetation creates a barrier to deter people and pets from accessing the stormwater ponds and creates an attractive natural shoreline.

For pond maintenance, the Stormwater Utility contracts with a pond maintenance service to periodically inspect the pond and provide any needed algaecide treatments. The Utility will also contract for maintenance of the aquatic plants on the safety shelf.

The City does not install fencing around stormwater ponds. Fences can catch debris and impede stormwater overflows. They can also make emergency access more challenging in an event that it is needed and are also more difficult to work around for general maintenance.



AGREEMENT for FACILITY USE
between
Neenah Parks & Recreation Department
and **Neenah Menasha YMCA**
~ 2024-2026 ~

The purpose of this agreement is to define the rights and responsibilities of Neenah Parks & Recreation Department (NPRD/lessor) and Neenah-Menasha YMCA (YMCA/lessee) relative to the use of City of Neenah facilities.

- 1) FACILITIES reserved for the YMCA Day Camp Program - Camp Tonkaweya will be as follows:
 - a. Memorial Open Shelter - Monday through Friday, 7:00AM-5:30PM for approximately 12 weeks during the summer.
 - b. Memorial Open Shelter Storage Room - Year-round.
 - c. Hours not reserved by this agreement for the YMCA will be available for public use. Restrooms will remain open to the public at all times.
- 2) NPRD shall have no liability for any portion of the YMCA's amenities or equipment.
- 3) YMCA shall indemnify and hold NPRD and the City of Neenah harmless from all activities YMCA undertakes on City of Neenah property.
- 4) YMCA shall provide NPRD a CERTIFICATE OF LIABILITY INSURANCE naming the City of Neenah as additional insured, providing \$1,000,000 general liability insurance coverage for the YMCA's operations on City of Neenah property. Said certificate must be on file with the City Clerk for the duration of this agreement.
- 5) YMCA may use the two (2) parking stalls located in the northwest corner of the parking lot for a mobile storage unit.
- 6) YMCA agrees to exercise due care in the preservation of the premises and to uphold City of Neenah rules, regulations, and ordinances and to comply with all appropriate laws, including ADA Title II. The lessee further agrees to ensure that participants in their programs are aware of and comply with appropriate rules, regulations, ordinances, and laws.
- 7) YMCA shall conduct criminal background checks on all program staff ages 18 and over.
- 8) YMCA shall pay NPRD by March 1 of each year an annual fee of (based upon an annual 3.0% increase):

2024	\$1,670
2025	\$1,720
2026	\$1,772

The TERM of this agreement shall be January 18, 2024 through December 31, 2026. The agreement may be amended, at any time, by mutual agreement of both parties. Failure of the lessee to comply with any and all provisions of this agreement authorizes the lessor to terminate the lease.

Signatures:

Neenah-Menasha YMCA
110 W. North Water Street
Neenah, WI 54956

Date

Neenah Parks & Recreation

Date

			2024												
Budget			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Facilities															
Southview Courts	\$ 358,000	Trevor													planning in motion
Green Courts	\$ 40,000	Trevor													planning in motion
Kimberly Point Lighthouse Structural Review	\$ 25,000	Mike													reaching out to firms
Laudan Play Equip	\$ 130,000	Mike													developing specs
Picnic Tables	\$ 20,000	Trevor													
ADA Building Improvement	\$ 20,000	Trevor													
Washington Park HVAC	\$ 75,000	Trevor													
Kayak Rental Pods (\$13500 off setting grant)	\$ 27,000	Mike													
Equipment															
Zero Turn	\$ 25,000	Trevor													
Zero Turn	\$ 25,000	Trevor													
Field Groomer	\$ 55,000	Trevor													
Long Term Arrowhead															
West - prairie/path; road realignment															
Bridge - railroad	on hold until completion of the master planning process.														Awaiting final concept plan
Crossing - at grade															
Little Lake Butte des Morts Water Quality															
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$ 103,000	Mike													Awaiting grant award
Shoreline Doty/Kimberly Point															
Pre-grant, grant applications	\$ 26,400	Mike													
Design, permitting	\$ 25,000	Mike													mtg w/permitting & vgrant folks
Carpenter Preserve (donation announcement pending)	\$ -														Feb. 8th comm. Mtg @ Tullar

