



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – November 21, 2024

MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly		Eric Maggio		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: Frank Cuthbert, Flo Bruno

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

CORRESPONDENCE

None.

APPEARANCES

None.

MINUTES

MSC Hillstrom/Galloway to approve the minutes of the October 17, 2024 meeting. Motion carried by voice vote 9-0.

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:

- Douglas pond construction has begun. Contractor wants to move fast.
 - Superintendent of Recreation Kluge requested volunteers for The Grinch Family Breakfast on December 7 beginning at approximately 8:00am.
 - Will the kayak rental pods be shut down or taken away? Director Kading indicated that he has requested the end of the season plan from Rent.Fun and has yet to hear back. He will follow up.
 - Kluge reported that Recreation Supervisor Schott has resigned and will be transferring to the City HR Department. He complimented Stephanie on her 15 years of working for the Parks & Rec Department, starting as part-time summer staff and working up to Recreation Supervisor. She has had an amazing impact on summer staff, the office, City Hall, and throughout the city. She will be missed but will not be far away and is expected to continue to have an impact.
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BUSINESS FOR CONSIDERATION

NEW BUSINESS ITEM #1: Southview Tennis Court Reconstruction Bid Award

Superintendent of Parks Fink reviewed the bidding process and scope of work to be completed, further noting that 2 qualified bids were received and that he is recommending Vinton Construction in the amount of \$383,259.

The Commission received clarification regarding the color coating process and that Vinton Construction was not the contractor for the Doty Park court project.

ACTION: MSC Galloway/Lawell to accept and recommend awarding the bid to Vinton Construction Company, Two Rivers, WI, in the amount of \$383,259. Motion carried by voice vote 9-0.

BUSINESS ITEM # 2: Future Neenah, Inc. Bike Rack Consideration

Included in the packet were pictures of the bike racks that FNI offered to the City Parks & Recreation Department. Staff reviewed the bike racks and recommend acceptance of the “Wave” bike rack to be placed at the Neenah Pool.

Action: MSC Galloway/Lawell to accept the “Wave” bike rack from Future Neenah, Inc. and place it at the pool. Motion carried by voice vote 9-0.

BUSINESS ITEM # 3: Arrowhead Kayak Rental Station Agreement

Service Agreement Amendment Number 1 with Rent.Fun to provide one 4-unit kayak station beginning in spring 2025 for \$19,000 was reviewed. Return on investment and grant funding availability was further discussed.

ACTION: Maggio/Ondresky to accept the Rent.Fun Service Agreement Amendment No. 1 to place a 4-kayak rental station at Arrowhead utilizing the ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget. Motion carried by voice vote 9-0.

BUSINESS ITEM # 4: Arrowhead Prairie Development Bid Award

Director Kading reviewed the process that was used to arrive at the current recommendation. Staff developed bid specifications to include prairie development, pavilion, and connecting path development with undertrial drainage. Upon bid opening, staff determined the need to revise the scope and worked with the lowest cost provided to do so.

The revised scope of work includes soil preparation and prairie seed installation, 3-year maintenance, and installation of the drainage system. Staff recommends Highway Landscapers, Inc., Little Chute, WI, in the amount of \$272,021.94.

ACTION: MSC Galloway/Lawell to accept and recommend the revised scope of work to be completed by Highway Landscapers, Inc. in the amount of \$272,021.94 utilizing the ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget. Motion carried by voice vote 9-0.

BUSINESS ITEM # 5: Arrowhead Prairie Construction Administration Agreement

The proposed Jerney J. Kox Landscape Architecture, LLC agreement to complete construction administration for the Arrowhead prairie development was reviewed.

ACTION: MSC Galloway/Wise to accept the construction administration agreement with Jeremy J. Kox Landscape Architecture, LLC, Appleton, WI, in the lump sum not to exceed \$3,000 using budgeted 2024 CIP Funds identified for Arrowhead. Motion carried by voice vote 9-0.

BUSINESS ITEM # 6: 2024 CIP Update

The update was reviewed.

BUSINESS ITEM # 7: Announcements and Future Agenda Items

Commissioner Galloway will be providing a festive treat for the December meeting.
QR Code Task Force Recommendations

LIAISON REPORTS

ARROWHEAD DEVELOPMENT: Updates have been provided throughout the meeting.

AD-HOC – QR CODE: Mr. Cuthbert reviewed the discussion that occurred over two meetings.

PLANS COMMISSION: Hancock-Cooke had nothing to report.

HARBOR COMMITTEE: Galloway had no report.

Adjourn at 5:16 p.m.

Recorded for the Commission by Michael T. Kading, CPRP