



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – January 19, 2023

#### MEMBERS PRESENT

	Jim Wise	X	Kate Hancock-Cooke	X	Gary Lowell
X	Peter Kelly	X	Eric Maggio		Ted Galloway
X	Lee Hillstrom	X	Ashley Ondresky	X	Brian Borchardt

#### STAFF PRESENT

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

OTHERS PRESENT: Mayor Lang

**MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:30 P.M.**

#### CORRESPONDENCE

None.

#### APPEARANCES

None.

#### MINUTES

MSC Hillstrom / Borchardt to approve the minutes of December 15, 2022. All voting aye.

#### BILL VOUCHERS

Commissioner Hancock-Cooke reviewed for December and found them to be in order.

#### MISSION ACTION REPORT

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

- WinterFest – Commissioners Hancock-Cooke and Lawell had fun handing out hot dogs and s'mores and indicated that staff did a great job providing games and fun without snow and ice. Superintendent Kluge reported that they had about half the attendance as normal.
  - Commissioner Hancock-Cooke referenced the 2023 CIP chart that was included.
  - Commissioner Lawell inquired about the tree replacement along Bell/Breezewood. Will follow up with Superintendent Fink.
  - Commissioner Lawell also inquired about any progress related to agreements with WI-DNR/Coast Guard's use of Whiting Boathouse.
  - Commissioner Lawell asked if Playing in the Rain was lighted year-round.
  - Commissioner Ondresky inquired about the use of salt on the trails near water and its appropriateness.
  - Commissioner Kelly asked about summer job applications. Superintendent Kluge responded that it has been slow, and there is concern. Further discussion was had on various strategies to get the word out.
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**BUSINESS FOR CONSIDERATION**

**BUSINESS ITEM #1: Commission Retreat Follow-Up**

Commissioner Hancock-Cooke thanked the Commission for their attendance and participation and further thanked Commissioner Ondresky for typing up the note pages. Hancock-Cooke requested a ranking of items that were listed within the “Parking Lot” notes.

**The actions we were in agreement on were:**

- 1) Make the retreat an annual event.
- 2) Create an onboarding process and manual.
- 3) Hold a “State of the Parks” review meeting for communication with the community.

The items that will take some further ongoing focus are the issue of revising the by-laws and our vision mission statements, which we felt included some other items from the lot. I have indicated which those are below.

<b>Parking Lot</b>	<b>Votes</b>
- What is the appropriate level of detail for Commission to deal with? (K)	1
- Do we address the cemetery and trees? If so, how? (Peter)	
- Is what we are doing as a Commission what we want to be doing? (Brian)	1
- Is there value in term limits? (K)	½ - Combine with Bylaws
- Succession planning for Commissioners (Brian)	½ - Combine with Bylaws
- Big picture vision - Are we okay with what we are doing? (K)	7 – Combine with Bylaws
- Vision: Do we think our scope is right-sized? (K)	
- Criteria for park location distance and population density (K)	1
- Preview bylaws in future Commission meeting (Peter)	2
- Develop long-term aspirational vision (25 years out). Mission – how we achieve the vision. (Peter)	7 – Combine with Bylaws
- How do we inform and involve people in activities?	2
- Intentionally look for skill sets when replacing Commissioners (Kate and Eric)	1 – Combine with Bylaws
- Should we have a Commissioner from each district? (Kate)	Option to have commissioners be “sponsors” for some parks – Peter Kelly
- Define desired school district relationship. Need liaison role? (Ashley)	
- Establish 2 <sup>nd</sup> Thursday in January as annual retreat date. Whiting Boathouse. Beer. (All)	7
- Article 6, Section 3 – add “wellness” after recreational (Eric)	Combine with Bylaws
- Create an onboarding process	7
- How do we deal with one-off task forces? (Brian)	Combine with Bylaws
- Tour Dates for our Parks and Rec meetings and promote it (Brian)	State of the Parks meeting kick-off

Additional suggestions: include affiliated organizations within the handbook, secure survey results, develop a Commission t-shirt for the summer meeting tour, consider a history story in the newsletter, schedule an annual Commission Retreat (second Thursday in January), and develop an annual State of the Parks & Rec Department for public participation.

**BUSINESS ITEM # 2: Commission Nominations**

Commissioner Hancock-Cooke requested nominations for the officer position. Commissioner Lawell indicated a willingness to serve as the Nomination Committee person. Nominations will be presented to the Commission and voted on during the February meeting.



**BUSINESS ITEM # 3: Accept / Recommend Proposal for Kimberly Point and Doty Parks Shoreline Conceptual Design**

Director Kading provided an overview of the process and recommendations for the selection of Edgewater Resources to complete the services as detailed in the Request for Proposal.

**Action:** MSC Lawell / Kelly to accept and recommend the proposal from Edgewater Resources of Madison, WI to complete the scope of services as outlined in the Request for Proposal in the amount of \$46,958, utilizing the budgeted 2023 CIP Funds. Motion passed.

**BUSINESS ITEM # 4: Announcements and Future Agenda Items**  
**Election of Officers**  
**Carpenter Preserve Proposal**

**LIAISON REPORTS**

**PLANS COMMISSION:** No report.

**HARBOR COMMITTEE:** No report.

MSC Lawell / Kelly to adjourn at 5:47 pm.

Recorded for the Commission by Michael T. Kading, CPRP

Park and Recreation Commission Retreat, Thursday January 12, 4:30 to 7:30, Hauser Room in City Hall

Desired Outcome –

- Agreement on Job Description for Park and Rec Commissioners,
- Improved Work Flow for the Commission,
- Prototype Handbook for New Commissioners

Agenda

Review of Commission Responsibilities - City Attorney Rashid (15 minutes)

Mayors Charge to the Commission - Mayor Lang (15 minutes)

Review of Mission Statements from Comprehensive Plan and City Plan – Kate (10 minutes)

Discussion of the Work of the commission – Betsy (45 minutes)

- What is our job
- How best to do that job
- What do we need to deliver the best outcome for Neenah.

Next Steps and Action Items – Group

Attachments; Budget timelines, CORP, City Master Plan



# City of Neenah

## Budget Development and Management Process

The budget is a financial and operating plan that matches planned revenues and expenditures with the services provided City residents, businesses and industries based on established budgetary policies. It expresses in dollar amounts the City's work programs for the upcoming fiscal year. When adopted, it becomes a major guidance document for department managers for the operation of their various responsibilities, functions and activities. Strong efforts have been made to provide as complete information as practicable for budget analysis by the Common Council; to provide clear direction through budget detail to operating managers; and; to allow effective administrative overview and monitoring of activity expenditures.

The City's budget year coincides with the calendar year. By Statute, the Budget must include revenues and expenditures in a three-year comparison plus information on debt service, fund balances and other information deemed appropriate.

The budget document begins with a transmittal letter from the Mayor. This letter capsulizes the contents of the budget and major issues addressed during the budget development process. The Introductory and Summary Sections describe the budget process, give an overview of the City's organizational structure and present a summary of budget revenues and expenditures. All other sections include standard formatted details of specific resources, operations and special programs.

The City follows these procedures in developing, adopting, controlling and updating its annual budget for each fiscal calendar year:

### Development/Adoption

1. The Mayor establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions and Council and taxpayer expectations.
2. Each operating manager submits preliminary budget requests to the Mayor based on those guidelines, including expenditures, applicable revenues and goals and plans for the ensuing year. Requests are reviewed, amended and updated throughout the development process.
3. With staff input, the Mayor submits a total proposed budget to the Council which includes final department requests, Mayor's recommended expenditures and the means of financing them and required tax levy.
4. Copies of the proposed budget are made available for public review in the Neenah Public Library and by request from the Finance Department.
5. The Council schedules "open to the public" budget workshops with the Mayor and City staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing, all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.

6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

### **Control/Updating**

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue, Capital Projects and other funds as appropriate.
2. General (operating) Fund appropriations are made at the following major expenditure program levels:

General Government  
Public Safety  
Public Works  
Community Development and Human Services  
Culture and Recreation  
Miscellaneous Other Uses

All other funds are appropriated at the total expenditure level. Expenditures cannot exceed appropriations without approval of two-thirds of the Council and publication of a Class 1 Public Notice.

3. Internal City policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from Salaries/Wages, Capital Outlay, between "departments" and major cost center accounts and from the Special Reserve and Escrows account require approval of the Finance and Personnel Committee and a two-thirds vote of the Council.
4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.
5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits quarterly reports in writing to the Finance and Personnel Committee and Council and makes analyses of the fiscal condition of the City's various funds and appropriations and recommendations related thereto.
6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for reappropriation in the succeeding fiscal year.
7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

## 2023 Budget Timetable

2022

Budget Materials Distributed to Departments	July 13
Preliminary Requests Due from Departments	August 19
Finance Department Review and Format Requests	August 22 – August 26
Department Heads Meet with Mayor and Finance Director	August 29 – Sept 9
Formulate Executive Operating and Capital Budget	September 12 - October 14
Finance Dept. to Prepare Final Budget Document	October 17 - October 20
Executive Summary Distributed	October 21
Executive Budget Presented	October 25
Budget Workshops with Aldermen	November 1 - 10
Formal Budget Hearing and Adoption	November 15

# Board of Park Commissioners

( Park & Recreation Commission )

Legal Overview

## By What Authority?

State statute (Ch. 27)

City Code (Ord. Sec. 2-169, Sec. 5)

Rules & Regulations (i.e. Bylaws)

Director's Position Description

## State: Enabling legislation

Authorizes city to enact its own ordinance (which Neenah has done)

## Neenah Code of Ordinances (Ch. 2, Art. V., Div. 2, Sec. 2-169)

Establishes a Board of Park Commissioners (Called here “Park & Recreation  
Commission”)

# Rules & Regulations (2-169(b)(2))

Parks & Recreation Bylaws (App. 02/27/92; Rev. 02/19/15)

How the Commission functions

## Code Sec. 5 Officers Appointed

Director of Parks & Recreation (by Council, after selection & recommendation by  
Commission (Bylaws, Art. 6, Sec. 6))

# Position Description (Parks & Recreation Director)

Approved by Mayor & Council, after input from Human Resources

# Park Rules

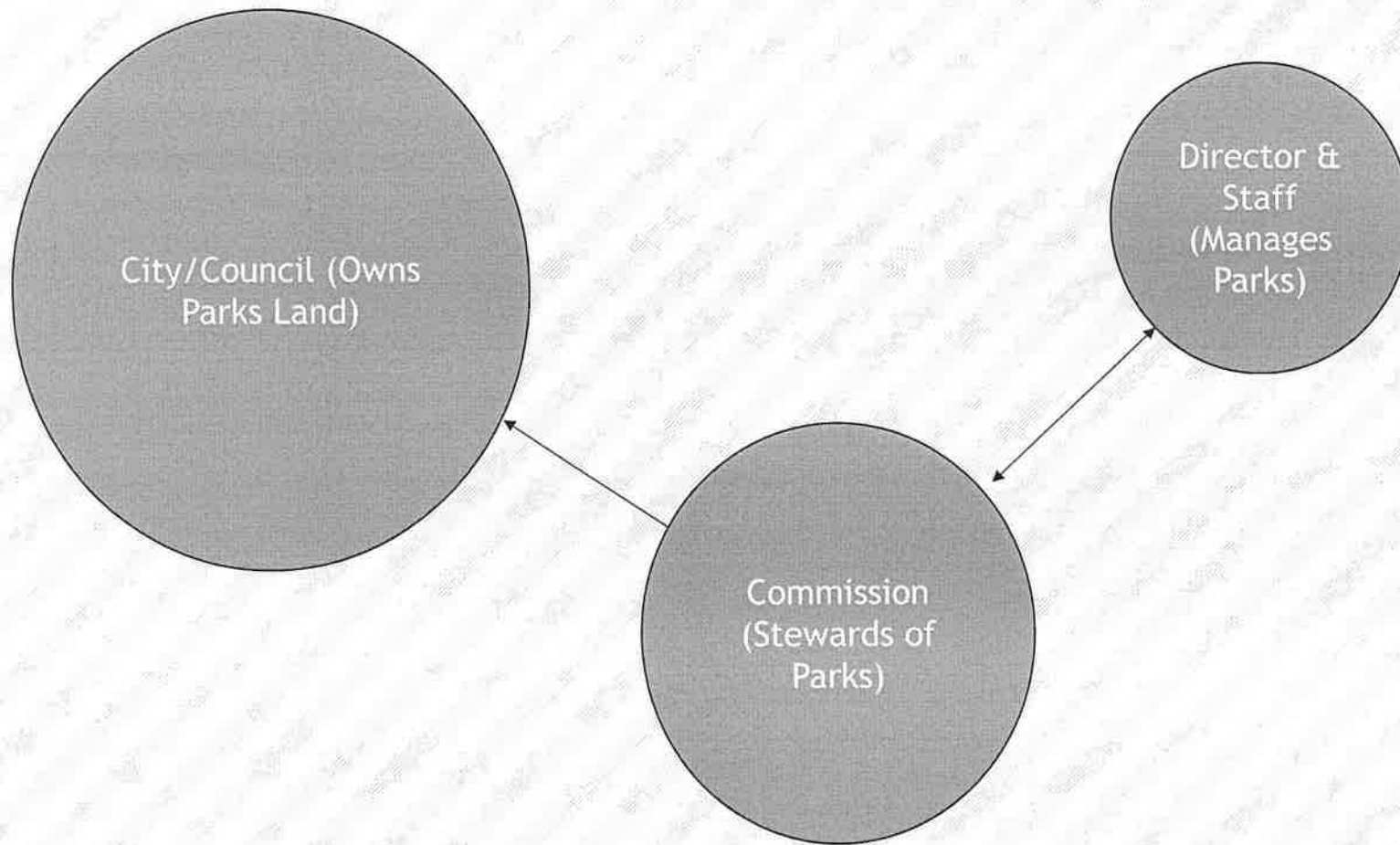
Commission & Recreation Department (Director & staff)  
Enforceable under Code (issuance of citations)

# Span of Control & Function

Ownership (City, Common Council)

Trust/Steward (Commission)

Management (Director)



# Authorities & Functions

Composition/Organization (See Ord.)

Power & Duties

- Charge, supervision & management
  - Adopt Rules & Reg's. (Bylaws)
- Employs (two positions: Jim & Steph)
  - Finances (See Ord.)

# Structure & Function (Bylaws)

Duties of the Commission (Art. 6, Sec. 1-9)

# Role of Parks Director

Article 7 of Bylaws  
HR Position Description

## Questions & Answers: