



## PARK & RECREATION COMMISSION MINUTES

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### **REGULAR MEETING – February 17, 2022** **Conducted via virtual application due to COVID-19.**

#### **MEMBERS PRESENT**

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly		Jim Vedder		Ted Galloway
X	Lee Hillstrom (left @ 5p)			X	Brian Borchardt

#### **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:

#### **MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:37 P.M.**

MSC Hancock – Cooke / Kelly to adjust the agenda to address Business Items 3 and 4 and then return to the agenda as presented. Motion Carried.

**CORRESPONDENCE:** NONE.

**APPEARANCES:** NONE.

#### **MINUTES**

MSC Borchardt / Wise to approve the minutes of the December 16, 2021. All voting aye.

#### **BILL VOUCHERS**

Commissioner Hancock - Cooke reviewed the vouchers for December and January and found them to be in order. Commissioner Hancock – Cooke inquired about the cost of printing the Rec Guides versus the cost of the post cards. Superintendent Kluge indicated that the cost to the print the guide is approximately \$7,000. Recreation Supervisor Schott further clarified that while the post card is more cost effective and registered 1200 QR code hits, registration was significantly lower and staff needed to create additional Facebook posts.

#### **MISSION ACTION REPORT**

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

- Recreation Supervisor Schott – Winter Fest was awesome with great attendance and good weather. Thanked the hot dog distribution team of Gary and Brian.
  - Op Rec - 40 all day registrations have been received, we can accept 60 all day registrations.
  - Commissioner Hancock – Cooke recognized the new signs that are popping up in the parks, looking good.
  - Director Kading highlighted the current status of Arrowhead Park indicating that the Pier is at the DNR for review and approval and the final material has been brought to the park from the Harrison Pond project. A final land survey has been completed and the prairie/path project will be going to the DNR for review and approval within the month. Kading also informed the Commission that Pamela Sabatke has started as the new part-time administrative assistant.
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**BUSINESS FOR CONSIDERATION**

**BUSINESS ITEM #1: Island Park Concept**

Director Kading reviewed the concept plan as presented to the Commission. The plan focuses on the near water and pathway connections with new concrete, railings, gathering spaces and in the future a new restrooms. Commissioners inquired about the internal portion of the park, donated funds and overall cost. Director Kading indicated that the internal portion of the park was being left green space, the donation is estimated at \$62,500 with an overall project cost estimated at \$300,000.

**Action Needed:** By consensus the conceptual plan was accepted.

**BUSINESS ITEM #2: Fresh Air Concept**

Commissioner Hancock – Cooke provided an introduction and refresher to the Fresh Air Concept planning process with basic idea to reduce asphalt while increasing green space. 5 concept plans were present in October from which staff developed the recommended concept plan. Superintendent Fink had previously sent out the plan to the commission prior to the meeting to solicit feedback.

- Commissioner Hillstrom likes the revised plan; specifically, that the road does not go through and there is more open space.
- Commissioner Kelly likes the green space but not sure that it is going to be used any more than it is now, because guests come to access the lake; however, is concerned about the reduced amount of parking.
- Commissioner Lawell disagreed with the concept of having the parking off of Maple.
- Commissioner Borchardt agrees with Kelly.
- Commissioner Lawell not sure the lot is ever full, but recognizes the popularity of the water and ice.
- Commissioner Wise inquired if additional parking could be created.
- Superintendent Fink indicated that additional excavation outside of the current asphalt footprint will come with costs and further stated that the pass through loop will help with parking.
- Commissioner Hancock – Cooke ask “What are the next steps?”
- Director Kading responded that staff is looking for consensus on a plan so that we continue working with Public Works to develop construction and bid documents.
- Commissioner Hancock – Cooke asked each commissioner member to indicate their preferred plan. Kelly – the revised, Lawell- the revised, Wise – the revised and Borchardt – the revised.

**BUSINESS ITEM #3: Reciprocity Agreement with Appleton / Menasha**

Superintendent Kluge reviewed the information provided in the memo that was sent out with the commission packet. Unfortunately, all three departments have converted registration systems and data has been loss regarding participation. Kluge further explained that staff is recommending a 2 year agreement as compared to a 5 year agreement because COVID has significantly impacted participation.

- Commissioner Hancock – Cooke What if any numbers exist? What are the thresholds that we use to determine if this is in our best interest?
- Kluge clarified that previous numbers seem to indicate that it is pretty even between communities and slightly favoring Neenah with our residents using more rentals in other communities.
- Commissioner Hillstrom agreed that over the years the participation numbers have been fairly equal.
- Commissioner Borchardt inquired about the registration process.
- Kluge responded that Neenah residents have priority and then approximately 2 later non-residents have the opportunity to enroll in programs.

- Commissioner Lawell stated that as Neenah no longer offers softball leagues, residents have been forced to go to other communities to participate in leagues such as Appleton.

**Action:** MSC Kelly / Lawell to recommend acceptance of the agreement with the city of Appleton and Menasha. Motion Carried.

**BUSINESS ITEM #4: Possible Cell Tower Location – Recreation Park**

Director Kading introduced the issue before the commission including that the representative had first inquired about Riverside and Quarry Parks. After further discussion these site were determined to be unsuitable. The representative further inquired about Recreation Park. Kading further stated that this is very preliminary as US Cellular is attempting to locate appropriate sites.

- Commissioner Hillstrom indicated that new state legislation limits the authority of local governments to regulate cell towers.
- Commissioner Wise inquired about what the tower might look like and why they could not use existing towers. Kading indicated that it was too early in the process.
- Commissioner Hancock – Cooke the plan commission dealt with this same issue with the tower that was placed near Walgreens.
- Commissioner Lawell asked about the proposed height. Kading said that they initially talked about a 100' tower.
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**Action:** MSC Borchardt / Lawell to authorize staff to move forward with discussion should US Cellular pick this site. Motion Carried.

**Announcements & Future Agenda Items**

Commission Elections  
CIP 2022 Update

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke nothing to report.

**HARBOR COMMITTEE:** Director Kading in absence of Commission Galloway reported that there are 2 openings on the committee, replacement buoys have been picked up. The WI –DNR 3 year permit has been received for weed harvesting.

MSC Lawell / Borchardt to adjourn at 5:39p

Recorded for the Commission by Michael T. Kading, CPRP