



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – August 15, 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
	Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Frank Cuthbert, Kathie Boyettte, Bill Pollnow, Sandy Gauger, Jill Fritsch, James Cox, Patti Julius, Maxwell Sheppard, Scott Becher, Chris Haese, Duke Behnke, Mayor Lang

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

CORRESPONDENCE

None.

APPEARANCES

Mr. Becher expressed his concern about the money being budgeted and authorized for Arrowhead.

MINUTES

MSC Lawell / Hancock-Cooke to approve the minutes for the July 18, 2024 Commission Meeting with the addition of the monument task force minutes. All voting aye.

BILL VOUCHERS

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

MISSION ACTION REPORT

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

- Commissioner Kelly requested a comparison from the other communities who are participating in the Rent.Fun kayak rentals. Director Kading will collect information and report back.
 - Commissioner Lawell inquired about the average attendance at Fun Runs and who is paying for this free program. Superintendent Kluge indicated that the committee does a great job fundraising for the event, and they have historically covered all of their costs. Commissioner Ondresky shared that on average, 550 kids participated in the 4 events this summer.
 - Commissioner Kelly inquired about Riverside Players. Superintendent Kluge stated that attendance was okay, and costs will be covered due to sponsorships. He further stated that there will be 2 shows next year and that he is currently working with the theater community as we speak to confirm the straight show and musical for 2025.
 - Commissioner Hancock-Cooke asked about the 8/13 meeting with NRDA. Director Kading informed the Commission that this meeting was a follow-up to the grant application that was submitted on 7/31. The purpose was to review and clarify the application.
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BUSINESS FOR CONSIDERATION

OLD BUSINESS ITEM #1: Oak Hill Cemetery Monument Reconsideration

- Commissioner Hancock-Cooke noted that Isle of Honor has a donor plaque. We have a donor policy for the City – should this not apply at the cemetery? She remains supportive of the donor.
- Commissioner Kelly recommends the need for future policy, and since multiple donors have been secured, he feels the QR code is a viable option.
- Commissioner Weber feels there is a difference between a war memorial and the City’s benches, trees, and other opportunities.
- Ms. Fritsch asked if it would be possible to make it more general.
- Ms. Gauger stated that Dan spearheaded this monument idea.
- Ms. Boyette indicated that she approached the City 2 years ago but was denied due to funding, was blessed that Mr. Fritsch has stepped forward with a funding opportunity, and recognizes this has been a difficult road and multiple donors makes it more difficult. She supports the QR code opportunity.
- Mr. Pollnow does not support individual names on the monument and is concerned about a QR code and getting hacked.
- Commission President called the motion.

ACTION:

MSC Maggio / Hancock-Cooke to grant permission to Ms. Fritsch to place additional verbiage on the monument, such as, “Donated by family & friends of Daniel Fritsch.” By consensus, motion failed.

MSC Hancock-Cooke / Weber to grant permission to add the following language: “Donated by family and friends of those who served” to the War on Terror Monument. By consensus, motion carried.

Commission President suggested and asked for volunteers to serve on a task force to address the use of a QR code on the monument. Commissioners Hancock-Cooke, Lawell, Weber, Ms. Fritsch, and Mr. Cuthbert volunteered to serve on the task force.

NEW BUSINESS ITEM #1: Consideration of Facility Use Agreement Sailing Touring Company

Director Kading introduced Maxwell Sheppard and his idea of conducting a sailing touring company out of Riverside Park. Due to the nature and cost of such a business, Mr. Sheppard is seeking some assurance that he will be able to operate out of Riverside Park.

Mr. Sheppard introduced himself. He has captained boats throughout the country, including here in the Fox Valley. He understands the challenges, as Lake Winnebago is considered coastal waters and falls under the Coast Guard’s jurisdiction.

ACTION: MSC Weber / Lawell support Mr. Sheppard’s exploration of providing a sail touring company out of the Riverside Harbor and should bring back a plan when ready. By consensus, motion carried.

BUSINESS ITEM # 2: Proposal for Arrowhead Innovation Building Schematic Design Services

Director Kading reviewed the proposal from Gries to complete the schematic design of the “innovation building.” The initial purpose of the building is for site maintenance and support and possibly recreational programming/rentals and restroom facilities. Scope of services includes meeting with the tech team and staff to review needs and providing a building layout with elevation and an Opinion of Probable cost.

- Commissioner Wise asked for clarification on the funding source. Director Kading indicated that CIP budgeted ARPA funds is the recommended funding source.
- Commissioner Hancock-Cooke asked who would be involved. Director Kading stated the tech team and representatives from the Recreation staff.
- Mr. Pollnow asked if a cost estimate would be included in the deliverables. Director Kading responded that it would.
- Commissioner Kelly wanted to ensure that no more than the amount identified would be spent on this work and would prefer moving forward to know the number of hours that are expected on the project.

ACTION: MSC Lawell / Weber to accept and recommend the agreement with Gries Architectural Group Inc. in the amount not to exceed \$23,500 and that Gries shall provide a detailed summary of hours and hourly rates to be expended on the project. Motion carried.

BUSINESS ITEM # 3: Quotes for Arrowhead Implementation Design

Item was pulled from the agenda. Staff wanted additional information in order to make a recommendation.

BUSINESS ITEM # 4: Proposed 2025 Operating, Maintenance and CIP Budget

An overview of the proposed budget was given, and discussion was held.

ACTION: MSC Hancock-Cooke to accept and recommend the 2025 Operating, Maintenance and Capital Improvement Plan budgets as presented for consideration by Mayor Lang and Common Council. Motion carried.

BUSINESS ITEM # 5: 2024 CIP Update

Status was reviewed.

BUSINESS ITEM # 6: Announcements and Future Agenda Items

Douglas Park Report

LIAISON REPORTS

Arrowhead Development: Commissioner Kelly reported that the selection task force has conducted interviews to select an engineering firm.

Plans Commission: Commissioner Hancock-Cooke noted that there was nothing to report.

Harbor Committee: Weed cutting will not be performed in the harbor this year due to consistent high water and unsafe conditions.

Meeting adjourned at 5:51 pm

Recorded for the Commission by Michael T. Kading, CPRP