



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – February 16, 2022

#### MEMBERS PRESENT

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

#### STAFF PRESENT

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

OTHERS PRESENT:

### MEETING CALLED TO ORDER BY Director Kading at 4:32 P.M.

#### ELECTION OF OFFICERS:

Commissioner Lawell presented the slate of officers for 2023 to be Commissioner Kelly - President and Commissioner Ondresky - Vice President and opened the floor to further nominations. Hearing none, the nomination period was closed.

MSC Lawell / Galloway to accept the nominations of Commissioner Kelly - President and Commissioner Ondresky - Vice President for 2023. All voting aye.

The meeting was turned over to President Kelly to conduct.

#### CORRESPONDENCE

None.

#### APPEARANCES

None.

#### MINUTES

MSC Hillstrom / Borchardt to approve the minutes of the January 10 and 19 Commission meetings. Motion carried with one abstention (Commissioner Wise).

#### BILL VOUCHERS

President Kelly reviewed the vouchers for January and found them to be in order.

#### FINANCIAL REPORT

The 4<sup>th</sup> quarter and unaudited end of the year financial report was reviewed by the Commission. Commissioner Galloway questioned the sales of the cemetery lots in comparison to what was budgeted. Superintendent Fink indicated that he budgets based upon average trends. 2022 saw an increased number of lot sales and, therefore, income.

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### **MISSION ACTION REPORT**

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

- Commissioner Hillstrom inquired about the pier progress at Arrowhead. Director Kading indicated that progress continues and Lunda expects to complete piling work within the week.
- Commissioner Lawell asked about the progress of developing facility use agreements with the US Coast Guard and WI-DNR at Whiting Boathouse. Director Kading reaffirmed that neither parties nor the City's legal department have found any record of agreements. Kading further informed the Commission that draft agreements were being developed.
- Commissioner Lawell inquired about part-time wages in light of the recent report that area municipalities have raised their wages in hopes of attracting potential employees. Recreation Supervisor Schott responded that staff have been working with local municipalities to stabilize wages. Wages have been increased \$1/year over the last two years and likely will continue to increase as needed. Superintendent Fink indicated that he started raising wages beginning in 2017. He has also increased safety boot reimbursement and is now providing longevity incentives.
- Commissioner Kelly asked about summer hiring. Recreation Supervisor Schott indicated that there has been difficulty finding qualified individuals to supervise programs. The Department has reached out to all schools.
- Commissioner Hillstrom further inquired about the pool staffing and conditions. Recreation Supervisor Schott stated that 29 lifeguards have been hired, with the hopes of having 30 guards on staff. It helps to have the pool supervisor teaching the lifeguard class at the high school. Superintendent Fink further stated that some work is left to be done around the new water play equipment, slide work has been completed, fencing repairs are being completed, and landscaping has been pulled and concreted to create more pool deck space.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Commission Meeting Locations (Summer)**

Director Kading presented locations for the summer Commission meetings.

- Whiting Boathouse - May (hopefully will coincide with first shoreline meeting)
- The Green - June
- Herb & Dolly - July
- Shattuck - August
- Memorial Scherck - September

**Action:** MSC Hillstrom / Lawell to accept locations. Motion Carried.

#### **BUSINESS ITEM # 2: Carpenter Preserve Remaster Plan Proposal**

Superintendent Fink reviewed the Request for Proposal process and indicated that 5 proposals were received and reviewed by Commissioners Hillstrom and Borchardt, Gerald Andrews, and staff members Fink and Kading. 2 firms were selected for interviews. After interviews, staff are recommending Graef Engineering in the amount of \$29,950 to complete the Carpenter Preserve Remaster Planning process.



Action: MSC Hillstrom / Wise to accept and recommend Graef Engineering in the amount of \$29,950 to complete the Carpenter Preserve Remaster Planning process, utilizing 2023 CIP Funds. Motion carried.

**BUSINESS ITEM # 3: Announcements and Future Agenda Items**

Commissioner Galloway indicated that FNI has a keen interest in Arrowhead and as part of the of the Rhodes Foundation maybe interested in donating.

Baldwin Play Equipment RFP is due March 7. Staff will evaluate and make a recommendation as well as invite Commissioners in to review prior to the March 16 meeting.

Commissioner Hillstrom informed the Commission that the task force last met on February 1. 3 concept plans were presented, and stakeholder meetings were held. March 14 is scheduled for a public input meeting.

Neenah Soccer's 50<sup>th</sup> Anniversary is this year. Events are forthcoming.

**LIAISON REPORTS**

**PLANS COMMISSION:** No report.

**HARBOR COMMITTEE:** Commissioner Galloway reported that the committee will be involved in the shoreline improvement process.

MSC Lawell / Hillstrom to adjourn at 5:07p

Recorded for the Commission by Michael T. Kading, CPRP