



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – January 18, 2024

MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock-Cooke	X	Gary Lawell
X	Peter Kelly		Eric Maggio	X	Ted Galloway (arrived at 4:35p)
X	Lee Hillstrom	X	Ashley Ondresky	X	Scott Weber

STAFF PRESENT

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

OTHERS PRESENT: Heath Kummerow, City Engineer; Gerry Kaiser, Director of Public Works; Jill Fritsch; Jane Lang, Mayor.

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

CORRESPONDENCE

None.

APPEARANCES

Jill Fritsch requested that the City consider a way to recognize those who have served in the conflict on the Global War on Terrorism. Given that many of the conflicts have not officially ended, it may be difficult to recognize individuals. Commission President Kelly thanked Ms. Fritsch for coming tonight and requested that staff place on the February agenda for further discussion.

MINUTES

MSC Hillstrom / Lawell to approve the minutes of the December 21, 2023. All voting aye.

BILL VOUCHERS

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

FINANCIAL REPORT

Commissioner Lawell asked for examples of contracted programs. Rec Supervisor Schott indicated that kids theater, babysitting, and fitness programs were examples of contracted programs.

Commissioner Hancock-Cooke thanked staff for the enlarged report.

MSC Hillstrom / Galloway to accept and place on file the 4th Quarter unaudited financial report.

MISSION ACTION REPORT

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

- Superintendent of Recreation Kluge thanked the hot dog crew (Lee, Joy, and Gary) for helping out at WinterFest. Despite a significant winter storm event, staff decided to hold the very successful event.
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The sledding hill was packed, and indoor activities, hot dogs, and hot chocolate were enjoyed! He also thanked Fox Communities Credit Union for their continued support.

- Commission President Kelly noted the shoreline update and indicated that there would be further discussion during Business Item #3.
- Rec Supervisor Schott indicated that recreation staff have met with tennis instructors to determine how best to efficiently offer tennis instruction to City residents. The proposal is to reduce the number of sites down to two main hubs.

BUSINESS FOR CONSIDERATION

BUSINESS ITEM #1: Douglas Park – Stormwater Utility request for land use

- Director Kading opened the discussion with a brief overview from the previous meeting, while referring to the memo submitted by Public Works Director Kaiser addressing the Commission's concerns.
- Commissioner Lawell requested clarification on the type of turf and landscaping. DPW Kaiser indicated that native landscaping would be used in and around the pond.
- Commissioner Hancock-Cooke indicated that she had previously sent an email regarding the recent deaths in Sun Prairie related to stormwater ponds. She is requesting that a fence be placed around the pond.
- Commissioner Hillstrom stated that Neenah has over 20 such ponds and is surrounded by natural bodies of water, none of which are fenced, but does understand the concerns that Commissioner Hancock-Cooke raised.
- Commission President Kelly stated that he is concerned about the safety of individuals visiting the park but does not feel that placing a fence is the best solution.
- DPW Kaiser responded that fencing is not something that was considered but does understand the concerns that have been raised. Fencing around such ponds creates additional nuisance.
- Commissioner Lawell asked whether the pond was expected to be wet or dry, and if wet, what would be the deep part be? DPW Kaiser indicated that it would be a wet pond, and 8 feet is projected to be the deepest part.
- Commissioner Hancock-Cooke asked what the approval process was for a stormwater pond. Kading indicated that this is only coming to the Commission based on the request to use current parkland.
- Commission President Kelly requested those who are interested in requesting a swing replacement to raise their hands. Commissioners unanimously responded in the positive.
- Commissioner Hillstrom asked about the location of the trail. Engineer Kummerow indicated that the location is conceptual and could be adjusted with the surfacing being screenings.
- Commissioner Lawell inquired about circulation. DPW Kaiser indicated that there are several types of water circulation. Due to the constant water flow, stagnant water is not a concern.

Action: MSC Hillstrom / Lawell to approve the use of a portion of Douglas Park for the purposes of developing a stormwater facility and authorized staff to develop a memorandum of agreement that includes a looping walking trail, signage, replacement of the swing set, and \$170,000 to be set aside in a trust fund for the purpose of future land acquisitions and development. Motion carried. Galloway abstains.

BUSINESS ITEM # 2: YMCA Agreement

Director Kading reviewed the agreement as presented.

Action: MSC Galloway / Hillstrom to accept the agreement as presented to permit the YMCA to use a portion of Memorial Park, including the Open-Air Shelter, throughout the summer from 2024-2026. Motion carried. Weber abstains.

BUSINESS ITEM # 3: Doty Shoreline Discussion

Commission President Kelly had requested that Commissioners visit Doty Park and come prepared to discuss the conditions of the seawall. Kelly further commended staff for the care and maintenance of the seawall. He suggested that the Commission consider moving this item up to 2025 in the CIP.

Director Kading provided an update of the permitting and grant writing process. The goal has been to focus on permitting/grant writing in 2024, additional grant writing, permitting, final design and construction specs in 2025, with construction in 2026. Kading informed the Commission the 5-year CIP planning process will be coming up in the next few months, and the Commission can request this change in the CIP then.

Commission agreed and requested that staff make the necessary changes to the draft CIP.

BUSINESS ITEM # 4: Commission Retreat – Date and Topics

- Commission President Kelly suggested that we move back between mid-March and April.
- Commissioner Lawell questioned the need.
- Commissioner Hancock-Cooke indicated that there are several items remaining unfinished from last year's retreat, specifically onboarding and mission statement.
- Commission President Kelly agreed that an agenda needs to be established and will work towards that and recommending a future date.

BUSINESS ITEM # 5: 2024 CIP Update

Staff reviewed the 2024 CIP.

BUSINESS ITEM # 6: Announcements and Future Agenda Items

Cemetery Monument

LIAISON REPORTS

ARROWHEAD DEVELOPMENT: Commissioner Hillstrom reported that we are awaiting the final concept plan.

PLANS COMMISSION: Commissioner Hancock-Cooke reported nothing specifically related to the Commission.

HARBOR COMMITTEE: Commissioner Galloway asked if the buoys placement contract has been worked out.

MSC Hillstrom / Ondresky to adjourn at 5:25 p.m.

Recorded for the Commission by Michael T. Kading, CPRP