



Parks & Recreation Commission

THURSDAY, APRIL 17, 2025; 4:30 PM
Neenah City Hall – Hauser Room
211 Walnut Street
Neenah, WI 54956



NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

MEMBERS	Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Eric Maggio, Ted Galloway, Jim Wise, Ashley Ondresky, and Scott Weber		
STAFF	Megan Thompson, Jim Kluge, Trevor Fink, and Michael Kading		
AGENDA TOPICS			
CALL TO ORDER			
	Election of Officers (Commissioner Lawell)		
APPEARANCES	Open Forum / Commission Consideration of Appearances		
MINUTES	Approval of Regular Minutes: March 20, 2025	Attached	
BILL VOUCHERS	Bills for previous month	Kelly	
FINANCIAL Report	Review end of year financials	Attached	
MISSION ACTION Report		Attached	
BUSINESS ITEMS	1. Approve Additional Batting Cages at Southview Park 2. Recommendation(s) Douglas Park 3. Consideration Naming of the Great Lawn at Memorial Park (Commissioner Hillstrom) 4. Reject Green Play Equipment Proposals 5. Authorization to reallocate Doty Park Play Equipment CIP Funds to The Green Play CIP Equipment Fund 6. 2025 CIP Review 7. Announcements & Future Agenda Items		
LIAISON / AD-HOC COMMITTEE REPORTS	◇ Arrowhead Development ◇ Plan Commission ◇ Harbor Committee	◇ Hillstrom ◇ Hancock-Cooke ◇ Galloway	
ADJOURN			

ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Park and Recreation Department** or the City's ADA Coordinator at (920) 886-6106 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Creating Community Through People, Parks & Programs

PARKS & RECREATION COMMISSION MINUTES

REGULAR MEETING – March 20, 2025

Members Present

X	Jim Wise		Kate Hancock - Cooke		Gary Lawell
X	Peter Kelly	X	Eric Maggio		Ted Galloway
X	Lee Hillstrom (arrived @ 4:15p)	X	Ashley Ondresky	X	Scott Weber

Staff Present

X	Michael T. Kading, Director of Parks & Recreation
X	Jim Kluge, Superintendent of Recreation (arrived @ 4:33p)
X	Trevor Fink, Superintendent of Parks
X	Megan Thompson, Recreation Supervisor (arrived @4:33p)

Others Present: Frank Cuthbert, Scott Becker, DPW Kaiser, PW Engineer Kumrow, Jane Bahlman, Mayor Lang

MEETING CALLED TO ORDER BY Commissioner Kelly at 3:45 P.M. at Douglas Park, 121 Douglas Street. Commissioners reviewed the newly built pond, the current location of the play equipment, and park shelter and had the opportunity to ask questions.

Commissioner Kelly thanked everyone for coming out to the park and asked Commissioners to proceed to City Hall to reconvene for the Commission Meeting.

Commissioners arrived at City Hall and reconvened the meeting at 4:15 P.M.

Commissioner Kelly requested the adjustment of the meeting to address Douglas Park discussion first and then complete the balance of the agenda as published.

Correspondence

None

Appearances

S. Becker – Grew up around Douglas Park, has spoken to residents, and recommends demolishing the shelter and putting in new play equipment where the shelter currently is, as well as doing as much as possible to provide a safe environment.

Minutes

MSC Weber/Maggio to approve the minutes of the February 20, 2025 Commission Meeting. Motion carried by voice vote 6-0.

Bill Vouchers

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

Financial Report

Director Kading provided a brief summary, indicating that the department finished in a good position with \$45,000 more in revenues than projected and \$83,000 under budget in expenses.

MSC Wise/Weber to accept the unaudited 2024 end of the year financial report. Motion Carried by voice vote 6-0.

Mission Action Report

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

Director Kading highlighted the following:

- The summer registration process was successful.
- \$3,800 has been received from Rent.Fun for kayak rentals.
- There is a docent opening at the Doty Cabin.
- The Doty Park Shoreline project is expected to be out to bid March 24 with bid opening May 6 and awarding at the Common Council meeting June 4. Construction is not expected to begin until late summer/early fall.

Superintendent Fink reviewed the play equipment placement location at Cook Park. Several factors were taken into consideration, including the cottonwood tree and drainage. Fink also referred to the tree plan related to the Doty Park Shoreline project. Several trees will be removed in anticipation of the project, and several trees will need to be protected throughout the project.

Superintendent Kluge indicated that recreation staff has an upcoming presentation to 6th graders and that staff for the summer is in a very good place.

BUSINESS FOR CONSIDERATION

NEW BUSINESS ITEM #1: Discussion of Douglas Park

- Commissioner Kelly opened the floor to discussion, hoping to hear from the entire balance of the Commission, and started it by stating that he was amazed by the size of the pond and that it impacts the overall look and feel of the park.
- Commissioner Wise questioned that it if remains a park site, parking should be considered.
- Commissioner Maggio stated that he would not feel comfortable bringing his children to walk the path, as the size and grade of the pond is daunting.
- Commissioner Ondresky agreed that she, too, would not want to bring her kids there but felt that the pond was a nice amenity.
- Commissioner Weber stated there are more important areas to invest in.
- Commissioner Hillstrom apologized for not being to meet the Commission at the park but had walked it recently and in felt that we should not maintain the shelter or play equipment there.

Action: No Action was taken. This item will be placed on the April agenda.

BUSINESS ITEM #2: Recommendation – Purchase of Cemetery Backhoe

Superintendent Fink reviewed the information found in the notes, further noting that the perceived lower price encompassed the trade-in value of the current backhoe.

Action: MSC Weber/Wise to recommend to Council the purchase of the Case 580 SN in the amount of \$106,275.66 from Service Motors Company. Motion carried by voice vote 6-0.

BUSINESS ITEM #3: Appointment of Nomination Committee

Commission President Kelly asked for volunteers to head up the Nomination Committee. Director Kading indicated that Commissioner Lawell had expressed interest via phone conversation earlier in the day.

Action: MSC Kelly/Maggio nominated Commissioner Lawell to the Nomination Committee. Motion carried by voice vote 6-0.

BUSINESS ITEM #4: 2025 CIP Update

The 2025 CIP was reviewed.

BUSINESS ITEM #5: Announcements and Future Agenda Items

Douglas Park Recommendation to Staff
Neenah Baseball – Additional Batting Cages
Carpenter Preserve Update
Lakeshore Ave. Property

Liaison Reports

Arrowhead Development:

- Soil boring has been approved by the DNR.

Plans Commission: Hancock-Cooke

- No report

Harbor Committee: Galloway reported the following:

- Weed harvesting permit has been secured.
- Contractor has been hired.
- NNYC will install buoys in April.

Meeting adjourned at 5:02 P.M.

Recorded for the Commission by Michael T. Kading, CPRP

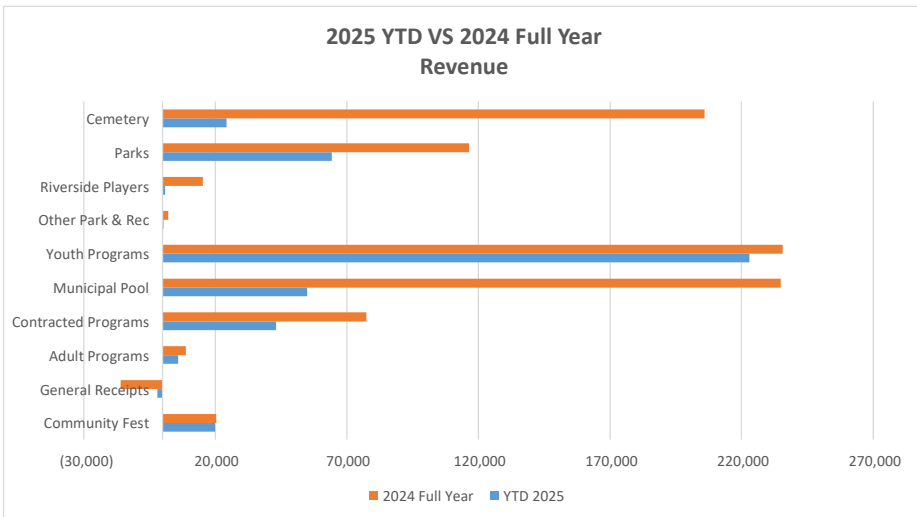
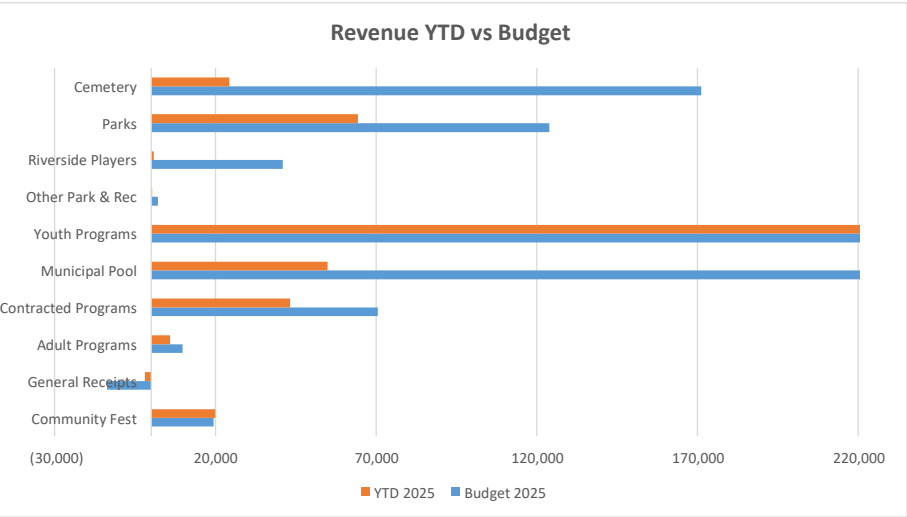
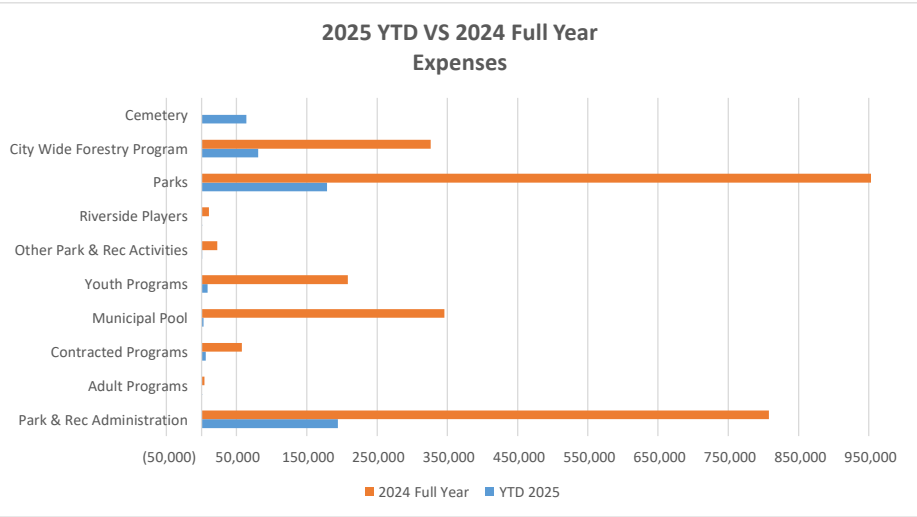
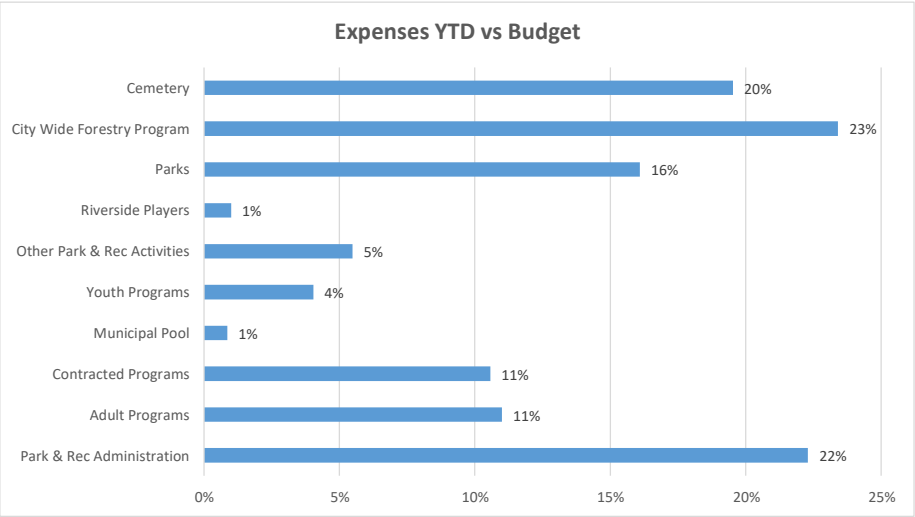
**Neenah Park & Rec
Budget Status
3/31/2025**

EXPENSES

	Budget 2025	YTD 2025	% of Budget	YTD 2024	2024 Full Year
Park & Rec Administration	871,640	194,330	22%	196,558	807,528
Adult Programs	3,700	407	11%	-	4,427
Contracted Programs	56,520	5,976	11%	6,571	57,335
Municipal Pool	348,680	3,045	1%	7,300	345,593
Youth Programs	216,480	8,743	4%	9,632	208,272
Other Park & Rec Activities	15,270	838	5%	996	22,701
Riverside Players	34,780	350	1%	1,418	10,467
Parks	1,110,580	178,719	16%	153,692	986,901
City Wide Forestry Program	345,050	80,784	23%	82,520	326,255
Cemetery	328,490	64,151	20%	59,422	323,613
	3,331,190	537,343	16%	518,109	3,093,092

REVENUE

	Budget 2025	YTD 2025	% of Budget	YTD 2024	2024 Full Year
Community Fest	19,500	19,970	102.41%	18,440	20,380
General Receipts	(13,750)	(1,964)	14.28%	(1,529)	(15,976)
Adult Programs	9,800	5,895	60.15%	6,790	8,792
Contracted Programs	70,500	43,205	61.28%	43,836	77,409
Municipal Pool	247,550	54,893	22.17%	54,005	234,886
Youth Programs	241,190	222,932	92.43%	216,516	235,562
Other Park & Rec	2,100	264	12.57%	950	2,236
Riverside Players	41,000	900	2.20%	936	15,214
Parks	123,930	64,329	51.91%	67,780	116,441
Cemetery	171,170	24,290	14.19%	15,145	205,924
	912,990	434,714	47.61%	422,869	900,868





Parks & Recreation MISSION ACTION REPORT

April 17, 2025

Provide recreational experiences.

- The annual **Touch-A-Truck** event will be held on May 7 from 10:00 a.m.-Noon at Memorial Park. This event is sponsored by N&M Transfer.
- **StoryWalk** will be set up at Southview Park starting in May. There will be a different children's book featured each month through October. This year, we received a \$250 donation from Fox Valley Dental to sponsor all the books.

Foster human development.

- **Administrative Assistant Pamela Sabatke** will be transitioning to a position with the Neenah Police Department. Her last day in our department is April 25. We'd like to greatly thank Pamela for her dedication, creativity, and hard work over her 3+ years with us and wish her the very best in this new chapter!
- **Op Rec, Playground, and Sports staff orientation** is scheduled for May 18.

Facilitate community problem solving.

- **Southview Park - Additional batting cages** discussion will be taken up during the April meeting.
- **Southview Park tennis court replacement schedule** is attached. Vinton expects to begin in late May and finish late July.
- **Park shelter rentals** were made available to complete **online** as of January 3, 2025, which allows renters to complete the reservation themselves. An account is needed, as we must establish residency for pricing. As of 4/14/25, 26.29% of all reservations have been made online. There have been no major issues with online rentals.
- **2nd Annual Junk In The Trunk** is scheduled for Saturday, May 10 from 8:00 a.m.-Noon. Location this year is Washington Park. Vendor fee is \$25.00. Free to the public to shop.

Protect environmental resources.

- **Doty Park Shoreline Update:** 13 contractors have taken out bid specifications and met with City staff and Edgewater Resources staff on April 10 to review the specifications and walk the site. **Bids are due May 6** and will be presented to the Commission on May 15 and then Council on June 4 for approval. The final permit is expected in hand shortly. The project will begin late summer/early fall and be substantially completed by February 28, 2026.
- **Trees were delivered** this week to the City Garage. Trees will be planted over the next several weeks.

*Creating Community Through People,
Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

- **Fox-Wolf Watershed Cleanup** is scheduled for May 3. Several Neenah sites have been added this year.

Strengthen community image and sense of place.

- **Doty Park Play Area:** Blake Theisen of Parkitecture and Michael met with the Doty Island Community Partners (DICP) board on April 10 to review a potential themed play area. Early explorers seems to be the direction with a focus on the early history of the city.
- **Arbor Day** tree planting will be held at 10:00 a.m. on April 25, 2025, at Memorial Park, near the corner of Gay Drive and Pendleton Road. This year's honoree is Todd Stevenson. All Parks & Recreation Commissioners are invited to attend.
- Recreation staff shared an afternoon with 150 **6th grade students** at Neenah Middle School on March 26. Staff shared the benefits of parks and recreation in our community and how they can contribute and take part in activities geared toward them. We also surveyed them on what activities they would like to see offered in our community.

Support economic development.

- Neenah Soccer Club's annual **Flatgrass Showdown soccer tournament** will be held at Memorial Park May 9-11.
- **Neenah Baseball Inc.**'s opening day is May 3 with league games beginning on May 12. Tournaments are scheduled for May 30-June 1 and June 6-8.
- **Sponsorship opportunities** still remain for Zumba in The Park, the Neenah Pool, and Riverside Players.

Increase cultural unity.

- **Doty Cabin Docent:** Jacy Park was recently hired to replace Sandy Joch, who had 30+ years of experience as docent. Jacy lives near the cabin and has a long history of working with Doty Island Community Partners.



City of Neenah

Parks & Recreation Commission Meeting

April 17, 2025

BUSINESS ITEM #1: Approve Additional Batting Cages at Southview Park

Representatives from Neenah Baseball, Inc. (NBI) will be in attendance to request the placement of additional batting cages in Southview Park. Superintendent of Parks Fink has been working with NBI to coordinate placement and recommends the additional batting cages.

Suggested Action: A motion permitting NBI to place additional batting cages in Southview Park in coordination with Superintendent Fink.

BUSINESS ITEM #2: Recommendation(s) Douglas Park

Commissioners visited Douglas Park during the previous Commission Meeting to review the development of a stormwater facility and looping trail within the park. You may want to visit again, as the snow has melted.

Staff Recommendations for Immediate Consideration:

- Maintain ownership as a park
- Remove the pavilion and play equipment

Future Considerations:

- Best use of the property
- Possible trailside nature-based play equipment

Suggested Action: A motion to authorize staff to remove current play equipment and pavilion as time permits and continue to analyze and recommend future use of the site.

BUSINESS ITEM #3: Consideration Naming of the Great Lawn at Memorial Park

Commissioner Hillstrom has requested this item to be placed on the agenda and will lead the discussion. His proposal is to name the Great Lawn at Memorial Park in memory of Tom Jensen, who is one of the founders of the Neenah Summer Fun Runs.

Staff has reviewed the request and is not opposed. The proposal meets the requirements of the Commission's Naming Policy, as Mr. Jensen was very influential in the development and sustaining of 30 years of Fun Runs.

Suggested Action: A motion to name the Great Lawn at Memorial Park in memory of Tom Jensen.

BUSINESS ITEM #4: Reject Green Park Play Equipment Proposals

The Department sent out Requests for Proposals (RFP) for The Green Park play equipment and installation. We received proposals from 2 different companies and found the play value lacking. After speaking with vendors who did not submit proposals, we learned that they were not comfortable with the \$135,000 budgeted to purchase and install equipment at The Green, stating they could not provide enough play value.

Staff is recommending that the Commission rejects these proposals.

Suggested Action: A motion to reject proposals submitted for the replacement of The Green Park play equipment.



City of Neenah Parks & Recreation Commission Meeting April 17, 2025

BUSINESS ITEM #5: Authorize Staff to Reallocate Doty Park Play Equipment CIP Funds to The Green Park Play Equipment CIP Funds

Currently, \$140,000 for The Green and \$155,000 for Doty Park play equipment replacement has been budgeted in the 2025 CIP. Doty Park play equipment will be delayed a minimum of one year to work through the potential of theming of the play area to reflect the history of Doty Island and Doty Park with fundraising to support a portion of that project.

Staff is seeking authorization to utilize \$60,000 of the Doty Park play equipment CIP funds to increase The Green CIP budget to \$200,000. A new request will be made during the 2026 budgetary process for the replacement of Doty Park play equipment.

Note that this revision to the CIP budget has been reviewed and recommended by Finance Director Rasmussen.

Moving forward, staff will be adjusting play equipment replacement requests in the CIP to meet current cost estimates.

Suggested Action: A motion authorizing staff to use \$60,000 from the Doty Park play equipment 2025 CIP budget to increase The Green play equipment replacement fund from \$140,000 to \$200,000.

BUSINESS ITEM #6: 2025 CIP Review

Suggested Action: No action needed.

BUSINESS ITEM #7: Announcements & Future Agenda Items

[illegible]