



Parks & Recreation Commission

THURSDAY, FEBRUARY 20, 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		
APPEARANCES	Open Forum / Commission Consideration of Appearances	
MINUTES	Approval of Regular/Special Meeting Minutes: January 30, 2025	Attached
BILL VOUCHERS	Bills for previous month	Kelly
FINANCIAL Report	Reviewed quarterly in January, April, July, October	Attached
MISSION ACTION Report		Attached
BUSINESS ITEMS	1. Approval of Agreement – Sail Neenah 2. Approval of Memorandum of Understanding – Establishment of Abendschein Trust Fund 3. Recommendation – Purchase of Mower 4. Approval of Agreement – Wooly Green Grazers 5. 2025 CIP Review 6. 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



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – January 30, 2025

MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Eric Maggio		Ted Galloway
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

OTHERS PRESENT: Frank Cuthbert, Flo Bruno, Mayor Lang, Community Development Director Haese

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

APPEARANCES

None.

BUSINESS FOR CONSIDERATION

Commission President Kelly introduced the three agenda items as part of the overall process to move the Arrowhead Project forward.

NEW BUSINESS ITEM #1: Recommendation - Arrowhead Park Acceptance of Revised Master Plan

The memo was reviewed indicating that minor adjustments to conceptual map and verbiage within the written document has been written to better reflect the goals and vision for the project.

A question regarding the amount of parking was discussed. The Commission was informed that enough parking for daily use will be provided. In the event of a larger community event, guests will need to park outside of Arrowhead and walk in. It was stated that this is the case at other parks/venues throughout the valley.

The City is seeking overall approval of the Conceptual Master Plan.

Action: MSC Hillstrom/Lawell to recommend to Council acceptance of and placement on file of the revised Arrowhead Conceptual Master Plan. Motion carried by voice vote 8-0.

BUSINESS ITEM # 2: Recommendation – Arrowhead Park Graef Design Contract Amendment

The memo included in the Commission packet was reviewed, and it was explained that the amendment was needed to address the opportunity of collecting the spoils from the Douglas Pond Project and moving them to Arrowhead for future use throughout the park to create positive drainage and cover for utilities, saving the City money.

Action: MSC Hillstrom/Maggio to recommend to Council approval of the contract amendment with Graef Engineering in the amount of \$12,700 to complete Master Plan modification and placement of fill for future use utilizing Arrowhead carry forward funds as identified in the 2025 Capital Improvement Plan. Motion carried by voice vote 8-0.

BUSINESS ITEM # 3: Recommendation – Arrowhead Park ECS Subsurface Exploration and Geotechnical Engineering

The memo included in the Commission packet was reviewed.

Action: MSC Hancock-Cooke/Wise to recommend to Council approval of the contract with ECS in the amount of \$71,290 to complete 22 soil borings and analysis utilizing Arrowhead carry forward funds as identified in the 2025 Capital Improvement Budget.

Meeting was adjourned at 5:07p

Recorded for the Commission by Michael T. Kading, CPRP



Parks & Recreation MISSION ACTION REPORT

February 20, 2025

Provide recreational experiences.

- Operation Recreation registration opened on February 4 for full summer participants and on February 11 for those signing up for specific days only. By the end of the day on February 4, 48 out of the 50 total full summer spots were taken. By the end of the day on February 11, all days were full. Operation Recreation Jr. registration opened on the same days, and we are currently full on 20 out of 54 days, with 18 out of 20 full summer spots filled.
- The 2025 Summer Activity Guide has been finalized and will be posted online and mailed out to residents this week. Registration begins at 7:30AM on March 5 for City of Neenah residents and at 7:30AM on March 19 for non-residents.
- Washington ice skating rink continues to be maintained as weather permits. Warming shelter is staffed on the weekends.

Foster human development.

- Jim, Trevor, and Mike attended the Annual Wisconsin Parks and Recreation Conference in the Dells from February 4-7.
- Our new Recreation Supervisor, Megan Thompson started on Monday, February 10. We are excited to have everyone meet her and welcome her to our great department.

Promote health and wellness.

- Where is Netti? The Neenah Yetti park scavenger hunt had another good time. 26 families trudged through the snow and cold to complete the hunt. Select winners were awarded a DQ ice cream token.

Facilitate community problem solving.

- Parks staff met with Neenah Baseball, Inc. representatives for planning the upcoming baseball season.
- Mike met with Doty Island Community Partners Board of Directors on Thursday, February 13 to discuss possibilities of upgrading the planned play area for Doty Park to include a replica of the Doty Cabin. The idea was very well received with suggestions of how we can incorporate a greater historical perspective into the play area design. The plan is to bring back a draft rendering to gather further feedback and input.

Protect environmental resources.

- Attached you will find the Carpenter Preserve 5-Year Implementation Plan. This should be considered a working document. \$100,000 was requested through the CIP process for 2025, and there has been a fund established at Fox Cities Greenways for the specific purposes of supporting development at Carpenter Preserve. This is currently a donor-advised fund.

***Creating Community Through People,
Parks & Programs***

Parks & Recreation MISSION ACTION REPORT

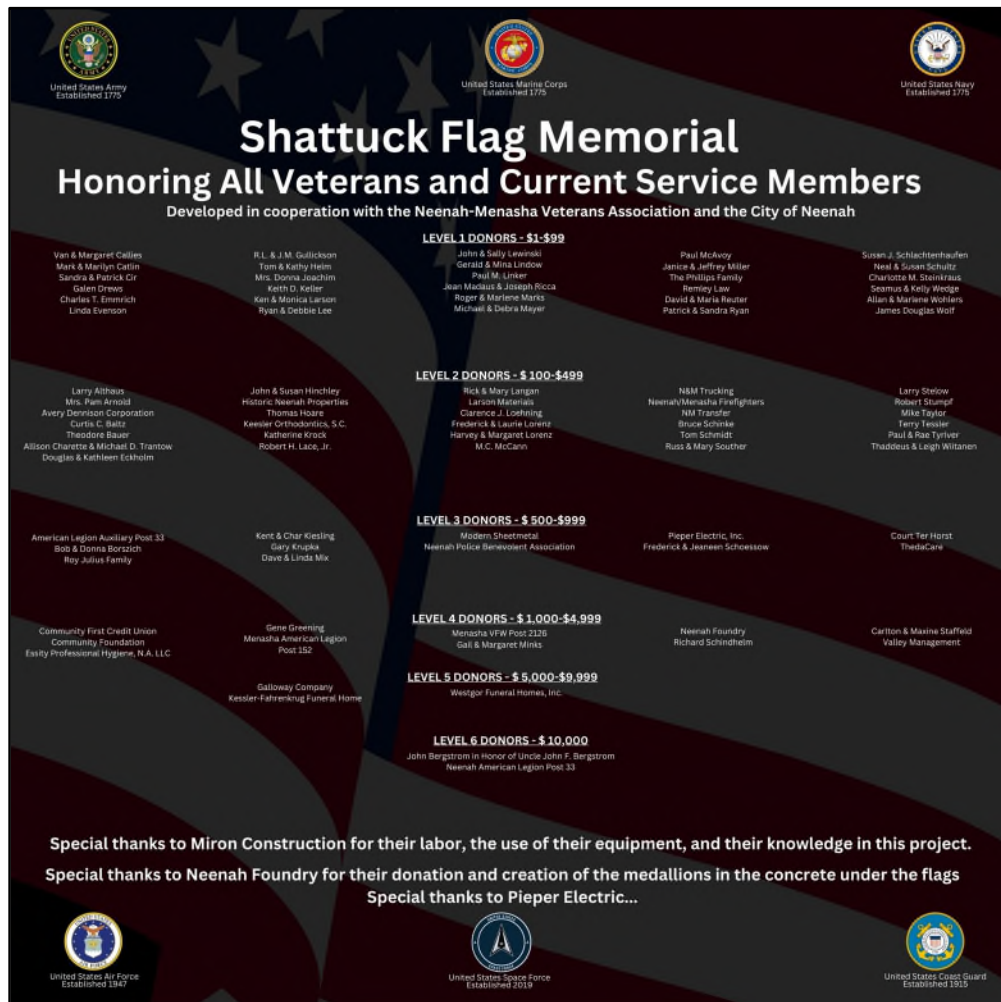
- The City met with DNR representatives to review the permitting process related to the shoreline stabilization and improvement project at Doty Park. We have been assured that we will have either the permit or a letter indicating a permit is forthcoming by the time we go out to bid in late March. This has been a lengthy and difficult process. Moving forward, the DNR has agreed to meet onsite to review the future shoreline projects and gain a full understanding of needs.
- Parks crew has been clearing dead ash trees and removing buckthorn at Carpenter Preserve as weather permits.

Strengthen safety and security.

- Parks crew has been replacing trim and rehabbing areas of the Tullar Shelter, rebuilding picnic tables and benches, maintaining the ice rink at Washington, repairing items at the pool, plowing snow, and cleaning and organizing the shop.

Strengthen community image and sense of place.

- Shattuck Flag Memorial: Below is a draft copy of the Donor Board that has been developed in coordination with the Veterans Associations.



Carpenter Preserve 5-year Implementation Plan

Task	Projected Cost	Responsible	DNR Permitting	Grant Eligible	NOTES
2025					
Ash / Dead Tree Removal		Park Staff	no		
Buckthorn mowing south trail	rent forestry mower/contractual	Park staff	no		
Mow grass trail (south)		Park staff	no		need to consider long-term
Construction - trail top of dike	\$5 - 8K	Park /Stormwater	no		
Overlook Platform @ end of dike trail		volunteer	no		
Volunteer Trailer	\$20-30K	FCGW	no	yes	
Plantings (s. Pendleton/City G)	\$1 - \$1500	Volunteer	no		
	\$5-7k (based on Custom Mnf. 24' x 8'				
Bridge (2) South end	with 42' rails on a pan)	Combination	yes		
3 New Signs	\$8,000/sign = \$24K	Combination	no		
3 info boards	\$3,000/sign = \$9K		no		
Goats (4ac)	\$7,200	Kading	no		
Cost Est.	\$58,000 - \$85,000				
2026					
Ash / Dead Tree Removal		Park Staff	no		
Herbicide Spraying		Parks/Contractual			
Buckthorn removal		Parks/Contractual/Volunteer	no		
10' Gravel Trail, ADA Loop off play area	\$20-30K	Contractual/Parks	yes		
Bridge connection	\$5-7k	Combination	yes		
Sign @ Paintbrush	\$4,000	Combination	no		
Plantings	\$1-\$1500	Volunteer			
Goats (4ac)	getting cost Est	Kading	no		
Widen mulch trails east of stream		volunteer			

2027

Ash / Dead Tree Removal		Park Staff	no
Buckthorn removal		Parks/Contractual/Volunteer	no
Herbicide Spraying		Parks/Contractual	
Plantings - sumac/pines	1500-2000	Volunteers	
New Parking lot west of Town Hall	50000		
10' main trail (Breezewood to Paintbrush)	\$6-8.00/linear foot		yes
Bridge north of Paint			

2028

New gravel Parking lot off G w/Sign, info board			
Gravel current drive for continued maintenance access			
Mow new trail off G, south end			
Begin Board walk sections			yes
Gravel tail on berm, repair "dam"			
Roundup field west of t. hall			

2029

Grade Field northwest		maybe
Plantings - Oak Savannah/prairie		no
Bridge		
Mow trails - north loop		no
Continued Boardwalk install - south		yes

Project Timetable Base

Stream relocation		yes
Stream bank enhancement & adventure crossing		yes
Circle boardwalk and overlooks		yes
Restroom		no



City of Neenah

Parks & Recreation Commission Meeting

February 20, 2025

BUSINESS ITEM #1: Approval of Agreement – Sail Neenah

During the August 15, 2024 meeting, the Commission approved the exploration of a sailing company to operate from the Riverside Harbor. Maxwell Sheppard of Sail Neenah has secured the necessary equipment and insurance required to move forward with the operation of a sail touring company out of the harbor. The final step is an agreement between the Parks & Recreation Department and Sail Neenah.

This agreement (attached) is similar to those we have with various groups throughout the city.

Suggested Action: A motion approving the agreement with Sail Neenah to operate a sail touring company out of the Riverside Harbor.

BUSINESS ITEM #2: Approval of Memorandum of Understanding – Establishment of Abendschein Trust Fund

Phil Abendschein, a long-time member of the Neenah Community Band, passed away 2 years ago, and the Rhoades Sandford Foundation desires to establish a trust fund in Phil's memory benefiting the Neenah Community Band.

Attached you will find a Memorandum of Understanding that has been drawn up in coordination with the Rhoades Sandford Foundation and the Neenah Community Band Board of Directors. The document has been purposely drawn up to provide flexibility to meet specific yearly needs.

Note that a specific band piece has been purchased to recognize Phil and will be performed during the Spring NCB concert.

Suggested Action: Motion approving the Memorandum of Understanding establishing a trust fund in Phil Abendschein's name benefitting the Neenah Community Band.

BUSINESS ITEM #3: Recommendation - Mower Purchase

Quote for replacing a 2017 Jacobsen 16' wide area mower. Due to several ongoing mechanical issues and high maintenance costs, Jacobsen was not considered this time.

<u>Company</u>	<u>Model</u>	<u>Amount</u>
Reinders, Inc.	Toro Groundsmaster 5910	\$154,060.14

The amount in the 2025 Capital Equipment Budget (2025 Budget Book page 315) for this purchase is \$155,000.

Suggested Action: Staff recommends purchase of the Toro Groundsmaster 5910 from Reinders, Inc. for \$154,060.14.



City of Neenah Parks & Recreation Commission Meeting February 20, 2025

BUSINESS ITEM #4: Approval of Agreement- Wooly Green Grazers

We met with Roxie Emunson, Wooly Green Grazers (WGG) owner, to review the idea of using grazing animals to help manage and mitigate invasive growth at Carpenter Preserve. WGG is currently performing the same duties and functions at Renard Island in Green Bay. The project has been very successful and well received. The benefit of using grazing animals is that it is a natural process versus introducing chemical controls. Historically, animal grazing has been well received by adjacent property owners. Given some of the concerns, we believe this is a great opportunity to control invasives that will be well received.

Attached is the WGG proposal to complete 6 acres of management in 2025 in the amount of \$7,092. We have asked representatives from WGG to attend the Commission meeting to answer any questions you might have.

Mark Walter, Port of Green Bay Business Development Manager, provided a glowing recommendation for Roxie, the animals, and their experience. Roxie was onsite every day, provided positive updates through social media posts, and was very responsive.

Suggested Action: Motion to approve the proposal with Wooly Green Grazers to provide animal grazing services over six acres at Carpenter Preserve in the amount of \$7,092 utilizing 2025 CIP funds.

BUSINESS ITEM #5: 2025 CIP Review

Suggested Action: No action needed.

BUSINESS ITEM #6: Announcements & Future Agenda Items



AGREEMENT for FACILITY USE
 between
Neenah Parks & Recreation Department
 and **Sail Neenah**
 ~ 2025 - 2027 ~

The purpose of this agreement is to define the rights and responsibilities of the Neenah Parks & Recreation Department (“NPRD”) and Sail Neenah (“SN” and “lessee”) relative to the use of City of Neenah facilities.

- 1) NPRD will permit SN to utilize Parks & Recreation facilities as listed below.
 - a. SN may use the seawall at Riverside Park for loading and unloading of guests.
 - b. SN may, on occasion, use the seawall at Riverside Park for regular boat maintenance. No overnight mooring is permitted.
- 2) SN shall coordinate harbor mooring with the Neenah Nodaway Yacht Club.
- 3) SN shall be the owner of amenities and acknowledges full financial responsibility for installation, maintenance, repair, and replacement. NPRD shall have no liability for any portion of the SN amenities or equipment. Permitted amenities may consist of a portable sandwich advertising board used to locate SN and a dingy for SN purposes only.
- 4) SN shall indemnify and hold NPRD and the City of Neenah harmless from any and all activities the SN undertakes on City of Neenah property.
- 5) SN shall provide NPRD with a CERTIFICATE OF LIABILITY INSURANCE naming the City of Neenah as additional insured, providing \$1,000,000 general liability insurance coverage for the SN operations on City of Neenah property. Said certificate must be on file with the City Clerk for the duration of this agreement.
- 6) SN agrees to exercise due care in the preservation of the premises and to uphold City of Neenah rules, regulations, and ordinances and to comply with all appropriate laws, including ADA Title II. The lessee further agrees to ensure that participants in their programs are aware of and comply with appropriate rules, regulations, ordinances, and laws.
- 7) SN shall pay NPRD by June 1 of each year an annual fee of (based upon a 2.5% annual increase):

2025	\$ 370
2026	\$ 380
2027	\$ 390
- 8) The TERM of this agreement shall be January 1, 2025 through December 31, 2027. The agreement may be amended, at any time, by mutual agreement of both parties. Failure of the lessee to comply with any and all provisions of this agreement authorizes the lessor to terminate the lease.

Signatures:

 Sail Neenah Date

 Neenah Parks & Recreation Date

Memorandum Of Understanding

Between the city of Neenah --Parks and Recreation Department (NPRD), in care of the Neenah Community Band (NCB), and the Rhoades Sanford Foundation (RSF), regarding the establishment of the **Philipp Abendschein Trust Fund (PATF) benefiting the Neenah Community Band**

This memorandum of understanding is entered into this _____ day of _____ 2025 by and between NPRD and the RSF.

Whereas, The Rhoades Sanford Foundation, a foundation that provides grants that contribute to the basic needs, historical, cultural, and educational vitality of the Fox Valley communities, has allotted funds to memorialize Phil Abendschein and recognize his contribution to the RSF of which he was a member of the board of directors

Whereas, Phil Abendschein was a proud citizen of the City of Neenah and an enthusiastic member and supporter of the Neenah Community Band

Therefore, in consideration of the following recitals and promises and in mutual agreement, the RSF will establish the Phillip Abendschein Trust Fund with a single donation of Fifty Thousand Dollars (\$50,000.00).

The Agreement:

The PATF shall be valued annually and up to 5% of that annual valuation shall be provided for expenditures requested by the NCB Board of Directors. Any portion of the yearly 5% allocation not requested may be rolled forward indefinitely for future use without affecting the annual distribution in future years.

The NCB Board may use the annual funding for such items as conductor's salary, guest players, music, lessons, scholarships, instruments and equipment, and any other activities or items that the NCB Board of Directors may deem appropriate in furtherance of the NCB's interests.

Additional funds, regardless of source, may be added to the PATF. These funds will then become subject to the use and distribution requirements in effect at that time.

This agreement prohibits any invasion of principle except in fulfillment of the 5% annual distribution requirement previously referenced.

In the event that the NCB ceases to exist, the PATF shall pay its annual allocation to the NPRD for programs benefiting music, culture, or the arts in Neenah. Should at any time following its dormancy or its nonexistence, the NCB or its successor shall be reconstituted, the PATF shall become immediately available to resume its original purpose stated herein.

In Witness Whereof, the parties have executed this Agreement on the day and year first written above.

Rhoades Sanford Foundation, Inc.
A Wisconsin 501 (c) (3) corporation

City of Neenah, Wisconsin
Parks and Recreation Department

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Wooly Green Grazers LLC

N3029 State Rd 47
Appleton, WI 54913
Phone: 252-202-2169

PROPOSAL

DATE: 2/10/25

TO: City of Neenah, Parks and Recreation. Attn: Michael Kading
FROM: Wooly Green Grazers, LLC. Roxie Emunson, 252-202-2169
SUBJECT: Carpenter Preserve

Proposal for grazing the Carpenter Preserve for 2025 season

JOB DESCRIPTION: Graze ~6 acres utilizing sheep

BASED ON THE FOLLOWING:

Grazing the Carpenter Preserve, City of Neenah

Anticipated Schedule: 1 May – 30 September 2025
Early grazing and later grazing depending on the weather conditions

EXCLUSIONS:

No mowing
No tree protection

THE ABOVE REFERENCED SHALL BE PERFORMED FOR THE SUM OF:
Seasonal Grazing Period: \$7,092 – 3 grazing events @ ~5 days per acre.

THIS PROPOSAL IS BASED ON THE FOLLOWING GENERAL
TERMS/CONDITIONS/CLARIFICATIONS:

1. Wooly Green Grazers, LLC:

1. will have 24-hour access to the grazing site
2. will use portable electric fencing will be used to move the sheep during proposed grazing period
3. will provide water, feed and any required maintenance of the sheep

4. will provide signage to show electric fence and sheep working
5. will not protect the trees already in place
6. may remove plants that are toxic to the flock
7. will check animals daily.
8. will be available of staff and community informational talks upon request
9. will provide regular updates to the City of Neenah on progress
10. will provide regular (minimum weekly) social media post projecting a positive light on the event.

2. City of Neenah:

1. will not be held responsible for the loss of any sheep unless due to staff responsibilities i.e., gate left open
2. Agrees to full payment within 30 days of end of service

3. This proposal is good for 2025:

1. For any reason the service is discontinued before 30 September 2025 the payment will be based on the rate of \$1000 per acre.

Wooly Green Grazers, LLC Cost Breakdown

Based on three grazing events for the season

Mileage \$545.70

Insurance \$359.25

Feeding supplies \$187.50

Manhours \$6000.00

Additional acres added will be discounted at \$1000 per acre.

*Because this proposal is for a pilot program some costs have been either deferred or reduced to assist the **City of Neenah** to evaluate the potential value in utilizing grazing animals for this project and possible others like it.*

Accepted:

COMPANY

BY

TITLE

DATE

			2025													
Budget			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Facilities																
Southview Courts	\$ 400,000	Trevor													Demo Complete	
Kimberly Point Lighthouse	\$ 25,000	Mike														
Picnic Tables	\$ 20,000	Trevor													Completed	
ADA Building Improvement	\$ 20,000	Trevor													focus on Doty	
Shattuck Flag Memorial	\$ 175,000	Mike														
Misc. Asphalt Work	\$ 35,000	Trevor														
Cook Park Play Equip	\$ 175,000	Trevor														
Green Park	\$ 140,000															
Doty Park	\$ 155,000														Working w/Doty Island Community Partners to Raise add. Funds	
Equipment																
Replace Tractor	\$ 65,000	Trevor														
Replace UTV	\$ 30,000	Trevor														
Replace Cemetery Tractor	\$ 150,000	Trevor														
Arrowhead																
West - prairie/path;	\$ 272,000															
Earthwork, utilities															Graef has been hired	
Bridge - railroad															Graef has been hired	
Crossing - at grade															Graef	
Little Lake Butte des Morts Water Quality																
Phase 1 Based upon successful WI-DNR Grant App (multi-funding)	\$ 103,000	Mike													Final Report June; Grant Writing July/August	
Doty Phase 1 Seawall	\$ 3.1	Mike													DNR grant award \$1m; NRDA grant award \$102k; still working on DNR permitting	
Carpenter Preserve (donation announcement pending)	\$ 100,000	Staff / Volunteer Work Plan													more to come	