

PUBLIC NOTICE OF MEETING
Town of Neenah, Winnebago County, Wisconsin

Governmental Body: Parks and Trails Committee
Time of Meeting: 6:00 p.m.
Date of Meeting: Monday May 1, 2023
Place of Meeting: Municipal Building, 1600 Breezewood Lane, Neenah

Agenda

1. Call to Order
2. Appoint Chairperson of Parks and Trails Committee
3. Approval of Minutes: April 3, 2023, Parks and Trails Committee Meeting
4. Open Forum
5. Financial/Budget/Expenses
 - i. 2023 Actual
6. Discussion/Update/Action
 - a. Conservancy Park
 - b. Franzoi Park
 - c. Keating Park
 - d. Mahler Park
 - e. All Parks
 - i. Reforestation
 - f. Trails
7. Old Business
8. New Business
 - a. Review 2, 5, 10-year plan
9. Adjourn
10. Future Meetings
Parks and Trails Meeting, Monday, June 5, 2023 – Franzoi Park, 1450 Radcliff Rd.

Closed Session Contemplated: No

NOTES: Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 725-0916. A quorum of the Town Board or other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on March 30, 2023 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

Minutes of Meeting**Town of Neenah Parks and Trails Committee****Monday April 3, 2023****Town Hall, 1600 Breezewood Lane, Neenah WI 54956****Present :** Tom Jankowski, Tony Stanton, Jason Vander Velden, Mark Meyer, Aaron Zemlock**Excused:** Brooke Cardoza, Jeff Buchta**Also Present:** Jake Cowling, Sarah Nelson, David Bluma, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Meeting called to order at 6:00 p.m. by Chairman Tom Jankowski.

Approval of Minutes**Motion:** T. Stanton / J. Vander Velden to approve October 4, 2022 meeting minutes.

Motion carried by voice vote.

Open Forum

None

Financial Budget/Expenses

Budget Status Report

E. Skerke reviewed the Year-to-Date expenses; what was spent in 2023 and what expenses have previously been approved for 2023.

Discussion/Update/Action**Schedule and Location of 2023 Parks and Trails Meetings**

Dates and Locations for 2023 meetings:

Monday, May 1 - Neenah Town Hall	Monday, August 7 - Conservancy Park
Monday, June 5 – Franzoi Park	Tuesday, September 5 – Keating Park
Wednesday, July 5 – Mahler Park	Monday, October 2 – Neenah Town Hall

All meetings are scheduled to begin at 6:00 p.m.

Baseball and Soccer contracts

Baseball contract amended to clarify maintenance responsibilities.

Soccer contract amended to include the Adult League and Hispanic League.

Motion: A. Zemlock / T. Stanton to accept the contract modifications for the Baseball and Soccer contracts.

Motion carried by voice vote.

Review 2022 Projects approved, not yet completed**CB Trail**

- Benches – Verify benches are in the right spot and re-set
 - Check Easement depth – E. Skerke to verify.
 - Are benches facing the right direction, A. Zemlock to check and report back.
- Kiosk / Trail Head
 - T. Jankowski applied for grants and we should find out if approved mid-April.

Keating

- D. Bluma suggested adding screenings to the trail. woods are higher than the screenings, add some rock

Franzoi

- Planting bed
- Put up snow fence in fall to protect cedars.

Mahler Park – Dumpster Trial

Motion T. Stanton / J. Vander Velden to place 2 small dumpsters for trial at Mahler Park.

Discussion:

- Harter's will remove damaged trash carts.
- Placement of dumpster: one by Baseball shed and one by Pavilion revisiting the success/failure in June.
- Dumpster size to be researched – prefer for the dumpsters not to have wheels. Pick up schedule to be determined.

Motion carried by voice vote.

Special Meeting – March 15, 2023 - TNPT Recreation Planning refresh

T Jankowski reported on the meeting held in March to brainstorm on wish list ideas / suggestions / actions for 2023. A master list will be created from the meeting and used as the Committee continues to discuss future planning.

Parks

• **Mahler Park**

- AED to be installed – installation date TBD
- Resurfacing of Mahler Dr (Town's Road budget) to be done August or into October
- Research who owns parcel 00-0012 to possibly use for parking.

• **Keating Park**

- T. Jankowski noted that testing the well will cost less than \$1,000 however if the well test shows that the well is not viable, then the well would have to be abandoned, which will increase the costs.
- **Motion:** T. Stanton / A. Zemlock to test well at Keating Park, cost not to exceed \$3,000 to determine water availability for potential restroom.
Motion carried by voice vote.

• **Franzoi Park**

- Should the Committee consider No mow May at Franzoi Park, general consensus is that it would be too difficult to manage at the end of May, could consider leaving grass to grow longer along the woods.

• **Conservancy Park**

- Fountains at the pond to be installed soon, T. Jankowski reported he has seen ducks, gees and blue herons at the pond. He plans to walk the woodlands with Stuart Boerst to mark a walking trail through the woods.
- T. Jankowski reported on possible treatment of curly leaf in the pond, it would be an annual treatment with a cost of \$1500+
- **Motion:** A. Zemlock / J. Vander Velden to apply curling leaf treatment
Motion carried by voice vote.

• Trails – already discussed

Old Business

Discussion and motion to approve immediate increase to 2023 Rental Rates for Mahler and Franzoi Parks Facilities

- Park Rental rate increase of \$15 for each. New Rates
Mahler Park resident = \$80, non resident = \$100
Franzoi Park resident = \$60, non resident = \$80
- **Motion:** T. Stanton / J. Vander Velden to increase part rental rates by \$15.00 pending Board Approval.
Motion carried by voice vote.

New Business

- T. Jankowski suggested a letter for Franzoi Park neighborhoods asking them to keep an eye on the park and report any unusual behavior. Keep it generic without calling out specific examples of vandalism in 2022.

- M. Meyer suggested something in the newsletter encouraging people to pick up trash in the ditches.

Future Meetings

Parks and Trails Meeting, Monday, May 1, 2023, Town Hall, 1600 Breezewood Lane

- **Motion:** A. Zemlock / T. Stanton to adjourn.
Motion carried by voice vote, Meeting adjourned at 7:11 p.m.

Respectfully Submitted,

Victoria Boushele

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: DRAFT – Pending Approval

Town of Neenah
Parks and Trails Budget Status Report - 2023

	2023 Budget	January	February	March	April	May	June	YTD spending	Budget remaining
Contract - Cutting and Trimming	40,600	-	-	-	-	-	-	-	40,600
CPM - Added Maintenance	25,000	-	-	-	76	-	-	76	24,924
CPM - Weed Control	2,000	-	-	-	-	-	-	-	2,000
CPM - Dog Stations	2,000	-	49	-	342	-	-	391	1,609
CPM - Restroom Maintenance	2,000	-	-	-	-	-	-	-	2,000
CPM - Admin - Rentals	1,000	-	-	-	-	-	-	-	1,000
Pest Control	400	-	-	-	-	-	-	-	400
Franzoi Park	2,573	-	-	-	2,573	-	-	2,573	1
Keating Park Trail	3,150	-	-	-	3,600	-	-	3,600	(450)
Misc. Maintenance and Supplies *	13,353	-	-	-	-	-	-	-	13,353
Trails	4,650	-	-	-	450	-	-	450	4,200
Garbage Removal	2,000	120	-	-	-	-	-	120	1,880
Wells & Plumbing	750	-	535	-	-	-	-	535	215
Toilet Service	450	-	-	-	-	-	-	-	450
Utilities - Electric	2,300	233	224	224	210	-	-	891	1,409
Conservancy Park	6,000	144	16	192	982	-	-	1,334	4,666
Purchases from Donations	-	-	-	-	-	-	-	-	-
Total	108,226	497	824	416	8,233	0	0	9,970	98,256

Pending Expenses

Aquatic Biologist - cost to remove fountains at end of season	945
Bench Install along CTH CB - Approved Oct 2022	1,650
Kiosk - CB Trail - approved Oct 2022	1,000
Keating Screenings - approved Oct 2022	3,150
Total including pending / approved expenses	6,745

98,256	9,970	6,745	91,511
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Town of Neenah Transaction Detail by Account April 2023

Date	Num	Name	Memo	Amount
55200-3 · Parks - Supplies & Maintenance				
04/13/2023	DD1560	Davis, Douglas	Direct Deposit	0.00
Total 55200-3 · Parks - Supplies & Maintenance				0.00
55200-7 · Parks - WE Energies				
04/24/2023	4538776231	WE Energies	Mahler	101.82
04/24/2023	4538776231	WE Energies	Franzoi	108.39
Total 55200-7 · Parks - WE Energies				210.21
55200-8 · Conservancy Park Expense				
04/10/2023	4073	Cowling Property Manag...	Jan 2023 conservancy path ...	50.00
04/10/2023	4138	Cowling Property Manag...	Conservancy Park trail snow...	60.00
04/24/2023	276947	Aquatic Biologists Inc	DNR permit and process	120.00
04/24/2023	276904	Aquatic Biologists Inc	install fountain and led lights	636.00
04/24/2023	4538776231	WE Energies	Fountain	16.29
04/24/2023	4177	Cowling Property Manag...	Conservancy Park - snow re...	100.00
Total 55200-8 · Conservancy Park Expense				982.29
55300-1 · Parks - CPM additional services				
04/10/2023	4073	Cowling Property Manag...	tree removal at MAhler Park...	76.07
Total 55300-1 · Parks - CPM additional services				76.07
55300-3 · Parks - CPM Dog Stations				
04/10/2023	4073	Cowling Property Manag...	Dog Stations	168.00
04/24/2023	4177	Cowling Property Manag...	cleaned dog stations 2 times	174.00
Total 55300-3 · Parks - CPM Dog Stations				342.00
55300-8 · Parks- Franzoi Park Projects				
04/10/2023	6315	Fortress Floors	epoxy floors in restrooms an...	2,572.50
Total 55300-8 · Parks- Franzoi Park Projects				2,572.50
55300-9 · Parks - Keating Park Project				
04/24/2023	4149	Cowling Property Manag...	screenings	2,850.00
04/24/2023	4395	C&C Well Service	test well, water quantity OK,...	749.99
Total 55300-9 · Parks - Keating Park Project				3,599.99
55400-0 · Trails				
04/10/2023	4073	Cowling Property Manag...	Jan 2023 CB trail plow	50.00
04/10/2023	4138	Cowling Property Manag...	CB Trail snow removal	200.00
04/24/2023	4177	Cowling Property Manag...	CB Trail snow removal Marc...	200.00
Total 55400-0 · Trails				450.00
TOTAL				8,233.06