

**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, October 2, 2023**  
Place of Meeting: Town of Neenah Town Hall, 1600 Breezewood Lane

**Agenda**

1. Call to Order
2. Approval of September 12, 2023 Meeting Minutes
3. Open Forum
4. Financial/Budget/Expenses
  - a. 2023 Actual
5. Discussion/Update/Action
  - a. Conservancy Park
    - Schedule Fire Department spring burn for 2024.
    - Kiosk pricing.
  - b. Franzoi Park
    -
  - c. Keating Park
    - Bathroom project update
  - d. Mahler Park
    -
  - e. All Parks
    - Town of Neenah Master Playground Summary review
  - f. Trails
    - CB Trail – new kiosk is in process
    - CB Trail – 2 bike repair stations in process
6. Old Business
  - a. DNR Forestry update
  - b. 2024 Budget
7. New Business
8. Adjourn
9. Future Meetings  
Parks and Trails Meeting, Monday, April 1, 2024 – Town Hall, 1600 Breezewood Ln.

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 September 27, 2023 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

**Minutes of Meeting****Town of Neenah Parks and Trails Committee****Monday September 5, 2023****Town Hall, 1600 Breezewood Lane, Neenah WI 54956****Present:** Tom Jankowski, Brooke Cardoza, Mark Meyer, Jason Vender Velden, Aaron Zemlock,**Also Present:** Jake Cowling, David Bluma, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.**Absent:** Jeff Buchta, Tony Stanton

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

**Approve of August 8, 2023 Minutes**

Motion B. Cardoza / M. Meyer to approve August 8, 2023, meeting minutes.

Motion carried.

**Open Forum**

No requests

**Financial Budget/Expenses**

Updated forecasted 2023 budget for remaining of year was distributed to committee members.

Fox Cities Grant is not included in the budget numbers. We will add separate line(s) for grant awards.

**Discussion/Update/Action****a. Conservancy Park**

- Kiosk from Conservancy will be moved to Mahler Park by the sled hill. J. Cowling said CPM could move the Kiosk. Placement of the Kiosk to be just past the playset.
- We need to be aware of placement of hill and elevation. What will the quality of the fill be? Rocky? There will be topsoil placed over the top of what is being moved.
- The next step(s) is to get a mock-up and pricing for the kiosk. The kiosk itself is approximately 6 feet wide. Suggested to put message on the back of the kiosk something like "thank you for visiting our park". Fox Cities Greenways does not need to approve what goes on the sign.
- The ADA picnic table has been moved.
- We need to reach out to Fire Department to get the spring burn on the schedule in 2024. Burn should happen not later than April 7.

**b. Franzoi Park**

- We received a quote from CPM of \$560.00 for grading and re-seeding pavilion and basketball court.  
Motion B. Cardoza / A. Zemlock to accept the bid of \$560.00 from Cowling Property Management for the grading and re-seeding by the pavilion and basketball court.  
Motion carried 5:0:0
- E. Skerke reported the overhead door in the pavilion is broken. We are checking the warranty.
- T. Jankowski stated the outlets need to be replaced.
- Signage for trails to be added to the 2024 budget. The idea is to provide information to where the trails are from Franzoi.
- D Bluma to plant bulbs in the planting bed by the bench this Fall, General consensus is that \$150 - \$200 is sufficient for purchasing bulbs. .

**c. Keating Park**

- Discussion regarding the restroom bids / installation. General discussion about the project and options, could the project be put on hold until Spring. General comments:
  - The cost came in higher than anticipated. Approved cost with engineering fees is approximately \$265,000.
  - If we rebid in the Spring, we could get more bids.
  - There is a potential for an increase of between 4% and 10% if we rebid in the Spring, and we would not be any further ahead.
  - Noted again the lack of bids - this is a small job for contractors and the price seems to be in line for a job this size.
  - T. Jankowski stated the project is currently on a temporary hold.
  - General discussion about the merits of the project.
  - ~~General Consensus at the end of the discussion was that the committee members would like to see the project move forward as approved.~~ *Revision requested: General consensus to move forward with Keating restroom project but not unanimous with all members. T. Jankowski would like the supervisor board to open for discussion if there are ways to decrease Hoffman fees. He also recommends we have actual costs detailed out for Keating Park and Town Hall projects. The restroom is still a priority project but want to be cautious with how funds are being spent for the Town of Neenah.*

**d. Mahler Park**

- Road resurfacing has not started yet. Should be started in coming days.
- Vandalism was reported on the soccer field.
- Soccer fields will be re-seeded at the end of the year.
- Looking to improve 2024 Soccer season communications.
- 2024 Refresh the shelter a bit.

**e. All Parks**

- Playground equipment summary review – subcommittee: Jason VanderVelden, Aaron Zemlock, Jeff Buchta, Brooke Cardoza, Tom Jankowski.
- T. Jankowski received an estimate for conversion to auto flush toilets of \$1,200 per unit. Looking to other plumbers for quotes.
- We need to have a plumber check water pressure at Franzoi.
- Master Playground planning – Sub-committee firmed up, they are:
  - J. VanderVelden, J. Buchta, A. Zemlock, B. Cardoza and T. Jankowski.

**f. Trails**

- CB and JJ weeds are very high. The bench seating is unusable due to high ~~week~~ weeds.
- Some discussion on who is responsible to maintain the Trail heads cutting – in the off season we need to look at who owns where we are mowing, who is/should mow.
- Motion A. Zemlock / B. Cardoza: If Winnebago County is going to maintain cutting weeds, then maintain it, otherwise allow someone else to maintain.  
Motion carried 5:0:0  
B. Cardoza do we send a letter to Winnebago County?  
T. Jankowski stated he would reach out to the Town Board Chairman to discuss.

**Old Business**

- DNR Forestry program tree planting at Conservancy Park - partner with Lakeview School 4<sup>th</sup> grade students. They will be given a tree to either take home or plant at a park. This will happen in April. Volunteers needed to pre-dig holes.
- D. Bluma suggested that we discuss this project with Stuart Boerst.

**New Business**

- 2024 Budget ideas were discussed, some suggestions were: Permanent cornhole sets at Mahler Park or Franzoi Park, new Welcome signs; the sign at Mahler Park will be removed with the road project, a good time to manage replacing this sign. trail paving, pickle ball.

**Future Meetings**

Parks and Trails Meeting, **Monday, October 2, 2023** at Town Hall.

**Motion:** A. Zemlock / J. VanderVelden move to adjourn.

Motion carried by voice vote; Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: *Pending Approval*

Town of Neenah  
 2023  
 Parks and Trails Projection  
 As of September 30, 2023

*red italics is projected expense*

Parks and Trails	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD spending	Budget remaining
Contract - Cutting and Trimming	40,600	-	-	-	-	-	6,767	6,767	6,767	-	<i>6,766</i>	<i>6,766</i>	<i>6,767</i>	40,600	0
CPM - Added Maintenance	25,000	-	-	-	76	-	1,929	2,682	4,709	-	<i>4,000</i>	<i>3,000</i>	-	16,396	8,604
CPM - Weed Control	2,000	-	-	-	-	-	542	925	441	-	<i>400</i>	-	-	2,308	(308)
CPM - Dog Stations	2,000	-	49	-	342	-	812	429	348	-	<i>400</i>	<i>400</i>	<i>400</i>	3,180	(1,180)
CPM - Restroom Maintenance	2,000	-	-	-	-	-	334	620	371	-	<i>350</i>	<i>350</i>	-	2,025	(25)
CPM - Admin - Rentals	1,000	-	-	-	-	-	88	145	102	-	<i>200</i>	-	-	535	466
Pest Control	400	-	-	-	-	-	52	52	232	52	<i>55</i>	-	-	443	(43)
Franzoi Park	2,573	-	-	-	2,573	-	-	-	-	-	-	-	-	2,573	1
Keating Park Trail	3,150	-	-	-	2,850	-	-	-	-	-	-	-	-	2,850	300
Supplies and Maintenance	13,353	-	-	-	-	287	531	768	321	259	<i>3,000</i>	<i>1,000</i>	-	6,165	7,188
Trails	4,650	-	-	-	450	-	-	-	-	-	-	<i>2,650</i>	-	3,100	1,550
Garbage Removal	2,000	120	-	-	-	160	54	765	174	174	<i>341</i>	-	-	1,788	212
Wells & Plumbing	750	-	535	-	750	-	95	-	-	-	-	<i>5,350</i>	-	6,730	(5,980)
Toilet Service	450	-	-	-	-	-	-	-	-	-	-	-	-	-	450
Utilities - Electric	2,300	233	224	224	210	227	228	179	16	179	<i>250</i>	<i>250</i>	<i>250</i>	2,470	(170)
Conservancy Park	6,000	144	16	192	982	1,307	564	537	349	327	<i>300</i>	<i>945</i>	-	5,663	337
Purchases from Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>108,226</b>	<b>497</b>	<b>824</b>	<b>416</b>	<b>8,233</b>	<b>1,980</b>	<b>11,993</b>	<b>13,869</b>	<b>13,830</b>	<b>991</b>	<b>16,062</b>	<b>20,711</b>	<b>7,417</b>	<b>96,823</b>	<b>11,403</b>

Pending Expenses

Aquatic Biologist - cost to remove fountains at end of season - Conservancy	945
Bench Install along CTH CB - Approved Oct 2022 - Trails	1650
Kiosk - CB Trail - approved Oct 2022	1000
Winterize - Trader - Wells and Plumbing	750
Auto Flush - Wells and Plumbing Mahler	4600
TP / Salt / Cleaning Supplies - Maint	500
Added expsnses for vandalism - Maint	500



Town of Neenah

2024 Parks and Trails Budget **DRAFT**

*red italics is projected expense*

Parks and Trails	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD spending	Budget remaining
Contract - Cutting and Trimming	40,600	-	-	-	-	-	6,767	6,767	6,767	6,767	6,766	6,766	-	40,600	0
CPM - Added Maintenance	25,000	-	-	-	76	-	1,929	2,682	4,709	4,000	4,000	3,000	-	20,396	4,604
CPM - Weed Control	2,000	-	-	-	-	-	542	925	441	400	400	-	-	2,708	(708)
CPM - Dog Stations	2,000	-	49	-	342	-	812	429	348	400	400	400	400	3,580	(1,580)
CPM - Restroom Maintenance	2,000	-	-	-	-	-	334	620	371	350	350	350	-	2,375	(375)
CPM - Admin - Rentals	1,000	-	-	-	-	-	88	145	102	200	200	-	-	735	266
Pest Control	400	-	-	-	-	-	52	52	232	150	55	-	-	541	(141)
Franzoi Park	2,573	-	-	-	2,573	-	-	-	-	-	-	-	-	2,573	1
Keating Park Trail	3,150	-	-	-	2,850	-	-	-	-	-	-	-	-	2,850	300
Maintenance and Supplies	13,353	-	-	-	-	287	531	768	321	3,000	3,000	1,400	-	9,306	4,047
Vandalism Repairs															
Trails	4,650	-	-	-	450	-	-	-	-	1,650	-	1,000	-	3,100	1,550
Garbage Removal	2,000	120	-	-	-	160	54	765	174	341	341	-	-	1,954	46
Wells & Plumbing	750	-	535	-	750	-	95	-	-	-	-	600	-	1,980	(1,230)
Toilet Service	450	-	-	-	-	-	-	-	-	-	-	-	-	-	450
Utilities - Electric	2,300	233	224	224	210	227	228	179	185	250	250	250	250	2,710	(410)
Conservancy Park	6,000	144	16	192	982	1,307	564	537	349	300	300	945	-	5,636	364
DNR Forestry Grant															
Purchases from Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>108,226</b>	<b>497</b>	<b>824</b>	<b>416</b>	<b>8,233</b>	<b>1,980</b>	<b>11,993</b>	<b>13,869</b>	<b>13,998</b>	<b>17,808</b>	<b>16,062</b>	<b>14,711</b>	<b>650</b>	<b>101,041</b>	<b>7,185</b>

2024 Budget Notes

Trail at Keating Park  
DNR Forestry Grant

2024 Budget	Notes
41,600	per 2024 contract
23,000	
2,500	
2,500	
2,500	
1,000	
500	
-	
13,000	Keating Park Trail
2,126	
-	
2,500	
2,000	
2,000	
-	
3,000	
6,000	
4,000	\$5000 matching Grant / \$1000 donated
<b>108,226</b>	

13,000  
4,000