

**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: **TUESDAY**, September 3, 2024  
Place of Meeting: Keating Park, 128 Klompen Ct.  
(Location may change due to inclement weather)

**Agenda**

1. Call to Order
2. Approval of Minutes August 5, 2024, Parks and Trails Committee Meeting
3. Open Forum
4. Financial/Budget/Expenses
  - a. 2024 Actual / Forecasted
5. Discussion/Update/Action
  - a. 2025 Budget
  - b. Conservancy Park
  - c. Franzoi Park
  - d. Keating Park
  - e. Mahler Park
  - f. All Parks
    - Park Rental Reservation form, Policies and Regulations – particularly cancellation of reservations and refund amount.
  - g. Trails
6. Old Business
  - Playground plans
  - Reforestation plans
7. New Business
8. Adjourn

**Future Meetings**

Parks and Trails meeting, Monday, September 30, 2024 – Town Hall (Reschedule for October meeting)

Vicki Boushele, Deputy Clerk-Treasurer  
August 26, 2024

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 August 29, 2024, at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

**Town of Neenah Parks and Trails Committee****Monday August 5, 2024****Conservancy Park, 1674 S Park Ave, Neenah WI 54956****Moved to Town Hall, 1600 Breezewood Lane, Neenah, WI 54956 due to weather conditions****Present:** Jeff Buchta, Mark Meyer, Tom Jankowski, Tony Stanton, Jason VanderVelden, Aaron Zemlock**Also Present:** Jake Cowling, Deputy Clerk-Treasurer Vicki Boushele**Absent:** Brooke Cardoza

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

**Approve of July 1, 2024 Minutes**

Motion: T. Stanton / J. VanderVelden to approve July 1, 2024, Parks and Trails Committee meeting minutes.

Motion carried: 6:0:0

**Open Forum**

None

**Financial Budget/Expenses**

No questions.

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

- In bloom now – mow a wheel width to widen the path. Then mow in a few weeks when flowers go to seed.
- Stuart Boerst reported there are Rusty Patch Bumble Bees at Conservancy Park. The bees are on the endangered species list.
- Rails along entry and around test plot to be installed. J. Cowling estimated cost not to exceed \$2,500.00.

Motion: A. Zemlock / J. Buchta to install rails on both sides of the driveway and behind the test plot not to exceed \$2,500 installed. Motion carried: 6:0:0

**b. Franzoi Park**

- Teeter totter has been repaired.
- Hydrangea trees starting to tip and fall, need stronger stakes to be put in.
- Bag toss has been installed.
- Metal benches all painted and ready to go.

**c. Keating Park**

- Vandalism in the park – spray paint – it is mostly cleaned up, including spray painting on trees on the path.
- Picnic tables need to be painted.
- Security:
  - Waiting on Hoffman, T. Jankowski notified Barrier to proceed with purchase.
  - Signs to be posted at Keating “ Camera in use “. The signs will come from Mahler.
- Picnic tables in pavilion? E. Skerke to check on pricing and provide information at next meeting.
- Requested J. Cowling to investigate bird spikes to deter birds from nesting on the restroom overhangs.

- Additional wood chips are needed. Outdoor Independence to deliver 2 loads and put in entryway on asphalt. CPM to spread it.
- A resident of Town of Clayton has plants she would like to give away if we want them.

**d. Mahler Park**

- Rocks sprayed – a lot of overspray has killed the grass.
  - Screenings need to be added.
  - Soccer contract expires in 2025.
    - There unlevel areas on the playing fields
    - Plan would be to core aerate and overseed twice starting in fall on the adult fields.
- J. Cowling to provide cost estimate.

**e. All Parks**

- Signs to go in – installation delayed due to supplier manpower.

**f. Trails**

- Bike stations are being used regularly.
- Larsen-Oakridge bike trail – CB trail is the time to fix with 6” overlay. In conjunction with 2026 Oakridge Road project.

**Old Business**

- Continue to look to Community Foundation – need plant to start taking out and replace old playground equipment.
- Pickle ball court at Keating – but not near homes.
- Valley Seal to quote 3 pickle ball courts at Mahler.
- DNR Reforestation – using machinery to clean out buckthorn at Conservancy, then a half day at Keating. Getting a group together to cut then burn it only if it cannot be removed to the dump. M. Meyer to head that up.
- Any chemicals applied to areas are to be done by commercial company for liability purposes.

**New Business**

**Future Meetings**

Parks and Trails Meeting, **Tuesday, September 3, 2024** at Keating Park.

Parks and Trails Meeting, **Monday, September 30, 2024** at Town Hall.

(Replaces Monday, October 7, 2024 meeting.)

**Motion:** T. Stanton / J. Buchta motion to adjourn.

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: *Pending Approval*

Town of Neenah  
Parks and Trails Budget Status Report - 2024

	2024 Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD spending	Budget remaining
Parks and Trails															
Contract - Cutting and Trimming	41,600	-	-	-	-	-	6,933	6,933	6,933	-	-	-	-	20,800	20,800
CPM - Added Maintenance	23,000	-	100	-	25	50	-	125	350	-	-	-	-	650	22,350
CPM - Weed Control	2,500	-	-	-	-	-	285	215	-	-	-	-	-	500	2,000
CPM - Dog Stations	2,500	-	180	270	360	450	360	360	450	-	-	-	-	2,430	70
CPM - Restroom Maintenance	2,500	-	-	-	-	240	480	720	840	-	-	-	-	2,280	220
CPM - Admin - Rentals	1,000	-	-	-	-	-	52	312	182	-	-	-	-	546	454
Pest Control	500	-	-	-	-	-	-	-	-	-	-	-	-	-	500
Mahler Park	-	-	-	-	1,393	2,357	2,243	1,220	586	-	-	-	-	7,799	(7,799)
Franzoi Park	-	-	-	-	-	1,872	1,185	90	1,550	-	-	-	-	4,697	(4,697)
Keating Park	13,000	-	-	-	-	1,725	-	-	-	-	-	-	-	1,725	11,275
Misc. Maintenance and Supplies *	2,126	73	-	44	64	(589)	146	149	627	-	-	-	-	515	1,612
Trails	2,500	-	150	60	300	31	1,000	1,663	163	-	-	-	-	3,366	(866)
Garbage Removal	2,000	-	-	-	-	37	180	180	180	-	-	-	-	577	1,423
Wells & Plumbing	2,000	-	-	-	-	1,325	500	-	-	-	-	-	-	1,825	175
Toilet Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities - Electric	3,000	217	187	226	200	231	202	181	196	-	-	-	-	1,639	1,361
Conservancy Park	6,000	78	166	524	1,074	332	970	401	840	-	-	-	-	4,384	1,616
Reforestation Initiative	4,000	-	-	-	42	346	2,460	219	375	-	-	-	-	3,442	558
Purchases from Donations	-	-	-	-	-	1,165	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>108,226</b>	<b>367</b>	<b>783</b>	<b>1,124</b>	<b>3,457</b>	<b>9,572</b>	<b>16,996</b>	<b>12,768</b>	<b>13,272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57,175</b>	<b>51,051</b>

**Town of Neenah**  
**Transaction Detail by Account**  
**August 2024**

Date	Num	Name	Memo	Amount
<b>55200-1 · Parks - Cowling Property Mangmt</b>				
08/12/2024	5292	Cowling Property Management LLC	July Installment	6,933.33
Total 55200-1 · Parks - Cowling Property Mangmt				6,933.33
<b>55200-3 · Parks - Supplies &amp; Maintenance</b>				
08/12/2024	7/13/24 closing	Braze Ace Hardware		16.74
08/26/2024	Aug 24	Meyer, Mark	vandalism repair	7.03
08/26/2024	9009206859	Clean Water Center	water softner salt	498.60
08/26/2024	485323	Rocket Industrial, Inc	bath tissue	104.88
Total 55200-3 · Parks - Supplies & Maintenance				627.25
<b>55200-6 · Parks - Harter's - Trash</b>				
08/12/2024	811285	Harters Fox Valley Disposal		180.00
Total 55200-6 · Parks - Harter's - Trash				180.00
<b>55200-7 · Parks - WE Energies</b>				
08/26/2024	5128467234	WE Energies		16.02
08/26/2024	5128467234	WE Energies		0.00
08/27/2024	5133826688	WE Energies		123.55
08/27/2024	5133826688	WE Energies		56.49
Total 55200-7 · Parks - WE Energies				196.06
<b>55200-8 · Conservancy Park Expense</b>				
08/06/2024	81		Reclassify FD Salaries for controll...	430.00
08/12/2024	5292	Cowling Property Management LLC		60.00
08/26/2024	5128467234	WE Energies		0.00
08/27/2024	5133826688	WE Energies		349.50
Total 55200-8 · Conservancy Park Expense				839.50
<b>55300-1 · Parks - CPM additional services</b>				
08/15/2024	DD1812	Davis, Douglas	Direct Deposit	350.00
Total 55300-1 · Parks - CPM additional services				350.00
<b>55300-3 · Parks - CPM Dog Stations</b>				
08/12/2024	5292	Cowling Property Management LLC		450.00
Total 55300-3 · Parks - CPM Dog Stations				450.00
<b>55300-4 · Parks - CPM Restroom Maintenanc</b>				
08/12/2024	5292	Cowling Property Management LLC		840.00
Total 55300-4 · Parks - CPM Restroom Maintenanc				840.00
<b>55300-5 · CPM - Admin Services</b>				
08/12/2024	5292	Cowling Property Management LLC		182.00
Total 55300-5 · CPM - Admin Services				182.00
<b>55300-7 · Mahler Park Expenses</b>				
08/12/2024	5292	Cowling Property Management LLC		586.00
Total 55300-7 · Mahler Park Expenses				586.00
<b>55300-8 · Franzoi Park Expenses</b>				
08/12/2024	5292	Cowling Property Management LLC		1,550.00
Total 55300-8 · Franzoi Park Expenses				1,550.00
<b>55400-0 · Trails</b>				
08/12/2024	5292	Cowling Property Management LLC		162.50
Total 55400-0 · Trails				162.50

4:06 PM

08/26/24

Accrual Basis

**Town of Neenah**  
**Transaction Detail by Account**  
**August 2024**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>55400-5 · Reforestation Grant-Parks</b>				
08/12/2024	5292	Cowling Property Management LLC	buckthorn mitigation - Keating Park	360.00
08/26/2024	Aug 24	Meyer, Mark	Cut buckthorn Keating	14.99
Total 55400-5 · Reforestation Grant-Parks				<u>374.99</u>
<b>TOTAL</b>				<b><u><u>13,271.63</u></u></b>

# Town of Neenah Parks and Trails Budget 2025

**DRAFT as of September 1, 2024**

			Estimate	Estimate	Estimate	Estimate					
Parks and Trails	2024 Budget	Jan - Aug 2024 Actual	September	October	November	December	Sept - Dec 2024 Estimate	2024 Estimated Total Spending	Budget remaining	2025 Budget	2025 Budget Notes
Contract - Cutting and Trimming	41,600	20,800	6,933	6,933	6,933	-	20,800	41,600	0	42,200	Per 5 year contract 2025 is final year
CPM - Added Maintenance	23,000	650	3,000	-	-	-	3,000	3,650	19,350	626	Moved most expenses to each park
CPM - Weed Control	2,500	500	-	-	-	-	-	500	2,000	1,500	
CPM - Dog Stations	2,500	2,430	360	360	360	-	1,080	3,510	(1,010)	3,800	
CPM - Restroom Maintenance	2,500	2,280	840	840	480	-	2,160	4,440	(1,940)	5,000	
CPM - Admin - Rentals	1,000	546	100	100	-	-	200	746	254	800	
Pest Control	500	-	200	83	-	-	283	283	217	500	
Mahler Park	-	7,799	2,000	-	-	-	2,000	9,799	(9,799)	10,000	PTC to determine projects for each park
Franzoi Park	-	4,697	-	-	-	-	-	4,697	(4,697)	10,000	PTC to determine projects for each park
Keating Park	13,000	1,725	-	-	-	-	-	1,725	11,275	10,000	PTC to determine projects for each park
Misc. Maintenance and Supplies *	2,126	515	500	500	500	500	2,000	2,515	(389)	2,600	
Trails	2,500	3,366	-	-	-	-	-	3,366	(866)	3,000	
Garbage Removal	2,000	577	180	180	180	-	540	1,117	883	2,000	
Wells & Plumbing	2,000	1,825	3,500	-	500	-	4,000	5,825	(3,825)	2,500	
Utilities - Electric	3,000	1,639	263	263	263	263	1,052	2,691	309	2,700	
Conservancy Park	6,000	4,384	500	500	500	-	1,500	5,884	116	6,000	
Reforestation Initiative	4,000	3,442	3,000	808	-	(5,000)	(1,192)	2,250	1,750	5,000	Year 2 of Reforestation Start Up Grant
Purchases from Donations	-	1,165	-	-	-	-	-	1,165	(1,165)		
<b>Total</b>	<b>108,226</b>	<b>58,340</b>	<b>21,376</b>	<b>10,567</b>	<b>9,716</b>	<b>-4,237</b>	<b>37,423</b>	<b>95,762</b>	<b>12,464</b>	<b>108,226</b>	Keep to 2024 levels at \$108,226

**2024 Reforestation**

\$10,000 expenditures are required  
 \$5,000 must be cash  
 \$5,000 can be combination of cash, volunteer and donations  
 \$5,000 grant back from WI DNR

**as of 8-31-2024 Estimated 2024 Totals**

\$750 for tree donations  
 \$2,000 for volunteer hours  
 \$7,250 in cash expenditures less \$5,000 grant reimbursement = net cash spent by PTC \$2,250

**YTD Actual as of 8-31-2024**

Actual Cash spent = \$3,442  
 Actual Donations = \$500  
 Actual Volunteer = \$1,860