

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 June 2, 2025
Place of Meeting: Franzoi Park, 1450 Radcliff Rd, Neenah

Agenda

1. Call to Order
2. Approval of Minutes: May 5, 2025 Parks and Trails Committee Meeting
3. Open Forum
4. Financial/Budget/Expenses
 - a. 2025 Budget Status Report
5. Discussion/Update/Action
 - a. All Parks
 - Location of NexTrex Bench
 - b. Conservancy Park
 - Update on Prairie installation
 - c. Franzoi Park
 - d. Keating Park
 - e. Mahler Park
 - Update on soccer fields
 - f. Trails
6. Old Business
7. New Business
8. Adjourn
9. Future Meetings
Parks and Trails Meeting, Monday, July 7, 2025, 6:00 p.m. – Mahler Park, 11536 S. Park Avenue

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 920-725-0916. 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 May 28, 2025 at www.townofneenah.com, Town of Neenah Town Hall, 1600 Breezewood Lane.

Town of Neenah Parks and Trails Committee

May 5, 2025

Town Hall, 1600 Breezewood Lane, Neenah, WI 54956

Present: Brooke Cardoza, Mark Meyer, Jason VanderVelden, Tom Jankowski, Jeff Buchta, Cory Smith

Also Present: Jake Cowling, Cowling Property Management

Meeting Called to order at 6:00 p.m.

Approval of Minutes

Motion: B. Cardoza / C. Smith approve the April 7, 2025, Parks and Trails Committee minutes.
Motion carried.

Open Forum

None

Financial Budget/Expenses

- T. Jankowski reviewed April 2025 expenses
Contracted cutting, dog station maintenance, restrooms and pest control has started by CPM.
Parks opened May 1.
\$30,948 remaining budget
- J. VanderVelden asked if the Town had received the \$5,000 grant.
- T. Jankowski replied that filing for the grant was early and receive 2024 disbursement in 2025.
- T. Jankowski stated that the grant request for 2025 reimbursement will be submitted in June.
- Reforestation line item in the budget with a minimum \$15,000 - \$20,000 spend which could be reduced by volunteer hours.
- J. VanderVelden inquired if other initiatives belong under the reforestation grant vs. a Conservancy Park line item.
- Agreement to discuss future expenses and where they should be placed on the budget report.

Discussion/Update/Action

Derek Prill was present to provide information for the vending machine request at Franzoi Park. Discussion on this topic was moved up ahead on the agenda.

- D. Prill and his son are exploring location options to place a vending machine at Franzoi Park.
- Vending would be for beverages only.
- J. Buchta expressed concerns over vandalism.
- J. VanderVelden asked if there was a business model and what electricity fees would be.
- C. Smith noted that a local non-profit could possibly sponsor the vending machine.
- D. Prill stated they are just starting discussions to see what the options would be.

a. All Parks

- Neenah Soccer Update
 - Contract with Neenah soccer has ended early
 - Storage area to be cleared out
 - Soccer goals are still at Mahler Park

- J. Cowling stated that due to less fertilizing, fewer obstacles to mow around, costs could be reduced.

- Suburban Baseball Update
 - T. Jankowski and E. Skerke met with Suburban Baseball
 - Suburban Baseball requested that the Town fill in the lip between the edge of the infield and the start of the outfield; response was the Town would not be filling in the area.
 - Possible 50/50 split between the Town and Suburban Baseball for replacement of new benches at Franzoi
 - CPM will do extra sprayings for wasps by the baseball diamonds
- Discuss request for annual April 15th park opening
Motion J. VanderVelden / J. Buchta to update park opening and start of garbage collection to 4/15 and closing 10/31.
Motion passed.
- Discuss contractor guidelines for opening and closing parks
 - 2026 Request for Proposal will be sent out by October.
- Discuss Parks Maintenance contract items for new 2026 Request for Proposal
 - CPM to review and refine contract based on work previously requested by June/July 2025.

b. Conservancy Park

- Six goslings have hatched
- T. Jankowski and Stuard Boerst will volunteer time to transplant March Merigolds to the Oak Savanna.
- There will be an Arbor Day celebration on 5/21 from 1:00-2:00 pm; a tree will be planted

c. Franzoi Park

- The new climber is being used
- Toilet running – Plumber cleaned up the diaphragm and it is working now
- Water softener is a residential equivalent with an iron catcher; JT Schmidt recommended a commercial grade unit. Iron mitigator is broken on the current softener and is bypassed to get water. Recommended to check and see if there is still a warranty on the iron mitigator
- Cost will be \$2,500 - \$3,000 to correct the system and an additional \$2,600 for an iron filter.
- Additional discussion on resident's inquiry to put a beverage vending machine at Franzoi Park.

d. Keating Park

- More screenings are needed on the trail; CPM to provide an estimate for about 2" compressed screenings
- T. Jankowski attended the planning meeting for Carpenter Preserve
- J. VanderVelden asked how Keating Park fits into the plan
- The buckthorn that was cut is still present; how can this be disposed of? Recommendation is to pile and then chip in the Fall to use on the trail but there is concern that chipping will propagate more buckthorn. Is it an option to burn?

e. Mahler Park

- The Town Board said if the PTC can raise funds towards the pickleball courts, the Town would help with funding.
- Discussed looking for sponsors for the pickleball courts; J. Buchta will speak with the Rotary Club
- Master plan discussion; potential plan includes walking path with lights and sculptures

- Bob Schmeichel recommended a dedication and co-sponsorship by Ho-Chunk Nation.
- Options will be assessed.

f. Trails

- Winnebago County is cutting
- CPM will check signs for any repairs needed

Old Business

- None

New Business

- None

Motion: J. Buchta / J. VanderVelden to adjourn at 7:15 pm

Respectfully Submitted,

Brooke Cardoza
Town of Neenah Supervisor

Approved: *Pending Approval*

Town of Neenah
Parks and Trails Forecast Report - 2025

								Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast		
Parks and Trails	2025 Budget	2025 Amend ment	January	February	March	April	May	June	July	August	September	October	November	December	YTD spending	Budget remaining
Contract - Cutting and Trimming	42,200		-	-	-	-	-	7,033	7,033	7,033	7,033	7,033	7,033	-	42,200	0
CPM - Added Maintenance	626		50	-	-	-	-	-	-	-	-	-	-	-	50	576
CPM - Weed Control	1,500		-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
CPM - Dog Stations	3,800		270	180	-	186	279	250	250	250	250	250	250	250	2,665	1,135
CPM - Restroom Maintenance	5,000		-	-	-	-	-	840	840	840	840	840	-	-	4,200	800
CPM - Admin - Rentals	800		-	-	-	-	-	250	150	150	-	-	-	-	550	250
Pest Control	500		-	-	25	-	-	75	75	75	75	75	-	-	400	100
Mahler Park	10,000					-	371	-	1,570	-	-	-	-	-	1,941	8,059
Franzoi Park	10,000		-	-	-	5,592	2,158	-	-	-	-	-	-	-	7,750	2,250
Keating Park	10,000		-	-	225	-	380	-	-	-	-	-	-	-	605	9,395
Parks Supplies and Maintenance	2,600		-	25	-	121	180	-	-	-	-	-	-	-	326	2,274
Trails	3,000		150	75	1,053	-	171	-	-	-	-	-	-	-	1,449	1,551
Garbage Removal	2,000		180	-	-	-	-	180	180	180	180	180	180	-	1,260	740
Wells & Plumbing	2,500		-	-	-	-	-	600	-	-	-	-	600	-	1,200	1,300
Toilet Service	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities - Electric	2,700		280	260	251	230	259	250	260	260	260	260	260	260	3,090	(390)
Conservancy Park	6,000		248	17	622	944	286	-	-	1,500	-	-	700	-	4,316	1,684
Reforestation Initiative	5,000		-	12,480	4,364	2,500	546	171	-	-	8,900	-	-	(10,000)	18,960	(13,960)
Purchases from Donations	-	-	-	-	-	-	2,585	-	-	-	-	-	-	-	2,585	(2,585)
Total	108,226	0	1,178	13,037	6,541	9,573	7,214	9,649	10,358	10,288	17,538	8,638	9,023	-9,490	93,548	14,678

Reforestation 2024 Grant and 2025 Grant payment

JT Schmidt - open and close parks

Aquabiologists - remove Fountains

Aquabiologists - repair fountains - guesstimate

Fast Signs

Soccer Costs - Per Analysis

Reforestation - based on high end - Stuart's info

Reforestation

Data from Stuart Boerst		
Complete Conservancy Park prairie planting	Range	
	Low end	High end
McMahon Site preparation herbiciding	\$1,500	\$2,400
McMahon Project Management	\$600	\$1,000
Apple Valley prairie seeding	\$1,750	\$1,750
Apple Valley mulching (straw)	\$2,500	\$2,500
Apple Valley rotera (preparing soil)	\$0	\$1,250
Total	\$6,350	\$8,900

may or may not be needed, depends on how loose soil is in the fall

Other costs ?
CPM is paid \$2,500 for dragging area to complete clean up from tree removal
Wood Removal?
Additional cleanup?
Stump removal?
repair from vehicle traffic ?

Soccer

	2025	2026	2027	
EXPENSES				
Goals / Nets 2 pairs adult size	\$2,500	\$2,000	\$0	Purchased from NSC - \$4,500 total , \$2,500 paid in May 2025, \$2,000 to be paid in January 2026
Paint Machine	\$200	\$0	\$0	
Paint	\$1,680	\$1,800	\$1,800	10 cans per week-assumed weekly May, June and September, 2 x per month July and August (14 weeks)
New nets	\$0	\$0	\$500	
Porta Potty	\$570			\$ 95 per month - Hispanic League to reimburse
Extra Mowing	\$750	\$750	\$750	\$75 per mowing, assumed May 2x, June and September (10 added mowings)
Fertilization		\$0	\$0	\$360 per application, consider 4 step, 2 step or 0 step
Aeration	\$400	\$400	\$400	\$200 per , assumed 2 x
Total Expense	\$6,100	\$4,950	\$3,450	

Donations

Adult soccer	\$2,000	\$2,000	\$1,000	Committed to additional \$2000 in 2026
Hispanic Soccer	\$1,000	\$1,000	\$1,000	Santiago paints fields each week, walks fields on Monday to confirm clean up,will pay for porta potty
Hispanic Soccer - porta potty	\$570	\$570	\$570	
Pick Up League	\$210	\$210	\$210	received in April 2025 from 2024 season - need to confirm 2025 donation
Lutheran League	\$750	\$750	\$750	pending
Total Income	\$4,530	\$4,530	\$3,530	

Town of Neenah Expense \$1,570 \$420 -\$80
We have a potential of an additional \$210 in 2025, will decrease Town's portion of expense

9:47 PM

05/30/25

Accrual Basis

Town of Neenah

Transaction Detail by Account

May 2025

Date	Num	Name	Memo	Amount
55200-3 · Parks - Supplies & Maintenance				
05/12/2025	Apr 25 park	Krueger True Value		110.80
05/12/2025	4-30-25 stmt	Brazee Ace Hardware		21.96
05/27/2025	200834	Suburban Enterprises, Inc	Annaul test of fire extinguishers	34.05
05/27/2025	200835	Suburban Enterprises, Inc	annual test of fire extinguishers - Franzoi Park	12.70
Total 55200-3 · Parks - Supplies & Maintenance				179.51
55200-7 · Parks - WE Energies				
05/27/2025	5471002340	WE Energies		95.77
05/27/2025	5471002340	WE Energies		122.97
05/27/2025	5471002340	WE Energies		40.35
Total 55200-7 · Parks - WE Energies				259.09
55200-8 · Conservancy Park Expense				
05/12/2025	5929	Cowling Property Managment LLC		62.00
05/27/2025	5471002340	WE Energies		223.66
Total 55200-8 · Conservancy Park Expense				285.66
55201-3 · Parks Purchases from Donation				
05/27/2025	2025 payment	Neenah Soccer Club	2025 payment for soccer goals / \$2000 due in ...	2,500.00
05/27/2025	002199	Lark Signs	Tippler Tree Donation	84.50
Total 55201-3 · Parks Purchases from Donation				2,584.50
55300-3 · Parks - CPM Dog Stations				
05/12/2025	5929	Cowling Property Managment LLC		279.00
Total 55300-3 · Parks - CPM Dog Stations				279.00
55300-7 · Mahler Park Expenses				
05/12/2025	5929	Cowling Property Managment LLC		371.00
Total 55300-7 · Mahler Park Expenses				371.00
55300-8 · Franzoi Park Expenses				
05/12/2025	5929	Cowling Property Managment LLC		160.00
05/12/2025	5929	Cowling Property Managment LLC	install climber	950.00
05/12/2025	5929	Cowling Property Managment LLC	mulch under new climber	800.00
05/12/2025	5929	Cowling Property Managment LLC	install two replacement trees	248.00
Total 55300-8 · Franzoi Park Expenses				2,158.00
55300-9 · Keating Park Expenses				
05/12/2025	1250554	Flush Drain & Sewer Cleaning	clear sewer drain when	245.00
05/12/2025	5929	Cowling Property Managment LLC		135.00
Total 55300-9 · Keating Park Expenses				380.00
55400-0 · Trails				
05/12/2025	App-174241	Fast Signs	WI prairie and Oak savannah site sign	171.00
Total 55400-0 · Trails				171.00
55400-5 · Reforestation Grant-Parks				
05/12/2025	101-05233-01	Van Zeeland Nursery & Landscape	purchase one burr oak tree	269.99
05/27/2025	938951	McMahon Associates, Inc	Conservancy Park - prairie extension	275.82
Total 55400-5 · Reforestation Grant-Parks				545.81
TOTAL				7,213.57