



FOX CROSSING PARKS & RECREATION DEPARTMENT

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PARK COMMISSION MEETING MINUTES

October 9, 2024

Park Commissioners Present: Jim Beson, Jordyn Kurer, Steve Otto, Suneer Patel, Kathy Sylvester, Jean Wollerman

Staff Present: Director Amanda Geiser

Excused: Chris McCoy

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The Commission meeting was held at the Municipal Complex, 2000 Municipal Dr., Neenah, and was called to order by Commissioner Beson at 6:00PM. The Pledge of Allegiance was recited and roll call was taken.

APPROVAL OF MINUTES AND DISCUSSION OF EXPENDITURES

The Park Commission dispenses with the reading of, and adopts, the September 11, 2024, regular meeting minutes. Commissioner Otto motioned to accept the minutes, seconded by Commissioner Sylvester. Motion carried.

PUBLIC FORUM

- None

DISCUSSION/PRESENTATION

- A. Review of Polices:** Director Geiser discussed the annual review of department policies and the proposed changes. It was noted most changes were fairly minor. Notable changes included: removing program cancellation household credits, extending the facility reservation window from 11 months to 12 months, and adding a late reservation fee for last minute facility reservations. The Commission had questions related to the new late fee and was in agreement with the proposed changes. The final draft will come back to the Commission for approval at the November 13 meeting.

REPORTS

- A. Park Report:** Accepted as written.
- B. Recreation Report:** Accepted as written.
- C. Director Report:** Accepted as given.
- D. Commission Reports:**
 - **Commissioner Beson:** Reported that the volunteer group had a great 3 weekends of work this fall. They took down a ton of ash trees and worked on clearing the north trail at the Rydell Conservancy. He mentioned it was nice to have the new culvert in at Rydell and was appreciative of the Street Department for getting that done. He also mentioned he discussed the possibility of staff removing the Rydell Conservancy dock decking and rails this winter with Foreman Tauscher. Depending on the weather conditions this winter, it may be possible to save some removal costs.
 - **Commissioner Kurer:** No report.
 - **Commissioner Otto:** No report.
 - **Commissioner Sylvester:** No report.
 - **Commissioner Patel:** No report.
 - **Commissioner Wollerman:** No report.
 - **Commissioner McCoy:** Excused.

OLD BUSINESS

- None

NEW BUSINESS

- A. Facility Rental Rates:** *Commissioner Sylvester made a motion to approve the facility rates as presented, with the exception of the proposed Robin & Maple Room fee, which should be increased to \$120, effective January 1, 2025. Commissioner Patel seconded the motion.*

Discussion took place regarding the proposed fee changes and new fees, to become effective after the first of the new year. Director Geiser discussed the current fee structure and noted that it has been five years since facility rental fees have been increased. The proposal brought forth raises each base resident fee by \$5. Non-resident rates would then be adjusted 25% above the resident rate. Three new fees to be added starting in 2025 include: Late Reservation Fee - \$10, Tent Fee - \$15 per tent/per day, and Event Fee - \$50. The new fees will allow the department to recover additional staff time and expenses related to the associated charge.

The motion was put to a vote and all were in favor, motion carried unanimously.

- B. 2025 Meeting Dates:** *Commissioner Otto made a motion to approve the 2025 Park Commission meeting dates as submitted. Seconded by Commissioner Kurer.*

The 2025 Park Commission meeting dates were presented. As has been standard practice, meetings will occur on the second Wednesday of every month. For budget review purposes, two meetings will be held in July. Those meetings will occur on the second and fourth Wednesday.

The motion was put to a vote and all were in favor, motion carried unanimously.

- C. Financial Assistance Application:** *Commissioner Patel made a motion to approve the Financial Assistance Application Request as submitted.*

The Commission granted \$18 worth of Financial Assistance to the applicant which will cover costs associated to the enrollment in the Little Kickers and A Beary Special Night programs.

The motion was put to a vote and all were in favor, motion carried unanimously.

CORRESPONDENCE

- A. Withheld Security Deposit:** A letter was reviewed which indicated a portion of a security deposit was withheld due to garbage left behind after a recent Fritsch Park rental.

ADJOURNMENT

Commissioner Otto motioned, seconded by Commissioner Sylvester, to adjourn the Park Commission meeting at 6:51PM. Motion carried unanimously.

The next Commission meeting is scheduled for November 13, 2024, at the Municipal Complex, 2000 Municipal Drive, Neenah, at 6:00PM.

Sincerely,



Jim Beson

Chairperson - Village of Fox Crossing Park Commission