



**TWO
RIVERS**
WISCONSIN

ADVISORY RECREATION BOARD MEETING

Wednesday, November 12, 2025 at 6:00 PM

Koska Room - Community House
1520 17th Street, Two Rivers, WI 54241

MINUTES

1. ROLL CALL

PRESENT: Council Rep Adam Wachowski, Council Rep Scott Stechmesser, Robert Reed, Erin Lamal, Jason Scharping, Tom Lawler, Jennifer Watry

ABSENT: Travis Kadow, Daniel Cortte

2. APPROVAL OF MINUTES

Motion made by Council Rep Scott Stechmesser, and seconded by Jennifer Watry.

3. CORRESPONDENCE - None

4. COMMENTS FOR THE PUBLIC (Limited to 3 minutes each) - None

5. NEW BUSINESS

a. Veterans Park and Paddlers Park Launch Fees, Action Recommended

Action Item - Boat Launch Fees

Recommended increasing launch fees at Vet's Boat Launch as follows: Daily Launch Fee: increase from \$5 to \$6, Resident Annual Fee: increase from \$25 to \$35, Non-Resident Annual Fee: increase from \$37.50 to \$45.

It was also recommended to establish the same fee structure at Paddlers Park, which currently does not have launch fees. Passes and daily fees would be valid for use at both launch locations.

Motion made by Erin Lamal and seconded by Tom Lawler to approve the recommended fee changes with the amendment to clarify that the fee applies **per car per watercraft**, meaning, for example, two kayaks transported by one vehicle would be charged one fee. Motion carried.

b. Neshotah Park and Beach signage project, Discussion

The Board reviewed the proposed sign hierarchy and map orientation layout for Neshotah Park and Beach. The goal of the project is to unify, consolidate, and reduce the amount of signage throughout the park and beach area.

Members reviewed various sign types presented in the attached slideshow and shared preferences and feedback. The Board expressed support for: a vertical wood-style design, incorporation of the City logo, providing consolidated paper brochures, use of QR codes for additional information, and adding signage near the Rock City parking area. No formal action was taken.

c. Neshotah Beach designated swim area, Action Recommended

Action Item - Beach designated swim area

The Board discussed the designated swim area at Neshotah Beach, focusing on the need to keep motorized vehicles, including boats and jet skis, away from swimmers. It was determined that additional research is needed regarding the dimensions of the designated swim area and details about the buoys.

This item will be revisited at a later date once more information is available.

d. 2026 P&R Goal Setting, Discussion

The Board reviewed the attached 2026 goal list for each work team, including: Senior Center, Administrative Team, Special Events & Recreation, and Parks, Cemeteries, & Forestry. Overall, the Board was supportive of the goals and appreciated the forward-thinking approach.

Teams will develop specific SMART goals for each overarching goal to guide implementation.

6. OLD BUSINESS - None

7. OTHER BUSINESS - None

8. DIRECTOR'S REPORTS

a. Program and Event Updates

Senior Center: Health & Information Fair (Oct 16) – 300 attendees; \$7,000 NCOA grant awarded for older adult digital literacy; Stepping On Workshop launched. Detailed reports available in attached presentation.

Programs: Golf Simulator rentals increasing with colder weather. Flag football concluded with positive feedback on the new girls program. Line Dancing launching in January; 34 youth registered for basketball. Detailed reports in attached presentation.

Special Events: Completed – Washington Park Tree Planting (20 trees), School Tree Plantings at Magee, Koenig & LB Clarke (15 trees), Downtown Trick-or-Treat & Trunk-or-Treat well attended. Upcoming – Cool City Christmas planning underway with 2nd annual Christmas Tree Decorating Contest and new Gingerbread House Contest.

Administrative: AJ Lorrigan was nominated as a Future 15 Award recipient.

b. Parks and Facilities Updates

Parks & Facilities: Winterized park bathrooms and splash pad (except Washington & Central Park for Ice Rinks), Tree removals, plantings, and stump removal citywide, seasonal equipment adjustments: docks, tennis/pickleball nets, batting cage, new bench installations, event support and cleanup: Applefest, Rock City, Zlatnik Rd, Neshotah Park tennis court removal & tree plantings, Citywide maintenance: trash and doggie bag replacement, leaf pick-up, flowerpot cleanup. Planning initiatives: water meter downsizing to reduce sewer costs. Detailed list available in attached presentation.

c. Planning and Grants Updates

Grants: \$25,0000 - 2026 WI DNR Urban Forestry Grant confirmed to support tree removals, pruning, planting, and forestry training. \$100,000 West Foundation Grant confirmed for Riverside Park. Phase 1 Riverside Park funding total: \$649,000 (\$324,500 DNR + \$100,000 West Foundation + \$224,500 City). Phase 1 will complete the core infrastructure, including bathrooms, parking, security, etc.

9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS - None

10. NEXT MEETING - January 14, 2026

11. ADJOURNMENT

Motion made by Jennifer Watry, and seconded by Robert Reed.

Respectfully Submitted

Laura Hooper, Parks & Recreation Office Manager



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Advisory Recreation Board Meeting 11/12/25

Mike Mathis, Director of Parks and Recreation

Boat Launch Fees

- Staff is requesting Advisory Recreation Board support for updating the launch fees as shown below.
- Veteran's Park and Boat Launch
 - Current daily launch fee is \$5 for anyone launching using a trailer.
 - Current seasonal launch pass is \$25 resident or \$37.50 non-resident.
 - Suggested daily fee of \$6 for anyone launching any form of watercraft from the ramp or kayak launch.
 - Suggested seasonal launch pass \$35 for residents and \$45 for non-residents.
- Paddlers Park
 - Currently no fees for launching.
 - Suggested daily fee of \$6 for anyone launching any form of watercraft from the ramp or kayak launch.
 - Suggested seasonal launch pass \$35 for residents and \$45 for non-residents.

Boat Launch Fees

- 2025 -128 seasonal, daily 1095
- 2024 – 126 seasonal, daily 1139

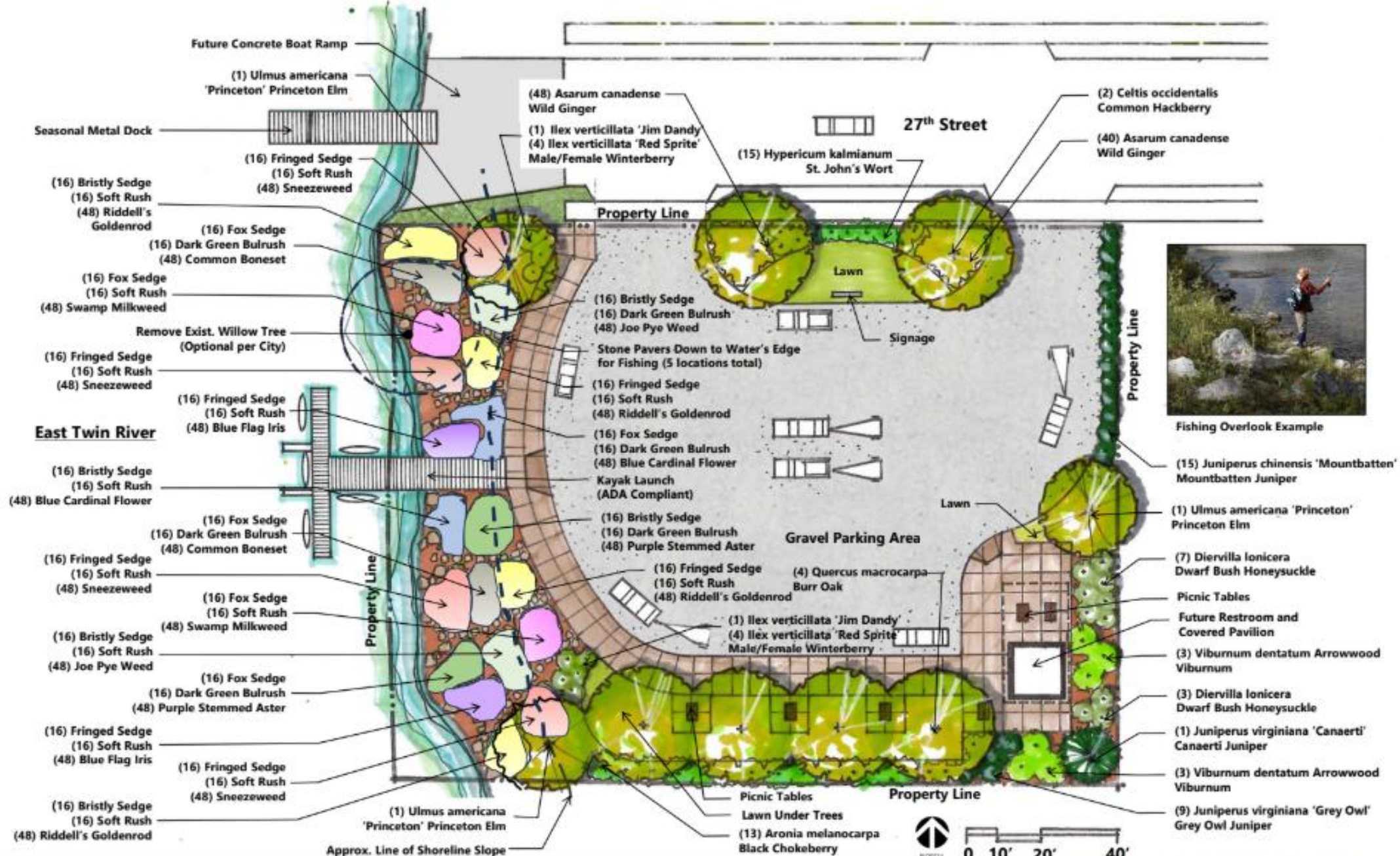
2025 Revenue		
218-46370	DOCKS & HARBOR FEES	\$ 9,208.60
2025 Expenses		
218-53540-2900	OTHER SERVICES	\$ 4,565.00
218-53540-3900	OTHER SUPPLIES	\$ 707.65
		\$ 5,272.65
	Net Revenue =	\$ 3,935.95

City	Daily Fee	Annual/Seasonal Fee
Green Bay, WI	\$ 6.00	\$60.00 (senior \$50)
De Pere, WI	\$ 6.00	\$60.00 (senior \$50)
Manitowoc, WI	\$ 7.00	\$ 70.00
Suamico, WI	\$ 5.00	N/A
Calumet County, WI	\$ 6.00	\$ 40.00

City	Count
Two Rivers	79
Mishicot	9
Green Bay	7
Manitowoc	6
Denmark	3
Appleton	3
De Pere	2
Brillion	2
Greenleaf	2
Reedsville	2
Menasha	1
New Holstein	1
Kaukauna	1
Little Suamico	1
Maribel	1
Freedom	1
Kimberly	1
Saint Germain	1
Combined Locks	1
Suamico	1
Sobieski	1
Whitelaw	1
Total	127
Non-Resident	48
Two Rivers	79

Paddlers Park





Neshotah Park and Beach Signage Project

- Provide feedback on concept plan for updating Neshotah Park and Beach Signage.

EXISTING SIGN TYPES AT NESHOTAH PARK



LOCAL AREA SIGN TYPES



Mariners Trail Rules



Disc Golf Rules & Info



Disc Golf Hole Info & Rules



Municipal Wayfinding



Municipal Street Sign

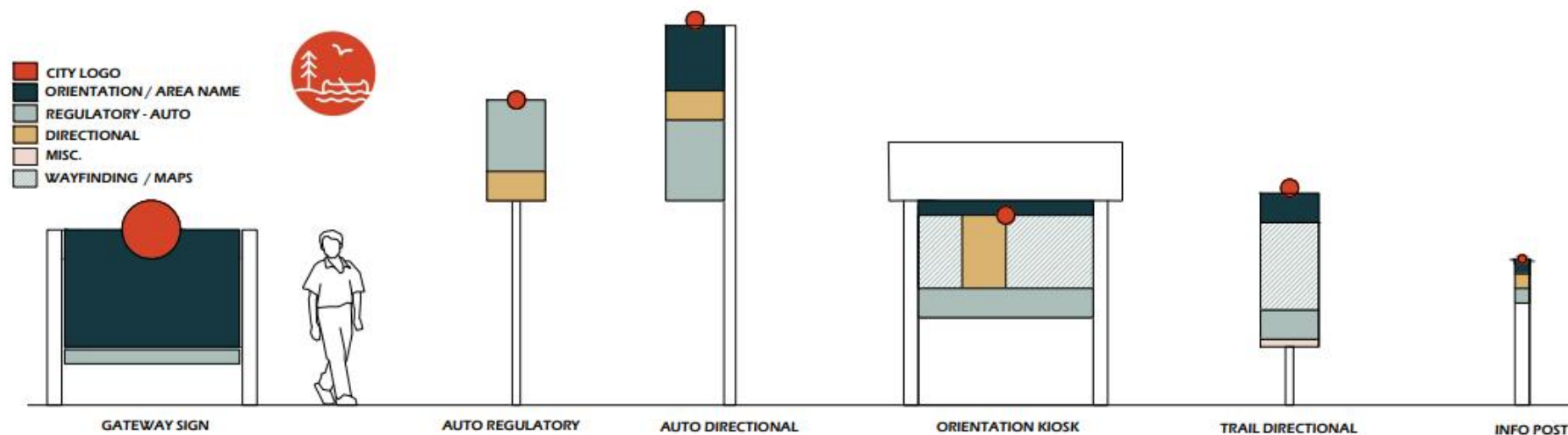


Rawley Point Signage

PROPOSED SIGN HIERARCHY



	SIGN TYPE	PURPOSE	SCALE	KEY CONTENT	PLACEMENT
1	Gateway Sign	Establish identity and provide welcoming entry point	Large (vehicle & ped)	"Welcome...", hours, main rules, city logo	Main vehicular & trail entrances
2	Vehicular Circulation / Regulatory Sign	Direct vehicle movement, ensure safety, and communicate driving rules.	Medium – standard MUTCD size and legibility for drivers	One Way / Do Not Enter, Speed Limit, Parking restrictions, directional arrows, service access.	Along park roads and entry drives; mounted per MUTCD standards
3	Parking Lot / Destination Identification & Regulatory Sign	Identify parking lots and nearby destinations; clarify parking and behavioral regulations	Medium (vehicular)	Area identification, directional indicators, parking regulations, general regulations, pet / bike policy	At lot entries and key transition points from car to pedestrian zones
4	Orientation Kiosk	Provide visitors with a clear overview of the park and its amenities, as well as broader area context	Large (ped scale)	Map, "You Are Here," facilities, regulations, pet / bike policy, interpretive info	At major destinations, major trailheads
5	Wayfinding Post	Offer simple directional or distance information for pedestrians and cyclists, give area specific regulations	Small (ped scale)	Arrows, distances, trail names, regulations	Trail intersections, key decision points
6	Info Post	Reinforce orientation and wayfinding, give area specific regulation	Small (ped scale)	Mile number to next destination, wayfinding arrows, icons for rules / etiquette	Along trails, transition points



GATEWAY SIGN EXAMPLES & STYLES



LOT / DESTINATION IDENTIFICATION



ORIENTATION KIOSK EXAMPLES & STYLES



WAYFINDING POST EXAMPLES & STYLES

Who For Icons

Name of Location / Trail Name

Pet Policy & General Etiquette

Park Rules & Prohibited Activities with Icons & Text

Dynamic Map of Location & Context

Emergency Information

Footer: Sponsorship Info, QR Codes etc.



INFO POST EXAMPLES & STYLES



ICON EXAMPLES



Suggested New Ordinance: Neshotah Beach Designated Swim Area



Neshotah Beach Designated Swim Area



Sample Ordinance

AN ORDINANCE DESIGNATING A SWIMMING AREA FOR HATTIE SHERWOOD PARK & REGULATING BOAT TRAFFIC THEREIN

The Common Council of the City of Green Lake, Wisconsin, duly assembled at its regular monthly meeting begun on the 11th day of April, 1983 does ordain as follows:

WHEREAS it is deemed by the Common Council of the City of Green Lake to be in the best interests of public safety that a swimming area be designated for the Hattie Sherwood Park beach area, said swimming area to be defined by buoys to be placed in the water to designate the outer limits of said swimming area and to prohibit boat traffic therein.

NOW THEREFORE BE IT ORDAINED that effective immediately and upon the placement of appropriate buoys whereas it is hereby designated a swimming only area off the south shore of Hattie Sherwood

Beach Island, said area to be defined by the placement of at least 3 buoys as follows:

Commencing at the ash tree with security lights on the south shore of said island as the fixed beginning point the first buoy shall be placed on a bearing of 88 degrees 66 yards from said tree in the waters of Big Green Lake;

the second buoy shall be placed, starting at said ash tree and proceeding on a bearing of 112 degrees a distance of 85 yards in the waters of Big Green Lake;

the third buoy shall be placed, starting at said ash tree on a bearing of 148 degrees a distance of 77 yards into the waters of Big Green Lake.

BE IT FURTHER ORDAINED that all boating within the so defined swimming area is hereby prohibited and violators shall be subjected to a forfeiture of no less than \$25 nor more than \$200 for each and every violation.

This Ordinance to take effect upon passage and publication and upon the placement of said buoys on the waters of Big Green Lake.

Parks & Rec 2026 Goal Setting

Senior Center

1. We see sustainable finances with our special revenue account in the black and a healthy year-end account balance.
2. We see a Senior Center that cares about and improves staff well-being.
3. We see membership at minimum maintained at the current level through;
 1. reaching untapped younger seniors
 2. reaching untapped older seniors
 3. maintaining current members.
4. We see a thriving seniors, independent seniors, and healthy seniors.
5. We see increased productivity and satisfaction from volunteers through engagement and education.
6. We see an engaged, supportive, and contributing Friends of the Two Rivers Senior Center.
7. We see strong partnerships, teamwork, and collaboration with the entire P&R Department.
8. We see seniors positively impacting our community as a whole.

Parks & Rec 2026 Goal Setting

Front Desk/Administrative Team

1. We see positive, memorable interactions through thoughtful gestures and consistent communication with our customers.
2. We see strong and meaningful relationships between P&R work teams to enhance collaboration and support.
3. We see a clearer picture of each team member's responsibilities and how they contribute to overall success.
4. We see strong, creative, and cohesive branding in all public-facing materials.
5. We see employees that are engaged and a workplace that cares for their well-being.
6. We see accuracy and efficiency in program registrations and facility bookings.
7. We see improved budget projections and improved financial decision making.
8. We see a team that is proactive, adaptable, and open to growth.

Parks & Rec 2026 Goal Setting

Special Events and Recreation

1. We see more diverse revenue streams.
2. We see improvement in teamwork and communication.
3. We see improved visual marketing and storytelling.
4. We see added depth in our programs and events.
5. We see increased communication with participants, volunteers, and parents.
6. We see a shared vision for youth sports in our community that fosters collaboration between partners and keeps kids in sports.
7. We see a shared vision for special events in our community that fosters collaboration between partners and keeps people engaged.

Parks & Rec 2026 Goal Setting

Parks, Cemeteries, and Forestry

1. We see major park improvement projects executed on budget, on time, and in a quality manner.
2. We see new revenue streams supporting operations.
3. We see improvement in the quality and quantity of trees in the cemeteries.
4. We see streamlined logistics and planning.
5. We see improved planning for preventative maintenance.
6. We see improved communication across the department.
7. We see better tracking and planning for replacement of machinery and equipment.
8. We see staff having a better understanding of and independence to use supply budgets for their work areas.
9. We see better storytelling about our impact on the community.
10. We see parks that are maintained to a high standard.

Senior Center

- October Report Two Rivers Senior Center
- Rides: 325
- Meal Delivery: 1,632
- Average Daily Attendance: 149.7
- Program Stats:
 - Fitness: 592 participants
 - Congregate meal: 152
 - Total Member Check in for September 3,577
- Significant Events in October:
 - Health and Information Fair-Oct 16th 8-11am : 300 participants
 - Awarded \$7,000 Grant from NCOA for older adult digital literacy.
 - Stepping On Workshop begins

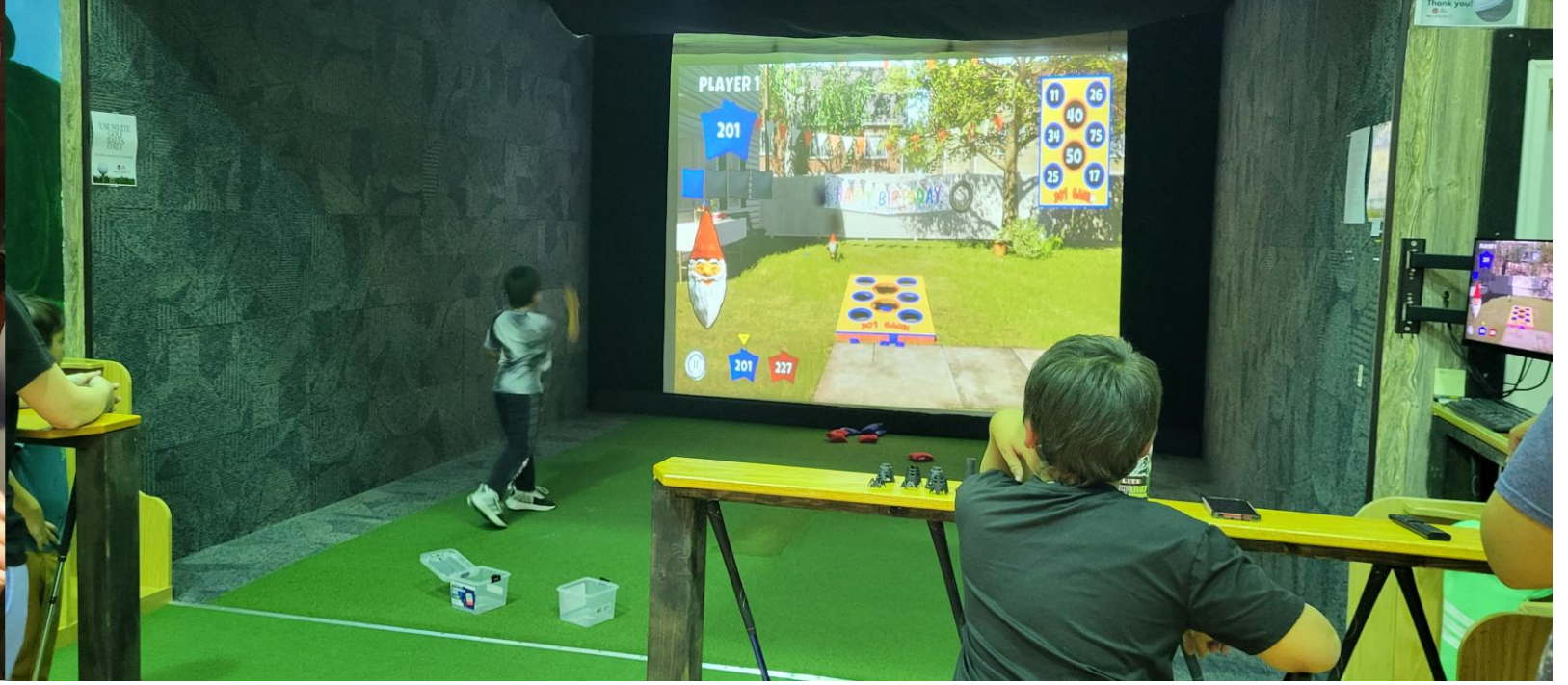


Planning & Grants

- 2026 WI DNR Urban Forestry Grant confirmed
 - Support costs of tree removals, pruning, planting, and forestry training
- \$100,000 West Foundation Grant confirmed for Riverside Park.
 - \$324,500 WI DNR + \$100,000 West Foundation + \$224,500 City = \$649,000 phase 1

Special Events and Programs

- The Golf Simulator had 3 rentals for a total of 5 hours in October. November 1st through 9th we had 7 rentals for a total of 17 hours.
- Our NFL youth (2nd through 4th grade), Peewee (K and 1st grade), and Girl's (2nd through 4th grade) programs finished up in October. Excellent feedback from parents of our new girl's flag football program. The Rams team took first place in our NFL youth end of the year tournament.
- Awards were handed out at the end of the year banquet on October 6th to the top teams and shooters in the Horseshoe league. Mike Bauknecht President of the Horseshoe league did a great job running the Wednesday night league and coordinating the banquet. We had 71 players attend the banquet.
- We have a new Line Dance program starting in January on Friday nights from 6pm to 7pm. We will start marketing this program this week.
- We currently have 34 kids signed up for our youth basketball program starting in December.







Parks and Facilities

- Winterized All parks bathroom besides Washington Park for Ice Rink
- Removed all but one dock city wide
- Cut down multiple trees Washington Park (8)
- Replanted (21) trees at Washington Park
- Develop downsizing plan for water meters to save on increased sewer costs
- Snow Fence installed at beach
- Set-up and clean-up for Applefest
- Boiler Start up and filters changed out
- Buoy pick-up from Susie Q
- Organize Eggers Storage building
- Batting cage take down and clean-up
- Batting cage put back up in gym
- Tennis pickle ball nets taken down
- Stump removal started on terrace's
- All trash cans picked up for season
- Clean-up rock city and rock wall along Zlatnik Rd
- Neshotah Park bathroom demo started by Hamann
- Winterized splash pad Central Park west
- Benches installed Neshotah Park Playground and Open space Pierce St.
- Neshotah tennis Court removed and trees planted in area
- City wide trash and doggie bag replacement
- Washington St. flowerpots taken down
- Flowerpots around building and central park cleaned up
- Leaf pick-up started

Washington Park Tree Planting





School Tree Planting Outreach





LETTERS FROM SANTA

LETTERS
POSTMARKED
BY DEC 17TH
WILL
RECEIVE A
REPLY FROM
SANTA

NOV 10-
DEC 17
2025

RECEIVE A SPECIAL LETTER
STRAIGHT FROM THE NORTH POLE!
FEE IS \$4.00. REGISTER IN PERSON
OR ONLINE, AND PLEASE FILL OUT
THE INFORMATION SHEET WHEN
REGISTERING TO MAKE YOUR LETTER
PERSONAL. REGISTER ONLINE AT
TRRECCONNECT.COM OR OUR MAIN
OFFICE IS OPEN MONDAY-FRIDAY
8AM-4PM



AJ Lorrigan

City of Two Rivers Parks and Recreation



Future 15 Award
Recipient
2025



#Future15MC



Holiday ZUMBA

Get in the holiday spirit with a **FREE** family-friendly Zumba party! Dance along to holiday tunes and Zumba classics, festive attire encouraged!

Details:

Two Rivers Community House | Behringer Room
Sunday, November 30 | 10:30AM - 11:15AM

Scan the QR Code to register

-or-

online at trreconnect.com



Maximum Participants: 30
Registration deadline: Nov 26



For questions reach out to Kenny Shillcox at kenshi@two-rivers.org or 920-793-5594



Cool City Christmas GINGERBREAD HOUSE CONTEST



CONTEST RULES

1. Pick up gingerbread house base starting December 1st at City Hall Customer Service (M-T 7:30-5 & F 7:30-11:30)
2. The house must be 100% edible. Avoid anything that requires refrigeration
3. One entry per person (limited entries available)
4. Clearly write your name and age on bottom of base
5. Gingerbread houses **MUST** be dropped off at the Community House on December 12th by 3 PM. No late entries will be accepted.
6. Judging will be completed by the Community. Top winner from each age group will receive a PRIZE!
7. Age groups: 15 years and younger; 16 years and older



EXPLORE
**TWO
RIVERS**
WISCONSIN

\$200 Cash Prize for 16 and older
\$50 Cash Prize for 15 and younger
Donated by Explore Two Rivers Inc.





COOL CITY CHRISTMAS

Christmas Tree Decorating Contest



SPONSOR



DOWNTOWN TWO RIVERS



GIRLS FASTPITCH SOFTBALL CLINIC

Take your fastpitch skills to the next level! Coaches Kirk Shillcox and Adam Wachowski are hosting two softball clinics to help players improve in pitching, hitting, and fielding fundamentals. Open to girls in grades 3-8, don't miss out!

Two Rivers Community House Gym

Tuesdays

Clinic 1: Nov 4, 11, 18 | Clinic 2: Dec 2, 9, 16

Time: 5:30 - 7:30PM

Fee: \$30.00 per clinic

Registration Deadline:

Clinic 1: Oct 24 | Clinic 2: Nov 21

Max Participants: 20 per clinic

Register at trreconnect.com

SCAN
ME



Questions? Call 920-793-5594 or email kenshi@two-rivers.org



LITTLE HOOPERS BASKETBALL

For kids in 4K-K! This fun, engaging program introduces young players to basketball through age-appropriate drills and activities. Kids will learn dribbling, shooting, and passing in a positive, encouraging environment.



DETAILS:

Two Rivers Community House Gym
Monday Nights | Feb 2 - Mar 9
5PM - 5:45PM

SCAN ME!



Cost: \$30
Max Participants: 20
Registration Deadline: Jan 26
Register at treconnect.com

CALL 920-793-5594 OR EMAIL [KENSHI@TWO-RIVERS.ORG](mailto:kenshi@two-rivers.org) FOR MORE INFORMATION



WINTER PICKLEBALL



SCAN THE QR CODE
OR
VISIT TRECCONNECT.COM

Punch cards available in the Parks and Recreation Office!

**MONDAYS
TUESDAYS & THURSDAYS
OCT 6 - MAR 26**

PICKLEBALL PUNCH CARD

Investment: \$25 Per Punch Card
\$2.50 Per Session for 10 Uses

Mondays: 1:00PM - 4:00PM
Tuesdays: 1:00PM - 4:00PM
Thursdays: 1:00PM - 4:00PM

Located in the Community House Gymnasium

Email kenshi@two-rivers.org or call 920-793-5594 for questions