

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA  
PARKS AND RECREATION BOARD**

**City Hall – Council Chambers  
140 Main Street**

**Tuesday, March 8, 2016  
6:00PM**

**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL/EXCUSED ABSENCES**

**C. MINUTES TO APPROVE**

1. Minutes of the February 9, 2016 Regular Park Board Meeting

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

1. Menasha Historical Society Thank You Letter

**E. REPORT OF DEPARTMENT HEAD/STAFF**

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas

**F. DISCUSSION**

1. Jefferson Park and Neighborhood Vision Plan RFQ
2. Loop the Little Lake Update
3. Hart Park Play Equipment
4. Eastside Park – Community Playground Build, Saturday, June 4

**G. ACTION ITEMS**

1. Approval of Food Truck Rally in Jefferson Park on May 10, June 7, July 12, August 9

**H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

**I. ADJOURNMENT**

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall – 1<sup>st</sup> Floor Conference Room**  
**February 9, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:05pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: D.Sturm, B. Adesso, T. Marshall, S. Pawlowski, Ald. D. Zelinski

MEMBERS EXCUSED: Nancy Barker, Lisa Hopwood

OTHERS PRESENT: PRD Tungate, PS Maas, Pool Manager Chad Bruechert

**C. MINUTES TO APPROVE**

1. **Minutes of the January 12, 2016 Joint Park Board and Plan Commission Meeting** – Moved by B. Adesso, seconded by D. Zelinski to approve the minutes of the January 12, 2016 Joint Park Board and Plan Commission meeting. Motion carried.
2. **Minutes of the January 12, 2016 Regular Park Board Meeting** – Moved by B. Adesso, seconded by Ald. D. Zelinski to approve the minutes of the January 12, 2016 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

None

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report** – PRD Tungate reported on a successful Winter Gala, staff working on the summer program brochure, work is continuing on the Jefferson Park RFQ document, RFP has gone out for new play equipment at Hart Park. June 4 is the scheduled community build for the new play equipment for the new east side park. Announcements and forms for volunteer sign up should be ready by late February. Futsal court planning and fundraising at Pleasants Park is going well. Court may be up and running by mid-summer. League play is expected to occur in the fall.
2. **Park, Pool and Vandalism Report** – PS Maas reported staff work on the Winter Gala, ice rink flooding, picnic table repair, ski trail grooming, repairs to the golden boy statue from Smith Park and caboose security lighting has been installed.

**F. DISCUSSION**

1. **Feasibility study on Doty Island alternate route-Loop the Little Lake project** – PRD Tungate reported that the Common Council approved the on street route through Doty Island in Menasha as part of the Loop the Little Lake project. The Council did add to their approval that a feasibility study be done that further examines the alternative route around the water treatment plant. It should include any property access or land acquisition costs, trail and lighting costs, security concerns, and the potential need for off-street parking. The board had some discussion about parking needs, but would wait for further information before considering a future recommendation.

**G. ACTION ITEMS**

1. **Revision to Shelter and Wedding Reservation Dates** – Motion by B. Adesso, seconded by S.

Pawlowski to revise the wedding reservation policy at Smith park to a rolling calendar process beginning on March 1, 2016. Residents can reserve space 30 months in advance and non-residents 18 months in advance. The Board felt that this change still gave residents an advantage and it would still give anyone the ability to plan a wedding well in advance. Motion carried.

2. **Revisions to Parks and Recreation Programs, Services and Fees for 2016-referred back by Common Council** - Motion by B. Adesso, seconded by T. Marshall to return the initial revision to parks and recreation programs, services and fees for 2016 to the Common Council. Ald. D. Zelinski wanted to make sure that the pool rental fee was covering actual staff costs. The Board had a document in their packet that indicated that it did. PRD Tungate and Pool Manager Bruechert described a specific pool rental referenced at the last Common Council meeting. There were some issues having to do with loud music and questionable lyrics along with alcohol consumption. Staff has addressed these matters and they are confident that these types of issues will not occur in the future. Motion carried.

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

None

#### **I. ADJOURNMENT**

Moved by B. Adesso, seconded by S. Pawlowski to adjourn at 7:13 pm. Motion carried.



MENASHA CITY SQUARE 1888

## MENASHA HISTORICAL SOCIETY

February 15, 2016

Mr. Dick Sturm, President, Menasha Park Board  
City Hall, 140 Main Street  
Menasha, WI 54952

Dear Mr. Sturm,

On behalf of the Board of Directors of the Menasha Historical Society, we are writing to express our thanks to the Menasha Park Board. We are very pleased that the lighting for the caboose in Smith Park has been completed. We believe that the illumination helps to showcase the caboose which is a valued artifact of Menasha History. In addition, we are of the opinion that the lighting will deter future episodes of theft and vandalism which have, unfortunately, occurred in the past.

Again, we thank the Park Board for the completion of the project.

Sincerely,

*Nicholas Jevne*      *Kathleen Humski*

Nicholas Jevne, Interim President and Kathleen Humski, Vice-President

Menasha Historical Society  
P.O. Box 255  
Menasha, WI 54952



## MEMORANDUM

To: Mayor and Common Council

From: PRD Tungate

Date: March 2, 2016

RE: RFQ for Jefferson Park Neighborhood Master Plan

Attached for your information is the final draft of the Request for Qualifications (RFQ) for the Jefferson Park and Neighborhood Vision Plan. The plan includes several opportunities for public input.

We expect to send out the RFQ by March 18, 2016. After an interview process, the selected consultant will begin work on or before August 1, 2016.

**City of Menasha Parks and Recreation  
and  
Community Development Departments  
Request for Statement of Qualifications (RFQ)  
Jefferson Park and Neighborhood Vision Plan  
March 2016**

**Introduction**

The purpose of this document is to outline requirements and procedures to prepare a formal written proposal for the development of a vision plan for Jefferson Park and the adjoining neighborhood. This vision plan is not intended to be a typical park master plan. It will require a consultant with expertise in urban design as well as park planning. A full cost analysis of improvements is not within the scope of this work. The final plan may incorporate a blend of development opportunities along with potential reprogramming of some park areas and facilities. It will identify conceptual improvements or opportunities both inside and immediately beyond current park boundaries. Any changes proposed within identified park boundaries must clearly enhance the park user experience.

The following sections of this document set forth requirements and describe the consultant selection process.

**Background**

Jefferson Park was established in 1932, and is the most heavily used park in the city. It is 28.6 acres in size. Main facilities in the park consist of a large outdoor pool, a pavilion overlooking Lake Winnebago and the Fox River, three lighted softball diamonds, a waterfront trail system and a boat landing.

The planning process will seek to identify the wishes of the community through a series of concept plan alternatives culminating with a final vision plan that integrates the function and feel of the surrounding neighborhood with Jefferson Park and the community at large. The overarching goal of the plan is to set a course that meets the future community recreational needs to be met by Jefferson Park and to identify any compatible development opportunities that ideally will provide some type of public benefit.

## **Proposed Scope of Services**

### **I. Assess existing conditions**

- A. The consultant will be required to assess the current recreational facilities and programs offered by the City of Menasha. This assessment will primarily be based on inventories provided by the city and/or the East Central Wisconsin Regional Planning Commission (ECWRPC). A listing of available or suggested resources is contained in Appendix A. The consultant will be required to inspect the various park facilities to obtain an impression of their overall condition and utility.
- B. A more detailed evaluation of existing conditions shall be undertaken within Jefferson Park with specific attention being paid to the programming of the space occupied by various uses/functions within and in proximity to the park and their relationships to one another. After assessing the type and quantity of specific amenities within the park system (i.e. tennis courts, softball diamonds, etc), the consultant shall provide written comment on how the City compares to national standards and identify any "gaps" between current conditions and desired conditions or "wants".
- C. Environmental and soil conditions within the planning area boundary shall be assessed (using data provided primarily by the City or ECWRPC) to determine to what extent they may limit the utilization of land and water resources and/or serve as assets that offer opportunities to enhance the park and the neighborhood.

### **II. Community Engagement**

- A. In order to obtain current input on needs and expectations from user groups and the neighborhood, a survey is to be undertaken. Said survey will be developed and administered by the consultant, along with the city and ECWRPC staff.
- B. Conduct two (2) public meetings or focus group sessions. Because of the variety of activities available within the park (i.e. boating, athletics, swimming, etc.) the consultant shall seek input from specific user groups as part of the two public meetings.
- C. As part of the public meeting process, the consultant shall seek to understand and document what the public's goals and objectives of the vision plan are.

### **III. Vision Plan Elements**

- A. Three (3) preliminary design concepts for the planning area taking into account all the information accumulated through the community engagement process will be produced. The essence of each concept is to identify potential uses or facility locations within the planning area and to balance the needs and wishes of the community. The scale and orientation of any suggested development should be identified. The conceptual plans should strive to promote integration of the park with the neighborhood, with the goal of creating a dynamic setting for persons to reside and recreate. **Consideration of redevelopment options may include use of existing park land for alternative**

**commercial/residential or recreational uses provided such uses provide a clear public benefit and enhance the park user experience.**

Two facilities of particular note to be addressed on the planning process are the swimming pool and boat launch/parking areas. All three concepts shall identify an optimal footprint for a new or rehabilitated pool. Secondly, a complete review of the boat launch area, including, but not limited to, ramp function and location, parking and traffic flow. Of further note is the fact that the "settling pond" east of the park is no longer needed for City drinking water needs and may provide some unique opportunities. 2.2 acres of land within the east end of the park was returned to public use after an Army Reserve facility was demolished in 2013.

- B. Each of the three conceptual designs will have a different parameter.
  - 1. Shall only consider complete public recreation use within the identified boundaries of Jefferson Park. Exception: some form of concessionaire may be considered.
  - 2. Shall depict any suggested public/private development alternatives within the surrounding neighborhood of Jefferson Park. Note a preference to incur no net loss of public park or open space land.
  - 3. Shall be left up to the consultant's discretion. No limitations.
- C. Plan considerations should include trends in recreational preferences, park facility standards, design appeal, accessibility, environmental impacts, implementation and constructability, and operational/maintenance efficiencies, sustainable design principles and the socio-economic impact to the community. The design concepts shall be presented in graphic form with accompanying narrative describing the rationale supporting the design and the impacts that may be anticipated if the design is to be carried forward into development. **The consultant shall present the three alternatives and receive input at a public open house style meeting at a venue approved by the city.** The City's Parks and Recreation Board and Plan Commission shall be part of the forum process. The consultant shall document all public input.

#### **IV. Refinement of Preliminary Final Vision Plan**

Upon consideration of input from the public (including residents, user groups and staff) the consultant shall prepare a preliminary final vision plan. Consideration shall be given to public comments from the first open house style meeting. The plans shall include a colored rendering depicting existing facilities that are to be retained, new facilities, and potential future development options for opportunity sites within and outside of the park. **The consultant shall present the plan alternative at two joint Park Board and Plan Commission meetings.** The first joint meeting will focus on critiquing the plan. A final plan recommendation is expected at the second meeting. The consultant shall document all public input.

#### **V. Development of Final Proposed Vision Plan**

Upon consideration from all of the public and staff input, the Parks and Recreation Board and the Plan Commission, the consultant shall prepare a final proposed vision plan that includes: an executive summary and conclusion, project prioritization/comment section acknowledgement, an estimate of probable cost for all major recreation facilities,



consideration of sustainable design principles, operational and maintenance impacts, handicap accessibility, a full narrative accompanying the rendering that includes a description of the community engagement process, an assessment of existing conditions and a statement of rationale that support the plans objectives and outcomes. Also, a section describing the relationship and connectivity of key facilities located either within or alongside the plan area. The consultant shall present the final plan alternative at a meeting of the Common Council.

In total, the consultant is expected to lead meetings or present information a minimum of six (6) occasions.

Deliverables are to include the following:

- 3 – Final reports professionally bound
- 1 – Overall Final Vision Plan – 24" x 36" mounted on foam core
- 2 – Overall Final Vision Plan – 24" x 36" sheets
- PDF of concept plans
- 1 CD or full electronic file of Final Report and Vision Plans (Microsoft Compatible Software)
- Appendices
  - Documentation of meetings with minutes/notes
  - Citizen Comments and Public Input
  - Exhibits and maps
  - Public Survey Results
  - Results of public survey

## VI. Statement of Qualifications Requirements

### A. Contents

*Each firm should submit a formal qualification statement that addresses the following items: (Note: This information will be used to screen consultants and determine a number of firms that may be invited for an interview.)*

1. Statement of firm's particular abilities and qualifications relative to this type of project.
2. List of credentials, qualifications and years of experience for the project manager and other key staff you would assign to this project. Identify the primary contact person for this project. Include sub-consultants if applicable..
3. Workload Capacity: describe your staff's capacity and availability to perform the work in a timely manner. Address competing commitments and the percent of time each staff person will have available during the time schedule to complete this Vision Plan.
4. List three (3) similar completed projects with references. Include a description of the projects including why you believed they were successful, budget, contact name, telephone number and e-mail address.
5. Documentation describing the firm's specific experience in urban planning and residential renewal efforts.
6. What interests your firm most about this project?
7. Submit a proposed fee for services in a sealed envelope **separately** from the remainder of your qualification statement (Items 1-6).

### B. Format and Conditions of Proposal

1. The proposal should be submitted in written and bound form. Items to be included in the proposal should be placed in the same numbered sequence as outlined above.
2. Responses will be considered a public record subject to disclosure under the State public records law.
3. Any changes to the proposal requirements shall be made by addendum.
4. City of Menasha reserves the right to reject any and all proposals submitted in response to this request or accept a proposal deemed most advantageous to the City.
5. The City of Menasha shall not be liable for any pre-contractual expenses incurred by a consultant in response to this RFQ.

C. Project Budget

The City has budgeted \$20,000 for this plan.

D. Directions for Submittal

Consultants should submit five (5) copies of the proposal in a sealed envelope and one (1) copy of the Proposed Fee Schedule Form in a separate sealed envelope. These materials must be received by 4:00pm on Friday, March 21, 2016 at the City of Menasha Parks and Recreation Department located at:

Menasha City Hall  
140 Main Street  
Menasha, WI 54952

Package containing the proposal and any related materials should be clearly marked on the outside of the package as follows:

“Statement of Qualifications  
Jefferson Park and Neighborhood Vision Plan”

E. Pre-Proposal Meetings

There are no scheduled pre-proposal meetings pertaining to this RFQ. Consultants intending to submit formal proposals and who may wish to discuss the proposed project should contact City of Menasha Parks and Recreation Director at the address and telephone number shown on page one.

## **VII. Consultant Selection Procedures**

The City of Menasha will be solely responsible for the selection of a consultant to conduct the desired work. This selection process will be generally as follows:

A. Screening

The screening and ranking of consultants shall be based upon each formal proposal submitted. Based upon this review, the City of Menasha may invite pre-qualified consulting firms for follow-up interviews.

B. Presentation and Interview

The presentation/interview will permit the consulting firm to make a brief presentation and allow interview team members to ask questions of the consultant. Each presentation/interview will be limited to 45 minutes.

1. Background and expertise in this type of project.
2. Outline a work plan, sequence of tasks and proposed time schedule.
3. Describe any proposed use of City staff, equipment or materials.
4. Questions that demonstrate a keen interest and desire for a successful project outcome.

Representatives of the consulting firm in attendance at this interview will be limited to the proposed primary contact or project manager and no more than one (1) other key staff member. Consultants will be notified as soon as possible as to the specific date, time and location of the presentation/interview.

**C. Selection**

The City of Menasha reserves the right to reject all proposals and/or to accept the proposal deemed most advantageous to the City. The interview panel may make a recommendation to the Common Council on a firm deemed to be the most qualified and experienced. The proposed fee will also be a consideration.

**D. Approximate Selection Timeline**

Friday, May 27, 2016	RFQs due
Week of June 13, 2016	Interview selected firms
Week of June 20, 2016	Firm selected, begin negotiating final contract terms
By Monday, July 18, 2016	Bring contract to Common Council for approval
By Monday, August 1	Consultant work begins

**E. Consultant Completes Work by Early December, 2016**

It is the expectation of the City of Menasha that all work be completed within 4 months after the project agreement has been signed by both parties. Interviewed firms may suggest an alternative project timeline.

**Contact Person(s)**

To clarify any questions or concerns regarding this RFQ, please contact:

Brian Tungate, Director  
City of Menasha  
Parks and Recreation Department  
140 Main Street  
Menasha, WI 54952  
920-967-3640  
920-967-5272 (fax)  
[btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us)

Greg Keil or Kevin Englebert  
City of Menasha  
Community Development Department  
140 Main Street  
Menasha, WI 54952  
920-967-3650  
920-967-5272 (fax)  
[gkeil@ci.menasha.wi.us](mailto:gkeil@ci.menasha.wi.us) (until April 8, 2016)  
[kenglebert@ci.menasha.wi.us](mailto:kenglebert@ci.menasha.wi.us)

## **Appendix A**

### Reference Materials Available

City of Menasha Open Space Recreation Facilities Plan  
City of Menasha Comprehensive Plan  
City of Menasha Tree Inventory/Management Plan  
City of Menasha Park and Recreation Program Guides  
Listing of Events Held at Parks and Estimates of Attendees  
Park Facility Rentals/Reservations  
Park Tree Inventory  
Emerald Ash Borer Management Plan  
Annual Boat Launch Permits  
Annual Pool Attendance  
Water Technology Inc. 2012 Aquatic Facility Option Analysis  
Registered Use of Sports Facilities (e.g. softball leagues)  
State SCORP  
Parcel and topographic mapping (ESRI based)  
Soils, wetlands, floodplain data  
Infrastructure and utilities and drainage  
Jefferson Park Area Master Thesis – 2015 by Michael Babbitts  
Historical photography and data from the Army Reserve Building demolition  
NRPA Park Facility Standards  
NRPA's 2015 Field Report



## SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department  
140 Main Street  
Menasha, WI 54952-3190

Questions? Call (920)967-3640  
Office Hours 8:00am-4:00pm; Monday-Friday  
Office Location 2<sup>nd</sup> Floor, City Hall

OFFICE USE ONLY	
Facility Fee:	\$
User Fee:	\$
Area Fee:	\$
Beer Permit:	\$
Total:	\$
Receipt #	
Permit #	

Type of Event: Food Truck Rally Date of Event: 5/10, 6/7, 7/12, 8/9

Sponsoring Organization (if applicable): Fox Valley Food Truck Rally Association

Event Coordinator: Kyle Fritz Daytime/Cell Phone#: 920-475-2102

Street Address: 101 E. College Ave. City: Appleton State: WI Zip: 54911

Set up 2 PM Take down: 9 PM

Time of Event: From 4 pm to 8 pm Anticipated Group Size: ~150 Fees: (listed on pg 2)

Building Keys Needed? ☒ No ☐ Yes (For kitchen/electric use - see #4, page 4) - Pick up by Friday at 4:00pm

The following FACILITY will be included in the rental agreement (please check):

<b>Barker Farm Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<b>Jefferson Park - Kargus Drive</b> <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter	<b>Pleasants Park</b> <input type="checkbox"/> Diamond/Field	<b>Shepard Park</b> <input type="checkbox"/> Diamond/Field
<b>Clavis Grove Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <input type="checkbox"/> Ballfield	<b>Smith Park</b> <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
<b>Hart Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<b>Koslo Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Wedding/Garden <input type="checkbox"/> Diamond/Field (50 benches available)	
<b>Curtis Reed Square</b>	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

Does your group qualify for resident rates? ☐ No ☒ Yes (City of Menasha, Menasha, Appleton & Town of Menasha residents only)

Do you plan to consume beer or wine? ☐ No ☒ Yes (Fill out permit page 2 - see #4, page 3)

Do you plan to sell beer or wine? ☐ No ☒ Yes (You will need more than a Beer Permit, see #5, page 3)

Do you plan to sell food to the public? ☐ No ☒ Yes (You will need a Temporary Food Permit, see #12, page 3)

Are you planning to have tents or other structures? ☐ No ☒ Yes (General Permit required, contact City Clerk)

Do you plan to set up tent(s) larger than a small 12' Up style for the event? ☐ No ☒ Yes (See #8, page 3)

Please note if answers "Yes" to the above questions or if this is a large sponsored event a Certificate of Insurance WILL  
have to be provided to be on file with the City of Menasha.

Do you plan to have an amplified sound system? ☐ No ☒ Yes (See #11, page 3)

Parks & Recreation Board approval needed? ☐ No ☒ Yes (When selling beer and multi-day events)

## INSURANCE AND ENDORSEMENT

Liability Insurance has been secured in the amount of \$ \_\_\_\_\_ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_

(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

## BEER PERMIT

### *For Consumption Only!*

#### **Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit**

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

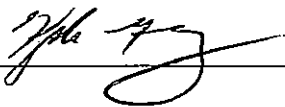
Permittee Name (please print): Fritz Kyle S DOB: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Appleton WI 54915 Phone: 920 - 2102

Area that beer and/or wine coolers can be consumed:

Jefferson Park

Signature:

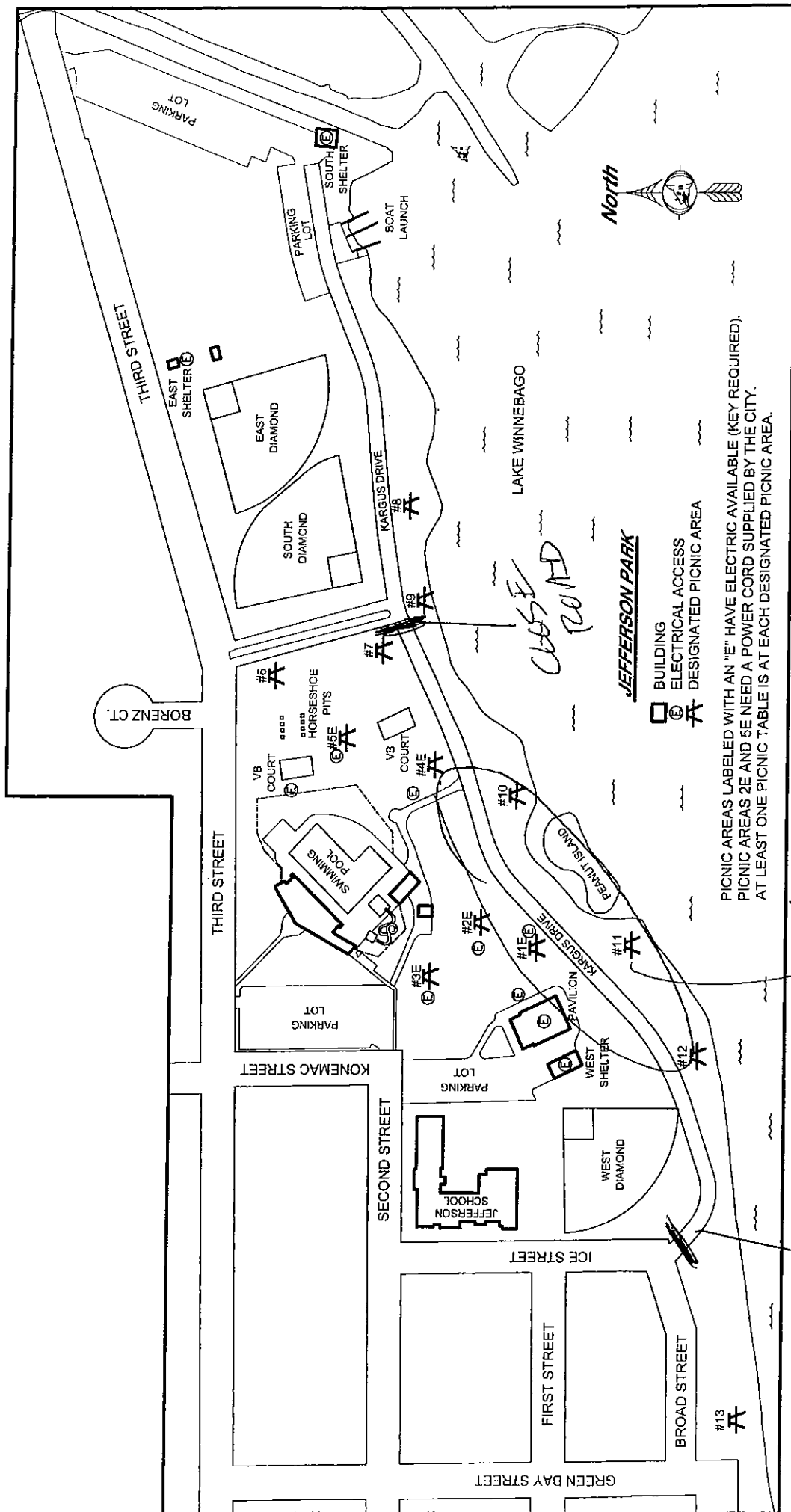


## HOLD HARMLESS AGREEMENT

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Signature:  Date: 2/26/16



Approximately  
10 Food Trucks  
Along Kargus Drive

CLOSE  
ROAD