

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
100 Main Street
First Floor Board Room #132

**Tuesday, November 13, 2018
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the October 9, 2018 Regular Park Board Meeting
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
- E. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – Public Works/Parks Staff
 - 3. Photos of Shepard Park Murals
- F. DISCUSSION
 - 1. Length of Fee Reciprocity Agreement with the Village of Fox Crossing
 - 2. 2019 Budget Highlights PowerPoint
 - 3. Holiday Gathering Location
- G. ACTION ITEMS
 - 1. Motion to Accept Land Donation from Menasha Corporation for parcels 3-00892-00 and 3-00890-00
- 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
100 Main Street
First Floor, Room 132
October 9, 2018
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:04pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Tom Marshall, Ald. Ted Grade, Dick Sturm, Brian Adesso

MEMBERS ABSENT: Lisa Hopwood, Melissa Zwach

OTHERS PRESENT: PRD Tungate, Harbormaster Diane Schabach

C. MINUTES TO APPROVE

1. **Minutes of the September 11, 2018 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the September 11 Park Board meeting. Motion carried.

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

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate combined his report to cover the park and pool as well. Koslo Park concession/back stop paving has been completed. The cannon has returned to Jefferson Park. Shepard Park picnic shelter has been installed and decorative block will be added around the four posts. Miron construction donated this installation as part of the recent Rock the Block event. Murals being painted by the MHS art class should be done soon and installed by this fall. Registration for a new indoor pickleball program that starts October 10 has exceeded expectations and has a waiting list. Park mowing is continuing.
2. **Park, Pool and Vandalism Report:** see above
3. **Highlights of Marina Season:** Harbormaster Diane Schabach reported on an up and down year. Gas sales and visitation started out very well this summer. Heavy rains, high river flows and then the algae situation caused a downturn starting later in July into August. The closure of the lock has not been favorable as well. The Harbormaster did state that renters still really enjoyed their time at the marina. Renters appreciate the city keeping up on maintenance and making the upgrades they have over the years. She stated she is supportive of next year's proposed rate increase and increasing the minimum rate.

F. DISCUSSION

1. **Jefferson Park Parking Lot/Play Equipment Update:** PRD Tungate explained he has received recent input from aldermen on the proposed parking lot configuration. Some modifications are being considered and a revised layout is expected soon and will be reviewed by the Park Board and Plan Commission before work begins on a final layout. The School District is planning to participate in some way towards the construction cost of the lot. A significant donation is being sought for the community playground planned to go in south of Jefferson School. Current estimate for the play system is in the \$600,000 range.

G. ACTION ITEMS

1. **Recommend Raising the Seasonal Slip Rate at the Menasha Marina from \$39/ft to \$39.50/ft and to raise the minimum seasonal slip rate from \$780 to \$908.50 for 2019.** Discussion focused on trying to be proactive towards maintaining slip revenues in the future in light of a trend towards smaller boats. Moved by B. Adesso, seconded by Ald. T. Grade to approve. Motion carried.
2. **Recommend Accepting a Permanent Limited Easement (PLE) for the Province Terrace Trail:** Moved by Ald. T. Grade, seconded by B. Adesso to approve. The Board expressed support for this important trail connection. Staff will be seeking some grant or donated funds for the project from entities like the Community Foundation, Fox Valley Convention and Visitors Bureau, etc. but the primary source of funds are scheduled to come from TIF #9.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by Ald. T. Grade, seconded by B. Adesso to adjourn at 7:35 pm. Motion carried.

11.3.18 Park, Pool and Vandalism Report – Public Works/Park Staff

- Pickleball Courts at Smith Park
- Update tree inventory with removal plans
- Shutdown the parks/winterize
- Replace doors at Shepard Park pavilion, Smith Park pavilion and Marina bathhouse
- Prep for arbor vitae installation at sewer treatment plant
- Repair and paint Tayco Street fountain cover
- No vandalism to report





Koslo Park



Parks and Recreation Department

2019 BUDGET HIGHLIGHTS



Swimming Pool



Barker Farm Park



Hart Park



Shepard Park



Bubble Run



Tree City USA



Smith Park Gardens



Grunski Runski

But first, a quick look back at 2018



2018 Major Park Improvements

- Opened the Loop the Little Lake trail system, including 100 Fox Street
- Renovated the Hart Park shelter
- Installed new play equipment at Koslo Park
- Renovated basketball courts at Koslo and Shepard Parks, and tennis courts at Barker Farm Park



2018 Recreation and Swimming Pool Accomplishments

Recreation

- Assisted in planning the Loop the Little Lake grand opening in June
- Increased Grunski Runski participation by 10% through increased marketing efforts
- Added a fall youth baseball, adult pickleball, and two day-off-school programs

Pool

- Served over 17,000 patrons during open swim, lessons and special events
- Conducted expanded staff safety training sessions
- Received many compliments (face-to-face or through social media) about water quality and staff friendliness.

Forestry

- Received Tree City, USA award for 35th consecutive year
- Continued removal of ash trees in poor condition
- Devoted staff time to remove over 65 backlogged tree stumps and address the terrace repair
- Planted approximately 100 **new** terrace and park trees

Cemetery

- Backfilled and seeded a long section of **new** roadway edge
- Increased mowing frequency and care at this important facility

Marina

- Harbormaster Diane Schabach continues to run a successful and customer friendly operation
- Continued to maintain the facility in top-notch condition (electric pedestal replacement, restroom/shower room improvements)

Trails

- Loop the Little Lake – open
- Treatment Plant segment – facilitating the installation of lights, cameras and landscaping
- Province Terrace Trail – overseeing the final stages of planning and permitting

Upcoming in 2019

Goal

Maintain what we have, but also improve our parks and trail systems to make Menasha a great place to live, work and recreate!



PARKS - Highlights

- Community survey being done as part of updating the City's five-year outdoor recreation plan (2019-2023)
- Jefferson Park – phase 1 of Vision Plan updating of pavilion/pool parking lots and addition of large community playground (lighthouse/nautical theme)
- Continue Jefferson Park shorewall repair (in-house)
- Shepard Park re-grading and walkway
- Roof, restroom, ceiling work and other upgrades to Smith Park pavilion
- Add poured-in-place surfacing at Clovis Grove (donation)



RECREATION - Highlights

- Incorporate a new half-time Recreation Supervisor position
- Add some new fall/winter programming
- Increase program collaboration with the Library and Senior Center

TRAILS - Highlights

- Construct Province Terrace Trail (TIF #9 and donated funds)
- Construct Nature's Way Trail Extension (TIF #9)

POOL - Highlights

- Acclimate new Recreation Supervisor to the facility
- Continue reviewing and improving our safety and customer service training
- Acclimate different park staff crew members to the pool chemistry and operation duties



MARINA - Highlights

- Continue replacement of aging electric pedestals
- Pursue replacing west Main Street steps and make improvements to the public seating area east of the shower building
- Formulate a plan to meet State mandated fuel dispenser containment/other requirements by 2020
- Replace chainlink fencing with black, vertical rail style (TIF #4)

FORESTRY - Highlights

- Continue removing ash trees in fair condition, replant where possible
- Plant approximately 100 park and terrace trees
- Reapply for Tree City, USA designation
- Continue residential tree planting program in Districts 1 & 2, also targeting areas that lack terrace trees.





October 10, 2018

Dear Mr. Schroeder,

With a legacy spanning 169 years in the Fox Cities, Menasha Corporation is proud of its roots in the city of Menasha which started at our founding by Elisha D. Smith. Today the company continues to be committed to support our community in ways that strengthen and improve where we live and work.

With that said, Menasha Corporation would like to donate a parcel of company-owned land to the City of Menasha. The land, detailed below, is located along the path of the Loop the Lake recreational trail that was started in 2014. Our desire is to donate the land to the City of Menasha for its use as part of the Loop the Lake trail.

Menasha Corporation Land Parcel Description

All of Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 13 of Block 13 of the Original Plat of Menasha, City of Menasha, Winnebago County, Wisconsin identified as parcels 3-00892-00 and 3-00890-00.

Please let me know how to move forward with our land donation.

Thank you,

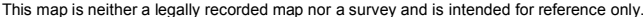
A handwritten signature in black ink that reads "Pierce Smith".

Pierce Smith

Director of Real Estate

Menasha Corporation

This aerial map displays the Menasha area, with various parcels outlined in yellow. A specific area, likely the subject of the legal case, is highlighted with a cyan outline. The map includes street names such as Broad St, Barlow St, Water St, and River St. Parcel numbers are visible throughout the map, including 730089200, 730089400, 730089000, 730088800, 730088500, 730092200, 720027500, 720017400, 720017300, 720027400, 720027900, 720027800, 720027600, 720077200, and 1070-1. A legend in the bottom right corner identifies the yellow-outlined areas as 'Menasha Parcels'.



N

1 inch = 120 feet
Printed on 8" x 11"