

CITY OF MENASHA
Parks and Recreation Board
Jefferson Park Pavilion
August 14, 2018
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Melissa Zwach, Tom Marshall, Ald. Ted Grade, Dick Sturm, Lisa Hopwood

Members Absent: Rob DeLain, Brian Adesso

OTHERS PRESENT: PRD Tungate, Lisa Harmon with Jazzfest, Chris Klein with Seafoodfest, Ald. Tom Grade, Nikki Hessel with Bazaar After Dark

C. MINUTES TO APPROVE

1. **Minutes of the July 10, 2018 Park Board Meeting:** Moved by Ald. Ted Grade, seconded by L. Hopwood to approve the minutes of the July 10 Park Board meeting. Motion carried.

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

1. Nikki Hessel described the upcoming Bazaar After Dark to be held September 12 mainly on downtown streets. The event will be set up in Curtis Reed Square as well. The Board supports the event and will take action at their next meeting to approve the use of the square for the event.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported on the successful Grunski Runski, Corny Community Walk and outdoor movie at the pool. All were held last week. He also touched on the topics contained in an informational memo that was sent to the Common Council last week. The repair of the Jefferson Park shorewall was mentioned in the memo and drew discussion by the Board. The Board was in support of the idea of earmarking \$50,000 from this year's CIP budget towards continuing the repair of shorewall. They asked that staff pursue authorization to do this from the Common Council.
2. **Park, Pool and Vandalism Report:** PRD Tungate read the highlights of an email from Thad Brown. Highlights included: some vandalism at a few parks this month: at Hart park and Clovis the traps for the sinks were kicked off and a contractor was contacted to make the repair. Also at Hart Park, graffiti was painted on the skate park concrete, pressure washer took it off. Basketball courts and Shepard Park picnic shelter slab were prepped and paved July into August; stump grinding, cutting and trimming trees throughout the city (complaint, trimming and tree removal); finished the benches at Nicolet Blvd and Jefferson Park along with woodchips in all the playground equipment at all parks; the stump removal list from last year will be finished next week along with the trees that were cut down last week; expansion of the rip rap along the Gilbert Trail to prevent washout (along with the excavation of landscaping turned into green space to prevent washout) was also completed.
3. **Park Project Update Memo to Common Council:** PRD Tungate highlighted the section about the Treatment Plant lighting system. He explained that it was the donor's preference to go with wood poles. The reasoning for this is because the lights will be somewhat hidden behind the chain link fence, there are already wood poles in the area and the lights are in a very industrial setting, so for those reasons the donor and staff believe it is not wise to spend extra money for a decorative pole and fixture. Board members concurred with this course of action.

F. DISCUSSION

1. **Current and Future Plans for Shepard Park:** An updated draft of the Shepard Park plan was reviewed and discussed. The half-court basketball court and picnic shelter locations have already been determined. The last three features of the plan include the location of a new playground system, an oval concrete walk that defines the open play space and a spot for a possible future art piece. Improvement to the open space turf drainage is planned for the 2019 CIP budget.
2. **2019 Park Department CIP Plans:** The Board discussed the list of potential park CIP projects for 2019. The most noteworthy project is the construction of a large parking lot north of the Jefferson Park pavilion. This lot was identified in the park's adopted master plan. Staff and consultants have been working with the School District on the plan. The lot would save the existing large cottonwood tree and likely be connected to the south half of the pool parking lot until a new pool and parking lot are built. It is anticipated that the north side of the pool parking lot would become open space as noted in the master plan. Shepard Park play equipment, site grading and walkway are also in the 2019 proposed CIP plan.

G. ACTION ITEMS

1. **Approve Plans for Shepard Park as Presented:** Motion by Ald. Ted Grade, seconded by L. Hopwood to approve the plan for Shepard Park. Motion carried.
2. **Approve Jazzfest to be held in Jefferson Park on September 1 & 2, 2018:** Motion by L. Hopwood, seconded by Ald. Ted Grade to approve Jazzfest to be held in Jefferson Park on September 1-2, 2018. Event organizers were reminded not to create or allow any group parking on any grass areas. Event organizers will work with park staff on any changes to their original set up request. Motion carried.
3. **Approve Seafoodfest to be held in Jefferson Park on September 7-9, 2018:** Motion by Ald. Ted Grade, seconded by L. Hopwood to approve Seafoodfest to be held on Jefferson Park on September 7-9, 2018. Chris Klein indicated that the event will go back to its original tent/band set up-which congregated this activity just east of the pavilion. He reminded Board members that the Menasha Rotary Club has about \$5,000 available when the time comes for improvements to the park.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

1. Chr. D. Sturm would like to discuss the possibility of initiating a one day special event that would essentially be a community beer garden with the proceeds potentially going towards future Jefferson Park improvements. No date was set for this topic to be placed on a Board agenda.

I. ADJOURNMENT

Moved by L. Hopwood, seconded by Ald. Ted Grade to adjourn at 7:30 pm. Motion carried.