

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**

Memorial Building / Smith Park
640 Keyes Street / 301 Park Street

**Tuesday, July 10, 2018
6:00PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the June 12, 2018 Regular Park Board Meeting (distributed at 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

F. DISCUSSION

1. Expand Pickleball Courts Near the Memorial Building-Sport Advocates to Attend,Video
2. Introduction of Process to Update the City's 2019-2023 Comprehensive Outdoor Recreation Plan – Trish Nau, East Central Regional Planning Commission
3. Public Terrace Area Near Marina Restroom
4. Jefferson Park Master Plan Implementation
5. Potential Reallocation of Capital Improvement Funds Currently Earmarked for Koslo Park Concessions Paving

G. ACTION ITEMS

1. Recommend Three (3) Pickleball Courts Be Placed in the Area Where the Small Tennis/Pickleball Court Exists Next to the Memorial Building

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
Hart Park Shelter, 700 Seventh Street
June 12, 2018
DRAFT 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, Lisa Hopwood, Dick Sturm and Rob DeLain

Members Absent: Brian Adesso

OTHERS PRESENT: PRD Tungate, Gary Coopman, Tom Konetzke, Pita Katobalvu, Kay Halbrook

C. MINUTES TO APPROVE

1. **Minutes of the May 8, 2018 Park Board Meeting:** Moved by Ald. T. Grade, seconded by L. Hopwood to approve the minutes of the May 8 Park Board meeting with the change that Tom Marshall was in attendance. 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 reported on work being done to the Hart Park shelter, the swimming pool opened on June 12, recreation programs start on June 18. Repairs are also planned for the skatepark. The Main Street fountain is back up and running and includes a new drain system.
2. **Park, Pool and Vandalism Report:** PRD Tungate read the highlights of an email from Thad Brown, who is filling in as Park Superintendent following the recent retirement of Vince Maas. Main focus is the completion of 100 Fox St. in anticipation of the opening of the Loop the Lake trail on June 23. Two seasonal staff are now focusing just on mowing the parks and this has been successful so far. This change has allowed park caretakers to devote more time to park maintenance projects.

F. DISCUSSION

1. **Improvements to Public Terrace Area Near Marina Restroom:** PRD Tungate described a possible project that would coincide with the replacement of the west side Main St. stairs that go down to the marina. It would conceptually include a public seating area, grill, shade arbor, trees and landscaping. It would be a public space that could be used by marina renters as well. ADA ramp would also be needed. Group of marina renters have indicated a willingness to raise funds for the project. A concept drawing will be prepared and presented when complete.
2. **Loop and Treatment Plant Trail Update:** PRD Tungate reported that a final push to finish up both the bridge and treatment plant trail is underway. City crews have put a great deal of effort into the 100 Fox St. site. Grand opening plans include the use of bubble machines around the Loop. The event will begin at Arrowhead Park in Neenah. Plans continue for the lighting and camera system to be installed behind the treatment plant.

G. ACTION ITEMS

1. **Approve Midwest Sunsplash event at Curtis Reed Square, July 27/28, 2018:** Motion by Ald. T. Grade, seconded by R. DeLain to approve the Midwest Sunsplash event on July 27/28 in Curtis Reed Square. Motion carried.
2. **Approve Community Fest event at Curtis Reed Square, July 3, 2018 and at Jefferson Park on July 4, 2018:** Motion by Ald. T. Grade, seconded by L. Hopwood to approve the Community Fest event on July 3 in Curtis Reed Square and at Jefferson Park on July 4. Motion carried.
3. **Approve Art Mural Design for the Hart Park Skatepark – Kameron Melik:** Motion by Ald. T. Grade, seconded by R. DeLain to approve the art mural design for the Hart Park Skatepark. The Board liked the artist's idea to combine the elements of his first two drafts into one. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by Ald. T. Grade, seconded by R. DeLain to adjourn at 7:20pm. Motion carried.

City of Menasha
COMPREHENSIVE OUTDOOR RECREATION PLAN
2019-2023
Technical Assistance Project
Project Scope

Background

ECWRPC awarded a technical assistance project with the City of Menasha to assist with the City's efforts on their CORP update.

Intent

The intent of this project is: 1. to gather data on the current conditions of the parks and areas directly adjacent to the park; 2. perform a needs assessment of all recreational facilities; 3. create a vision and goals for the City's parks; 4. public participation through surveys and meetings; 5. provide recommendations for the parks system. 6. create an implementation strategy.

Process

#	Task
1.	Conduct a Parks audit
2.	Analyze data of audit and make recommendations
3.	Create maps of City parks
4.	Perform a needs assessment
5.	Plan public participation events
6.	Create an action plan with an implementation strategy
7.	Create a final plan

Deliverables

#	Deliverables	Status
1	Maps with park inventory	Not Started
2	Needs fact sheet*	Not Started
3	Written CORP of key findings, recommendations, and funding opportunities*	Not Started

*Maps, fact sheet, and written report will be submitted electronically and one hard copy will be provided through this technical assistance project. Any additional copies or requests for additional printed materials will be the responsibility of the City.

City of Menasha Responsibility

#	Deliverable	Status
1	Provide supplemental existing documents (such as City plans) to ECWRPC as needed	Not Started
2	Assist with recommendations, goals, and visioning, etc.	Not Started
3	Provide any additional information necessary to ensure a successful project	Not Started
4	Any necessary printing or duplicating costs beyond what is stated in the <i>Deliverables</i> section	Not Started

Over please.

Notes:

It's anticipated that there will be strong collaboration among ECWRPC and the City of Menasha to ensure a successful project.

It will be the responsibility of the City of Menasha to utilize the data and report to determine next steps, if any, in the implementation process of the CORP.

Contacts

Name	Organization/ Title	Email
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Brian Tungate	City of Menasha, Park Director	btungate@ci.menasha.wi.us