

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 Conference Room 132

Tuesday, November 12, 2019
6:00PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
 - 1. 2020 Pool Attendance Figures
- D. MINUTES TO APPROVE
 - 1. Minutes of the October 8, 2019 Regular Park Board Meeting
- E. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PSS Brown
 - 3. Recreation Report – RS Sackett
- F. DISCUSSION/ACTION ITEMS
 - 1. Recommend Layout and Design for the Nature’s Way Trail Extension
 - 2. Recommend Approval of the 2020-2024 City of Menasha Comprehensive Outdoor Recreation Plan (CORP)
 - 3. Sale of Riverview Park (northeast corner of Main & Racine Street) for the New Racine Street Bridge Project
 - 4. December Holiday Gathering Location
- G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- H. ADJOURNMENT

June 2019

Product	Gross Qty	Gross Amt
Ages 18 - 54	543	\$2,036.25
Ages 18-54 Evening Swim	176	\$352.00
Ages 2 & Under	43	\$0.00
Ages 2 and under Evening Swim	21	\$0.00
Ages 3 - 17	1,713	\$4,710.75
Ages 3 - 17 Evening Swim	392	\$588.00
Ages Senior (55+)	83	\$228.25
Ages Senior (55+) Evening Swim	5	\$7.50
Group Schools		\$0.00
Group Discount (20+)	50	\$112.50
Limited Use Head Count	6	\$0.00
Rain Check Head Count	7	\$0.00
Grand Total:	3,039	\$8,035.25

Group Usage	
Big Pigeon	286
Private Parties	15
Salvation Army	
B & G Club	301
Membership Usage	984
Total Monthly Usage	4,625

July 2019

Product	Gross Qty	Gross Amt
Ages 18 - 54	1629	\$6,108.75
Ages 18-54 Evening Swim	430	\$860.00
Ages 2 & Under	240	\$0.00
Ages 2 and under Evening Swim	51	\$0.00
Ages 3 - 17	3,273	\$9,000.75
Ages 3 - 17 Evening Swim	885	\$1,327.50
Ages Senior (55+)	309	\$849.75
Ages Senior (55+) Evening Swim	54	\$81.00
Group Admission	130	\$292.50
Limited Use Head Count	15	\$0.00
Rain Check Head Count	76	\$0.00
WPRA Week-Visiting Season Pass Members	29	\$0.00
Grand Total:	7,121	\$18,520.25

Group Usage	
Big Pigeon	462
Private Parties	20
Salvation Army	
B & G Club	
Dive In Movie	150
	632
Membership Usage	2070
Total Monthly Usage	9,823

August 2019

Product	Gross Qty	Gross Amt
Ages 18 - 54	442	\$1,657.50
Ages 18-54 Evening Swim	52	\$104.00
Ages 2 & Under	39	\$0.00
Ages 2 and under Evening Swim	8	\$0.00
Ages 3 - 17	916	\$2,519.00
Ages 3 - 17 Evening Swim	126	\$189.00
Ages Senior (55+)	87	\$239.25
Ages Senior (55+) Evening Swim	7	\$10.50
Limited Use Head Count	20	\$0.00
Rain Check Head Count	7	\$0.00
Grand Total:	1,704	\$4,719.25

Group Usage	
Big Pigeon	176
Private Parties	125
Salvation Army	
B & G Club	48
	349
Membership Usage	604
Total Monthly Usage	2,657

Total Daily Usage 17,105
 # participants in lessons 378
 approximate # served 17,483

CITY OF MENASHA
Parks and Recreation Board
City Hall 100 Main Street, Room 132
October 8, 2019
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by L. Hopwood at 6:03pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Brian Adesso, Lisa Hopwood, Ald. Ted Grade, Melissa Zwach

MEMBERS ABSENT: Chr. Dick Sturm, Tim Hale, Tom Marshall

OTHERS PRESENT: PRD Tungate, PSS Brown, RS Sackett, Tonya Boelter, Diane Schabach

C. PUBLIC COMMENT

D. MINUTES TO APPROVE

1. **Minutes of the August 20, 2019 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the August 20 Park Board meeting.
2. **Minutes of the September 10, 2019 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the September 10 Park Board meeting.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported working on the 2020 CIP and operational budgets, Province Terrace Trail grant reimbursement, planning for skatepark signage, and ordering memorial benches and plates for Jefferson Park. Jefferson Park boat launch area was recently re-stripped.
2. **Park, Pool and Vandalism Report:** PSS Brown reported that temporary art pieces have been installed, new trailer was purchased, cement should be poured soon on approximately 400' of cap along the Jefferson Park shorewall, buoys at Municipal Beach were removed, and several hazardous trees were recently removed and stumped.
3. **Recreation Report:** RS Megan Sackett reported on planning efforts for the upcoming Pumpkin Hunt and Hometown Halloween. Fall outdoor archery and pickleball program will be done soon, planning for the second session (winter) programming is ongoing and a small program brochure is expected to be mailed out in November.

F. DISCUSSION/ACTION ITEMS

1. **Approve Bazaar After Dark to be held in Curtis Reed Square on November 9, 2019:** Motion by Ald. T. Grade, seconded by B. Adesso to approve this event. Ms. Boelter stated the event would be held from 2-7pm. A heated tent may be going up in Curtis Reed Square - the rest of the set up will be on east Main St. Motion carried.
2. **Jefferson Park Current & Future Action Plan—Arborist Alex Hartzheim** gave a presentation about the trees in Jefferson Park. He focused on the condition and species currently in the park. These trees would be impacted once the vision plan is carried out. There are 86 ash trees in the park. About 40 will be scheduled to be removed in the winter of 2021. These trees were identified on a map. A map was also available that showed all the trees and species in the park. There are currently 33 different tree species in the park, which demonstrates good diversity. Planting opportunities exist or will exist in the west diamond area, shoreline and east of the east diamond. Arborist Hartzheim has several species of trees in mind for these areas. It was acknowledged that the overall condition of the tree stock in Jefferson Park was less than ideal. Some maples look particularly bad and Arborist Hartzheim felt that the lack of pruning and thinning of park trees has contributed to their poor condition.
3. **2019 Menasha Marina Season Report—Harbormaster Diane Schabach:** Harbormaster Schabach summarized several key points about the 2019 boating season. She stated that the average size of boats at the marina is trending downward, but all slips were again filled. She wants to go back to producing a calendar of events to

distribute to boaters. The calendar covers lots of area events and activities and she feels this is a good service to provide. She also wants to conduct some type of fundraising event in 2020 which would go towards more lights for channel buoys. Gas sales were down this year and she is looking forward to the installation of one larger above ground fuel tank after the close of the 2020 boating season. It appears that the Menasha Lock will remain closed for the summer of 2020 as the Fox River Navigational Authority continues to work with WDNR on installing an electric goby barrier at the lock.

4. **Recommendation to Raise Seasonal Slip Rate from \$39.50/ft to \$40.00/ft for 2020:** Motion by Ald. T. Grade, seconded by B. Adesso to raise the seasonal slip rate from \$39.50 to \$40.00 per foot for 2020. Discussion was had on how these rates compared to other area marinas. It was stated that Menasha does not have many comparable facilities. Fond du Lac is probably the closest and Harbormaster Schabach stated Menasha offers higher quality amenities than Fond du Lac. Staff will investigate what other area marinas-both public and private are charging. Part of the reason to pursue this increase is to raise revenues to help pay for the upcoming fuel tank project.
5. **Review of Preliminary 2020 Park Department Budgets:** PRD Tungate highlighted several changes and emphasized initiatives contained in the proposed 2020 budgets. The Mayor is in the process of reviewing and making final changes to all city budgets. Under Parks: staffing remains unchanged, funds allotted to fix a poor drainage problem in right field at the Koslo Park baseball diamond, soccer goals for Barker Farm park. Under Pool: wages increased to attain a \$10 starting wage for lifeguards, which would put the city in a better position to compete with Neenah and Appleton. Lifeguard recruitment in 2019 was better than expected and should remain good with the recent training of an assistant manager who can teach the lifeguarding class. Under Rec: additional hours for the Recreation Supervisor, additional wages to attain a \$9 per hour starting wage for virtually all recreation seasonal positions and some shifting of softball wages from an employee status to a contracted service.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

Moved by B. Adesso, seconded by M. Zwach to adjourn at 7:20 pm. Motion carried.





Memorandum

To: Administration Committee
From: Adam Alix, Director of Public Works
Date: October 28, 2019
Re: Riverview Park Agreement for Purchase

BACKGROUND

The Racine Street Bridge project requires the use and acquisition of the green space area north of the existing bridge. The Wisconsin Department of Transportation has made an offer to purchase this property, Riverview Park. The offer to be considered is \$33,500.

FISCAL ANALYSIS

The WisDOT appraisal resulted in an initial offer of \$29,300 made up of \$1,000 for site improvements, and \$28,300 for the land. The value of the land was calculated at a rate of \$5.99 per square foot based on appraisal comparables. The site improvement value was deemed minimal and resulted in the nominal allocation of value.

After reviewing the offer we felt comfortable with the estimated land value however differed on the value of the improvements. We discussed with the DOT the lost value of the trees and plantings that will be removed, as well as the replacement costs of these plantings which resulted in the offer, \$28,300 (4,722 sq. ft. @ \$5.99/sq. ft.) for the land and \$5,200 for site improvements for a total of \$33,500.

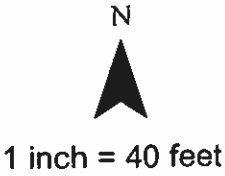
It should be noted that although we're surrendering this green space, it is to be replaced with over 8,000 square feet of new green space just to the East of this existing parcel.

RECOMMENDATION

Accept the Wisconsin Department of Transportation's offer to purchase Riverview Park, parcel #705-0001-01, for \$33,500 with the funds to be placed in the Park Development Fund for future park and green space acquisitions.



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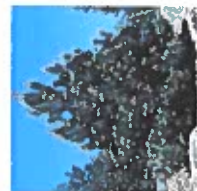
Hackberry



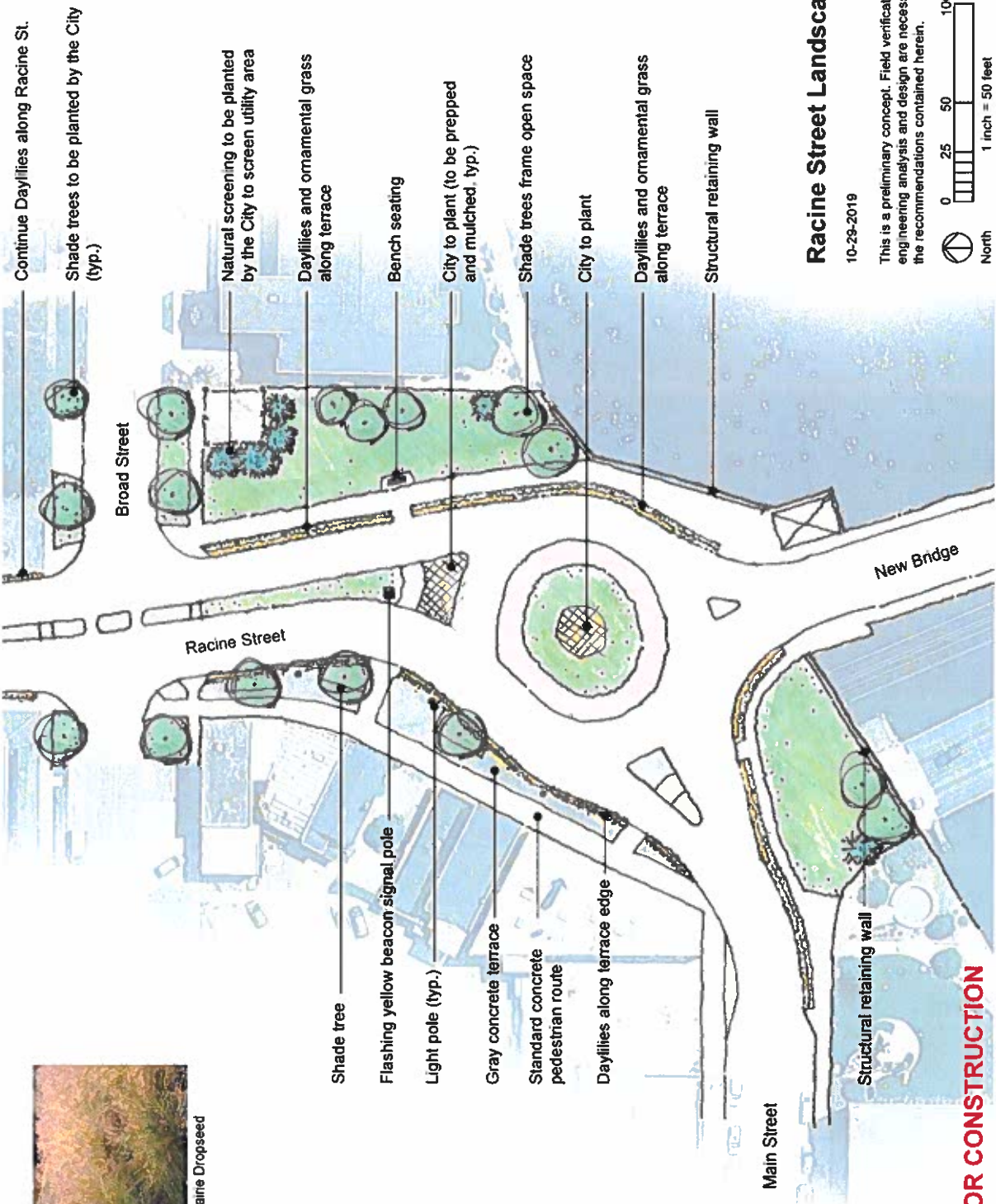
Sugar Maple



Basswood



Austinan Pine



Prairie Dropseed



Karl Foerster



Daylilies

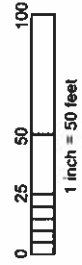


Fescue/Bluegrass Sod

Racine Street Landscape Concept

10-28-2019

This is a preliminary concept. Field verification, site condition assessments, engineering analysis and design are necessary prior to implementing any of the recommendations contained herein.



DRAFT - NOT FOR CONSTRUCTION

