

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, October 8, 2019
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
 - 1. Minutes of the August 20, 2019 Regular Park Board Meeting
 - 2. Minutes of the September 10, 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. Approve Bazaar After Dark to be held in Curtis Reed Square on November 9, 2019
 - 2. Jefferson Park Current & Future Action Plan – Arborist Alex Hartzheim
 - 3. 2019 Menasha Marina Season Report – Harbormaster Diane Schabach
 - 4. Recommendation to Raise Seasonal Slip Rate from \$39.50/ft to \$40.00/ft for 2020
 - 5. Review of Preliminary 2020 Park Department Budgets
- G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- H. ADJOURNMENT

CITY OF MENASHA
Parks and Recreation Board
Smith Park, 301 Park Street
August 20, 2019
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Tim Hale, Tom Marshall, Brian Adesso, Lisa Hopwood, Ald. Ted Grade, Melissa Zwach

MEMBERS ABSENT:

OTHERS PRESENT: PRD Tungate, PSS Brown

C. PUBLIC COMMENT

D. MINUTES TO APPROVE

1. **Minutes of the July 9, 2019 Park Board Meeting:** Moved by T. Grade, seconded by B. Adesso to approve the minutes of the July 9 Park Board meeting. Motion carried.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate shared progress on the five year outdoor recreation plan; reported on pool closing; Pool Manager Chad Bruechert coming next month; emergency drills held at the pool on August 7 & 8; work continues on the 2020 CIP budget which should be ready by next month's meeting.
2. **Park, Pool and Vandalism Report:** PSS Brown reported that the poured in place surfacing was completed at Hart Park; garbage can and dog waste station installed near 100 Fox St; crews took care of storm clean up; Memorial Building roof will be done next week; a long section of shorewall cap will be poured in the coming weeks.
3. **Recreation Report:** RS Megan Sackett submitted her written report. Fall/winter program brochure will be mailed out soon. All pool managers and supervisors have been reviewing the pool manual - there were several wording and procedural revisions that needed to be made. The new manual will be ready to go for next season. July 11 Bubble Run at Clovis had 130 participants, July 18 Dive In Movie had over 200 in attendance, second movie night on August 1 at Smith had 80 attendees, August 10 Grunski Runski and Bubble Run had 242 participants. Upcoming events include Porchapoolooza on August 22 and Science Day with Mr. J on August 29 at Smith Park.

F. DISCUSSION/ACTION ITEMS

1. **Revised Parking Layout for Jefferson Park Boat Launch:** Motion by T. Marshall, seconded by B. Adesso to approve revising the striped boat trailer parking lines at the Jefferson Park boat launch. The new lining will remove some parking in front of the launch to give boaters more room to back their boat trailers into the water, a feature found on several area launches. Parking stalls in this area will be offset by adding an equivalent number of boat trailer length stalls at another location in the main lot to the northeast. Lane lines will also be added to the ramps. A short section of asphalt trail that exits in front of the launch will also be removed. This work may be done in the fall. Motion carried.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 6:50pm. Motion carried.

CITY OF MENASHA
Parks and Recreation Board
Hart Park, 700 Seventh Street
September 10, 2019
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Tim Hale, Tom Marshall, Brian Adesso, Lisa Hopwood, Ald. Ted Grade, Melissa Zwach

OTHERS PRESENT: PRD Tungate, PSS Brown, RS Sackett, Ald. Tom Grade, Alex Schultz from Sculpture Valley, Chad Bruechert

C. PUBLIC COMMENT

D. MINUTES TO APPROVE

1. **Minutes of the August 20, 2019 Park Board Meeting:** Moved by Ald. Ted Grade , seconded by B. Adesso to approve the minutes of the August 20 Park Board meeting. It was noted that the August meeting was held in Smith Park. Minute corrections will be placed on next month's agenda. Motion carried.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported working on the 2020-2024 Parks CIP budget, fall program start up and the 2020 park and recreation operational budget
2. **Park, Pool and Vandalism Report:** PSS Brown reported that damage was done to the restroom partitions at Hark Park, Memorial Building roof was replaced, a section of land near the Jefferson Park boat landing was sprayed with goose repellent and appeared to repel geese in that area. Approximately \$100 of repellent was used. Koslo Park baseball field shelter flat roof was also replaced. Shepard and Pleasants small baseball backstops were removed, Hidden Pond play equipment received additional wood chips.
3. **Recreation Report:** RS Megan Sackett reported that the pool Dive In Movie had around 200 people in attendance, pool assistant manager received some additional training so she can teach lifeguarding , pool staff manual will receive a major update after several staff meetings, mock safety drills at the pool were very helpful. Fall/Winter programs have started. A Day in the Park senior event was held on August 13 and will be in Jefferson Park next summer. Porchapoolooza was held on August 22 around Smith Park. Good attendance at each event.

F. DISCUSSION/ACTION ITEMS

1. **Approval of two sculptures at Shepard Park and Jefferson Park – Alex Schultz, Sculpture Valley, Inc.:** Motion by Ald. Ted Grade, seconded by Tim Hale to approve sculpture sites at Jefferson and Shepard Parks and the recommended sculptures from Sculpture Valley, Inc. Mr. Schultz will work with PSS Brown on the design of the bases for each sculpture. It was noted that these sculptures are temporary and will be in place for no more than two years unless there was an offer to purchase the sculpture and a decision was made to have the sculptures located at these sites on a permanent basis. Motion carried unanimously.
2. **Review of 2020-2024 Parks Capital Improvement Plan:** PRD Tungate reviewed a draft of the department's CIP budget. An emphasis is placed on Jefferson Park in 2020. A new parking lot, removal of and regrading of the West Diamond and the addition of two half-court basketball courts are on the list to be done. Per a State mandate to have new fuel spill containment on the fuel dispenser and tanks at the marina, a new single above ground fuel tank is being proposed. It would be unwise to add brand new containment equipment onto tanks that are over thirty years old. Other projects are more maintenance related.
3. **Review of 2019 Pool Season – Pool Manager Chad Bruechert reported on a successful 2019 season.** PRD Tungate will confirm final attendance numbers, but estimates it to be around 18,000 which has been the norm for several years. Mr. Bruechert stated he had a very experienced staff that took their jobs seriously and had very few personnel matters to deal with. He felt there was a good relationship with the pool operators and

liked the sprucing up of the pool that maintenance staff performed. He also liked the fact that the PD did an occasional walk thru at the pool and it seemed to curb any misbehavior that may have occurred.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

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

LEGEND

- | | |
|----------------------------------|--|
| 1 POOL | 17 SEAWALL IMPROVEMENTS |
| 2 PLAYGROUND | 18 DISC GOLF COURSE |
| 3 AMPHITHEATER | 19 GATEWAY FEATURE |
| 4 PARK SIGN/GATEWAY FEATURE | 20 BREAKWATER |
| 5 PARKING | 21 LIMESTONE TRAIL |
| 6 BOAT LAUNCH | 22 EXISTING SHED TO BE SALVAGED AS CONCESSION BUILDING |
| 7 PARK BUILDING/SHELTER | 23 RECONFIGURE INTERSECTION AND ADD TRAFFIC ISLANDS |
| 8 BOAT PARKING | 24 BOAT PREP AND WASH AREA |
| 9 BOAT SLIPS | 25 MULTI-FAMILY RESIDENTIAL DEVELOPMENT |
| 10 BASKETBALL (2 - 1/2 COURTS) | 26 FOUR-SEASON SPACE IN POOL BUILDING |
| 11 CONCESSIONS/RESTROOM BUILDING | 27 DUMPSTER ENCLOSURE |
| 12 OVERFLOW PARKING | 28 PATH/SERVICE ROAD |
| 13 PATH | 29 SERVICE ROAD |
| 14 PAVILION | |
| 15 FISHING PIER | |
| 16 BRIDGE | |
- ← → RECIRCULATION PLAN REQUIRED



- | | | | |
|--------------|------------|---------------|--------------|
| Arborvitae | Cherry | Honeylocust | Pine |
| Ash | Coffeetree | Horsechestnut | Redwood |
| Baldcypress | Cottonwood | Linden | Serviceberry |
| Birch | Crabapple | Londen | Spruce |
| Black Locust | Elm | Maple | Stump |
| Boxelder | Ginkgo | Oak | Tuliptree |
| Buckeye | Hackberry | Other | UL |
| Cedar | Hawthorn | Pear | Walnut |
| | | | Willow |

Jefferson Park Tree Inventory

0 250 500 1,000 Feet



LEGEND

- | | |
|----------------------------------|--|
| 1 POOL | 17 SEAWALL IMPROVEMENTS |
| 2 PLAYGROUND | 18 DISC GOLF COURSE |
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