

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**

**Jefferson Park Pavilion
915 Third Street**

**Tuesday, June 16, 2020
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
 - 1. Minutes of the May 12, 2020 Regular Park Board Meeting (available at meeting)
- E. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report – PRD Tungate
 - 2. Retirement of Director Tungate effective July 7, 2020
 - 3. Park, Pool and Vandalism Report – DDMO Brown
 - 4. Recreation/Senior Center Report – RSCM Sackett
- F. DISCUSSION/ACTION ITEMS
 - 1. Update on modifications to Pool Operations and Recreation Programs for Summer
- G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- H. ADJOURNMENT

Note: Following the meeting, a social gathering will be held at Waverly Beach. All are invited to have a beverage with the outgoing Director.

**CITY OF MENASHA
PARKS AND RECREATION BOARD
VIRTUAL MEETING
Tuesday, May 12, 2020
DRAFT MINUTES**

A. CALL TO ORDER

A virtual meeting was called to order by Chr. D. Sturm at 6:05 pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS ABSENT: Melissa Zwach

OTHERS PRESENT: PRD Tungate, RSCM Sackett

C. PUBLIC COMMENT/CORRESPONDENCE

1. **RDA Motion to Acquire Lawson Canal Property**

D. MINUTES TO APPROVE

1. **Minutes of the March 10, 2020 Park Board Meeting:** Moved by B. Adesso, seconded by L. Hopwood to approve the minutes of the March 10 Park Board meeting. Motion carried.
2. **Minutes of the April 14, 2020 Park Board Meeting:** *No meeting was held.*

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported that staff has been very busy with dealing with the impact of COVID-19 on department operations. The impact has been felt in all areas of the department. Playgrounds were initially closed and bathrooms were delayed in being opened. Different protocols for things like sanitizing, social distancing, etc. have been developed as the department phases back into normal operations. A plan to open the pool at some point is under development. The marina will be opening and changes to park shelter reservations are also being looked at.
2. **Park, Pool and Vandalism Report:** DDMO Thad Brown reported the department is doing what it can to keep employees safe. Daily temperature checks are taking place at the city garage. Mowing has started.
3. **Recreation Report:** RSCM Megan Sackett reported that several virtual programs have now been initiated. Planning continues for a modified offering of summer programs.

F. DISCUSSION/ACTION ITEMS

1. **Update on Department Operational Responses to COVID-19:** This was covered under the Department Report section.
2. **Motion to Support Opening the Pool and Holding Recreation Programs as Permitted by the State and the City Health Department as long as Plans and Protocols are in Place to Safeguard Both Participants and Staff:** Motion by Ald. T. Grade, seconded by T. Hale. PRD Tungate stated that the goal was to open the pool sometime around June 20. Many temporary rules and policies will have to be developed in a short time frame and it would impractical for the Board to weigh in on these matters. Staff is seeking the flexibility to develop and implement plans for opening the pool and offer some summer recreation programs. The feeling staff is getting from the community is that they would support a careful and measured offering of pool and recreation programming this summer. Staff will describe these plans at the June meeting.
3. **Motion Supporting a Resolution Relative to the Lawson Canal Restoration Project:** PRD Tungate described the resolution regarding the Lawson Canal. The resolution is going to the Common Council and

while the Board is already on record as supporting the ideas in the resolution, it was felt that taking action on the resolution reaffirms the support in a more official way. Motion by Ald. T. Grade, seconded by T. Hale to support authorization of land along a portion of the Lawson Canal to construct a naturalized/free flowing channel around the Menasha Dam and to authorize grants to be written through the Wisconsin Dept. of Natural Resources and other grant sources. Motion carried.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

Motion by L Hopwood, seconded by B. Adesso to adjourn at 7:05 pm. Motion carried.

Summer 2020 Recreation Program Framework

Staff/Participant Screening

- Staff will be required to take their temperature prior to starting their work day
- Reminder to parents not to bring children that present symptoms or have been exposed
- Staff must report any indicated symptoms of illness to their direct supervisor
- In addition to routine yearly camp staff training, staff will be trained in the appropriate safety actions listed in their respective program plan
- Upon arrival, the program lead will take attendance. This is required for each class. Attendance rosters will need to be turned in at the completion of your program to the Recreation Manager. This is imperative in case it's needed for contact tracing.

Program Design Modifications

- Smaller program sizes or groups within each program (1:8 ratio of staff)
- Limited exposure to other groups of participants or staff by staying in smaller groups. For example, camp will stay within their assigned pod for the week and travel between stations with their pod.
- Restrictions on available equipment or activities.
- Activities will be designed to encourage physical distancing or parents will be encouraged to participate in activities to lessen exposure
- Limit touching of shared supplies or assign participants a number of a piece of equipment to limit cross contamination
- Participants will be encouraged to bring their own supplies that are difficult to disinfect (i.e. craft supplies)
- Parents and spectators must follow recommended physical distancing guidelines or remain in vehicle during each program.
- No extra-curricular or social activity should take place before or after the program. No congregation after the scheduled program. Participants should make every attempt to arrive no more than 5 minutes before the program and leave promptly after the scheduled program.

Health & Hygiene

- Teach participants proper way to wash or sanitize hands and reinforce with signage where practical
- Encourage participants to wash hands or sanitize prior to start of activity and immediately following the activity
- When physical distancing cannot be maintained and as practical, staff will wear a face covering. Participants will not be required to wear a face covering.

Disinfection

- For camp, in addition to the daily morning cleaning by Park staff, the Jefferson Park pavilion bathrooms will be disinfected by Rec staff according to the provided checklist
- Shared supplies/equipment will be disinfected between uses

Illness Identification/Procedure & Sick Policy

If a child becomes ill during a program, the parent or authorized person will be called to pick up the child. While waiting for a parent to arrive, the child will be taken to a separate area away from the main activity area with a staff person and made comfortable.

If a child presents COVID-like symptoms, we will close off areas used by the sick participant and will not use that area until it is cleaned and/or disinfected.



Menasha 2020 Swimming Pool Operations

We appreciate your patience as city officials have been working hard to provide residents with an aquatic experience that is both enjoyable and safe. You won't see all the amenities you may have been used to, but our most important goal is to ensure patron and staff safety. Secondly, we want to provide pool services to Menasha residents within our capacity limits. Some rules and procedures may have to be modified.

Pool Season

- Season Dates: June 20 - August 16
- City of Menasha Residents only will be admitted from June 20 through July 5. This rule may be extended for the entire season. Non-Residents will not be allowed during open swim until at least July 6.
- Residents must obtain an M-Pass to be admitted into the pool. M-Pass holders may reserve a specific open swim time. No season passes will be sold.
- Children ages 9 and under must be accompanied by a caregiver age 13 or older.

Type of Swim	Time	Days of Week	Capacity
Morning Lap Swim	6:00-8:30am	Monday-Saturday *Starting June 27	Maximum of 25 swimmers at any given time
Open Swim	1:00 to 2:45pm 3:15 to 5:00pm 6:15 to 8:00pm	Sunday-Saturday	Maximum of 100 swimmers at any given time
Evening Lap Swim	5:15-6:00pm	Monday and Friday	Maximum of 25 swimmers at any given time
Swimming Lessons	One session of lessons is offered. Go to www.cityofmenasha-wi.gov/parks_recreation_forestry_and_cemeteries to check out our activity guide or our registration website at https://menasha.recdesk.com for available classes.		

What is an M-Pass? An M-Pass is a pool pass for City of Menasha residents only. PROOF OF MENASHA RESIDENCY IS REQUIRED for all M-Pass requests. Passes can be loaded with 3, 5, or 10 visits (3 visits/\$9, 5 visits/\$15, 10 visits/\$25). Only 6 passes per household will be issued, households needing more than 6 will need Rec Staff approval at City Hall. Please plan ahead for these situations. Cards used as season passes from years prior can be activated to be used as an M-Pass. Due to capacity restraints, NON-Swimmers will be required to either have an M-Pass or pay normal admission fee. Any unused visits will be honored through 2021.

What if I'm not a resident of Menasha? Reciprocal communities of Neenah and Appleton are not eligible to receive an M-Pass. If space is available, non-residents may be allowed admission for the adult morning and evening lap swim sessions.

Where can I get an M-Pass? M-passes will be sold at the pool prior to opening for the season: Thursday, June 18 from 2:00-6:00pm and Friday, June 19 from 10:00am-2:00pm at the pool concession stand. Beginning Saturday, June 20, M-passes can be purchased at the pool during normal open swim hours.

M-Passes will also be sold in the Parks and Recreation Department at City Hall during normal business hours (Monday-Friday, 8:00am-4:00pm) starting Wednesday, June 17.

Need financial assistance? Apply at City Hall. If approved, you will receive a discount on a 10 visit pass only.

How To Reserve an Open Swim Session Time

- **IMPORTANT:** You must first obtain a resident M-Pass before reserving a swim time.
- Hours to call in your reservations: 1:30 to 5:00 pm and 6:30 to 7:30 pm daily. Reservation requests left on a voice message will NOT be accepted. Call (920) 422-5917
- Reservations can also be made at the concession stand by an attendant on duty
- **Reservations accepted up to 15 minutes before a session begins. NO reservations taken less than 15 minutes prior to session opening.**
- Reservations will be held for 15 minutes after each session begins
- ONLY one (1) session per day can be reserved and up to five (5) days in a row.
- Reservations can be made up to five (5) days in advance.
- Up to six (6) spots max per family can be reserved for an open swim session time. If your entire party does not show for that reserved time, we will allow additional M-Pass holders in the waiting line to complete the reservation.
- When arriving at the pool with a reservation – look for a sign directing you where to line-up.
- If weather is questionable for pool opening, please call the pool at (920) 967-5163. We will not be contacting reservation holders to notify them of pool closings.

Social Distancing, Safety and Other Crowd Control Measures

- No pool deck chairs will be available. You may bring your own chair, towel or blanket. Chairs can be made available to anyone with a mobility issue.
- Concessions will not be served at the start of the season. Carry-ins (no glass) will be permitted.
- The kid's fountain near the zero depth area and the jump platform will not open for the season. The large slide will remain open as staffing allows.
- Pool lockers will not be available. Patrons are asked to come with their suit on and be prepared to move quickly through the changing room and onto the pool deck. Swimmers will be allowed to set their personal items on the pool deck and then line up to take a mandatory shower before entering the water.
- Measures being taken to protect our guests and staff include additional sanitizing throughout the facility, plexi-glass shields at the counters, enforcing social distancing and staff wearing masks inside the bathhouse. Wearing of masks by patrons is optional.
- No group rentals for this season.
- No drinking fountains will be available. Public drinking water will be available at the concession stand.

Framework for Holding a Modified Grunski-Runski

August 8, 2020

RACE - \$20 for all runners, must register by July 30

- Eliminate the 10K, Kids Bubble Run, and Dynamic Double
- Just hold a 5K event Registration
- Eliminate day of in-person registration
- Cap registration at 150
- Assign 150 runners into six (6) groups of 25 each

NUMBER/SHIRT & TIMER CHIP PICK UP

- Drive through pick up at Menasha Senior Center – list address and phone # on Friday, August 7; 9:00am-6:00pm
- No number/shirt/chip pick up the day of the race unless prior arrangements are made (920)967-3640

RACE DAY

- Six groups will be assigned a socially distanced staging area near the start line.
- Stagger the times by twenty (20) minutes (8:00,8:20,8:40,9:00,9:20am). This will reduce a large gathering of runners at the finish line.

START LINE

- Groups of twenty (25) runners at a time will be called to start line
- X's on the street will mark where runners must stand

FINISH LINE

- Runners will cross the finish line and follow a coned off line to pick any pre-packaged water, food, etc.

FOOD/WATER

- Bottled water available at the finish line
- No on-course water stations
- All food/goodies picked up in chute
- Results will be posted on the city and race timer's website
- No awards ceremony will be held

City of Menasha Park Shelter Reservations

The restrooms and pavilions at the City of Menasha parks are now open.

Please note: Reservations that are currently booked will be honored as long as the group size remains at 50 people or less. We will begin accepting new shelter reservations on June 15, 2020 for groups of 50 or less.

Existing reservations

- Under 50 guests – will be honored as reserved
- We will contact all existing reservations to find out if they still want to hold their event
- Reservations with over 50 guests will not be permitted. The event person in charge may choose to alter their reservation to include 50 or fewer guests.
- Shelter restrooms are open
- Plan will be re-evaluated as needed
- The event person in charge must prepare and keep a list identifying every guest, including contact information, for at least 20 days after the event for the purpose of contact tracing, if necessary, in case a COVID-19 outbreak occurs. A deposit of \$50 is required to ensure compliance with this requirement

We are pleased to begin a phased reopening of these facilities and encourage patrons to continue to follow these recommendations:

- Do not go out in public if you are sick.
- Maintain 6 feet of physical distance from others who do not live in your household.
- Wash hands regularly. Use hand sanitizer when handwashing isn't available.
- Sanitize frequently touched surfaces.
- Wear a face mask when going into public spaces.

Please note that equipment and other surfaces in the parks are not being wiped down frequently. Visitors are encouraged to bring hand sanitizer and disinfecting wipes with them.

Park tables will be placed a minimum of six feet apart. Only members of the same household should sit at a table together. Individuals who do not live in the same household should maintain physical distancing of at least six feet from each other at all times.

Guidelines for League Use of Koslo Park for 2020

Field Rules

- ❖ Coaches and players adhere to 6 ft distancing off field, and while ball is not in play on field. Same for spectators.
- ❖ Players should bring their own water. No team water coolers allowed.
- ❖ Bats and balls will be cleaned with sanitizer when out of play and placed in clean bucket.
- ❖ RECOMMEND provided social distancing can be maintained. Players and coaches must wear face coverings at all times when not actively participating in the field of play. A minimal number of players may be allowed in the dugouts, following social distancing guidelines and wearing masks preferred.
- ❖ Players must conduct daily self-symptom assessments.
- ❖ Players must not share water or equipment.
- ❖ No touch rule. Refrain from high fives, handshakes, etc.
- ❖ The following are prohibited: spitting, eating seeds, chewing gum or tobacco and similar products.
- ❖ Players are responsible for disinfecting shared equipment if sharing cannot be avoided.
- ❖ Home plate umpire must wear mask at all times. Masks are optional for catchers and batters.
- ❖ Umpires will not touch baseballs.
- ❖ Teams will each have their own baseballs to use when on defense.
- ❖ Players shall bring own chairs, hand sanitizer and face masks.
- ❖ Try to schedule games with at least 1 hour between games to limit the amount of interaction of players.
- ❖ All infield meetings should be socially distanced
- ❖ Umpires will need to be advised of these rules and should be asked to enforce
- ❖ At their discretion, leagues may add safety and sanitation practices.
- ❖ Failure to follow these guidelines may result in the forfeiture of field reservations.

At the Park

- ❖ No gate admission, just a donation bucket (possibly, dependent on needed guidelines and workers)
- ❖ No concessions (possibly, dependent on needed guidelines and workers)
- ❖ Signs posted at the entrance asking if people have any of the common symptoms. Will also state that upon entry, they are waiving liability of the City of Menasha and the MACs.
- ❖ Spectators encouraged to wear masks
- ❖ Teams should provide a supply of hand sanitizer for their players.

- ❖ Foul balls should be sanitized whenever possible.
- ❖ The City will provide hand soap in all public restrooms. Restrooms cleaned daily. League may provide paper towels.
- ❖ Encourage fans to bring their own chairs and sit outside the fence.
- ❖ Limited bleacher space will be available.
- ❖ A maximum of 50 people (including players, coaches, umpires and spectators) should be inside the fenced in field at any given time.
- ❖ Contact the Menasha Health Department about any suspected COVID-19 cases or exposure.
- ❖ League must maintain a complete list of coaches, players and umpires present at each game, plus name and phone contact information. This list shall be made available upon request of the Health Department.

- ❖ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>