

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**

Smith Park
301 Park Street, Menasha

**Tuesday, August 11, 2020
6:00PM**

AGENDA

The Common Council, through Resolution R-28-20, has declared that the wearing of a cloth face covering is required, by all in attendance, at all City public meetings held during this public health emergency, excluding those individuals for which it is not medically indicated due to medical or mental condition, disability, or age.

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
 - 1. Minutes of the July 14, 2020 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
 - 1. Approval of Donation of Jefferson Park Gateway Features
 - 2. Discussion of Park Safety and Security Options
- F. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Park, Pool and Forestry Report – DDMO Brown
 - 2. Recreation Department/Senior Center Report – PRD Sackett
- 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
Hart Park Pavilion
July 14, 2020
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D. Sturm at 6:04 pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS ABSENT: None

OTHERS PRESENT: DDMO Brown, RSSM Sackett, Mayor Don Merkes, Ald. Tom Grade, Pool Manager Chad Bruechert

C. PUBLIC COMMENT/CORRESPONDENCE

D. MINUTES TO APPROVE

1. **Minutes of the June 16, 2020 Park Board Meeting.** Moved by Ted Grade, seconded by B. Adesso to approve the minutes of the June 16 Park Board meeting. A note was made to update the minutes to reflect that Tim Hale was absent from the June 16, 2020 meeting. Motion carried.

E. DISCUSSION/ACTION ITEMS

1. **Approval of Donation of Jefferson Park Gateway Features.** Ald. Tom Grade and Mayor Merkes gave an overview of the project indicating the gateway feature is part of the master plan of Jefferson Park. These features are designed to reflect the architecture of Jefferson School. Motion made by T. Hale, seconded by Ted Grade to tentatively accept the donation and direct staff to obtain updated renderings that include dimensions of scale. Motion carried.
2. **Approval of Naming of the Pickleball Courts at Smith Park.** Motion made by Ted Grade, seconded by T. Hale to approve the naming of the Pickleball Courts at Smith Park in honor of Brian Tungate and his 30 years of service to the City of Menasha. Motion carried.
3. **Discussion of Park Safety and Security Options.** Discussion was had by Park Board members regarding park safety issues and past and possible future solutions including use of cameras, signage for park expectations, and a park monitoring program. Staff was directed to put together a sample of park signage outlining expectations and contact Menasha Police to schedule a visit to a future Park Board meeting to continue the discussion of solutions.
4. **Update of Lawson Canal Project.** RSSM Sackett gave Park Board an update on the submittal of documents. Staff is awaiting response at this time.
5. **Update on 2020 Pool & Recreation Season.** Pool Manager Bruechert and RSSM Sackett gave updates on current Pool and Rec operations during the COVID-19 pandemic. Motion was made by D. Sturm, seconded by T. Marshall indicating the Park Board fully supports staff continuing to move forward with Pool and Rec operations as outlined. Motion carried.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Park, Pool and Forestry Report.** Vandalism has occurred at the Hart Park and Shepherd Park. Staff is working to get caught up on park maintenance. Koslo is scheduled for 1-2 games/day. Spreading and rolling of dirt will be taking place at Shepherd Park. Parks staff has also been working on taking down hazard trees.

2. **Recreation/Senior Center Report.** RSSM Megan Sackett reported that planning is ongoing for the Grunski, the Family First night with the magician and the Movie in the Park. Senior Center staff is continuing to make connections with local seniors through regular phone calls, delivery of activity bags and virtual programming. Senior Center and Health Dept staff are in discussion regarding future services offered during the COVID-19 public health emergency.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Chad Bruechert reported on recent visits from alderman to the pool. Bruechert also reported on programming that pool staff is working on with the school district.

H. ADJOURNMENT

Motion by L. Hopwood, seconded by T. Marshall to adjourn at 7:40 pm. Motion carried.



MEMORANDUM

TO: Park Board
FROM: Megan Sackett
DATE: August 7, 2020
RE: Donation of Jefferson Park Gateway Features

BACKGROUND

Jefferson Park is the largest active use park in Menasha and is the location of many of the City's recreational amenities. Park features include the City's only municipal pool, lighted softball fields, an indoor/outdoor pavilion, reservable shelters and a boat launch.

In 2017, the Menasha Common Council approved the Jefferson Park Vision Plan which laid out a multi-year process to update park facilities as recommended through a citizen lead planning process. In 2020 the first major projects of the plan were constructed including new basketball courts, a new parking lot, and grading for a new playground.

With the City making these investments, Miron Construction has generously offered to donate two additional items called out in the Jefferson Park Vision Plan. A gateway feature at the Broad/Ice Street entrance to the park, and a park sign/gateway feature at the corner of Third and Konemac Streets.

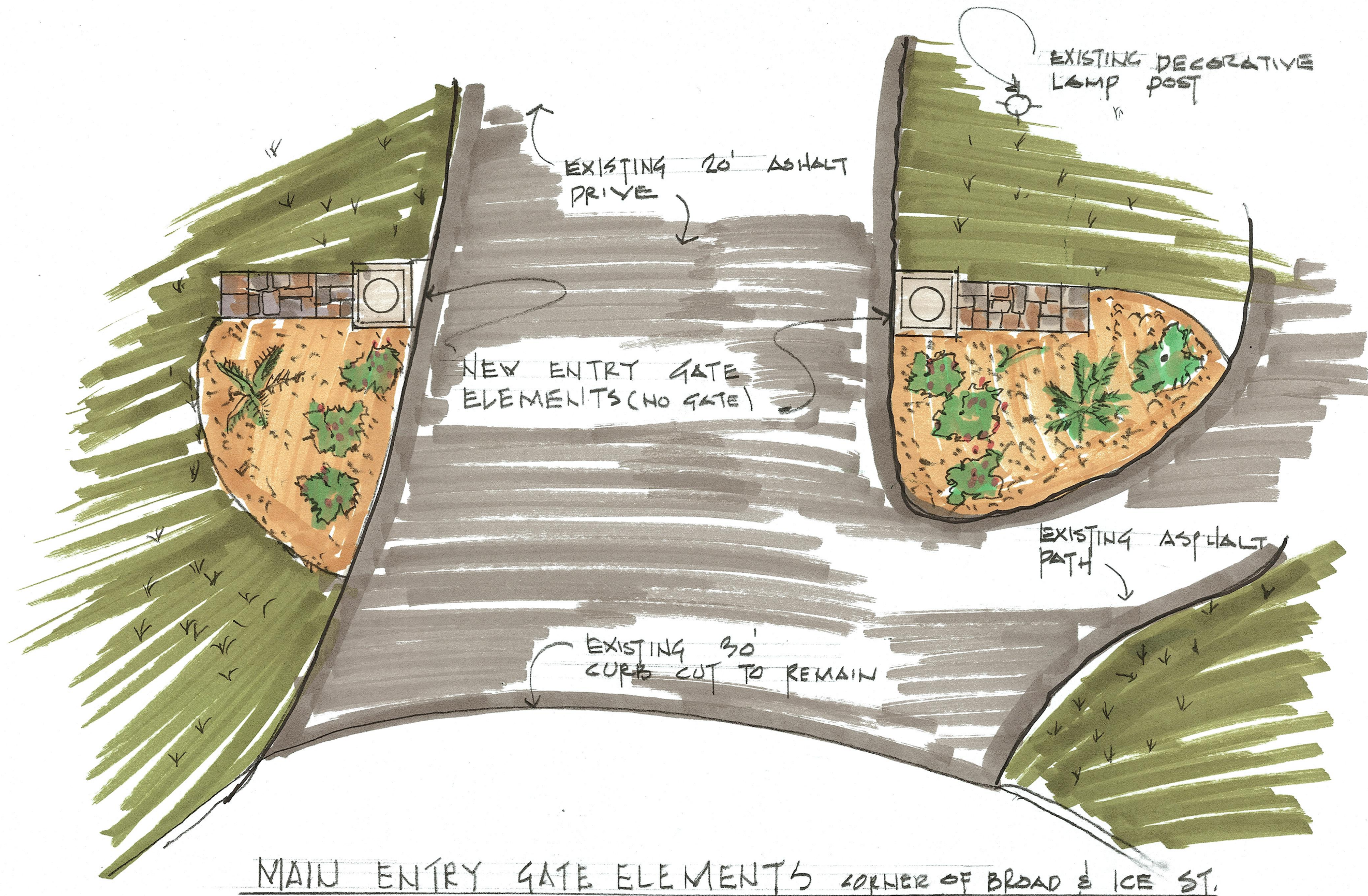
Renderings of the proposed donations with requested dimensions are attached. The renderings were approved as presented by the Common Council on Monday, August 3, 2020.

FISCAL IMPACT

The entrance gateway features will be donated by Miron Construction.

RECOMMENDATION

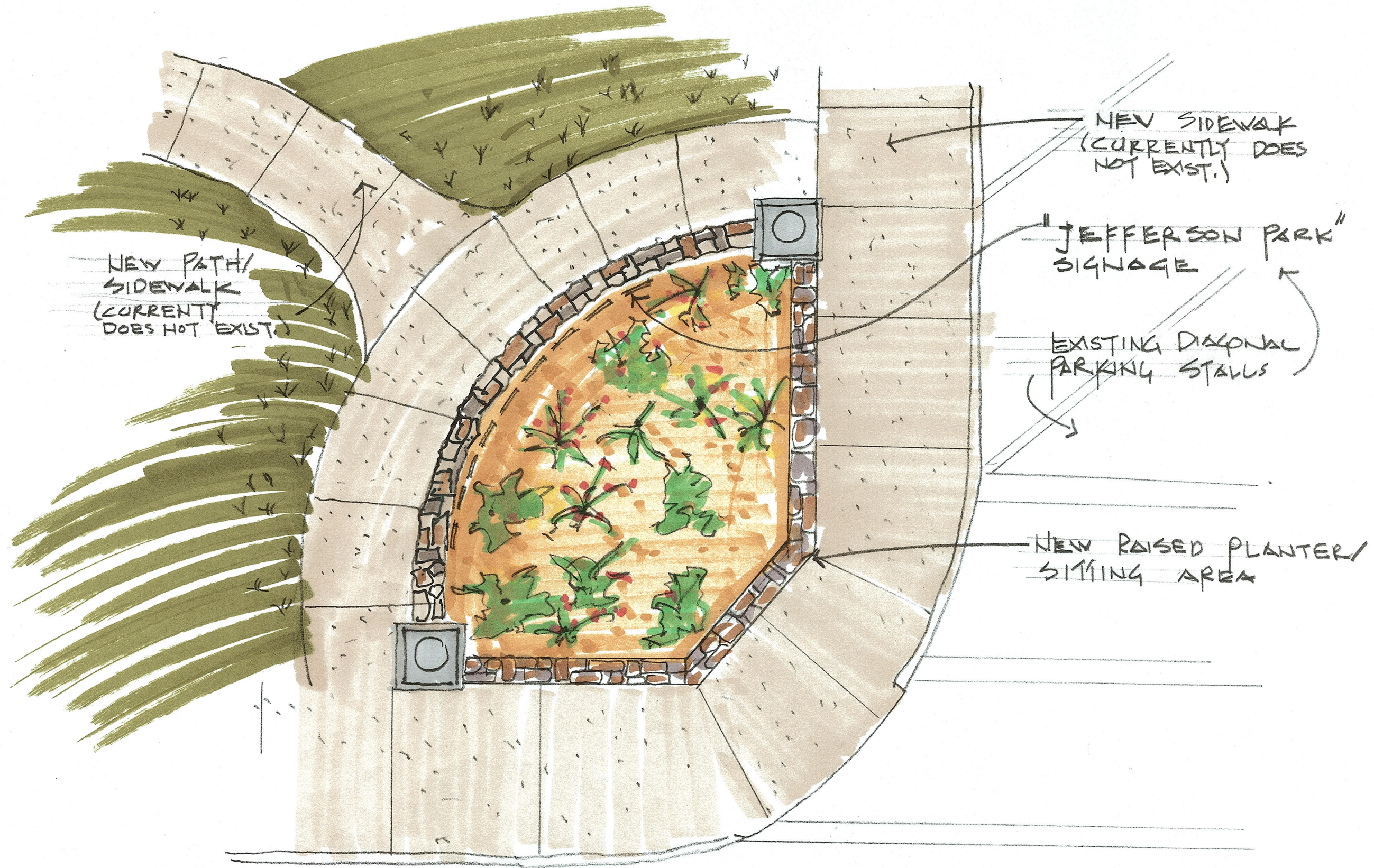
Approve the design and donation of two entrance gateway features for Jefferson Park.





ENTRANCE GATE, LOOKING SOUTHEAST

REV. 7.22.20
DIMENSIONS



SOUTHEAST CORNER OF 3RD & KONEMAC ST.

REV. 7.22.20
DIMENSIONS



GATEWAY FEATURE AT CORNER OF 3RD & KONEMAC