

CITY OF MENASHA
Parks and Recreation Board
City Hall
October 26, 2021
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:30pm.

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: PRD Megan Sackett, DPW/P Superintendent MacDonald, Harbormaster D. Schabach

C. PUBLIC COMMENT/CORRESPONDENCE

D. MINUTES TO APPROVE

1. **Minutes of the September 21, 2021 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the September 21, 2021 Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Review of Preliminary 2022 Parks & Recreation Department Budget:** PRD Sackett gave a review of the proposed 2022 budget. Discussion ensued regarding the proposed wage increases for pool and rec seasonal staff. The board expressed support for the proposed increase in seasonal wages. No action was taken.
2. **Increase of Marina Seasonal Slip Rental Fee:** Harbormaster Schabach gave an overview of the marina season. She mentioned the dangerous current at times throughout the season due to the Racine St. construction and increased rain in July and August and the trend towards pontoons and jet skis. Sackett reviewed that there was not an increase in seasonal slip rate in 2020 and rates have increased annually between \$.25-\$.50 per foot recently vs. a larger increase periodically. Discussion was held about the timing of the rate increase with 3 open slips in 2021 and the potential for more open slips with a rate increase. Harbormaster Schabach didn't feel a small rate increase would be a deterrent. Motion by Ald. T. Grade, seconded by L Hopwood to raise the seasonal slip rate from \$40 per foot to \$40.50 per foot for 2022 with a minimum of \$931.50 based on a 23' boat. Motion carried.
3. **Lawson Canal Update:** PRD Sackett gave an overview of updates with the Lawson Canal project. Sackett indicated with TIF 11 funding being approved in September, staff is continuing to move forward with next phase of engineering and design along with exploring more options for grant funding. Staff has found out that two of the grants that we were considering, we are not eligible for including the Municipal Dam Grant and the Wisconsin Coastal Management Grant. DNR staff indicated that since the power canal is tied to the USACE dam (federally regulated dam), that it is not eligible for Municipal Dam grant funding. Staff is now working with our consultants to apply for the Neighborhood Investment Grant in early November. No action was taken.
4. **Review of Department Report Options:** PRD Sackett shared ideas of options of different formats for the monthly department report. The Board liked the current format (attached). No action was taken.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See provided written report.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Chr. D. Sturm commented that the Planning Commission is looking at the Comprehensive Plan which included a marina into the settling basin at Jefferson Park. Sturm noted that did not match the Jefferson Park vision plan. He would also like to have the following added to a future agenda:

- ARPA funding
- Development of Hidden Pond Park
- Map of the proposed land swap with N-M Sewerage Commission

H. ADJOURNMENT

Motion by L. Hopwood, seconded by T. Marshall to adjourn at 9:18pm. Motion carried.

Staff Reports from the Parks, Recreation, Forestry & Cemeteries Department

October 2021

Here's what's going on!

PARKS

- Seasonal staff who generally work from April to October are finishing up. Last seasonal will be leaving 10-28-21. Open positions will be posted on the City's website near the beginning of the year.
- Staff has begun to shut down all restrooms in the parks except for Jefferson/Smith which will be shut down after November 1st due to special events.
- Day lilies are being removed this week on Racine St. due to the construction and are being relocated at the Gilbert site. Staff will also be looking at "shutting down" Smith gardens.
- Electric panels have been installed at Curtis Reed square and on the Marina Terrace as a request by the Holiday Lights committee to accommodate expanded holiday décor and the new Gather 'Round event.
- Eviction: Staff issued a park eviction due to an incident involving a weapon at Municipal Beach in August. Evictee has since moved out of the Fox Valley area.
- Shepard Park Land Swap Discussion with NM Sewerage Commission: At this time, the Sewerage Commission and City of Menasha have discontinued discussions.

RECREATION

- Pickleball with First Lady of Wisconsin: In early October, the First Lady of Wisconsin, Kathy Evers, visited the Fox Valley. While visiting the area, she made a stop at Smith Park for an afternoon of pickleball with Representative Lee Snodgrass, Mayor Merkes and Park and Recreation Dept. staff.
- Halloween Events: Hometown Halloween (October 28th from 4-6pm). Twenty-one businesses are joining us downtown, plus three sponsors. The Great Pumpkin Hunt launches on Friday afternoon which is remaining as a park scavenger hunt (October 22-29). The Pumpkin Hunt ends with the Picnic by Pumpkin Light at Jefferson Park (October 29). These events were highlighted on WFRV on 10/22/2021.



RECREATION, cont.

- New Events: We had our first No School Day with "Too Spooked for School" on 10/21/2021 at the Memorial Building. Eleven school age children joined us for a full day of Halloween fun including pumpkin painting, ghost stories, and mummy minute to win it games! There are three more themed days planned during the school year.
- Family First Series: Our Family First Series continues through the year as an effort to offer affordable family-focused events throughout the year. Upcoming events include Winter Gala, My Heart Goes Putt Putt, and more.
- Fall Sporting Programs: Class registrations took a jump! Just wrapped up—a great session of Baseball (47% increase from last year), Soccer (49% increase from last year), Archery (137% increase from 2019), and Outdoor Pickleball (25% increase from last year). Baseball had a new Parent/Child addition which was well received. Indoor Pickleball (46% increase from last year) has begun with four timeslots on two days at Nicolet School. Cheer and Gymnastics continue through the year. Cheer was new in 2021 and our fall sessions have 38 participants. Gymnastics has a 29% increase since last year due to slightly expanding class sizes.
- Tiny Tots: Eight students have joined us this fall. This group is a little younger in comparison to the group that we had last year and makes it so much fun to anticipate the changes and growth that are to come! We also have 4 students in our Tiny Tots at Home program.
- Hart Park programming: Pop-up events continue at Hart Park this fall including Caramel Apple Day, Silly Scarecrows, Popcorn Night and Slime Night. We hope to stretch out the programs as long as we can and adapt to winter activities too.



POOL

- The pool is shut down and ready for winter. There were problems with the new VFD drive due to a power issue. Crane Engineering (who installed it) and the Park crew resolved this after the pool was shut down for the season.
- Chloe completed the first step towards receiving the Lifeguard Instructor Certification. By having these certifications, we will be able to complete lifeguard and First Aid/CPR training in house. This saves us money and allows us to offer quality in-services.

Trails

- Manitowoc Rd/Province/Trestle Trail crack fill/seal completed which totals nearly 8,300 ft. of trail.
- Extension of 114 Trail: Approximately 245ft that runs north/south along the west side of the apartments on Community Way/Chrystella was poured by City crews.
- The WI Bike Fed and the City of Menasha launched a new feature of the Teaching Safe Bicycling program. Seven signs were installed along the Fox Cities Paper Trail in Jefferson Park that include scanable QR codes for each station of the video series. This will allow all to watch the short videos and then practice the skills.



Forestry

- Basic pruning was done by park staff in Jefferson near pool area with still a little more to do.
- Spring Planting: Staff ordered 125 trees to be planted for the areas of Milwaukee St. (400 blk to 900 blk.) and Martin St. and 8th St. Arbor day planting will occur around High School area.
- Over Winter, staff will remove approximately 40 trees in various locations in City in addition to removal of a few dead/dying trees in Smith, Jefferson, Pleasants, Clovis and Clinton Center and 14 in Resthaven cemetery
- Staff submitted a grant through the American Transmission Co. Community Planting program. Funding received from this grant would support our 2022 Arbor Day celebration. As part of our annual Arbor Day celebration, staff is working with Menasha High School to create a unique opportunity to support Menasha youth that are interested in a forestry, arborist or natural resource careers.

Cemeteries

- Irrigation is shut down.
- Fourteen ash trees are marked to be taken down.

Marina

- The Marina closed for the season as of October 15 and has been winterized. This includes all water lines including those along the Riverwalk and restrooms/showers. Docks were lowered to help lessen damage in winter with water levels fluctuating and dropping so they won't pull off the walls.
- Marina renters were made aware the navigation channel would remain open until October 15. After October 15, any navigation under the bridge will require a 12 hour notice.

Bridges/Boat Landings

- Repair of Smith Park Launch: Staff will be adding new stringers and sides along with a new walkway over the Winter months.

Buildings

- PD/FD Roof Repair and Bathroom remodels are completed.
- PD 1st floor dehumidification has been completed to resolve building humidity. Will finish the project in 2022 by doing the basement dehumidification as well.
- Salt Shed Roof Replacement: Full replacement was needed due to multiple tears in fabric. Staff tried to patch them, but was ineffective.
- Cold Storage Building: New 60' x 120' facility primarily used for equipment and storage for the City and PD has been completed as part of the new PW facility.

Capital Projects

- Koslo: Drain tile will be completed in November by a contractor to help drainage issues in the outfield. There will be 2 runs of drain tile put in and connected with existing drain tile. Park crew installed new catch basin and new pipe out to another catch basin for the new drain tile to be connected to.
- Jefferson Park Shorewall: 560' of shorewall was poured and backfilled in 2021. It is welded on the outside from west of bridge to where shore wall changes. Approx. 200' to pour at 6.5' east of bridge and approx. 1400' to be poured at 4' west of bridge.
- Barker Park: Basketball court has been poured and backfilled. Line painting will happen in spring due to temperatures.
- Lawson Canal: With the approval of the use of TIF 11 funding, staff is working with our consultants to move into the next phase which primarily includes technical design; as well as submit a Neighborhood Investment Grant in early November.
- Jefferson Park Playground: Staff surveyed the community from September 24-October 8 to get feedback on elements important to the community that they would like included in the design of the playground. Staff is now working on writing the RFP to send out to playground companies. Once received, staff will review and bring design proposals to the Park Board.
Notable: on October 4, Papa John's presented the City with a check of just over \$8,000 to go toward the Jefferson Park playground. These are proceeds from the year-long promotion that began July 1 that Papa John's is running in conjunction with the City. When customers mention the Park20 code, customers receive 20% off their order and 20% of the total cost of their order comes back to support the Jefferson Park playground. Win-Win!