

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**

*Menasha City Hall*  
*100 Main St.*  
*1<sup>st</sup> Floor Conference Rooms*

**Tuesday, December 13, 2022**  
**5:30PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
  - 1. Minutes of the November 8, 2022 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
  - 1. Pavilion/Shelter Rental Fee Policy
  - 2. Jefferson Park Playground
- F. REPORT OF DEPARTMENT HEAD/STAFF
  - 1. Department Report
- 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**  
**Menasha City Hall, 100 Main Street, Room 132**  
**November 8, 2022**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:32pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, R. Dowling, Ald. Ted Grade, T. Hale, E. Wickman, B. Adesso, T. Marshall arrived at 5:55pm

OTHERS PRESENT: PRD Megan Sackett;

EXCUSED ABSENCE: None

**C. PUBLIC COMMENT/CORRESPONDENCE**

Marni Mahoney (646 DePere St.) Mahoney introduced herself as part of the Hart Park Neighborhood group. Mahoney explained that neighborhood group was established in the last few years and has been working with Julie Filapek from Neighborhood Partners to survey the neighborhood to better establish the needs and goals of the neighborhood. Mahoney indicated the group meets monthly at times meeting in people's homes during cold weather months. Mahoney is requesting to waive the rental fee for the neighborhood group to utilize the Hart Park shelter for monthly meetings and events. Mahoney indicated she also spoke with a member of the Jefferson Park neighborhood group regarding waiving of fees. See attached letter.

**D. MINUTES TO APPROVE**

1. **Minutes of the October 11, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the October 11, 2022 Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Koslo Park Hall of Fame policy:** Director Sackett, reviewed the updated policy indicating there was language added that would allow for revocation of the award and changed the language regarding years of service. Grade and Sturm discussed the nomination of Tom Konetzke. Sturm indicated he has reached out to the family about the nomination process. Motion was made by E. Wickman and seconded by R. Dowling to approve the Koslo Park Hall of Fame policy as written. Motion carried.

**2. Marina Slip Rental Fee:** Sackett indicated staff reviews fees annually. Sackett indicated for 2023, staff is recommending not to increase the seasonal rental fee for the 2023 season. Sackett indicated due to bridge construction in 2022, the Marina saw decreased seasonal and transient rentals and gas sales. Sackett indicated bridge construction is expected to conclude prior to the 2023 navigation season. Motion was made by T. Hale, seconded by R. Dowling to not increase the seasonal slip rental fee at the Menasha Marina for the 2023 season.

**F. REPORT OF DEPARTMENT HEAD / STAFF**

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

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

**H. ADJOURNMENT**

Motion by T. Marshall, seconded by R. Dowling to adjourn at 6:04pm. Motion carried.



October 16, 2022

Dear Menasha Park and Recreation Department,

Hart Park Neighborhood group began about 3 years ago as a way to improve and unite the neighborhood surrounding Hart Park. We have worked with Julie Filapek from Neighborhood Partners to survey, engage and connect neighbors. We have also had successful park events. Now, we are working towards monthly meetings to support engagement activities.

In the summer months it is easy to meet at the park. In the colder months, however, it is necessary to meet indoors. We would like to use the pavilion at the park for our meetings.

As of now, we do not have a budget to cover the rental cost of the pavilion. I am writing to ask our rental fee to be waived because we are functioning as a Neighborhood Group, a service to the city to improve our neighborhood connection. It would be helpful if you could waive the fee for our monthly meeting at the pavilion, every third Monday of the month for about two hours.

Thank you so much for your consideration. Please feel free to call me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Marni Mahoney". The signature is fluid and cursive, with the first name "Marni" and last name "Mahoney" clearly distinguishable.

Marni Mahoney  
Member, Hart Park Neighborhood  
646 De Pere St.  
661-993-4753  
Marnisue123@gmail.com

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

## PARKS

- Restrooms are winterized for the season (with the exception of Hart Park). Due to ongoing vandalism, Hart Park is closed until the ice rink is established there.
- Tennis and volleyball nets will be taken down once the weather gets colder; pickleball nets at Smith will remain up.
- The contractor for the shade structure at Hart Park said the installation is scheduled for mid-November and should be complete in one day. After that and weather dependent, the slab underneath will be completed by Park and Street staff. If weather is too cold, then the slab will be poured in Spring of 2023.
- Staff has begun trenching in the conduit for the final phase of the security camera installation at Hart Park. Wires still need to be pulled through conduit to the 3 locations in park where the additional cameras will be placed, along with backfilling the trenches. The goal is to have this completed by the end of November or beginning of December.
- The two seasonal staff who typically work May to October are done for the season. Positions for seasonal staff are typically posted in February.

## POOL

- Staff re-painted the mushroom (water feature in the zero depth area of the pool) and the red and yellow lines this past month (the red lines are to distinguish a slope change and the yellow line indicates 2ft depth).
- Staff also repaired a void under the sidewalk that was noticed during normal inspection. Initially, staff thought a water line was leaking from the restroom area, but it turned out there were rocks and other debris in the tunnel area.

## MARINA

- The Marina closed on October 15 for the 2022 season. At this time, only non-masted navigation is allowed under the bridge with notice.

## TRAILS

- Director Sackett, Mayor Merkes and Principal Planner Farrah Yang participated in a trail summit organized by East Central Wisconsin Regional Planning Commission (ECWRPC) in mid-October. The goal of this event was to gather together with communities and experts across Winnebago County to map out the future of our trail and on-street accommodations and to also dream big. Connecting our own communities to other communities is such an important aspect of what we do.

November 2022

## RECREATION

Halloween Events: Between Picnic by Pumpkin Light, Hometown Halloween, and our Great Pumpkin Hunt, we had an estimated 1,200 people participate in and enjoy our Halloween events.



Hometown Halloween had 29 vendors join us, which was an increase of 5 from last year. We estimated about 1,000 people in attendance. Notably we had 4 people seek us out through our Facebook page to thank us for a great event. Thank you to Dick Sturm for representing Park Board as an awesome bee-keeper!



Fall Programs: We had a great No School Day with 12 school-aged children spending time playing games, decorating pumpkins and trying their hand at face painting.

Five littles and their adults joined us for the October & Me program where we went camping at the Memorial Building with books, music, banana boats, and a "fire." We have 100% of our participants signed up for the following month's group.



As of 11/1/2022 program registration numbers, we show a 9% decrease from 2021 fall program numbers. Overall, we have seen an increase in participation in 2022. The decrease for Fall is notably from the loss of our Cheer program that we had in Fall 2021.

## CAPITAL PROJECTS

- Jefferson Park Playground: Staff is expecting final renderings of the playground by mid-November. Next steps will be to review at the Park Board.
- Shepard Park: Staff submitted a grant for 50/50 matching funds of the playground. We should hear back in the next couple of weeks.

## FORESTRY

One hundred trees have been ordered so far for spring planting and the 40<sup>th</sup> Arbor Day observance.



### Upcoming Events

Gather 'Round: December 1, 5-7pm

Holiday Hayride: December 9, 5-8pm





## MEMORANDUM

To: Park Board

From: Megan Sackett, Parks & Recreation Director/ms

Date: December 7, 2022

RE: Park Board Agenda – December 13, 2022

1. Park Shelter/Pavilion Rental Fee Policy

Recently a request was made by a neighborhood group to waive the shelter/pavilion rental fees for monthly meetings and events for the neighborhood group.

A policy was established in 2014 that defines “Non-profits hosting an event that is free and open to the public may receive up to a 50% discount on the total Special Event bill. By definition, the non-profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.”

This policy was created to clearly define users that would qualify for a reduced fee when using park facilities. When looking to deviate from or broaden our current policy, staff would ask consideration be given to the following:

- How to clearly define additional recipients or groups that would be eligible for a reduced or complete waiver of fee.
- Access to other City facilities that offer facility spaces for a free or reduced rate that meet the needs of the user group during business hours. Currently, the City does offer free meeting space at the Elisha D. Smith Library.

2. Jefferson Park Playground

Over the past several months, staff, along with selected members of the Park Board, have been working with Northland Recreation to design the new community playground for Jefferson Park. Included in the packet are the two options. Both options include the same playground elements, just different color schemes. Main components of the design include the following:

- Integration of elements from Menasha’s history and natural elements around Jefferson Park area

- Focus on accessibility and inclusivity
- Nearby seating options and shade
- Expanded play elements which creates an estimated capacity of nearly 250 people
- Natural integration of seating and landscaping and terrain elevation to create a unified look within the park

Staff will give an overview of the playground at the meeting and seek approval from the Board of the final playground design.



# Jefferson Park All-Inclusive Playground







## JEFFERSON PARK





Custom products are shown as conceptual.

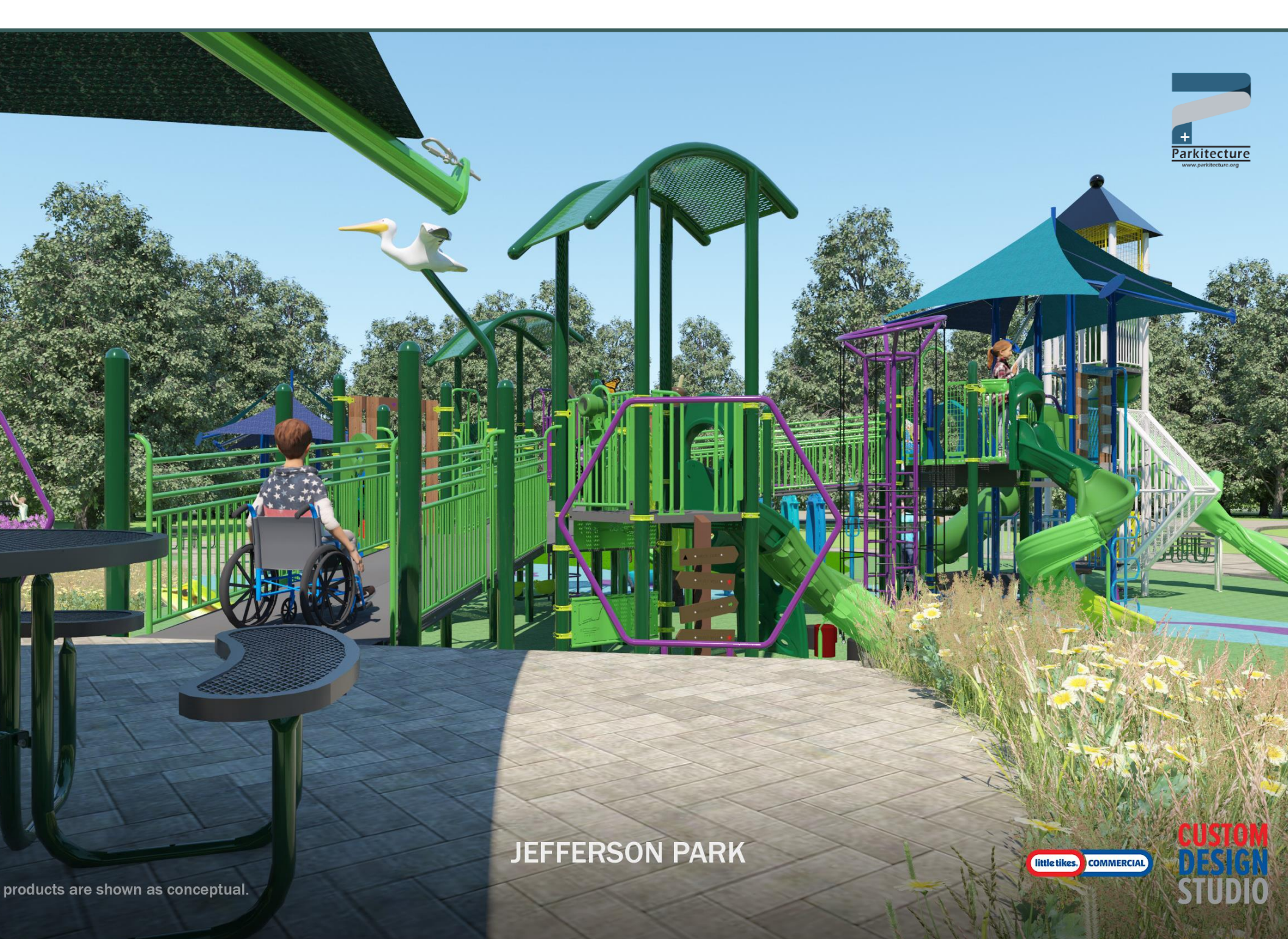
## JEFFERSON PARK



**CUSTOM  
DESIGN  
STUDIO**

5-12 Main Play Structure with Custom Lighthouse





## JEFFERSON PARK

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## JEFFERSON PARK



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**CUSTOM  
DESIGN  
STUDIO**





## JEFFERSON PARK



Custom products are shown as conceptual.



**CUSTOM  
DESIGN  
STUDIO**

Reverse View









## JEFFERSON PARK

Custom products are shown as conceptual.



**CUSTOM  
DESIGN  
STUDIO**





## JEFFERSON PARK



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**CUSTOM  
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## JEFFERSON PARK

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Parkitecture  
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2-5 Year Play Area with Custom Rivers Edge Theme









## JEFFERSON PARK



Custom playground shown as conceptual.

[www.parkitecture.org](http://www.parkitecture.org)







## JEFFERSON PARK

  
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CUSTOM  
DESIGN  
STUDIO









## JEFFERSON PARK

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Park & Lake

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CUSTOM  
DESIGN  
STUDIO



# JEFFERSON PARK



SITE DIMENSIONS TO BE VERIFIED BY THE FIELD AND REPRESENTATIVE

DESIGNED BY  
CUSTOM DESIGN STUDIO  
NOVEMBER 14, 2022

## JEFFERSON PARK WISCONSIN

SITE WORK BY OTHERS  
THIS CUSTOM PLAYGROUND IS DESIGNED TO MEET ASTM AND CPSC GUIDELINES  
CUSTOM PRODUCT DESIGN IS CONCEPTUAL AND MAY CHANGE SLIGHTLY DUE TO MANUFACTURING.

DESIGNED FOR  
AGES 5-12

SCALE: 1/16" = 1'0"

SURFACING: 11,225 sq ft

PIP ONLY



AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER AND AROUND ALL PLAY SYSTEMS.  
TO PROMOTE SAFE AND PROPER EQUIPMENT USE BY CHILDREN, WE RECOMMEND THE INSTALLATION OF A SAFETY SIGN AT EACH PLAY SYSTEM'S MAIN ENTRY POINT(S) TO INFORM PARENTS AND SUPERVISORS OF THE AGE APPROPRIATENESS OF THE PLAY SYSTEM AND GENERAL RULES FOR SAFE PLAY.

Menahsa 11.14.2022





# Jefferson Park

## All-Inclusive Playground

### 2<sup>nd</sup> Color Option







## JEFFERSON PARK





Custom products are shown as conceptual.

JEFFERSON PARK



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DESIGN  
STUDIO

5-12 Main Play Structure with Custom Lighthouse





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## JEFFERSON PARK



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**CUSTOM  
DESIGN  
STUDIO**





## JEFFERSON PARK



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**CUSTOM  
DESIGN  
STUDIO**

Reverse View









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## JEFFERSON PARK



**CUSTOM  
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## JEFFERSON PARK



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## JEFFERSON PARK

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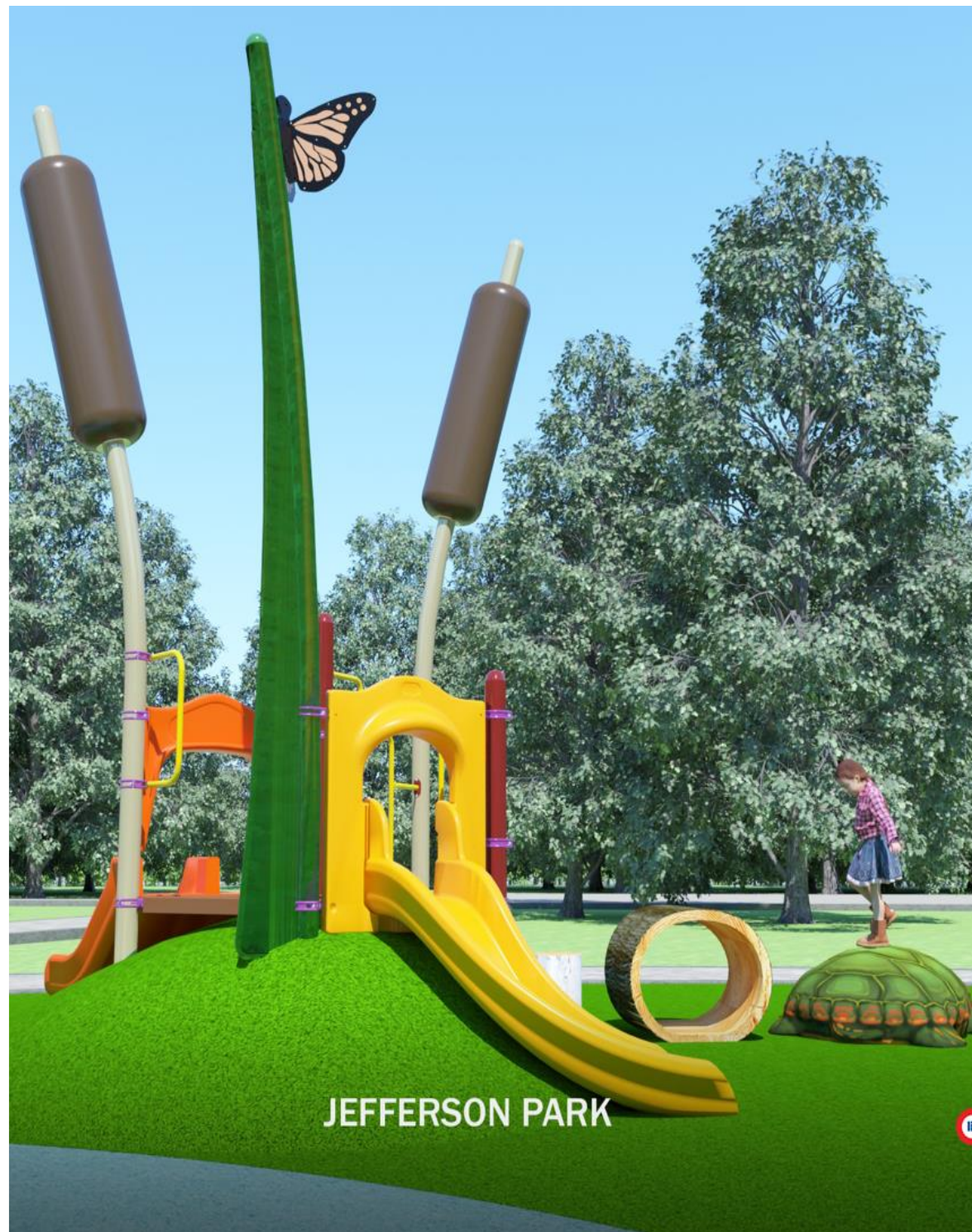
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2-5 Year Play Area with Custom Rivers Edge Theme









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## JEFFERSON PARK

  
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CUSTOM  
DESIGN  
STUDIO









## JEFFERSON PARK

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CUSTOM  
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Menahsa 11.14.2022





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

December 2022

## BUDGET

Park and Rec Dept. staff presented the proposed 2022 budget on Thursday, November 10. Adoption of the budget took place on November 21 with no changes being made to the Parks, Rec and Forestry budgets.

## PARKS

- Banta Point: With the completion of the Racine St. bridge project, the City will be working to restore some of the shoreline along Banta Point adjacent to the Lawson Canal restoration project. To aid in this financial cost of the restoration, the City is applying for the Healthy Lakes and Rivers grant through the Wisconsin DNR. The Healthy Lakes and Rivers is a subprogram of the Surface Water Management grant program that focuses on shore land landowners that want to install practices on their property to improve habitat and water quality.
- Due to weather not cooperating, the Hart Park shade structure installation has been re-scheduled for spring. The contractor has us first on their list. Once the contractor is done with their part, city staff will finish the concrete slab (hopefully by the end of March).
- Ho! Ho! Ho! Staff put up holiday lights at Broad St, the Memorial Building, the Smith Gazebo/Pavilion as well as the lights on all of the Christmas trees for the Gather 'Round event.

## OPEN POSITIONS

Our department is in the hiring process for both the Arborist and Facilities Technician position. We are still accepting applications for the Arborist position. Information about applying can be found on the City website.

## RECREATION

### Summer Preparations

- Letters will be emailed to our 2022 seasonal staff directing them on the hiring process. Job postings will be live December 14th and applications will be reviewed on a rolling basis with interviews for new candidates scheduled around March 4<sup>th</sup>.

### Programs

- Open Gym continues with crowds averaging 16 players . Open Gym is held every Wednesday from 6:30-9:30pm at Menasha High Fieldhouse.
- Family Flips hosts several families each Friday 10:00-11:15am at the Memorial Building gymnastics facility. An average of 13 children under the age of 5 and their caregivers attend each time.

### Special Events

- Gather 'Round the Christmas Tree went well with 300-400 people downtown to view our 16 beautifully decorated trees. We have many fantastic ideas already in the works for next year with creating more social settings to encourage people to stay throughout the event.
- Holiday Hayride is sold out. We have reindeer, a petting zoo, holiday activities, and most importantly caroling on hayride through the beautifully light Doty Island neighborhoods.
- Winter Gala is coming up on February 4<sup>th</sup> from 12:00-3:00pm at Smith Park. Community members interested in competing in our snow sculpting competition can register at: <https://forms.gle/qG2avT38hf2PK8ww8>. We will have professional sculptors back and several wonderful art and winter appreciating activities to enjoy.