

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**

Tuesday, February 15, 2022

6:00PM

LOCATION:

Menasha City Hall

Room 132

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
 - 1. Minutes of the January 18, 2022 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
 - 1. Election of Officers
 - 2. Donation of Shade Structure at Hart Park
 - 3. Marina Transient Rate
 - 4. Facility Rental Form Updates
 - 5. Jefferson Park Vision Plan
- 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
City Hall
January 18, 2022
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED: Tom Marshall

OTHERS PRESENT: PRD Megan Sackett

C. PUBLIC COMMENT/CORRESPONDENCE

None received. No public present.

D. MINUTES TO APPROVE

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

E. DISCUSSION / ACTION ITEMS

1. **Reciprocity Agreement:** Director Sackett gave the overview of the proposed reciprocity agreement with Neenah. Past agreements with Appleton and Neenah have been for 5 (five) years; both Appleton and Neenah have amended their agreement to be valid for 2 (two) years so that the participating municipalities can evaluate the program and its benefits.
 - a. Neenah: Moved by Ald. Grade to approve the 2 (two) year reciprocity agreement for 2022-2023 with Neenah, seconded by T. Hale. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

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

Alderman Grade asked if there had been any recent vandalism. Director Sackett noted that none has been reported. Rachael Dowling inquired if we needed sled for the sled libraries at Clovis and Barker. Sackett stated the department has put a few in the sled libraries at the beginning of the season, but community members are always welcome to add to it.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Chr. Sturm requested the elections of officers be on the next month's agenda. Sturm also noted there was some commentary on social media about the variety of equipment at Hart Park including appropriate for age group. Chr. Sturm was going to share the social media post with Director Sackett.

H. ADJOURNMENT

Motion by L. Hopwood, seconded by Ald. Grade to adjourn at 6:22pm. Motion carried.



MEMORANDUM

To: Park Board

From: Megan Sackett, Parks & Recreation Director

Date: February 11, 2022

RE: Park Board Agenda – February 15, 2022

1. Donation of Shade Structure at Hart Park

Hart Park has been home to a skatepark for nearly 20 years and the Murphy family was one of the major supporters of the installation of the skate park. Over the last several years, the family hosts the annual Murphdog Skate Competition. Through this event, the family has been fundraising money to continue to invest in improvements in Hart Park. The family recently approached the City about working with the City to donate a shade structure to be placed near the skatepark. Below is a note from the organizers of the event.

"We want to install a lasting symbol of the hard work that Chris Murphy and the area skateboarders made to make the Menasha Skatepark a reality 20 years ago. This shelter will provide much needed shade from the summer sun as well as seating for those using the facility. It will be a durable and recognizable addition to the park showing the city's dedication as well as our organization's support of this important community feature. We appreciate your consideration of this important project."

Additional information will be shared at the meeting including a picture of proposed shade structure along with proposed locations. Staff is working with the family to determine final selected location.

Amenity	Cost	Who Covers Cost?
Shade Structure	\$5,050	Murphdog Organization
Pier – Mount Option	\$1,240	Murphdog Organization
Engineered Drawings & Calcs	\$1,200	City – covered by internal staff
Freight	\$1,512	City

The donor will cover the cost of the shade structure and City staff will pour the concrete slab and work with the vendor to install. The donor will continue to raise funds in 2022 to place two heavy-duty picnic tables under the shade structure.

Staff is recommending approval of the donation and installation of the shade structure to be placed near the Hart Park skateboard park. Final location selection will be determined by staff.

2. Marina Transient Fees

Director Sackett and Harbormaster Schabach have reviewed the transient fees and proposed the following changes. Although the seasonal rates have been assessed and adjusted as needed annually, the current transient rates have not been adjusted in several years.

	Current	Fee: 30 ft. boat	Proposed	Fee: 30 ft. boat
Daily	\$0.80/ft.	\$24	\$1.00/ft.	\$30
Weekly	\$3.50/ft.	\$105	\$4.50/ft	\$150
Monthly	\$14.00/ft.	\$420	\$18.00/ft	\$600
Seasonal	\$40.50/ft.	\$1215		

Comparable fees:

Fond du lac: \$1.25/ft. (only other community with weekly (\$4.50/ft. and monthly \$14.00 rates)

Oshkosh: \$1.50/ft.

High Cliff: \$1.25/ft.

3. Facility Rental Form Updates

Staff has taken the time to review the current park facility rental policies and has made the suggested changes which are noted in red on the form. Staff will review these changes at the meeting.

4. Jefferson Park Plan

Staff has worked with our consultant to make final updates to the Jefferson Park Master Plan based on discussions and feedback at the December Park Board meeting. Changes noted below follow the specified letter on the legend of the provided Jefferson Park Plan.

- A. No notable changes
- B. Moved firepit from south side of pavilion to be adjacent with the social space area since functions align. Firepit/Trellis can be used as performance area/stage
- C. Desired to keep Open Lawn Space: By keeping this area open, it provides versatility for park events or general park users.
- D. Social Space will be a blend of picnic tables and yard games with the area defined by curb or small wall seats about 3 ft. high to match the stone of Jefferson School and Jefferson Park pavilion. This will help to architecturally tie together elements of firepit area with the social space and the pavilion.
- E. No changes made to aquatic center design. Determined that based on original visioning sessions, it is desired to keep pool house on east side of pool to allow for an open view at the entrance of the park (3rd & Konemac)
- F. Shelter w/ Stage & Walls: Felt the firepit design can be replicated to scale to function as performance backdrop for larger events and can use the open lawn space for seating.
- G. Softball Diamonds: West diamond has removable outfield fence to allow for options for flexible open green space. Diamond would still have backstop and baseline fence. Consultant looking at lighting options to see if you can light a diamond from the baseline fences without lighting near outfield fence.
- H. Proposed facility would provide bathrooms for east side of park, concessions for ball diamonds, open air shelter for rentals and storage for maintenance equipment because of elimination of current maintenance facility near pool.
- I. Kargus Drive – realigned to exit between ball diamonds and boat launch parking to separate traffic flows.
- J. Parking stalls added along Kargus to by playground and east of pavilion to bookend possible no parking zone along Kargus
- K. No notable changes
- L. No notable changes
- M. No notable changes
- N. No notable changes
- O. Adjusted handicap parking stalls near boat launch to increase turning radius and maneuverability into far west launch.
- P. No notable changes
- Q. No notable changes
- R. No notable changes
- S. No notable changes
- T. Increased angled parking along 3rd St. to extend down to where Kargus enters 3rd St.

Cost estimates will be shared at the meeting. Staff seeks final approval of the concept design to move forward for approval of the Common Council.



COMMERCIAL
RECREATION
SPECIALISTS

Commercial Recreation Specialists
807 Liberty Dr., Ste 101
Verona, WI 53593-9160
Ph: (877) 896-8442 Fx: (608) 848-8782
43-2046045

Page: 1

Quote

Quote Number: 0018779
Quote Date: 12/8/2021

Bill To :
TO BE DETERMINED

Ship To :
City of Menasha Hart Park Skate Park c/o TBD 700 7th Street Menasha, WI 54952

Customer ID	Customer PO Number	Sales Rep Name
MISCELLANEOUS		Splits
Valid Through	Shipping Method	Payment Terms
1/8/2022	BEST WAY	SEE BELOW

Item	Description	Quantity	Unit Cost	Amount
/99999 SHADE	Double Post Hip Shade Structure, 14'W x 22"L, 8' Eave Height, w/ Turn-N-Slide Feature, In-Ground Bury Columns, Standard Color CoolNet Fabric Canopies, Standard Color Metals	1.00	5,050.00	5,050.00
/99999 SHADE	Pier-Mount Option (If Preferred) <i>NOTE: Anchoring Hardware Not Included</i>	2.00	620.00	1,240.00
/99999 SHADE	WI Engineer Sealed Drawings (If Necessary)	1.00	800.00	800.00
/99999 SHADE	WI Engineer Sealed Calcs (If Necessary)	1.00	400.00	400.00
<u>ADDITIONAL NOTES:</u> * Above pricing does not include receiving, off-loading or installation - equipment sale only. * Current lead times are ~ 2 to 3 weeks for drawings and calcs and ~ 8 to 10 weeks for manufacturing time after drawings and calcs are completed. * Sales Tax has been included and will only be removed upon presentation of a Tax Exempt form, Resale Certificate, or Capitol Improvement form.				
				Continued



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Valid Through	Shipping Method	Payment Terms
1/8/2022	BEST WAY	SEE BELOW

Item	Description	Quantity	Unit Cost	Amount
	<p>* Quote is valid for 30 days.</p> <p><u>TERMS:</u> 50% DEPOSIT DUE UPON ACCEPTANCE OF QUOTE 50% BALANCE DUE UPON DELIVERY OF EQUIPMENT</p>			

Note: This quote is valid for 30 days. Please review the above information carefully. It defines your order as we understand it. If satisfactory, please sign and date below and fax to 608-848-8782, email back to your sales representative, or send a copy with your deposit to the address above. We will begin processing your order upon receipt of both your DEPOSIT AND APPROVAL SIGNATURE, per the terms indicated on your quote above. Additional surcharges may apply depending on final delivery address, actual delivery requirements and payment method. Please note that a 3% convenience fee may apply to credit card orders.

Net Order: 7,490.00
Freight: 1,512.00
Sales Tax: 450.10
Order Total: 9,452.10







PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department

100 Main Street, Suite 200 • Menasha, WI 54952-3190
(920)967-3640 • Office Hours 8:00am-4:00pm; Monday-Friday

OFFICE USE ONLY

Total Paid \$

Office Notes

Type of Event: _____ Date of Event: _____

Company/Organization (if applicable): _____

Person in Charge: _____ Daytime/Cell Phone#: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact email address: _____

Time of Event: From _____ to _____ Anticipated Group Size: _____

Event Notes: _____

If you are planning to consume beer or have amplified music, please see the attached rules.

The following **FACILITY** will be included in the rental agreement (please check):

Barker Farm Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter <input checked="" type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # _____ Ballfield/Volleyball Court _____	Park Greenspace Location: _____
Clovis Grove Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Koslo <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Gardens/Gazebo (50 benches available) <input type="checkbox"/> Kitchen <input type="checkbox"/> Memorial Building (1 st Floor / Pre-wedding ceremony only) Start Time: _____ End Time: _____
Hart Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Marina Terrace	Additional Services <input type="checkbox"/> Picnic Table/# needed _____ <input type="checkbox"/> Trash/Recycle Bin/# needed _____
<input type="checkbox"/> Curtis Reed Square		

HOLD HARMLESS AGREEMENT

I agree to abide by the rules set by Menasha Parks and Recreation Department and to save and hold harmless the City of Menasha from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or damage or injury caused in part by the City's **negligence**, unless I demonstrate by clear and convincing evidence that such damage or injury was caused solely by the City's negligence.

I agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Signature: _____ Date: _____

BEER/WINE PERMIT (Allowed only at Jefferson, Koslo, and Curtis Reed Square)

Sale of Fermented Malt Beverages Requires a Temporary Class "B" License in Addition to this Permit (See City Clerk)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES. This permit allows beer and wine only. No hard liquor or glass containers.**

Permittee Name: (print) _____ DOB: _____

Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine can be consumed: _____

Signature: _____

PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees		Resident	Non-Resident
Jefferson Park			
Pavilion	1-99 people	80.00	100.00
	100+ people	110.00	145.00
Kitchen*		35.00	55.00
West Shelter*		55.00	80.00
East Shelter		25.00	40.00
Launch Shelter		25.00	40.00
Picnic Areas #1,2,3,4 or 5 with electric**		20.00	35.00
Picnic Area – no electricity		10.00	20.00
Pool Rental (1 hour)		155.00	155.00
Smith Park			
Pavilion	1-99 people	80.00	100.00
	100 + people	110.00	145.00
Kitchen*		35.00	55.00
Wedding Set-Up***		250.00	400.00
		300.00	450.00
Memorial Building (pre-ceremony) - Use of 1 st floor only		20.00/hour	20.00/hour
Hart Park Shelter*		35.00	65.00
Clovis Grove Shelter		30.00	60.00
Koslo Park Shelter (no electric)		30.00	60.00
Barker Farm Park Shelter		35.00	65.00
Curtis Reed Square		30.00	60.00
Beer Permit (Jefferson, Koslo & Curtis Reed Square only)		5.00	5.00
Marina Terrace (on Main Street)		20.00	20.00
Park Greenspace/Large Tent area		15.00	15.00
Jefferson Volleyball Courts N & S		5.00/hour	5.00/hour
Large Tent Permit		—10.00	—12.00
Building/Shelter Key Deposit		25.00	25.00

* Indicates need for key

** Picnic Areas 1,2,3 & 5 need a key & power cord supplied by the City. This must be picked up at the Parks and Recreation Department up to two days prior to the event. There is a \$25 deposit due at the time of pick up which will be returned when both the key and the power cord are returned to the office.

*** Includes set up of 50 benches, comfortably seating about 100 people. Pavilion is also reserved for use in case of inclement weather.

RESERVING A FACILITY: Reservations for a picnic area or shelter can be made at the Parks and Recreation Office, 2nd Floor, City Hall, during the business hours of 8:00am-4:00pm, Monday-Friday. Groups affiliated with City of Menasha families, organizations and businesses can reserve park facilities for rentals within that calendar year starting the first working day in January. Non-city groups can reserve facilities starting the first full week in February. Reservations must be made **72** hours in advance and fees paid in full at the time of application. **Telephone reservations or "holding" a date will not be accepted.**

DETERMINING FEES FOR A RESIDENT RESERVATION: Menasha has fee reciprocity with City of Appleton, City of Neenah and Fox Crossing for many City recreation services. In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, Neenah or Fox Crossing business or organization. Family picnics must show an association with family residing in Menasha, Appleton, Neenah or Fox Crossing. **Only City of Menasha residents/organizations are eligible for the early reservation period.**

**CITY OF MENASHA PARK PAVILION
RENTAL POLICIES AND REGULATIONS**

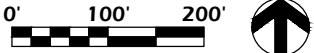
- 1.) **PARK PAVILION HOURS:** The City of Menasha park pavilions and shelters are available to rent for use **May 1-September 30**. Park hours are 6:00am-11:00pm (**hours at Hart Park are 7:00am-10:00pm**). Premises must be cleaned and vacated by park close time. **Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!**
- 2.) **CANCELLATION / REFUND POLICY:** Once a shelter area has been reserved, a full refund will only be granted if the shelter area is reserved again. If not a 50% refund will be given. There is a \$10.00 processing fee applied to all initial refunds. **Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire rental fee. If an event is cancelled prior to fourteen (14) days in advance, the group will forfeit a \$10 administrative fee, which will be deducted from the refund. One-time rescheduling of an event will be accepted, as long as arrangements are made at least fourteen (14) days prior to the original booking date.**
- 3.) **KEYS:** Keys may be obtained for kitchen areas and shelters/picnic areas with electricity from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event. **There will be a \$25 deposit fee for all keys and power cords.** This deposit will be returned when keys and/or power cords are brought back to our office.
- 4.) **CONSUMING ALCOHOLIC BEVERAGES:** Fermented malt beverages may be consumed only in Jefferson Park, Koslo Park, and Curtis Reed Square. Glass bottles/containers are not allowed in any city park. Before beer or wine can be consumed or dispensed, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit. ***As a reminder, alcohol may not be consumed in Smith Park.***
- 5.) **DECORATING INFORMATION:** No sign, banner, poster, tarp, etc. can be nailed, stapled or tacked to the exterior of any park building or structure. Some permanent hardware is attached to the Jefferson Park pavilion for tying banners, etc. Signs, banners, etc. wrongfully attached will be removed by Park staff. ***Throwing silk flower petals or other non-biodegradable items is prohibited. Using such items may result in responsible party being invoiced for clean up. Remove all decorations prior to leaving – the facility is expected to be left in the same condition it was found in.***
- 6.) **CLEAN UP & DAMAGE POLICY:** Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited. **Please note: Cleaning supplies/brooms are not available at our facilities.**
- 7.) **SETTING UP TENTS OR ~~POUNDING STAKES~~ INFLATABLES:** Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. Small, pop-up tents usually do not fall under this category. Stakes shall not be pounded into asphalt surfaces. A ~~Tent Permit~~ **Greenspace** fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at (920)886-6200.
- 8.) **RECYCLING IN CITY PARKS IS MANDATORY! Place items loose into a ~~brown recycling cart~~ provided recycling container.** ~~In general, all plastic, aluminum and cardboard can go in the brown containers (a complete list of recyclable materials is available upon request). Renters are responsible for taking their recyclables with them if an appropriate container is not present in the pavilion. Event planners must coordinate their recycling plans with City Staff.~~
- 9.) **AMPLIFIED SOUND SYSTEM:** **No voice or music amplifying system shall be allowed in any of the parks without permission from the Parks and Recreation Director.** Voice or music amplifying equipment must be controlled so that sound is not heard beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.

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LEGEND

- | | |
|------------------------------------|------------------------------|
| (A) NEW PLAYSCAPE | (K) PAVILION |
| (B) TRELLIS STRUCTURE/FIRE CIRCLES | (L) FISHING PIER |
| (C) OPEN LAWN AREA | (M) GATEWAY FEATURE |
| (D) SOCIAL SPACE/YARD GAME AREA | (N) EXISTING KAYAK LAUNCH |
| (E) AQUATIC CENTER | (O) BOAT LAUNCH AND PARKING |
| (F) OPEN SHELTER w/STAGE & WALLS | (P) BOAT SLIPS |
| (G) SOFTBALL DIAMONDS - 250' | (Q) BOAT PREP/WASH AREA |
| (H) RESTROOMS/CONCESSIONS | (R) EXISTING PICNIC SHELTER |
| (I) REALIGNED ROADWAY | (S) EXISTING GATEWAY FEATURE |
| (J) NEW PARKING LOT | (T) EXPANDED ANGLED PARKING |



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LEGEND

- (A) NEW PLAYSCAPE
- (B) COMMUNITY FIRE CIRCLES
- (C) STONE WALL TRELLIS
- (D) YARD GAME AREA
- (E) SOCIAL SPACE
- (F) PARKING AREA
- (G) SHELTER RENOVATION

Project Name:

JEFFERSON PARK
VISION PLAN UPDATE
Menasha, WI

Project #:

21.046

Issued For:

Review

Date:

2/09/2022

Sheet Title:

ENLARGED PARK PLAN - PAVILION AREA

Revisions:

Sheet Number

EXHIBIT B

PARKITECTURE
+ PLANNING

901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Parkitecture

+

File: V:\21.046 Menasha Jefferson Park\CAD\P-IMAGE BOARDS.dwg Layout: EXHIBIT C User: Blake Plotted: Feb 10, 2022 - 5:12pm



E BIER GARTEN



MULCH SURFACE



CONCRETE SURFACE



D YARD GAME AREA



TABLE TENNIS



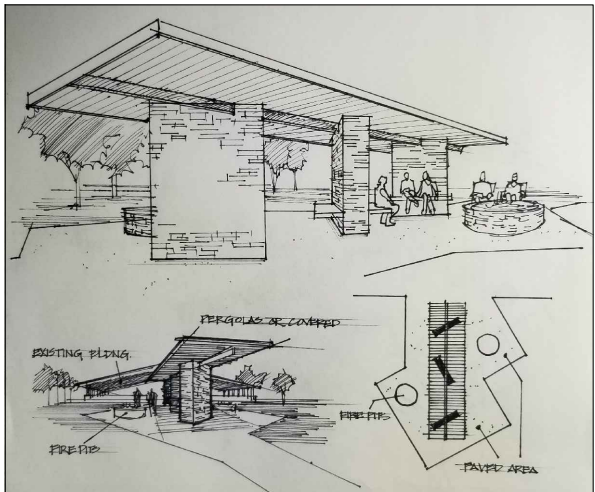
GAGA BALL



B COMMUNITY FIRE



BRICK/STONE



C STONE WALL TRELLIS STRUCTURE w/COMMUNITY FIRE RINGS
REPEAT WALLS AT STAGE STRUCTURE & END OF OPEN AIR SHELTER

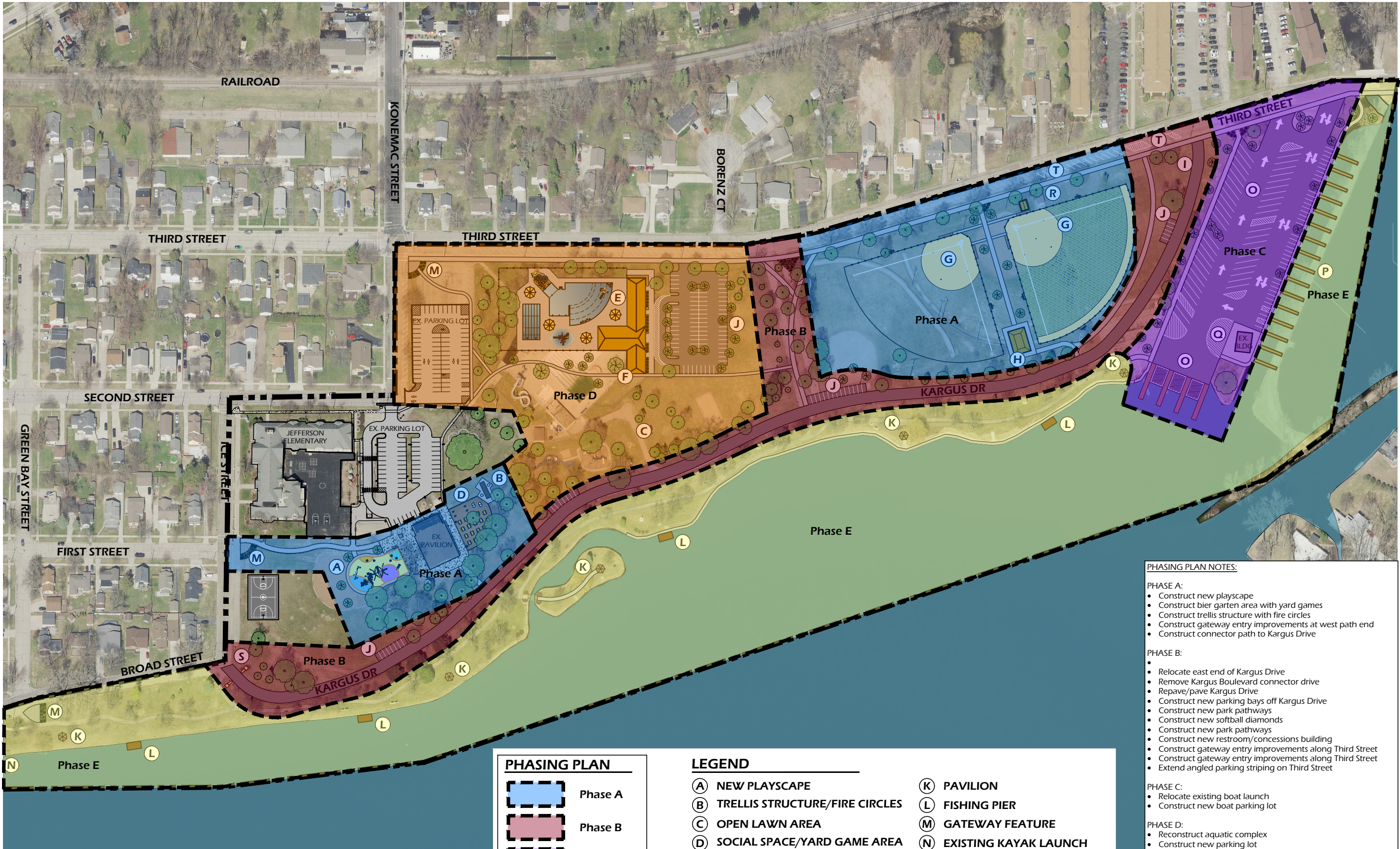
Revisions:

Project #: 21.046
Issued For: Review
Date: 2/09/2022

Sheet Number

EXHIBIT C

File: V:\21.046 Menasha Jefferson Park\CAD\P-CONCEPT.dwg Layout: EXHIBIT D PHASING User: Blake Plotted: Feb 10, 2022 - 5:08pm



PHASING PLAN

	Phase A
	Phase B
	Phase C
	Phase D
	Phase E

LEGEND

(A) NEW PLAYSCAPE	(K) PAVILION
(B) TRELLIS STRUCTURE/FIRE CIRCLES	(L) FISHING PIER
(C) OPEN LAWN AREA	(M) GATEWAY FEATURE
(D) SOCIAL SPACE/YARD GAME AREA	(N) EXISTING KAYAK LAUNCH
(E) AQUATIC CENTER	(O) BOAT LAUNCH AND PARKING
(F) OPEN SHELTER w/STAGE & WALLS	(P) BOAT SLIPS
(G) SOFTBALL DIAMONDS - 250'	(Q) BOAT PREP/WASH AREA
(H) RESTROOMS/CONCESSIONS	(R) EXISTING PICNIC SHELTER
(I) REALIGNED ROADWAY	(S) EXISTING GATEWAY FEATURE
(J) NEW PARKING LOT	(T) EXPANDED ANGLED PARKING

PHASING PLAN NOTES:

PHASE A:

- Construct new playscape
- Construct bier garden area with yard games
- Construct trellis structure with fire circles
- Construct gateway entry improvements at west path end
- Construct connector path to Kargus Drive

PHASE B:

- Relocate east end of Kargus Drive
- Remove Kargus Boulevard connector drive
- Repave/pave Kargus Drive
- Construct new parking bays off Kargus Drive
- Construct new park pathways
- Construct new softball diamonds
- Construct new park pathways
- Construct new restroom/concessions building
- Construct gateway entry improvements along Third Street
- Construct gateway entry improvements along Third Street
- Extend angled parking striping on Third Street

PHASE C:

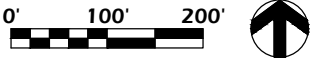
- Relocate existing boat launch
- Construct new boat parking lot

PHASE D:

- Reconstruct aquatic complex
- Construct new parking lot
- Remove north-west parking lot
- Construct park pathways
- Construct gateway entry improvements along Third Street

PHASE E:

- Timing phased independently from other park improvements
- Reconstruct settling basin to remove walls & dredge
- Construct new boat slips
- Extend path on island to new pavilion structure
- Construct fishing piers
- Construct pavilions/picnic shelters
- Construct gateway entry improvements off Broad Street



PARKITECTURE + PLANNING

901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Project Name: **JEFFERSON PARK VISION PLAN UPDATE**
Menasha, WI

Sheet Title: **PARK PHASING PLAN**

Revisions:

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Project #: 21.046
Issued For: Review
Date: 2/09/2022

Sheet Number

EXHIBIT D

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

February 2022

Menasha has received the Tree City USA designation for the 39th consecutive year! Staff is in coordination with other local organizations including MJSD, UWO-Fox Cities and Menasha Utilities for the annual Arbor Day Celebration on Friday, April 29.

The City was recently invited to apply for grant funding through the Community Foundation for the Fox Valley Region of the Lawson Canal/Banta Corridor project. Applications are due near the end of March with award announcements made in June. Stantec/Ruekert-Mielke were recently awarded the engineering and design of the Oak St Extension and Bridge over the Lawson Canal. This will help provide overall symmetry in this complex re-development project.

RECREATION

Family First Series

- Winter Gala took place on Saturday February 5th from 12-3 at Smith Park. We saw an estimated 250 people attend, served 10 gallons of chili, 7 gallons of hot chocolate, and 12 dozen cookies. There were 3 professional snow sculptors and 6 amateur groups (including our very own Leah and Megan). Attendees enjoyed winter golf, an ice cube scavenger hunt and making their own ice sculptures.
- My Heart Goes Putt Putt is a new event offered on February 17th from 4:00-7:00pm at Jefferson Park. This event has its origins in the Frozen Flamingo Open historically hosted during Winter Gala. The idea of mini golf in the snow is such a novel idea we wanted to grow it a bit. This is seen as an opportunity to stretch our usual population to include adults who may not have children.



Summer Preparations

- We are knee deep in summer planning and on track to hit our plan of printing the 2022 Spring/Summer Activity Guide the first week of March. We're excited to partner with a couple groups including Fox Valley Rugby and New Horizons Music Fox Valley. We are also excited to partner with the Library and Police Department on a number of events
- Park Staff are working on creating some projects to enhance some of our programming including the wooden plank for Ninja Camp, two sets of ladder golf, and 12 special event signs. Staff is close to finishing the last three games, soccer pool, ball maze and the bike obstacle by the end of the week.

PARKS

- The Hart Park Ice Rink Warming Shelter opened near the end of January with hours of Thursdays/Fridays from 4-8pm and Saturdays/Sundays from 12-6pm. EJ Arena Sports, who our Department worked with in the past for skate rentals, graciously donated a large supply of skates to the department for us to keep and we will continue to work with EJ Sports for maintenance and repair of the skates.
- New signs have been constructed and installed at the Conservancy and Resthaven Cemetery, as the old ones were rotting and needing replacement.

MARINA

- The side service door was removed and the area re-sided in preparation for the gas pumps. Tower siding is finished and now working on window trim. This should be done this month with the hopes the painter can be scheduled for late spring.
- Staff have been working on signage along the river walk and gas dock and will be completed this week. We've also got a good start on the maintenance list we get from the Harbormaster every year.
- The electric under the docks will be started next week. This fix is to get rid of all of the exposed wiring and get new flex pipe installed.

BUILDINGS

- 2022 Budget Projects: PD water heater has been replaced. The PO is out for the HVAC digital upgrade, PD flooring replacement and the ceiling tile replacement.
- The PD/Fire LED light upgrade should be complete this week.
- Some rooms at the library have been painted. New electrical was run for more outlets per a request from Director Kopetsky to make the room more functional.

FORESTRY

- Our Arborist has been working on ordering for the 2022 tree planting season and Arbor Day presentation/planting. He has also been working on updating the WI Community Tree Map including inventory mapping of all city trees.

POOL

- Staff is working on setting the pool schedule to open a bit earlier this summer. This will allow our lifeguard certification class to be held the weekend of May 18-21.
- We have received 3 lifeguard applications and 3 front end staff to this point. Staff will continue to promote our summer employment opportunities and look for innovative ways to recruit.

Bridges/Boat Landings

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Capital Projects

Cemeteries

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