

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, April 11, 2023

5:30PM

LOCATION:

Shepard Park

100 Mathewson St

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
 - 1. Minutes of the March 1, 2023 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
 - 1. BassMasters Fishing Tournament Parking Plan
 - 2. Shepard Park Playground
- F. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report
 - 2. Outdoor Park Board Meeting Locations
- 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 133
March 1, 2023
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:35pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, R. Dowling, Ald. Ted Grade, E. Wickman, B. Adesso, T. Marshall

OTHERS PRESENT: PRD Megan Sackett

EXCUSED ABSENCE: Tim Hale

C. PUBLIC COMMENT/CORRESPONDENCE

Correspondence was shared from President of the Heckrodt Board of Directors announcing Luke Schiller as the new Executive Director effective March 6, 2023.

D. MINUTES TO APPROVE

1. **Minutes of the January 10, 2023 Regular Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Marshall to approve the minutes of the January 10, 2023 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Election of Officers:**

Chr. D. Sturm opened nominations for the Chair position. Motion by Ald. T. Grade, seconded by R. Dowling nominating Dick Sturm for the position of Park Board Chair. No other ballots were cast. Dick Sturm was unanimously elected Chair for 2023. Chr. D. Sturm opened nominations for the Vice-Chair position. Motion by Ald. T. Grade, seconded by E. Wickman to nominate Brian Adesso for the position of Vice Chair. No other ballots were cast. Brian Adesso was unanimously elected Vice-Chair for 2023.

2. **MOU with Fox Valley Athletics from 2023-2025:**

Director Sackett gave an overview of the agreement outlining the advantages of creating a partnership with FVA to rebuild the softball program in Menasha and noted that the Park Board and Council have recently made a commitment to keeping an adult softball program in Menasha with the approval of a new softball diamond in Jefferson Park. Sackett also noted that improved facilities are one step in rebuilding a program and creating a partnership with FVA would allow further growth and development of the program. Discussion ensued about how the Park Board sees the value of FVA to the adult softball program and this partnership.

Motion was made by Ald. T. Grade, seconded by E. Wickman for the recommended approval of the MOU with Fox Valley Athletics for the term of 2023-2025. Motion carried.

3. **Marina Harbormaster Agreement for the 2023-2024 Navigation Seasons**

Director Sackett gave an overview of the agreement noting the only change would be to adjust the annual increase for the agreement from \$750 to \$1000. The Board noted that the City has been fortunate to have Diane Schabach as Harbormaster for so long, but wanted to ensure we are preparing for the future by comparing our annual Harbormaster Management compensation to other communities in case an adjustment is needed to be made.

Motion was made by Ald. T. Grade, seconded by R. Dowling for the recommended approval of the Harbormaster Agreement for the 2023-2024 Navigation Seasons. Motion carried.

Chr. Sturm made a request to have a discussion with the City Attorney, Mayor and the members of Park Board regarding the purpose of the Park Board and their roles and responsibilities. Chr. Sturm stated his frustrations with the lack of support from the Common Council regarding the decisions and recommendations made at the Park Board. Sturm stated he feels the Park Board is wasting their time if decisions and recommendations from the Park Board are reworked at the Council without sending them back to Park Board for further discussion if they are not happy with them. Chr. Sturm stated he is dissatisfied, disgruntled and disheartened at the lack of support from the Common Council and the demonstrated lack of value of the Park Board. Members of the Park Board agreed with these sentiments.

Ald. Grade questioned how it is determined what is brought to Council for approval. Director Sackett indicated she will set up a meeting with City Attorney, Mayor and Park Board to review the roles and responsibilities of each board.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report. Director Sackett also gave an overview of the Bird Scooter program for 2022 and noted the number of calls to Bird Scooter at 64 and 10 to Menasha Police with no noted issues along the trail system brought to Director Sackett's attention. The Board determined they did not need to review the trail ordinance relating to electric scooters again.

Ald. Grade requested an update regularly on the Jefferson Park project and timeline. B. Adesso requested a discussion on the estimated lifespan on the current pool and potential costs and implications of major failures.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

H. ADJOURNMENT

Motion by T. Marshall, seconded by B. Adesso to adjourn at 6:59pm. Motion carried.

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

February 2023

PARKS

- Jefferson Park Playground: Commitment has been received from our major donor allowing us to proceed with ordering the equipment with an estimated delivery in mid-Fall.
- Koslo Park: Drain tile has been installed at Koslo Park to improve drainage of the area around and in the playground. It seems to already be working, pulling water out of the trouble areas and draining into the storm sewer. Next up: grass restoration this spring.
- Staff received confirmation that the City of Menasha was awarded \$1,100 for the Banta Point Shoreline Restoration.

RECREATION

Summer Preparations

- Summer Activity Guide is being finalized and will go to the printer the first week of March. Look for new programs like our Jr. Lifeguard Camp, Kidstage, and STEM for Tots. Resident registration begins on March 6th.
- 33 applications for seasonal positions have been received so far! We're 66% of the way towards our staffing goal for Pool and Recreation.
- One of our planning goals for this year is creating systems for collecting feedback around the pool experience and engagement. Prior to finalizing our details for the 2023 Pool Season, we released a survey around two themes—hours and events. We received 299 responses for our pool survey. All of them were sorted through and will help guide our decisions for this upcoming summer.

Programs

- NEW Upcoming Programs:
 - * Tots and Tunes starts 2/28. This program is led by a trained voice coach and encourages 2-3 year olds to notice music and sounds in every day life.
- We had our first of three Volleyball Open Gym times on 2/15.
- January's &Me preschool program at the Public Works garage allowed participants to explore the trucks and check out the facility.

POOL

- Staff has started to remove chipped material in the filter tank. This procedure will prevent chipping of the epoxy paint and settling in the filter tank, allowing the filters to stay cleaner during the filtering process.

FORESTRY

- Staff has completed trimming trees on Doty Island and in the Shepard Park neighborhood. They will continue to work in the area of Main St. and Downtown and then will be working their way west of Tayco to Ninth St. boat launch. When they are finished with that, they will be east of Tayco, west of Racine between 9th street and 3rd street.



Special Events

- Winter Gala was fantastic! There were over 200 people in attendance that were able to enjoy chili from the NMFR (which raised \$500 in donations for their Santa float), hot cocoa and cookies from Doty Island Development Council, broomball, snow sculptures, cross country skiing, along with activities such as winter snow golf and soap carving.
- Our first Bogey in the Books Mini-Golf event at the Menasha Library was held on Superbowl Sunday with 10 families joining us! We set up 9 holes across the library for participants to practice their mini-golf skills.

Our department partners with the library on a number of opportunities including nature backpacks, movies in the park, various storytelling and preschool playdates.
- The Wisconsin Be Active Challenge has communities tracking their active time each week to compete with other Wisconsin communities from March 1-31. The event averages the number of minutes by the team, so small communities can be competitive. This event is organized with Wisconsin Parks and Recreation Association in order to encourage activity during dreary March. Menasha competed in 2022 and took 37th. *New this year, we have a calendar of activities that our participants have access to aide in getting people active. These are also open to non-team members for a small fee.



Upcoming Programs/Events

- Volleyball Open Gym: March 1 and 15 at Maplewood Middle School
- Leprechaun Hunt: March 10-19
- Open Gym: every Wednesday thru March 29 at Menasha High School
- Arbor Day Celebration: Friday, April 28 at Barker Farm Park
- Be Active Wisconsin Challenge: March 1-31



MEMORANDUM

To: Park Board

From: Megan Sackett, Parks & Recreation Director/ms

Date: April 6, 2023

RE: Park Board Agenda – April 11, 2023

1. BassMaster Fishing Tournament Parking Plan

In June 2023, the City of Menasha will be hosting the Northern Regional of the 2023 TNT Fireworks B.A.S.S. Nation series at Jefferson Park from June 28-30. This event will bring hundreds of people to the area with 80-90 boats participating in the multi-day event. City staff has been working with tournament organizers from BassMaster and staff from the Fox Cities Visitors and Convention Bureau to coordinate event logistics.

To accommodate the additional need for parking, Director Sackett has worked with Menasha Police to create a plan that would accommodate the needs of the event while minimizing impact to park patrons and daily operations. Included in the packet is the proposed parking plan that would utilize the grass space (in the location of the former Armory building) east of the current far east softball diamond. This additional parking in conjunction with the current boat launch parking area would provide enough parking to accommodate the needs of the event with minimal impact to daily park usage in other areas of the park.

Event organizers will provide volunteers to assist with parking and traffic control. Menasha PD will also assist with traffic control as needed.

Considerations have been given to alternative options should conditions not be favorable to park on the grass area.

Recommendation

Staff is recommending approval to designate the grass area east of the East Softball diamond as a temporary parking area for participants of the 2023 BassMaster Fishing tournament from June 25-June 30, 2023.

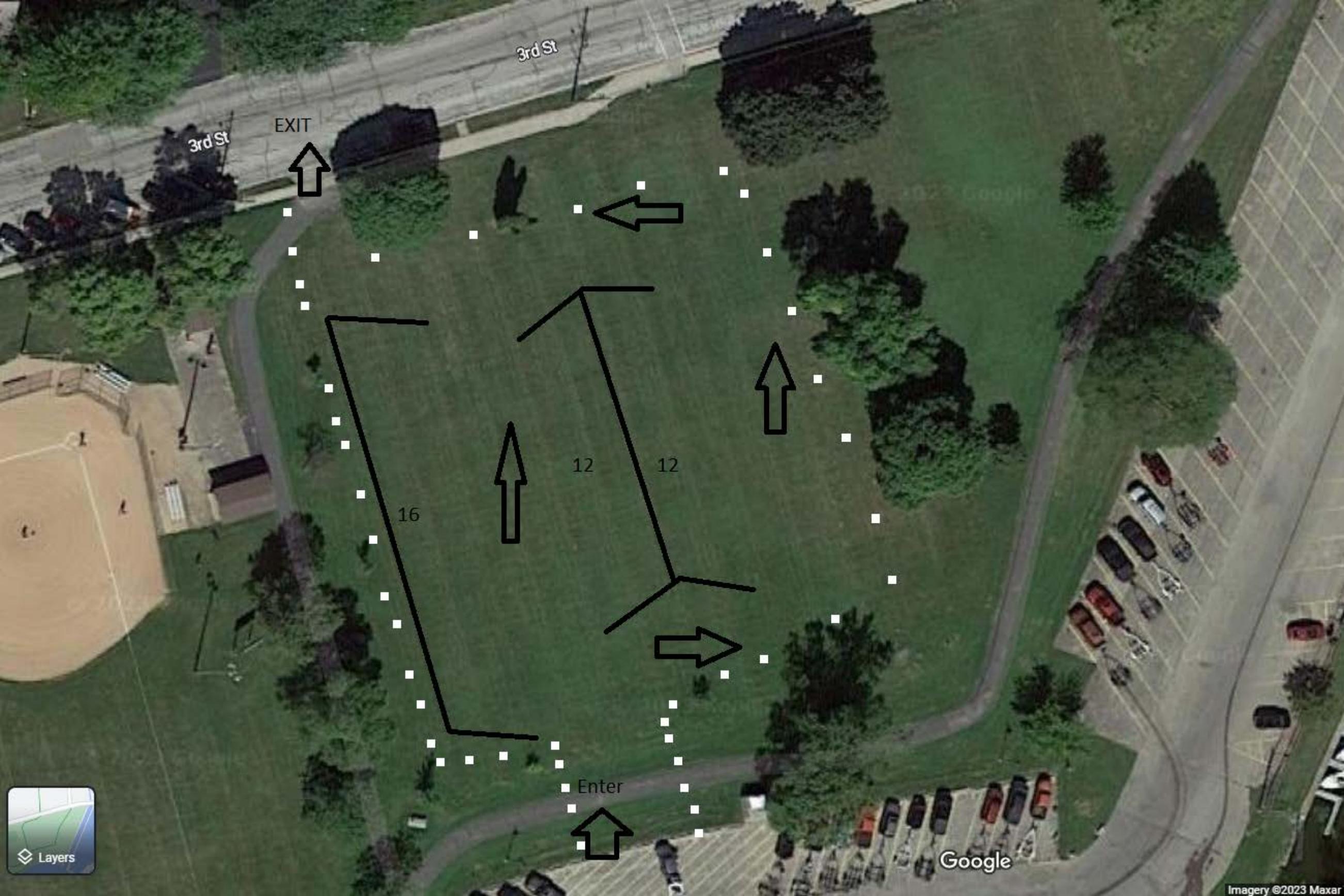
2. Shepard Park Playground

After many years of use, Shepard Park playground equipment is set to be replaced. Included are 3 options for the new playground that will be reviewed at the meeting. Currently the playground is located on the south end of the park. The new playground will be relocated to the north end of the park closer to the trail and shelter as noted in the diagram provided. In addition to the new playground, a walkway will be installed that provides access from the trail to connecting points through the park like the restrooms, basketball court and sidewalk on Mathewson St.

This playground is proposed to be approximately 2,000 square feet.

Staff is requesting Park Board to consider to following elements:

- Preferred Color Scheme
- Style of Playground: tower vs. ground level features
- Preferred elements: i.e. swings, slides, climbing features
- Surfacing: Poured in Place (rubber surfacing) vs. Engineered Wood Fiber (wood chips)



3rd St

3rd St

EXIT



16

12

12

Enter



Google

Imagery ©2023 Maxar





Shepard Park Playground Option #1





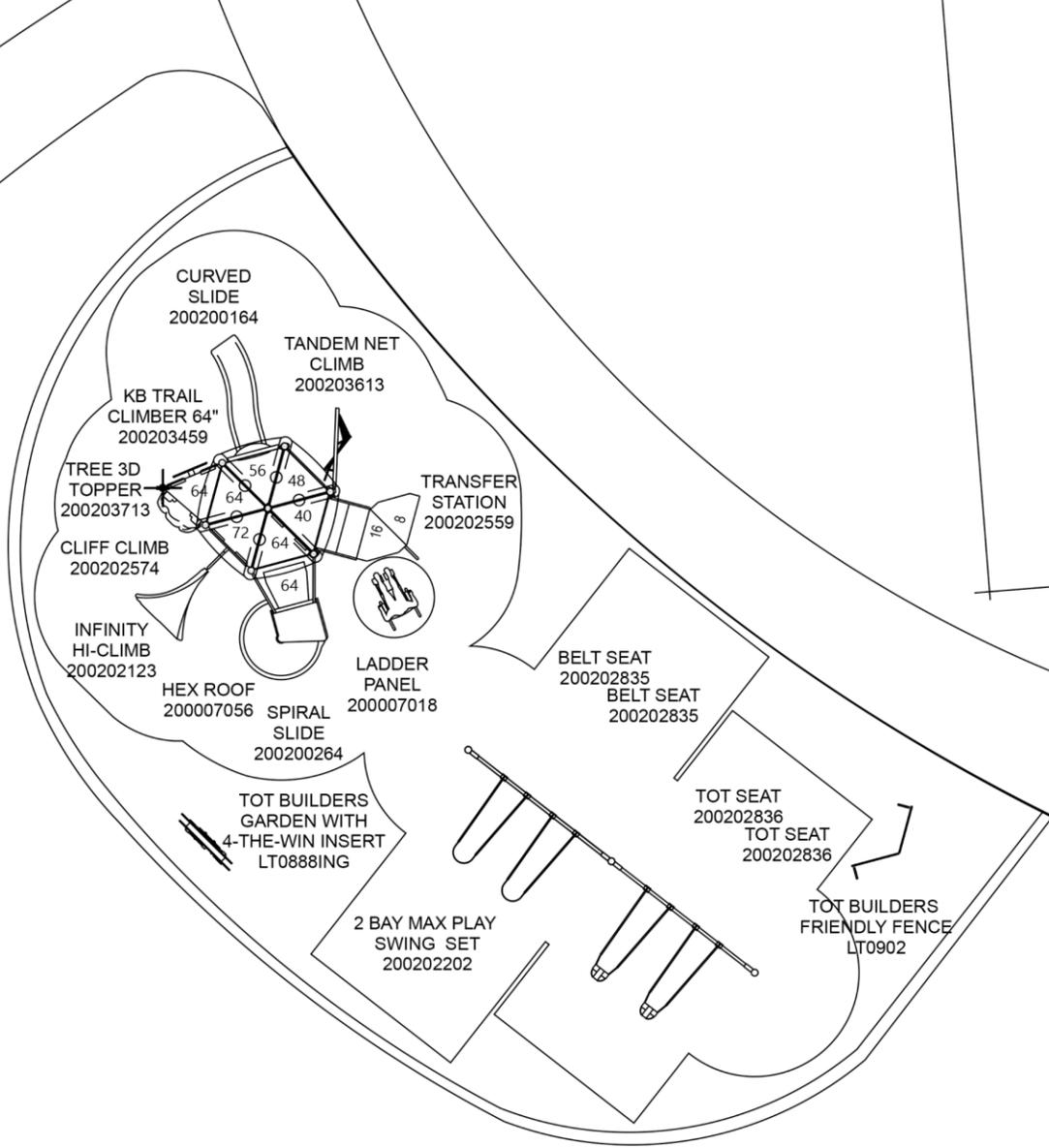


General Notes:

Age Group

- 2-5yrs 5-12 yrs 2-12yrs 13+ yrs

1. The Americans with Disabilities Act (ADA) may require that you make your park and/or playground accessible when viewed in its entirety. Please consult your legal counsel to determine if the ADA applies to you.
2. For playground equipment to be considered accessible, accessible surfacing must be utilized in applicable areas.
3. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.
4. All deck heights are measured from top of ground cover.
5. Fall absorbing ground cover is required under and around all play equipment.
6. The minimum recommended fall zone around the entire play structure is shown. This zone is to be free of all tripping or collision hazards (i.e. roots, rocks, border material, etc.).
7. All post lengths are identified by text showing the post lengths, i.e. 96 represents a 96 inch post.
8. Not all equipment may be appropriate for all children. Supervision is required.



Project:
 , WI
 LTCPS rep:
 Ericka Steltz
 Northland Recreation, LLC.
 (262) 313-8636

Ground Space: 49'-6" x 40'-6"
 Protective Area: 52'-0" x 55'-6"

Drawn by: Ericka Steltz
 Date: 3/22/2023
 DWG Name: R0324_45006383592

LTCPS - Farmington
 878 East Highway 60
 Monett, Missouri 65708
 Voice: 1-800-325-8828
 Fax: 417-354-2273

Playground Layout Compliance:

- ASTM F1487 - Playground Equipment for Public Use.
 CPSC Handbook for Public Playground Safety



The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487.

LEED points for this structure

1



Shepard Park Playground Option #2



little tikes. COMMERCIAL

NR NORTHLAND
RECREATION



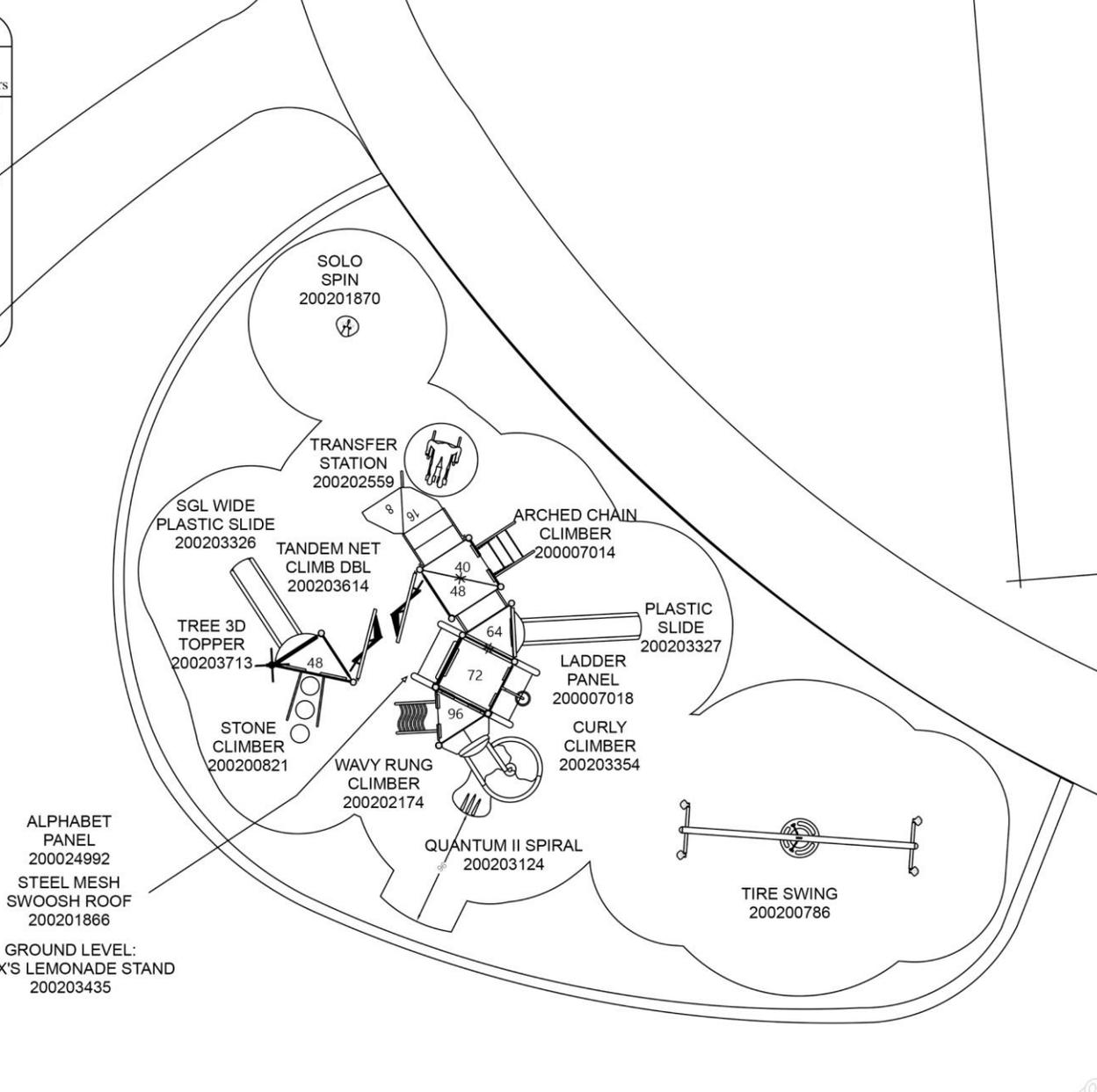


General Notes:

Age Group

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7. All post lengths are identified by text showing the post lengths, i.e. 96 represents a 96 inch post.
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Project:
 WI
 LTCPS rep:
 Ericka Steltz
 Northland Recreation, LLC.
 (262) 313-8636

Ground Space: 48'-6" x 39'-0"
 Protective Area: 59'-6" x 53'-0"

Drawn by: Ericka Steltz
 Date: 3/22/2023
 DWG Name: R0324_45007413602

LTCPS - Farmington
 878 East Highway 60
 Monett, Missouri 65708
 Voice: 1-800-325-8828
 Fax: 417-354-2273

Playground Layout Compliance:

- ASTM F1487 - Playground Equipment for Public Use.
 CPSC Handbook for Public Playground Safety



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LEED points for this structure
 1



Shepard Park Playground NRG Option





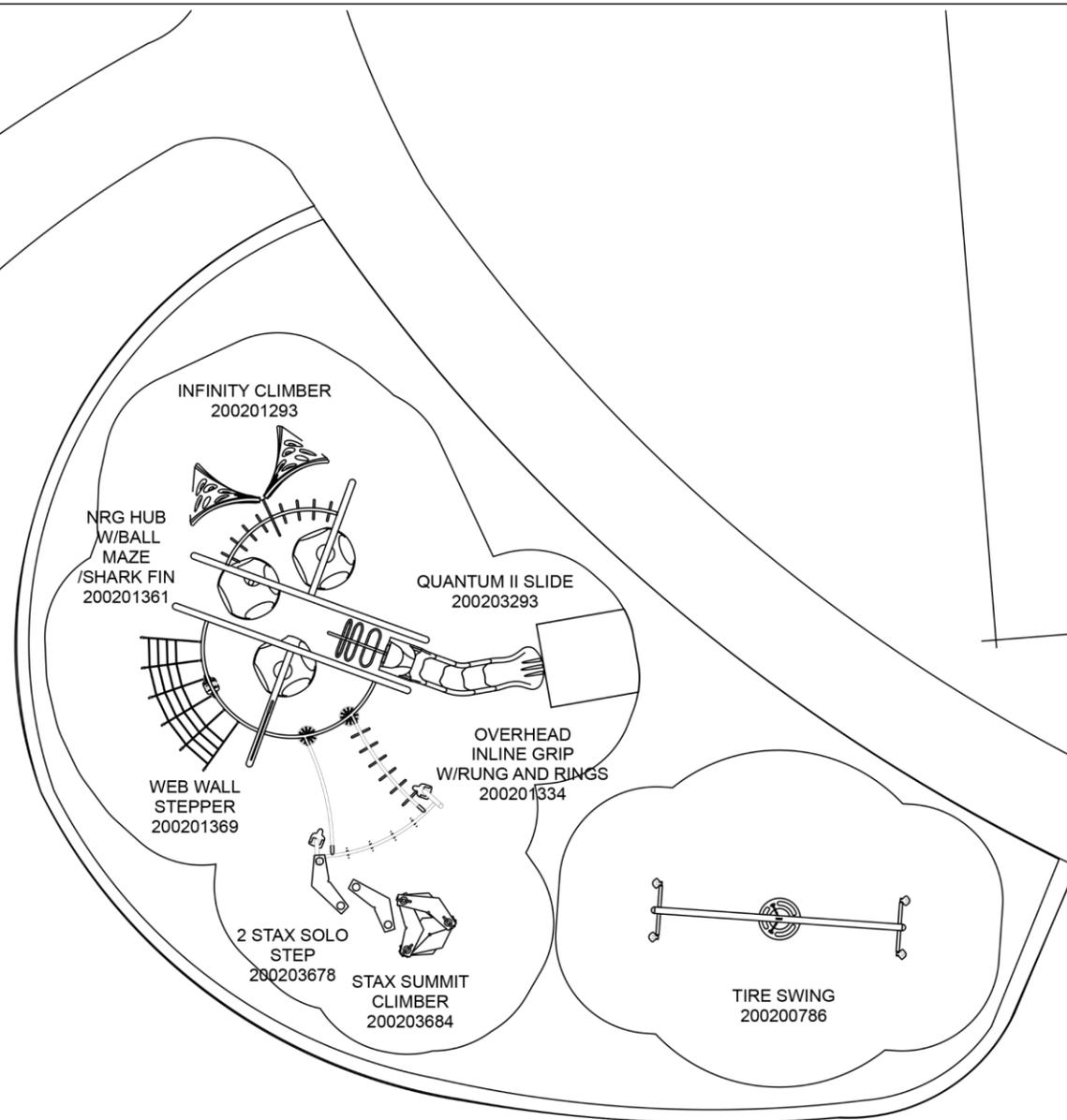


General Notes:

Age Group

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Project: SHEPARD PARK PLAYGROUND
 WI
 LTCPS rep:
 Ericka Steltz
 Northland Recreation, LLC.
 (262) 313-8636

Ground Space: 50'-6" x 35'-6"
 Protective Area: 61'-6" x 49'-0"

Drawn by: Ericka Steltz
 Date: 4/7/2023
 DWG Name: R0324_45023376679

LTCPS - Farmington
 878 East Highway 60
 Monett, Missouri 65708
 Voice: 1-800-325-8828
 Fax: 417-354-2273

Playground Layout Compliance:

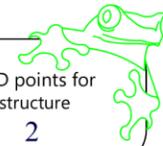
- ASTM F1487 - Playground Equipment for Public Use.
- CPSC Handbook for Public Playground Safety



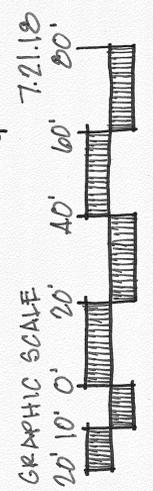
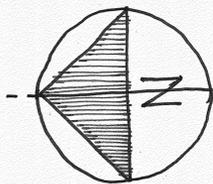
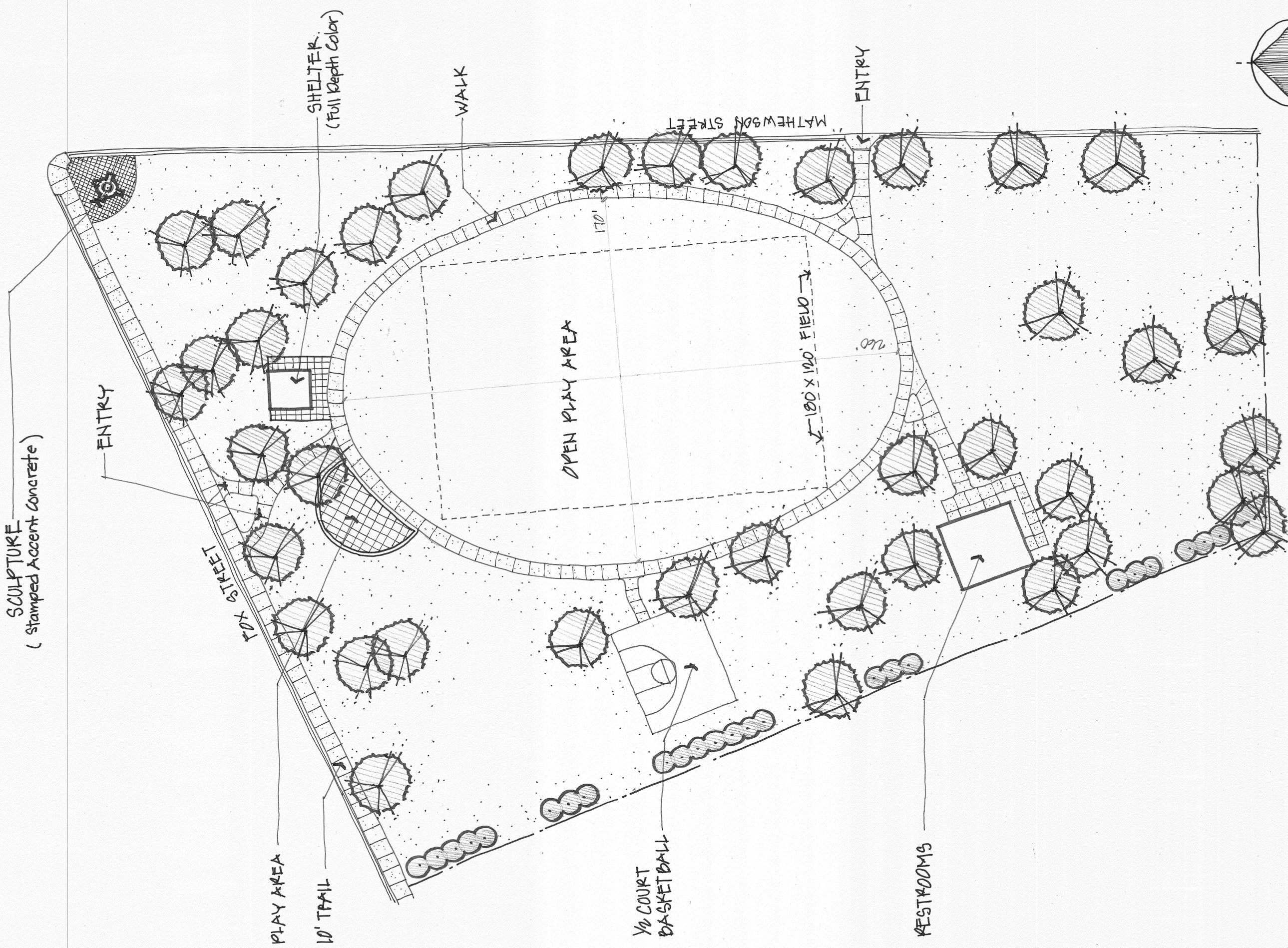
The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487.

LEED points for this structure

2



SCULPTURE
(Stamped Accent Concrete)



SHEPARD PARK.

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

April 2023

PARKS

- Installation of new Shade Structure: The new shade structure donated by the Murphy family has been installed at Hart Park.
- Repairs at Hart Park Skatepark: Staff has completed refurbishment of the far north ramp. This included replacement of the ramp deck and platform and the skatelite rubberized surface.
- Getting ready for Summer: All tennis nets have been put up. Soccer and volleyball nets to follow shortly.
- Staff has been working on plumbing (putting faucets and valves back in place) in the parks so we will be ready to turn on water shortly and open the restrooms for the season.

POOL

- Pre-season Pool Maintenance: Staff has completed the resurfacing and painting on the filter tank. Caulking and line painting will take place as weather permits, as well as pumping out the deep end and power washing pool. A few areas of the slide will also get new gel coating.
- Two staff members recently completed the AFO (Aquatic Facility Operator) certification program.

FORESTRY

- Our new Arborist, Dylan Wenker, started March 20th. Dylan comes to us from the City of Madison. We are very excited to have him on board.
- Trimming and pruning continues including areas west of Tayco between 3rd and 9th to London St. are completed; as well as, the area by Calder stadium and Hickory Hollow and Alcan St. areas.

MARINA

- Navigation season begins on April 20. Director Sackett and Harbormaster Schabach are continuing to work with the DOT and the contractor to ensure access for early season Marina users to navigate through the Racine St. bridge area as the contractors finish up.
- Pre-season preparation: Docks will get lowered and aerators will be installed very soon! The Marina opens to renters April 15.

Upcoming Programs/Events

- The Arbor Day celebration is set for Friday, April 28, 9:00am at Barker Farm Park to celebrate our 40th anniversary of our Tree City USA designation. Ceremony will be followed by our annual tree planting and an opportunity to take a historical walk commemorating our urban forestry program. In honor of our 40th anniversary, forty trees will be planted at Barker Farm Park.

RECREATION

Summer Preparations

- Our Summer Activity guide hit mailboxes the last week of March. Registration is up and running in full force for Summer programs. 91 of our 248 offerings this summer have at least reached 50% capacity.
- Summer Staffing: We are fully staffed for front end positions, over 50% certified lifeguards and 95% fully staffed if all those who applied pass the certification class. Seasonal training begins May 7th.
- City staff participated in the Menasha High School job fair on March 22 and spoke with many interested students looking for summer seasonal jobs. We are still in need of several recreation and parks staff.

Programs

Upcoming Programs:

- Coasting Cohort- a partnered program with the Police Department's Bike Patrol. April 19, April 26, May 3, May 10.
- It was a blast introducing young learners to the world of STEM on March 22 with STEM for Tots – Colors. April 12 we learn about magnets and on April 26 we're taking on ramps.
- Camp Champs, our summer 8 week long day camp program is at 50% capacity already for full day campers registered.

We had a successful year with Open Gyms. Basketball was offered weekly at the High School and Volleyball at the Middle School every other week. Throughout the season, we had over 600 participants. We truly see this as a service our community is eager for, we'll be looking for ways to increase the partnership with the school district to provide more.

Events

- Menasha's Be Active team took 19th out of 31 communities in Wisconsin in a challenge organized by the Wisconsin Parks and Recreation Association. Our team averaged 1,200 minutes each week.



The Leprechaun Search had 16 families traverse our park system in search of our leprechauns. They traveled to 10 various areas with each receiving a goodie bag to reward them for their efforts!

