

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, January 10, 2023**

**5:30 PM**

**LOCATION: Menasha City Hall  
1<sup>st</sup> Floor Conference Rooms**

**\*UPDATED\* AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENT / CORRESPONDENCE
- D. MINUTES TO APPROVE
  - 1. Minutes of November 29, 2022 Joint Common Council and Park Board Meeting
  - 2. Minutes of the December 13, 2022 Regular Park Board Meeting
- E. DISCUSSION/ACTION ITEMS
  - 1. Jefferson Park Plan
- F. REPORT OF DEPARTMENT HEAD/STAFF
  - 1. Department Report
  - 2. Bird Scooters
- G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
  - Five (5) minute time limit for each person
- H. ADJOURNMENT



Don Merkes, Mayor  
City of Menasha  
100 Main Street  
Menasha, WI 54952

Dear Don,

It is with many emotions that after 25 years of service, I have announced my retirement effective April 30<sup>th</sup>, 2023, as Executive Director of Heckrodt Wetland Reserve. As I reflect on these past 25 years, I can't help but be filled with gratitude for the incredible things we have done together.

From humble beginnings with a 5-acre donation from Frank Heckrodt in 1976, to 91 acres today, Heckrodt Wetland Reserve has gone through so much growth over those 46 years, and I am honored to have been here and led the efforts for 25 of those years.

It wasn't long after I started that an endowment by Frank and Florence Heckrodt was created to support the cost of building the nature center. The endowment was established through a fund at the Community Foundation for the Fox Valley Region and in 1999 the Nature Center was officially dedicated. In 2005, 11 acres were purchased to begin the development of the prairie. What growth we have endured!

Today, this urban nature reserve welcomes 50,000 visitors each year and teaches more than 8,000 children in over 250 various education programs. I am privileged to work with our knowledgeable education team and proud of our continuous movement forward as well as the remarkable impact we have had on our local community. The team we have are some of the most talented people I've ever had the opportunity to work with.

Though I have helped to build, guide, and lead the efforts, I know that this growth and our continued success wouldn't be possible without you. From the creation of the Eagle Nest and Flight Line interpretive site to the Lopas Pond Dock, to the wetlands, the prairies and to the Wild Space for our young ones and the young at heart, all of this was made possible by you! I am blessed to be your friend and have been able to be the trusted director of your nature center these last 25 years! I am truly humbled by your continued support to fulfill our mission and helping to provide opportunities for accessibility to nature.

While my official time here at Heckrodt is coming to a close, I am excited to assist with the transition of the new leader and will also have the opportunity to leave a lasting legacy at Heckrodt. I trust that your confidence in our future will remain as strong as it has been, and you will continue to support Heckrodt in the years to come.



It has been a blessing and a privilege to be a part of Heckrodt and it will continue to hold a special place in my heart. Thank you for the role you have played during my time here and for your kindness. I am grateful that you have shared your passion for preservation, restoration, and the environment with me for the past 25 years. You have truly helped to sustain Heckrodt Wetland Reserve. May you continue to enjoy this exceptional nature reserve for all seasons!

With sincere warm wishes,

Tracey Koenig

**CITY OF MENASHA**  
**Joint Meeting of the Common Council and the Parks and Recreation Board**  
**Menasha City Hall, 100 Main Street, First Floor Conference Rooms**  
**November 29, 2022**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Mayor Merkes at 4:00pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Mayor Merkes, Ald. Rebecca Nichols, Ald. Rosita Eisenach; Ald. Stan Sevenich, Ald. Austin Hammond, Ald. Ann Schmidt, Ald. Tom Grade, Ald. Ted Grade, Ald. Randy Ropella, Park Board Chr. Dick Sturm, R. Dowling, T. Hale, E. Wickman, B. Adesso, T. Marshall

OTHERS PRESENT: PRD Megan Sackett; DDMO Thad Brown, PW/Parks Superintendent Travis MacDonald and Blake Theisen

EXCUSED ABSENCE: None

**C. PUBLIC COMMENT/CORRESPONDENCE**

Sandra Dabill-Taylor (545 Broad St.) commented on the amount of donations to help fund the park project, future of Jefferson School, concern over Kargus Dr and handicap parking, future of softball, amount of parking lots and the missing of a music and events amphitheatre.

Tom Miller (177 Marina Pl) commented on the public participation in the process and that it is an underappreciated park.

James Taylor (340 Broad St.) spoke about having fishing piers that have tie ups for boats and by main pavilion, adding more trees and a possible pickleball court and a covered bridge and the use of softball diamonds is less than when he was a kid.

**D. DISCUSSION / ACTION ITEMS**

1. **Jefferson Park Plan:** Blake Theisen from Parkitecture & Planning gave an overview of the different parts of the current proposed Jefferson Park plan.

General discussion ensued on:

- Current and Future usage of the softball diamonds
- Addition of Volleyball or Pickleball courts in the park
- Fees of facility rentals
- Ability to maintain and grow programming
- Optimization of park space

A determination was made to have the Park Board analyze the following options and make a recommendation to Common Council:

- Upgrade of existing diamond
- Construction of one new diamond with the option to add on a second diamond

Ald. Ropella and Ald. Schmidt left the meeting at 5:00 p.m.

**H. ADJOURNMENT**

Motion by T. Grade, seconded by A. Hammond to adjourn at 7:17pm. Motion carried.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Menasha City Hall, 100 Main Street, Room 132**  
**December 13, 2022**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:30pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, R. Dowling, Ald. Ted Grade, T. Hale, E. Wickman, B. Adesso, T. Marshall  
OTHERS PRESENT: PRD Megan Sackett; Deb Wenzel (635 DePere St.) and James Taylor (340 Broad St.)  
EXCUSED ABSENCE: None

**C. PUBLIC COMMENT/CORRESPONDENCE**

James Taylor (340 Broad St.) Taylor spoke about the Jefferson Park plan and the need for a feature like a covered bridge that can be used for events and photo opportunities, artists, poets, etc. while honoring COVID victims.

**D. MINUTES TO APPROVE**

1. **Minutes of the November 8, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by R. Dowling to approve the minutes of the November 8, 2022 Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Pavilion/Shelter Rental Fee policy:** Director Sackett reviewed the letter submitted by the Hart Park Neighborhood group requesting to waive the shelter/pavilion rental fee for monthly meetings and neighborhood groups. Sackett reviewed the current policy that was established in 2014 that allows 501(c)(3) or (4) to receive up to a 50% discount on the total special event bill. Sackett indicated consideration be given as to how to clearly define additional recipients or groups that would be eligible for a reduced or complete waiver of the fee; as well as looking at other City facilities that provide a free meeting space such as the library.

Deb Wenzel (635 DePere St.) indicated she is a member of the Hart Park Neighborhood group. Wenzel indicated the use is typically in Winter and she felt there were alternatives in the neighborhood and doesn't see a need for a change in the policy. Motion carried.

Motion was made by T. Grade, seconded by R. Dowling that the Park Facility Rental policy remain the same as created in 2014.

**Jefferson Park Playground:** Sackett reviewed the two options for the Jefferson Park playground. Both options incorporate the same elements, but are different colors. Sackett noted key elements included in the design include a focus on accessibility and creativity, seating options and shade, expanded play elements which creates a capacity of nearly 250 people, natural integration of the playground and landscaping and play elements that allow play for ages 6 months to 12 years old.

The Board requested the following changes:

- Change the purple to orange throughout the playground
- Remove the yellow at the bottom of the slides
- Look at transition of sidewalk to PIP to ensure there are no lips or unsafe step-ups/downs
- Remove the fish from the PIP and potentially add waves to create natural water flowing
- Consider addition of lights around playground

Motion was made by R. Dowling, seconded by E. Wickman to move forward with the Jefferson Park playground design with the noted changes and give staff the authority to make final edits.

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

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

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

Taylor spoke about the playground emphasize the need for proper drainage and the possible inclusion of an education element or story book of water birds of Menasha and being "Your Place on the Water." Taylor also mentioned about the possible addition of exercise equipment in the playground area for adults to utilize.

**H. ADJOURNMENT**

Motion by T. Marshall, seconded by T. Hale to adjourn at 6:51pm. Motion carried.

# 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.



## MEMORANDUM

To: Park Board

From: Megan Sackett, Parks & Recreation Director/ms

Date: January 9, 2023

RE: Park Board Agenda – January 10, 2023

The updated attached document provides an outline of costs for softball diamonds at Jefferson Park. There are several different options that could be considered:

Option 1: Construction of one new diamond with lights:

- Complete construction of a new diamond including grading, dugouts, etc.
- Fully fenced with backstop, sideline and outfield fencing
- Lighting along 1<sup>st</sup> base and 3<sup>rd</sup> base which provides coverage of whole field
- Estimated cost = \$314,772

Option 2: Construction of second diamond adjacent to first new diamond

- Complete construction of a new diamond including grading, dugouts, etc.
- Partially fenced with only backstop and sideline
- Lighting along 1<sup>st</sup> base and 3<sup>rd</sup> base which provides coverage of whole field (using shared poles from first diamond)
- Estimated cost = \$221,800

Option 3: Renovation of the existing east diamond

- Reconstruction of playing field including infield and outfield
- Replacement of backstop and sideline fencing only (leaving current outfield fence)
- No lights
- Estimated cost = \$84,800

Option 4: Construction of one new diamond without lights

- Complete construction of a new diamond including grading, dugouts, etc.
- Fully fenced with backstop, sideline and outfield fencing
- No Lighting
- Estimated cost = \$129,772

### Recommendation

Staff recommendation is Option 4 of a construction of one new, relocated diamond without lights. This option allows for the expansion of an additional field upon expanded programming with the addition of lighting if necessary while recognizing current uses and allowing for possible future growth opportunities of the park and creating a flexible space to do so.





Project: Jefferson Park - Ball Diamond Comparison  
23\_0109

### OPINION OF PROBABLE CONSTRUCTION COSTS

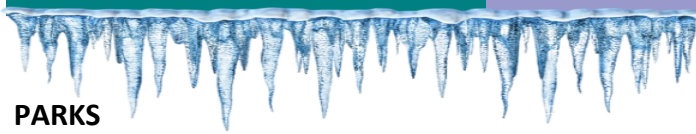
NEW CONSTRUCTION 1 DIAMOND					
DEMO/GRADING	1	LS	\$15,000.00	\$15,000.00	
FENCING	861	LF	\$52.00	\$44,772.00	6' GALVANIZED
BACKSTOP	1	EA	\$30,000.00	\$30,000.00	24' TALL
DUGOUTS	2	LS	\$8,000.00	\$16,000.00	FENCING
LIGHTING	1	LS	\$185,000.00	\$185,000.00	NEW MUSCO LIGHTING & CONTROLS
SEEDING	1	LS	\$6,000.00	\$6,000.00	
INFIELD MIX	1	LS	\$12,000.00	\$12,000.00	
CONCRETE	2	EA	\$3,000.00	\$6,000.00	BLEACHER PADS
			<b>SUBTOTAL</b>	<b>\$314,772.00</b>	

NEW CONSTRUCTION 2ND DIAMOND					
DEMO/GRADING	1	LS	\$6,000.00	\$6,000.00	
FENCING	400	LF	\$52.00	\$20,800.00	6' GALVANIZED SIDELINES
BACKSTOP	1	EA	\$30,000.00	\$30,000.00	24' TALL
DUGOUTS	2	LS	\$8,000.00	\$16,000.00	FENCING
LIGHTING	1	LS	\$125,000.00	\$125,000.00	NEW MUSCO LIGHTING & CONTROLS
SEEDING	1	LS	\$6,000.00	\$6,000.00	
INFIELD MIX	1	LS	\$12,000.00	\$12,000.00	
CONCRETE	2	EA	\$3,000.00	\$6,000.00	BLEACHER PADS
			<b>SUBTOTAL</b>	<b>\$221,800.00</b>	

RENOVATION IN PLACE 1 DIAMOND					
DEMO/GRADING	1	LS	\$6,000.00	\$6,000.00	TOPDRESS
FENCING	400	LF	\$52.00	\$20,800.00	6' GALVANIZED SIDELINES
BACKSTOP	1	EA	\$30,000.00	\$30,000.00	24' TALL
DUGOUTS	2	LS	\$8,000.00	\$16,000.00	FENCING
LIGHTING	0	LS	\$175,000.00	\$0.00	NO LIGHTING
SEEDING	1	LS	\$6,000.00	\$6,000.00	
INFIELD MIX	1	LS	\$6,000.00	\$6,000.00	
CONCRETE	0	LS	\$6,000.00	\$0.00	BLEACHER PADS - REUSE EX.
			<b>SUBTOTAL</b>	<b>\$84,800.00</b>	

NEW CONSTRUCTION 1 DIAMOND (NO LIGHTS)					
DEMO/GRADING	1	LS	\$15,000.00	\$15,000.00	
FENCING	861	LF	\$52.00	\$44,772.00	6' GALVANIZED
BACKSTOP	1	EA	\$30,000.00	\$30,000.00	24' TALL
DUGOUTS	2	LS	\$8,000.00	\$16,000.00	FENCING
LIGHTING	0	LS	\$185,000.00	\$0.00	
SEEDING	1	LS	\$6,000.00	\$6,000.00	
INFIELD MIX	1	LS	\$12,000.00	\$12,000.00	
CONCRETE	1	LS	\$6,000.00	\$6,000.00	BLEACHER PADS
			<b>SUBTOTAL</b>	<b>\$129,772.00</b>	

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



January 2023

## PARKS

- Jefferson Park: Staff is working on the final edits of the Jefferson Park playground design.
- Ski trails were prepped and staff noticed they were immediately being used by residents at both Smith Park and the Conservancy. Due to deteriorating weather, the trails were only open for 2 days. With the next snow cover, they will get prepared again. (Typically 5-6 inches of snow is needed.)
- The ice rink was plowed off and water almost ready to be applied and then, the warm weather happened. We will try again!!
- Staff cleaned the Trestle Trail lights as part of a new preventive maintenance program implemented with the upgrades that were completed this past summer.
- Marina Updates include installing/replacing eight boat fenders in various locations, fixing the pier at five locations and fixing some water line areas.

## Events

- Holiday Hayride on December 9 was another successful event. Every ride time was sold out! It's so gratifying to host this tradition for so many families and friends.
- We're recruiting teams for Winter Gala to participate in our snow carving competition. This event takes place on February 4<sup>th</sup> from Noon until 3:00pm at Smith Park pavilion. There will be professional carvers in addition to the community teams, chili, winter golf, and much more!



## RECREATION

### Summer Preparations

- A Pool Manager has been hired to join our staff. Kraig Toeppler was a head guard for us for several years and is eager to join the team in this capacity; as well as, continuing to teach swimming lessons.
- All Summer seasonal positions are posted for Parks, Recreation and Pool including Summer Parks Seasonal (long-term and short-term), Pool Manager, Lifeguard, Swimming Instructor and Recreation Program Instructors. Please help spread the word about these great Summer employment opportunities.

### Programs

- Gymnastics Skill Clinics are growing. Fall 2022 skill clinics averaged 6 kids whereas registrations are currently averaging 12.5 kids in Winter 2023.
- Pickleball Open Play has 25 people on the waitlist! We had already added a day of play, but are limited in indoor space for this program to grow additionally.
- Winter Tiny Tots begins on the 16<sup>th</sup> with a 70% full class.

Upcoming Programs/Events

& Me Preschool Group Touch-a-Truck Event;  
January 11 at City Garage

Call It a Snow Day (No School Day); January 16

Winter Gala; February 4, 12-3pm at Smith Park



# Hey, Menasha!

Here's a glance at 2022 with Bird:



**5/23/2022**

Birds landed



**1,366**

Number of Users



**1.54**

Metric tonnes of CO2 saved



**5,523**

Total rides

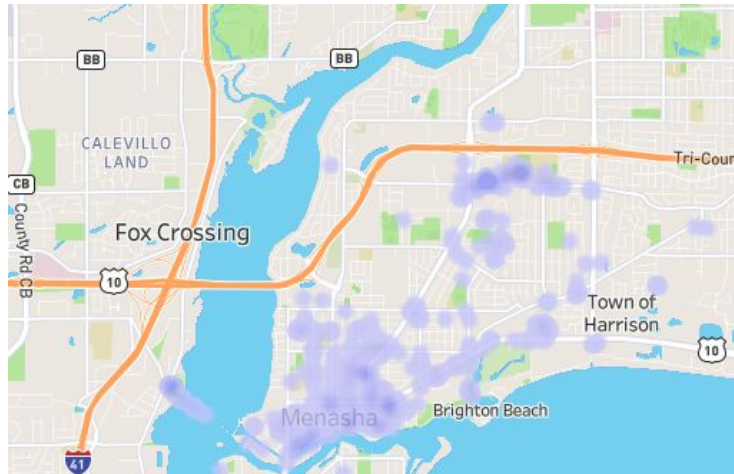


**10,907**

Total miles traveled

**1**

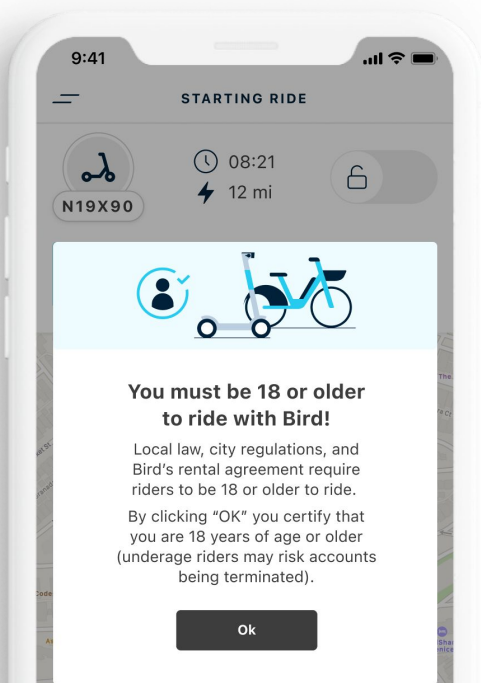
**We helped people get all around Menasha, check out this rider map!**



**2**

**We also reminded Menasha riders to**

- Stay off the sidewalks when riding
- Take scooters to and from local events
- Wear a helmet
- Join our Community Pricing Program
- Park properly, off sidewalks & ADA ramps



3

A Bird's eye view of 2022



## Globally, we:

- Published an independent **Lifecycle Vehicle Analysis**, confirming the Bird Three has a lifespan of up to 5 years
- Released **Bird VPS**, the world's first scalable, hyper-accurate visual parking system - **powered by Google API**
- Continued the **Roll to the Polls** initiatives, encouraging people to vote with free rides to and from voting locations
- Worked with partners, 3Degrees and Ecocart to **offset our greenhouse gas emissions** from 2021
- Replaced **~2.3 million car trips** = the amount of CO2 sequestered by more than 300K elm trees
- Kicked off an **on-demand accessible mobility program** with Scootaround in select cities
- Launched **Community Ride Grant** programs in more cities around the world
- **Gave gas the Bird** in the U.S., by offering discounted rides, e-bike rebates, and more