

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  
City Hall – Lower Level Meeting Room  
(elevator directions will be posted)  
140 Main St, Menasha**

**November 10, 2014**

**6:00 PM**

**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL/EXCUSED ABSENCES**

**C. MINUTES TO APPROVE**

1. Minutes of the October 13, 2014 Park Board Meeting

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

**E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS**

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas
3. Communication from CDD Keil on Oak Park Place development – park fees and trail

**F. DISCUSSION**

1. Menasha Rotary Collaboration and Future Neighborhood meeting related to the new East side park
2. Gilbert Trail project update – PRD Tungate
3. Koslo Park field rehabilitation planning update – PRD Tungate, PS Maas
4. Winz Park – future direction & planning for public input
5. Idea for placing old Main St. bank columns in Curtis Reed Square – Ald. James Taylor

**G. ACTION ITEMS**

1. Proposal by the VFW to move the Menasha Library monument to the Isle of Valor including a site plan and written description of future proposed or potential enhancements.
2. Recommend raising the marina seasonal slip rental rate from \$38.00 per foot to \$38.25 per foot for 2015
3. Proposal to add the Blue Inn Park Dance to the annual date preference list for park reservations

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

Five (5) minute time limit for each person

**I. ADJOURNMENT**

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall – 140 Main Street**  
**October 13, 2014**  
**DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Sue Pawlowski, Ald. Michael Keehan, Tom Marshall, Lisa Hopwood, Cindy Schaefer-Kemps

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas, Michael Taylor, Tom Konezke, Larry Konezke, Paul Johnson and Nick Carlson- all representing users of Koslo Park baseball field.

**C. MINUTES TO APPROVE**

1. **Minutes of the September 8, 2014 Park Board Meeting**

Motion by S. Pawlowksi, seconded by N. Barker to approve the minutes of the September 8, 2014 meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

Five (5) minute time limit for each person.

- None

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report** – PRD Tungate gave a brief report highlighting recent work on the 2015 budget, preparing the Gilbert site project bidding, Koslo Park field research, winter program planning and upcoming Pumpkin Hunt and Holiday Hayride.
2. **Park Project and Vandalism Report** – PS Maas reported on recent planting of around 150 trees, grass cutting, no recent vandalism, last of seasonal workers leaving soon, work installing outlets for merchants near the downtown fountain and some assisting MU with some grading work at the old water tower site.
3. **Communications** – note from Gina Glover stating how much her son likes the department's gymnastics program and the instructor Dana Krueger.

**F. DISCUSSION**

1. **Koslo baseball diamond rehabilitation plans for 2015 and beyond (2015 budget narrative pages):** PRD Tungate outlined the department's plans to perform two essential field rehabilitation projects in 2015. Replacing the aging backstop and repairing the turf areas between the base paths and dugouts were identified by a field consultant, field users and staff as the highest priorities. Funding requests for this work will be brought through the City Council and School District with the expectation that field users will chip in an equivalent amount of funding. People in the audience expressed several opinions about the work that is being planned as well as other improvements that they would also like considered. PRD Tungate stated that the essential work may cost between \$55,000 and \$60,000 and if work comes in below budget, some of the work suggested by the group could be considered. Batting cage and bullpen updates, volunteer use of equipment and changing the seasonal work schedule to allow for more timely grooming were discussed.

2. **Review of 2015 Parks & Recreation budget plans and likely Common Council review date:** PRD Tungate reviewed the highlights of all the parks and recreation budgets for 2015. The only significant discussion was about how much funding from the Park Dedication Fund should be earmarked for play equipment for the new east side park. While it is expected that Menasha Rotary will help in funding and installing this equipment in late 2015 or early 2016, the Board felt strongly that instead of \$70,000 being used for this purpose, that \$100,000 should earmarked instead. This amount will cover the entire cost of the equipment, should fundraising by the Rotary come up short of expectations. Members cited the fact that residents near the park have waited a long time for the land to be purchased and it would not be fair to further delay at least getting a start on developing the park for public use.
3. **Sponsorship agreement with Menasha Rotary to assist in developing new east side park.** The Board liked the agreement. Only item they asked PRD Tungate to add was a short statement about city's overall responsibility to fund its park system and that while sponsorships are great, they should not replace nor delay, the funding necessary to maintain a quality park system.
4. **Future topics: proposed VFW plans for the Isle of Valor, public input on the future of Winz Park** PRD Tungate reminded the board that these two items will be coming up on future Board agendas. He will consult with Chr. Sturm about the timing of each topic.

#### **G. ACTION ITEMS**

1. **Recommend including Menasha in the City of Neenah's multi-modal bridge crossing feasibility study for a total cost of \$1,900.** The Board liked this idea and thought it was a minimal initial investment to find out more about what sounded like an exciting public trail project. Motion by L. Hopwood, seconded by N. Barker to support the recommendation listed under G. 1. Motion carried.

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

#### **I. ADJOURNMENT**

Moved by L. Hopwood, seconded by N. Barker to adjourn at 8:35 pm. Motion carried.



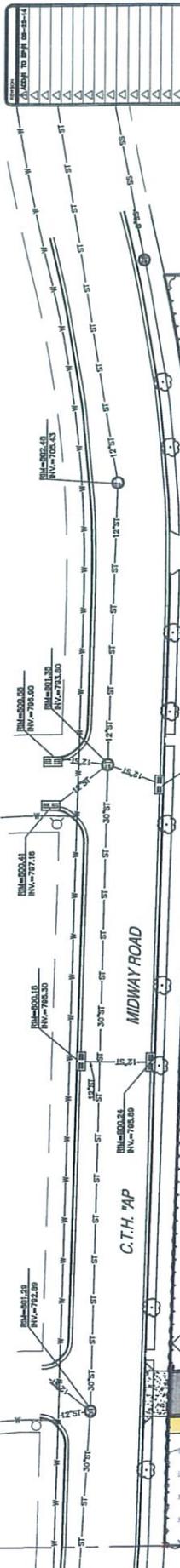
Memorandum

To: Common Council  
From: Greg Keil, CDD *ek*  
Date: October 30, 2014  
RE: Parkland Dedication Fees - Oak Park Place Development

The developer of Oak Park Place have requested that consideration be given to reducing parkland dedication fees claiming their residents will have very little demand upon the city's park facilities. Staff has offered the developer the following proposal, which was endorsed by the Plan Commission at its October 7, 2014 meeting.

Parkland dedication fee owed: (\$550 x 70 units)	\$38,500
Less: Land value of bike pedestrian path easement to be granted to the city:	7,035
Less: Construction cost of asphalt trail to be constructed by the developer:	<u>15,176</u>
Balance of parkland dedication fee to be paid to city:	\$16,289

I am requesting authorization to satisfy the requirement for the payment of parkland dedication fees per the method outlined above.



**ADCI**  
Architectural Design Consultants, Inc.  
30 Wisconsin Dells Parkway • P.O. Box 580  
Lafayette, WI 53940  
Phone: (608) 254-6181 Fax: (608) 254-2139

**UTILITY PLAN**  
MENASHA  
OAK PARK PLACE

Drawn By: S. J. JORDAN  
Checked By: S. J. JORDAN  
Date: 08/17/2014  
Scale: AS NOTED  
Job Number: 14-024

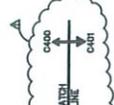
WISCONSIN  
C400

**UTILITY NOTES**

1. CONTRACTOR SHALL CALL DIGGERS HOTLINE PRIOR TO ANY CONSTRUCTION.
2. ALL EXISTING UTILITIES SHOWN ON THE PLAN ARE APPROXIMATE AND WHERE THE EXACT LOCATION IS UNKNOWN OR UNRELIABLE, THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH PRIOR TO CONSTRUCTION.
3. ALL SITE UTILITY WORK SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS.
4. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL OBTAIN A STREET OPENING PERMIT FOR ANY WORK TO BE DONE WITHIN THE RIGHT-OF-WAY.
5. CONTRACTOR SHALL OBTAIN ALL NECESSARY PLUMBING/CONNECTION PERMITS FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF MENASHA PRIOR TO ANY UTILITY WORK COMMENCING.
6. CONTRACTOR SHALL OBTAIN ALL NECESSARY PLUMBING/CONNECTION PERMITS FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF MENASHA PRIOR TO ANY UTILITY WORK COMMENCING.
7. ALL STORM SEWER PIPE TO BE ADE N-12, RCP CLASS II REINFORCED CONCRETE WITH RUBBER GASKETS ON SCHEDULE 40 PVC AS NOTED.
8. TRENCHED WATER MAIN SHALL BE 8" MIN. CLASS 150 DISCREETLY UNILATED WATER MAIN SHALL BE COMPLETED USING DR11 HOPE PIPE.
9. SANITARY SEWER SERVICES SHALL BE 8" PVC.
10. ANY PERSON WHO INSTALLS A NONCONDUCTIVE WATER OR SEWER LATERAL SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS FROM THE CITY OF MENASHA PRIOR TO INSTALLATION.
11. CONTRACTOR TO COORDINATE NEW, RELOCATED AND/OR AMENDED GAS, ELECTRIC, TELEPHONE, AND CABLE WITH APPROPRIATE UTILITY COMPANIES.
12. UTILITIES SERVING PROPOSED BUILDINGS SHALL BE STUBBED WITHIN 5' OF THE PROPOSED BUILDING AND STAKED.
13. ALL WATER MAIN PIPE AND FITTINGS SHALL BE INSTALLED TO A MIN. CLEARANCE OF 10' FROM ANY EXISTING OR PROPOSED WATER MAIN PIPE WHICH DOES NOT MEET THIS REQUIREMENT SHALL BE INSTALLED.
14. STORM SEWERS WHICH CROSS AN ACTIVE SEWER OR WATER MAIN OR LATERAL SHALL HAVE A MINIMUM CLEAR VERTICAL CLEARANCE OF THREE (3) FEET. STORM SEWERS SHALL BE INSTALLED WITH A MINIMUM 1% SLOPE FROM FROST DAMAGE BY PLACEMENT OF 2" THICK POLYETHYLENE BOARD INSULATION.
15. PROPOSED WATER MAINS SHALL VERIFY SIZE, SLOPE, AND EXACT LOCATION OF EXISTING WATER MAINS AND WATER SERVICES PRIOR TO INSTALLATION.

**PLAN KEY**

- ◆ CONNECT TO EXISTING WATER MAIN, COORDINATE INSTALLATION WITH WALKER SANITARY DISTRICT
- ◆ HORIZONTAL DIRECTIONAL DRILL WATER MAIN PIPE AT WETLAND CROSSING
- ◆ RELOCATED INTRANT AND VALVE
- ◆ LOWER EXISTING WATER MAIN AT STORM SEWER CROSSING PER WALKER SANITARY DISTRICT
- ◆ NEW 4" DIA. SANITARY MANHOLE
- ◆ CONNECT TO EXISTING SANITARY SEWER MANHOLE PER WALKER SANITARY DISTRICT REQUIREMENTS (SEE PLUMBING PLANS)
- ◆ CONNECT TO SANITARY BLDG SEWER (SEE PLUMBING PLANS)
- ◆ UTILITY PATCH PER CITY REQUIREMENTS
- ◆ CONNECT TO EXISTING STORM SEWER MANHOLE PER CITY OF MENASHA REQUIREMENTS
- ◆ CONNECT TO ROOF DOWNSPOUT, TYP.
- ◆ CONNECT TO INTERNAL ROOF DRAINAGE SYSTEM



NOVEMBER 10 2014 MEETING WITH PARK DEPT

MONUMENT FROM LIBRARY TO ISLE OF VALOR IN APRIL

SIDE WALK 6FT WIDE 10 FT LONG

MONUNMENT BASE 20FT 18 FT WIDE

BLOCKS

FRONT SIDE FOR MILITARY

BACK SIDE FOR NON MILITARY

MILINARY NAME RANK BRANCH AND SO ON

BACK IN MEMORY OF SERVICR PERSON

SIDEWALK STAYS PLAIN

LEFT SIDE OF BRIDGE WILL HAVE THE HISTORICAL MARKER FROM THE STATE BECAUSE WE PUT IN TO HAVE THIS MADE A HISTORICAL SITE. WAS ACCEPTED LAST MONTH BY THEM

BENCHES WE JAVE 6 NOW IF WE DO ANY MORE IT WILL BE

ONE MONUMENT

ONE IN PLACE OF SWING

ONE BY MONUMENT

THERE WILL NOT BE ANY MORE BECAUSE IT WILL LOOK LIKE CLUTTER IF THERE IS A PROBLEM BOTH COMMITTES WOULD HAVE TO LOOK AT IT

TREES

WE WILL SEND THE PEOPLE TO YOUO BECAUSE WE ARE NOY IN THE TREE BUSINESS. WE WOULD LIKE TO STAY OUT OF THAT BUT ASK NOT TO PUT ANY TO CLOSE TO THE MONUMENT.

ANY UNFORSEEN PROBLEMS WE WOUL HAVE TO TALK TO YOU FIRST.SNY CHANGES OTHER THAN WHAT A DESCRIBED HERE WOULD HAVE TO BE TALKED TO BY BORH SIDES.

LOOKING TO FIND A DIFFERENT WAY TO PUT THE DONATORS OF THE FLAGS LIKE A ROCK WITH MOUNTING THE NAMES ON THEM POSSIBLE ON THE OTHER SIDE OF BRIDGE.

COULD WE GET A SIGN BY THE ROAD SAYING ISLE OF VALOR WIT ARROWS POINTING. WE DID TALK TO THE GUY ANT THE GARAGE BUY HE SAID HE WOULD HABE TO GET THE OKAY. THE SIGN WOULD BE LIKE ALL THE STREET SIGNS.



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department  
40 Main Street  
Menasha, WI 54952-3190

Questions? Call: 967-3640  
8:00 AM - 4:00 PM Monday - Friday  
Office Location: 2nd Floor, City Hall

Group Name or Type of Event: Blue Inn Park Dance Date of Event: 4-20-15

Event Coordinator: JERRY BURKE Date of Birth: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Address: 1 \_\_\_\_\_, Oshkosh, WI Daytime Telephone: \_\_\_\_\_

Time of Event: From 7 PM to 10 PM Group Size: \_\_\_\_\_ Fees: (see attached page)

Building Keys Needed?  No  Yes (Usually for kitchen/electric use - see #9, page 3) - Pick up by Friday at 4:00 PM

Does your group qualify for resident rates?  No  Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)

Do you plan to consume beer or wine?  No  Yes (Fill out permit, page 2 - see #4, page 3)

Do you plan to sell beer or wine?  No  Yes (You will need more than a Beer Permit, see #5, page 3)

Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #12, page 3)

Certificate of Insurance needed?  No  Yes (For tournaments, public events, rides, etc. - see #3, page 3)

Are you planning "kiddie" rides or other amusements?  No  Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system?  No  Yes (See #11, page 3) Describe: \_\_\_\_\_

Do you plan to set up tent(s) for the event?  No  Yes (See #8, page 3)

Parks & Recreation Board approval needed?  No  Yes (When selling beer and multi-day events, contact Director)

### Facility (circle all that apply)

<b>Jefferson</b>				
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Kitchen	<input type="checkbox"/> West Shelter	<input type="checkbox"/> East Shelter	<input type="checkbox"/> Launch Shelter
<input type="checkbox"/> Pool	Picnic Area # _____			
Diamond(s) _____				
<b>Smith</b>			<b>Memorial Building</b> (pre-wedding ceremony only)	
<input checked="" type="checkbox"/> Pavilion	<input checked="" type="checkbox"/> Kitchen	Wedding/Garden (50 benches available)		
Diamond/Field _____			Start Time: _____	
End Time: _____				
<b>Hart</b>		<b>Clovis</b>		<b>Barker Farm</b>
<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field _____	<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field _____	<input type="checkbox"/> Shelter
<b>Koslo</b>		<b>Pleasants</b>		<b>Shepard</b>
<input type="checkbox"/> Shelter	<input type="checkbox"/> Diamond/Field _____	<input type="checkbox"/> Diamond/Field _____		<input type="checkbox"/> Diamond/Field _____
<b>Curtis Reed Square</b>		<b>Marina Terrace</b>		<b>Trestle Trail</b>

Office Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY	
Facility Fee: \$	_____
User Fee: \$	_____
Area Fee: \$	_____
Beer Permit: \$	_____
Total: \$	_____
Receipt #	_____
Permit #	_____