

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  
140 Main St, Menasha**

**October 13, 2014**

**6:00 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the September 8, 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. Communications – note from Gina Glover

F. DISCUSSION

1. Koslo baseball diamond rehabilitation plans for 2015 and beyond (2015 budget narrative pages)
2. Review of 2015 Parks & Recreation budget plans and likely Common Council review date
3. Sponsorship agreement with Menasha Rotary to assist in developing new east side park
4. Future topics: proposed VFW plans for the Isle of Valor, public input on the future of Winz Park

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.

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**  
**Smith Shelter – 140 Main Street**  
**September 8, 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, Larry Konetzke, Tom Konetzke, Gary Coopman, Michael Taylor, Ald. Dan Zielinski, Tim Gosz (Menasha Utilities Water Dept), Ellen Bucholtz, 733 Second St.

**C. MINUTES TO APPROVE**

1. **Minutes of the August 11 and August 21, 2014 Park Board Meetings**

Motion by L. Hopwood, seconded by N. Barker to approve the minutes of the August 11 and 21, 2014 meetings

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

Five (5) minute time limit for each person.

1. M. Taylor spoke about the need to look into rehabilitating the playing field and consider several other upgrades to the Koslo Park baseball field. Also mentioned was the recent success of the Menasha Twins Legion and Menasha MACS teams and suggestions on how field improvements could possibly be funded. T. Konetzke stated that the Koslo baseball field was starting to fall behind in terms of quality from most other fields he has been to. Infield improvements are the #1 priority in his mind, followed by the need for a new backstop. G. Coopman and L. Konetzke spoke about things like: the bullpen area, home plate tarp, field watering system, net on top of the backstop, press box, new speakers, amplifiers and bleachers.

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

1. **Department Report** – PRD Tungate reported that the Seafoodfest/Fireworks event seemed to go well. Attendance for the fireworks display was estimated to be around one quarter of the normal July 4<sup>th</sup> fireworks show. Numerous fall/winter programs are starting the week of September 8 or 15.
2. **Park Project and Vandalism Report** – PS Maas reported that the crew was spending time cutting grass. Some work has also been done at the Gilbert site in preparation of the upcoming trail project.
3. **Gilbert and new park site update** – PRD Tungate reported the Gilbert project should be bid out by late September. Progress has been made with Menasha Rotary on becoming a major partner with the City for the development of the new eastside park. The first likely step in park development would be to purchase and install play equipment with help from the Rotary.

## F. DISCUSSION

1. **Summary of condition of Winz Park:** Tim Gosz (Water Utility Manager – Menasha Utilities) T. Gosz gave a summary of the condition of the deck and walls of the clearwell and the hard surface recreation area on top. Recently, the deck drains and sidewalls have been repaired. Park works also assisted MU staff by caulking cracks on the entire top deck. Some water leakage is still occurring from the top down and is finding its way out the side walls. T. Gosz mentioned some possible ways of sealing the top deck and possibly removing recreation access to the top deck. PRD mentioned it would be very costly to resurface the entire top deck back to its originally intended uses. E. Bucholtz stated the park still sees some use, but she believed the top deck is probably larger than it needs to be. Conversation was held on the possibility of utilizing the new open space across the street from Winz Park, on the land where the water tower previously stood. MU would like a decision soon from the Park Board and City on whether or not they plan to continue to maintaining the top deck of Winz Park. Conversation was also held on the potential of maintaining a smaller area on the top deck for recreation. Basketball seemed to be the top desired recreation activity amongst the group. The Board would like to hear from more people in the neighborhood and would like staff to set up a public input meeting in the near future.
2. **Koslo Park – upcoming visit by field expert Craig Schendler:** PRD Tungate told the Board that Mr. Schendler was coming to Koslo Park on September 11 to review the baseball field. He was recommended to staff as a person with a lot of experience and knowledge about baseball diamond maintenance. Staff has spoken to Mr. Schendler and believe it will be beneficial to hear what Mr. Schendler has to say about alleviating some field concerns, primarily in the infield area. All field user groups have been invited to the meeting.

G. ACTION ITEMS- None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

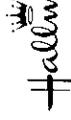
Moved by S. Pawlowski, seconded by T. Marshall to adjourn at 7:35 pm. Motion carried.

Dear Mr. Swingate ~

We wanted to take a moment today to let you know how much my son is enjoying the gymnastics class offered through the Park & Rec department on Wednesday evenings. He loves the program and I really appreciate the low cost as he tries this out as a possible ongoing activity. Please share my appreciation with →

An program instructor too. He does a great job!

Best regards,  
Nina Shover

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## Proposed list of Koslo Park baseball diamond rehabilitation items for 2015

- Lower base paths, strip sod, re-grade, re-sod areas between the base paths and dugouts. This area is called the “hip”.
- Install drain tile in both hip areas
- Cut sod lip off on back of infield and re-sod
- Add a sufficiently sized water line and connections behind the pitcher’s mound (to be able to keep the infield damp)
- Install new backstop, move it forward approximately 15 ft.
- City to paint the concession building, re-pave area where the old backstop was and other incidental work as/if needed
- Total cost estimated at \$55,000-60,000

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
General Fund	Resthaven Cemetery O	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	Vince Maas
Health and Human Servi	100-0701-533	<b>DATE</b>
		10/7/2014

RESPONSIBILITIES

To ensure that the city's two cemetery sites are properly administrated and maintained.

SERVICES PROVIDED

2014 ACCOMPLISHMENTS

2015 OBJECTIVES

Maintain service level as described.

MAJOR CHANGES FROM 2014 BUDGET

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>	<u>POSITION TITLE</u>	<u>2014 # OF FTE'S</u>	<u>2015 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Park Caretaker	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Seasonal Laborer	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00	Summer Laborer	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00	<b>TOTAL</b>	<b>0.18</b>	<b>0.18</b>
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

FUND                      BUDGET NAME                      PREPARED BY  
 General Fund                      Recreation Department                      Brian Tungate  
 FUNCTION                      BUDGET NUMBER                      DATE  
 Culture and Recreation                      100-0702-552                      10/7/2014

**RESPONSIBILITIES**

To ensure that residents have the opportunity to enjoy all the benefits that recreation activities have to offer.

**SERVICES PROVIDED**

**2014 ACCOMPLISHMENTS**

- Hired a new Administrative Assistant
- Expanded a popular youth archery program
- Added a downtown scavenger hunt & youth golf summer programs
- Maintained good participation in youth gymnastics, tennis and playground programs

**2015 OBJECTIVES**

- Continue to review and streamline less popular program offerings
- Collaborate with new Boys and Girls Club on programs/activities that benefit Menasha youth
- Assist in upgrading Parks and Recreation areas on the City website

**MAJOR CHANGES FROM 2014 BUDGET**

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>	<u>POSITION TITLE</u>	<u>2014 # OF FTE'S</u>	<u>2015 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Director	1.00	1.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park/Rec Admin. Asst.	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers	4.35	4.35
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>6.35</b>	<b>6.35</b>



**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

**FUND** General Fund  
**BUDGET NAME** Swimming Pool  
**PREPARED BY** Brian Tungate  
**FUNCTION** Culture and Recreation  
**BUDGET NUMBER** 100-0704-552  
**DATE** 10/3/2014

**RESPONSIBILITIES**

Provide a safe, affordable aquatic facility for residents to enjoy in the summer.

**SERVICES PROVIDED**

**2014 ACCOMPLISHMENTS**

- Provided swim lessons to 393 children (compared to 397 in 2013)
- Sold 119 family passes, 86 individual passes and 48 limited use passes
- Served over 500 residents with pool passes
- Cool June temperatures contributed to lower attendance (15,409)
- Plans in place to install new boiler in late 2014 or early 2015
- Held very popular movie night in August
- Water saving measures made at kids' fountain

**2015 OBJECTIVES**

- Seek approval to earmark cost savings from boiler purchase to slide maintenance
- Install ADA accessible stairs
- Begin planning for a new or rehabilitated pool as part of the Jefferson Park/Neighborhood Master Plan

**MAJOR CHANGES FROM 2014 BUDGET**

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>	<u>POSITION TITLE</u>	<u>2014 # OF FTE'S</u>	<u>2015 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Fac./Pool Tech	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Seasonal Part-Time Staff	3.10	3.10
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00	<b>TOTAL</b>	<b>3.25</b>	<b>3.25</b>
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>			

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

**FUND** General Fund  
**BUDGET NAME** Heckrodt Wetland Reserve  
**PREPARED BY** Brian Tungate  
**FUNCTION** Culture and Recreation  
**BUDGET NUMBER** 100-0705-553  
**DATE** 10/7/2014

RESPONSIBILITIES

Provide modest support to this City owned facility.

SERVICES PROVIDED

2014 ACCOMPLISHMENTS

2015 OBJECTIVES

- Maintain current funding level (\$2,500).
- Maintain a positive working relationship with the Heckrodt Wetland Reserve Board and staff.
- Collaborate whenever possible on programming.

MAJOR CHANGES FROM 2014 BUDGET

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
General Fund	Forestry	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	Vince Maas
Conservation and Devel	100-0706-561	<b>DATE</b>
		10/6/2014

**RESPONSIBILITIES**

Enhance and maintain the City's valued urban forestry.

**SERVICES PROVIDED**

**2014 ACCOMPLISHMENTS**

- Recognized by National Arbor Day Foundation as a Tree City, USA for the 31st consecutive year. Also received 3rd Growth Award.
- Continued to remove some ash trees in poor condition.
- Terrace tree planting program conducted in Districts 3 & 4.
- Collaborated with UW-Fox Valley on Tree Campus, USA designation and Tree-Line Designation with Menasha Utilities.
- Hired new arborist, cost savings realized for contracted tree trimming

**2015 OBJECTIVES**

- Pursue annual Tree City, USA designation
- Continue carrying out Emerald Ash Borer management plan.
- Continue residential terrace tree planting program in Districts 1 & 2
- Continue park replacement tree planting in anticipation of eventual loss of all ash trees (approximately 125 trees (terrace and park) by park staff annually.
- Continue collaborations with UW-Fox Valley and Menasha Utilities

**MAJOR CHANGES FROM 2014 BUDGET**

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>	<u>POSITION TITLE</u>	<u>2014 # OF FTE'S</u>	<u>2015 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Arborist	0.35	0.35
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Caretaker (1)	0.10	0.10
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>TOTAL</b>	<b>0.45</b>	<b>0.45</b>

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

**FUND** Marina Fund  
**FUNCTION** Culture and Recreation  
**BUDGET NAME** Marina Operations  
**BUDGET NUMBER** 207-0707-552  
**PREPARED BY** Brian Tungate  
**DATE** 10/6/2014

RESPONSIBILITIES

SERVICES PROVIDED

2014 ACCOMPLISHMENTS

- Harbormaster Diane Schabach continues to operate a successful Marina on behalf of the city.
- Installed a new 4 camera security system
- Negotiated a new three year contract with current Harbormaster

2015 OBJECTIVES

- Enhance revenues and build the Marina fund for future facility and fuel system upgrades.
- Install a new, more effective Wi-Fi system at marina.

MAJOR CHANGES FROM 2014 BUDGET

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>	<u>POSITION TITLE</u>	<u>2014 # OF FTE'S</u>	<u>2015 # OF FTE'S</u>
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.15	0.15
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Laborer/Custodian	0.00	0.00
INTERGOV REVENUE	\$0.00	\$0.00	Park Seasonal	0.03	0.03
LICENSES & PERMITS	\$0.00	\$0.00	Summer Laborers	0.08	0.08
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$221,079.00	\$219,061.00			
MISCELLANEOUS	\$0.00	\$0.00			
<b>TOTAL</b>	<b>\$221,079.00</b>	<b>\$219,061.00</b>	<b>TOTAL</b>	<b>0.26</b>	<b>0.26</b>

**CITY OF MENASHA  
2015 OPERATIONS BUDGET**

<b>FUND</b>	<b>BUDGET NAME</b>	<b>PREPARED BY</b>
Park Develop Fund	Parks Department	Brian Tungate
<b>FUNCTION</b>	<b>BUDGET NUMBER</b>	<b>DATE</b>
Culture and Recreation	209-0703-553	

**RESPONSIBILITIES**

A non-levy fund established with fees collected from residential developers. Funds are to be used for parks and recreation land acquisition and development.

**SERVICES PROVIDED**

**2014 ACCOMPLISHMENTS**

- Negotiated favorable armory demolition agreement with US Army

**2015 OBJECTIVES**

- Earmark funds for these 3 projects. Exact amounts TBD.
  - \$70,000 play equipment for new east side park. Purchased in cooperation with Menasha Rotary
  - \$25,000 possible funding needed to complete City match of DNR grant for Gilbert site. Sponsorship/fundraising campaign has begun.
  - \$20,000 city portion of funds for necessary Koslo Park field rehabilitation
- Expectation is the School District and field user group will make a financial contribution to the project which addresses much needed infield and backstop issues. Estimated total cost at \$55,000 to \$60,000.

**MAJOR CHANGES FROM 2014 BUDGET**

<u>FUNDING SOURCES</u>	<u>2014 FUNDING</u>	<u>2015 FUNDING</u>
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$120,000.00
MISCELLANEOUS	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$120,000.00</b>

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 ACTUAL	2013 ADJUSTED SUBJECT	2014 YEAR TO DATE ACTUAL	2014 YEAR END PROJECTION	2015 REQUEST
025 0706 561.10 01	Forestry	12,985	10,504	2,477	10,100	0
	LEVEL TEXT					
025 0706 561.10 02	PARK CARTRIDGE CS					
025 0706 561.11 01	Double line	3,078	4,467	1,112	4,453	0
025 0706 561.15 01	Boath	32	0	3	3	0
025 0706 561.15 03	Boat	255	210	86	210	0
025 0706 561.15 04	Boat equipment	618	743	105	743	0
025 0706 561.11 05	PICK	980	810	170	800	0
025 0706 561.15 07	Visitors	31	42	12	42	0
025 0706 561.11 08	Workshops (comp)	390	216	98	210	0
025 0706 561.20 06	Lawn Care	5,295	4,360	106	458	2,500
025 0706 561.30 18	Department	6,634	6,500	6,100	6,508	6,500
		41,131	49,491	12,454	34,040	9,000

# Woodlands Nature Park

## Memorandum of Understanding

This memorandum of understanding is between the Menasha Rotary Club (Primary Sponsor) and the City of Menasha Parks and Recreation Department (MPRD). This memorandum of understanding defines the terms of the relationship between the two parties relative to recognizing the Menasha Rotary organization in the permanent, mutually agreeable title. The park is presently referred to as Woodlands Nature Park (see attached).

- Primary Sponsor agrees to become a working partner with City officials throughout the full development of the park.
- Primary Sponsor understands that the full development of the park may take several years and they will do whatever it can to maintain its commitment to the project.
- Primary Sponsor agrees to raise funds for full park development through a variety of services including but not limited to: cash, volunteer labor, in-kind contributions and secondary sponsorships. An example of a secondary sponsorship might be the "ACME Playground".
- MPRD retains the right to approve all forms of donations, and to determine, if necessary, a value of all contributions.
- Primary Sponsor will designate people of its choosing to assist MPRD with developing a financial plan to fully develop the park.
- Primary Sponsor shall remain committed until the park is completed in order for the Menasha Rotary organization to be given consideration for the final name of the park.
- The park may be given a *tentative* name after it has been determined by the Menasha Parks and Recreation Board that an initial and significant amount of funds, contributors, or services has been committed towards the development of the park.
- All park naming decisions are subject to approval of the Menasha Parks and Recreation Board.
- This agreement is not binding in any way and may be amended at any time upon mutual consent of both parties.
- The Primary Sponsor or MPRD may withdraw from this agreement at any time upon written notification to the opposite party.

Please list the person(s) who will be our main contact:

1. \_\_\_\_\_  
Print Name Phone Email

2. \_\_\_\_\_  
Print Name Phone Email

\_\_\_\_\_  
Authorized Signature (Primary Sponsor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian Tungate, MPRD

\_\_\_\_\_  
Date



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October 8, 2014

Ms. Eileen McCoy  
Director of Parks and Recreation  
City of Neenah  
211 Walnut St.  
Neenah, WI 54956

Subject: Fox River Multi-modal Bridge Crossing  
Feasibility Study  
Amendment #1 – Menasha Crossing

Dear Eileen:

Per your request, Graef-USA Inc. (GRAEF) is pleased to provide this proposal to amend our services to the City of Neenah (Client). An executed copy of this proposal will amend our Agreement dated August 15, 2014.

This proposal is for professional services for the Fox River Multi-modal Bridge Crossing - Feasibility Study (Project). This amendment is subject to GRAEF's Standard Terms and Conditions, which were attached to our original proposal.

The subject of this amendment is the inclusion of the Menasha Crossing analysis into the feasibility study. The feasibility study will include an alternatives analysis for the installation of a multi-modal bridge crossing of The Fox River within the City of Menasha. The location of the crossing is in the vicinity of Fox St./Lawson St. in downtown Menasha from the south shore to the north shore of the River. Two alignments will be studied in the areas shown on the attached exhibit. The primary objective of the analysis is to study bridge type alternatives and develop budgeting information. Some items in our original scope will apply to this location and duplication of effort is not necessary, however, some scope items will require GRAEF to perform similar but separate services due to the additional location.

For this Project, GRAEF proposes to provide the following additional Basic Services:

Structural

1. Participate in a Kickoff Meeting with City of Menasha staff to review the project scope and objectives, confirm schedule, and define overall budget and goals.
2. Complete a site visit at the Menasha location for visual inspection of the current condition of the site.
3. Review existing data of site topography, soils, and river data for the Menasha location. Information to be provided by Client or obtained from readily available sources.
4. Investigate bridge type alternatives. We anticipate that the bridge type options will be similar if not identical to the Neenah crossing location.
5. Participate in one (1) meeting with City of Menasha staff to discuss preliminary alternatives. We anticipate this meeting to be a combined meeting with City of Neenah staff for the Neenah crossing.

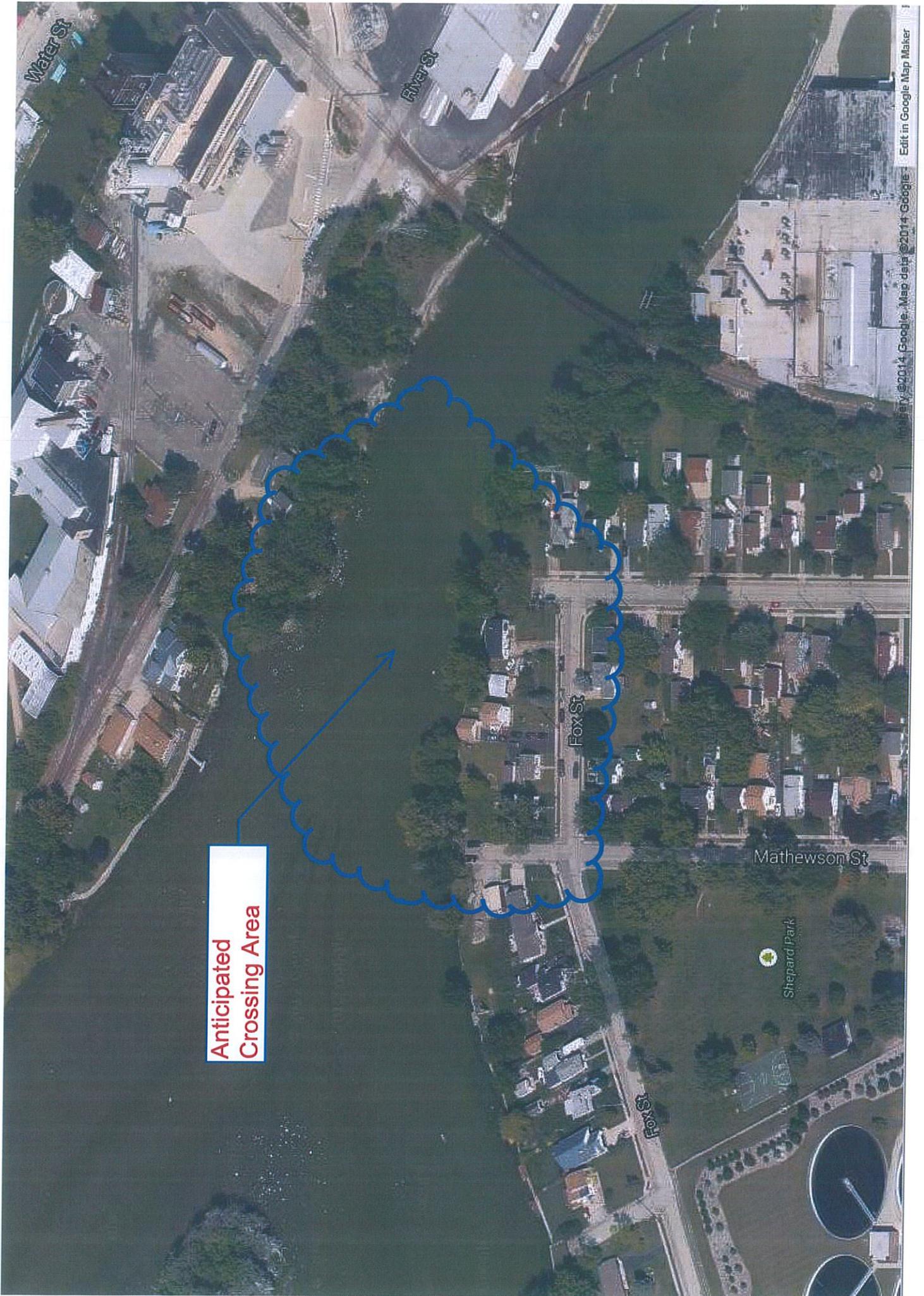


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6. Provide a narrative summary for each alternative at the Menasha crossing location reviewing such topics as construction considerations, impacts to the waterway, structure maintenance and life cycle.
7. Prepare Engineer's Estimate of Probable Construction Costs for up to three (3) bridge alternatives at the Menasha crossing location.

#### Civil Engineering

1. Participate in Kickoff Meeting with City of Menasha staff to review the project scope and objectives, confirm schedule, and define overall budget and goals.
2. Complete a site visit at the Menasha location for visual inspection of the current condition of the site.
3. Review existing data of site topography, soils, environmental studies, and river data for the Menasha location. Information to be provided by Client or obtained from readily available sources, such as WDNR.
4. Identify preliminary alignments for bridge and connection/landing points.
5. Identify anticipated property acquisitions and/or easements needed.
6. Review and identify permitting requirements and timeline for bridge construction.
7. Participate in one (1) meeting with client to discuss preliminary alternatives. This is assumed to be a combined meeting for both the City of Neenah and City of Menasha crossing locations.
8. Prepare an exhibit showing the proposed bridge alignments, typical cross-section, and property impacts for the Menasha crossing location.
9. Prepare Preliminary Letter Report and meet with the City of Menasha staff to discuss the document analysis and alternatives. This is assumed to be a single combined report and meeting for both the City of Neenah and City of Menasha crossing locations.
10. Revise the Letter Report and analysis per City comments.
11. Submit the Final Letter Report and meet with the City of Menasha staff to discuss the document analysis and alternatives. This is assumed to be a combined meeting for both the City of Neenah and City of Menasha crossing locations.



Anticipated  
Crossing Area