

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  
Council Chambers, 3<sup>RD</sup> Floor City Hall  
140 Main Street, Menasha**

**May 14, 2012**

**6:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the April 9, 2012 Parks and Recreation Board Meeting](#)
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION  
Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS
  - 1. Department Report – PRD Tungate
  - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
  - 1. [City of Menasha Donation Policy – CA Captain](#)
  - 2. [Review of Ordinance Regarding Alcohol Consumption in City Parks – Ald. Benner](#)
  - 3. Status of Regional Park Efforts – PRD Tungate
  - 4. [Review of Wedding Residence Policy](#)
- G. ACTION ITEMS
  - 1. [Recommend a Resolution Supporting the Adoption of an Open Space and Recreation Facilities Plan](#)
- 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**  
**Council Chambers, City Hall – 140 Main Street**  
**April 9, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D. Sturm at 6:08 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Dick Sturm, Ald. Mark Langdon, Lisa Hopwood, Nancy Barker

MEMBERS EXCUSED: Luke Schiller, Sue Pawlowski, Ron Suttner

OTHERS PRESENT: PRD Tungate, PS Maas

**C. MINTUES TO APPROVE**

1. **Minutes of the March 12, 2012 Park Board Meeting**

Moved L. Hopwood, seconded by N. Barker to approve the minutes of the March 12, 2012 Park Board meeting. Motion carried 4-0.

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

Five (5) minute time limit for each person.

1. No one spoke.

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

1. **Director's Report – PRD Tungate**

Interviewing and hiring for summer recreation programs and the pool is continuing and is nearing completion. N/M Park Corps is still moving forward, staff will be trained on how to enter volunteer projects on Google Calendar. The Wave swim team will likely be using the pool a couple mornings a week and paying a fee for this use. Arbor Day ceremony will be April 27 by the trail near Heckrodt. Berms in that area will be planted. SCA Tissue employees are again expected to help with the planting. April 26 is the date for an indoor fishing clinic at Maplewood Middle School, co-sponsored by the MJSD and Heckrodt Wetland Reserve. June 2 Free Fishing Day event has recently been sponsored by Community First Credit Union.

2. **Park, Pool and Vandalism Report – PS Maas**

Graffiti was found at Jefferson and Shepard parks. Couple trees were broken at Barker Farm Park. Grass cutting has started early this year. Some repairs were made to the skatepark. Tennis nets were put up. MHS is giving the pool some old lane lines and timeclocks. Marina fence project to begin soon. Summer Park Laborers and a Seasonal Park Labor have been hired.

**F. DISCUSSION**

1. **Review of 2012-2016 Open Space and Recreation Facilities Plan**

The Board took a considerable amount of time reviewing this revised plan. Major changes were made to the goal section, which took the most time to review. PRD Tungate stated that the plan serves two purposes. First, it is a working document that gives staff direction on what is important in terms of parks and recreation services for the community. While the cost of certain improvements may be daunting, it still is worthwhile to plan for the future and to prioritize how limited financial resources may be utilized. Second, the plan keeps the City eligible for State grant programs. The Board will continue its review of the plan at its next meeting and will

discuss ways of seeking public input on its contents.

2. **Gilbert Site Update – PRD Tungate**

Not much to report on this matter. A staff meeting will be held soon to discuss the next step. This topic will be on the next Park Board agenda.

**G. ACTION ITEMS**

1. **Recommend a Resolution Supporting the Adoption of an Open Space and Recreation Facilities Plan**

No action was taken on this item. Action will be taken when the plan is closer to its final form.

2. **Recommend a Resolution to Apply for Matching Grant Funds for Acquisition of Park Land**

Motion by N. Barker, seconded by L. Hopwood to approve this resolution sponsored by Ald. M. Langdon and send it to the Common Council. The resolution supports the submittal of a grant to purchase a 5.24 acre parcel of land near Lake Park Road and Manitowoc Road. The grant must be submitted by May 1. Ald. Langdon asked if there were any stipulations on the city if the grant is received. PRD Tungate stated that if the land is purchased with grant money, the land must remain a park in perpetuity. Motion carried 4-0.

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

Five (5) minute time limit for each person

1. No one spoke.

**I. ADJOURNMENT**

Moved by N. Barker, seconded by L. Hopwood to adjourn at 8:00 p.m. Motion carried 4-0.

11. Consumption of Alcoholic Beverages (Beer and wine only - no bottles)

Fermented malt beverages may be consumed only in Jefferson and Koslo Parks. Before any alcoholic beverage can be consumed, a permit must be obtained from the Park and Recreation Office during office hours. The permit fee is \$5 per day. Alcoholic beverages may only be consumed in the area clearly defined on the permit. Glass bottles/containers are not allowed in any city park.

12. Selling Alcoholic Beverages, Concessions or Merchandise

Only "bona fide" non-profit organizations may sell alcoholic beverages, concessions or merchandise. A special "Class B" permit (picnic license) **MUST** be obtained from the City Clerk at least 15 days prior to Common Council approval. A certificate of insurance **must** accompany the "Class B" permit application at least 30 days prior to the event. Parks and Recreation Board approval is also needed two months prior to the event. The point of sale location for all alcoholic beverages must be approved by the Parks and Recreation Board two months prior to the event.

- See Section #31 for Certificate of Insurance information.

**Information to remember:**

- A.) If selling beer or wine – Class B permit needed from City Clerk
- B.) If selling merchandise – park staff and Board approval needed
- C.) If selling food – Temporary Restaurant Permit needed from Health Department

13. Diggers Hotline and Tent Stakes

Pounding stakes in the ground for tents, etc. is dangerous. Any group planning to do so must contact Digger's Hotline at 1-800-242-8511 at least two (2) weeks prior to their event. **NO STAKES MAY BE POUNDED INTO ASPHALT.** A Tent Permit fee will be assessed.

14. Kitchen Use at Smith and Jefferson Parks

- A. Keys must be obtained as outlined in Section #15.
- B. Kitchens must be left in clean orderly condition or users are subject to a penalty fee.
- C. Kitchen use fee is \$30 (non-resident fee \$50).

15. Key Pick-Up and Return

For protection, most facilities are kept locked when not in use. Keys may be obtained from the Park and Recreation Office no earlier than two days prior to the event and returned no later than two days after the event. There will be a \$20 deposit fee for all keys for shelters, kitchens, electrical, and ball diamonds. All deposits are returned upon receiving keys back in the office. **The MPRD office closes at 4:00 p.m. on Fridays.**

16. \*Large Company or Industrial Picnics Over 200 People

- A. Special provisions for the erection of tents, rides, trailers or other extra-ordinary equipment must have the approval of the Park and Recreation Board.
- B. Keys must be obtained as outlined in Section #15.
- C. Costs for shelters are determined in Section #10.  
Park Facility User Fees and Beer Permit Fee as outlined in Section #10 still apply.

17. \*Community Festivals & Large Non-Profit Picnics Open to the Public(200+ people)

- A. Depending on residency/non-residency classification (see Park Area and Pavilion Reservation Procedure), groups may submit applications to the Park and Recreation Department beginning the first working day in February.
- B. Event sponsors must appear at a monthly Park and Recreation Board meeting a minimum of two months prior to the event to explain festival plans. The reservation will be jeopardized if this request is not followed (includes Otto Grunski Festival).
- C. Sale of Beer or Wine - (See Section #12)
  - 1) Fermented malt beverages and wine may be sold by non-profit organizations only.
  - 2) A temporary Class "B" license must be obtained from the City Clerk - it covers the sale of beer and wine only. A Certificate of Insurance is also required, see Section #31.
  - 3) The person who's name is on the beer permit must be at the event in case of a police visit.
  - 4) Two options exist when setting up beer/wine vending areas, either of which must be approved by the Parks and Recreation Board. Option #1: Designate a specific fenced in area for sale and consumption (preferably the west shelter). One area for ingress and egress must be provided. Only people of legal drinking age will be allowed inside the fenced in area. An adult or security person must be present at all times at both openings to check proper identification. Option #2: Wristbands may be sold at designated stations near the pavilion. Proper identification must be shown prior to sale

of wristband. Adults or security people (either employed or volunteers of the event) must be present to discourage over-consumption, rowdy behavior and to ensure people stay near the pavilion area. People with beer are not free to roam the park. City police prefer beer to be dispensed into plastic cups so people can be identified as being part of the event.

- 5) If crowds in excess of 1,500 are expected, the sponsoring organization must provide additional security protection. This must be in the form of auxiliary police, contracted security guards or other personnel approved by the Board. Please inform the Board of the identity of the security force prior to the event.

\* A few Menasha based companies and civic events are allowed to reserve specific dates each year, beginning December 1. If a company picnic, civic event, etc. wishes to be placed in this group, they must seek approval from the Parks and Recreation Board by October 1.

- 6) If crowds in excess of 1,500 are in attendance, additional chemical toilets must be periodically spaced near the pavilion. Additional garbage containers may also be brought in by event sponsors. User fees are based on the approximate number of persons in attendance. Your assistance in equitably approximating this number is appreciated.
- 7) Beer may not be sold after 10:30 p.m. All music must end by 10:30 p.m. The park is to be closed and cleared at 11:00 p.m.
- 8) Arrange to have all beer tents, beer distributing equipment, snow fence, etc. removed from the park by 3:00 P.M. the day following the last day of the event. If items are not removed by this time, the sponsoring organization may be assessed an additional pavilion rental fee.
- 9) All organizations selling beer at a festival must be aware of these rules and sign the Park Facility Reservation form concerning sale of beer.
- 10) It is understood that there is no exception to these rules and organizations not in compliance may be denied future use of Menasha City Parks.
- 11) Event Set-up - The starting date and the amount of time need for setting up a large event is subject to approval by the Director of Parks and Recreation. Event organizers will be charged per the current facility fee schedule.

18. All Park Users Must Follow Recycling Guidelines - (See Section #7)

19. Softball Diamonds, Soccer Fields, Football Fields

- A. Use of these facilities is on a first-come, first-served basis with the exception of teams affiliated with MPRD leagues.
- B. Reservations are limited to two-hour time segments with no more than two reservations per two week period issued per team.
- C. Reservations are free of charge.
- D. Teams/Groups must pick up an official reservation card in order to reserve a diamond.
- E. Group or individual that reserves any park facility that charges a fee can reserve up to one (1) ball diamond or volleyball court per day for a maximum of two (2) hours (exception for softball tournament). If requested, there will be a \$10.00 fee for grooming/lining the field. Bases are in place at most fields. See Section #10 for field/court rental rates.

20. Non-Municipal Sponsored Leagues (RAMS, Twin-City Industrial Leagues)

- A. Arrangements must be made at Park and Recreation Department and may require Board approval.
- B. Local high schools may reserve diamonds in the Spring for league play under the following guidelines.
  - 1) St. Mary's: Boy's varsity baseball, girl's varsity and J.V. softball - No Charge
  - 2) Menasha High School: Boy's varsity and J.V. baseball, girl's varsity and J.V. softball - No Charge.
- C. Practice/game schedules must be submitted at least one month prior to the start of the season, preferably sooner.

21. Softball and Baseball Tournaments

- A. May be conducted by "bona-fide" non-profit groups/organizations only.
- B. A license to sell beer must be obtained from the City Clerk at least 15 days prior to Common Council approval.
- C. Special provisions for the erection of tents, trailers, or extra ordinary equipment must have the approval of the Park Superintendent.
- D. Fees are subject as outlined in Section #10.
- E. The field rental fee entitles the group exclusive use of the field for the specified amount of time and initial field preparation by park department staff. A tournament representative must contact the MPRD Park Superintendent at 967-3642 one week prior to tournament to confirm field use and grooming plans. Park staff will groom fields in the morning. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Park Superintendent. Park equipment may not be used by others.

<b>CITY OF MENASHA POLICY</b>		<b>TITLE: Donations</b>	
ISSUE DATE: (Day after Council)	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE:	TOTAL PAGES:	
Reviewed by Attorney's Office	Administration Committee Approval Date:	Council Approval Date:	

**I. PURPOSE**

The City may accept donations, gifts or grants for any public governmental purpose. This policy sets guidelines for the acceptance of gifts to the City.

**II. Real Property**

Regardless of any dollar threshold, the acceptance of any gift of "Real Property" shall require the approval of the Common Council.

**III. Budgeted Gifts**

Departments that regularly accept gifts as a function of their regular business (e.g. meal sites, park benches, fireworks, etc.) should include an estimate of said gifts in the annual budget.

**IV. Unbudgeted Cash & Non-Cash (e.g. In-Kind) Gifts.**

- a. Department Heads have the authority to accept unbudgeted gifts to the City with a value of \$5,000.00 or less.
- b. Unbudgeted gifts to the City with a value of greater than \$5,000.00 and up to \$10,000.00 shall require the approval of the Department's Committee of jurisdiction.
- c. Unbudgeted gifts to the City with a value over \$10,000.00 shall require the approval of the Common Council.

## Revisions to Policies and Procedures Governing the Use of Menasha City Parks

Under #17 Community Festivals and Large Non-Profit Picnics Open to the Public (200+ people)

A. Change title to read

Community Festivals, Special Events (non-profit or profit) or Other Large Park Events (200+ people)

B. Add 12.

In addition to the City policy regarding donations, gifts or grants, the Parks and Recreation Board may opt to seek donations, gifts or other in-kind services for a department project or program that it deems beneficial. Staff shall inform the Board of the intent to seek any form of donation (besides regularly accepted, budgeted gifts/donations).

C. Add 13.

All events are subject to other fees and rules as established by the city's Special Event Policy.

**From:** [Brian Tungate](#)  
**To:** [Kristi Heim](#)  
**Subject:** FW: Alcohol in Appleton Parks  
**Date:** Monday, April 23, 2012 8:43:20 AM

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Save this for our next Park Board agenda

Brian Tungate | Director of Parks and Recreation | City of Menasha | 140 Main St. | Menasha WI 54952 |  
☎ 920.967.3640 | 📠 920.967.5272 | ✉ [btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us) | 🌐 [www.cityofmenasha-wi.gov](http://www.cityofmenasha-wi.gov)



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**From:** Bill Lecker [mailto:Bill.Lecker@appleton.org]  
**Sent:** Friday, April 20, 2012 4:41 PM  
**To:** Brian Tungate  
**Subject:** Re: Alcohol in Appleton Parks

Brian,

Below is our current ordinance related to the consumption of alcohol:

**Sec. 13.7. Possession of alcoholic beverages. (a) No alcoholic beverages, other than fermented malt beverages and wine are allowed in any park. (b) No person shall drink from, or possess an open container of permitted alcoholic beverages in any park before 12:00 p.m. (noon) or after 9:00 p.m. (c) Time limitations in this section shall be extended in the posted areas of Appleton Memorial Park while organized league or tournament play is in progress. (d) No alcoholic beverages of any kind may be carried into posted areas of Appleton Memorial Park during times when alcoholic beverages are offered for sale by licensed vendors located within the posted areas. (e) Permits to extend these time limitations, or type of alcohol permitted, may be applied for from the Director or designee thereof. A decision to deny such permit may be appealed to the appropriate committee of jurisdiction.**

Groups and/or organizations may request an extension of the alcohol hours after 9:00 PM. to the Director. I've routinely allowed groups and organizations to possess alcohol in parks until 10 or 10:30 PM for wedding receptions, etc. The only time I allow the extension of alcohol hours before noon is the Car Show at Pierce Park.

Several years we had some serious discussions with the Police Department about restricting the consumption of alcohol in a couple parks that had become problematic. The parks that were experiencing problems were Jones and Arbutus Park. Some of the problems were related to the proximity to downtown and easy access by some of the homeless individuals who often drank in the park all day, spent the night and then started the cycle over the next day. The presence of the homeless created some conflicts with the citizens who were using the park facilities. Some of the problems were also related to the configuration of the parks ("ravine" parks) and limited ability of the Police Department and public to effectively monitor activity.

We considered restricting possession of alcohol in these 2 parks, but it never got to that point because the Police Department (with some assistance from the neighbors) was able to address the problems.

We currently allow beer sales at our ball diamond complex for the adult softball complex. As you know, sometimes beer and adults sports do not mix, but we generally have not had too many problems. Our ordinances also prohibit glass containers in parks, so glass beer bottles can be an issue occasionally.

If there are any major issues with the possession of alcohol in our parks, it is usually brought to the Department's attention very quickly by the Police Department. We have been fortunately lately (knock on wood) that alcohol possession and consumption issues have been limited. However, it's only a matter of time that things will cycle around and we will see some issues arise.

Please call with questions.

Have a good weekend.

Bill

William N. Lecker, CPRP  
Superintendent of Parks and Recreation  
Appleton Parks, Recreation & Facilities Management Department  
100 N. Appleton Street  
Appleton, WI 54911  
(920) 832-3915 (Office)  
(920) 419-7956 (Cell phone)

[www.appleton.org](http://www.appleton.org)

"The City of Appleton is dedicated to meeting the needs of our community and enhancing the quality of life."

>>> Brian Tungate <[btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us)> 4/20/2012 11:42 AM >>>

Bill: would you mind summarizing that your city policies/ordinances allow for alcohol consumption in city parks. In all parks? any restrictions? Your feelings on how your current policy works, any problems? We are thinking about allowing beer in a couple more parks, but we use a permit system- so you can't just pull up and start partying.

Brian Tungate | Director of Parks and Recreation | City of Menasha | 140 Main St. | Menasha WI 54952 |  
☎ 920.967.3640 | 📠 920.967.5272 | ✉ [btungate@ci.menasha.wi.us](mailto:btungate@ci.menasha.wi.us) | 🌐 [www.cityofmenasha-wi.gov](http://www.cityofmenasha-wi.gov)



As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise

exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.

## CHAPTER 5

### Offenses Involving Alcoholic Beverages

#### SEC. 11-5-1 OUTSIDE CONSUMPTION IN PUBLIC AREAS; PERMITS FOR PARK CONSUMPTION

(a) **ALCOHOLIC BEVERAGES IN PUBLIC AREAS.**

- (1) It shall be unlawful for any person to sell, serve or give away, offer to sell, serve or give away, or to consume, carry or expose to view any open container of any alcoholic beverage, intoxicating liquor or fermented malt beverage upon any public street, sidewalk, any City trail or bike path, the Riverwalk except for the trail in Jefferson Park, alley, public parking lot, highway, cemetery or drives or other public area or parking areas for business establishments held out to the public within the City, or on private property without the owner's consent, except at licensed premises.
- (2) No owner, lessee or person in charge of a public place may permit the consumption of alcoholic beverages on the premises of a public place unless the person has an appropriate retail license or permit. "Public place" shall be defined as a place which caters to the public. This restriction does not apply to municipalities, buildings and parks owned by counties, regularly established athletic fields and stadiums, school buildings, churches or clubs. This Section also applies to any patron in the place catering to the public who brings alcoholic beverages into such place for consumption.

(b) **CONSUMPTION OF ALCOHOLIC BEVERAGES IN CITY PARKS.**

- (1) Park Beer Permit Required. No alcoholic beverages with a higher alcoholic content than those found in commercially produced fermented malt beverages may be consumed in Jefferson Park, Koslo Park or Curtis Reed Square. Consumption of alcoholic beverages is prohibited in other City parks. Before any alcoholic beverage may be consumed, dispensed, sold or given away, a permit must first be obtained from the Park and Recreation Board and a fee paid. The permit fee shall be established by the Park and Recreation Board with approval of the Common Council. Permits are available at the Park and Recreation Office during regular office hours. A permittee shall have stamped on the permit the area clearly defined in which drinking, selling or dispensing of alcoholic beverages is permitted. The Parks and Recreation Board shall require the installation of proper fencing or the use of wristbands in order to control and the consumption by minors.
- (2) Fees. The fee for park beer permits shall be as follows:
  - a. Before any alcoholic beverage may be sold in a park, a special Class "B" liquor license must be obtained from the City Clerk.
  - b. Any non-profit organization selling beer must appear at a Park and Recreation Board meeting in order to explain picnic/festival plans.
  - c. When selling alcoholic beverages, event organizers shall check identification and take other necessary steps to prevent consumption of alcohol or fermented malt beverages by minors.
- (3) Time for Consumption. No fermented alcoholic beverages may be sold in City parks after 10:30 p.m. Such beverage shall not be brought into the parks after this time. All such consumption must cease at the park closing time of 11:00 p.m.
- (4) Police Protection. The sponsoring organization shall arrange for adequate security protection from the Menasha Police Department.

- (5) Special Condition for Koslo Baseball Park. Fermented malt beverages may be sold only through a licensed concession stand located on the premises. Alcoholic beverages may not be brought in.
- (6) Menasha Marina. Possessing and consuming alcoholic beverages within the fenced-in area of the Menasha Marina is permitted.
- (c) **PRIVATE PROPERTY HELD OUT FOR PUBLIC USE.** It shall be unlawful for any person to consume any alcohol beverages upon any private property held open for public use within the City unless the property is specifically named as being part of a licensed premises.
- (d) **LEAVING LICENSED PREMISES WITH OPEN CONTAINER.**
  - (1) It shall be unlawful for any licensee, permittee or operator to permit any patron to leave the licensed premises with an open container containing any alcohol beverage.
  - (2) It shall be unlawful for any patron to leave a licensed premises with an open container containing any alcohol beverage.
  - (3) It shall be unlawful for any patron to remove an original unopened package, container or bottle containing any alcohol beverage from the licensed premises between the hours of 9:00 p.m. and 8:00 a.m.
- (e) **CERTAIN BEVERAGE CONSUMPTION ON SCHOOL PROPERTIES PROHIBITED.** The consumption, dispensation, vending or having in one's possession intoxicating liquor or fermented malt beverages on all properties under the jurisdiction of the Menasha Joint School District No. 1 at any time is hereby prohibited.
- (f) **EXCEPTIONS.**
  - (1) The provisions of this Section may be waived by the Common Council for duly authorized events.
  - (2) Any organization which has been issued a special Class "B" fermented malt beverage picnic license pursuant to this Code of Ordinances, provided that the provisions of this Chapter and Section 7-2-16 are fully complied with.
- (g) **DEFINITIONS.**
  - (1) As used in this Section, the term "alcoholic beverage" shall include all ardent, spirituous, distilled or vinous liquors, liquids or compounds, whether medicated, proprietary, patented, or not, and by whatever name called, as well as all liquors and liquids made by the alcoholic fermentation of an infusion in potable water of barley malt and hops, with or without unmalted grains or decorticated or degerminated grains or sugar, which contain one-half (1/2) of one percent (1%) or more of alcohol by volume and which are fit for use for beverage purposes.
  - (2) As used in this Section, the term "public area" shall be construed to mean any location within the City which is open to access to persons not requiring specific permission of the owner to be at such location including all parking lots serving commercial establishments.
  - (3) As used in this Chapter "underage person" shall mean any person under the legal drinking age as defined by the Wisconsin Statutes.

Cross Reference: Sections 7-2-16 and 12-1-6.

22. Koslo Athletic Field

- A. May be used for baseball or football only at the discretion of the Director of Parks and Recreation.
- B. Must reserve area at Park and Recreation Office.
- C. Fees our subject as outlined in Section #10
- D. Restroom keys are available at the office.

23. Tennis and Volleyball Courts, Soccer Fields

- A. Tennis or soft soled shoes only are permitted.
- B. Bicycles, roller skates, basketball or similar activities are prohibited.
- C. Court etiquette prevails. Do not monopolize courts for extended periods of time. Two hour limit when people are waiting.
- D. Courts may be reserved by schools for matches, practices or classes. Schools must submit a practice and match schedule to the Park and Recreation Department one month prior to the start of the season, preferably sooner.
- E. Tennis and volleyball courts, and soccer fields may be rented with approval from Director of Parks and Recreation. Reservation form required. Fees: \$5/hr for tennis and volleyball courts, \$8/hr for soccer fields.

24. Weddings

- A. When weddings are held in Smith Park and require special services (i.e., seating requirements, public address, etc.) there will be a \$200 charge for residents and \$250 for non-residents. This fee includes the mandatory rental of the pavilion. Weddings held at Jefferson Park will be charged only the user fee.
- B. Contact the Park Superintendent two weeks in advance to explain plans (967-3642).
- C. Beginning the first working day in December of each year, City of Menasha residents only may book wedding space at Smith Park for a two seasons in advance. (For example, December 1, 2001 through November 30, 2002, and December 1, 2002 through November 30, 2003, etc.). Non-residents may book an area for one season in advance, beginning the first working day in December of each year.
- D. Who qualifies as a resident? (Refer to section 30-A)
- E. Weddings at Jefferson Park are subject to normal reservation procedures (Section #1) and fees (Section #10). Example: the Jefferson Park pavilion may **not** be reserved as part of the advanced wedding reservation dates for Smith Park.

25. Boat Stall Rental

- A. Boat stalls are available at Jefferson Park for crafts 17 feet in length or under.
- B. The Department shall, at the beginning of each year, send a letter giving the year's annual charges and regulations for each boat slip to the previous year's tenant. If a tenant doesn't respond in writing or person by March 1st, the slip becomes eligible for rent to another tenant.
- C. Persons renting a stall the prior year have first priority in the assigning of available boat spaces. Other persons will be served on a first-come, first-served basis.
- D. All renters must cooperate in keeping the premises clean and litter in provided containers.
- E. The annual fee for boat stalls is \$95 for residents and \$110 for non-residents per season. Slip 49/50 is \$125 for residents and \$140 for non-residents.
- F. At the discretion of the Director of Parks and Recreation, double slips (where longer boats park at an angle) may be rented at double the current fee (\$190/resident, \$220/non-resident).

26. Forestry/Street Trees

- A. The City Forester shall have charge and control of all trees and shrubs growing now or hereafter in any park and public place in the City and shall have the power to plant and maintain such trees and shrubs.
- B. Planting on Public Property: Trees may be planted on street terraces by the abutting property owner at his expense. A permit must be obtained from the City Forester. No cost trees are available in a designated district of the city each year.
- C. Tree Planting Program: Persons desiring to have the City plant a tree(s) on their terrace may apply for this service from January 1 through March 15 each year. The City will plant trees each Spring for a fee to be determined each year.
- D. Disposal of Wood: Only City crews or contractors under contract to the City will cut trees on street terraces, in parks, or on any land under City control. Wood from trees removed on street terraces will be given to the abutting property owner if he so requests in writing. Contracted tree removal may result in the abutting property owner not being offered the wood. No special cutting or stacking will be done by City crews.
- E. Wood removed from other municipal property will be taken to the City Garage and piled. Residents may obtain a permit from the MPRD office to purchase a small trailer or full-size pick-up load for \$15.
- F. A detailed supplement of the City's Tree Care Policy is available from the Park and Recreation Department.

27. Cemetery
- A. Individual rules, regulations, and fees pertaining to Resthaven and the Menasha portion of Oak Hill Cemeteries are available from the Park and Recreation Department or the cemetery sextant.
28. Carnivals, Rides and Other Amusements
- A. Large-scale carnivals are prohibited in Menasha Parks. The use of small children's rides, dunk tanks, moonwalks and similar amusements must be approved by the Director of Parks and Recreation. A Certificate of Insurance must be filed with the City Clerk. (See Section #31)
29. Amplified Sound Systems
- A. Any music or voice amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Radios must be tuned not to be heard beyond a distance of twenty (20) feet from the instrument. Violators may be cited by the Menasha Police Department.
30. Determining Residency for Programs, Weddings and Facility Rentals
- A. A persons current, primary or year-round residence will be the basis for determining residency. Merely owning property in the City of Menasha does not qualify a person for residency status. **When determining residency for weddings, either the bride or groom, one of their parents or grandparents must reside in the City of Menasha at the time the reservation is made.**
- B. When divorced or separated parents are involved, the criteria to be used to determine residency are 1) primary residence of the child or the residency of the parent who has custody or is the primary caregiver, or 2) what school the child attends.
- C. Only immediate family members or those individuals who live full-time in the residence qualify for a family pool pass. Friends or non-immediate family, etc. staying for the summer, babysitters, grandparents, etc. do not qualify and must pay the individual rate.
- D. Limited Use Pool Pass – Available for purchase by residents and non-residents. No limit on the number to be purchased. Allows for five visits to the pool.
- E. Companies located in the City of Menasha, or who have a significant presence in the city are eligible to reserve facilities beginning in February and will be charged resident fees. (Companies located outside the city must wait until the non-resident reservation period, however, City of Appleton, Neenah and Town of Menasha groups will be charged the resident rate.
31. Certificate of Insurance
- A. Any event that is open to the public, plans to sell beer or wine, have amusement rides, dunk tanks, moonwalk, petting zoo or similar amusement, must have a Certificate of Insurance on file with the City Clerk 30 days prior to the event. At the city's discretion, a "kiddie ride" is defined as any amusement ride that is required to be registered by DILHR. The supplier of the ride or amusement will have this information. Other park activities may also be required to present a Certificate of Insurance. The City of Menasha must be named as an additional insured on either the events sponsor's certificate or amusement vendors certificate of insurance.
32. Hanging Signs, Banners, Tarps, Etc.
- All users of city park facilities must now follow the following rules pertaining to affixing signs, banners, etc. in city parks:
- A. Nothing can be nailed, stapled, tacked or taped to the exterior of park buildings.
- B. Additional eye bolts will be mounted under the soffit at the pavilion to attach large banners. Banners can be tied to the building, fences or to a weight or mounted on trucks, etc.
- C. Signs, banners, etc. that are affixed and do not meet the ordinance will be removed by park personnel.
33. Swimming Pool Group Discount Sales
- Group Rate: \$2.00/person  
Group Size: 20 or More (Make arrangements through the MPRD office - see below)
- A. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
- B. The group or organization is responsible for designing and planning an acceptable ticket for each person in the group. A small, specially identified ticket will do. Bring sample into the MPRD office at least two weeks prior to your event.
- C. Tickets are presented for admission to the pool. Pool staff will collect and count tickets. After the group is admitted, the group leader will pay for the group. Make sure your check corresponds to the exact number of people admitted.

# **CITY OF MENASHA**

## **OPEN SPACE AND RECREATION FACILITIES PLAN**

### **2012-2016**

# CITY OF MENASHA

## OPEN SPACE AND RECREATION FACILITIES PLAN 2012-2016

Prepared by the  
City of Menasha Parks and Recreation Department,  
City of Menasha Community Development Department  
with assistance from the East Central Wisconsin Regional Planning Commission

City of Menasha  
140 Main Street  
Menasha, Wisconsin 54952  
Department of Parks and Recreation  
Telephone: 967-3640

March 2012

## TABLE OF CONTENTS

INTRODUCTION .....	1
The City of Menasha .....	1
Population .....	1
Recreation Planning in Menasha .....	1
Park and Recreation Management .....	3
Service Standards.....	3
RECREATION FACILITIES INVENTORY.....	5
Natural Resources .....	5
Existing Recreational Facilities .....	5
Community Parks .....	5
Neighborhood Parks .....	7
Mini-Parks.....	7
Special Use Parks and Facilities .....	11
Public School Facilities .....	12
Town of Menasha Parks.....	13
Non-Profit Facilities.....	14
Parochial Schools .....	14
GOALS AND OBJECTIVES.....	15
PARKS AND RECREATIONNEEDS ASSESSMENT .....	18
Changes to Park Impact Fee Law .....	18
Land Needs .....	18
Locational Needs .....	18
Facility Needs .....	19
Projected Future Households / Dwelling Units .....	19
Estimated Future Capital Costs of Parks and Recreation Development .....	19
Recommended Park Impact Fee .....	20
IDEAS ANDRECOMMENDATIONS .....	21
Existing Park Sites .....	21
New Park and Recreational Facilities (including bike trails/routes).....	25
City Beautification and Redevelopment .....	28
Park Department Policy and Management.....	28
PARK IMPROVEMENT RECOMMENDATIONS.....	29
RESOLUTION OF ADOPTION.....	33
TABLES AND FIGURES	
Table 1 - Current Population Trends .....	2

Table 2 – Population Projections, 2000-2020 .....	2
Table 3 – Estimated Parks/Recreation Capital Costs (2012-2021).....	19
Figure 1 - Park and Recreation Facilities (Chart) .....	8
Figure 2 - Existing Park and Recreation Facilities (Map).....	9

## INTRODUCTION

### THE CITY OF MENASHA

The City of Menasha is located on the northwest corner of Lake Winnebago between the cities of Appleton and Neenah. Third largest of the Fox Cities, Menasha has a long history as an important industrial center. With frontage on Lake Winnebago, Little Lake Butte des Morts and the Fox River, Menasha is closely tied to the Fox River waterway and many of its recreational resources are located adjacent to the water. In recent years city leaders have made a strong commitment to integrating its waterfront into numerous downtown revitalization activities. These and other local efforts to attract new commercial, industrial, and residential development have had a significant impact on restoring the city's image and elevating community pride. Combined with Menasha's many existing employment opportunities, highly regarded school system, and other city attributes, these activities have created a resurgence in the city's growth cycle and have made the Menasha housing market competitive with those elsewhere in the Fox Cities.

### RECREATION PLANNING IN MENASHA

Comprehensive parks and open space planning has long guided the growth and development of Menasha's park system. Continuing this planning process by maintaining a current plan has become more important in recent years. Several factors underscore the need for well considered decisions regarding the future acquisition and development of open space areas in the city. Among these are new residential development east of Oneida Street and elsewhere in the city; the city's downtown revitalization efforts, which have brought increased focus on the Fox River and navigational canal; recent acquisition of high value natural areas for open space purposes; and heightened concern with storm water management issues.

This new plan, developed in cooperation with the Menasha Parks and Recreation Board, draws upon past goals, objectives, and recommendations tempered with new considerations which have evolved since the last plan was adopted in 2007. **After state and local approval, the plan will allow the City to continue participation in the state's Stewardship Program as well as other state or federal funded programs. These DNR-administered typically provide up to 50 percent matching funds for the acquisition and development of parkland.**

### POPULATION

Although Menasha's population was relatively stable between 1960 and 1990, it has experienced significant growth during the past decade (Table 1). Its 2002 population of 16,529 represents an increase of over 1,800 residents since the 1990 census was undertaken. A development spurt in the northern and eastern portions of the city has contributed too much of this new growth. **Projections indicate the city's population will continue to grow at a moderate rate during the next 30 years, reaching an estimated 19,676 by the year 2030 (Table 2).**

In 2010 the median age of Menasha residents (36.0) was similar to but slightly lower than both Winnebago County (37.9) and the State of Wisconsin (38.5). Additionally, the population of all three entities had very similar age structures, although the City of Menasha has a slightly greater proportion in the youngest age cohorts (e.g. ages 10 and under). *Source: 2010 Census.*

**TABLE 1  
POPULATION TRENDS  
1950 - 2010**

Year	Menasha	Winnebago Co.	Wisconsin
1950	12,385	91,103	3,434,575
1960	14,647	107,928	3,951,777
1970	14,836	129,946	4,417,821
1980	14,748	131,772	4,705,642
1990	14,711	140,320	4,891,769
2000	16,331	156,763	5,363,675
2005	17,156	163,244	5,580,757
2010	17,353	166,994	5,686,986
Percent Change 2000 – 2010	6.26%	6.53%	6.03%

Sources: U.S. Census: 1950, 1960, 1970, 1980, 1990, 2000, and 2012. D.O.A.: 2005.

**TABLE 2  
POPULATION PROJECTIONS  
2000 - 2030**

Year	Menasha	Winnebago Co.	Wisconsin
2000	16,331	156,763	5,363,675
2005	16,988	163,846	5,563,896
2010	17,443	168,538	5,751,470
2015	17,912	173,241	5,931,386
2020	18,460	178,543	6,110,878
2025	19,090	184,763	6,274,867
2030	19,676	190,504	6,415,923
Percent Change 2000 – 2030	20.48%	21.52%	19.62%

Sources: **Official Population Estimates**, Wisconsin Department of Administration; U.S. Census 2000; Population Projections, December, 2004; ECWRPC.

## PARK AND RECREATION MANAGEMENT

The responsibility for managing Menasha's parks and recreational facilities lies with a seven-member Parks and Recreation Board, which is appointed by the Mayor, subject to Common Council approval. A crew of five full-time, two part-time and six part-time summer seasonal employees are responsible for park maintenance under the direction of the Superintendent of Parks, Forestry and Cemeteries and the Director of Parks, Recreation, Forestry and Cemeteries. Reservations for park areas and pavilions are taken each year on the first working day in February. A copy of current fees, charges, rules and regulations is available at the Park and Recreation Office, City Hall, 140 Main Street, Menasha, WI 54952 or can be obtained by calling (920) 967-3640.

## SERVICE STANDARDS

A good recreation and open space plan is carefully tailored to the community for which it is prepared and reflects user needs on a qualitative as well as quantitative basis. Nationally accepted park planning standards may provide a gauge of the overall adequacy of the quantitative aspects of a community's park system. **Often, however, these park standards are not sensitive to the many variables that make each community unique; thus, in addition to general park and recreation standards, other criteria related to particular local characteristics are employed.** Resident feedback is often the most important factor to consider when determining park land ~~actuation-acquisition~~ and development plans.

**Acreage and Facility Standards.** A revised approach toward park and recreation planning is a level of service as defined by customer needs rather than an arbitrary standard such as the number of tennis courts per ~~10,000~~ 1,000 people. A standard for parks and recreation cannot be universal. Previously used standards were impossible for many communities to achieve and caused a great deal of frustration among planners and elected officials. Many communities begin to place greater emphasis on acquiring natural areas and other open space for preservation and/or passive recreation, they are finding that more acreage will be required if all recreational needs of their citizens are to be met.

A more accurate reflection of true community park needs is found in the demands expressed vocally by community residents. Communities such as Menasha with full time staff and an oversight board involved with recreational programming typically have an excellent perspective on local recreational shortcomings. Public input meetings and/or surveys can be a good way to help determine what the community wants.

**Park Site Standards.** Park site standards help determine the size and service area of the parks and the facilities that should be made available in various types of parks appropriate for a community. Community parks and neighborhood parks are the types of facilities most appropriate for a community the size of Menasha. Each type of park has generally accepted service radius standards to address the needs of the community.

**Mini-Park.** Sometimes called a vest pocket park or tot lot, these facilities are typically around 0.5 acres or less in size.

**Neighborhood Park.** A neighborhood park is a 3 to 15 acre park that provides recreational facilities for all ages. Typical facilities include play equipment, picnic areas, a basketball and/or volleyball court, and an open play area with backstop for unorganized activities. Although a desirable service radius for a neighborhood park is a half mile or ten-minutes walking time, it often is defined by natural and man-made barriers, such as unbridged river segments or major streets, which restrict safe and convenient access.

**Community Park.** A community park serves the entire community. In addition to providing most of the facilities recommended for neighborhood parks, a community park should include such facilities as restrooms, shelters, nature trails or areas, swimming areas, a band shelter, and similar facilities which would be used by the entire community. A desirable service radius for a community park is one mile or five-minutes driving time.

**Special Use Parks.** Vary widely in size and use. Examples of such facilities include: zoos, nature centers, boat launches, ski hills, beach areas, etc.

**Citizen Involvement.** Community views are reflected in two ways: (1) guidance from the Menasha Parks and Recreation Board in formulating goals and objectives, in identifying local problems and needs, and in synthesizing and reviewing final plan proposals; and (2) participation by community residents at public information meetings to review plan proposals. Full-time staff also provides a continuous sounding board for monitoring and responding to public concerns.

**Environmental Quality.** Unique land forms, wooded areas, water bodies, drainage courses, and other areas of significant environmental quality are often excellent candidate locations for parks and other open space areas. Opportunities for utilizing Menasha's natural features for future recreational development and/or preservation are identified.

**Land Use.** Future park locations must have a relationship to predicted land use patterns, especially to residential areas. Menasha's existing and future land use trends are evaluated so that growth areas can be identified as a basis for determining the location of future parks and open space areas.

## **RECREATIONAL FACILITIES INVENTORY**

### **NATURAL RESOURCES**

The natural resource base is not only a major determinant of potential physical and economic uses of the land; it also suggests areas that are prime candidates for parkland and other open space uses. Communities that make public management and preservation of these resources a priority are rewarded with an enhanced quality of life for local residents. Among environmental characteristics well worth protecting for open space are topography; streams, lakes and other drainage corridors; floodplains; woodlands; and soils which are unsuitable for most types of intensive land use development. In many cases, private development of these environmentally sensitive areas is strictly regulated to protect the important environmental benefits they provide.

Lake Winnebago, the Fox River, Little Lake Butte des Morts and several sizable wetland areas which exist along the north shore of Lake Winnebago are important natural resources in the Menasha area. Elevations in the city range from around about 740 feet above sea level along the shore of Little Lake Butte des Morts to over 800 feet in some areas east of Oneida Street. This portion of the community is also characterized by several well-defined drainage ways which, with increased development in and around Menasha, provide opportunities for integrating stormwater management practices with open space and trail development in strategic locations. Several large woodland tracts are found in conjunction with the major wetlands.

### **EXISTING RECREATIONAL FACILITIES**

Over 200 acres of public parks and other open space areas are available to City of Menasha residents (see fold out map). This acreage includes 14 parks, 4 boat landings, a marina, James Island, part of the Menasha Lock site, the Heckrodt Wetland Reserve, and open space areas maintained by the City of Menasha Department of Parks, Recreation, Forestry, and Cemeteries. This does not include eight school sites maintained by the Menasha School District; and an additional four parks in the adjacent portions of the Town of Menasha east of Little Lake Butte des Morts. Together, these areas provide a blend of passive, active, and special use areas for the Greater Menasha community.

#### **Community Parks**

**Jefferson Park.** Jefferson Park is the largest and most fully equipped park in the Menasha Park System, providing the setting for many major local festivals. Bordered by Third Street, Konemac Street and the Fox River, the park contains 28.9 acres and features a small island that has been known to generations of children as Peanut Island because of its shape. Picnickers enjoy a magnificent view of the Fox River and find reservable picnic areas and plenty of open space and playground equipment in the park. Boaters make use of several convenient docks and launches. Seasonal mooring is available for craft under 21 feet in length. Three lighted softball diamonds, horseshoe pits, two volleyball courts, and several acres of open space are available for recreational enjoyment.

The Menasha Municipal Pool complex is also located in Jefferson Park. The complex consists of a zero-depth entry pool, two water slides, and a jump platform. All major boat ramps at this site were repaired in 2005.

An award-winning pavilion, which may be reserved for family gatherings and other events, provides kitchen facilities, restrooms, and a shelter. Annual events at the park include Seafood Fest, Communityfest Celebration, Independence Day fireworks, and Jazzfest as well as a variety of company picnics.

**Smith Park.** Smith Park is located on Doty Island in the southern portion of the City. The park celebrated its 100-year anniversary in 1997, making it one of the oldest city parks in the state. Smith Park is bordered by Cleveland and Park Streets to the east and west, Nicolet Boulevard to the south and Fox River on the north. This 23.9-acre park features a large pavilion complete with kitchen facilities. Also located within the park are picnic facilities, playground equipment, volleyball court, four tennis courts, softball diamond and soccer field. Several unique features make Smith Park an attraction worth seeing and an important community asset. A railroad caboose, presented to the Menasha Historical Society, commemorates the fact that Menasha was the birthplace of the original Wisconsin Central Railroad. At the southern end of the park are several Indian burial mounds - large settlements of Fox and Winnebago Indians once inhabited this area - and a natural amphitheater used for summer concerts. The north end of the park features semi-formal gardens planted each year with approximately 6,000 annuals, a setting that is a favorite for summer weddings. A gazebo funded with corporate donations was built in this area in 1997. Many recreation programs are held in the park. Various entertainers offer free performances every other Tuesday night in the pavilion. No alcoholic beverages are allowed in the park.

The Memorial Building and playground area are located north of Keyes Street on the Fox River. The "Mem" is a multiple-use facility utilized for recreation programs and is headquarters for the Menasha Historical Society. A shorewall with decorative lighting was installed behind the "Mem" in 1998 as part of the island renovation plan. Other facilities on the grounds include four tennis courts that were renovated in 2004, playground equipment, a basketball court, and an area for seasonal boat mooring operated by the Menasha Dock Association. Groomed cross-country ski trails are also available. An "Isle of Valor" monument honoring two Menasha Medal of Honor recipients was constructed in 2007. The area ~~will be~~ located behind the Memorial Building and includes a new pedestrian bridge.

**Koslo Park.** A 12-acre park located east of Highway 47 and north of Airport Road, Koslo Park is bordered by London Street and Geneva Road. It features a semi-professional lighted baseball diamond, softball diamond, lighted basketball court, volleyball court, pole shelter and a variety of playground apparatus. The park serves as the home field of the Menasha Macs and Twins and local high school baseball leagues. In 2000, the City entered into a unique lease-back agreement with Menasha Utilities which allowed for the installation of a state-of-the-art sports lighting system. A new scoreboard was installed in 2001. In 2011, field users took it upon themselves to undertake two fundraising events to help offset costs and contribute to future diamond improvements.

## **Neighborhood Parks**

**Clovis Grove Park.** Clovis Grove Park is located near the intersection of Ninth and Ida streets adjacent to Clovis Grove Elementary School and is the third largest park in the Menasha system. This 12.5-acre park features seven lighted tennis courts, one touch football field, soccer field, one softball diamond, a sledding hill, playground equipment and a picnic shelter. The park also features a small ½-acre wooded area. One softball diamond was removed when Clovis Grove School was renovated in 2003.

**Hart Park.** Hart Park is located on Seventh Street just west of Appleton Road. This 3.9 acre park includes restroom facilities, lighted basketball court, softball diamond/football field and playground area. A large, supervised, lighted ice rink and warming shelter is provided during winter months. The 1,000 square foot handicapped accessible shelter, which includes a fireplace, was constructed in 1994 with state grant assistance. The shelter is used year round for recreation programs and is available to rent. A skateboard park was installed in 2002 with partially donated funds.

**Pleasants Park.** Pleasants Park is bounded by Sixth, Seventh and Walbrun streets behind and west of Banta School. This 5.3-acre park includes four tennis courts, softball/baseball diamond, regulation soccer field, and a wide variety of playground equipment.

**Shepard Park.** Located on Doty Island between Mathewson Street and Garfield Avenue, Shepard Park fronts Little Lake Butte des Morts. Included in this 3.7-acre park are restroom facilities, softball diamond, basketball court, and playground area.

**Barker Farm Park.** Located east of Oneida Street in the Barker Farms Estates subdivision, the city's newest park expanded to 8.9 acres in 2000. The park was dedicated in 2005 and includes a picnic shelter, sledding hill, two tennis courts, an off street parking lot, playground equipment, a ball diamond, and a short asphalt trail system.

### **Mini-Parks.**

**Clinton Center Park.** Clinton Center Park is located on the corner of Second and Tayco streets. This 0.6-acre park contains a variety of play equipment, a basketball court, and open play area.

**Bridge Tower Greenspace and Museum.** Located on Tayco Street just north of the Tayco Street bridge, this park was developed in 1996 to provide an attractively landscaped small pedestrian park to complement the adjacent Bridge Tower Museum, which depicts the Fox River's role in the area's historical development.

**Scanlan Park.** Scanlan Park occupies a small triangular parcel at the intersection of Kaukauna and Chute streets. This 0.5-acre park features some playground facilities.

FIGURE 1

Chart of Parks and Recreation Facilities

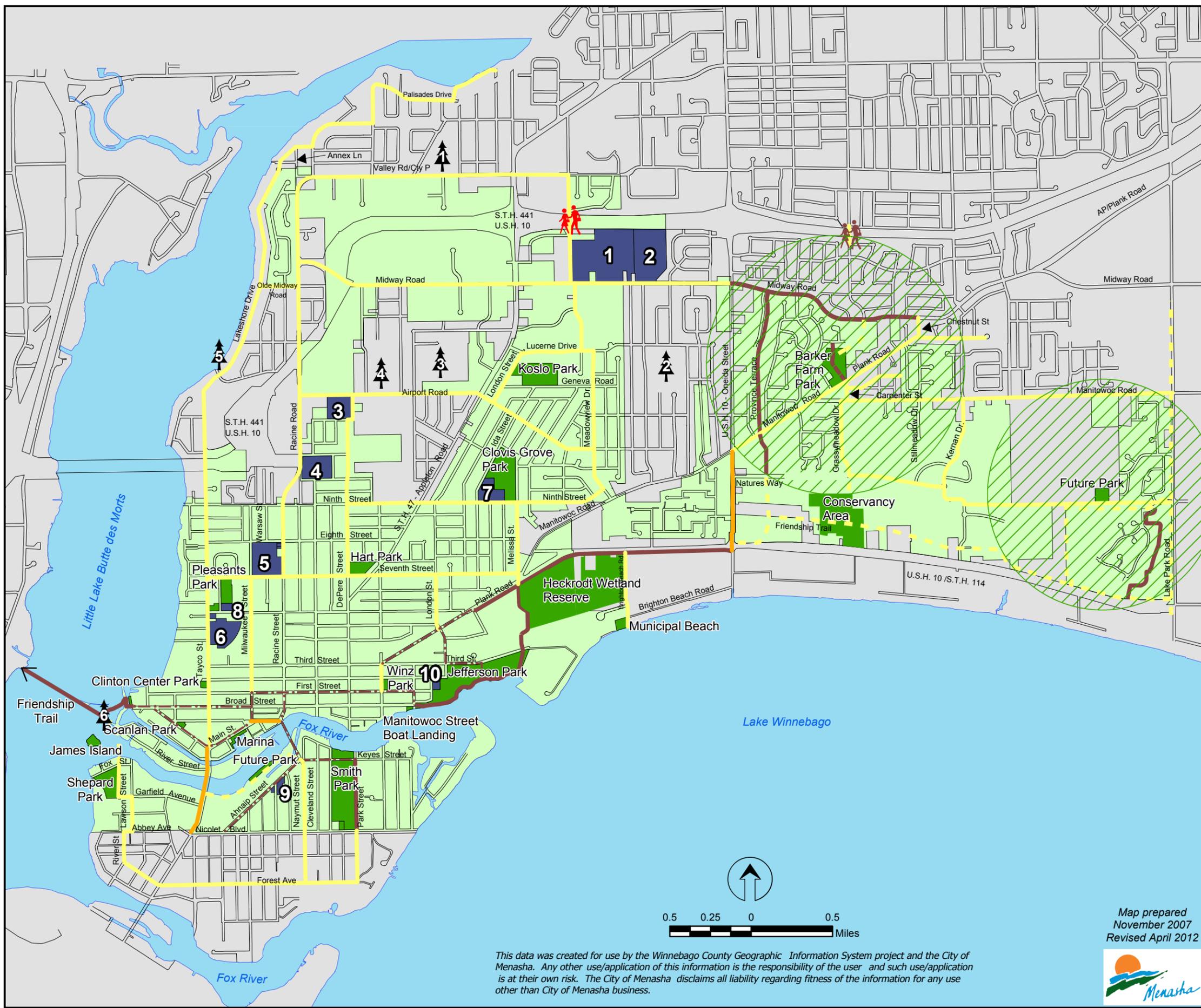
City of Menasha Parks and Recreation Facilities	Acres	Mini Park	Neighborhood Park	Community Park	Special Purpose Park	Play Equipment	Open Play/Athletic Area	Volleyball Court	Softball	Touch/Flag Football	Basketball Court	Tennis Court	Shelter (Rental)	Restrooms	Picnic Area	Picnic Grills	Reservable Picnic/Event Sites	Sledding	Ice Skating	Ice Hockey	Canoe Launch	Warming Shelter	Baseball Diamond	Soccer Fields	Parking Areas	Concession Stand	Horseshoe Courts	Bicycling	Hiking/X-Country Skiing	Pleasure Driving	Swimming	Fishing	Boat Launch	Temporary Boat Docking	Boat Slips (Rental)	Natural Area	Public Gardens	Historic Site	Paved Trail										
Scanlon Park	.5																																																
Clinton Center Park	.6																																																
Clovis Grove Park	12.5							2		S	7L																																						
Hart Park	3.9										L																																						
Pleasants Park	5.3										4																																						
Shepard Park	3.7																																																
Koslo Park	12.0																						1L																										
Jefferson Park	28.9							2	3L	S	4																																						
Smith Park	23.9											5																																					
James Island	5.0																																																
Hekrodt Wetland Reserve**	76.0																																																
Ninth St. Boat Launch	.8																																																
Winz Park	.5											2																																					
Menasha Marina & Terrace	3.0																																																
Manitowoc St. Boat Launch	.2																																																
Municipal Beach	1.4																																																
Barker Farm Park	8.9																																																
Conservancy Area	44.0																																																
Curtis Reed Square	.3																																																
Total	231.9																																																

\* Does not include terraces, boulevards & other greenspace throughout the city.

\*\* Operated by a non-profit organization.

# EXISTING AND FUTURE PARK AND RECREATION FACILITIES

## City of Menasha Area



### Legend

**Existing and Proposed Trails**

- Off-Road Hard Surface
- On-Street Route
- Future Off-Road Hard Surface
- Future On-Street Route
- Sidewalk Link

**Public School Facilities**

**City of Menasha Parks**

**Corporate Limits**

1/2 Mile Radius for Existing & Proposed Eastside Neighborhood Parks

Existing Pedestrian Overpass

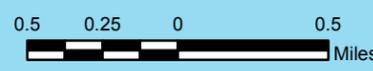
Potential Pedestrian Overpass

### Public School Facilities Key

- 1 UW - Fox Valley
- 2 Maplewood Middle
- 3 Gegan Elementary
- 4 Calder Stadium
- 5 Menasha Senior High
- 6 Butte des Morts Elementary
- 7 Clovis Grove Elementary
- 8 Banta Administration Building
- 9 Nicolet Elementary
- 10 Jefferson Elementary

### Town of Menasha/Other Recreational Sites

- Palisades Park
- Fritsch Park
- Wittman Park
- Youth Sports, Inc.
- Butte des Morts Park
- Menasha Lock



Map prepared  
November 2007  
Revised April 2012



This data was created for use by the Winnebago County Geographic Information System project and the City of Menasha. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. The City of Menasha disclaims all liability regarding fitness of the information for any use other than City of Menasha business.

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Back of Map

## **Special Use Parks and Facilities**

**Menasha Marina and Riverwalk.** Built in 1987, and a cornerstone of Menasha's redevelopment efforts, this important amenity is located in the heart of the downtown. The Marina and Riverwalk, which encompasses approximately 3 acres, is the site for numerous special events including a Steak Fry. The complex accommodates seasonal and transient docking for watercraft up to 40 feet in length. There are 88 slips located in the Marina and approximately 25+ transient slips located along the beautiful Riverwalk. Slips are equipped with potable water and electricity. City parks crews have recently begun replacing pier decking and replacing floats. Marina patrons also have use of shower facilities, gasoline sales, sanitary head pumpout, and a "Harborhouse". Adequate parking for Marina users is just a short walk away from the facility.

**Conservancy Area East of Oneida Street.** This conservancy area is presently over 40 acres in size and expansion is possible. The area consists primarily of wetlands and minimal development is planned for this site. A parking lot is available off of Hwy. 10/114. A small wetland restoration project was undertaken in the spring of 2001 as part of a wetland mitigation process that was overseen by the DNR and the EPA.

**Municipal Beach.** A 1.4-acre parcel located on the shores of Lake Winnebago at the south end of Brighton Beach Road, the tract includes picnic facilities, a small play area, a sand volleyball court, and an unsupervised swimming area with a shorewall and beach area. This park is important because it offers one of the only public lake access sites between Menasha and High Cliff State Park.

**James Island.** James Island is a 2.1-acre island located at the mouth of the Menasha Channel offshore of Shepard Park. The island is accessible by non-motorized boat and is maintained in a natural wooded state. It is subject to erosion and flooding during periods of high water on the Fox River. The island is home to a large colony of cormorants.

**Winz Park.** Winz Park is a unique 0.5-acre "hard surface" play area utilizing the top of the Menasha Utility's clearwell water storage facility. Located on the corner of Second and Manitowoc streets, the park features two tennis courts, 1-1/2 basketball courts, and a hard surface activity area. Due primarily to maintenance concerns, discussion is ongoing over the future of this site.

**Curtis Reed Square.** Named after one of Menasha's founding fathers, Curtis Reed Square serves as an urban plaza in the heart of the downtown. Located on the north side of Main Street between Milwaukee Street and Chute Street, the 0.8-acre park was created when the former intersection of these three streets was redesigned in 1997. A large wall mural, which depicts the history of Menasha, was erected on the east wall of City Hall in 2000, providing an impressive backdrop to the square and serving as a focal point for visitors to the downtown area. The square is a hub for many outdoor civic events.

**Jefferson Park Swimming Pool.** Built in 1958 and renovated in 1990, the Menasha swimming pool features a 200' waterslide, zero-depth entry, a kid's discovery fountain, concessions area and several large shade umbrellas. Unfortunately, the 1990 renovation efforts did not address the condition of several key mechanical components and the bathhouse structure. Pool vessel/deck

concerns have also been noted. A pool consultant made a series of recommendations for the pool in 2007. Discussion is ongoing over the future of this facility. A friends group was formed in 2011 to support keeping the pool open.

**Ninth Street Boat Launch.** Located at the west end of Ninth Street, this boat launch provides two ramps for boaters wishing to use Little Lake Butte des Morts. About 0.8 acres of surfaced area provides parking for 34 car-trailer units on the north side of the street. The ramp was lengthened and the docks were rehabilitated in 2006. Improved landscaping of the parking lot should be considered.

**Manitowoc Street Boat Launch.** This boat launch is located on the south end of Manitowoc Street and provides access to Fox River and Lake Winnebago from the north bank of the Menasha Channel.

**Park Street Boat Launch.** The Park Street Boat Launch is located directly east of Smith Park on the north end of Park Street and provides access to the Fox River and Lake Winnebago from the south bank of the Menasha Channel.

**Fox Cities Trestle-Friendship Trail.** This award winning trail facility connects the City and Town of Menasha across a 1,600' converted railroad trestle. The trail also crosses the Menasha Lock site via an unique pedestrian lift bridge donated by Miron Construction. It is extremely popular and is maintained jointly by the City and Town of Menasha. Downtown City businesses have seen an increase in bicycle traffic since the trail opened.

### **Public School Facilities**

**UW-Fox Valley.** A two-year campus of the University of Wisconsin system, the UW-Fox Valley Center campus is located on the north side of Midway Road west of Maplewood Middle School. An open area behind the buildings provides for one soccer field available by reservation. Six tennis courts are also available for public use.

**Menasha High School.** The Menasha High School, located on the west side of Racine Street between Seventh and Eighth streets, occupies a 12.3 acre site. Facilities include an open area for interscholastic sports practice and physical education classes.

**Maplewood Middle School.** Maplewood Middle School is located on the north side of Midway Road in the northern portion of Menasha. Facilities include an open play area along with a football/soccer field for interscholastic sports practice/events and physical education classes. An outdoor classroom with an emphasis on nature opened in 2006.

**Butte des Morts Elementary School.** Located on Tayco Street between Third and Sixth streets, Butte des Morts Elementary School provides two basketball courts, a baseball field, football field and other open play area.

**Banta Administration Building.** Located on Sixth Street adjacent to Pleasants Park, both sites are used concurrently by children during school and non-school hours.

**Clovis Grove Elementary School.** The area adjacent to Clovis Grove Elementary School complements and expands the open space available at Clovis Grove Park, which lies directly to the north.

**Gegan Elementary School.** Gegan Elementary School occupies a nine-acre site on the south side of Airport Road in the northwestern portion of the city. A basketball court, baseball field, football field, play apparatus and open play areas are available.

**Jefferson Elementary School.** Other than a basketball court and some play equipment, Jefferson Elementary School provides little in the way of recreational opportunities. Its location directly west of Jefferson Park, however, allows the school to rely on facilities there for many of its recreational activities.

**Calder Stadium.** The Stadium is located on Racine Street at the east end of the Little Lake Butte des Morts Bridge. The stadium is used almost exclusively for interscholastic varsity sporting events. A full-size practice\game soccer field was developed adjacent to the stadium in 2005. These facilities have limited availability and can be reserved for a fee. People may contact the Activities office at Menasha High School for fee/reservation information.

### **Town of Menasha Parks**

Because of the interlocking boundary between the City of Menasha and Town of Menasha, many residents of each municipality find it convenient to utilize parks in the other's jurisdiction. The four town parks east of Little Lake Butte des Morts provide some recreational opportunities for city residents as well as one town park that is located on the west side of the lake (Fritse Park).

**Palisades Park.** Located adjacent to the Town Hall on Valley Road, this community park is somewhat removed from city residential areas and probably receives little use by city residents. Facilities include a variety of play apparatus, two ball diamonds, tennis courts, picnic facilities, shelter, and an ice skating rink. A unique feature is a wheelchair exercise course.

**Fritsch Park.** Located near the northeastern portion of the city at the intersection of Sandy Lane and Linda Avenue, Fritsch Park is a neighborhood park some 18 acres in size. Facilities include a shelter with restrooms, picnic area, a pavilion with a kitchen, playground equipment, ball diamond, a basketball court, soccer field, a volleyball court, horseshoe pits, ice rink and a sledding area.

**Fritse Park.** This 15 acre park is located on the western shore of Little Lake Butte des Morts and provides a link via the Friendship Trestle Trail to the City of Menasha. The park includes a boat launch, basketball court, a pavilion with a kitchen, picnic area, playground equipment, sledding hill, and a volleyball court. In 2010, the Town completed an extensive renovation to this park. Improvements include: a new trail side to shelter, a large playground, boat launch, improved parking with a boat wash station.

**Wittmann Park.** Wittmann Park is located on the north side of Airport Road and is relatively convenient to a sizable number of Menasha residents. Facilities available at this 25-acre community park include a shelter, restrooms, picnic facilities, play equipment, and basketball and tennis courts and soccer fields.

**Butte des Morts Park.** A neighborhood rec lot located at the intersection of Lakeshore Drive and Frances Street, this two-acre site provides access to Little Lake Butte des Morts. This site primarily serves the immediate residential area; fisherman and flat water kayakers occasionally use this site. There is a natural area along with a trail and playground equipment.

### **Non-Profit Facilities**

Two separate non-profit sports organizations share a 10.5-acre site north of Airport Road in the north central portion of the City. The Menasha Area Soccer Club plays on five soccer fields and the Youth Sports, Inc. plays on four baseball diamonds, one being a high school dimension field.

### **Parochial Schools**

A limited range of recreational opportunities is available at each of the city's three parochial schools. These sites can be considered as neighborhood rec lots, serving residents of the immediate area. Facilities typically include play equipment and hard surface play area.

**Menasha Lock Site.** Per an agreement with the State Dept. of Administration, this site, along with the other lock sites on the Fox River, were turned over to the Fox River Navigational System Authority (FRNSA). The city has partnered with the FRNSA to establish the lock grounds as a public greenspace. This partnership began when plans were made to cross the lock site with a separate pedestrian lift bridge. The lift bridge connects trail users to the popular "Trestle Trail" which spans Little Lake Butte Des Morts which opened in August of 2005. The trestle trail is a key link into the State Friendship Trail which is planned to one day to traverse from Stevens Point to Manitowoc.

**Heckrodt Wetland Reserve.** Heckrodt Wetland Reserve is a 72-acre natural area located south of Old Plank Road on Menasha's east side. This facility is owned by the City. Heckrodt Wetland Reserve (HWR), Inc., a non-profit organization independent of the City, is currently responsible for its operation. With the 1999 dedication of a full-service nature center, numerous education programs for people of all ages are available. A large paved parking area serves the building and provides a trailhead for a 2.0-mile boardwalk trail and pond observation deck, which are used extensively by families. During the winter, the trail is primarily used by walkers. A marked snowshoeing trail is available in the winter. Bikes, pets, and alcohol are not allowed in the Reserve. The HWR purchased an additional 11.0 acres west of the Lopas Channel in 2005. Approximately half of this former fill site has been transformed into a prairie meadow with a short interpretive trail system.

## GOALS AND OBJECTIVES

The following goals and objectives were developed by city staff than reviewed and recommended by the Menasha Parks and Recreation Board. They are intended to serve as a guide for creating the type of park and recreation system that benefits all city residents. The goals are stated as desirable conditions to strive for in the future. They are common ideals of the community that can be achieved through the actions of government leaders, private organizations, and individual citizens. Objectives specify in greater detail how these desired goals can be achieved. The goals and objectives provide a basis for establishing City policy regarding the planning, acquisition and future development of park and recreation facilities.

**GOAL #1: To establish a communitywide system of parks, open space and park facilities that will provide all residents of Menasha with adequate recreational opportunities.**

### Objectives:

- Acquire and develop a neighbor park in the city's far east side, near the boundaries of Manitowoc Road and Lake Park Road space. Seek grant assistance for the park.
- Acquire and develop (seek grant assistance for this project) a public green space and riverside trail south of Menasha dam.
- Assess all parks and recreation facilities and begin complying (through retrofit or redesign) with updated 2010 ADA requirements.
- Implement and participate in the Neenah/Menasha Park Corps, which commits volunteers with park projects.
- Establish a written plan for future ~~major~~-maintenance or facility improvements for all park facilities, including the Marina.
- Continue participation towards establishing a dog park in northern Winnebago County.
- Continue participation towards exploring the need for a regional park in northern Calumet County.
- Pursue a new park master plan for Jefferson Park.
- Seek the support (through donations, sponsorships or in-kind contributions) of community groups service organizations, businesses or individuals as a way of funding and/or undertaking improvements benefiting the City of Menasha.

**GOAL #2: To offer recreation programming and ~~acquit~~-aquatic services that meet the needs of Menasha residents.**

**Objectives:**

- Maintain program reciprocity with the City of Appleton, City of Neenah, Town of Menasha, and Neenah/Menasha YMCA (pool only).
- Whenever cost effective or practical, ~~implicate~~-initiate program partnerships with neighboring recreation departments or like organizations.
- Annually evaluate pool operations to balance the need for serving the public with fiscal responsibly.
- Annually evaluate recreational programs for the purpose of recovering 100% of the adult program and 50% of youth programs expenses through fees.
- Investigate and seek public input of cost effective alternatives for reconstructing or replacing the swimming pool.
- Separately track the number of summer and fall/winter with adult and child program participants.

**GOAL #3: To facilitate and support the development of a comprehensive system of bicycle and pedestrian trails and routes throughout the city.**

**Objectives:**

- Assist in the implementation of the grant aided Province Terrace trail project from ~~nature's~~ Nature's way-Way to link with the existing Friendship trail at the corner of Oneida Street and STH 114.
- Work jointly to develop recreational trails and on-road bicycle and pedestrian accommodations to achieve linkages to existing and new park facilities as well as across jurisdictional boundaries (see Existing Park and Future Recreation Facilities Map).
- Support the implementation of the STH 47 corridor bike lane project.
- Seek the support (through donations, sponsorships or in-kind contributions) of community groups, service organizations, businesses or individuals as a way of funding and/or undertaking park or trail improvements benefiting the City of Menasha.

**GOAL #4: To facilitate and support the development of a public riverside green space and habitat restoration on redevelopment property south and ~~downstream-of~~ adjacent to the Menasha Dam.**

**Objectives:**

- Continue the engineering and site planning processes for a shoreline trail and linear park along the length of the Old Gilbert Mill by mill property (Phase I).
- Identify and apply for any recreation ~~of-or~~ habitat restoration grant source that would aid in developing a public greenspace or restoring habitat on the Gilbert site.
- Begin preliminary site planning for habitat restoration, fishing and public recreation opportunities along a reopened water canal around the Menasha Dam (Phase II).
- Jointly market the project site with the Fox/Wisconsin Heritage Parkway as a visitor/tourist destination with both land and water access.
- Continue discussions and begin site planning for public use and private development at the old Donnelly site as it relates to the planning already undertaken n at the ~~old~~-Gilbert Mill site.
- Seek the support (through donations, sponsorships and in-kind contributions) of community groups, service organizations, businesses or individuals as a way of funding and/or undertaking improvements to this important redevelopment and public recreation site.

**GOAL #5: To maintain and enhance KEY public recreation facilities.**

**Objectives:**

- Swimming pool: Develop a strategy for ongoing maintenance of the pool while **facilitating** simultaneously developing a plan for a ~~reconstruction-reconstructed~~ or replacement aquatic facility. Seek public input in the process. Continue ~~evaluating-implementing~~ operational efficiencies of the pool
- Trails: Provide funding and staff resources to adequately maintain trails. Seek outside labor and/or funding sources if available.
- Tennis courts: Reduce the number of tennis courts at Clovis Grove Park from seven to four. Negotiate ~~signing-turning~~ over the four courts at Pleasants Park site to the Menasha Joint School District.
- Koslo Field: Continue facilitating field user fundraising efforts.
- Memorial Building: Provide funding for continued maintenance of this facility. Continue to maximize public use of the building. Investigate possible remodeling/expansion of the building.

## Goal #6: To maintain and enhance the City's urban forest.

### Objectives:

- Maintain current Tree City, USA status.
- Carry out Emerald Ash Borer (EAB) management plan adopted in 2010.
- Develop a planting strategy and ~~percent~~ goal ~~to that~~ follows ~~urban~~ Urban tree-Tree canopy Canopy (UTC) standards.
- Review and update, as needed, city ordinances as they relate to trees.
- Continue residential tree planting program (rotating two districts per year.)
- Improve the communication process with Public Works when trees are impacted ed during street or sidewalk reconstruction.
- Seek opportunities for public education about the value of urban trees (environmental, livability and economic ~~vitality~~ vitality).

## PARKS AND RECREATION NEEDS ASSESSMENT

### LAND NEEDS

Based on a level of service defined by the needs of the customers (i.e. city residences) it is apparent that the city has an adequate number of parks and open spaces west of Oneida Street. The Town of Menasha parks and school sites also contribute towards filling this need. The acquisition and development of two key sites still remains. The first is the addition of approximately 1.0 acres of land along the Fox River adjacent to the old Gilbert Paper Mill. The public greenspace will increase when the Donnelly site is redeveloped. **This location offers a prime opportunity to create an urban waterfront destination.** That would include habitat/shoreline restoration, trails, picnicking, fishing and canoe/kayaking activities. A combination of public amenities and redevelopment on this site ~~should~~ would complement and enhance the current downtown housing and retail climate. The second important park site is the creation of a neighborhood park in the vicinity of Lake Park Road and Manitowoc Road (see map on page 9)

### LOCATIONAL NEEDS

The key consideration in meeting locational needs is to ensure that all community residents have safe and convenient access to a range of recreational facilities. Ideally, recreational facilities should be available within a quarter to one-half mile, unimpeded by natural and man-made barriers, such as open water, non-residential land use, and busy streets. For planning purposes, these barriers define neighborhood boundaries. It is desirable that recreational facilities be

available within each neighborhood.

The present distribution of parks and schools within the city provides each of its neighborhoods with a good range of convenient recreational facilities. The dedication of Barker Farm Park in 2005 began to serve the developing neighborhood east of Oneida Street. However, there is clearly a need (at a minimum) for one more neighborhood park on the city's far east side.

## **FACILITY NEEDS**

Most of the facility needs revolve around continued provision of a well-balanced and maintained park system. The City should continue to actively pursue its downtown redevelopment plans. Menasha has the best water access of any Fox Cities community. **Economic diversification that would transition the City towards a more water based, outdoor tourism destination likely holds the key to future inner-city vitality.** In short, Menasha should take advantage of its access to water. ~~potential.~~ Potential employers, residents and visitors all look for vibrant and interesting activities- such as walking, biking, shopping, dining, paddling, and special events to name a few. ~~More of the~~ Additional Fox River locks are reopening, so boat traffic is expected to increase. Recreational paddling is one of the fastest growing sports and the city has already taken steps to welcome ~~those-these~~ enthusiasts by receiving donations for two canoe/kayak entry-access docks in 2011. The Menasha Marina and Trestle Trail are examples of outdoor recreation venues that already bring visitors that spend money within the city. Other identified needs include the development of a city-wide system of bicycle trails/routes; additional areas which can be maintained primarily in their natural state to provide recreational opportunities such as cross-country skiing, hiking, and nature study.

## **PARK IMPACT FEE LAW**

Park and recreation needs may include the need for additional parkland to accommodate new facilities, the need for additional parks in areas not adequately served by existing facilities or where new residential growth is occurring, or the need for new or improved park facilities and equipment. Menasha currently charges a park land dedication fee per dwelling unit if it does not opt for obtaining land in ~~lieu-lieu~~ of the fee. Wisconsin law states that a needs assessment that justifies why a fee should be imposed is required. A municipality may not impose a park fee in its subdivision ordinance as a condition of subdivision plat approval. Municipalities have authority to impose a fee on new land development for capital costs to construct, expand, or improve park facilities. This includes the cost of land for, among other things, parks, playgrounds, and athletic fields needed as the result of new development. For the purposes of ~~this-the following~~ assessment, a 10-year timeframe (2012-2021) has been used.

## **PROJECTED FUTURE HOUSEHOLDS/DWELLING UNITS**

The information in this section was compiled with assistance from the City's Community Development Department. Because of boundary agreements with the City of Appleton, Town of Menasha, and the Town of Harrison, Menasha has a finite growth area that limits the need for planning for parks and recreation facilities beyond the boundary limits. In the next 10 years the City's population is expected to increase by approximately 1,300 people (from 17,381 to

18,581). Using an average of 2.8 people per dwelling unit, it is estimated that ~~464~~429 households/dwelling units will be added. This constitutes ~~5.56.5~~7.56.5% of the new total. Most of this growth is expected to occur in the Calumet County portion of the city. This ~~7.56.5~~7.56.5% figure is used as the basis for allocating future costs of parkland acquisition and capital costs to build, expand, or improve recreation facilities like the swimming pool, tennis courts, and trails.

## **ESTIMATED FUTURE CAPITAL COSTS OF PARKS AND RECREATION DEVELOPMENT**

For future planning purposes and to serve as a guide to establishing a justifiable park dedication fee, a list of important future land acquisition, park/trail development and improvements to existing community facilities are listed on the next page. Only projects with significant community wide benefits are listed. Cost estimates for the swimming pool and Friendship Trail will undoubtedly need more cost refinement. Listed projects and estimations are designed to be a guide for further discussion and planning. A development cost of \$20,000 per acre was assumed for a typical neighborhood park.

**TABLE 3  
ESTIMATED CAPITAL COSTS**

**For new and broad community based projects – 2012-2021**

**\*These projects have the potential to receive State grants and other funding sources which may offset some of the project cost. Existing Park Dedication funds may also be utilized.**

<u>Location</u>	<u>Need</u>	<u>Estimated Cost \$</u>
Neighborhood Park near Lake Park Road	Acquire approximately 5.24 acre park	*\$125,000
Neighborhood Park near Lake Park Road	Development costs for the park	*\$105,000 (in-kind engineering labor should defray this cost)
Wetlands northeast of gas station at the northeast corner of Oneida/114	Some land needed for trail development, TE grant obtained in 2011	*\$30,000 (easements may be an option)
Trail Development (asphalt & boardwalk) Oneida Street north to Province Terrace	Provide safe access to trails for residents east of Oneida	80% TE Grant (obtained) 20% local sponsors  *\$78,652
1.0 Acre Park Old Gilbert Paper Company Site—Public trail/Greenspace and habitat restoration	Significant economic attraction and stimulus for downtown businesses, also serves public need	*Land along river to be donated. Appraised at \$375,000. Local share expected to be mostly in-kind labor
Clovis Grove Tennis Court Rehabilitation	Remove 3 courts, resurface 4	\$100,000
Replace pool with regional spray ground with a small instructional and lap pool	Rehabilitation of existing pool may be an option. Deficiencies in the existing pool have been identified. Small-Large spray ground/small pool option will decrease annual operating expenses	\$1,400,000 for small instruction pool/spray ground option
Trail development Province Terrace east to Lake Park Road (Friendship Trail). Approximately 2.5 miles	Completing Menasha's Friendship Trail connection. Local and regional use expected	*WDNR Grant assistance potentially available 1.5 million at \$100/ft for development, \$200,000 for land acquisition
	Total	\$3,388,652

Calculation for Park ~~Impact-Dedication~~ Fee

$0.0750.0675$  (7.56.5% of new city population by 2021) x \$3,388,652 = \$254,149,220,262  
 $\$254,149,220,262 \div 464,429$  dwelling units = \$547,513  
 Current dedication fee is \$550  
 Estimated revenue generated by new impact fee for 10 year period: \$255,200

## **IDEAS ANDRECOMMENDATIONS**

The following ideas and recommendations are intended to serve as a guide for future development of park and recreation areas in the City of Menasha. Several modifications will be required to comply with access requirements spelled out in 2010 update to the Americans with Disabilities Act (ADA). **Some are more conceptual than others and would require further analysis before implementation.**

### **EXISTING PARK SITES**

**Jefferson Park-** Note that many of these suggestions would be addressed in a proposed master plan for the park (see page 16)

1. The potential use of the pre-settlement basin as a future marina for small boats should be investigated.
2. The current boat slip area in the east end of the park should be renovated, eliminated, or reconstructed to accommodate a few less boats and/or greater public access. This could be renovated along with a possible Reserve Building redevelopment project.
3. Playground equipment should be updated and replaced as needed.
4. Consider acquiring, renovating, and utilizing the Army Reserve building for City use. Demolition and a taxable development combined with adding greenspace should also be pursued. The land that the buildings are on is considered park land.
5. Upgrade softball diamond facilities. Some will be ADA accessible. Determine if three diamonds are still needed.

### **Menasha Lock Site**

1. Consider some type of visitor center and/or concession and/or equipment rental operation at the site in cooperation with the Fox River Navigational System Authority.

### **Smith Park**

1. Consider building a small sledding hill south of the pavilion.
2. Consider modest rehabilitation of the outdoor youth theater southwest of pavilion.

### **Memorial Building**

1. Continue performing regular building upkeep and maintenance as needed.

2. Consider full handicapped accessibility of the restrooms. This will reduce the number of stalls.
3. Replace aging boiler.
4. Consider a full building renovation, perhaps when donor funds become available.

### **Koslo Park**

1. Consider adding a restroom and public use structure on to the existing pole shelter on the east end of the park.
2. Repave and consider minor expansion of existing parking lot.
3. Replace backstop including ball netting as needed.
4. Add an overhang structure (or similar design) off the south side of the building to accommodate concession sales and shade for fans.
5. Resurface existing basketball court as needed.

### **Clovis Grove Park**

1. Reduce number of courts from seven to four and resurface courts. A cost saving measure that still meets public demands.

### **Hart Park**

1. Consider adding some equipment to the skate park in the northeast corner of the existing concrete slab. Users could seek donations as a source of funds.

### **Pleasants Park**

1. Consider turning these courts over to The Menasha Joint School District.

### **Shepard Park**

Other than routine maintenance, no actions are recommended.

### **Barker Farm Park**

1. Complete the installation of a softball/little league sized baseball diamond.
2. Consider adding an east/northeast paved bike path to connect with the Midway Road trail as development occurs east of the park.
3. Consider lighting the tennis courts and adding a rebound board.

### **Clinton Center Park**

1. Play equipment should be updated as needed.
2. Resurface existing basketball courts as needed.

### **Scanlan Park**

1. Play equipment should be updated as needed.

### **James Island**

1. This park should continue to be maintained in its natural state. Only low impact uses should be accommodated.
2. Consider adding shoreline armoring on the upstream side of the island for erosion control.
3. Work with WDNR and USDA on ways to reduce cormorant and geese impacts on the island.

**Other Parks/Greenspaces Designated by Resolution in 2004**

Kaukauna, Tayco and Main Street Fountains—routine maintenance recommended.  
Riverview Park (a.k.a. "Power Pole Park")—shorewall area will need future attention.  
Lakeview Park (a.k.a. "Nicolet Blvd. greenspace")—consider landscape improvements, pave short gravel path.

Lake Park Villa Perimeter Trails—routine maintenance recommended.  
All other public spaces in the resolution are addressed in others sections of this document.

**Municipal Beach**

1. Consider upgrading existing rock shoreline as needed.
2. Upgrade playground equipment as needed.
3. Consider a small unisex restroom/changing room facility.

**Ninth Street Boat Launch**

1. Redesign lot, including landscape upgrade on Ninth and Tayco Streets.

**Manitowoc Street Boat Launch**

Other than routine maintenance, no actions are recommended.

**Park Street Boat Launch**

Other than routine maintenance, no actions are recommended.

**Winz Park**

1. Seek neighborhood interest on whether to continue maintaining all or part of the facility.

## Conservancy Area

1. Consider expanding trail system to include some boardwalk bridges over ponds.
2. Consider building a handicap accessible fishing platform over one of the ponds.
3. Connect the existing trail system west to connect with the new Friendship Trail.
4. Obtain use of adjacent acreage to the east/southeast to continue Friendship Trail.
5. As use increases consider a unisex toilet facility near the parking lot.

## Menasha Marina and Riverwalk Extension

1. Consider extending the Riverwalk along the canal westward from Washington Street to the Menasha Lock. This project would be designed to encourage greater pedestrian use of the canal bank and to stimulate redevelopment activity in the area.

## NEW PARK AND RECREATIONAL FACILITIES

### Area East of Hwy. 10

Steps should be taken to make sure; if possible, that future residential growth in the area east of Hwy. 10 has convenient access to park facilities. A small neighborhood park near Lake Park Road and Manitowoc Road has been previously identified and is a high development acquisition priority. In addition, a coalition of communities has begun to discuss the need for a large regional park somewhere east of Lake Park Road. When looking at-out 10-20 years, there would seem to be a need for such a facility.

## Brighton Drive Lake Access (75')

This site was obtained by the City and is east of Jefferson Park. Some discussion has been had over what recreation-related development may occur on this site. This area could also be a possible site for a new water inlet line. Those activities would not strain already limited available parking in the area. This location has potential as a canoe/kayak access site.

## Water Trails/Fox-Wisconsin Heritage Parkway

Recreational kayaking is the fastest growing paddle sport in the United States. Like their land trail counterpart, many regions around the country have begun to develop point to point water trails. These trails typically follow a route highlighted by points of interest and amenities such as launch sites, restrooms, drinking water, parks, restaurants, etc. They can provide the urban paddler the best of both worlds, a sense of adventure and exercise with the convenience of being close to home. Two canoe/kayak access docks were donated by Fox Cities Friends of the Fox [and Fox Cities Greeways](#) Inc. These docks are located on the west end of Jefferson Park and just east of the Marina in downtown Menasha. The Fox-Wisconsin [Rivers](#) Heritage Parkway was established in 2010. Water trail signage including route maps was installed in the Menasha/Appleton area in 2011.

## Old Gilbert Paper Company Site—Public Greenspace and Trail

This site offers such a unique redevelopment/green space opportunity for the city. It was also identified as a major developmental goal. Site planning and engineering is continuing. The property owners have agreed to donate a [native-strip](#) of land for a trail, shoreline restoration and fishing areas. The pace of demolition on the site has slowed progress. Once complete, the city is hopeful a DNR Stewardship grant for [development-the-recreational-amenitieshabitat restoration and recreation/trail development](#) is successful. This is considered Phase I of redeveloping the site. Phase II is the restoration and reopening of [the existing](#) canal that provided water to the old Gilbert Mill. This phase will allow for the creation of fish habitat and riparian restoration utilizing the fast current of the reopened canal. Once restored, the canal may also provide a venue for paddle sport enthusiasts. The closing of RR Donnelly site creates other redevelopment and green space opportunities. Both sites will fit well with plans for the Fox/Wisconsin [Heritage parkway-Parkway](#) and [wides-water](#) trails. **This project will allow the city to capitalize on its greatest natural asset- waterfront location.** It has been shown that companies, prospective employees, visitors and residents alike are drawn to communities that provide lifestyle amenities like trails ([both](#) land and water). Recent local examples of this can be seen in both Neenah and Appleton.

## Friendship Trail – Fox Cities Trestle

Commonly referred to as the “Trestle Trail”, this extremely popular trail segment opened for recreational enthusiasts in August of 2005. The City and Town of Menasha have agreed to jointly operate and maintain the trail. ~~The Town of Menasha has plans to construct a Heritage Adventure Center at the newly expanded Fritse Park site.~~

## Skateparks

While the popularity of skateboarding has leveled off a bit, it has remained a popular activity among the pre-teen through the young adult population. In November of 2002, The City of Menasha opened a 7,000 square foot outdoor skate park in Hart Park. The park ~~has been received very well and~~ has gotten a lot of use over the past several years. Lights were ~~recently~~ added in 2005 to allow for nighttime skating. Other local communities have added similar outdoor parks. ~~The only indoor park in the Fox Cities area at this time is located in Kimberly. There is talk of another indoor park in the works. The City of Appleton should consider building a large public outdoor facility.~~

## Bike Trails & Routes

A signed system of designated bike routes linking schools, parks, and other destinations should be developed throughout the city. It appears unlikely that Canadian National will ever abandon its track heading east toward High Cliff State Park. In the meantime, the City should continue working cooperatively with the WDNR, Calumet County, and the Town of Harrison and other stakeholders to create a marked bike route from Menasha to High Cliff State Park. Extending the Friendship Trail on the north-side of STH 10/114 between Oneida Street and CTH LP (Firelane 8) represents the safest, preferred route that benefits the greatest number of current and future Menasha residents ~~city residents~~. WDNR developers and landowners will all play an important role in making the to LP connection a reality.

The current off-road bike/pedestrian pathway along the south side of Oneida Road (STH 114) provides safe access to the Heckrodt Wetland Reserve and the Friendship Trail. The Friendship Trail extends westerly from Jefferson Park along city streets to the Menasha Lock site before crossing on the Fox Cities Trestle/Friendship Trail. Route signs and road striping should be considered in these locations. A coordinated program to identify, mark or sign bike/pedestrian linkages to neighboring communities will make it safer and easier for commuters and casual riders to move between cities. The future north/south Province Terrace trail is an important first step.

## **Recommended Bike Trail/Routes**

Area.

The City has constructed many trail/route segments in recent years. These facilities provide a healthful recreation transportation option and are a vital tourism amenity. **The following routes are intended to be a guide for future bike/pedestrian planning (see Figure 2).**

**It does not ~~it~~ consider sidewalk connections. Some of the most vital trails/routes that the City should pursue over the next five years include:**

- Province Terrace – Midway Road to Manitowoc Road complete paving (off road).
- Continue Province Terrace south of Manitowoc Road southwest to the corner of Oneida Street (10/114) intersection – some boardwalk and land acquisition required (grant obtained).
- Province Terrace south of Manitowoc Road, southeast to Conservancy Area – some boardwalk again required, allows people to access trails in the Conservancy
- Barker Farm Park east to Midway Road, work with future developers.
- Oneida Street to Lake Park Road (Friendship Trail north side of 10/114) (work with all stakeholders).
- Lake Park Road, north of 10/114 intersection – west side to Manitowoc Road, work with Town of Harrison, and City of Appleton to extend the trail further north.
- Consider pursuing a bike/pedestrian bridge over the Fox River at Fox Street to serve as a safe, connection from Doty Island in the Trestle trail. Engage the city of Neenah in the process.

## **CITY BEAUTIFICATION AND REDEVELOPMENT**

Several recent projects point to the positive results that can be achieved through community beautification efforts. These have not only improved the image of the City of Menasha in the eyes of visitors, they have also increased community pride among local residents. There are a number of opportunities for furthering these recent efforts.

1. With its enviable waterfront location, the core of Menasha is ideally suited for economic revitalization. The paper industry continues to struggle and simply maintaining a core of employees in the area will be a challenge in the years to come. Kayakers, walkers, and bicyclists are being seen in greater numbers. Along with the opening of the Trestle Trail, condominium development, Curtis Reed Square, a movie theatre, and quality shopping have all improved the identity of Menasha and with it has drawn people to the downtown area. The City should do whatever it can to continue fostering this transformation and improve its image. Creation of a public park at the old Gilbert Mill site with a connection to the Trestle Trail will continue to spur economic revitalization and bring people to the downtown area.
2. Visually prominent locations and other major features that serve as important focal points should be identified and steps taken to make them aesthetically pleasing. Particular attention should be given to creating attractive entrances into the City, not only through public projects such as signing plazas but also through beautification efforts undertaken by private investment.

2. A possible landscape corridor exists on the eastside of Racine Street and the corridor between Broad and Second Streets. An attractively landscape area with both static and interactive features to attract people to the site would fit well with other recent downtown enhancements.
3. A system of "wayfinding" signs directing people to prominent destinations should be implemented. A plan has been put forth by Fox Cities Convention and Visitors Bureau plan should be considered.

## **PARK DEPARTMENT POLICY AND MANAGEMENT**

1. The City should continue taking steps to acquire at least one more neighborhood park site in the vicinity of the Lake Park Villa subdivision.
2. Opportunities for participating in various funding components of the Stewardship Program (i.e., Urban Rivers, Urban Green Space, Safe Route to Schools, and Acquisition of Development Rights) should be identified and pursued.
3. The City should continue to maintain a strong working relationship (i.e., reciprocity agreements) with the Menasha School District and the cities of Neenah and Appleton Parks and Recreation Departments as well as with the Town of Menasha.
4. The Parks Division should continue recent efforts with the Streets & Sanitation Department towards assigning staff to where the greatest need is at the time. A complete merging of the parks division with the Street and Sanitation division may not be in the best interest of the park system because of potential for less time being allocated to park maintenance and operations.
5. The Army Reserve building in Jefferson Park has been vacated. It is conceivable that it may be made available to the city in the next few years. ~~Some deficiencies~~ Deficiencies with the structure will likely make it cost prohibitive to update to modern accessible public standards. However, a large two bay garage in back of the building seems to be in good condition and could be reused by the department. A complete structural analysis and careful consideration of all possible uses should be undertaken in the near the future. The buildings have been toured by staff and some structural analysis has been done. The ~~parks—Parks~~ and ~~recreation—Recreation board—Board~~ is open to a joint green space/redevelopment project on this site. A proposed master plan for Jefferson Park should also take this site into consideration.
6. Park staff and the Park Board should refine and update its five year park improvement plan (PIP).

**PARK IMPROVEMENT RECOMMENDATIONS**

~~The following is a list of projects the City of Menasha Department of Parks, Recreation, Forestry and Cemeteries and the Menasha Parks and Recreation Board should consider for implementation over the next five years. This list represents projects that are more essential and includes some from the Ideas and Recommendations section starting on page 21. An emphasis will be placed on maintaining existing facilities, with the acquisition and development of one neighborhood park being completed within the next five years. Project costs and implementation schedule are left to the discretion of staff, the Parks and Recreation Board, Mayor, and the Common Council.~~

~~SUGGESTED FIVE YEAR PARKS IMPROVEMENT PROGRAM  
2007-2011~~

~~RECOMMENDED PROJECTS:~~

~~Jefferson Park~~

- ~~Upgrade current slip area (Combine with possible Reserve property project)~~
- ~~Repave east end parking lot~~
- ~~Update/Replace play equipment as needed~~

~~Jefferson Park Pool~~

- ~~Pursue aggressive facility maintenance schedule~~

~~Smith Park~~

- ~~Resurface basketball courts as needed~~

~~Koslo Park~~

- ~~Construct overhang on south side concession building~~
- ~~Update/Replace play equipment as needed~~
- ~~Resurface basketball~~

~~Barker Farms Park~~

- ~~Complete small baseball diamond~~
- ~~Add a park ID sign and additional landscaping~~

~~Hart Park~~

- ~~Add small pieces to the existing park~~

~~Pleasants Park~~

- ~~Resurface four tennis courts~~

- ~~———— Clovis Grove Park~~
- ~~———— Resurface tennis courts~~
- ~~———— Update/replace playground equipment as needed~~
- ~~————~~
- ~~———— Clinton Center Park~~
- ~~———— Update/replace playground equipment as needed~~
- ~~————~~
- ~~———— Municipal Beach~~
- ~~———— Update/replace playground equipment as needed~~
- ~~————~~
- ~~———— Conservancy Area~~
- ~~———— Connect trail system west to Province Terrace trail segment~~
- ~~————~~
- ~~———— Ninth Street Boat Landing~~
- ~~———— Parking lot and landscape upgrade~~
- ~~————~~
- ~~———— New Neighborhood Park~~
- ~~———— Acquire approximately 4.0 acres of land~~
- ~~———— Develop and begin implementation of park master plan for site (TBD)~~
- ~~————~~
- ~~———— Winz Park~~
- ~~———— Add small piece of playground equipment with protective surfacing in the northeast corner of the park~~
- ~~———— Resurface court area as needed~~
- ~~————~~
- ~~———— Gilbert Paper Company Park Site~~
- ~~———— Accept land donation from developer (to be used to leverage grant monies)~~
- ~~———— Develop and begin implementation of preliminary engineering and park master planning (including a whitewater course) for the 2.0 acre site (TBD)~~
- ~~————~~

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**RESOLUTION R- -12**

*Resolution for the Adoption of the City of Menasha Open Space and Recreation Facilities Plan*

*Introduced by Ald. Langdon*

WHEREAS, the City of Menasha believes in the importance of a communitywide Open Space and Recreation Facilities Plan, and

WHEREAS, staff from the Parks and Recreation Department and Community Development Department in conjunction with the Parks and Recreation Board has worked to prepare the city's Open Space and Recreation Facilities Plan, and

WHEREAS, the City of Menasha Open Space and Recreation Facilities Plan encompasses a general outline and is a valuable tool for development of parks and recreation facilities throughout the city through the year 2016, and

WHEREAS, adoption of said plan is required for the City of Menasha to remain eligible for cost sharing aid programs administered by the State of Wisconsin, now therefore,

BE IT RESOLVED BY THE MENASHA COMMON COUNCIL that the *City of Menasha Open Space and Recreation Facilities Plan* be adopted as the approved recreation plan for the city.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Donald J. Merkes, Mayor

ATTEST: \_\_\_\_\_  
Deborah A. Galeazzi, City Clerk