

AGENDA
MONONA PARK AND RECREATION BOARD
Tuesday March 14, 2023 6:30 PM
City Hall Conference Room
5211 Schluter Rd, Monona WI 53716

1. **Roll Call**
2. **Approval of Minutes** – November 9, 2022, December 13, 2022, January 10, 2023
3. **Appearances**
 - A.
4. **Unfinished Business**
 - A.
5. **New Business**
 - A. Discussion of Maywood Park Master Plan Process
Parkitecture
 - B. Discussion/Recommendation of Parks & Recreation Board Meeting
Times
 - C. Discussion/Recommendation of Beer Sales in Parks for 2023
6. **Director’s Report & Questions to Staff from Committee**
 - A. Jake Anderson – Parks & Recreation Director
7. **Updates/Discussion on Diversity, Equity, and Inclusion (DEI) Efforts**
8. **Updates/Discussion on San Damiano Steering Committee & Friends of San Damiano**
9. **Adjournment**

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number, Fax: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business.

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

PARK AND RECREATION BOARD (Agenda Item 5A)

Meeting Date: March 14, 2023

AGENDA ITEM:

Discussion of Maywood Park Master Plan Process

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

Blake Theisen from Parkitecture will be in virtual attendance and discuss the master plan process with the committee. Currently the Public Works Department has a Request for Proposals for preliminary engineering on the storm water component of the project, and the master plan will include two options, one with an open detention basin concept, and one with an underground vault similar to what was installed at Stone Bridge Park.

The following are assumptions based on preliminary engineering calculations on the storm water project:

- A large amount of the cotton wood trees will need to be removed and a significant amount of dead ash trees in the current mountain biking area will need to be removed.
- The sidewalk that ends in the park from the Winnequah Rd project will be extended via a path/sidewalk through the park and connect to the current sidewalk coming into the park from Maywood Rd, and extend to Nichols Rd

Other Items to consider for the Committee:

- Expansion of the Mountain Bike path
- Access from Maywood School to the park (with assumption that an agreement will be in place for Parks & Rec to rent school for Out of School Time activities)
- Relocation/Replacement of playground
- Merits of year round restroom facility to support programs/general park use

STAFF RECOMMENDATION:

Director Anderson recommends that as a result of initial conversations of park amenities that we would consider and items the board would not consider, that Parkitecture develops (2) initial concept plans that would be released for public feedback/discussion before Parks Boards makes a decision on what to include in the final master plan.

City of Monona GIS data is for reference use only.

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MAYWOOD PARK

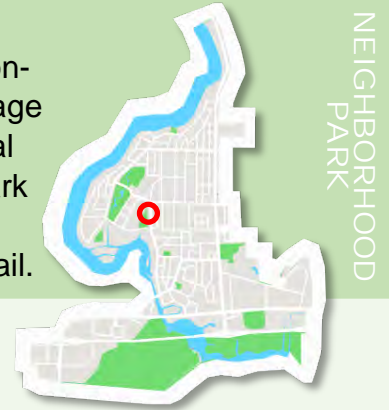


EXISTING FACILITIES	CONDITION	ISSUES TO NOTE
• Sandbox	AVERAGE	Edge trim peeling off in places
• Parking area	GOOD	
• Climbing structure	GOOD	
• Mountain bike trail	GOOD	
• Swing set (2 belt, 2 bucket)	GOOD	
• Basketball court	POOR	Cracks and weeds throughout surface, areas of ponding
• Play structure	GOOD	
• U6 soccer goals	GOOD	
• Permanent bench	GOOD	
• Picnic tables (3)	GOOD	
• Park sign	GOOD	
• Crushed gravel walking path	POOR	Overgrown and almost unrecognizable
• Trash & recycling bins	GOOD	
• Adirondack chairs (4)	GOOD	

IMPROVEMENT OPTIONS, SUGGESTIONS & ESTIMATES

• Create new park master plan in 2023	\$ 15,000
TOTAL	\$ 15,000

Maywood Park is located on Winnequah Road adjacent to Maywood School and was established in 1939. Access is from Winnequah Road through an on-site, ten-stall parking lot. The park topography is predominantly flat. A drainage swale and a bermed bituminous basketball court provide some topographical relief in the park. Canopied by a mature stand of cottonwoods, Maywood Park evokes a woods-like quality. Current uses include picnicking, playground activities, basketball, nature trail, passive recreation, and a mountain bike trail.



5618 Winnequah Road

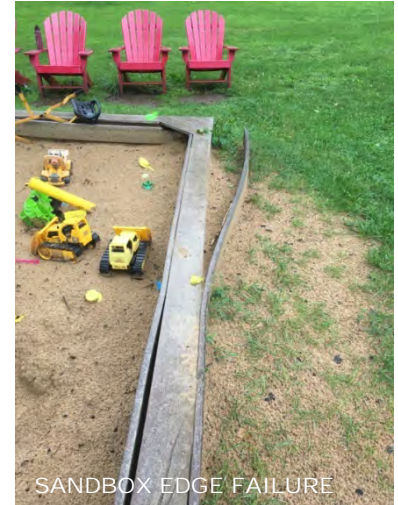
5.4
ACRES



BASKETBALL COURT



WALKING PATH



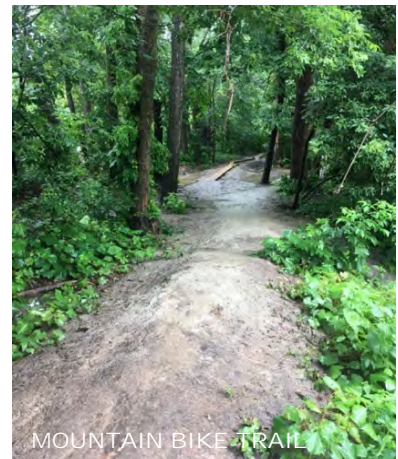
SANDBOX EDGE FAILURE



PARKING AREA



U6 SOCCER GOALS



MOUNTAIN BIKE TRAIL



SWING SET



PARK SIGN

PARK AND RECREATION BOARD (Agenda Item 5B)
Meeting Date: March 14, 2023

AGENDA ITEM:

Discussion/Recommendation for Parks & Recreation Board Meeting Times

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

Discussion of changing the meeting times for Parks & Recreation Board Meetings from 6:30 PM to during normal work hours. Night meetings have historically been the norm, but given more flexibility on work from home and technology advancements to make Zoom/Teams meetings viable with the ability to record/live stream meetings, Director Anderson is requesting to discuss the pros/cons of changing the meeting times during normal work hours.

Options could include normal Park & Recreation Board meetings on the 2nd Tuesday of each month to be at

- a. 9:00 – 10:30 am
- b. 12:30 – 2:00 pm
- c. 3:00 – 4:30 pm

The goal would be to increase public participation/viewing at different times and also for staff/committee member work/life balance. Increasingly working parents juggle child care pickup, dinner, and extra-curriculars that make attending/participating in our meetings difficult.

STAFF RECOMMENDATION:

Director Anderson recommends one of the times listed above with the flexibility for night meetings that we anticipate a large amount of public input or a hearing for proposed plans/etc. Currently there are several committees/commissions that meet at 4:00 pm or earlier so there is precedent within the city for committee meeting times during the day.

§ 18-12. Park and Recreation Board.

- A. Composition. The Park and Recreation Board shall consist of two Council members and seven citizen members. The Mayor and City Administrator shall be ex officio nonvoting members of the Board.
- B. Appointments.¹
 - (1) Council members. The Council members of the Board shall be appointed by the Mayor subject to confirmation by the Council. The Council members shall serve for a one-year term commencing the third Tuesday of April of each year or until their successors are appointed and confirmed by the Council. One of the Council members shall be designated by the Mayor to serve as Chair of the Board.
 - (2) Citizen members. The seven citizen members shall be appointed by the Mayor, subject to confirmation by the Council. The terms of the citizen members shall be three years beginning the third Tuesday of April and shall be staggered so that not more than two such appointments are made annually.
- C. Duties and responsibilities. The Board shall have the following duties and responsibilities, which shall be advisory except as otherwise provided:
 - (1) To review and recommend to the Council policies necessary for the governance of the City parks and recreation facilities and programs, which shall take into consideration and attempt to provide for the social, physical and cultural well-being of the citizens of the City.
 - (2) To review and recommend to the Finance and Personnel Committee all budgetary, revenue and expenditure proposals relating to park and recreation facilities and programs.
 - (3) To review and recommend to the Community Recreation Director rules and regulations necessary for the effective management of the City parks and recreation facilities and programs.
 - (4) To perform such duties and have such responsibilities as the Council shall from time to time, by ordinance, resolution or by law, direct.
 - (5) The Park and Recreation Board shall be designated as the official tree governing committee to review and make recommendations regarding tree planting, maintenance, removal, landscaping and enforcement.²

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Editor's Note: See also, Ch. 411, Trees.

§ 18-21. Meetings.

- A. Standing committees, commissions and boards. All standing committees, commissions and boards shall meet at least monthly at regularly scheduled days and times. Meetings shall be noticed by the City Clerk in accordance with Chapter 19, Wis. Stats. Special meetings may be called by the chair and any two committee, commission or board members upon written request therefor to the City Clerk.
- B. Nonstanding committees, commissions and boards; special boards and commissions; ad hoc committees. All nonstanding committees, commissions and boards; special boards and commissions; and ad hoc committees may meet on a monthly basis at regularly scheduled days or times or at the call of the chair. Meetings shall be noticed by the City Clerk in accordance with Chapter 19, Wis. Stats. Special meetings may be called by any two committee, commission or board members upon written request therefor submitted to the City Clerk.
- C. Quorum. Every commission, committee or board is deemed to have a quorum present for the purpose of transacting business if at least 51% of the total number of authorized voting members are present, unless this Code or statutes require a different quorum, in which case such provisions shall apply.¹
- D. Records and reports. Every commission, committee or board shall keep a written summary of its proceedings and shall file copies of same with the City Clerk.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

PARK AND RECREATION BOARD (Agenda Item 5C)
Meeting Date: March 14, 2023

AGENDA ITEM:

Discussion/Recommendation for Serving Beer at Parks Events 2023

REQUESTED BY:

Jake Anderson

POLICY ANALYSIS STATEMENT:

The Department is requesting to increase the number of events that beer can be sold at Park & Recreation Events for 2023. Biergartens are a popular attraction for social engagement in our residents, and this year we plan on having Biergartens every other Thursday from May – September at Schluter Park, with new programming at Grand Crossing Park along with other special events at various locations. This could include coordination with Friends of San Damiano or other groups for fundraisers where Parks & Recreation Staff could sell beer. With rainouts and rescheduling, the department is asking for the recommendation of Parks & Recreation Staff to sell beer at city parks for no more than 30 days in the calendar year 2023 with the final dates/times to be determined by the Parks & Recreation Director with a monthly report submitted to the Parks & Recreation Board & City Council.

Attached is the draft event calendar of known events intended to be scheduled for the year.

STAFF RECOMMENDATION:

Anderson recommends to proceed with this request for the flexibility to plan and execute events during the calendar year.



Monona Parks and Recreation Department

1011 Nichols Rd., Monona, WI 53716
 608-222-4167
www.mymonona.com

2023 Parks & Recreation Department Dates

Date	Event	Location/Facility	Beer Served?
Saturday, Jan 14	Candlelit Snowshoe Hike	Aldo/Woodland Park	
Saturday, Jan 21	Princess & Superhero Skate	Monona Bank RiverRink	
Saturday, February 11	Skate pride love	Monona Bank RiverRink	
Friday, February 24	SkateCinema	Monona Bank RiverRink	
Saturday, April 1	Bunny & Me Photoshoot	GCP	
Saturday, April 8	Super-Secret Easter Egg Hunt	Various Park Locations	
Sunday, April 16	Pickleball Tournament	Winnequah	
Friday, April 21	Earth Day Celebration	Various Park Locations	
Saturday, April 22	Parks Pride Day		
Friday, April 28	Arbor Day Tree Planting	Winnequah Park	
Saturday, April 29	GiGi's Playhouse 5K Run	Winnequah Park	
Thursday, May 4	Biergarten at the Beach	Schluter	Yes
Saturday, May 6	Lake Monona Run	Pool/Winnequah	
Friday, May 12	Biergarten at San Damiano	San Damiano	Yes
Saturday, May 13	World Migratory Bird Day	San Damiano	
Thursday, May 18	Biergarten at the Beach	Schluter	Yes
Sunday, May 21	Pickleball Tournament	Winnequah	
Friday, May 26	GCP Trivia Night	GCP	Yes
Monday, May 29	Memorial Day Parade	Monona Dr	
Thursday, June 1	Biergarten at the Beach	Schluter - PRIDE	Yes
Friday, June 9	Party in the Park- last day of school is June 9	Bridge Park	Yes
Friday, June 9	Senior Aloha Party	Pool	
Thursday, June 15	Biergarten at the Beach	Schluter	Yes
Friday, June 16	DJ Night	Pool	
Saturday, June 17	Clean Lake Alliance- Lake Loop	Schluter	
Sunday, June 18	Pickleball Tournament	Winnequah	
Monday, June 19	Mulligans Fore Monona	University Ridge	
Thursday, June 22	GCP Trivia Night	GCP	Yes
Friday, June 23	Biergarten at San Damiano	San Damiano	Yes
Thursday, June 29	GCP Barks & Bingo	GCP	
Sun July 2- Tue July 4	Monona Festival	Winnequah Park	
Saturday, July 8	MMOC ART Cart	Schluter – 1 – 3 pm	
Thursday, July 13	GCP Trivia Night		Yes
Friday, July 14	Biergarten at San Damiano	San Damiano	Yes
Sunday, July 16	Pickleball Tournament	Winnequah	
Tuesday, July 18	Concert in Park – Friends of Monona Senior Center	Winnequah Park	
Thursday, July 20	Biergarten at the Beach	Schluter	Yes
Friday, July 21	Dive-in Movie	Pool	
Tuesday, July 25	Concert in the Park – Friends of Monona Senior Center	Winnequah Park	

Thursday, July 27	GCP Barks & Bingo	GCP	Yes
Friday, July 28	DJ Night	Pool	
Tuesday, August 1	Concert in the Park – Friends of Monona Senior Center	Winnequah Park	
Thursday, August 3	Biergarten at the Beach	Schluter	Yes
Tuesday, August 8	National Night Out/Concert in the Park	Winnequah Park	Yes
Friday, August 11	GCP Trivia Night	GCP	Yes
Thursday, August 17	Biergarten at the Beach	Schluter	Yes
Friday, August 18	GCP Barks & Bingo Night	GCP	
Friday, August 18	DJ Night	Pool	
Monday, August 21	Blood drive	Community Center	
Friday, August 25	Biergarten at San Damiano	San Damiano	Yes
Friday, August 25- August 27	Lil Badger Consignment Sale	Community Center	
Fri-Sat September 1-2	Rockin Brews Marathon	Winnequah Park	
Thurs, September 7	Biergarten at the Beach	Schluter	Yes
Sat, Sept 9	San Damiano Gala	San Damiano	
Sat, September 16	Food Cart Cinema-Date Night	Fireman’s Park Shelter/Schaefer	Yes
Sunday, September 17	Pickleball Tournament	Winnequah	
Friday, September 22	GCP Barks & Bingo Night	GCP	Yes
Friday, September 29	GCP Trivia Night	GCP	Yes
Saturday, September 30	MESBA Chili Festival	Ahuska Park	
Saturday, September 30	Scarecrow Show	All Monona	
Sunday, October 1	Czar’s Promise Dog Walk	Winnequah Park	
Saturday, October 14	Hoot Hoot Hustle & Fall Festival	Winnequah Park	Yes
Friday, October 27	Halloween Spooktacular	San Damiano	
Saturday, November 25	Light the Ice	Monona Bank RiverRink	
Saturday, December 2	Craft sale at the Rink	Monona Bank RiverRink	
Saturday, December 9	Photos with Santa	Winnequah Park Gazebo	
Saturday, December 16	Skate with Santa	Monona Bank RiverRink	
Week of Christmas events at rink	DD Decorate a Donut Day at Rink etc	Monona Bank RiverRink	
Sunday, December 31	New Year’s on Ice	Monona Bank RiverRink	