

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Barker Farm Park – 2170 Plank Road, Menasha**  
**July 9, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:06 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Kevin Benner, Sue Pawlowski, Ron Suttner, Nancy Barker, Luke Schiller, Lisa Hopwood

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas, Don Allen, Dan and Mindy Cibrario (Jazzfest)  
Dan Rippl (Seafoodfest)

**C. MINTUES TO APPROVE**

1. **Minutes of the May 14, 2012 Park Board Meeting**

Motion by S. Pawlowski, seconded by L. Schiller to approve the minutes of May 14, 2012, motion carried.

2. **Minutes of the June 12, 2012 Park Board Meeting**

Motion by S. Pawlowski, seconded by L. Schiller to approve the minutes of June 12, 2012, motion carried.

**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. **Department Report – PRD Tungate**

Work has been done on refining the emergency response plan at the pool. Input has been received from the Health Dept and all EMS responders. Pool has been busy with the warm temperatures and all the program changes that were implemented this year.

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

July 4 fireworks went well, minimal clean up, sinkhole repaired in Jefferson Park, bathroom wall painted at Barker Farm Park.

3. **Introduction of Don Allen, Summer Program Supervisor, and Summary of Summer Programs**

A general discussion was had on the state of summer recreation programs. Trends in program registration an how to better advertise city program services were the main topics. Don has been with the city for several years and continues to do a good job with overseeing the summer programs.

**F. DISCUSSION**

1. **Park Score Project – Explanation by PRD Tungate**

Community Development intern Mike Hopfensperger took time to calculate a “score” on how the city’s park system ranks in the areas of acreage, spending per resident, playgrounds per 10,000 and convenience of access to parks. A score is measured on a 1-5 scale of. Five being the highest. The cities score is a four. The biggest area of potential improvement was in the area of

spending per resident. The median amount was \$85, where the city was around \$53 per resident based on 2007-2009 budgets.

2. **Redraft of Park Donation Policy – PRD Tungate**

The Board liked the redraft and is awaiting passage of an overall city donation policy before taking any action on this policy.

3. **Draft of Park Vendor Policy – PRD Tungate**

Some questions were asked about how vendors should pay for locating in a park and who gets to determine when they will be there or not. The policy will be reviewed again next month.

4. **Street Eats Mobile Restaurant Update – PRD Tungate**

As recommend by the Board last month, Street Eats was allowed to set up near the pool in picnic area #3 on a trial basis. His schedule has been Tues, Thurs and Sunday from 4:30 to 8:00 pm. Sales have not been very good and Tuesdays have been eliminated. Street Eats is paying to rent picnic area #3 and has met all city requirements for insurance and food licensing.

5. **Future of Army Reserve Buildings – PRD Tungate**

CA Captain has had some recent conversation with a person from the Dept of the Army regarding the Reserve building. The Mayor has asked that the Park Board make a recommendation on what to do with the buildings. While it does not appear imminent that the use of the property will returned to the city, the Mayor would like a recommendation to be in place when it does. The Board asked if PRD Tungate could arrange for some type of tour of the buildings.

**G. ACTION ITEMS**

1. **Certificate of Completion, Community Tree Management Institute,**

Motion by L. Hopwood, seconded by L. Schiller commending PS Maas on his completion of this training, motion carried.

2. **Approve Seafoodfest to be held September 7-8, 2012 in Jefferson Park – Dan Rippl**

Motion by Ald. K. Benner, seconded by N. Barker to approve this event. Dan Rippl stated that all the Rotary clubs are committed to returning some amount of funding to improvements at Jefferson Park- the home of their event. Motion carried.

3. **Approve Jazzfest to be held August 31-September 2, 2012 in Jefferson Park – Dan Cibrario and Mindy Cibrario**

Motion by Ald. K. Benner, seconded by N. Barker to approve this event. Parking on the grass was discussed and organizers will be invited to next month's meeting. Motion carried.

4. **Recommend 2012-2016 Open Space and Recreation Facilities Plan, Including a Supporting Resolution**

Motion by L. Schiller, seconded by R. Suttner to approve this plan and resolution and recommend it to the Common Council. Motion carried.

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

Five (5) minute time limit for each person

1.

**I. ADJOURNMENT**

Moved by Ald. Benner, seconded by N. Barker to adjourn at 8:12 p.m. Motion carried.