

CITY OF MENASHA
Parks and Recreation Board
Menasha Historical Society
Inside the Memorial Building
640 Keyes Street, Menasha
October 14, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:13 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Harbormaster Schabach, Jean Chew, Stacey Hoekstra from the Historical Society.

C. MINTUES TO APPROVE

1. **Minutes of the September 9, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by N. Barker to approve the September 9, 2013 Park Board minutes. Motion carried.

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

1. **E-mail from Lori Lacey regarding Dogs at Jazzfest**

Jazzfest stated they are comfortable with the existing no dogs ordinance for their event.

2. **General Provisions Regarding Meeting Attendance – City Ordinance Sec. 2-4-14**

Members were reminded that they have a responsibility to make as many meetings as they can and that there is a city ordinance that pertains to absenteeism at meetings.

3. Harbormaster Schabach also discussed how the marina season went. She included a list of maintenance suggestions. Staff will have a response to her list at the next meeting. The Corn Roast went very well. Cool temperatures and high water in June made for a slow start to the season. She would like to see a new event come to downtown on a weekend to attract boaters and the community in general.

E. COMMUNICATIONS

1. **Wisconsin Urban Forestry Council 2013 Report**

PS Mass reviewed some information in this handout. City plans to submit an application for a Partnership Award for its work with CN on the 30 for 30 tree planting initiative.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported the status of the Armory Reserve Building RFP for demolition, results of the RFP will be on the Common Council agenda on Oct. 21. The city received tentative approval of the Gilbert site grant. Pumpkin Hunt is October 22 and the departments' Council budget review is tentatively set for November 13.

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

PS Maas reported that some pool liner maintenance has been done, Jefferson and Smith park access driveways were repaved, restrooms and fountains starting to be shut down for the season.

G. DISCUSSION

1. **Dogs at Park Special Events**

Discussion was held relative to the possibility of allowing pets at Jazzfest. Some pet owners have come to the event and tried to stay on, or very near the trail with their animals, thus perhaps not technically violating the current ordinance. After lengthy discussion it was the consensus of the Board to leave the ordinance as is and not grant any exception to Jazzfest, who has not requested that dogs be allowed at their event.

2. **2014 Department Budget Objectives**

PRD Tungate highlighted the goals of each department goal for 2014. The Gilbert site, master plan for Jefferson Park/Neighborhood planning for the new eastside park and staffing changes in recreation support staff and a park arborist position were among the main topics. The 2014 budget topic will again be placed on the November agenda.

H. ACTION ITEMS

1. **Proposal to Recommend a One-Time Security Camera System Fee of \$35 to Marina Season Renter in 2014**

Harbormaster Schabach and PRD Tungate explained the vandalism that occurred this past season. Both have been researching a camera system and have consulted with the PD and IT departments along the way. The PD is supportive of installing a camera system and the Harbormaster has received positive feedback from some renters she has spoken to about adding a camera system. She also believed the fee would not be viewed as excessive for the added security it will bring to the marina. Motion by L. Hopwood, seconded by S. Pawlowski to recommend to the Common Council a one-time \$35 fee in 2014 for a camera system for the marina. Motion carried.

2. **Raise the Weekly Rate from \$3.50 to \$4.00 in 2014**

Motion by L. Hopwood, seconded by C. Shaefer-Kemps to raise the weekly per foot rate from \$3.50 to \$4.00 in 2014. Motion carried.

3. **Raise the Monthly Rate from \$12.00 to \$13.00 in 2014**

Motion by L. Hopwood, seconded by T. Marshall to raise the monthly rate per foot from \$12.00 to \$13.00 in 2014. Motion carried.

4. **Accept the Changes to the Front Entrance Wall of the Menasha Historical Society as Proposed**

The Board reviewed the drawings and proposal from the Historical Society to add some displays on the front wall of their room. The displays would face outward so that people in the Memorial Building could see them. The display is to be at least 12" off the floor. The City will look into replacing an existing light with a multiple-fixture track light to enhance the light on the new displays. Motion by N. Barker, seconded by S. Pawlowski to approve the new displays on the front wall of the Menasha Historical Society. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by N. Barker to adjourn at 8:50 p.m. Motion carried.