

CITY OF MENASHA
Parks and Recreation Board
1st Floor Conference Room
140 Main Street, Menasha
November 11, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Sue Pawlowski

MEMBERS EXCUSED: Nancy Barker, Cindy Schaefer-Kemps

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the October 14, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by S. Pawlowski to approve the October 14, 2013 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported on the successful Pumpkin Hunt held on October 22 and updated the Board on the status of sending out an RFP for the Jefferson Park/Neighborhood master plan. The goal is to get it out by the end of the month.

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

PS Maas reported that tree planting has continued this fall with money obtained from the CN donation. Leaf mulching and park shut down functions have also been taking place. Flag pole ball at Curtis Reed Square was replaced with the help of Menasha Utilities staff.

G. DISCUSSION

1. **2014 Marina Project List**

Discussion was held on the outcome of staff discussion with Harbormaster Schabach regarding her suggestion list for 2104. One main area was the overall condition of several landscape areas in the marina and along the Riverwalk. Staff intends to solicit input from a local landscape company and formulate a prioritized plan for improving the look of these areas.

2. **Recap of Department Budget Session**

PRD Tungate highlighted the discussion that was held on the potential shift of the Clerk Steno II employee to the Community Development Department. PRD Tungate stated that such a move should improve the overall level of customer service the Parks and Recreation Department provides the public because this person would potentially be available to handle occasional park and recreation questions/duties if the newly hired person was ill or on vacation.

3. **Gilbert Site – Trail Location**

PRD Tungate updated the Board on recent discussions with the Gilbert site property owners and engineers about the possibility of changing the alignment of the west end of the trail. It was

thought that starting the trail near the picturesque pond would provide a more attractive entrance to the riverfront trail. The new proposal calls for filling in a portion of the east edge of the pond adjacent to the law office.

The trail would wrap around the east side of the pond and connect to the main riverfront trail. RA Smith engineers have surveyed the area and will be working on preliminary trail redesign with the hope that this realignment still falls within the project budget. If everything looks positive, a recommendation to go with the new trail alignment along with the acceptance of the pond and little bit of property around it would go to the Plan Commission and the Common Council as soon as possible. The hope is that some improvements to the pond could be made along with the trail project. Dredging the pond, naturalizing the edge and perhaps adding some type of aeration system have been mentioned. The Board was supportive of this plan and was fine with this area becoming a park should it be necessary.

4. **3 on 3 Men's Basketball League**

PRD Tungate described how the interest in the men's basketball league has been declining over the past few years. As an alternative, he has spoken to a representative of the Fox Valley Recreation Association about the possibility of collaborating on a joint 3 on 3 men's basketball league, something that would be very unique in the Fox Valley area. This type of league may appeal to young and older adults alike, plus the cost to run such a league would be lower. The plan is to offer the league starting in January assuming the FVRA would like to become involved with helping the league become a reality.

H. ACTION ITEMS

1. **Recommendation to Board of Public Works to Include Street Tree Planting as Part of the Assessment of Any New Street Construction (examples of ordinances attached)**

Motion by L. Hopwood, seconded by Ald. M. Langdon to recommend to the Board of Public Works that street tree planting be included as part of the assessment with any new street construction and that tree planting becomes part of the cost of street reconstruction (non-assessed).

Further discussion: the Board wanted to maintain the property owners right to decline a tree on a reconstruction project. They felt the cost impact would be relatively low to include trees during reconstruction and might encourage some to have trees planted that normally wouldn't want a tree. Staff will begin work on crafting an ordinance change to bring before the Board of Public Works.

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 S. Pawlowski to adjourn at 8:20 p.m. Motion carried.