

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall – 140 Main Street
February 11, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Sue Pawlowski, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps, Ald. Kevin Benner

MEMBERS EXCUSED: Luke Schiller

OTHERS PRESENT: PRD Tungate, PS Maas, Paul and Dave Mix from VFW Nicolet Post 2126

C. MINTUES TO APPROVE

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

Moved by L. Hopwood seconded by N. Barker to approve the January 14, 2013 Park Board minutes. Motion carried.

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

Five (5) minute time limit for each person.

No one spoke.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported the Winter Gala on February 3 was a success and well attended, work is wrapping up on the 2013 summer program booklet, park reservations for 2013 began on February 1 and city special event packets have been mailed out. Office work continues on inputting data in the new registration/reservation software system, some of this input is being done by part-time staff.

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

PS Maas reported that work on installation of new pool filters is continuing, considerable amount of labor went into building snow blocks before the Winter Gala, park signs are being made indoors, some small tree trimming is occurring. Ice rink and ski trail maintenance is being performed as needed.

F. DISCUSSION

1. **WDNR PFD Loaner Program**

PRD Tungate led a discussion about this WDNR program. It involves the installation of a small station at the Jefferson Park boat landing which would have a large container with youth life jackets inside. The jackets can be used and returned as needed. It's designed to keep kids safe on or near the water. The program has gone well in other communities. Life jackets have not been stolen. Staff is awaiting word on involvement in the program by the Coast Guard Auxiliary. An agreement will be given to CA Captain to review. Topic will be covered again at next month's meeting.

2. **I-Tree – Urban Tree Canopy (UTC) Report – PS Maas**

PS Maas reported on the results of WDNR's analysis of the urban tree canopy (UTC). The city

ranked near the average of all Fox Cities communities. Kim Miller, a regional forester with WDNR is scheduled to give a short presentation to the Common Council on February 18.

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

PRD Tungate reported that an appraisal is being done on the strip of riverfront property as staff ramps up for a May 1 State grant submittal. This strip of land will have to be accepted as a donation to the city before the grant can be submitted. RA Smith National is working on the project design and budget.

4. **Pool Study Update – PRD Tungate**

PRD Tungate and PS Maas recently met with staff from Water Technology Inc. They are working on three options for the pool and bathhouse based on input from the pool friends group, senior citizens and youth as well as staff ideas. The three concepts should be done by mid-March. It has yet to be determined how and when further public input will be received on the pool options.

G. ACTION ITEMS

1. **VFW Post 2126 – Landscape Improvements to Isle of Valor – Plan Review at Meeting – Paul Mix**

Paul Mix and Dave Mix presented plans to make some minor improvements to the Isle of Valor. They plan to raise funds to install six flag poles along the walkway to the monument, along with 5 granite benches (2 along the walkway, 3 by the monument) by the end of 2013. They would also like a new sign on Keyes St. directing people to the Isle of Valor. Motion by L. Hopwood, seconded by S. Pawlowski to approve the installation of six flag poles and five benches at the Isle of Valor. Motion carried

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 Ald. K. Benner, seconded by N. Barker, to adjourn at 7:30 p.m. Motion carried.