

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall**  
**140 Main Street, Menasha**  
**December 9, 2013**  
**DRAFT MINUTES**

---

**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:07 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

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

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

**C. MINTUES TO APPROVE**

1. **Minutes of the November 11, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by L. Hopwood to approve the November 11, 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 Holiday Hayride. Attendance was down due to the cold temperatures, but it was still a well attended, successful event. He also updated the Board on anticipated hiring plans for the Administrative Assistant position in Parks and Recreation and an Arborist position in the Parks Department. The Administrative Assistant position will be the first position to be filled, followed about a month later by the Arborist position. PRD also mentioned staffing for the ice rink.

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

PS Maas reported on preparing for the Holiday Hayride, ice rink flooding will begin on Dec. 10, some trees and invasive shrubs will be removed at the new park in preparation for trails leading to and within the park.

**F. DISCUSSION**

1. **Removal of Soccer Ball Control Fence at Clovis Grove Park**

PS Maas stated that the short section of chain link fencing along Ida Street that used to attempt to block stray soccer balls is no longer needed. The position of the soccer field will remain in its existing north/south configuration. The Board concurred with staff's recommendation to remove the fence. Removal may not occur until spring.

2. **Gilbert and New Park Update**

PRD Tungate stated that internal discussion has been occurring on a regular basis primarily concerning the proposed realignment of the Gilbert project trail near the pond. It appears a recommendation will be going to the Plan Commission and Common Council about placing the trail along the pond and accepting a small donation of land around the pond. The cost of realigning the trail, based on estimates from the engineering firm, is not significantly different

from the original alignment. The hope is that this project can be bid sometime in February. PRD Tungate also explained about recent meeting/presentation he had with the Menasha Rotary. The Rotary was asked to consider becoming a lead sponsor for developing the new park on the City's far east side. If their sponsorship participation is significant enough, it may lead to naming the park after the Rotary club. It was mentioned that a timeline for park development is somewhat dictated by when a grading/drainage plan can be done. Staff has been in contact with the developer of the land north and east of the park and are attempting figure out a way to get a grading/drainage plan done in a timely manner. The same conceptual maps and playground graphics that were presented to the Rotary were on display at the Board meeting. At the January Board meeting, a date to hold a public information/input session about the new park will be discussed.

## **G. ACTION ITEMS**

### **1. Approval of 2014-2016 Harbormaster Contract**

Motion by L. Hopwood, seconded by N. Barker to approve a three year extension with Diane Schabach to continue to manage the marina. The agreement remains essentially unchanged. The two changes were to move her weekend starting time back from 8:00 am to 9:00 am and to give her a flat rate increase of \$750 per year. PRD Tungate stated that he had been advised by CA Captain that it was in the purview of the Board to approve the Harbormaster contract. Motion carried.

### **2. Oak Tree Removal – Corner of Nicolet Blvd. and Park Street**

Motion by L. Hopwood, seconded by N. Barker to approve the removal of the oak tree on the corner of Nicolet Blvd. and Park Street. PS Maas had a photo of the tree, which was in extremely poor condition and almost completely dead. It was also near a sidewalk and presented some safety risk. The policy of the Board is to approve all tree removals greater than 20" in diameter. 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 Ald. M. Langdon to adjourn at 7:21 p.m. Motion carried.