

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
April 14, 2014
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Sue Pawlowski, Chr. Dick Sturm, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker

MEMBERS EXCUSED: Ald. Mark Langdon, Lisa Hopwood

OTHERS PRESENT: PRD Tungate, PS Maas, Tom Konetzke, Richard Loehning, Dolores Gear, Bob Smarzynski, Stacey Hoekstra (all from the Menasha Historical Society)

C. MINUTES TO APPROVE

1. **Minutes of the March 18, 2014 Park Board Meeting**

Moved by N. Barker, seconded by T. Marshall to approve the minutes of the March 18, 2014 Park Board meeting. Motion carried.

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

Five (5) minute time limit for each person.

1. Four members of the Menasha Historical Society (Konetzke, Loehning, Hoekstra and Smarzynski) spoke in favor of figuring out a better way to mark the effigy mounds in Smith Park. Staff will be contacting the State Historical Society to try and verify the current location of the mounds and research any ideas on how to better delineate the mounds.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on ongoing preparations for adult softball leagues, training for the new department clerk, the hiring process is continuing for the Arborist and Facilities Tech positions, Arbor Day ceremony to be held on April 25 at Gegan Elementary school at 9:00 am.
2. **Park Project and Vandalism Report** – PS Maas reported that three incidents of vandalism occurred in one week at Smith, Shepard and Clovis Grove parks. New restroom partitions are being installed at Smith and Clovis Grove parks. Jefferson Park men's restroom partitions will be installed soon. Clovis Grove tennis court lights have been upgraded and instead of lighting all seven courts, four will be lighted instead. Trees have also ordered for Arbor Day.

F. DISCUSSION

1. **Ideas for outlining effigy mounds in Smith Park** – Richard Loehning and members of the Historical Society suggested some temporary and permanent ideas for marking the effigy mounds more effectively. They were appreciative of the support provided by staff and the Board.
2. **Draft of Primary Sponsorship Agreement: new eastside park** - The Board reviewed a draft of an agreement with the Menasha Rotary Club to become a primary sponsor in support of the development of the city's new eastside park. Staff approached the club last fall and received favorable feedback on the idea. The intent of the agreement is to define the expectations of

both the city and club as to how funds will be raised to develop the park. The club has expressed a desire to have the park named after their organization if they can reach a financial goal established by the city. Fundraising can be a combination of cash, in-kind contributions, volunteer labor, etc.

3. **Gilbert site update** – PRD Tungate reported that progress is continuing towards the goal of bidding out this project towards the end of May. There still should be time to complete the majority, if not the entire project, by late fall. Staff has been busy providing information to State officials so that the final grant agreement can be written as soon as possible. PRD Tungate is planning to prepare a project sponsorship opportunity brochure as soon as the final design is completed and more colored graphics are available. To that end, PRD Tungate stated that he did receive a verbal commitment from a person to contribute \$25,000 for the small picnic shelter, table and bench.

G. ACTION ITEMS

1. **Recommend approximately 50 trees to be planted along sections of five new streets (Harold Drive, Grassy Plains Drive, Grassy Meadow Lane, Prairie View Court and Ridgecrest Lane) per the existing terrace tree planting policy.** PRD Tungate explained how the trees would be paid for and the approximate location. He also reiterated that homeowners would have the option of not having a tree planted in front of their home. Moved by N. Barker, seconded by T. Marshall. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by N. Barker, seconded by S. Pawlowski to adjourn at 7:20 pm. Motion carried.