

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall – 140 Main Street**  
**December 8, 2014**  
**DRAFT MINUTES**

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**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: Chr. Dick Sturm, Nancy Barker, Sue Pawlowski, Ald. Michael Keehan, Tom Marshall, Lisa Hopwood, Cindy Schaefer-Kemps

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas, Richard Loehning- Menasha Historical Society

**C. MINUTES TO APPROVE**

1. **Minutes of the November 10, 2014 Park Board Meeting**

Motion by N. Barker, seconded by Ald. Michael Keehan to approve the minutes of the November 10, 2014 meeting. Change the word moving to mowing. Motion carried.

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

Richard Loehning spoke about the need to add a security light on the newly painted caboose in Smith Park. The roof over the caboose is also in need of repair. Park staff is making plans to address these issues and will be in contact with Mr. Loehning.

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report** – PRD Tungate reported that a memorandum of understanding will be sent to Dave Mix at VFW 2126 that outlines the Board's action last month regarding what would be permitted on the Isle of Valor. It was also mentioned that Mayor Merkes will likely appoint an ad-hoc committee to suggest a place for the downtown bank columns. The columns may or may not end up in a city park. Any recommendation to have them placed in a park must receive Board approval.
2. **Park Project and Vandalism Report** – PS Maas reported that the pool has been winterized, the new boiler has been installed. Snow removal and tree trimming has also been taking place.

**F. DISCUSSION**

1. **Use of unspent pool boiler funds on slide rehabilitation work:** PRD Tungate outlined plans to draft a resolution making a 2014 budget adjustment to allow the use of \$10,000 of unspent boiler money to be used for necessary repairs to the slide. The Board supported such a move and noted it was important to keep the pool in good working order as long as necessary until a decision is made on a new or fully rehabilitated pool.
2. **Holiday Hayride update:** Record number of riders this year. Moderate temperatures and a little bit of snow on the ground likely were factors.
3. **Gilbert Site update:** PRD Tungate outlined a plan to bring the two bids that comprise the entire project to the Board of Public Works on December 15. A couple of modest change order deducts will also be brought forward. TIF #11 funding will be requested to provide the remaining portion of the city's match for the project. Work could begin in January if all the paperwork is completed in a timely manner.

4. **Koslo Park ball diamond project update:** Staff has recently devoted time to investigating the best backstop and price estimates for Koslo Park. The backstop is the first part of the field renovation project and it's conceivable that the work could be done this winter. Staff has consulted with field users and the consensus is that a black backstop is the way to go from both an aesthetic and better spectator viewing perspective. Fencing contractors will be offered the opportunity to join the scoreboard sponsorship program, which would effectively reduce the final cost of the backstop.
5. **New park planning update:** a neighborhood information meeting is being planned for January 26. Attendees can expect to see graphics of play equipment, a park shelter and a concept master plan for the park. Staff is also preparing a brochure to assist in the fundraising efforts of the Menasha Rotary Club as they prepare to raise funds or in-kind services for the park.

#### **G. ACTION ITEMS**

1. **Election of Board Officers for 2015:** Motion by N. Barker, seconded by L. Hopwood to nominate D. Sturm as Chairman for 2015. No other nominations were made. Motion carried 7-0. Motion by S. Pawlowski, seconded by Ald. M. Keehan to nominate L. Hopwood as Vice-Chair. No other nominations were received. Motion carried 7-0

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

#### **I. ADJOURNMENT**

Motion by Ald. M. Keehan, seconded by S. Pawlowski to adjourn at 7:15 pm. Motion carried.