

CITY OF MENASHA
Parks and Recreation Board
City Hall – 1st Floor Conference Room
March 8, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:05 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Brian Adesso, Lisa Hopwood, Tom Marshall, Sue Pawlowski, Chr. Dick Sturm

MEMBERS EXCUSED: Ald. Dan Zielinski, Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Connie Curtis-Aldrich, David Curtis

C. MINUTES TO APPROVE

1. **Minutes of the February 9, 2016 Regular Park Board Meeting** – Moved by S. Pawlowski, seconded by L. Hopwood to approve the minutes of the February 9, 2016 Park Board meeting. Motion carried.

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

1. The Board accepted and appreciated a thank you letter from the Menasha Historical Society regarding recent lighting improvements at the caboose in Smith Park.
2. Connie Curtis-Aldrich asked about where things were at with future plans for Jefferson Park and about syringes that she had heard were found near the play equipment at Jefferson Park.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on recent work to complete the final grant reimbursement forms for the Gilbert project; the department will participate in a youth fair on March 12 at the Boys and Girls Club, summer activity booklet will be mailed out soon, tennis court repair proposals for Clovis Grove park are due March 21, adult softball league planning is also taking place. New team logo signs will be installed this spring on the Koslo concession stand.
2. **Park, Pool and Vandalism Report** – PS Maas reported that some general clean up and reorganizing has been done in the chemical feed building at the pool, repainted pool slide hand rails are done and ready to be reinstalled, picnic table repair continues using some repurposed bleacher boards, tree trimming has been ongoing, area for the new eastside park play equipment has been cleared, Koslo Park ball diamond lights were replaced, some preliminary trail brushing for the Province Terrace Trail has also been done. Prep work for reopening the restrooms at Shephard Park was completed.

F. DISCUSSION

1. **Jefferson Park and Neighborhood Vision Plan RFQ** – PRD Tungate outlined the steps that will be taken once a consultant is hired. With the recent retirement announcement of CD Keil, it is anticipated that a consultant will begin work by or around August 1 to perhaps coincide with the hiring of a new director. Numerous public input opportunities along with a survey are built into the vision planning process. The RFQ is expected to be sent out by March 18.
2. **Loop the Little Lake Update** – PRD Tungate stated that the project engineer and staff will be meeting with Neenah/Menasha Water Sewerage facility staff this week. They will discuss the

Mathewson St. ROW trail/bridge layout and the alternative route idea behind the plant. The new bridge must be designed to accommodate the treatment plant's concrete outfall structure and other piping within the riverbed.

3. **Hart Park Play Equipment** – proposals have been received and are in the process of being reviewed. Equipment is slated to go in sometime this fall and will be placed west of the shelter. The old equipment will be removed. Installation options and costs are also explored.
4. **Eastside Park – Community Playground Build, Saturday, June 4.** Planning continues on this project. Staff is working on registration paperwork and also on the exact number of skilled and semi-skilled volunteers that will be needed. The Knights of Columbus and Menasha Rotary have verbally committed to help with the installation.

G. ACTION ITEMS

1. **Approval of Food Truck Rally in Jefferson Park on May 10, June 7, July 12, August 9** – Motion by L. Hopwood , seconded by T. Marshall. Staff gave a general description of how the event would operate. Around ten food trucks would be parked along Kargus Drive. It is expected that beer will be served at the events. A map was also available at the meeting. Rally organizers are aware of the fees that will have to be paid and the fact that they still must have the event reviewed by the Special Events committee. This action simply reserves a park area for the four dates. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 7:36 pm. Motion carried.