

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall
140 Main Street, Menasha
January 13, 2014
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 and Sue Pawlowski

MEMBERS EXCUSED: PRD Tungate

OTHERS PRESENT: PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the December 9, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by S. Pawlowski to approve the December 9, 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**

No report.

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

PS Maas reported ice rink flooding continues, staff has been working on converting the 5 row bleachers to 3 row units, repairing the benches from Smith Park pressure washing the paint off the frames and installing recycle lumber for the seats and backs, replacing the restroom partitions at Clovis Grove Park and Smith Park, assisting with repairs to the mezzanine in the warehouse at PWF. The arborist position has been approved and the search for a candidate will start soon. The Winter Gala is February 1, 2014.

F. DISCUSSION

1. **Date of Public Meeting for Design of New Neighborhood Park**

Chr. D. Sturm stated that the Menasha Rotary is interested in becoming a partner with the City to work on a sponsorship plan that would aid in the development of the new park. The first step is to develop a written agreement with the Rotary. A public/neighborhood input meeting is tentatively being planned for March.

G. ACTION ITEMS

1. **RFP-Q for Selecting a Consultant for the Jefferson Park /Neighborhood Master Plan**

Moved by L. Hopwood, seconded by C. Schaefer-Kemps to approve the RFP-Q for selecting a Consultant for the Jefferson Park/Neighborhood Master Plan with the following changes:

- Introduction, last sentence change the word (likely) to (may)
- Background, the board was making some assumptions due the attached aerial photo was not included in the handouts which identifies the boundaries and opportunity sites. Without the aerial photo the board would like to state the area south of the RR tracks

along Third St. should be included in the scope

- Proposal Requirements, section B. Format # 2, the enclosed Proposed Fee Schedule question on (#8) should this be (#7) based on the Content section.
- Consultant Selection Procedures, B. Presentation and Interview, question was who will be conducting the interviews, will these include the Park Board, and will they be open meeting for public input.

Motion carried.

2. **Recommended Department Fee Changes for 2014 to the Common Council**

Moved by S. Pawlowski, seconded by L. Hopwood to recommend department fees changes for 2014 to the Common Council. PS Maas explained the changes. Motion carried.

3. **Election of Officers**

Moved by L. Hopwood, seconded by T. Marshall to nominate Dick Sturm as Chair of the Park and Recreation Board for 2014. Motion carried.

Moved by S. Pawlowski, seconded by C. Schaefer-Kemps, to nominate Lisa Hopwood as Vice-Chair of the Park and Recreation Board for 2014. 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 N. Barker, seconded by S. Pawlowski to adjourn at 7:25 p.m. Motion carried.