

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall – 140 Main Street**  
**January 14, 2013**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Luke Schiller, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps

MEMBERS EXCUSED: Sue Pawlowski, Ald. Kevin Benner

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. Chris Klein, Roger Kanitz- Sustainability Board

**C. MINUTES TO APPROVE**

1. **Minutes of the December 10, 2012 Park Board Meeting**

Moved by L. Schiller seconded by N. Barker to approve the December 10, 2012 Park Board minutes. Motion carried.

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

Five (5) minute time limit for each person.

1. Roger Kanitz introduced himself and stated the Sustainability Board is willing to work on projects with the Park Department.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported on opening the ice rink, planning for the Winter Gala (\$500 donation from KC), planning on summer programs, pool and brochure including the Grunski Runski. WDNR grant for the new park was also mentioned. I-Tree information for Menasha will be presented to the Board next month. A representative from WDNR will be invited to present tree information to the Council later in February.

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

PS Maas reported that the park crew was making some brackets for the Koslo scoreboard, trimming street trees, re-flooding the ice rink, grooming ski trails (good public feedback), installing pool filter bags and building a new frame for making snow blocks

**F. DISCUSSION**

1. **Update on Pool Analysis – PRD Tungate**

PRD Tungate updated the Board that the Pool Friends are scheduled to meet on January 15. Their main goal as this time is to provide initial input on what amenities pool users (young to old) would like to have in a public pool. This information would be shared with Water Technologies, Inc. who is in the midst of a pool analysis. This study will include at least one public input session and will be presented to the Park Board and Council within the next couple months.

2. **Jefferson Park/Neighborhood Master Plan – PRD Tungate**

PRD Tungate stated that CD Keil is drafting a scope of services for this plan. He will be consulting with a contact from UW-Milwaukee on what should be included in the scope. This

planning process is somewhat more involved than creating a relatively simple park master plan and the selection of a qualified firm may take some time. A timeline will soon be created for this project.

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

1. **Approve Reciprocity Agreement with the Town of Menasha for 2013-2014**  
Motion by L. Hopwood, seconded by N. Barker to recommend this agreement to the Common Council. Motion carried.
2. **Approve Reciprocity Agreement with the Town of Menasha for 2013-2014**  
Motion by L. Hopwood, seconded by L. Schiller to recommend this agreement to the Common Council. Motion carried.

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

Five (5) minute time limit for each person

1. Ald. C. Klein made some suggestions about some policy revisions related to having trees planted along new streets, after the curb and gutter are constructed.

#### **I. ADJOURNMENT**

Moved by L Hopwood, seconded by N. Barker, to adjourn at 7:00 p.m. Motion carried.