

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall**  
**140 Main Street, Menasha**  
**February 10, 2014**  
**DRAFT MINUTES**

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**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: None

OTHERS PRESENT: PRD Tungate and PS Maas

**C. MINTUES TO APPROVE**

1. **Minutes of the January 13, 2014 Park Board Meeting**

Moved by L. Hopwood, seconded by S. Pawlowski to approve the January 13, 2014 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**

PRD Tungate reported on a successful Winter Gala. Attendance was good. Crowd seemed to like the petting zoo. Sculptures turned out very well. Not many changes needed for next year's event. Work is being done on the summer program booklet. Some program changes and Director is trying to get most of it done before the current Clerk Steno transfers to the Community Development Department. RFP's for the Jefferson Park/Neighborhood consulting work have come back. Staff will start the review process soon.

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

PS Maas reported that the park crew's responsibilities with the Winter Gala went well. Good snow this year. Ice rink being maintained two days a week. Bench and table work being done indoors. Several aerators have to be rebuilt and there should be 14 available for use this year if needed. It was also stated that the Board would no longer be asked to take action on tree removal. This was at the direction of CA Captain. This removes the responsibility of such action from the Board and keeps it at a staff level. Staff still intends to inform the Board when large trees are scheduled for removal.

**F. DISCUSSION**

1. **Update on Filling Future Job Openings – PRD Tungate**

PRD Tungate informed the Board on the status of two important department hires. Interviews for the Clerk position are scheduled for later in the week. There were a lot of applicants. Staff hopes to have someone start in March. Interviews for the Arborist position have not been set yet. There were fewer applicants for this opening, but the quality appears good. Staff hopes to have someone start by April for this position.

**G. ACTION ITEMS**

1. **Recommend Revisions to Ordinance O-1-14 on use of Crossbows in Public Parks**  
Motion by L. Hopwood, seconded by Cindy Schaefer-Kemps to recommend approval of this ordinance to the Common Council. Motion carried.
2. **Recommend Revision to Chapter 4 of the City Ordinance Related to Trees and Shrubs**  
No action was taken. The intent to completely rewrite this ordinance and include revisions to the city's tree planting program and place on a future Board agenda.

**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 6:45 p.m. Motion carried.