

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, City Hall – 140 Main Street**  
**March 18, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:06 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Nancy Barker, Chr. Dick Sturm, Sue Pawlowski, Lisa Hopwood, Tom Marshall

MEMBERS EXCUSED: Ald. Mark Langdon, Cindy Schaefer-Kemps

OTHERS PRESENT: PRD Tungate, PS Maas

**C. MINUTES TO APPROVE**

1. **Minutes of the February 10, 2014 Plan Commission Meeting**

Moved by N.Barker , seconded by L. Hopwood to approve the minutes of the February 10, 2014 Park Board meeting. Motion carried.

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

Five (5) minute time limit for each person.

1. No one spoke.

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

1. Department Report – PRD Tungate reported that the summer program booklet is close to being mailed out. RFPs for the Jefferson Park project are still being received. Staff priority has been to get the Gilbert site project moving ahead, so the RFP review will occur once that project has been further advanced. Gilbert site pond had been received as a donation and will serve as an attractive gateway for the trail along the main river channel. Seasonal hiring is ongoing. Ice rink is closed for the season.
2. Park Project and Vandalism Report – PS Maas reported that tree trimming is occurring. Staff helped to reinforce the warehouse mezzanine in the sign shop. Both partitions have been replaced at Clovis Grove Park. City received a Project Partnership Award from the Urban Forestry Council and it was presented last night at the Council meeting.

**F. DISCUSSION**

1. Public Works and Park Department Reorganization- PRD Tungate updated the Board on recent changes and new and future hirings relative to the Parks and Public Works Departments. A new Parks and Recreation Clerk has been hired, Vince Maas and Jeff Nieland have some new

duties, Adam Alix is now the Deputy Director of Municipal Operations and will facilitate a more cooperative and effective use of city work crews along with other duties. Staff is excited about the potential of these changes.

2. Filling New/Vacant Positions- PRD Tungate indicated that the hiring process is continuing towards filling an Arborist and a Facilities Technician position. Both positions should be filled by mid to late spring.
3. Options for Tree Planting Along New City Streets in 2014 and Revision to Chapter 4 of City Ordinance Relating to Trees and Shrubs- PRD Tungate stated that CA Captain continues to work on a rewrite of Chapter 4 of the City Ordinance pertaining to trees and shrubs. It appears that the pursuit of including tree planting in the assessment for new streets will not be moving forward. The Mayor and staff are considering ways to fund tree planting for this year for a couple new street projects using the City's existing tree planting policy.

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

1. Recommend Impact Report on the Gemelli Real Estate Wisconsin, LLC Annexation (if required) Motion by L. Hopwood, seconded by N. Barker to approve the impact report for the Gemelli annexation. Motion carried.

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

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by S. Pawlowski, seconded by L. Hopwood to adjourn at 7:49 pm. Motion carried.