

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall**  
**140 Main Street, Menasha**  
**October 10, 2011**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Substitute Chr. N. Barker at 6:01 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

1. MEMBERS PRESENT: Lisa Hopwood, Luke Schiller, Nancy Barker and Ald. Mark Langdon

MEMBERS EXCUSED: Ron Suttner

MEMBERS ABSENT: Chr. Dick Sturm and Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. Steve Krueger

**C. MINTUES TO APPROVE**

1. **Minutes of the September 12, 2011 Park Board Meeting**

Moved by L. Hopwood, seconded by Ald. M. Langdon to approve the September 12, 2011 Park Board meeting minutes. Motion carried 4-0.

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

Five (5) minute time limit for each person.

1. None.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported that the Pumpkin Hunt to be held October 24, good portion of staff time being devoted to finishing the 2012 budget, other fall programs like dance and the adult basketball league have either started or will begin soon.

PRD Tungate also stated that the Public Works committee had recently voted to not approve a WDOT trail grant to extend Province Terrace trail south of Manitowoc Road to near Kwik Trip. The merits of this action were discussed. Ald. M. Langdon questioned the value of trails. Ald. S. Krueger described reasons why the trail may not be a good idea. Board members L. Schiller and L. Hopwood expressed support for trails and proceeding with the grant that has been awarded.

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

PS Maas reported that no vandalism had occurred last month, poured in place rubber playground surfacing was completed in Jefferson Park, order for fall tree planting will occur soon, October 25 an EAB open house will be held at the library, U.S. Department of Agriculture may soon be planning to address the cormorant problem in our area. One full-time Caretaker position has not been refilled and another Caretaker has transferred to a different position in the Street Department.

**F. DISCUSSION**

1. **Update on 2012 Department Budget Process – PRD Tungate**

PRD Tungate indicated that Mayor Merkes and all Department Heads are busy putting the

finishing touches on the 2012 City Budget. It was explained that some possible service/project cuts may come in the parks, pool and recreation budgets. PRD Tungate stated the entire parks and Recreation budget makes up only approximately 6% of the City budget; so deep cuts here will have a minimal impact on the tax levy.

2. **Joint Board Meeting with Neenah and Town of Menasha on October 19, 6:00 PM at the Whiting Boathouse**

City of Menasha, Neenah and Town of Menasha Parks Board/Commissions will be meeting on Wednesday, October 19 at the Whiting Boathouse. The purpose of the meeting is to update the Boards/Commissions on the progress of establishing the Neenah/Menasha Park Corps. The Park Corps is a group that will connect volunteers to available projects within the respective departments, hopefully to save money and keep all the park systems in good condition.

3. **Update on Formation of a Menasha Pool Task Force – PRD Tungate**

PRD Tungate explained that Jenny Whiting and others have started the Menasha Pool Task Force made up of people who support the pool and are concerned about its future. The group will be meeting on Thursday, October 20 at the Menasha Library to discuss what it can do to ensure the pool remains a vital community asset.

4. **Review Bench and Tree Donation Policy**

PRD Tungate described the department's current policy on accepting or placing memorial plaques, benches, etc. from the public. Two options are available: an ornamental bench for placement in Jefferson Park or a tree. Occasionally, people have asked to place other memorials in the park system. The goal of the current policy is to be consistent with what is placed in the parks and to avoid a cluttered look in the park areas. Fees for the two options have been in place for many years. PRD Tungate will bring back a written policy for Board's consideration at next month's meeting.

5. **Update on New Eastside Neighborhood Park and Funding Sources – PRD Tungate**

PRD Tungate explained the process that has been made recently with landowners near the Lake Park Heights subdivision. Two drawings were distributed. The Board supports adding at least a sidewalk access between lots on north side of the park, similar to what was done in Barker Farm Park. They also wanted to have an adequate distance of street frontage from on-street parking and to avoid a completely "closed-in" park with homes ringing the entire park. PRD Tungate restated that the intended funding source for the land acquisition would be the Park Dedication Fund. The Town of Harrison would also be approached about contributing financially to acquiring land for the park.

6. **Change to November Meeting Date**

The next Park Board meeting will be held Tuesday, November 15, 2011.

**G. ACTION ITEMS**

1. None

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

Five (5) minute time limit for each person

No one spoke.

**I. ADJOURNMENT**

Moved by L. Hopwood, seconded by Ald. M. Langdon to adjourn at 7:29 p.m. Motion carried 4-0.