

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, 3RD Floor City Hall
140 Main Street, Menasha**

April 14, 2014

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the March 18, 2014 Park Board Meeting](#)

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas

F. DISCUSSION

1. Ideas for outlining effigy mounds in Smith Park – Richard Lochwing
2. [Draft of Primary Sponsorship Agreement – new eastside park](#)
3. Gilbert site update – PRD Tungate

G. ACTION ITEMS

1. [Recommend approximately 50 trees to be planted along sections of four new streets per the existing terrace tree planting policy](#)

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

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

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.

Woodlands Nature Park
Primary Sponsorship Agreement



This agreement is between the Menasha Rotary Club (Primary Sponsor) and the City of Menasha Parks and Recreation Department (MPRD). This agreement defines the terms of the relationship between the two parties relative to recognizing the Menasha Rotary organization in the permanent, mutually agreeable title. The park is presently referred to as Woodlands Nature Park (see attached).

- Primary Sponsor agrees to become a working partner with City officials throughout the full development of the park.
- Primary Sponsor understands that the full development of the park may take several years and they will do whatever it can to maintain its commitment to the project.
- Primary Sponsor agrees to raise funds for full park development through a variety of services including but not limited to: cash, volunteer labor, in-kind contributions and secondary sponsorships. An example of a secondary sponsorship might be the “ACME Playground”.
- MPRD retains the right to approve all forms of donations, including the right to assign a value to all forms of contributions to the project.
- Primary Sponsor will designate people of its choosing to assist MPRD with developing a financial plan to fully develop the park.
- Primary Sponsor shall raise funds equivalent to \$300,000 in value in order for the park to remain permanently named in recognition of the Menasha Rotary organization.
- The park may be given a tentative name after a minimum of \$150,000 in cash or contributions has been raised by the Primary Sponsor.
- The tentative or final name of the park is subject to approval of the Menasha Parks and Recreation Board.
- This agreement is not binding in any way and may be amended at any time upon mutual consent of both parties.
- The Primary Sponsor or MPRD may withdraw from this agreement at any time upon written notification to the opposite party.

Please list the person(s) who will be our main contact:

1. _____
Print Name Phone Email

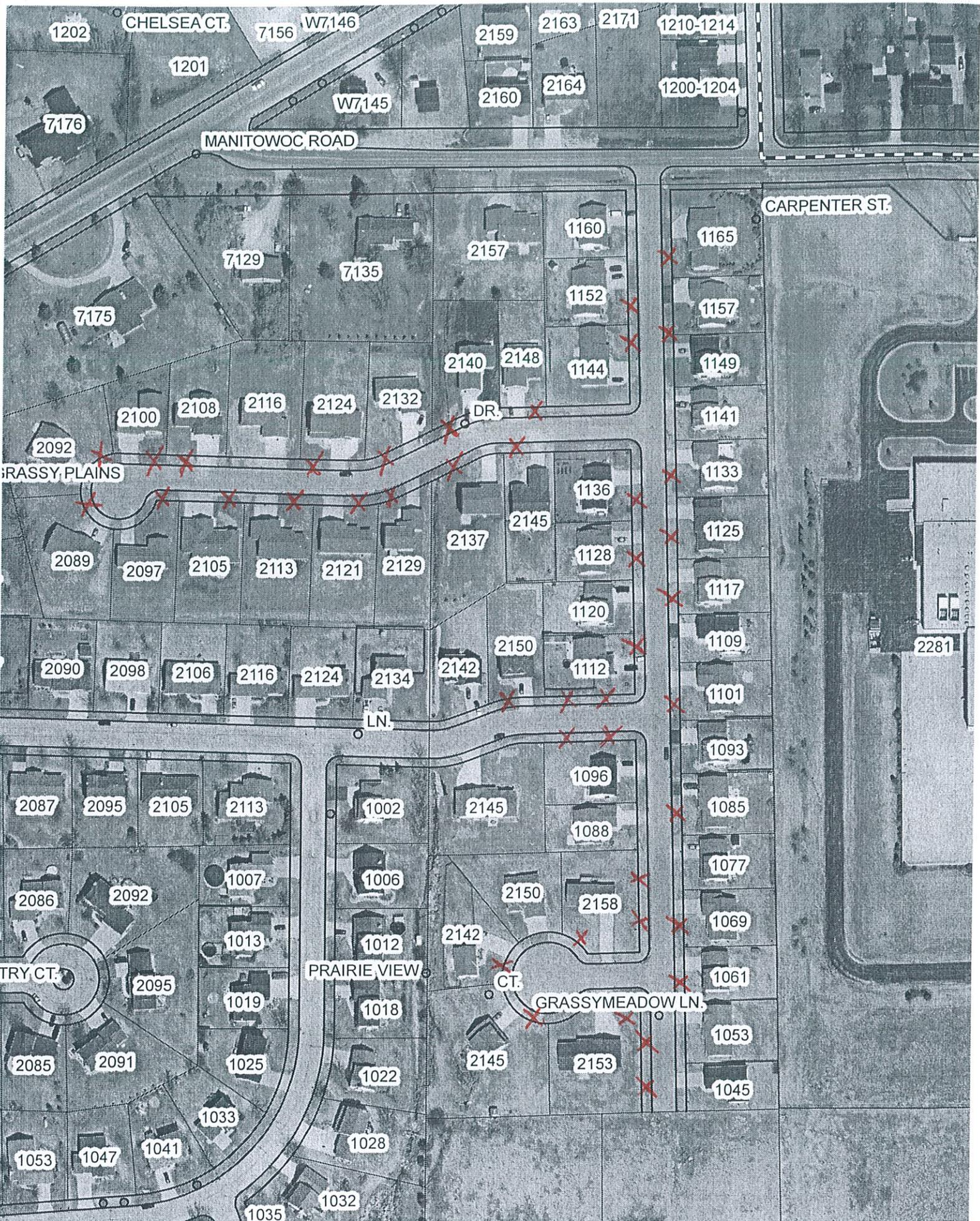
2. _____
Print Name Phone Email

Authorized Signature (Primary Sponsor)

Date

Brian Tungate, MPRD

Date



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CHELSEA CT.

7156 W7146

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2163

2171

1210-1214

1201

W7145

2160

2164

1200-1204

7176

MANITOWOC ROAD

CARPENTER ST.

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2157

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2100

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DR.

1141

GRASSY PLAINS

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TRY CT.

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PRAIRIE VIEW

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CT.

GRASSYMEADOW LN.

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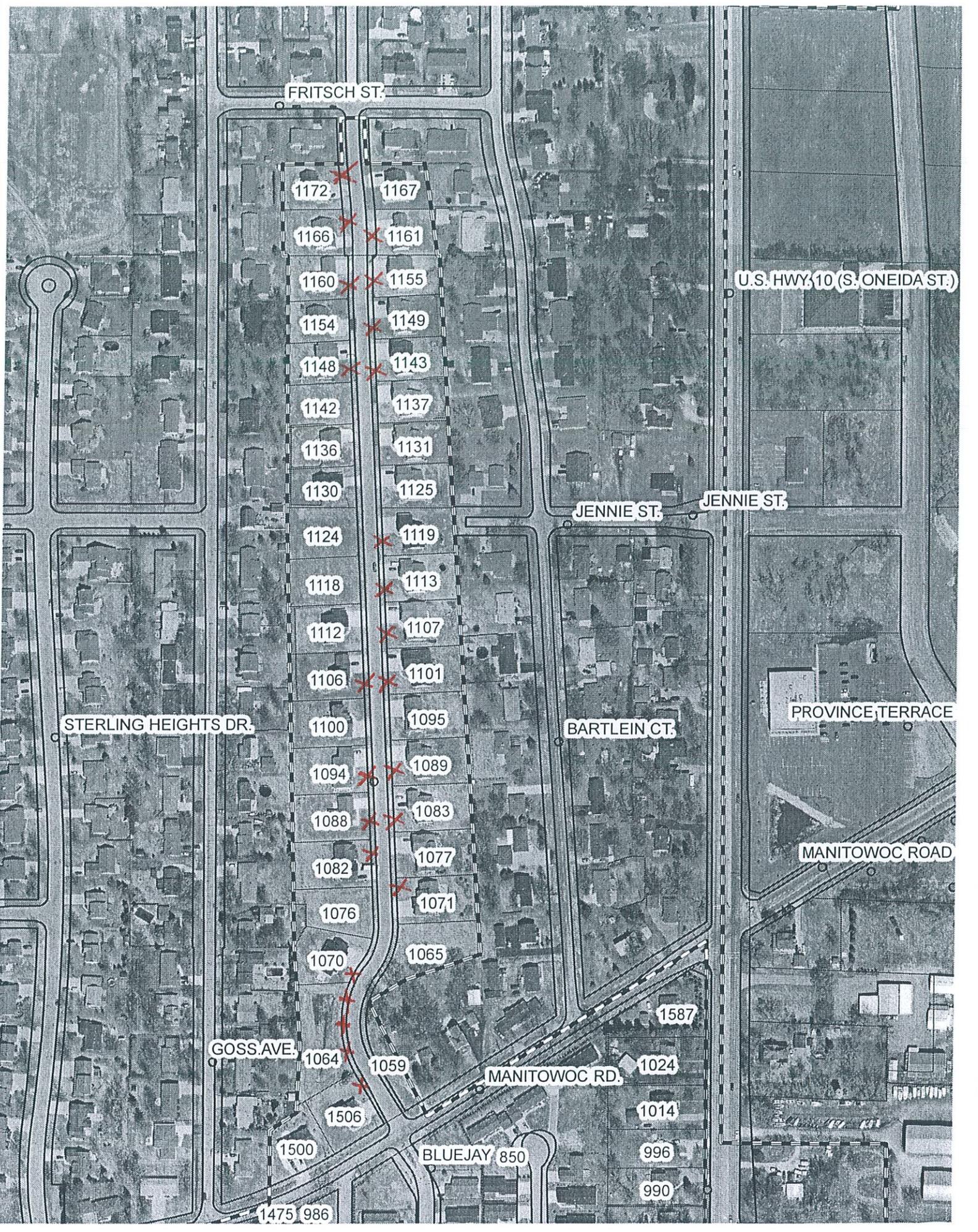
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FRITSCH ST.

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GOSS AVE.

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1475 986

MANITOWOC RD.

BLUEJAY 850

1587

1024

1014

996

990

U.S. HWY 10 (S. ONEIDA ST.)

JENNIE ST.

JENNIE ST.

STERLING HEIGHTS DR.

BARTLEIN CT.

PROVINCE TERRACE

MANITOWOC ROAD