

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
Hart Park Shelter
700 Seventh Street, Menasha**

June 9, 2014

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the May 12, 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. Smith Park effigy mounds upcoming meeting with state archaeologist – PRD Tungate
 - 2. New eastside neighborhood park update – PRD Tungate
 - 3. Resident request to lower one hoop at Hart Park – PRD Tungate
 - 4. Current states of use and condition of the skatepark – PRD Tungate/PS Maas
 - 5. Resident request to pursue planting of cherry trees in Jefferson Park
 - 6. Next month – review of park fee policy for non-profit groups
- G. ACTION ITEMS
- 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
May 12, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Sue Pawlowski, Ald. Michael Keehan, Tom Marshall, Cindy Schaefer-Kemps, Lisa Hopwood

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Freddy Schroeder, owner of the Lockerroom Bar.

C. MINUTES TO APPROVE

1. **Minutes of the April 14, 2014 Park Board Meeting**

Moved by S. Pawlowski, seconded by N. Barker to approve the minutes of the April 14, 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. Freddy Schroeder, owner of the Lockerroom, inquired about the possibility of holding a vintage motorcycle event in Jefferson Park. The Board was generally supportive of the idea. It was explained to Mr. Schroeder that he would have to submit a special event packet and this process would take more time than what it appeared he thought it would take. It sounded like a one day fall event might be a possibility.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported that software training for the new Admin. Assistant is wrapping up; considerable amount of time spent finalizing seasonal hiring for both the pool and recreation programs; softball leagues also starting in early May that included captains, umpire and scorekeeper meetings and creating game and work schedules.
2. **Park Project and Vandalism Report** – PS Maas reported on vehicle turf damage in Smith Park; crew helping with building a fence enclosure at the Library; one fountain up and running; pool start up work has begun; new Arborist has started; interviewing for a new Facilities Technician/Electrician has concluded - hope to have a new person start near the end of May.

F. DISCUSSION

1. **Update on Smith Park effigy mounds maintenance** - PRD Tungate has been in contact with a State archaeologist regarding the best practices for marking and maintaining Indian mounds. A State archaeologist has offered to visit Smith Park and help staff survey the mounds. At least a couple of mounds have seen some significant recession over the years and the department

would like to devise a better way of marking them. PRD Tungate will keep the Board notified of any ideas or progress with this matter and he'll contact a representative from the Historical Society when a date has been set with the State archaeologist.

2. **Gilbert site trail project update** - PRD Tungate gave an update on the final engineering of the project being done by RA Smith. The goal is to wrap up the design work in the coming weeks and to also provide the demolition crew with a rough grading plan so the trail project site can be graded to a "project ready condition" before bidding takes place.
3. **Menasha Boys' and Girls' Club** - PRD Tungate updated the Board on plans for a new Boys' and Girls' Club in Menasha. The exact project site has not been made public yet, but presumably will be somewhere in the center of city, near the high school. PRD Tungate has had some communication with the Club's executive Greg Lemke-Rochon and has expressed a willingness to collaborate or partner with the Club in any way to the benefit of Menasha youth. The Board felt a Boys' and Girls' Club in the city would be of great benefit to city youth given some of the socio-economic realities of a good number of families living in the city.
4. **New street tree planting update** - PS Mass indicated the Common Council has approved the planting of trees on all new streets scheduled for installation in 2014. Funds for the additional trees are available due to some savings that were realized because of when the new Arborist position was filled. These trees will likely be planted this fall.

G. ACTION ITEMS- None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

1. Items for next month - update on Jefferson Park/Neighborhood Master Plan, new neighborhood park and a rough timeline for park planning and seeking neighborhood input. Summer meeting locations to be: *June* - Hart Park, *July* - new neighborhood park, *August* - Smith Park, *September* - Jefferson Park.

I. ADJOURNMENT

Moved by L. Hopwood, seconded by N. Barker to adjourn at 7:50pm. Motion carried.