

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**

**City Hall – Council Chambers
140 Main Street**

**Tuesday, February 9, 2016
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the January 12, 2016 Joint Park Board and Plan Commission Meeting
 - 2. Minutes of the January 12, 2016 Regular Park Board Meeting
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
- E. REPORT OF DEPARTMENT HEAD/STAFF
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Feasibility study on Doty Island alternate route-Loop the Little Lake project
- G. ACTION ITEMS
 - 1. Revision to Shelter and Wedding Reservation Dates
 - 2. Revisions to Parks and Recreation Programs, Services and Fees for 2016 – referred back by Common Council
- H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- I. ADJOURNMENT

CITY OF MENASHA
Joint Meeting of the Parks and Recreation Board and Plan Commission
City Hall – Council Chambers
January 12, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 7:05 pm

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D.Sturm, B. Adesso, T. Marshall, L. Hopwood

MEMBERS EXCUSED: Ald. Dan Zielinski, Nancy Barker, Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas, from the earlier Plan Commission part of the joint meeting: Tim Gosz, Rob Gusky, Byron Kopitek, Jacy Park, David Park, Ald Becky Nichols

C. REPORT

1. **Update by staff on the Loop the Little Lake project and route across Doty Island - PRD**
Tungate gave an abbreviated summary of the Loop the Little Lake project and a video that was played at 6:00 pm to the Plan Commission and three members of the Park Board. A quorum of Park Board members became available and took action on the only item from the joint meeting agenda.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

E. ACTION ITEMS

1. **Recommend on-street bike/pedestrian route through Menasha's portion of Doty Island as part of the Loop the Little Lake project** – Motion by B. Adesso, seconded by T. Marshall to approve Menasha's portion of the bicycle/pedestrian route along Doty Island as part of the Loop the Little Lake project with the route commencing on Lawson Street, proceeding north to Fox Street, then west on Fox Street to Mathewson Street, then north on Mathewson Street to the Fox River. Further recommendations included: future consideration of the alternate route along the shoreline behind the water treatment plant, place the trail approach to the new bridge along the east side of the Mathewson Street right of way and that route markings would be done with signage or arrows if needed. Motion carried.

F. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 7:15 pm. Motion carried.

CITY OF MENASHA
Parks and Recreation Board
City Hall – 1st Floor Conference Room
January 12, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 7:16 pm following the joint meeting.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D.Sturm, B. Adesso, T. Marshall, L. Hopwood,

MEMBERS EXCUSED: Ald. Dan Zielinski, Nancy Barker, Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the December 8, 2015 Park Board Meeting** – Moved by B. Adesso, seconded by L. Hopwood to approve the minutes of the December 8, 2015 meeting. Motion carried.

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

None

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on hiring staff and opening the ice rink, RFPs have gone out for tennis court work and new play equipment at Hart park, planning for the January 30 Smith Park Winter Gala has been ongoing.
2. **Park, Pool and Vandalism Report** – PS Maas reported no vandalism occurred this past month. Installation of donated piece of play equipment was nearly completed when the rain and cold weather hit. Crew has also worked on snow removal, making ice at the skating rink and set up for New Year's Eve. Need for pool filter bags was also mentioned. Funding for this is contained in the 2016 budget and installing the bags could be a winter project.

F. DISCUSSION

1. **Revision to shelter and wedding reservation dates** – Staff has suggested a change to the start date that park shelters can be reserved. The proposed date would be the first working day in January instead of February. This date would serve the public better because many people already assume that is the date. The Board seemed to like this idea and little discussion ensued. Changing the dates for resident and non-resident wedding reservations was also proposed. Board members collectively mentioned that preserving a resident advantage or date preference was important. The initial revision was to have a new start date; however, the Board seemed to prefer a rolling calendar option where residents would have a twelve month advanced sign up preference over non-residents. This item will be placed on next month's agenda as an action item.

G. ACTION ITEMS

1. **Recommend revisions to parks and recreation programs and services for 2016** – Motion by L. Hopwood, seconded by B. Adesso to make the following fee increases effective in 2016: increase the two-row stage fee from \$275 to \$375, increase the stage wall fee from \$125 to \$175, begin a non-electric picnic area fee and charge \$10 for residents and \$20 for non-residents, increase the pool rental fee from \$145 to \$155 per hour and increase the wedding fee

at Smith Park from \$200 to \$250 for residents and from \$300 to \$400 for non-residents. Motion carried and will be sent on for approval of the Common Council.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

I. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 8:20 pm. Motion carried.

Wedding Reservation Policy:

Starting March 1, a rolling calendar begins for wedding reservations at Smith Park

Option A: Residents can begin reserving space 30 months in advance (example: out to September 1, 2018)

Non-Residents can begin reserving space 18 months in advance (example: out to September 1, 2017)



MEMORANDUM

To: Mayor Merkes and Common Council
From: PRD Tungate
Date: January 15, 2016
RE: 2016 Parks and Recreation Fee Changes

At their January meeting, the Park Board recommended the following fee changes for 2016. The increases more accurately cover city costs for providing these services. Action by the Common Council to approve these changes is requested.

Stage with 2 rows	from	\$275	to	\$375
Stage Walls	from	\$125	to	\$175
Non-electric picnic area	from	N/C	to	\$10R / \$20 NR
Pool Rental	from	\$145/hr	to	\$155/hr
Wedding Set-Up (Resident)	from	\$200	to	\$250
Wedding Set-Up (Non-Resident)	from	\$300	to	\$400

Typical Pool Rental Labor Costs
(One hour event)

1 Pool Manager	\$17.25/hr x 1.5 hours	\$25.88
7 Lifeguards	\$8.50/hr x 1.5 hours	\$89.25
2 Attendants	\$7.75/hr x 1.5 hours	<u>\$23.25</u>
		\$138.38

Other nominal expenses: FICA, pool chemicals, office staff time