

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).

**Note different time and location.** The Board is welcome to attend the Department's 2014 budget session with the Common Council at 5:00 PM in the Council Chambers.

**CITY OF MENASHA  
PARKS AND RECREATION BOARD  
Conference Room, 1<sup>st</sup> Floor City Hall  
140 Main Street, Menasha**

**November 11, 2013**

**6:45 PM**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the October 14, 2013 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. [2014 Marina Project List](#)
2. Recap of Department 2014 Budget Session
3. [Gilbert Site – Trail Location](#)
4. 3 on 3 Men's Basketball League

G. ACTION ITEMS

1. [Recommendation to Board of Public Works to Include Street Tree Planting as Part of the Assessment of Any New Street Construction \(examples of ordinances attached\)](#)

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**  
**Menasha Historical Society**  
**Inside the Memorial Building**  
**640 Keyes Street, Menasha**  
**October 14, 2013**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:13 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

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

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Harbormaster Schabach, Jean Chew, Stacey Hoekstra from the Historical Society.

**C. MINTUES TO APPROVE**

1. **Minutes of the September 9, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by N. Barker to approve the September 9, 2013 Park Board minutes. Motion carried.

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

1. **E-mail from Lori Lacey regarding Dogs at Jazzfest**

Jazzfest stated they are comfortable with the existing no dogs ordinance for their event.

2. **General Provisions Regarding Meeting Attendance – City Ordinance Sec. 2-4-14**

Members were reminded that they have a responsibility to make as many meetings as they can and that there is a city ordinance that pertains to absenteeism at meetings.

3. Harbormaster Schabach also discussed how the marina season went. She included a list of maintenance suggestions. Staff will have a response to her list at the next meeting. The Corn Roast went very well. Cool temperatures and high water in June made for a slow start to the season. She would like to see a new event come to downtown on a weekend to attract boaters and the community in general.

**E. COMMUNICATIONS**

1. **Wisconsin Urban Forestry Council 2013 Report**

PS Mass reviewed some information in this handout. City plans to submit an application for a Partnership Award for its work with CN on the 30 for 30 tree planting initiative.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported the status of the Armory Reserve Building RFP for demolition, results of the RFP will be on the Common Council agenda on Oct. 21. The city received tentative approval of the Gilbert site grant. Pumpkin Hunt is October 22 and the departments' Council budget review is tentatively set for November 13.

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

PS Maas reported that some pool liner maintenance has been done, Jefferson and Smith park access driveways were repaved, restrooms and fountains starting to be shut down for the season.

**G. DISCUSSION**

1. **Dogs at Park Special Events**

Discussion was held relative to the possibility of allowing pets at Jazzfest. Some pet owners have come to the event and tried to stay on, or very near the trail with their animals, thus perhaps not technically violating the current ordinance. After lengthy discussion it was the consensus of the Board to leave the ordinance as is and not grant any exception to Jazzfest, who has not requested that dogs be allowed at their event.

2. **2014 Department Budget Objectives**

PRD Tungate highlighted the goals of each department goal for 2014. The Gilbert site, master plan for Jefferson Park/Neighborhood planning for the new eastside park and staffing changes in recreation support staff and a park arborist position were among the main topics. The 2014 budget topic will again be placed on the November agenda.

**H. ACTION ITEMS**

1. **Proposal to Recommend a One-Time Security Camera System Fee of \$35 to Marina Season Renter in 2014**

Harbormaster Schabach and PRD Tungate explained the vandalism that occurred this past season. Both have been researching a camera system and have consulted with the PD and IT departments along the way. The PD is supportive of installing a camera system and the Harbormaster has received positive feedback from some renters she has spoken to about adding a camera system. She also believed the fee would not be viewed as excessive for the added security it will bring to the marina. Motion by L. Hopwood, seconded by S. Pawlowski to recommend to the Common Council a one-time \$35 fee in 2014 for a camera system for the marina. Motion carried.

2. **Raise the Weekly Rate from \$3.50 to \$4.00 in 2014**

Motion by L. Hopwood, seconded by C. Shaefer-Kemps to raise the weekly per foot rate from \$3.50 to \$4.00 in 2014. Motion carried.

3. **Raise the Monthly Rate from \$12.00 to \$13.00 in 2014**

Motion by L. Hopwood, seconded by T. Marshall to raise the monthly rate per foot from \$12.00 to \$13.00 in 2014. Motion carried.

4. **Accept the Changes to the Front Entrance Wall of the Menasha Historical Society as Proposed**

The Board reviewed the drawings and proposal from the Historical Society to add some displays on the front wall of their room. The displays would face outward so that people in the Memorial Building could see them. The display is to be at least 12" off the floor. The City will look into replacing an existing light with a multiple-fixture track light to enhance the light on the new displays. Motion by N. Barker, seconded by S. Pawlowski to approve the new displays on the front wall of the Menasha Historical Society. Motion carried.

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

Five (5) minute time limit for each person

No one spoke.

**J. ADJOURNMENT**

Moved by L. Hopwood, seconded by N. Barker to adjourn at 8:50 p.m. Motion carried.

1. Shrubs by the bathrooms, by the memorial plaque, are 27 years old. This area needs to be landscaped. Shrubs are worn away and much of it is dead and weed infected. This could be a beautiful area overlooking the marina. We plan to identify several landscape areas along the Riverwalk/Marina that are in need of improvement. Item's #6,7 and 11 fall under this category. We will seek an itemized quote from a landscape company and formulate a priority plan to redo these areas either by contract or with our own crew.
2. Make sure that all aerators are in working order. The aerators are getting old and we have to make sure that everyone works if an algae problem occurs. We currently need 9 to aerate the marina under normal circumstances. We plan to rebuild 2-3 non- working spare one we have in case some of the 9 go down.
3. Take off the OFFICE sign on the door next to the bathrooms, this door is badly rusted. We will seek a quote for a new metal door and discard the current screen door.
4. The bathrooms should be repainted, dividers painted and the doors going into the bathrooms should be repainted, the mens is getting rusted. And the toilet roll dispensers are rusted badly, replace with one large dispenser. We will seek a quote for a new metal door and we'll wait until next fall to paint (likely a day or two during the week). We'll look into purchasing 3 large toilet paper dispensers and go away from putting out standard size rolls.
5. FOR SURE: Change gate by slip #87, it opens the wrong way, make it open to the outside. Should be done by next spring.
6. Landscape by the Arc, it is in terrible shape. This will be a specific landscape area we will seek an estimate for upgrading.
7. The shrubs that over hang on the wall, on the Riverwalk by the flagpoles next to the condos, are almost dead. This area has 2 benches and it should look better. The shrubs that are there are usually filled with garbage. See # 1.
8. Each year I list this noticeable decaying of cement: The west Riverwalk sidewalk is badly cracked by each section of walk. In time, major repair will have to be done, gravel is visible under the sidewalk. Sidewalk repair will be put on the list. Decorative block wall near the Tayco St. bridge is in poor condition. We'll seek a contract quote to repair this and also consider alternative methods of repair.
9. Put up a NO parking sign on the curve by Gunderson, across from my building, someday there is going to be an accident. We asked Diane to contact Mark Radtke, Director of Public Works about a sign. They park on the inside of the curve, could be as simple as some yellow curb paint where we don't want people to park.

10. Put signs on Riverwalk, NO littering, by the steps by the flagpoles that come down to the benches on the Riverwalk. Signs like this don't usually work. We did agree to have 4 video surveillance signs put up around the Riverwalk and Marina after the security camera system is installed.
11. In Spring, areas surrounding the marina should have new mulch. Including the area near the Racine and Tayco St. bridges. The stairways by both bridges need landscaping. These areas are important to look nice, they lead to the Riverwalk. By Tayco bridge, the ledge near there is in terrible shape. See #1, several areas need to be addressed.
12. Important: John Teal who keeps the wireless internet going said that it needs a new tower, he's had to re-boot this tower numerous times this year to keep it going IT Dept. looking to upgrade this as part of City Hall wi-fi upgrades, hopefully will be done by spring.
13. \*\*\*\* Make sure security cameras are ready by spring. Equipment on order, should be installed late this fall.



## CITY OF APPLETON

### Sec. 21-28 (a)

#### (a) **Street widening.**

(1) When trees are removed in preparation for widening of any established street, new trees will be planted provided that, in the opinion of the committee of jurisdiction, there is adequate land in the terrace to reasonably support tree growth. The cost of this replanting is to be borne by the City. The committee shall determine the location of each tree to be planted and the species.

### Sec. 21-28 (b)

(b) **New streets.** Following the installation of curbing and sidewalks, the committee of jurisdiction, either by request of the property owner or by resolution of the Common Council, shall cause trees to be planted in the terraces of such streets in the proper season. The location of each tree, the species and size of stock are to be determined by the committee. All or part of the cost of such planting may be assessed against each lot or parcel of adjacent property in accordance with W.S.A. §27.09 or W.S.A. §66.0627. The committee shall replace any tree planted under the plan which does not survive a period of two (2) years at no additional cost of the owners of the adjacent property.

### Sec. 21-28 (c)

(c) **Established streets.** Either by request of the property owner or by resolution of the Common Council, the committee of jurisdiction shall cause the planting of additional trees or the removal or replacement of unsightly or diseased trees in the terrace of any established street. The cost of the removal of existing trees shall be borne by the City. All or part of the cost of such replanting may be assessed against owners of adjacent property in accordance with W.S.A. §27.08 or W.S.A. §66.0627. The committee shall replace any tree planted under this plan which does not survive a period of two (2) years at no additional cost to the owners of the adjacent property

### Sec. 21-74. Pruning of oak trees.

No person shall prune or otherwise wound an oak tree between April 1 and October 31 of any year.

(Ord 169-11, §1, 8-9-11)

## CITY OF FOND DU LAC

18.06(3)(7)6

(6) STREET TREES. The City shall plant one tree at least 2" in diameter for every 75' of lot frontage on all streets. The cost of the tree and installation shall be assessed to the abutting property owners at the time of assessment for street construction. If the abutting property owner has been previously assessed for street construction, then the cost of the trees and installation shall be paid by the abutting property owner at the time of application for a building permit. Where the Developer of a subdivision constructs the street, the City shall install the trees and the cost of the trees and installation shall be assessed to the Developer upon approval of the final plat. The cost of the trees shall be based on the City bid prices for supply and planting of specimen tree stock. Installation of trees shall occur in the year following the construction of 50% of the houses on a street. The location of trees shall be at the discretion of the City Park Division. The City Park Division shall, where possible, consult with property owners in residential districts regarding the final placement of street trees to coincide with individual landscape plans.

## City of Sheboygan

### Sec. 110-43. - Street trees.

Except as otherwise provided by the common council, any street construction, rebuilding or resurfacing of streets, where trees have not previously been planted in the parkway in accordance with the city parkway master tree plan, shall have as part of the project the planting of trees in the parkway. The cost of planting shall not be assessed to the abutting property owner, but will be part of the city's cost for that project and will be reflected in the project budget, rather than in the park department budget for the city's normal tree planting program. The planting shall be in accordance with the city parkway master tree plan under the direction of the city forester and shall take place within one year of the completion of the rest of the street project.

## Village of Ashwaubenon

### Sec. 19-257. - Street tree planting plan.

(b)

*Planting of trees when streets are widened.* When mature trees are removed for the widening of any established street, new trees will be planted if, in the opinion of the tree board, there is adequate land in the terrace or boulevard to reasonably support tree growth. The cost of this planting shall be borne by the village. The tree board shall determine the location and species of each tree to be planted.

(c)

*New streets.*

(1)

Where new streets are constructed, following the installation of curbing, the tree board shall permit specific species of trees to be planted in the terraces or boulevards of such streets in the proper season. The number and location of each tree, species and size of stock are to be determined by the tree board.

(2)

Where the new street is in a subdivision, the tree board shall determine the number, location and species of each tree and the size of stock. The cost of planting shall be borne by the subdivider per section 20-24(b).

(d)

*Planting along established streets.*

(1)

When, in the opinion of the tree board, the terraces or boulevards of any established street can be improved by planned tree planting, or when the number of trees in any terrace or boulevard has become so few as a result of normal removal or other cause, the tree board may plant or cause to be planted such trees in the terraces or boulevards as it deems necessary. The tree board may remove, or cause to be removed, those existing trees which, in its opinion, would conflict with the new planting and replanting of terraces or boulevards of such streets; provided that the tree board shall not plant any new trees or remove any existing trees along any established street unless there has been a public hearing on the proposed planting or removal and, at least 15 but no more than 20 days prior to such hearing, notice of the hearing specifying the exact purpose thereof shall have been posted in three conspicuous public properties in the village and published once in a newspaper having general circulation in the village. The cost of the removal of existing trees shall be borne by the village.

(2)

The cost of replanting in the boulevard shall be assessed against owners of adjacent property in the same manner as other special assessments. The cost of replanting in

boulevards in any block street in that block in which the boulevard is located in the same proportion that the front footage of each lot or parcel bears to the total front footage of all lots or parcels that abut on such street in that block.

(3)

Should any owner of adjacent property desire to plant a tree on any public property, written permission shall be obtained from the tree board in which the number, species, location and size of the tree shall be designated. The cost of such planting shall be borne by the adjacent property owner.