

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**

March 11, 2013

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the February 11, 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. Format Date for Presenting Pool Analysis/Options to the Public
2. Gilbert Site Preliminary Design Plan Presentation - March 20, 2013 – 6:00 p.m. – Menasha Library, Company E Room
3. New Park Update
4. [PFD Loaner Station Update](#)

G. ACTION ITEMS

1. None

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, 3rd Floor City Hall – 140 Main Street
February 11, 2013
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Sue Pawlowski, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps, Ald. Kevin Benner

MEMBERS EXCUSED: Luke Schiller

OTHERS PRESENT: PRD Tungate, PS Maas, Paul and Dave Mix from VFW Nicolet Post 2126

C. MINTUES TO APPROVE

1. **Minutes of the January 14, 2013 Park Board Meeting**

Moved by L. Hopwood seconded by N. Barker to approve the January 14, 2013 Park Board minutes. Motion carried.

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

Five (5) minute time limit for each person.

No one spoke.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported the Winter Gala on February 3 was a success and well attended, work is wrapping up on the 2013 summer program booklet, park reservations for 2013 began on February 1 and city special event packets have been mailed out. Office work continues on inputting data in the new registration/reservation software system, some of this input is being done by part-time staff.

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

PS Maas reported that work on installation of new pool filters is continuing, considerable amount of labor went into building snow blocks before the Winter Gala, park signs are being made indoors, some small tree trimming is occurring. Ice rink and ski trail maintenance is being performed as needed.

F. DISCUSSION

1. **WDNR PFD Loaner Program**

PRD Tungate led a discussion about this WDNR program. It involves the installation of a small station at the Jefferson Park boat landing which would have a large container with youth life jackets inside. The jackets can be used and returned as needed. It's designed to keep kids safe on or near the water. The program has gone well in other communities. Life jackets have not been stolen. Staff is awaiting word on involvement in the program by the Coast Guard Auxiliary. An agreement will be given to CA Captain to review. Topic will be covered again at next month's meeting.

2. **I-Tree – Urban Tree Canopy (UTC) Report – PS Maas**

PS Maas reported on the results of WDNR's analysis of the urban tree canopy (UTC). The city

ranked near the average of all Fox Cities communities. Kim Miller, a regional forester with WDNR is scheduled to give a short presentation to the Common Council on February 18.

3. **Gilbert Site Update – PRD Tungate**

PRD Tungate reported that an appraisal is being done on the strip of riverfront property as staff ramps up for a May 1 State grant submittal. This strip of land will have to be accepted as a donation to the city before the grant can be submitted. RA Smith National is working on the project design and budget.

4. **Pool Study Update – PRD Tungate**

PRD Tungate and PS Maas recently met with staff from Water Technology Inc. They are working on three options for the pool and bathhouse based on input from the pool friends group, senior citizens and youth as well as staff ideas. The three concepts should be done by mid-March. It has yet to be determined how and when further public input will be received on the pool options.

G. ACTION ITEMS

1. **VFW Post 2126 – Landscape Improvements to Isle of Valor – Plan Review at Meeting – Paul Mix**

Paul Mix and Dave Mix presented plans to make some minor improvements to the Isle of Valor. They plan to raise funds to install six flag poles along the walkway to the monument, along with 5 granite benches (2 along the walkway, 3 by the monument) by the end of 2013. They would also like a new sign on Keyes St. directing people to the Isle of Valor. Motion by L. Hopwood, seconded by S. Pawlowski to approve the installation of six flag poles and five benches at the Isle of Valor. Motion carried

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. K. Benner, seconded by N. Barker, to adjourn at 7:30 p.m. Motion carried.

Memorandum of Understanding (MOU)

Between
United States Coast Guard
and
City of Menasha

This is an agreement between “Party A”, hereinafter called Auxiliary and “Party B”, hereinafter called City.

I. Purpose and Scope

The purpose of the MOU is to clearly identify the roles and responsibilities of each party as they relate to the construction and placement of a Personal Floatation Device (PFD) Loaner Station at the Jefferson Park boat landing.

II. Background

The purpose of the Lifejacket Safety program is to promote safe boating practices and to reduce boating related fatalities among youth. The main sponsor of the program is the Wisconsin Department of Natural Resources (WDNR)

III. Auxiliary Responsibilities Under this MOU

Auxiliary shall undertake the following activities:

- Will provide routine checks of the station at a minimum from May 1 to October 15
- Is responsible for complete future maintenance and upkeep of the station, including the stocking of life jackets upon terms agreed to with WDNR

IV. City Responsibilities Under this MOU

City shall undertake the following activities:

- Build and install the station with reimbursable funds from the WNDR
- Agrees to allow a PFD Loaner Station to be placed near the Jefferson Park boat landing

V. It is Mutually Understood and Agreed by and Between the Parties That:

1. The City reserves the right to terminate this agreement at any time upon thirty (30) days written notice to the Auxiliary. This MOU shall automatically renew on an annual basis unless proper written notice is given
2. The City is under no obligation to perform any future maintenance of the station
3. The City assumes no liability for the loaner program or the station structure

VI. Effective Date and Signature

This MOU shall be effective upon the signature of Auxiliary and City authorized officials. It shall be in force from _____ to _____. Auxiliary and City indicate agreement with this MOU by their signatures.

U. S. Coast Guard Auxiliary

City of Menasha

Date

Date