

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**

September 9, 2013

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the [July 8, 2013](#), [August 12, 2013](#) and [August 15, 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. [Dogs on Trail During Special Events](#)
 - 2. Special Events Streamlining the Board Approval Process
- G. ACTION ITEMS
 - 1. Recommendation to Install a Camera Security System at the Marina
- 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
Koslo Park Open Shelter – 1200 Geneva Road, Menasha
July 8, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED: Luke Schiller (excused)

OTHERS PRESENT: PRD Tungate, PS Maas, Dan Rippl, Tom Konetzke, Gary Coopman

C. MINTUES TO APPROVE

1. **Minutes of the June 10, 2013, 2013 Park Board Meeting**

Moved by N. Barker, seconded by S. Pawlowski to approve the June 10, 2013 Park Board minutes. Motion carried.

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

1. Tom Konetzke spoke about the Board's feelings on increasing ball diamond rental fees at Koslo Park. He noted that the MACS have been active in other fundraising efforts the last few years at the park.

E. COMMUNICATION

1. None.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report**

PRD Tungate reported that the pool season has been good so far this year. No major issues to deal with. Attendance appears to be about average so far. Duck Drop has been cancelled for this year, primarily due to lagging ticket sales. All available Koslo Park scoreboard sign sponsorships were sold this year. These proceeds are split between general revenue and long range park improvements. The large scoreboard identification sign is scheduled to be replaced by next week.

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

PS Maas reported on recent theft of boat launch envelopes from both Jefferson Park and Manitowoc Street launch sites. Park crews have strengthened and redesigned the launch containers and so far no more incidents have been reported. Repairs have also been made to several brick areas along the Riverwalk. Pool water maintenance going as planned.

G. DISCUSSION

1. **Koslo Park Diamond Rental Fees**

Ald. Langdon had been asked by some parents why we charge fees for the diamond for youth leagues, like the Legion. He wanted to better understand the position of the Board on this issue. The Board seemed comfortable with the current fee structure. Fees for the diamond recoup a portion of the operating costs and this reduces the overall impact on the entire taxpaying

community. It was not the Board's intent to discuss possibly raising fees which addressed Tom Konezke's question.

2. **Army Reserve Building Update – PRD Tungate**

PRD Tungate reported on some positive movement from the Army Corps of Engineers on the demolition of the Reserve Bldg. The Corps appears to be working on an amendment to the existing lease that would include a dollar amount to the City to pay for demolition costs. PRD Tungate will be working with CD Keil and CA Captain on the amendment that will eventually make its way to the Common Council.

3. **Marina Security**

PRD Tungate explained that several incidents of vandalism have been reported in or near the Marina this season. The Police Department is aware of the incidents and is supportive of a camera system. Police Department and Park staff have met with Harbormaster Schabach about the possibility of installing a security camera system at the Harborhouse. It was felt that good camera coverage could be obtained from that location. PRD Tungate is looking into camera options and will be seeking cost estimates.

H. ACTION ITEMS

1. **Approve Seafoodfest to be held on September 6-7, 2013 in Jefferson Park**

Dan Rippl was in attendance and answered questions about this year's event. Moved by L. Hopwood, seconded by N. Barker to approve the event for this year. 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 S. Pawlowski to adjourn at 8:00 p.m. Motion carried.

CITY OF MENASHA
Parks and Recreation Board
Jefferson Park – Second Street and Konemac Street, Menasha
August 12, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:01 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Cindy Schaefer-Kemps,

MEMBERS EXCUSED: Luke Schiller, Lisa Hopwood, Ald. Mark Langdon, Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas, John Rae, Randy Thomson

C. MINTUES TO APPROVE

1. **Minutes of the July 8, 2013 Park Board Meeting**

Quorum not present to approve the minutes.

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

1.

E. COMMUNICATION

1. None.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report**

PRD Tungate gave a short report highlighting the Grunski Runski and two outdoor movie nights, one still to be held on August 15 at the pool.

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

PS Maas reported on a new park sign at Koslo Park, new grill at Jefferson Park pavilion, some trail and culvert and seeding work being done at the new park, new filter bags at pool have been a success, much less backwashing this season. A new pool vacuum was purchased after an older one failed. A good vacuum is vital to pool operations and it was decided to forgo the purchase of an ADA staircase in order to fund the vacuum.

G. DISCUSSION

1. **Army Reserve Building Update – PRD Tungate**

PRD Tungate stated it was expected that a supplemental agreement to terminate the lease on the Army Reserve building and demolish all structures should be coming to the Common Council very soon.

2. **EAB (Emerald Ash Borer) Update – PS Maas**

PS Maas reported the borer has been found in Winnebago County, near Oshkosh. A 15 mile radius wood quarantine is now in effect. City will continue to follow its EAB Management Plan and will remove weak trees and begin to determine what, if any, trees could be treated for example in Jefferson Park.

3. **CN Tree Grant to City – Planting Plans – PS Maas**

PS Maas reported on plans to plant 240 trees this fall with \$15,000 of grant money from CN.

Volunteer groups will be doing the planting in all eight city districts.

H. ACTION ITEMS

1. **Approve Twisted Pistons Cruise-In to be held on August 15, 2013 in Curtis Reed Square**
Official action will be taken on a later date due to the lack of a quorum.
2. **Approve Winnebago County Tavern League Kickball Tournament to be held on September 21-22, 2013 in Jefferson Park**
Official action will be taken at a later date due to the lack of quorum.

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 N. Barker, seconded by C. Schaefer-Kemps to adjourn at 7:35 p.m. Motion carried.

CITY OF MENASHA
Special Parks and Recreation Board
Meeting Room, 1st Floor City Hall
August 15, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 12:45 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Ald. Mark Langdon (by phone), Sue Pawlowski

MEMBERS EXCUSED: Luke Schiller, Cindy Schaefer-Kemps, Lisa Hopwood

OTHERS PRESENT: PRD Tungate, Ald. Stan Sevenich

C. MINTUES TO APPROVE

1. **Minutes of the July 8, 2013 Park Board Meeting**

Moved by S. Pawlowski, seconded by N. Barker to approve the July 8, 2013 Park Board minutes. Motion carried.

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

E. COMMUNICATION

1. None

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. None

G. DISCUSSION

1. None

H. ACTION ITEMS

1. **Approve Twisted Pistons Cruise-In to be held on August 15, 2013 in Curtis Reed Square**

Motion by N. Barker, seconded by S. Pawlowski to approve the Cruise-In on August 15, 2013 to be partially held in Curtis Reed Square. Event organizers will be informed earlier next year about the need to have the event reviewed by the Park Board. Future discussion will be held about streamlining the Boards approval of special event that are at least partially held in city parks. Motion carried.

2. **Approve Winnebago County Tavern League Kickball Tournament to be held on September 21-22, 2013 in Jefferson Park**

Motion by S. Pawlowski, seconded by N. Barker to approve the kickball tournament on Sept. 21-22, 2013 to be held in Jefferson Park. 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 S. Pawlowksi, seconded by N. Barker to adjourn at 1:15 p.m. Motion carried.

ORDINANCE O – 10 – 08

AN ORDINANCE RELATING TO DOGS IN PARKS

Introduced by Alderman Michael Taylor

The Common Council of the City of Menasha does ordain as follows:

SECTION 1: Sec. 12 – 1 – 1 (b)(3) is repealed and recreated to read as follows:

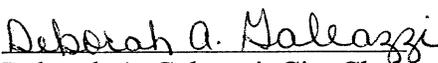
- (3) Pets. Subject to the exceptions below, dogs, cats or other pets are prohibited in all City parks, unless permitted by the Parks and Recreation Board.
- a. Animals specifically trained to assist the disabled.
 - b. Dogs, cats or other pets owned by Marina renters or their guests are permitted in the fenced-in area of the Menasha Marina.
 - c. Dogs, cats or other pets are allowed on the Friendship Trail, provided they are on a leash not more than five feet long that is not retractable. The owner must also comply with sec. 7 – 1 – 10 relating to animal feces.
 - d. No dogs shall be allowed on the Friendship Trail in Jefferson Park on July 4th after 12:00 p.m. The Chief of Police or the Director of Parks and Recreation or their respective designee may restrict dogs from the Friendship Trail in Jefferson Park other times if an event is scheduled that could reasonably create a conflict between the dogs and the persons attending the event.
 - e. Animals sponsored or owned by individuals of a petting display, pony ride, animal show, obedience school, wedding ceremony, funeral, or any other event deemed appropriate by the Parks and Recreation Board may be approved to be in parks.

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this 21st day of July, 2008


Donald Merkes, Mayor

ATTEST:


Deborah A. Galeazzi, City Clerk