

CITY OF MENASHA
Parks and Recreation Board
City Hall – 140 Main Street
January 12, 2015
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, Ald. Michael Keehan, Cindy Schaefer-Kemps, Lisa Hopwood, Tom Marshall,

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the January 12, 2015 Park Board Meeting**

Moved by Ald. M. Keehan, seconded by N. Barker to approve the minutes of the December 8, 2014 Park Board 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**

A. Reciprocity Agreements with Appleton and Town of Menasha (February meeting): PRD Tungate reported on the planning for the upcoming Winter Gala on January 31, hiring for the ice rink and working on the land swap for the Conservancy with the DNR. Reciprocity figures and agreements with Appleton and the Town of Menasha are expected to be presented next month. Staff will also be working on filling a vacancy for a Park Laborer position that was approved in the budget.

2. **Park Project and Vandalism Report – PS Maas**

A. Ice rink condition status: PS Maas reported some graffiti was placed on the Koslo concession stand, a vehicle struck the park sign on the corner of Broad and Ice streets, storage room at Mem Bldg received some upgrades (including new shelving and paint). Bathroom partitions are going in at Smith and Jefferson parks. Trail grooming and ice rink flooding has begun. Ice rink is now open after a warm spell prevented flooding over the holiday period.

F. DISCUSSION

1. **Caboose security lighting and roof repair – PS Maas** stated that roof repairs will occur this year. Staff is still debating over whether to trench in electrical service or go with a pole and overhead line to add some non-obtrusive security lighting on the underside of the roof structure.

2. **Gilbert site and Koslo Park update – PRD Tungate** stated that the Common Council approved the two bids for the Gilbert trail project which is expected to begin later in January or early February. An RFP was approved for a new backstop at the Koslo Park baseball diamond.

Favorable pricing allowed for an upgrade to a black vinyl backstop which may be installed in February. Staff has also been in contact with field design experts (as well as users) researching the benefits of putting in an underground irrigation system in the infield area. The consensus is that it is a very good idea to have such a system in the infield. If the current budget and fundraising will allow for irrigation to become affordable, staff is willing to pursue installing irrigation as part of next fall's planned improvements at the park.

3. **Public information meeting – New Park, January 26, 2015; 6:30pm Heckrodt Wetland Reserve Nature Center:** The Board reviewed some preliminary graphics to be presented at the special meeting being held on January 26. Landscape architect Tom Dunbar and Menasha Rotary president Aaron Zemlock have been invited to participate in the public presentation.

G. ACTION ITEMS

1. **Recommend changes to program and services fees for 2015:** Motion by Ald. Keehan, seconded by L. Hopwood to recommend the changes presented by staff for 2015. These changes include: fees for resident/non-resident for Tiny Tots, lowering the cost for a park bench and increasing grave purchase and opening fees at Resthaven cemetery. Motion carried.
2. **Recommend revision to the park facility charge policy with regards to non-profit groups so that it coincides with the current special events policy:** the Board discussed and supported the idea of revising the current park department non-profit park facility rental policy to match the existing special event fee policy. PRD Tungate stated that the financial impact of such a change would be minimal because there were not very many true non-profit groups that seek to rent a park facility in a given year. The revision would affect park rentals only and would not include softball/baseball or other sport facility diamond rentals. As time permits, the proposal will be brought forward to the Common Council. Motion by Ald. Keehan, seconded by L. Hopwood to approve the revision. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person None

I. ADJOURNMENT

Moved by N. Barker, seconded by L. Hopwood to adjourn at 7:23pm. Motion carried.