

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
140 Main St, Menasha**

March 9, 2015

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the February 9, 2015 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. Update on March 17 Joint Council Meeting – Twin Trestle Project
 - 2. New Park – update on play equipment RFP
 - 3. Gilbert Project update
- G. ACTION ITEMS
- 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, City Hall – 140 Main Street
February 9, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:04 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Ald. Michael Keehan, Chr. Dick Sturm, Sue Pawlowski, Lisa Hopwood, Tom Marshall, Cindy Schaefer-Kemps

MEMBERS EXCUSED: Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, David Horst from the Community Foundation, Ald Becky Nichols, Mayor Don Merkes

C. MINUTES TO APPROVE

1. **Minutes of the January 12 and 26, 2015 Park Board Meetings:** Moved by Ald Keehan, seconded by L. Hopwood to approve the minutes of the January 12 and 26, 2015 Park Board meetings. Motion carried.

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

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report – PRD Tungate:** Winter Gala held on Jan. 31 was well attended, Gilbert site work to begin later in February, work being done on the summer brochure, update on Koslo field work was recently provided to the Common Council. A separate contractor has been chosen for the backstop and field work which is set to begin later in August. Revised non-profit fee policy is going the Council. RFP for new play equipment at the new park is almost ready to go out.
2. **Park, Pool and Vandalism Report – PS Maas:** City crews did a lot of prep work for the Winter Gala, snow removal and ice rink flooding has been ongoing. Tree removal has also been occurring at the Gilbert site in anticipation of the upcoming project. MU is planning to replace some light fixtures around the Jefferson and Smith pavilions with LED lamps. Koslo baseball diamond fixtures were recently re-lamped by MU. Plans are proceeding to fill an opening for a Park Laborer. Repairs to the Trestle Trail will also be occurring this summer
3. **Communications:** Donation of fishing lures/jigheads from a resident; Park Board duties and authorities as listed in the City ordinance: resident Steve Krueger recently donated some fishing lures to the City. Staff plans to work with staff from the Heckrodt Wetland Reserve to distribute many of the lures to kids during a special event held in early June.

F. DISCUSSION

1. **Review of public comments regarding the new park plan, next steps:** a couple common themes seemed to have come out of the January 26 public meeting on the new park. They include the size, need and functionality of the shelter, parking and traffic patterns around the park. Most comments were positive about the play equipment, trails, etc. The Board felt that the traffic patterns around the park will continue to evolve as the area is developed. It seemed that adding a short stretch of roadway between Tana Lane and Villa Way would be logical thing to do and would help establish some on-street parking and give everyone a better understanding of how many

people are utilizing on street parking. Park shelter construction is likely at least a couple years off, so a final decision on the size and function of the shelter could be made at a later date. The Board did feel that having a rentable shelter was important. Staff pointed out that the shelter at Barker Farms is rented around 5 times a year which is not a lot of additional traffic that may come to the new park for a park shelter reservation. Staff pointed out that the demand for restrooms will likely come after the play equipment is installed. Discussion on the plan for the new park will appear again on the March agenda.

2. **Fox River Multi-Modal Bridge Crossing in Neenah and Menasha:** the Board reviewed a feasibility study for this project and was given a verbal summary by staff on a recent meeting of officials from each community regarding the project. Staff plans to hold a public meeting at a location to be determined to introduce the project, discuss a potential funding plan and timeline for the "Twin Trestles" project. Mid-March is being targeted for a meeting date. It is anticipated that DNR grant funding and a private fundraising campaign coordinated by Future Neenah would cover the majority of the project cost, which may be close to \$3 million dollars. The Board was enthusiastic about the project and supported moving ahead with the planning effort.
3. **Menasha Boys and Girls Club – update on potential service collaborations:** PRD Tungate recently met with two administrative staff people from the new club. General topics included: use of space in the Club for city recreation programs, use of Pleasants Park for a joint off-site City/Club summer tennis class and use of the pool by Club members. Club staff invited City staff to tour the building this summer to get a better feel for the spaces that might be available. A fall/winter indoor archery program was discussed. Club staff wanted to get their feet on the ground this summer before pursuing any program collaborations with the city recreation department, but they seemed open to the idea in the future.

G. ACTION ITEMS

1. **Reciprocity Agreements with Appleton and Town of Menasha and Reciprocity Statistics for 2014:** Motion by L. Hopwood, seconded by S. Pawlowski to recommend renewal of reciprocity agreements with the Town of Menasha and the City of Appleton for 2015-2016. Staff stated that the Town has added several recreation programs and included a number of special events that have contributed to the revenue/participation difference between the two communities. Many city residents take advantage of fee reciprocity with the Town. Motion carried.
2. **Removal of portable toilet in Jefferson Park:** Motion by Ald. M. Keehan, seconded by T. Marshall to retain the portable toilet in Jefferson Park and add a three sided screen to help with the look of the toilet. Reasons to retain the toilet included: Boater convenience (including those boaters with a disability), boat equipment security (while using the nearby portable toilet as opposed to walking approximately 250' to the east diamond restroom), leaving the east diamond restroom open for more hours may lead to more vandalism, future Jefferson Park master planning should address improvement to the launch area/parking, including restroom placement. Lastly, signage should direct people to the location of the east diamond restrooms, because some people (perhaps) mainly women, may prefer a flush toilet over a portable toilet. Motion carried.
3. **MAC's request for curfew extension at Jefferson Park on July 4, 2015:** Motion by S. Pawlowski, seconded by L. Hopwood to recommend approval of extending the Jefferson Park curfew on July 4, 2015 from 11:00pm to 11:30pm to aid in traffic congestion following the fireworks show. It was stated that the Police Dept. was in favor of this action. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by S. Pawlowski, seconded by L. Hopwood to adjourn at 8:14 pm Motion carried.