

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Shepard Park – 100 Mathewson Street**  
**July 13, 2015**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:00pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chairman Dick Sturm, Ald. Dan Zelinski, Cindy Schaefer-Kemps, Tom Marshall, Lisa Hopwood,

MEMBERS EXCUSED: Sue Pawlowski, Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Lori Lacey from Jazzfest, Suzanne Pagel and Leisl Britzke for the Born Learning Trail, Ald. Becky Nichols, and the following neighbors/families from the Shepard Park area were at the meeting: Gosz, Kopitzke, Klockzien, Maas, Cardin, Wickersheim, Corrine Gosz, Muth, Kichefski, Messman, Hoppe, Fernandez, Davel, Knuth

**C. MINUTES TO APPROVE**

1. **Minutes of the June 8, 2015 Park Board Meeting**

Moved by Ald D. Zielinski, seconded by C.S. Kemps to approve the minutes of the June 8, 2015 Park Board meeting. Motion carried.

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

Gosz- park neglected, wants bathrooms available Cardin- open restrooms, trail will impact the neighborhood negatively Fernandez- worried about strangers to park area, hiding places, likes wide open look Knuth- gave history or sewerage treatment plant. General feeling of those that spoke thought the Loop the Lake trail would negatively impact their neighborhood. More crime, garbage and would not be a peaceful neighborhood in the future.

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

1. **Department Report** – PRD Tungate gave a short summary on how summer recreation programs are going. A lot of his time has been spent on the Gilbert site project and the upcoming Koslo ball diamond rehabilitation project.
2. **Park, Pool and Vandalism Report** – PS Maas reported that the crew has been setting up a lot of special events. Chestnut borer appears to be infesting some oak trees at Smith Park. Improvements to pool security lighting are being planned and should be completed in August.
3. **Column Committee Report** – Chairman Sturm reported that the committee is planning to meet this week.

**F. DISCUSSION**

1. **Born Learning Trail** – proposal for a trail in Jefferson and Smith Park: signage and labor to be donated for each trail. Menasha Corporation to donate the one in Smith Park, United Way Fox Cities the one in Jefferson Park. These interactive trails consist of nine signs that create a unique learning opportunity for parents/caregivers to engage the children they are raising or caring for. The Board was supportive of this initiative. Final trail locations and final approval are expected to come back to the Board next month.
2. **Volunteers' use of city grooming equipment at Koslo Park** – staff has been approached by

users of Koslo Park to occasionally use the field groomer between games. Staff is generally okay with trying this out and the Board concurred. PRD Tungate is planning to draft a use agreement with assistance from CA Captain as soon as possible.

3. **Review of Shepard Park and potential enhancements** – residents voiced several concerns about the park. Consensus seemed to be reached that the restroom doors should face Mathewson St. and eliminate a hiding spot by the current entrance. A small picnic shelter should be placed either near the shelter or between the shelter and the road. Restrooms should be open to the public and have electric strike/timer doors put on. Swing set near the fence needs to be removed and replaced. Tree trimming needs to be done.
4. **Loop the Lake project update and tour of bridge crossing location** – PRD Tungate met with some neighbors near the bridge site. It was felt that the approach to the bridge should go on the east side at the end of Mathewson and that perhaps some type of landscape buffer could be considered on the west side of the approach to screen the trail from the nearby neighbor.
5. **Playground Equipment for new park** – because of the department workload, limited playground vendor availability for the install, and to give Menasha Rotary more time to raise funds for the equipment - it was determined that it was best to plan on installing the new play equipment in 2016- probably in late spring or early summer. The Board concurred with this approach.
6. **Gilbert Project update** – PRD Tungate explained the recent action by the Common Council which approved an important change order regarding the reuse of the old railroad trestle. The change order (deduct) had the contractor remove a substantial section of the old trestle due to advanced deterioration. The trail was relocated back onto land in this section.

#### **G. ACTION ITEMS**

1. **Approval of Jazzfest on September 5-6, 2015 in Jefferson Park-** Motion by L. Hopwood, seconded by T. Marshall to approve Jazzfest for Sept. 5-6, 2015. Motion carried.

#### **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by L Hopwood, seconded by T. Marshall to adjourn at 7:56pm. Motion carried.