

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 – Council Chambers
140 Main Street**

**Tuesday, January 12, 2016
7:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the December 8, 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. Revision to shelter and wedding reservation dates
- G. ACTION ITEMS
 - 1. Recommend revisions to parks and recreation programs and services for 2016
- 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
City Hall – 1st Floor Conference Room
December 8, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 4:30pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D.Sturm, D. Zelinski, B. Adesso, T. Marshall, L. Hopwood, N. Barker, S. Pawlowski

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas, Kathy Stahl

Elections for Chairman and Vice-Chair for 2016 were held. The one and only nomination was for D. Sturm for Chair. It was motioned by Ald. D. Zielinski and seconded by S. Pawlowski. Motion carried unanimously. The one and only nomination was for Lisa Hopwood for Vice-Chair. It was motioned by S. Pawlowski and seconded by D. Zielinski. Motion carried unanimously.

C. MINUTES TO APPROVE

1. **Minutes of the November 10, 2015 Park Board Meeting** – Moved by S. Pawlowski, seconded by N. Barker to approve the minutes of the November 10, 2015 Park Board meeting. Ald. D. Zielinski commented on Winz Park and his questions were to be addressed later in the agenda. Motion carried.

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

1. Kathy Stahl stated that neighbors in the Winz Park area are concerned about somehow replacing the lost recreational amenities in Winz Park. Basketball seemed to be the top priority. Spring would be a good time to somehow replace these amenities, possibly in Jefferson Park.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on a successful Holiday Hayride on Dec. 4. Staff is being assembled for the ice rink. Grunski Runski is going with a new online race registration provider. No cost to this. New provider is more administratively and runner friendly. Work on January 30 Winter Gala has started.
2. **Park, Pool and Vandalism Report** – PS Maas reported on some vandalism at Hart Park shortly after last month's Board meeting. Staff worked on Hayride wagons, holiday decorations and have been mulching leaves and cutting back perennials. Staff will take advantage of the warmer weather and install a donated piece of play equipment at Clovis Grove Park in the next week or so.

F. DISCUSSION

1. **Jefferson Park / Neighborhood Master Plan** – Chr. Sturm explained the outcome of a recent staff meeting that included the Mayor. Chr. Sturm felt that the Parks Dept. has been somewhat unfairly criticized for not proceeding with the master plan for Jefferson Park. It was determined at the meeting that a park and neighborhood vision plan as opposed to a true master plan would be a more appropriate approach. PRD Tungate stated that a vision plan has many of the same characteristics of a master plan, but that a greater emphasis would be placed on community engagement and allows people to think and dream big without initial budget constraints. He pointed

out that it would be possible after the plan is complete to focus on certain areas of the park for further investigation and possibly carry out improvements incrementally. Staff is targeting the first quarter of 2016 to send out a revised request for qualifications to consultants.

2. **Loop the Little Lake project update** – PRD Tungate laid out a timeline for both the city of Neenah and Menasha to approve the on-street route between the two new bridges. It is anticipated that Neenah will take final action on Dec. 16. It is expected that the Menasha Park Board and Plan Commission will discuss and both take action on a preferred route on January 12 and that a joint recommendation would go to the Common Council on January 18. It is also expected that a public hearing would be held on January 18, prior to any action the Council may take.
3. **Update on play equipment for the new park** – PRD Tungate and the Mayor are planning to seek some financial sponsorships for the new play equipment in the coming weeks. PRD Tungate reported that it looked promising that a \$5,000 sponsorship may have already been secured. May 21 or June 4 are the two community build dates that are being considered. Staff is attempting to schedule a Green Bay Packer to help with the installation of the play equipment. Announcements and volunteer sign up forms for the community build will be coming out sometime in the first quarter of 2016.

G. ACTION ITEMS

1. **Recommend team sign layout on Koslo concession building** – Motion by L. Hopwood, seconded by T. Marshall to approve the new team sign layout on the Koslo concession building and that any other exterior team signage on the building must be approved by the Board. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

1. Kathy Stahl suggested that adequate lighting be considered for the new Koslo team signs. She hoped that somehow the girls softball team would also have their team accomplishments recognized. She also inquired about a timeline for the new Third St. bridge on the east end of Jefferson Park.

I. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 6:06pm. Motion carried.

Proposed Revision to Park Shelter/Pavilion and Wedding Reservation Dates

Note: Actual dates may be the first working day of the month

Currently: February 1, 2016 Resident Park Shelter/Pavilion reservations accepted
 Change to: **January 1 (2017)**

Currently: February 15, 2016 Non-Resident Park Shelter/Pavilion reservations accepted
 Change to: **February 1 (2017)**

Rationale: The month of January used to be set aside to allow company picnics, etc. to reserve park facilities. Current Special Event policies have alleviated the need to hold an entire month open for booking company picnics, etc. Special event dates are known ahead of time. Proposed booking dates would improve customer service and are easier to remember. January 1 resident shelter/pavilion AND wedding reservations begin on the same date.

Currently: December 1, 2015 Residents allowed to reserve the Smith Park Gardens into 2017 (18 months prior to June 1, 2017).
 Change to: **January 1 (2017)** 17 Months before a June 1, 2017 wedding

Currently: August 1, 2016 Non-Residents allowed to reserve the Smith Park Gardens into 2017 (10 months prior to June 1, 2017)
 Change to: **June 1, 2016 (or 2017)** 12 Months prior to June 1, 2017 wedding

Rationale: Provides residents a sensible 6 month lead time before non-residents can reserve wedding space. Also provides non-residents a uniform (and realistic) 12 month lead time to book wedding space.



MEMORANDUM

To: Parks and Recreation Board

From: PRD Tungate

Date: January 7, 2016

RE: 2016 Parks and Recreation Fee Change Recommendation

| | | | | |
|--------------------------|------|----------|----|-----------------|
| Stage with 2 rows | from | \$275 | to | \$300 |
| Stage Walls | from | \$125 | to | \$150 |
| Non-electric picnic area | from | N/C | to | \$10R / \$15 NR |
| Pool Rental | from | \$145/hr | to | \$155/hr |