

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**

**Jefferson Park Pavilion
915 Third Street**

**Tuesday, June 14, 2016
6:00PM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the May 10, 2016 Regular 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. Recap of June 4 Community Playground Build
 - 2. Schedule to update Park and Rec 2017-2021 CIP Budget
 - 3. Status of 100 Fox Street lot acquisition
 - 4. Status of 2017 boat launch fee increase
 - 5. Jefferson Park / Neighborhood vision plan – consultant selection 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
City Hall – 1st Floor Conference Room
May 10, 2016
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:06 pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Nancy Barker, Lisa Hopwood, Ald. Alex Zielinski, Chr. Dick Sturm

MEMBERS EXCUSED: Sue Pawlowski, Brian Adesso, Tom Marshall

OTHERS PRESENT: PRD Tungate, PS Maas, Asst. Fire Chief Mike Sipin

C. MINUTES TO APPROVE

1. **Minutes of the April 12, 2016 Regular Park Board Meeting:** Moved by L. Hopwood, seconded by Ald. Zielinski to approve the minutes of the April 12, 2016 Park Board meeting. 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 reported on the interviewing and hiring process for the pool and recreation programs, softball leagues play will begin soon, collaboration with the MHS art class to make a small metal turtle sculpture for the Gilbert site, project planning for the final phase of tennis court work at Clovis Grove park this summer, new play equipment will be ordered soon for Hart Park. Summer Board meeting locations were discussed and decided on. *June: Jefferson Park July: Smith Park August: New Eastside Park Sept: Gilbert Waterfront Picnic Shelter*
2. **Park, Pool and Vandalism Report:** PS Maas reported on some vandalism at Hart Park, grass cutting is now taking up a lot of staff time, Arbor Day ceremony was held on April 19 at MHS and trees were planted along School Ct. Rip rap was placed along small sections of the Gilbert shoreline, marina harbor house was re-roofed and a refurbished fuel dispenser was installed, work continues on getting the pool ready for the summer. Dr. Robert Gehringer has started to grow some small trees that he intends to donate to the city when they are large enough.

F. DISCUSSION

1. **New Eastside Park Community Playground Build, Saturday, June 4:** PRD Tungate gave an update on how volunteer recruitment is going. Approximately 10-15 more people are still needed. Volunteer registration forms are available on the city website. Board member L. Hopwood and B. Adesso are recruiting around the neighborhood. Final site prep plans will be completed soon. Some equipment work will be done by city staff on the Friday before the Saturday install.
2. **Garbage Containers in Parks:** Chr. Sturm led a discussion to determine the current Board's position on the department's policy on providing garbage containers in the parks. For approximately the past sixteen years, fewer garbage cans have been out in the parks. This was undertaken as part of a larger movement by other park and recreation departments to adopt more of a "carry it in, carry it out" philosophy in regards to garbage. Staff reported that this policy has not resulted in any more garbage being present on the ground within the park system. PS Maas noted that wind and birds can commonly contribute to garbage ending up on the ground. He also noted that even when cans are out-such in the case at the skatepark, park users frequently

choose not to use them. Containers are available at all main park shelter facilities and if someone reserves a picnic site. The consensus of the Board was to maintain the current policy of garbage can placement within the parks.

3. **Loop the Lake Update – 100 Fox Street:** PRD Tungate reported that staff was given authority by the Council to pursue an offer to purchase with the owners of this lot to be used for the Loop trail project. The lot would include a seven vehicle parking lot and has received favorable feedback from the adjacent property owner to the west. It also was reported that staff had a very positive discussion with the property owners earlier in the day. The hope is that an accepted offer to purchase can be forwarded to the Council by June 6.

G. ACTION ITEMS

1. **Starting in 2017, raise the daily boat launch fee from \$5 to \$6 with 50¢ from each daily fee going to the Neenah/Menasha Fire & Rescue budget to help offset water and dive rescue costs:** Asst. Chief Mike Sipin was at the meeting to further support the action item on the agenda. Part of the discussion had to do with specifics of how the new revenue would become part of Neenah/Menasha Fire & Rescue's 2017 budget. The action item was revised to give the Mayor, staff and Council the flexibility to insert the intended funds into the budget as they see fit. The amount of new revenue requested by Asst. Chief Sipin for 2017 was \$1,200, which is roughly half of the revenue that would be generated by raising the daily fee. The City of Neenah has already taken similar action. Motion by L. Hopwood, seconded by Ald. A. Zielinski that starting in 2017, raise the daily boat launch fee from \$5 to \$6, with a portion of this increase to be placed in the Neenah/Menasha Fire & Rescue budget in a manner to be determined by the Mayor and appropriate staff, to partially offset water rescue costs. 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 Ald. Zielinski to adjourn at 7:54 pm. Motion carried.