

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
Council Chambers, 3RD Floor City Hall
140 Main Street, Menasha**

January 11, 2010

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the December 14, 2009 Park Board Meeting](#)
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Park Project and Tree Update and Vandalism Report – PS Maas
 - 2. [Youth Involvement on Park Board – PRD Tungate](#)
 - 3. Regional Park Update – PRD Tungate
- F. DISCUSSION
 - 1. Army Reserve Building – Requested by Nancy Barker
 - 2. Status of Ordinance 12-1-12 Relating to Park Sponsorship Signage and For Profit Events
 - 3. [Availability of WE Energies Abby Street Substation Site – Referred by Plan Commission](#)
- G. ACTION ITEMS
 - 1. Election of Officers for 2010
- 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
December 14, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chr. D. Sturm at 6:03 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. D. Sturm, Ald. Joanne Roush, George Korth, Tom Konetzke, Nancy Barker, Ron Suttner and Lisa Hopwood

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas and Julie Pollnow – Fox Premier Meetings

C. MINTUES TO APPROVE

1. **Minutes of the November 9, 2009 Park Board Meeting**

Moved by G. Korth, seconded by N. Barker to approve the minutes of the November 9, 2009 Park Board meeting. Motion carried 7-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Park Project Update and Vandalism Report – PS Maas**

PS Maas reported on the following items: new trailer worked well during the Holiday Hayride, crew has been busy hanging holiday lights, state inspection of the drain work at the pool will done in the spring, gazebo at Smith Park is being repaired, minor brick repair was done at the Memorial Building, plans are to close off the Riverwalk from the Harborhouse to Tayco Street due to excessive sidewalk settling. Repairs will be undertaken in the spring. Several incidents of vehicular damage to property at Jefferson Park including fencing at the West Diamond. Minor bathroom vandalism was also reported.

2. **Regional Park Update – PRD Tungate**

Regional park update by PRD Tungate included: appraisal and wetland determination of the property has been done. Invoices for this work will be coming and will be split three ways between Menasha, Appleton and the Town of Harrison.

3. **Youth Involvement on Park Board – PRD Tungate**

PRD Tungate reported he has a meeting set up with a student that has interest in becoming involved with the Park Board. He will report on the results of the meeting next month.

4. **Capitol Improvement Plan – PRD Tungate, PS Maas**

PRD Tungate informed the Board that all departments are putting together a Capital Improvement Plan. Once the plan is complete, staff will seek Board input. A draft of the plan should be ready by next month.

5. **Holiday Hayride Review and Winter Gala Update**

PRD Tungate reported that the Holiday Hayride held on December 4 was a success. The number of later rides may be reduced for next year. Smith Park Winter Gala will be held on Saturday, February 6.

F. DISCUSSION ITEMS

1. **Recycling Plan for Park Events – PS Maas**

PS Maas described options for the handling of recyclables at park events. It was suggested that at least one, separate dumpster for recycling could be set up for larger events. This dumpster

could be picked up by the new truck attachment recently proposed by the Department of Public Works. For smaller events, the new brown recycling carts would be used. G. Korth suggested a dumpster fee could be charged. Staff will bring this issue back when a more definitive recommendation is prepared.

2. **Future Revision to Ordinance 12-1-12 Relating to Park Sponsorships and For Profit Events**
PRD Tungate led a discussion about the need to have park Ordinance 12-1-12 revised. Two areas need amending to allow for sponsorship signs to be officially permitted in city parks and to allow for the possibility of allowing for-profit events in city parks. The Board has expressed general support for allowing these changes within the park system. Both measures are seen as ways of generating funds to either offset current operation expenses or to help offset future capital expenses. PRD Tungate has met with CA Captain. The hope is that a draft ordinance revision could be ready by January. Staff has been working with a sponsorship group that is nearly ready to go out and solicit sponsorships at Koslo Park. The intent of the ordinance revision would be to allow sponsorships and for-profit events to occur with the stipulation that the Park Board would set reasonable rules and guidelines for when they would be allowed.

G. ACTION ITEMS

1. **Request to Add the ThedaCare Picnic to the Departments Large Picnic List – Julie Pollnow**
Julie Pollnow, representing the ThedaCare picnic, was present. She requested that the picnic be added to the departments big picnic list. This designation allows for an event to book a date before February. Currently about 6 company picnics and events are on this list. Moved by N. Barker, seconded by Ald. J. Roush to allow the ThedaCare picnic to be added to this list. Motion carried 7-0.
2. **2010 Fees for Parks and Recreation Services**
Ald. J. Roush brought up some proposed changes to staff recommendations for 2010 Fees for Parks, Recreation and the Pool. All were discussed; however, none had a majority of support after Chr. D. Sturm asked for a show of hands.

Moved by Ald. J. Roush, seconded by N. Barker to approve 2010 changes to Parks, Recreation and Pool fees for 2010. Motion carried 7-0.
3. **Review of Comprehensive Plan Sections concerning Park/Recreation/Open Space**
The Board reviewed the pages of the City's Comprehensive Plan that related to parks and recreation. PRD Tungate described a few minor descriptive revisions. Moved by N. Barker, seconded by T. Konetzke to accept the changes to the park and recreation sections. Motion carried 7-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. None

I. ADJOURNMENT

Moved by T. Konetzke, seconded by R. Suttner to adjourn at 8:05 PM. Motion carried 7-0.

Kirstyn Kennedy
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Summary of Meeting on December 21, 2009

The focus of the discussion was on what would be the most effective way to get Kirstyn involved with the Park and Recreation Board. Her areas of interest were also discussed. These ideas seemed to have the most promise.

1. Create an official agenda item each month focused on youth.
2. Kirstyn would become a youth liaison to the Board. She would become a "sounding board" for Board for questions about youth issues, needs, etc and visa versa.
3. Kirstyn expressed a willingness to conduct informal (or formal) surveys on youth related topics.
4. Kirstyn could also help recruit volunteers or possibly potential paid part-time staff candidates.
5. Kirstyn was willing to help the department better understand social marketing, websites like Facebook and if possible, begin utilizing this technology to better connect with youth and potentially promote department activities.
6. She was willing to provide some information about sites like Hart Park and how places that his are used and perceived by local youth.
7. Taking an initial small step with involving youth on the Board seemed to make the most sense. The idea could grow into more (i.e. youth activity commission, expansion of the Board to ad a youth, etc.).
8. Consider contacting Bob Brooks at MHS (social worker) to guide or consult with MHS youth (Kirstyn).
9. Kirstyn expressed interest with possibly helping to organize a coed activity or with adding youth activities to a community event like Sunrunner.
10. Discussed the need to sustain youth involvement – before graduation, youth would have input on recruiting a successor.



SUBSTATION
SITE

ABBY AVE

MATHEWSON ST.

