

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**

March 14, 2011

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of February 14, 2011 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/YOUTH LIAISON OR CONSULTANTS
 - 1. Park Project, Forestry and Vandalism Report – PS Maas
 - 2. Director's Recreation Program and Project Report – PRD Tungate
- F. DISCUSSION
 - 1. [Current Fee Waiver Policy](#)
 - 2. [Park Board Duties](#)
- G. ACTION ITEMS
 - 1. None
- 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 14, 2011
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Mark Langdon, Sue Pawlowski, Ron Suttner, Lisa Hopwood, and Steve Krueger

MEMBERS EXCUSED: Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Pete Hensler of Friends of the Fox and Mike Jones of USDA

C. MINUTES TO APPROVE

1. **Minutes of the January 10, 2011 Park Board Meeting**

Moved by R. Suttner, seconded by S. Krueger to approve the January 10, 2011 Park Board meeting minutes. Motion carried 6-0.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS

1. **Park Project, Forestry and Vandalism Report – PS Maas**

PS Maas reported no vandalism last month, Marina pier decking project is nearly complete, WDNR Urban Forestry grant has been awarded to the City to assist in the removal of ash trees in poor condition. The grant will also help with replanting efforts. The Board understood and accepted the fact that some ash trees over 20" in diameter will be coming down. R. Suttner commented that he felt the ice rink was well used this winter.

2. **Director's Program and Project Report – PRD Tungate**

PRD Tungate reported on the Winter Gala held on February 5, summer program brochure, softball leagues, seasonal staff hiring and how the State's Stewardship grant program may be altered by the Walker administration. The City is planning to apply for a Stewardship grant for the first phase of the Gilbert site shoreline and trail renovation. PRD Tungate also discussed a new upcoming, three-part youth/adult fishing education series. The programs will be taught by Greg Karch. Different methods of promoting the program were discussed. Board member S. Krueger will assist in the design and distribution of an event poster.

F. DISCUSSION

1. **Presentation and Public Comment Session on City Goose Abatement Plans for 2011 – USDA Representative and PS Maas**

Mike Jones of the U.S. Department of Agriculture presented a program on the Canadian goose and various abatement options for dealing with nuisance populations. PS Maas also summarized the city's history in dealing with geese. Goose excrement is still at unacceptable levels at ball diamond and trail areas in Jefferson Park, as well as in areas near the Memorial Building. Other city owned greenspaces and boat landings have also been negatively impacted.

Funding was included in the 2011 budget to participate in the capture of 100 geese this June while the “resident” birds are in their flightless stage. The processed meat from the captured birds is in high demand. The Board was supportive of this plan and had positive comments about Mr. Jones presentation.

G. ACTION ITEMS

1. **Acceptance of Donation for Two Floating Kayak/Canoe Access Docks – Pete Hensler, Friends of the Fox, Fox Cities Greenaways**
Pete Hensler, representing the Friends of the Fox organization was present to describe a donation of two floating kayak/canoe access docks to the City. Friends of the Fox will donate one; the second one will be donated by Fox Cities Greenways, Inc. Mr. Hensler explained how the two access sites fit into plans to develop the Fox-Wisconsin River Heritage Parkway Water Trail. The first location in Jefferson Park will be an ideal starting point for the lower Fox River. The launch will be located on the far west end of the park, just south of Green Bay Street. The second access dock will be just east of the Marina. Harbormaster Schabach was consulted on the location. The cost of the two docks is approximately \$4,500. The Park Crew will install the docks in the spring and remove them each fall. After the docks are installed, some type of media coverage will be planned. Moved by R. Suttner, seconded by S. Krueger to accept the donation of two floating kayak/canoe access docks. The motion carried 6-0.
2. **Approval of Marina Harbormaster Contract for 2011-2013**
The Board reviewed the proposed three year contract with Diane Schabach to continue operating the city’s Marina. CA Captain advised staff that per ordinance, the Board has the authority to approve the Harbormaster contract. Members felt that Diane has done a great job at the Marina and were supportive of her continuing her duties. PRD Tungate stated that Mayor Merkes and CA Captain have reviewed and approved the language in the contract. Chr. D. Sturm and other members felt that the next time the contract is negotiated; the Board would like to be more involved in the process. Moved by S. Krueger, seconded by S. Pawlowski to approve the Harbormaster contract for 2011-2013. Motion carried 6-0.
3. **Agreement Between City of Menasha and Neenah/Menasha YMCA for Grunski Runski**
Moved by R. Suttner, seconded by S. Krueger to approve a two year agreement with the YMCA on partnering on the operation and promotion of the Otto Grunski Runski and Kids FunRunski. PRD Tungate noted that last year’s event registration increased by over 40%, which was the first year of the agreement with the Y. The motion carried 6-0.
4. **Election of Officers**
A unanimous ballot was cast to nominate Dick Sturm as Chair and Ron Suttner as Vice-Chair for 2011. The motion carried 6-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

I. ADJOURNMENT

Moved by R. Suttner, seconded by S. Krueger to adjourn at 7:39 p.m. Motion carried 6-0.

City of Menasha
Event Sponsorship and Fee Waiver Policy
Effective January 1, 2007

Per Common Council action taken on September 19, 2005, the City of Menasha will no longer be an official sponsor or co-sponsor to any event brought forth by an outside organization.

As a consideration to this policy, the Parks and Recreation Board and Common Council will consider a waiver of certain fees from requests made by bona-fide non-profit organizations. The applicant is responsible for any insurance required by City ordinance. Neither the Parks and Recreation Board nor the Common Council shall have the authority to waive any insurance requirements. No application shall be considered unless the proper insurance certificate has been filed with the City.

Conditions for Waiving a Fee:

1. One request per organization per calendar year
 2. Requests must be made in a timely manner so that both the Parks and Recreation Board and Common Council can act on the request before the event occurs
 3. An activity, program or event must be open to the public and demonstrate a significant benefit to the Menasha community
 4. 50% of one fee may be waived from the following categories:
 - A. Equipment Rental Fees
Including, but not limited to, the city stage, picnic tables, bleachers, park benches, trash containers, bike racks, etc. (maximum 3 items).
 - B. Facility Rental Fees
Including, but not limited to: park shelters, picnic areas, ball diamonds, soccer fields, tennis courts, swimming pool, Racine Street welcome sign installation fee, etc. (maximum 2 items).
- Note: Park User Fees and Beer Permit fees shall not be waived.

Questions about this policy should be made to Brian Tungate, Director of Parks and Recreation.

This policy was revised by the Common Council on October 16, 2006.

- (a) **APPOINTMENTS.** The Parks and Recreation Board shall consist of seven (7) persons appointed by the Mayor and confirmed by the Common Council. Each Board member shall hold such office for a term of three (3) years, said terms to end September 30 in the year of expiration. Six (6) of the members shall be citizen members and one (1) member shall be an Alderman annually selected at the Council's organizational meeting. All members, including the Chairperson, shall have voting privileges.
- (b) **COMPENSATION; OATHS.** Board members shall receive such compensation as shall be determined by the Council from time to time. Members shall take an official oath as prescribed by Sec. 19.01, Wis. Stats., to be filed with the City Clerk.
- (c) **OFFICERS.** The Board shall annually elect one (1) member as chairperson.
- (d) **PROCEDURE.** Four (4) members shall constitute a quorum. The Chairperson, or acting Chairperson, shall be considered in determining a quorum. Action shall be by a majority of those present and voting. The Board shall adopt rules of procedure for governing the conduct of its meetings.
- (e) **POWERS AND DUTIES.** The Board shall have all the powers conferred by law upon parks and recreation commissions and shall be chargeable with all the duties so required such as recommend, oversee work, and oversee funds of all parks, playgrounds, and recreational activities as part of properties within the City. The Parks and Recreation Board is specifically empowered and directed:
 - (1) To govern, manage, control, improve and care for all public parks located within, or partly within and partly without, the corporate limits of the City and secure the quiet, orderly and suitable use and enjoyment thereof by the people; also to adopt rules and regulations to promote these purposes.
 - (2) To acquire in the name of the City for park purposes by gift, purchase, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any incorporeal right or privilege, provided gifts to the City of money or other property, real or personal, either absolutely or in trust, for park purposes shall be accepted only after they have been recommended by the Board to the Common Council and approved by said Common Council by resolution.
 - (3) To recommend to the Council and the Planning Commission the buying, leasing, selling or transferring of lands in the name of the City for park purposes within or without the City, as well as the leasing of buildings and boat slips within the Menasha Marina.
 - (4) To execute every trust imposed upon the use of property or property rights by the deed, testament or other conveyance transferring the title of such property to the City for park purpose.
 - (5) To have the powers necessary and convenient for the effective and efficient management, control, supervision and operation of the City park system and recreation programs, and the Menasha Marina subject to budgetary approval by the Common Council.
 - (6) To have jurisdiction of parks, swimming pool and playgrounds throughout the City and assume full responsibility for the equipping, developing and maintaining the physical facilities of the park system.
 - (7) To establish such rules and regulations to promote the quiet, orderly and suitable use of the City parks, playgrounds, and the Menasha Marina as the Board shall deem necessary.
 - (8) To establish rules and regulations, including user fees as deemed necessary as approved by the Council and desirable for the proper use, care and operation of parks, park facilities, recreation programs, Menasha Marina and other activities under their control, provided however that such rules and regulations do not conflict with the laws of the State of Wisconsin or this Code of Ordinances.
 - (9) To have jurisdiction of the Menasha Marina and assume full responsibility for the equipping, developing and maintaining the physical facilities of the Marina.
 - (10) And such other and further duties as may be necessary for the proper carrying out of the purposes of said Board.
 - (11) Nothing in Sec. 2-4-6 affects the statutory or ordinance authority of the Planning

- (f) **PUBLIC RECREATION PROGRAM.** The City Parks and Recreation Board shall determine the recreational needs and shall have jurisdiction over the public recreation program of the City and shall be empowered to:
- (1) Establish park rules and program policies.
 - (2) Cooperate and coordinate with public school activities.
 - (3) Cooperate with any private recreational activities.
 - (4) Approve any schedules of all recreational activities in public parks and school buildings.
- (g) **RECORD.** The Parks and Recreation Board shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk.
- (h) **FINANCE.**
- (1) Budget. The Board shall assist in preparing an annual budget for submission to the Common Council, which budget shall reflect the Board's recommendations as to maintenance or acquisition of City parks, open spaces, park and related facilities, recreation programs, Menasha Marina and equipment, summer or seasonal employees, etc. Said annual budget request shall contain estimates as to revenues to be derived from recreation programs or activities as well as estimated expenditures for operating the parks and recreation system and the Menasha Marina.
 - (2) Deposits. All revenues and income from the operation of park and recreation programs shall be deposited with the City Treasurer as general revenue of the City or to be applied to Tax Incremental Financing debt if otherwise required by law.
 - (3) Monetary Contributions. All moneys donated to the City specifically for park or recreation use shall be deposited in City accounts as a non-lapsing fund or reserve for such specific use.