

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 14, 2013

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the December 10, 2012 Parks and Recreation 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 HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Update on Pool Analysis – PRD Tungate
 - 2. Jefferson Park/Neighborhood Master Plan – PRD Tungate
- G. ACTION ITEMS
 - 1. [Approve Reciprocity Agreement with the Town of Menasha for 2013-2014](#)
 - 2. [Approve Reciprocity Agreement with the City of Appleton for 2013-2014](#)
- 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, 3rd Floor City Hall – 140 Main Street
December 10, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Kevin Benner, Luke Schiller, Sue Pawlowski, Nancy Barker, Lisa Hopwood, Cindy Schaefer-Kemps

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the November 12, 2012 Park Board Meeting**

Moved by S. Pawloski seconded by L. Hopwood to approve the November 12, 2012 Park Board minutes. Motion carried.

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

Five (5) minute time limit for each person.

No one spoke.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported on the positive outcome of the Holiday Hayride, planning continues for the upcoming Winter Gala, some demolition progress has been made at the Gilbert Site, discussion continues with property owners as the City prepares to submit a project grant this spring. Staff hopes to bring an offer to purchase to the Council early in 2013 for land acquisition for the neighborhood park on the east side. Ice rink hiring and rink flooding are still weather dependent.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported that repairs/improvements to the Hart Park bathrooms has been done, holiday decorating taking place, street tree pruning occurring, evergreen trees in Jefferson Park were vandalized again, police were notified.

F. DISCUSSION

1. **Master Plan for Jefferson Park**

PRD Tungate updated the Board on plans to consider some type of public survey for both the swimming pool and Jefferson Park. Further pool analysis work by Water Technology Inc. will be put on hold until the best course of action is determined. At some point, an RFQ will be sent out and a park/urban design firm will be hired to perform work that would also include conceptual/future plans for the neighborhood area on the east end of Jefferson Park.

2. **Reciprocity Agreements with the Town of Menasha and City of Appleton for 2013-2014**

The Board discussed the two year agreements that are proposed with the Town of Menasha and Appleton. The revenue difference between Appleton and Menasha was only \$739 for 2012, due in part to Appleton adding non-resident fee for season pool passes. The Town of Menasha has

continued to add recreation programs that City residents have been signing up for. It was noted that the Town has a full-time Recreation Supervisor that plans these activities.. Discussion continues with the Town on a way to coordinate season boat launch stickers between the two communities. Official Board action on the two agreements will occur at next month's meeting.

G. ACTION ITEMS

1. **Election of Officers for 2013**

Motion by N. Barker, seconded by L. Schiller for Dick Sturm as Chairman. No other nominations were received. Motion carried.

Motion by S. Pawlowski, seconded by L. Schiller for Lisa Hopwood as Vice Chair. No other nominations were received. Motion carried.

2. **Policy for Allowing Vendors in City Parks**

Motion by S. Pawlowski, seconded by L. Hopwood to adopt a policy on allowing vendors in city parks. It was noted that the Common Council has already approved profit and non-profit rates pertaining to the policy. Motion carried.

3. **Revision to Non-Resident Wedding Reservation Policy**

Motion by Ald. K. Benner, seconded by S. Pawlowski to revise the starting date for non-resident weddings from July 1 to August 1. This change will begin in 2013 for 2014 weddings. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. None

I. ADJOURNMENT

Moved by L. Hopwood, seconded by S. Pawlowski, to adjourn at 7:25 p.m. Motion carried.

AGREEMENT FOR RECIPROCITY BETWEEN
THE CITY AND TOWN OF MENASHA
PARK & RECREATION DEPARTMENTS
~2013-2014~

The Park & Recreation Departments of the City of Menasha, WI and the Town of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each municipality's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each municipality retains complete control of the policies, operation, administration, and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to municipal residents.
- 3) The City of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes.
- 4) Each municipality will verify proof of residency of participants from the other community and supply residency information for participant verification.
- 5) This agreement shall be in effect from January 1, 2013 through December 31, 2014. The agreement may be extended for another term by mutual agreement of both municipalities, or terminated, without penalty, by either municipality, with thirty days written notice to the other community.

Chairman, Town of Menasha Park Commission

Mayor, City of Menasha

Director of Parks & Recreation, Town of Menasha

City Clerk, City of Menasha

**AGREEMENT FOR RECIPROCITY BETWEEN
APPLETON AND MENASHA
FOR PARKS AND RECREATION SERVICES
2013-2014**

The Parks and Recreation Departments of the City of Appleton, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each city retains complete control of policies, operation, administration and funding of the facilities and services it provides.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2013 through December 31, 2014. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice of the other city.

Date: _____

Mayor of Appleton

Mayor of Menasha

Appleton City Clerk

Menasha City Clerk

Appleton City Attorney

Menasha City Attorney