

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 18, 2014

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the February 10, 2014 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 HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Public Works and Park Department Reorganization
 - 2. Filling New/Vacant Positions
 - 3. Options for Tree Planting Along New City Streets in 2014 and Revision to Chapter 4 of City Ordinance Relating to Trees and Shrubs
- G. ACTION ITEMS
 - 1. [Recommend Impact Report on the Gemelli Real Estate Wisconsin, LLC Annexation \(if required\)](#)
- 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, Menasha
February 10, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:07 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker and Sue Pawlowski

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate and PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the January 13, 2014 Park Board Meeting**

Moved by L. Hopwood, seconded by S. Pawlowski to approve the January 13, 2014 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported on a successful Winter Gala. Attendance was good. Crowd seemed to like the petting zoo. Sculptures turned out very well. Not many changes needed for next year's event. Work is being done on the summer program booklet. Some program changes and Director is trying to get most of it done before the current Clerk Steno transfers to the Community Development Department. RFP's for the Jefferson Park/Neighborhood consulting work have come back. Staff will start the review process soon.

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

PS Maas reported that the park crew's responsibilities with the Winter Gala went well. Good snow this year. Ice rink being maintained two days a week. Bench and table work being done indoors. Several aerators have to be rebuilt and there should be 14 available for use this year if needed. It was also stated that the Board would no longer be asked to take action on tree removal. This was at the direction of CA Captain. This removes the responsibility of such action from the Board and keeps it at a staff level. Staff still intends to inform the Board when large trees are scheduled for removal.

F. DISCUSSION

1. **Update on Filling Future Job Openings – PRD Tungate**

PRD Tungate informed the Board on the status of two important department hires. Interviews for the Clerk position are scheduled for later in the week. There were a lot of applicants. Staff hopes to have someone start in March. Interviews for the Arborist position have not been set yet. There were fewer applicants for this opening, but the quality appears good. Staff hopes to have someone start by April for this position.

G. ACTION ITEMS

1. **Recommend Revisions to Ordinance O-1-14 on use of Crossbows in Public Parks**
Motion by L. Hopwood, seconded by Cindy Schaefer-Kemps to recommend approval of this ordinance to the Common Council. Motion carried.
2. **Recommend Revision to Chapter 4 of the City Ordinance Related to Trees and Shrubs**
No action was taken. The intent to completely rewrite this ordinance and include revisions to the city's tree planting program and place on a future Board agenda.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by N. Barker, seconded by S. Pawlowski to adjourn at 6:45 p.m. Motion carried.



MEMORANDUM

To: Common Council

From: PRD Tungate BT

Date: March 11, 2014

RE: Parks and Recreation Impact Report

Staff has reviewed the parcels proposed for this annexation. Due to the size and locations of the parcels, there will be no significant impact on parks and recreation services. Should it be necessary, the Park Board is prepared to take action on this recommendation at their March 18, 2014 meeting.