

CITY OF MENASHA
Parks and Recreation Board
Jefferson Park – 915 Third Street
July 11, 2017
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D. Sturm, R. DeLain, T. Marshall, L. Hopwood, Ald. T. Grade

MEMBERS EXCUSED: N. Barker, B. Adesso

OTHERS PRESENT: PRD Tungate, PS Maas, Chris Klein, Malcolm Hjerstadt, Mayor Don Merkes, Patty Darling, Adrienne Palm

C. MINUTES TO APPROVE

1. **Minutes of the June 13, 2017 Park Board Meeting:** Moved by L. Hopwood, seconded by R.DeLain to approve the minutes of the June 13, 2017 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 upcoming Bubble Run on July 20, the outdoor movie at the pool scheduled for July 13, yoga at the pool and that the Mayor hopes to make an appointment soon for the Board vacancy due to Nancy Barker's pending resignation.
2. **Park, Pool and Vandalism Report:** PS Maas reported on the damage to the West Diamond softball diamond fence, work continues at Shepard Park as part of the Rock the Block project, trail gates at the Hwy 114 trail are ready to install, Communityfest set up went well and a couple trees were damaged by cars along Second St.
3. **Swimming Pool Manager's Report/Q & A:** Pool Manager Chad Bruechert gave a short report on the pool operation. The pool is at full staff due in large part to off-season recruiting efforts and a new \$9 per hour starting wage for lifeguards. More applicants will be sought for 2018. A new Junior Lifeguard class was offered this year. This will also aid in staff recruitment. The Director, pool managers and maintenance meet regularly at the pool to discuss timely pool operation matters.

F. DISCUSSION

1. **Special Event Approval Process:** Board member L. Hopwood requested this topic be discussed. It has appeared to her that perhaps the lines of communication between city staff and event organizers could be improved. PRD Tungate stated he understood that concern and that sometimes first time event planners can be a little bit overwhelmed by the process. Insurance certificates can cause some confusion and delay. Sometimes planners get the forms and don't do anything with them for a while which can cause delays later. It was stated that in general staff would strive to make more follow up calls or emails in an attempt to help keep the events on schedule. After the first year, special event planning typically goes much smoother.

G. ACTION ITEMS

1. **Approve Bazaar After Dark event to be held July 22, 2017:** Motion by L. Hopwood, seconded

by R. DeLain to approve Fox Cities Chamber of Commerce's request for use of Curtis Reed Square on July 22, 2017. Adrienne Palm described the event. Around 75 vendors are scheduled. Main music stage to be near Curtis Reed Square. Event planners have met with the Special Event Committee. Motion carried.

2. **Approve Seafoodfest event to be held September 8 & 9, 2017 in Jefferson Park:** Motion by L. Hopwood seconded by T. Marshall to approve Seafoodfest's request for use of Jefferson Park on September 8 & 9, 2017. Two main music areas this year. Event set up was reviewed. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Moved by L. Hopwood, seconded by Rob D., to adjourn at 7:24 pm. Motion carried.