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**PARK COMMISSION MEETING MINUTES**

**NOVEMBER 9, 2005**

**Park Commissioners Present:** Clarence Peterson, Glen Allen, Herb Horn, Mike Lynch, and Tiffany Vosters, (1 vacancy).

**Excused:** Commissioner Judy Holtz

<b>Staff Present:</b> Director Michael T. Kading	Bookkeeper Mary Heiting
Rec Supv Amanda Ziegelbauer	
Assoc Planner Mark Mommaerts	Dir. Comm Dev George Dearborn
Administrator James Archambo	
<b>Public:</b> John Davel	Guy Hegg
Jerry Porsche	Bruce Anunson
Isaac Pabst	Marilyn Anunson

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The Commission meeting was held at the Community Center and was called to order by President Glen Allen at 7:00 p.m. The Pledge of Allegiance was recited and roll call taken.

**APPROVAL OF MINUTES AND EXPENDITURES**

The Park Commission dispensed the reading of, and adopts the October 12, 2005 park commission meeting minutes. MOTION: by Commissioner Mike Lynch, seconded by Commissioner Tiffany Vosters to approve the minutes as submitted. Motion carried unanimously.

The Commissioners reviewed and discussed the expenditure list for \$3,785.61. MOTION: Commissioner Herb Horn, seconded by Commissioner Clarence Peterson to approve the expenditures as listed. Motion carried unanimously.

**PUBLIC FORUM and / or CORRESPONDENCE**

Public forum on any subject brought up by residents – *Issues can only be presented and cannot be responded to by the commission per Wisconsin Statutes*

Resident, Guy Hegg, 1355 Dunning St. Menasha spoke to the Park Commission about the upcoming renovation of the Community Center and space needs.

**REPORTS – were suspended until after Old Business**

**MOTION BY COMMISSIONERS:**

Motion: by Commissioner Mike Lynch, seconded by Tiffany Vosters to convene into closed session pursuant 19.85(1)e of the Wisconsin State Statutes; deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically, to

discuss future park land acquisition off of Irish Road and E. Shady Lane. Motion carried unanimously at 7:10 p.m.

MOTION: by Commissioner Herb Horn, seconded by Commissioner Clarence Peterson, pursuant to 19.85(2) of the State Statutes, the Commission may reconvene into open session to act on any business discussed in closed session. Motion carried unanimously at 7:55 p.m.

Jerry Porsche requested an explanation for the decision to reserve land in lieu of fees on the western side of the subdivision. As previously specified, the re-design would lose 14 residential lots for the purposes of park land.

Director Kading stated that the area serves a centrally located park as it would serve residents from Clayton Avenue on the west; Irish Road on the east and E. Shady on the south. At it's proposed location it would have accessibility for approximately ½ to 1 mile radius in the area.

John Davel, Davel Engineering submitted a possible design plan showing a rendition of football fields and baseball fields in this approximate 3 acre area. Much discussed ensued.

MOTION: Commissioner Tiffany Vosters, seconded by Commissioner Mike Lynch to have 3 acres reserved to the north of the creek and ½ an acre to the south for accessibility to future park dedication. The Park Commissioners will waive the need for core samples, topsoil, seed, fertilization or mulch. The Developer must fence off or protect this area from any heavy equipment disturbances. Motion carried unanimously.

### **OLD BUSINESS**

#### **A. Park Conditions**

Director Michael Kading expressed appreciation to the Street Department for assisting the Park Department in razing of the Fritse Park pavilion.

#### **B. Winding Creek Park Land Dedication**

As discussed and adopted above the Winding Creek subdivision action was decided after the closed session had re-convened.

### **REPORTS –**

#### **A. Commissioners – discussion only**

#### **B. Recreation**

Recreation Supervisor Amanda Ziegelbauer shared the events that were completed in October, the Family Fall Fest, and announced the December event; Breakfast with Santa. Suprv. Ziegelbauer had a WPRA (WI Park & Recreation Assoc) report from the November 1 – 4 seminar.

#### **C. Park**

Park Foreman Pavlak covered the closure of the Town Parks and the responsibilities of the full time staff covering weekends at the Community Center and final outdoor tasks.

#### **D. Director**

Director Mike Kading explained that the Fritse Park shelter removal shows progress for the park redevelopment in 2006. The "Design Excellence Award" and "American Builders & Contractors Distinguish Award" was presented to the Trestle Trail project. The award was revealed and will be shared with the public in the lobby of the Municipal Complex.

The Commissioners are invited to attend the annual Town Board meeting on November 15 at 6:00 to support the Park and Recreation needs.

## **NEW BUSINESS**

### **A. Department Overtime Policy**

The Park and Recreation Department, in an effort to control overtime has submitted a new policy for the employees to use the overtime hours as flex time during the week. MOTION: by Commissioner Clarence Peterson, seconded by Commissioner Herb Horn to approve the new overtime policy.

### **B. Capital Improvement Plan**

Director Kading has prepared a report and asked the Commissioners to review and study and invited to supply comments and recommendations to Direction Kading. Discussion ensued.

### **C. Park Commission General Planning / Learning Session**

With the recent turn over of members to the Park Commission, a recommendation to review ordinances, the park and open space 5-year plan, the vision, mission and value statement, and other pertinent information, a recommendation date of Wednesday, January 25, 2006 was set for this meeting. MOTION: by Commissioner Tiffany Vosters, seconded by Commissioner Mike Lynch to approve this anticipated meeting for January 2006. Motion carried unanimously.

## **CORRESPONDENCE**

### **Comprehensive Survey**

A copy of the survey completed by the Community Development Department in July of 2005 was included in the packets and reviewed by the Commissioners. Out of the 217 responses, there is an overabundance of support for trails in the Town.

### **Meadow Heights Tot-Lot**

Director Kading shared the memo for the meeting of October 27, with Martenson & Eisele Engineering and the property on the corner of Hillington and Hillsdale. Staff recommends acceptance of this property for park land use.

## **MOTIONS BY COMMISSIONERS**

MOTION: by Commissioner Clarence Peterson, seconded by Commissioner Mike Lynch to convene into closed session pursuant 19.85(1)c of the Wisconsin State Statutes; considering employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to discuss personnel.

Pursuant to 19.85(2) of the State Statutes, the Commission motioned by Commissioner Clarence Peterson, seconded by Commissioner Tiffany Vosters, to reconvene into open session to act on any business discussed in closed session. Motion passed unanimously. Discussion ensued.

MOTION: by Commissioner Mike Lynch, seconded by Commissioner Tiffany Vosters to accept the confidential material discussed. Motion passed unanimously.

## **ADJOURNMENT**

MOTION: Commissioner Herb Horn, seconded by Commissioner Mike Lynch to adjourn the Park Commission meeting of November 9, 2005 at 9:52 p.m. Motion carried unanimously.

Judy R. Holtz,

Secretary Park Commission