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PARK COMMISSION MEETING MINUTES

FEBRUARY 8, 2006

Park Commissioners Present: Clarence Peterson, Glen Allen, Tiffany Vosters, Judy Holtz, Mike Lynch, and Jill Haygood, Herb Horn arrived 7:40 p.m.

Staff Present: Director Michael T. Kading Rec Supv Amanda Ziegelbauer
Customer Service Asst. Mary Heiting

Others Present: Palisades Athletics – Cal Tesch, Bruce Strauss
Suburban Athletics – Joe Miller (7:45 p.m.)

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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 January 11, 2006 Park Commission meeting minutes with notations. MOTION: by Commissioner Judy Holtz, seconded by Commissioner Mike Lynch, to approve the minutes with notations. Motion carried unanimously. MOTION: by Commissioner Tiffany Vosters, seconded by Mike Lynch to approve the special January 25, 2006 meeting. Motion carried 5 aye, 1 abstained.

The Commissioners reviewed and discussed the expenditure list for \$14,032.82. MOTION: Commissioner Tiffany Vosters, seconded by Commissioner Mike Lynch 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*

The Park Commission went to new business to accommodate the guests that came to this meeting.

NEW BUSINESS

A. Palisades Athletics (PA) Association 2006 Field Improvements

President Cal Tesch, and VP Bruce Strauss from Palisades Athletics contacted the Town to request a few baseball field improvements. The athletic association requested the infield sod be removed and replaced with sand at PA's expense, to accommodate more T-ball leagues. The 'spoils' will be removed by the park and rec. staff. MOTION: by Commissioner Mike Lynch, seconded by Tiffany Vosters, to approve the removal of the infield sod. Motion carried unanimously.

Bruce Strauss then presented a drawing illustrating a proposed location to mount a bulletin board, at PA's expense, where all Association news may be posted. MOTION: by Commissioner Clarence Peterson, seconded by Judy Holtz to approve the bulletin board installation on the concession stand building. Motion carried unanimously.

President Cal Tesch reviewed the concrete pad and status of the lime which has been delivered to this 'bunker'. Director Kading inquired about the proposed pitching cage scheduled for installation this spring by PA. Director Kading anticipates alterations to the Community Center this spring / summer will necessitate equipment parking, and possible congestion due to the construction.

B. O'Hauser Ball Field Suburban Athletics (SA) Lighting Agreement

Suburban Athletics (SA) has requested baseball field lighting at O'Hauser Park at a previous 2005 meeting. An ad-hoc committee consisting of Commissioner Herb Horn, neighbors Pat & Rae Tyriver, Steve Otto, and SA reps Roy Buchholz and Mark Zanders worked out the pros and cons, and made recommendations to the Commission. A recommendation to permit SA to install lights at O'Hauser Park based upon the following conditions:

1. No inning starts after 9:30 p.m.
2. Lights out at 10:00 p.m.
3. A safety light be installed on the right infield, and left outfield posts with timers
4. Suburban Athletics is responsible for the cost of installation, maintenance and ongoing utilities and site restoration.

MOTION: by Commissioner Clarence Peterson, seconded by Commissioner Tiffany Vosters to approve the ball field lighting with the conditions noted above. Motion carried unanimously.

C. Frisbee Golf Tournament at O'Hauser Park April - 2006

The Appleton Disc Golf Club has requested a tournament fee waiver for the "Menasha Open" at O'Hauser Park scheduled for April 8, 2006. ADGC did agree to pay partial pavilion rent and donate hours to improve the course. MOTION: by Commissioner Mike Lynch, seconded by Commissioner Judy Holtz to approve the request from Appleton Disc Golf Club. Motion carried unanimously.

D. Commission Code of Conduct

At the January 25, 2006 Park Commissioner workshop, a Code of Conduct memo was submitted and discussed. Some additional suggestions were made and, should be submitted to the Commission for signing at our next meeting. MOTION: by Commissioner Mike Lynch, seconded by Commissioner Clarence Peterson to approve Code of Conduct. Motion carried unanimously.

E. 2005 Park Employee Hours Report

Director Kading provided a statistical information and graph report of the park employee's hours for 2005. After tracking this data, we can compare where the most time is spent from year to year.

F. Park Wood Cutting Policy

Staff has talked to various departments throughout the state, and felt it was a viable option to assist with tree removal. Because of the questions about safety, the Commissioner requested this item be tabled.

G. Chapter 17 Update / Review / Discussion

Chapter 17 had several proposed revisions. The Community Center which opened in 2001, was not covered under this ordinance previously. Comments and suggestions were made and revisions should be included by the next meeting.

H. Schildt, Strohmeier and Meadow Heights Play Equipment RFP's

Staff has submitted RFP's to 6 providers for play equipment. The proposals were received and reviewed by neighbors who voted on their favorites February 1, 2006. The Commissioners reviewed each park and made their recommendations as follows:

Schildt Park - the votes were in support of IPS Recreation with proposal #1. MOTION: by Commissioner Tiffany Vosters, seconded by Jill Haygood to recommend to the Town Board that IPS Recreation be accepted for the sum of \$39,274. Motion carried unanimously.

Strohmeyer Park – votes were in favor of Miller & Associates / Burke with option #1. MOTION: by Commissioner Mike Lynch, seconded by Clarence Peterson to recommend to the Town Board award Miller with Option #1 at the accepted quote of \$25,895. Motion carried unanimously.

Meadow Heights Park – votes elected IPS Recreation with Option #1. MOTION: by Commissioner Herb Horn, seconded by Commissioner Clarence Peterson to recommend to the Town Board that IPS Recreation be accepted with Option #1 for \$9,868. Motion carried unanimously.

REPORTS

A. Commissioners – discussion only

Commissioner Mike Lynch explained that neighbors on the property at the corner of CB and E. Shady Lane were concerned about the digging going on the grounds. Commissioner Lynch assured them that the digging was for the installation of sewer and water laterals through this area.

B. Recreation

Amanda Ziegelbauer read over her report about the upcoming Spring / Summer guide which should be mailed late February or early March. She explained the summer staff needs which should be finalized in February. The Daddy/Daughter formal is scheduled for February 10 and participation usually swells before the event. The report also gave winter 2006 enrollment statistics.

C. Park

Park Foreman Pavlak submitted a report which included finishing mower maintenance, prepping benches, and hauling agri-lime for the baseball fields. Foreman Pavlak included a summary report of the conference he and Eddy Tauscher attended focusing on diseases and insects which harm trees and plants.

D. Director

Director Mike Kading summarized the meetings lately with the Mayo Corporation and McDonald Schafer Group to continue the Fritse Park redevelopment plans. He explained the benefits on having the community get involved with the play equipment planning for Schildt, Strohmeyer and Meadow Heights Parks. Mike also reviewed the status of the Community Center renovations and the time line anticipated for this project.

OLD BUSINESS

A. Park Conditions – none at this time

CORRESPONDENCE

David Cihasky, SEH wrote about programs in the community center for individuals ages 55 or older.

ADJOURNMENT

MOTION: Commissioner Clarence Peterson, seconded by Commissioner Herb Horn to adjourn the Park Commission meeting of February 8, 2006 at 9:10 p.m. Motion carried unanimously.

Judy R. Holtz,

Secretary Park Commission