

PARK & RECREATION
2000 MUNICIPAL DR.
NEENAH, WI 54956
Telephone (920) 720-7108
Fax (920) 720-7113



COMMUNITY CENTER
1000 VALLEY RD.
MENASHA No Mail Please
Telephone (920) 739-1574
Fax (920) 739-1642

Website: www.town-menasha.com

PARK COMMISSION MEETING MINUTES

APRIL 12, 2006

Park Commissioners Present: Mike Lynch, Clarence Peterson, Judy Holtz, Herb Horn, Jill Haygood, Glen Allen, and Tiffany Vosters (7:05 p.m.).

Staff Present:

Director Michael T. Kading, Customer Service Assistant Mary Heiting, Recreation Supervisor Amanda Ziegelbauer

Public: Randy Gallow, Kurt Schodorf, representing Menasha Area Soccer

* * * * *

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 dispenses with the reading of, and adopts the March 8, 2006 meeting minutes. MOTION: Commissioner Mike Lynch, seconded by Commissioner Clarence Peterson to approve. Motion carried unanimously.

The Commissioners reviewed the expenditure list in the amount of \$13,414.11 for this meeting. MOTION: Commissioner Herb Horn, seconded by Commissioner Tiffany Vosters to approve the expenditures as listed. Motion carried unanimously.

PUBLIC FORUM and / or CORRESPONDENCE

Commissioner Mike Lynch had received calls from citizens concerned about the construction on the corner of County CB and E. Shady Lane. Director Kading explained that the rock is being crushed on site to be used for burying the pipe. The construction company has replaced the parkway with 3" and 3/4" stone. The remaining stone will be purchased by the Town at a greatly reduced cost. The company will be permitted to store the remaining stone on site for 1-year.

REPORTS

A. Commissioners – Issues can only be presented, no action may be taken.

B. Park Supervisor Pavlak

Park Supervisor Pavlak reviewed some of the items of concern noting that the restrictive parking at O’Hauser Park for Frisbee golf should be reviewed. With the early good weather, over 15 vehicles were ticketed for parking there when it is still closed parking for the winter season. This item will be discussed later.

C. Recreation Supervisor Ziegelbauer

Rec Supervisor Ziegelbauer asked if there were any questions regarding her report and reviewed the tentative recreation program attendance list. The Spring projected enrollment goal will be nearly 300 and anticipate meeting our goal in a few days.

D. Director Kading

Director Kading shared the current status of the Fritse Park Redevelopment Plan. The remodeling of the Community Center / Fire Station 41 bid opening will be May 2 with anticipated construction immediately after the May 8 Town Board Meeting.

We are looking forward to our upgrade to the Park and Recreation software Rectrac. The training personnel will arrive from Vermont April 17 which will allow our department to accept web site on-line registration. We will be shooting for online/credit card registration during the fall / winter recreation guide seasons.

a. Request for Flag Pole at Fritse Park

Administrator Archambo has received a request to have a United States Flag erected at the Town of Menasha entrance to the Trestle Trail at Fritse Park. As this item was not in the 2006 budget, staff recommended, and the Commission concurred, that this should be incorporated into the Fritse Redevelopment Plan.

b. Disc Golf Parking Lot

As referenced in Park Supervisor Pavlak's report, many citations have been issued for the vehicles parked outside of the fenced off parking lot nearest the Frisbee golf course. A request for reconsideration of the policy was discussed. The policy will be reviewed during the May 10 meeting.

OLD BUSINESS

A. Park Conditions – none for this meeting.

B. Chapter 17 – Public Parks

Staff has been updating this ordinance to include the Community Center policies and most recent park policy language. MOTION: by Commissioner Herb Horn, seconded by Commissioner Clarence Peterson to approve the changes to Chapter 17 after it is reviewed by the Town Attorney. Motion carried unanimously.

NEW BUSINESS

A. Menasha Area Soccer – Wittmann Park Proposed Renovation

Randy Gallow, and Kurt Schodorf, representing Menasha Area Soccer Club presented a large map and concept plan for draining the area to create 3 future soccer fields. The area discussed currently is very wet and needs draining and fill to be useable. Much discussion ensued. This approval will allow them to apply for grant monies in completing this project and future development. MOTION: by Commissioner Jill Haygood, seconded by Commissioner Tiffany Vosters to approve the conceptual drainage and parking area plan for Menasha Area Soccer and authorize them to proceed with grant applications. The Park Commission approves Menasha Area Soccer contacting the City of Menasha with the design concept plan and future access to the storm sewer. Motion carried unanimously.

B. 2006 Plant Material Quote

The staff had requested quotes for flower bed material for Butte des Morts, Meadow Heights, Palisades, Schildt and Strohmeier Parks. Gro-Plant, Shade Today and Vande Hey Co. Inc responded. MOTION: by Commissioner Herb Horn, seconded by Commissioner Mike Lynch to award the purchase through Shade Today, which had no missing items for the lowest quoted price of \$1,584.10. Motion carried unanimously.

C. Bed Edger Quote

The staff had requested quotes for a gas powered bed edger used for trimming edges and small stump removal. Riesterer & Schnell and Weyers Equipment Inc responded with a “Brown Model F990H. MOTION: by Commissioner Tiffany Vosters, seconded by Commissioner Clarence Peterson to award the purchase to Weyers Equipment as the lowest quoted price of \$2,195.00. Motion carried unanimously.

D. Meadow Heights Play Equipment

The Commission had previously approved plans for play equipment, but unfortunately, due to site constraints different issues arose. A proposal for alternate composite equipment drove the price up to \$11,950 instead of the \$9,983. MOTION: by Commissioner Tiffany Vosters, seconded by Commissioner Jill Haygood to adopt the proposed composite and new price. Motion carried unanimously.

CORRESPONDENCE

MOTION: by Commissioner Mike Lynch, seconded by Commissioner Clarence Peterson to accept the correspondence as submitted. Motion carried unanimously.

Because of the renovations at the Community Center, the meeting location was revised. The annual park tour was also discussed. The meeting for May 10 will be at the Rydell Environmental Center. At that time the Commission will decide how to handle future meeting locations.

MOTION FOR ADJOURNMENT

MOTION: by Commissioner Clarence Peterson, seconded by Commissioner Tiffany Vosters to adjourn the Park Commission meeting of April 12, 2006 at 8:50 p.m. Motion carried unanimously.

Sincerely,

Judy R. Holtz
Secretary Park Commission