



Town of Menasha Parks & Recreation Department

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Office Hours: (M-F) 8am-4:30pm

PARK COMMISSION MEETING MINUTES

December 13, 2006

Park Commissioners Present: Clarence Peterson, Glen Allen, Mike Lynch, Debbie Swiertz, Jill Haygood, Judy Holtz.

Excused Absence: Tiffany Vosters

Staff Present: Recreation Supervisor Amanda Ziegelbauer, Director Michael Kading

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The Commission meeting was held at the *Community Center, 1000 Valley Road*, and was called to order by Commissioner Allen at 7:00 p.m. The Pledge of Allegiance was recited and roll call was taken.

APPROVAL OF MINUTES AND EXPENDITURES

The Park Commission dispenses with the reading of, and adopts the September 27, 2006 meeting minutes. Commissioner Lynch motioned, seconded by Commissioner Peterson to approve. Motioned carried unanimously.

The Park Commission dispenses with the reading of, and adopts the November 15, 2006 meeting minutes. Commissioner Lynch motioned, seconded by Commissioner Peterson to approve. Motioned carried unanimously.

The Commissioners reviewed the expenditure list in the amount of \$12,939.75 for this meeting. Commissioner Haygood motioned, seconded by Commissioner Swiertz to approve the expenditures as listed. Motion carried unanimously.

Presentation

Brian Pelot of Ranger Services presented information on the 2006 Urban Forestry project. He noted that over 1600 trees exist within the Park System at a value of over 1.5 million. Pelot presented to the commission the five year Urban Forestry Plan which outlines a recommendation to expand \$2.99/per capita. This would equal approximately \$50,505.00 expenditure annually. It's imperative that the Town work towards improving the existing trees and planting new trees.

REPORTS

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

Commissioner Holtz questioned when the equipment will be raised at Butte des Morts Park. Director Kading indicated this will be done late next spring or early summer. There may be private play equipment located on the southeast corner of park property.

Reports continued

Commissioner Lynch spoke with Supervisor #1 regarding CB Park. The residents for the Northwest Interceptor area have indicated they have enough support to surpass the 2000 vote. Discussion ensued regarding an Ad-Hoc Committee being formed.

Commissioner Allen questioned the feasibility of purchasing snow making equipment. Approximate dollar amount of \$3,500 according to snow@home.com. Commission members expressed interest, but wanted to do more research.

- B. Recreation** – Recreation Supervisor Ziegelbauer reviewed written report and the commission accepted it as written.
- C. Parks** – Park Foreman’s report was reviewed and accepted as written.
- D. Director** – The Director’s report was accepted as written.
- E. Fritse Park Redevelopment** – Director Kading updated the commission on the Fritse Park Redevelopment project.

OLD BUSINESS

None.

NEW BUSINESS

- A.** Commissioner Holtz motioned to adjust the 2007 budget per staff’s recommendation as follows:
 - a.** Decrease revenue account 101.5500.710.432.06.01 State Grant from \$14, 833.00 to \$0.
 - b.** Decrease expense account 101.5500.710.02.10 Professional Services Contracted: Urban Forestry from \$12,000 to \$5000.
 - c.** Decrease expense account 101.5500.710.03-58 Grounds Material from \$204.00 to \$0.

The remaining match portion of the 50/50 grant application was existing town labor, equipment and supplies. Commissioner Allen seconded the motion. Motion carried unanimously.
- B.** Commissioner Lynch motioned to accept the quote by Swinderski Equipment, Inc., Appleton, WI for the FFCLAF6786H snow blower attachment in the amount of \$5,345.00 including a \$1,750.00 trade-in for existing blower. Commissioner Swiertz seconded the motion. Motion carried unanimously.
- C.** Commissioner Lynch motioned to approve Amendment #4 Phase 1 Preliminary Plan in the amount of \$73,210.00 and Soil Boring in the amount of \$4,000.00. Seconded by Commissioner Peterson. Motion carried unanimously.
- D.** Commissioner Swiertz motioned to accept the McDonald Schaefer Group Consulting Contract in the amount of \$5,000/month beginning December 1 – May 31, 2007. Seconded by Commissioner Lynch. Motion carried unanimously.
- E.** Commission selected from art work submitted by students from New Hope, Maplewood, and Valley Homeschoolers. Commission expressed thanks to Commissioner Swiertz and Vosters and Recreation Supervisor Ziegelbauer for their effort and look forward to seeing the artwork displayed at the Community Center.

CORRESPONDENCE

Commission reviewed the correspondence.

ADJOURNMENT

Commissioner Peterson motioned seconded by Commissioner Holtz to adjourn the Park Commission meeting of December 13, 2006 at 9:27 p.m. Motion carried unanimously.

The next meeting will be at the Community Center, January 10, 2007 at 7:00 p.m.

Sincerely,

Judy R. Holtz
Secretary Park Commission