



Town of Menasha Parks & Recreation Department

2000 Municipal Drive
Neenah, WI 54956

Phone: (920) 720-7108 / Fax: (920) 720-7113
Office Hours: (M-F) 8am-4:30pm

PARK COMMISSION MEETING MINUTES

September 12, 2007

Park Commissioners Present: Michael Dillon, Clarence Peterson, Debbie Swiertz, Mike Lynch, Gerald Voigt, Judy Holtz, Mike Campbell

Staff Present: Director Michael Kading, Town Administrator Jeff Sturgell and Recreation Supervisor Amanda Geiser

Guests Present: Melvin Schultz, Barb Knaack, Kurt Schodorf

* * * * *

The Commission meeting was held at the *Community Center, 1000 Valley Road*, and was called to order by President Lynch at 6:30 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 August 22, 2007 regular meeting minutes. Commissioner Voigt motioned to accept the minutes as written, seconded by Commissioner Peterson. Motioned carried unanimously.

The Commissioners reviewed the expenditure list from September 12 in the amount of \$14,269.54 for this meeting. Commissioner Swiertz motioned, seconded by Commissioner Peterson to approve the expenditures as listed. Motion carried unanimously.

PUBLIC FORUM

Melvin Schultz initiated discussion regarding the following four items:

- Questioned weeds at CB Park
- Neighboring individuals needing to maintain weeds
- Asked about tractor being repaired
- Community Center building left open overnight – what are the procedures when this happens

REPORTS

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

- Discussion regarding the CB Park clean up project.
- Commissioner Swiertz questioned the length of the grass at Wittmann Park.
- Commissioner Dillon spoke of the tree planting by SCA, McMahon and Miron that occurred earlier that day

B. Recreation – Watched summer 2007 video. Report was reviewed and accepted as written.

C. Parks – Park Foreman's report was reviewed and accepted as written.

D. Director – The Director's report was reviewed and the commission accepted it as written.

DISCUSSION

Town Administrator Sturgell gave his input on the overall viewpoint of the Town Board regarding Fritse Park. In his opinion there should be:

- A new entrance
- A new pavilion
- Comfort station
- Seawall and boat launch
- Play equipment
- Site work – storm water

Spreadsheet detailing estimated cost and multiple views were shared. Director Kading will summarize and present during the next meeting.

OLD BUSINESS

- A. High Plains Meadow Land – send letter to adjacent land owners
- B. Proposed 2008 Budget was reviewed.

NEW BUSINESS

- A. Park Commission Positions and Responsibilities – direction to staff to bring a draft President/Vice President/Secretary position description to October meeting.
- B. Commissioner Swiertz motioned, seconded by Commissioner Peterson to accept bid from Security Fence for the Palisades Park tennis fence in the amount not to exceed \$14,000. Motion carried unanimously.
- C. Commissioner Voigt motioned, seconded by Commissioner Peterson to accept bid from Triple P Inc. dba Peters Concrete, in the amount of \$55,383.73 for the Wittmann Drainage and bio-retention, and \$42,086 for the excavation and gravel base for future parking lot, for a total of \$97,469.73. Motion carried unanimously.
- D. Commissioner Peterson motioned, seconded by Commissioner Voigt to establish an urban forestry interview team made up of Commissioners Voigt, Peterson and Campbell and to interview all three services on Thursday, September 20 with a recommendation to be made during the September 26 commission meeting. Motion carried unanimously.
- E. Commissioner Swiertz motioned, seconded by Commissioner Peterson to approve financial assistance in the amount of \$8.50 for a child to participate in a recreation program. Motion carried unanimously.

CORRESPONDENCE

Correspondence was reviewed.

ADJOURNMENT

Commissioner Peterson motioned seconded by Commissioner Voigt to adjourn the Park Commission meeting of September 12, 2007 at 8:28 p.m. Motion carried unanimously.

The next regular Commission meeting will be at the Community Center on September 26, 2007 at 7:00pm.

Sincerely,

Judy Holtz
Park Commission Secretary