



Town of Menasha Parks & Recreation Department

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

PARK COMMISSION MEETING MINUTES

February 13, 2008

Park Commissioners Present: Michael Dillon, Debbie Swiertz, Mike Lynch, Clarence Peterson

Excused Absences: Mike Campbell, Judy Holtz, Gerald Voigt

Staff Present: Director Michael Kading, Rec. Supervisor Amanda Geiser, Town Administrator Jeff Sturgell

Guests Present: Thomas Langkammer (Neenah Baseball Athletics, Inc.), Terry Strohmeyer (Suburban Athletics), Barb Knaack, Mel Schultz

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The Commission meeting was held at the *Community Center, 1000 Valley Road*, and was called to order by President Lynch at 7:01 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 January 9, 2008 regular meeting minutes. Commissioner Swiertz motioned to accept the minutes as written, seconded by Commissioner Dillon. Motion carried unanimously.

The Commissioners reviewed the expenditure list from February 13, 2008 in the amount of \$12,160.91 for this meeting. Commissioner Peterson motioned, seconded by Commissioner Swiertz to approve the expenditures as listed. Motion carried unanimously.

PUBLIC FORUM – Issues can only be presented, no action may be taken.

Town Administrator Sturgell requested that the Commission compile and prioritize what the trail system will look like when completed.

Director Kading informed the Commission that Fox Cities Greenways is sponsoring a trail planners meeting April 10 to learn about what other communities are doing with their systems.

DISCUSSION: Conceptual Master Plan – CB Park

The Request For Proposal was reviewed and approval was given to send out.

REPORTS

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

- Commissioner Dillon mentioned the sustainability committee being formed by the Town.
- Commissioner Swiertz reported that Mike Larson had passed away. Debbie would like to plant a tree in his honor at O’Hauser Park.

B. Recreation – 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 accepted as written. Commissioner Peterson motioned, seconded by Commissioner Dillon to accept the plan to host summer park meetings on specific dates and locations with a proposed agenda. Agendize discussion of Wisconsin Act 44. Quality Meeting minutes and form were reviewed.

E. 2007 Year-in-review

OLD BUSINESS

A. **Commission By-Law Development – Secretarial Position** – Postpone to next meeting.

NEW BUSINESS

- A. **Turf Management Requirement** – Commissioner Swiertz motioned, seconded by Commissioner Peterson to implement the fertilizer, herbicide and pesticide application policy. Motion carried unanimously.
- B. **Suburban Athletic Agreement** – Commissioner Peterson motioned, seconded by Commissioner Dillon, to approve the agreement with the stipulation that SA will follow the newly adopted application policy. Motion carried unanimously.
- C. **Accept Bids and Authorize Purchase of Utility Tractor with Cab and Attachments** – Commissioner Peterson motioned, seconded by Commissioner Swiertz to accept bid from Weyers Equipment for a Utility Tractor with cab and including one rotary mower attachment and one landscape rake attachment in the amount not to exceed \$41,816 and the trade-in value for the Case 380B in the amount of \$6,100. Motion carried unanimously.
- D. **Reject original Aerator bids** – Commissioner Swiertz motioned, seconded by Commissioner Peterson to reject said bids. Motion carried unanimously.
- E. **Accept Bids and Authorize purchase of Tractor Attachments** - Commissioner Swiertz motioned, seconded by Commissioner Peterson to accept bids from Service Motors for an aerator attachment in the amount not to exceed \$1,835.00; and from Swiderski Equipment for a tiller attachment in the amount not to exceed \$2,480.00. Motion carried unanimously
- F. **Accept Quotes and Authorize purchase of Twin Post Lift** - Commissioner Swiertz motioned, seconded by Commissioner Peterson to accept bid from Riesterer & Schnell for a Twin Post Lift in the amount not to exceed \$5,495.00. Motion carried unanimously
- G. **Accept Quotes and Authorize purchase of tables** - Commissioner Dillon motioned, seconded by Commissioner Peterson to accept bid from National Business Furniture for 10 tables in the amount not to exceed \$760.00 plus shipping and handling. Motion carried unanimously

CORRESPONDENCE

ADJOURNMENT

Commissioner Peterson motioned, seconded by Commissioner Dillon to adjourn the Park Commission meeting of February 13, 2008 at 9:13pm. Motion carried unanimously.

The next regular Commission meeting will be at the Community Center on March 12, 2008 at 7:00pm.

Sincerely,

Judy Holtz
Park Commission Secretary