



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

April 9, 2008

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

Staff Present: Director Michael Kading, Rec. Supervisor Amanda Geiser

Guests Present: Dawn Yunk-Gohlke (Best Friends of Neenah-Menasha), Joe Nemecek, Mel Schultz, Marie Rohrer (Feathered Friends, LLC)

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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 7:00 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 March 12, 2008 regular meeting minutes. Commissioner Peterson motioned to accept the minutes as written, seconded by Commissioner Campbell. Motion carried unanimously.

The Commissioners reviewed the expenditure list from April 9, 2008 in the amount of \$13,391.30 for this meeting. Commissioner Swiertz motioned, seconded by Commissioner Dillon to approve the expenditures as listed. Motion carried unanimously.

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

- Joe Nemecek inquired about mowing his property (and others) on American Dr. and along the trail. Also, the possibility of garbage cans for trail users in this area.
- **Agendize:** Trail mowing issue along trail – donation; “agreement” that town would do.

DISCUSSION/PRESENTATION

- A. **Feathered Friends Proposal** – Donation for service and/or community sponsorship
- B. **Community Needs Assessment Presentation**
 - Internet – “user friendly web site”
 - Picture
 - Education
- C. **Trail Development**
- D. **Special Park Commission Meeting, April 23; 5:00pm at CB Park**

REPORTS

- A. **Commissioners – Issues can only be presented, no action may be taken.**
 - Commissioner Voigt initiated discussion of stormwater issues. President Lynch commented on what a fantastic night it was at the dance recital. Commissioner Swiertz said it was a privilege to have been able to attend that night.
- B. **Recreation** – Rec Supervisor Geiser distributed the newly created quarterly Park and Rec Newsletter. 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.

OLD BUSINESS

- A. Commission By-Law Development – Secretarial Position** – Commissioner Voigt led discussion. Commissioner Swiertz made the recommendation and motioned, seconded by Commissioner Dillon, to follow suit the structure of other boards/commissions and dissolve positions of president, vice president and secretary. There would be one Chairperson and the Director of Parks and Recreation would continue to take meeting minutes. Pay would remain at \$35.00 per diem for all members except Chairperson, who would receive \$60.00 per diem. Commissioner Swiertz motioned, seconded by Commissioner Dillon to amend previous motion to Commission members receiving \$40.00 per diem. Motion carried unanimously.
- B. Park Land Dedication and Fee Structure** – It was decided to stay with the previous recommendation/motion made during the March 12, 2008 Commission meeting to adopt the fee structure formula to the Plan Commission as presented in the memo. It was requested that the Plan Commission and Community Development require a bond for park land improvements to secure the leveling and seeding requirements as set forth in Chapter 6 of the Town of Menasha ordinance.

NEW BUSINESS

- A. Accept and Approve Annual Sundries Quote** – Commissioner Voigt motioned, seconded by Commissioner Dillon to accept the annual sundries quote submitted by Bardon Enterprises, Inc. Motion carried unanimously.
- B. Approve Fritse Park and Trail Use by Best Friends** – Commissioner Voigt motioned, seconded by Commissioner Holtz to approve trail usage for July 27, 2008, provided Best Friends supplies a certificate of insurance naming the Town and Commission as additionally insured and that they utilize temporary directional markings on the trails.

CORRESPONDENCE

Correspondence was reviewed.

ADJOURNMENT

Commissioner Peterson motioned, seconded by Commissioner Campbell to adjourn the Park Commission meeting of April 9, 2008 at 10:02pm. Motion carried unanimously.

The next regular Commission meeting will be at the Community Center on May 14, 2008 at 7:00pm.

Sincerely,

Judy Holtz
Park Commission Secretary