



# Town of Menasha Parks & Recreation Department

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

## PARK COMMISSION MEETING MINUTES

January 14, 2009

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

**Staff Present:** Director Michael Kading, Recreation Supervisor Amanda Geiser

**Guests Present:** Dale McNamee

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The Commission meeting was held at the *Community Center, 1000 Valley Road*, and was called to order by Chairman Dillon at 6:31 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 December 17, 2008 regular meeting minutes. Commissioner Holtz motioned to accept the minutes as written, seconded by Commissioner Lynch. Motion carried unanimously.

The Commissioners reviewed the expenditure list from January 14, 2009 in the amount of \$12,573.40 for this meeting. Commissioner Lynch motioned, seconded by Commissioner Holtz to approve the expenditures as listed. Motion carried unanimously.

### PUBLIC FORUM

### DISCUSSION/PRESENTATIONS

A. **CB Park Priorities:** A rating scale was devised for items deemed priorities for CB Park.  
A=1-3 yrs    B=4-7 years    C=8-15 yrs    #1=critical    #2=important    #3=nice

The following items are listed as priorities and were rated as follows:

A-1 (Must happen - timeframe 1-3 years)

- Clean up
- Invasive species removal
- Landscaping (buffer vegetation)
- Address existing building

A-2 (Important - timeframe 1-3 years)

- Walking trails
- Entrance(s)

A-3 (Would be nice - timeframe 1-3 years)

- Utilities

B-1 (Must happen - timeframe 4-7 years)

- Roadway
- Parking

B-2 (Important - timeframe 4-7 years)

- Restroom(s)
- Picnic areas
- Lighting / security

The Park Commission voted on the following updates/modifications:

- Pond (5-1 No)
- Mixed use activity capabilities (5-1 Yes)
- Mixed media walking trails (Yes)
- Playground area (size and themed?)
- # of shelter bldgs
- Community Garden (No)
- Archery range (No)
- Public access - roadway
- Amphiteater / splash pad?

## REPORTS

### **A. Commission**

- Commissioner Holtz informed those present that she will not be in attendance at the February or March meetings.
- Commissioner Voigt noted the eagles that have been observed near Fritse Park/Rydell property and CB 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.

## OLD BUSINESS

None

## NEW BUSINESS

**A. Prayer of the Woods Proposal:** Commissioner Swiertz motioned, seconded by Commissioner Campbell to approve the installation of the “Prayer of the Woods” sign. Motion carried unanimously.

**B. Reciprocity agreement with the City of Menasha:** Commissioner Swiertz motioned, seconded by Commissioner Lynch to approve the staff recommended 3 year agreement for years 2009-2011. Motion carried unanimously.

**C. Park and Recreation Department – Green Initiative:** Commissioner Swiertz motioned, seconded by Commissioner Campbell to proceed with promoting a “Green Initiative” introduced by Park / Rec staff.

**D. Approve Purchase of Floor Scrubber:** Commissioner Voigt motioned, seconded by Commissioner Swiertz to approve the purchase of an automatic floor scrubber for the Community Center in the amount not to exceed \$5,771.00. Motion carried unanimously.

**E. Approve Rec Guide Printing:** Commissioner Voigt motioned, seconded by Commissioner Peterson to approve printing the Spring/Summer Recreation Activity Guide on regular stock paper versus recycled paper. Motion carried unanimously.

**F. Accept CB Park Master Plan:** Commissioner Voigt motioned, seconded by Commissioner Lynch to accept the CB Park concept plan as a work in progress and that modification and updates will be forthcoming. Motion carried 6 to 1.

## CORRESPONDENCE

Reviewed

## ADJOURNMENT

Commissioner Voigt motioned, seconded by Commissioner Swiertz to adjourn the Park Commission meeting of January 14, 2009 at 8:32pm. Motion carried unanimously.

*The next regular Commission meeting will be at the Municipal Complex on February 11, 2009 at 6:30pm.*

Sincerely,

Michael J. Dillon  
Chairman - Town of Menasha Park Commission