

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, 3RD Floor City Hall
140 Main Street, Menasha**

February 14, 2011

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the January 10, 2011 Park Board Meeting](#)

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS

1. Park Project, Forestry and Vandalism Report – PS Maas
2. [Director's Program and Project Report – PRD Tungate](#)

F. DISCUSSION

1. Presentation and Public Comment Session on City Goose Abatement Plans for 2011 – USDA Representative and PS Maas

G. ACTION ITEMS

1. [Acceptance of Donation for Two Floating Kayak/Canoe Access Docks – Pete Hansler, Friends of the Fox, Fox Cities Greenways](#)
2. [Approval Marina Harbormaster Contract for 2011-2013](#)
3. [Agreement Between City of Menasha and Neenah/Menasha YMCA for Grunski Runski](#)
4. Election of Officers

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, City Hall – 140 Main Street
January 10, 2011
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Mark Langdon, Sue Pawlowski, Ron Suttner, Lisa Hopwood, Nancy Barker and Steve Krueger

MEMBERS EXCUSED: None

OTHERS PRESENT: Ald. Joanne Roush, Eric Roush, Merikay Suttner, Sarah Paterson, PRD Tungate, and PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the December 8, 2010 Joint Meeting of the City of Menasha Parks and Recreation Board, City of Neenah Park Commission and Town of Menasha Parks Commission Board**

Moved by N. Barker, seconded by R. Suttner to approve the December 8, 2010 meeting minutes. Motion carried 7-0.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Five (5) minute time limit for each person.

1. **E-mail from Sarah Paterson, 204 Elm Street**

The Board listened to comments by Sarah Paterson about building a sledding hill in Smith Park. Discussion was held with others in attendance. Staff was asked to bring back a recommendation by March or April on this topic. It was felt that just building a hill out of snow as not a good idea.

E. REPORT OF DEPARTMENT HEADS/STAFF/YOUTH LIAISON OR CONSULTANTS

1. **Park Project and Vandalism Report – PS Maas**

Minor graffiti incident inside Hart Park shelter, Marina decking project almost complete, new sign installed at Memorial Building, Park Caretaker retired, second urban forestry grant for removing ash trees awarded to the city.

2. **Director's Report – Upcoming Programs, Gilbert Site and Koslo Park Fundraising – PRD Tungate**

Upcoming meeting with Greg Karch to discuss youth fishing program, Winter Gala on February 5, ice rink having a good season so far, engineering work for the Gilbert site expected to begin soon, a plan for increasing revenue from groups using Koslo Park has been determined. It includes raising fees for use of the field.

F. DISCUSSION

1. **None**

G. ACTION ITEMS

1. **Approval of Menasha Utilities Sign for 441/Calder Location**

Moved by N. Barker, seconded by S. Pawlowski to approve Menasha Utilities sign for the

441/Calder location. Staff will try to install it, at a minimum during Public Power Week. Motion carried 7-0.

2. **Recommend Approval of Parks and Recreation Fees for 2011**

Considerable discussion was held on fees for 2011. The Board supported the notion of keeping youth program fees as reasonable as possible given the socioeconomic makeup of the community. A 50% cost recovery for youth programs and 100% or greater for adult programs was a goal they would like to see. PRD Tungate gave some information on program examples where this goal is being met. Moved by S. Pawlowski, seconded by N. Barker to recommend the program and service fee changes recommended by staff for 2011. Motion carried 7-0.

3. **Recommend Approval of Pool Fee Reciprocity for all YMCA Members**

Motion by R. Suttner, seconded by S. Krueger to recommend approval of pool fee reciprocity with the YMCA. A draft agreement was discussed. In return for receiving fee reciprocity, the YMCA will provide a comprehensive marketing plan for the pool in an effort to increase revenues. It was noted that the pool has sufficient capacity to accommodate more daily users, so that residents will not be turned away. It was expected that a final agreement will be brought to the Common Council. Motion carried 7-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. Next month: election of officers, proposal for donated kayak launches.

I. ADJOURNMENT

Moved by R. Suttner, seconded by N. Barker to adjourn at 8:10 p.m. Motion carried 7-0.

High Level Descriptions

Brian you may want to include the below topics in a paragraph format like I have done below:

Youth Fishing Seminar:

Youth Fishing Seminar 5/21/2011 10:00 A.M. to 11:00 A.M.

11:00 A.M. to 12 P.M.(1 on 1 Casting)

Location: Smith Park – 301 Park Street Menasha, Wisconsin

Come learn about the fishing basics with Professional Angler/Educator Captain Greg Karch. Greg will teach the youths all they need to know to start fishing, or techniques that will allow them to catch more fish.

Topics that will be reviewed during the Youth Fishing Seminar are:

- Learn about the safety while fishing
- Learn about Open and Closed Face Spinning combo's
- Learn how to cast with a Open and Closed Face Spinning combo's
- Learn different types of presentations that catch fish and why
- Learn how to tie a Berkley Improved Clinch Knot and Palomar Knot
- Learn how to identify the different types of fish, where they are located and best time to catch each fish
- Review different types of bait and fish they can catch
- Review my tackle box and what it contained when I was a youth

Family Fishing Day:

Youth Fishing Seminar 6/11/2011 9:00 A.M. to 10:00 A.M.

Family Fishing Event 10:00 A.M. to 12 P.M

Location: Jefferson Park(South Shelter) Menasha, Wisconsin

Bring your fishing poles and favorite bait and come fish at Menasha's Family Fish Day. Here you will have an awesome family experience. If you would like to fish and do not have the equipment. No problem as Greg will have fishing equipment to borrow during the event. While fishing, ask the local Professional Angler Greg Karch any questions you may have on fishing. At the end of the Family Fishing Day, see how to clean fish so that you have boneless fillets. Prizes will be awarded for biggest and smallest fish in each of the age categories. First category is 3 to 8 and the second category is 9 to 16. Get the net, fish on.

Adult Fishing Seminar:

Adult / teenager Fishing Seminar 7/16/2011 1 P.M. to 2 P.M.

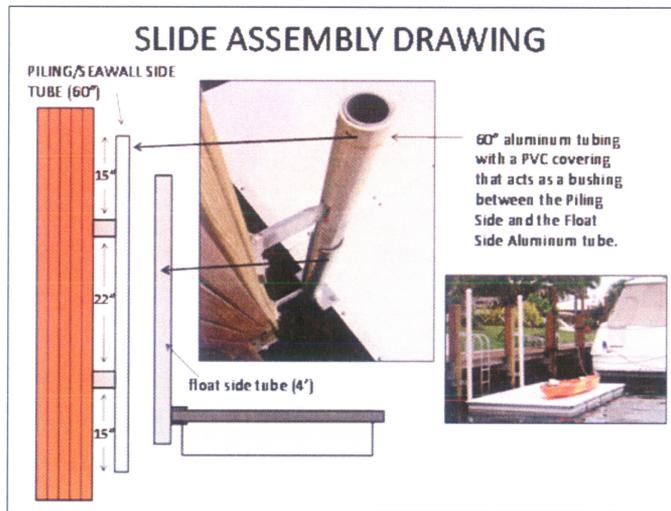
2 P.M. until 300 P.M. (one on one time with anglers)

Location: Jefferson Park (West Shelter) Menasha, Wisconsin

Learn techniques from Captain Greg Karch a local Professional Angler that guides on the Lake Winnebago system and has been featured in the Wisconsin Sportsman Magazine. Captain Greg Karch will concentrate on teaching techniques needed to boat more walleye and perch from the Lake Winnebago System. Topics covered during this seminar are equipment, jigging, trolling, locations and more. Greg will answer any question you may have.



Floating
Kayak
Launch



Very
stable



Piling/seawall Side

The slide assembly is composed of two parts. The **float side** and the **piling/seawall side**.

The **piling/seawall side** is attached to the piling or seawall.

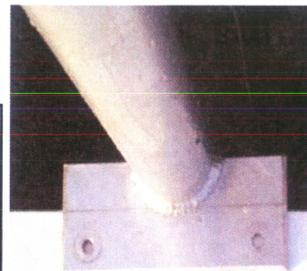
The **float side** is slid down over the top of the piling side and attached to the float with 1/2" stainless hardware.

The **float side** then slides up and down with the tide around the **piling side**, and holds your dock firmly in position with incredible stability.

HOW DO SLIDE ASSEMBLIES COMPARE TO PILING HOOPS?

Piling hoops allow the float to flop and tip all over the place when a wave goes by - they also let the float shift as they loosely hold the dock in position.

Slide Assemblies hold your dock firmly in place. When a wave goes



Float Side



PILING "VEE MOUNT" MOUNT

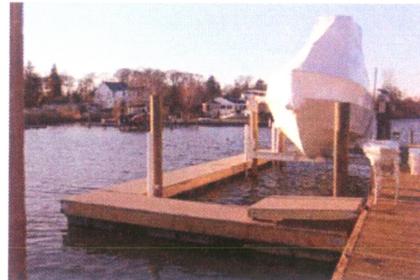


SEAWALL "FLAT" MOUNT

BEST
EXAMPLE



Our patented Slide Assemblies can be customized for use with other companies' floating docks. There is no other product on the market that provides this level of stability - especially when connecting smaller floating docks to a piling or seawall.



AccuDock's Slide Assemblies used with our docks - and other companies docks

Additional pictures of slide assemblies parts:



Call 954-785-7557 or [Contact AccuDock](#) to order these floating docks backed-up by AccuDock's superior support.

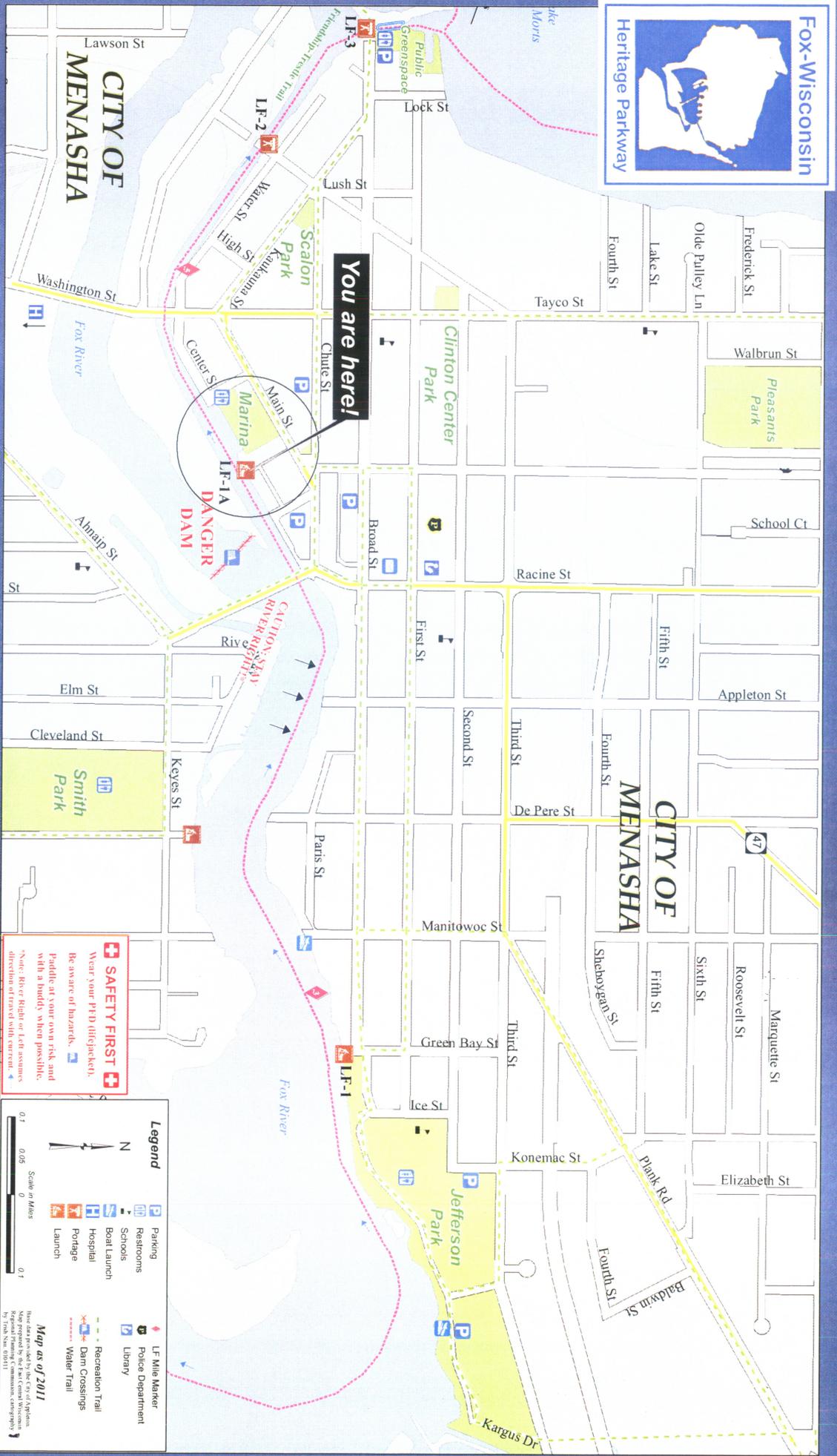
FOOTER STYLE SLIDE ASSEMBLIES



This is the slide assembly for seawalls that have a "footer" that sticks out at the seabed. The angled version moves the float away from the wall at low tide to prevent it from hitting the "footer".







You are here!



DANGER DAM

SAFETY FIRST
 Wear your PFD (inflated).
 Be aware of hazards.
 Paddle at your own risk and
 with a buddy, when possible.
 *Note: River level or ice assumes
 direction of travel with current.

Legend

	Parking		LF Mile Marker
	Restrooms		Police Department
	Schools		Library
	Boat Launch		Recreation Trail
	Hospital		Dam Crossings
	Portage		Water Trail
	Launch		

Scale in Miles: 0.1, 0.05, 0, 0.1

Map as of 2011
 Based data provided by the City of Appleton.
 Maps prepared by the Fox and Grand Riverways
 by Fish Net, 03/11

FOX-WISCONSIN HERITAGE PARKWAY

Water Trail Launch

LF-1A



MARINA HARBORMASTER'S AGREEMENT

This Agreement made and entered into this ____day of February, 2011, by and between the City of Menasha, a Municipal Corporation (City), and Diane E. Schabach, Ronald R. Schabach, and Rana Rose L. Schabach dba Harbormaster (collectively, Harbormaster), for the provision of services related to the operation of the Menasha Marina, located on the Government Canal, between the Tayco Street and Racine Street bridges in the City of Menasha for 2011 – 2013 boating seasons.

After due consideration of the following terms and conditions, these parties mutually agree as follows:

I. TERMS OF AGREEMENT

- A. This contract is valid for a period of three (3) years and is effective during the Navigation season, as determined by the US Coast Guard and confirmed by East Central Wisconsin Regional Planning Commission, generally, on or about April 20 through October 15 of each year.
- B. On or before January 1, during the three-year term, the contract may be extended each year for the balance of the term, pending favorable review of performance and audit of records by the City. The payment schedule for each year of the agreement shall be:

2011 - \$43,500

2012 - \$44,250

2013 - \$45,250

II. HOURS OF OPERATION

The Marina will be open daily throughout the navigation season with hours posted by the Harbormaster. Minimum hours of operation will be Monday through Thursday, 11:00 a.m. – 7:00 p.m., Friday, 11:00 a.m. – 8:00 p.m., Saturdays 8:00 a.m. – 8:00 p.m. and Sunday 8:00 a.m. – 7:00 p.m. beginning the week before Memorial Day until the weekend after Labor Day.

III. SCHEDULE OF PAYMENT

The Harbormaster will receive a lump sum dollar amount paid by the City according to the following schedule.

25% by May 15	25% by August 15
25% by June 15	25% by October 15

IV. SCOPE OF WORK

The Harbormaster will assist the public boater by renting seasonal and transient boat slips, selling gasoline and oil, sanitary head pumpout, sale of concessions (as approved by the City).

V. DESCRIPTION OF MARINA FACILITY

- A. Twenty-one 26' slips; thirty-four 30' slips; thirty-two 36' slips and 300' along the Riverwalk in front of the condominiums. Seasonal slips are issued on a first come, first serve basis. Each slip has potable water and 110 volt electric outlets, and dock boxes.
- B. Security fencing around entire perimeter with Marina patrons issued a gate key.
- C. Restroom facilities for use by all boaters and shower facilities available to slip renters.
- D. A harbor house complete with retail sale availability for use by Harbormaster.
- E. Gasoline tanks and sanitary head pumpout.

VI. HARBORMASTER'S OBLIGATIONS:

The Harbormaster agrees to:

- A. Employ, train and schedule sufficient personnel to satisfactorily operate the facility. All employees will be governed by Equal Opportunity guidelines.
- B. Be responsible for all monetary transactions, bookkeeping and reporting. Harbormaster will furnish monthly accounting statements to the City. A year-end audit, at a mutually agreed upon time, will be held to discuss and review operations.
- C. Be responsible for training staff in the safe and proper techniques of pumping gasoline, pumping sanitary head and providing basic preventative maintenance checks to marina patrons.
- D. Will assign transient and seasonal slips and maintain a record of all "slip rental" contracts. Allow a maximum of two (2) slips to be used exclusively for transient rental within the Marina and all transient docking along the bulkhead of the U.S. Government Canal adjacent to the Marina.
- E. Will maintain a waiting list of prospective slip renters for the subsequent boating season.
- F. Establish payroll procedure for all Harbormaster employees and submit reports to State and Federal agencies as required.
- G. Provide a certificate of insurance in the following minimum amounts:
 - 1. Comprehensive General Liability:
 - Bodily Injury - \$300,000 per person
\$300,000 each occurrence
 - Property Damage - \$300,000 each occurrence
\$300,000 aggregate or
\$300,000 single limit
 - 2. Workers Compensation:
Statutory, with \$100,000 Employer's Liability
 - 3. Umbrella: \$1,000,000 or liability limits under G.1 above of at least \$1,000,000.
 - 4. The Harbormaster shall supply the City with a Certificate of Insurance and Endorsement naming the City as an additional insured.
- H. Be responsible for and obtain any necessary business licenses and permits.

- I. Assist the City in developing appropriate Marina rules and regulations and enforcing said rules and regulations.
- J. Be responsible for dissemination of information to marina patrons.
- K. Provide sanitary head pumpout services.
- L. Be responsible for ordering and maintaining an inventory of gasoline.
- M. Be responsible for ordering and maintaining vending machines and inventory (location and type of concession items must be approved by City).
- N. Assume financial responsibility for all monthly telephone use.
- O. Issue and maintain a record of marina keys.
- P. Provide all office expendables, such as pens, staples, tape, paper, etc.

VII. CITY'S OBLIGATION

The City Agrees to:

- A. Forward all Marina slip inquiries to Harbormaster.
- B. Provide furniture, cash registers, telephones, credit card machines, Marine F.M. radio, map case, shelving and counter space as needed.
- C. Furnish refuse pickup (and dumpsters) on a weekly basis.
- D. Provide routine cleanup and sanitation of restroom facilities.
- E. Provide clerical help for disseminating communications as needed including associated mail costs not to exceed \$2,000 per navigation season. The costs are to be approved by the Director of Parks and Recreation.
- F. Provide routine maintenance of Marina grounds, building, and equipment.
- G. Provide painting, electrical and plumbing maintenance as needed.
- H. Supply tissue, soap and other toiletries for the shower/restroom building.
- I. Work cooperatively with Harbormaster in establishing Marina fees and charges and post a copy of them in harbor house.
- J. Pay utility costs including electricity, sewer and water.
- K. Provide maintenance to the sanitary head pumpout.
- L. Be responsible for maintaining all docks, including gas dock, in quality condition in the event of vandalism, wind, ice or damages that may occur.
- M. Pay all gasoline invoices (purchased for resale).
- N. Provide and maintain fire extinguishers throughout facility as deemed necessary by fire inspector.

VIII. FINANCIAL ARRANGEMENTS

Revenues:

- A. City will retain 100% of all seasonal slip rental revenues.
- B. City and Harbormaster will split 50/50 all gas sales net profits.
- C. City and Harbormaster will split 50/50 all revenues generated from transient slip rentals. Transient being defined as any slip rental of less than thirty (30) consecutive days.
- D. City and Harbormaster will split 50/50 all revenues from gross sales of sanitary pumpout

services.

- E. Harbormaster agrees to pay the City 5% of gross sales of all concession merchandise.
- F. Harbormaster may rent recreational equipment or other items. Should this occur the parties will agree on a percent split of the net profits.

IX. SCHEDULE OF FEES AND CHARGES –

All fees shall be established by the City of Menasha Common Council upon recommendation of the Harbormaster and the Park Board.

X. HARBORHOUSE

- A. During the navigation season of each year, Harbormaster shall have access to the entire building known as the Harborhouse. The City, at its discretion, may rent out the lounge area to another person.
- B. The premises described in this section may not be used for any purpose which is contrary to the law.
- C. An annual review of this section will be undertaken by the Park and Recreation Director and a written report shall be generated for the Park Board not later than the first Council meeting of November of each year.
- D. The Harbormaster will be allowed to accept MasterCard, Visa, Discover or American Express for payment of any services, concessions or gasoline offered for sale in conjunction with the role of Harbormaster. Processing fees will be split equally between the Harbormaster and the City.

XI. SUBLETTING AND ASSIGNMENT

Harbormaster shall not sublet this contract or its rights without written consent of the City.

XII. NON-APPROPRIATION

In the event of Non-appropriation, that is, the failure of the City of Menasha Common Council to appropriate money for any year sufficient for the continued performance by the City of all of City's obligations under this Agreement, this Agreement shall terminate upon the last day of the fiscal year for which funds were appropriated.

XIII. BREACH OF CONTRACT

In the event of any breach of the terms or provisions of this Agreement, the City shall have, in addition to any other recourse, the right to terminate this Agreement; to enter and obtain possession of the entire premises; to remove and exclude all property of the Harbormaster therefrom, all without service of notice or resort to legal procession and without any legal liability on its part.

XIV. INDEPENDENT CONTRACTOR

Harbormaster shall be considered an independent contractor providing services to the City and in no way shall be considered an employee.

Dated this _____ day of February, 2011.

HARBORMASTER

CITY

Diane E. Schabach

Donald Merkes, Mayor

Ronald R. Schabach

Deborah A. Galeazzi, City Clerk

Rana Rose L. Schabach

APPROVED AS TO FORM:

Pamela A. Captain

**CITY OF MENASHA
NEENAH-MENASHA YMCA
SPECIAL EVENTS AGREEMENT**

Event: Otto Grunski 2 Mile/10 K Run/Walk and Kidski FunRunski

Dates: Saturday, August 13, 2011 and Saturday, August 11, 2012

Purpose of Agreement:

For the City of Menasha Parks and Recreation Department and Neenah/Menasha YMCA to collaborate in all aspects of putting on the Otto Grunski Runski (including the Kidski FunRunski). Together, these two events will be defined as one event as referenced below. The goal of this partnership is to enhance an existing healthful, family oriented event and to increase revenues that will be distributed equally between both organizations.

YMCA Responsibilities:

1. The YMCA will organize, market, staff and conduct a Kidski FunRunski fun run in conjunction with the event.
2. The YMCA will serve as the mailing resource for event promotions in order to take advantage of lower rates.
3. The YMCA will provide (2) staff to serve in an event planning capacity.
4. The YMCA will work with City of Menasha staff to identify and secure event sponsors. The YMCA will provide materials and guidance, but will not make any direct requests.
5. The YMCA will provide (1) one themed water station, staffed by (2) two volunteers, along the Grunski race route. The YMCA will provide volunteers, decorations and tables. Water and cups will be reimbursed. The YMCA will provide a minimum of (4) four additional Grunski race volunteers.
6. The YMCA will assist in the development of race promotional materials for the event and will assist in the marketing of the event. Methods of promoting the event must be agreed in writing in advance by both organizations.

Compensation/Budget

1. Event planning staff from the YMCA and City of Menasha will agree on an event budget, with the intent of reducing expenses wherever possible.
2. This agreement acknowledges there may be a need for either organization to reimburse one another for some unique expenses related to the event.
3. The YMCA and City of Menasha will equally split all the expenses (except paid staff) within the agreed upon event budget associated with conducting the event.
4. The YMCA and the City of Menasha will receive an equal split of any net revenue from the event.

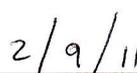
This agreement is for two years and will be evaluated by both parties after each event.

City of Menasha Representative



Neenah-Menasha YMCA Representative

Date



Date