

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, 3<sup>RD</sup> Floor City Hall  
140 Main Street, Menasha**

**April 11, 2011**

**6:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the March 14, 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. Recreation Program and Department Project Update – PRD Tungate
- F. DISCUSSION
  - 1. [Smith Park Sledding Hill](#)
  - 2. Special Funds Policy – PRD Tungate
  - 3. Regional Dog Park
- G. ACTION ITEMS
  - 1. [Approval of Moosefest – May 7-8, 2011 in Curtis Reed Square and the Marina Terrace](#)
- 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**  
**March 14, 2011**  
**DRAFT MINUTES**

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**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, Lisa Hopwood, Sue Pawlowski, Nancy Barker, Ron Suttner, Ald. Mark Langdon

MEMBERS EXCUSED: Steve Krueger

OTHERS PRESENT: PRD Tungate and PS Maas

**C. MINTUES TO APPROVE**

1. **Minutes of the February 14, 2011 Park Board Meeting**

Moved by R. Suttner, seconded by L. Hopwood to approve the February 14, 2011 Park Board meeting minutes. Motion carried 6-0.

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

Five (5) minute time limit for each person.

1. N. Barker comments quality of snow blocks.

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

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

PS Maas reported no vandalism last month, Marina decking project was completed, tree trimming occurring in District #8, some work being done on the Muni-beach shorewall.

2. **Director's Recreation Program and Project Report – PRD Tungate**

PRD Tungate reported a regional dog park meeting will be held in April hosted by Winnebago County, Facebook site for Recreation and Swimming Pool is up and running, summer activity guide will be mailed next week, Neenah and Menasha park departments have met regarding the formation of a Park Corps – a group that would help with park projects in the two departments. PRD Tungate will be on vacation later this week and next. Free summer fishing clinics were also discussed and a draft event posture was reviewed.

**F. DISCUSSION**

1. **Current Fee Waiver Policy**

A copy of the existing fee waiver policy, which was approved by the Common Council in 2005, was attached to the agenda. The distribution of the policy served to inform newer members as to what is allowed in terms of granting reduced fees.

2. **Park Board Duties**

A copy of the city ordinance which describes the duties and authority of the Park Board was attached to the agenda. Some questions came up regarding the recent Harbormaster contract. Article (e)5 states "to have the powers necessary.....for the effective and efficient management, control, supervision and operation of the City park system.....and the Menasha Marina subject to budgeting approval by the Common Council. Board members appreciated receiving this information.

**G. ACTION ITEMS**

1. **None**

**H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

No one spoke.

**I. ADJOURNMENT**

Moved by L. Hopwood, seconded by R. Suttner to adjourn at 7:19 p.m. Motion carried 6-0.



## 2010 Tree Inventory - Smith Park

August 2010



- Ash
- Elm
- Evergreen
- Honeylocust
- Linden
- Maple
- Oak
- Ornamental
- Other
- Boundary





**PARK FACILITY RESERVATION FORM AND BEER PERMIT**

(Important reservation information listed on the back of this form)

**Menasha Parks & Recreation Department**  
 140 Main Street  
 Menasha, WI 54952-3190

**Questions? Call: 967-3640**  
 8:00 AM - 4:00 PM Monday - Friday  
 Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: Steve Krueger Date of Event: 5-7-2011  
 Event Coordinator: Steve Krueger Daytime Telephone: 920-809-0636  
 Address: 943 Clouis Ave Home Telephone: 920-809-0636

Time of Event: From 9am to 7pm Group Size: over 5,000 Fees: (see attached page)

- Does your group qualify for resident rates?  No  Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)
- Do you plan to consume beer or wine?  No  Yes (Fill out permit, page 2 - see #5, page 3)
- Do you plan to sell beer or wine?  No  Yes (You will need **more** than a Beer Permit, see #6, page 3)
- Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #13, page 3)
- Certificate of Insurance needed?  No  Yes (For tournaments, public events, rides, etc. - see #4, page 3)
- Are you planning "kiddie" rides or other amusements?  No  Yes (Carnival Permit required, contact City Clerk)
- Do you plan to have an amplified sound system?  No  Yes (See #12, page 3) Describe: Maybe
- Do you plan to set up tent(s) for the event?  No  Yes (See #9, page 3)
- Parks & Recreation Board approval needed?  No  Yes (When selling beer and multi-day events, contact Director)
- Building Keys Needed?  No  Yes (Usually for kitchen use - see #10, page 3)

Facility (circle all that apply)	
<b>Jefferson</b> Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) _____	4/6/11 2 DAY BIRTH ADULTS
<b>Smith</b> Pavilion Kitchen Wedding/Garden (80 benches available) Diamond/Field <u>MARINA</u> <u>DURING SITE VISIT</u>	<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> Shelter Diamond/Field <u>SPACE TOO</u>	<b>Clovis</b> Shelter Diamond/Field <input checked="" type="checkbox"/>
<b>Koslo</b> Shelter Diamond/Field _____	<b>Pleasants</b> Diamond/Field _____ <u>Vendor set up</u>
<b>Curtis Reed Square</b>	<b>Marina Terrace</b>
<b>Barker Farm</b> Shelter Diamond/Field _____	<b>Shepard</b> Diamond/Field _____
<b>Trestle Trail</b>	

Office Notes: 3-15-11 meet Steve - meet on site to determine dumpsters, tables (10) - 4 supplied garbage cans, recycling bins/dumpsters

Come up with electrical charge for Curtis Reed

CLOVIS TIMES - first come first - served

SAT 5:30 LAUNCH 6:00pm

SW 5:30am, maybe LAUNCH 8:00pm

Continued →

OFFICE USE ONLY	
Facility Fee: \$	<u>20.00</u>
User Fee: \$	<u>42.00</u>
Area Fee: \$	_____
Beer Permit: \$	_____
Total: \$	<u>62.00</u> 315-1
Receipt #	_____
Permit #	<u>PAID - see Carol</u>

at final invoice

PD Copy

Birth

Deduct it, new charge for special

## HOLD HARMLESS AGREEMENT

I, Steve Krueger, agree and bind \_\_\_\_\_, \_\_\_\_\_  
(person in charge) (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: [Signature] Date: 3-15-2011

### BEER PERMIT

#### For Consumption Only!

*Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)*

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Area that beer and/or wine can be consumed: \_\_\_\_\_

Signature: \_\_\_\_\_

Permittee has read list of City ordinances pertaining to alcohol  Yes  No Dept. Initials \_\_\_\_\_

### 2011 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees	Resident	Non-Resident
<b>Jefferson Park</b>		
Large Pavilion	\$ 55.00	\$ 85.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	115.00	115.00
<b>Smith Park</b>		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
<b>Hart Park Shelter*</b>	25.00	45.00
<b>Clovis Grove Shelter</b>	20.00	40.00
<b>Koslo Park Shelter (no electric)</b>	20.00	40.00
<b>Barker Farm Park Shelter</b>	25.00	45.00
<b>Curtis Reed Square</b>	20.00	40.00
<b>Beer Permit (Jefferson and Koslo only)</b>	5.00	5.00
<b>Amplifier w/microphone (per event/season)</b> <i>(Jefferson East/West Diamonds only)</i>	20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	NC	NC
<b>Soccer Fields</b>	8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds (with/without lights)</b>	75/game	75/game
<b>Softball Diamonds (with/without lights)</b>	15/game	15/game
<b>Building/Shelter Key Deposit</b>	20.00	20.00

### 2011 PARK USER FEES

*Groups that reserve park shelters or picnic areas are subject to the following user fees:*

Persons in Attendance	Resident	Non-Resident
1 - 20	\$ 5.00	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

\* Indicates need for key

\*\* Includes use of pavilion whether used or not, also includes 80 benches. Final arrangements made through Park Superintendent (967-3642).

**For 2012 only 50 benches will be available for use.**