

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
Smith Park Pavilion
301 Park Street, Menasha**

August 8, 2011

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the July 11, 2011 Parks and Recreation 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. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas

F. DISCUSSION

1. New Park Update – PRD Tungate
2. Gilbert Site Update – PRD Tungate
3. Swimming Pool Update – PRD Tungate
4. Priorities for 2012 Budget
5. Walking Tour of Smith Park- Optional

G. ACTION ITEMS

1. [Approve Seafoodfest Event to be held September 9-10, 2011 in Jefferson Park – Dan Rippl](#)

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
Jefferson Park Pavilion – 915 Third Street
July 11, 2011
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

1. MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, Luke Schiller, Nancy Barker and Lisa Hopwood

MEMBERS EXCUSED: Ald. Mark Langdon and Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas and Jessica Boor

C. MINTUES TO APPROVE

1. **Minutes of the June 13, 2011 Park Board Meeting**
Moved by R. Suttner, seconded by N. Barker to approve the June 13, 2011 Park Board meeting minutes. Motion carried 5-0.

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

Five (5) minute time limit for each person.

1. No one spoke.

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

1. **Department Report – PRD Tungate**
PRD Tungate reported that the Neenah/Menasha Park Corps group continues to meet. Creation of a logo and mission statement is being worked on. Planning for the “Duck Drop” fundraising event continues. The event is being run to help offset expenses at Koslo Park. The event will be held August 20 at the pool. No major issues at the pool this season; many positive comments. Recreation staff will be meeting with the Boys and Girls Brigade to see if there are any opportunities in the future to partner on some programming efforts.
2. **Park, Pool and Vandalism Report – PS Maas**
PS Maas reported that some minor vandalism occurred at the Smith Park maintenance garage, a lot of event set up recently, tree stumps also being removed by a contractor, the permitted goose roundup at Jefferson and Smith parks was successful. Some flowers not doing well in Smith Park (soil could be a factor).
3. **EAB Found in West Bend**
A serious infestation of Emerald Ash Borers was found in West Bend. The insect seems to be moving northward.

F. DISCUSSION

1. **Gilbert Site Grant – PRD Tungate**
Staff is busy preparing a WDNR grant for the Gilbert Site. Deadline is July 15. The grant should score well in the current ranking system. City may be informed by late August or early September if our application was successful.
2. **New Park Update – PRD Tungate**
Not much to report on the regional park. Three communities will meet again soon. Staff is also

revisiting the possibility of a neighborhood park west of Lake Park Road. PRD Tungate will report on this at the August meeting.

3. **2012-2016 Open Space and Recreation Facilities Plan – Staff and Chr. D. Sturm**

PRD Tungate, Chr. D. Sturm and Mayor Merkes recently met to review the soon to be outdated 2007-2011 Open Space and Recreation Facilities Plan. This plan guides the future development and care of the park system and is necessary to receive state grants. Some areas in the plan need revising. Board members were asked to think about and contact PRD Tungate with any ideas. N. Barker asked if any Historical Society needs should be in the plan. PRD Tungate, with some assistance from East Central Regional Planning will begin to update the plan. Immediate park needs will be moved closer to the front of the plan. Chr. D. Sturm stated that even though the city is facing some tough economic challenges, it was still important to not abandon the vision for the parks and that having champions of the parks is more important than ever.

G. ACTION ITEMS

1. **Approve Jazzfest to be held September 2-4, 2011 in Jefferson Park – Jessica Boor**

Jessica Boor was present representing Jazzfest. The Board liked the event. A couple minor changes include handicapped parking and repositioning the portable toilets. The event still needs its Special Events permit. Moved by R. Suttner, seconded by L. Hopwood to approve Jazzfest to be held September 2-4, 2011 in Jefferson Park. Motion carried 5-0.

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 R. Suttner, seconded by N. Barker to adjourn at 7:25 p.m. Motion carried 5-0.



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: NEENAH/MENASHA/Fox Cities Monday Rotary Club - SEAFOOD FEST Date of Event: Sept 9 + 10, 2010
Event Coordinator: DAN Rippl % ISC - Rippl Insurance Group Daytime Telephone: 722-2799
Address: P.O. Box 207, 333D First St. MENASHA, WI 54952 Home Telephone: 851-8599

Time of Event: From NOON to 11:00 pm Group Size: _____ 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: _____

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)		
Jefferson <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) <u>WEST DIAMOND FOR THE INFLATABLES FOR KIDS</u>		
Smith Pavilion Kitchen Wedding/Garden (80 benches available) Diamond/Field _____	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____	
Hart Shelter Diamond/Field _____	Clovis Shelter Diamond/Field _____	Barker Farm Shelter Diamond/Field _____
Koslo Shelter Diamond/Field _____	Pleasants Diamond/Field _____	Shepard Diamond/Field _____
Curtis Reed Square	Marina Terrace	Trestle Trail

Office Notes: _____

OFFICE USE ONLY	
Facility Fee:	\$ _____
User Fee:	\$ _____
Area Fee:	\$ _____
Beer Permit:	\$ _____
Total:	\$ _____
Receipt #	_____
Permit #	_____

HOLD HARMLESS AGREEMENT

I, DAN RIPPL (person in charge), agree and bind MENASHA/NEENAH/FOX CITIES MORNING ROTAY CLUBS (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: Dan Rippl Date: 5-14-11

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) Rippl DANIEL J DOB: 6-14-59
 Address: 3331 Last First St. MENASHA, WI 54952 M.I. J Phone: 722-27909
 Area that beer and/or wine can be consumed: Jefferson PARK
 Signature: Dan Rippl
 Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials _____

2011 PARK FACILITY RENTAL

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

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
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
Smith Park		
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
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	5.00	5.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds (with/without lights)	75/game	75/game
Softball Diamonds (with/without lights)	15/game	15/game
Building/Shelter Key Deposit	20.00	20.00

2011 PARK USER FEES

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

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES,LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies, LLC PHONE (Int. No. Ext.): 1-800-921-3172 E-Mail Address: Rotary@lockton.com	FAX /AG. No.: 1-312-681-6769
	INSURER(S) AFFORDING COVERAGE	
INSURED All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B: ACE Property & Casualty Insurance Co	NAIC # 20699
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC	N	PMI G23861355 003	7/1/2011	7/1/2012	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	PMI G23861355 003	7/1/2011	7/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	M00534092 003	7/1/2011	7/1/2012	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	NOT APPLICABLE			WC/STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City Of Menasha 140 Main Street Menasha, WI 54952 RE: tRotary clubs of Neenah and Menasha, and The Fox Cities Morning Rotary Club Event on September 9th & 10th, 2011 in Wisconsin	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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City of Menasha Special Event Permit Application

Name of Event: SEAFOOD FEST

Start Date: SET up Wednesday 9/7 - Event 9-9 End Date: Event 9-10 ~~11:00~~ TAIA Norm 9-11 & 9-12

Start Time: 4:00 pm May Start Earlier on Saturday End Time: 11:00 pm

Name of Organization Hosting Event: MENASHA, NEENAH & FOX CITIES MORNING ROTARY CLUBS

Event Representative: DAN RIPPET Menasha

Address: 333 D. FIRST STREET MENASHA, WI 54952

Daytime Phone: 722-2799 Cell Phone: 851-8599

Email address: dadrippet@AOL.COM

Name of Person, Group, Club or Organization to be invoiced: STEVE MORTON

Address: _____

Daytime Phone: _____ Cell Phone: _____

Estimated Attendance at event: 6,000 to 8,000

Will there be amplified/outdoor music: Yes

Will alcoholic beverages be served and/or sold: Yes

Will your event require street closure? No

Please list all activities that may be part of your event: Serving Seafood

Inflatable for kids. Beverages & Music