

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**

January 13, 2014

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the December 9, 2013 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 HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Date of Public Meeting for Design of New Neighborhood Park
- G. ACTION ITEMS
 - 1. [RFP-Q for Selecting a Consultant for the Jefferson Park/Neighborhood Master Plan](#)
 - 2. [Recommend Department Fee Changes for 2014 to the Common Council](#)
 - 3. 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, 3rd Floor City Hall
140 Main Street, Menasha
December 9, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:07 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Ald. Mark Langdon, Tom Marshall, Cindy Schaefer-Kemps, Nancy Barker

MEMBERS EXCUSED: Sue Pawlowski

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the November 11, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by L. Hopwood to approve the November 11, 2013 Park Board minutes. Motion carried.

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

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported on the Holiday Hayride. Attendance was down due to the cold temperatures, but it was still a well attended, successful event. He also updated the Board on anticipated hiring plans for the Administrative Assistant position in Parks and Recreation and an Arborist position in the Parks Department. The Administrative Assistant position will be the first position to be filled, followed about a month later by the Arborist position. PRD also mentioned staffing for the ice rink.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported on preparing for the Holiday Hayride, ice rink flooding will begin on Dec. 10, some trees and invasive shrubs will be removed at the new park in preparation for trails leading to and within the park.

F. DISCUSSION

1. **Removal of Soccer Ball Control Fence at Clovis Grove Park**

PS Maas stated that the short section of chain link fencing along Ida Street that used to attempt to block stray soccer balls is no longer needed. The position of the soccer field will remain in its existing north/south configuration. The Board concurred with staff's recommendation to remove the fence. Removal may not occur until spring.

2. **Gilbert and New Park Update**

PRD Tungate stated that internal discussion has been occurring on a regular basis primarily concerning the proposed realignment of the Gilbert project trail near the pond. It appears a recommendation will be going to the Plan Commission and Common Council about placing the trail along the pond and accepting a small donation of land around the pond. The cost of realigning the trail, based on estimates from the engineering firm, is not significantly different

from the original alignment. The hope is that this project can be bid sometime in February. PRD Tungate also explained about recent meeting/presentation he had with the Menasha Rotary. The Rotary was asked to consider becoming a lead sponsor for developing the new park on the City's far east side. If their sponsorship participation is significant enough, it may lead to naming the park after the Rotary club. It was mentioned that a timeline for park development is somewhat dictated by when a grading/drainage plan can be done. Staff has been in contact with the developer of the land north and east of the park and are attempting figure out a way to get a grading/drainage plan done in a timely manner. The same conceptual maps and playground graphics that were presented to the Rotary were on display at the Board meeting. At the January Board meeting, a date to hold a public information/input session about the new park will be discussed.

G. ACTION ITEMS

1. Approval of 2014-2016 Harbormaster Contract

Motion by L. Hopwood, seconded by N. Barker to approve a three year extension with Diane Schabach to continue to manage the marina. The agreement remains essentially unchanged. The two changes were to move her weekend starting time back from 8:00 am to 9:00 am and to give her a flat rate increase of \$750 per year. PRD Tungate stated that he had been advised by CA Captain that it was in the purview of the Board to approve the Harbormaster contract. Motion carried.

2. Oak Tree Removal – Corner of Nicolet Blvd. and Park Street

Motion by L. Hopwood, seconded by N. Barker to approve the removal of the oak tree on the corner of Nicolet Blvd. and Park Street. PS Maas had a photo of the tree, which was in extremely poor condition and almost completely dead. It was also near a sidewalk and presented some safety risk. The policy of the Board is to approve all tree removals greater than 20" in diameter. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by Ald. M. Langdon to adjourn at 7:21 p.m. Motion carried.

**City of Menasha Parks and Recreation
and
Community Development Departments
Request for Qualifications and Proposal
Jefferson Park and Neighborhood Master Plan
January 2014**

Introduction

The purpose of this document is to outline requirements and procedures to prepare formal written proposals for the development of a master plan for Jefferson Park and the adjoining neighborhood. This master plan is not intended to be a typical park master plan as it is to give broader consideration to the parks relationship to the neighborhood and the community. It will require a consultant with expertise in urban design as well as park planning. The final plan will likely incorporate a blend of development opportunities along with potential reprogramming of some park areas and facilities.

The following sections of this document set forth requirements and describe the consultant selection process.

Background

Jefferson Park was established in 1932, and is the most heavily used park in the city. It is 28.6 acres in size. Main facilities in the park consist of a large outdoor pool, a pavilion overlooking Lake Winnebago and the Fox River, three lighted softball diamonds, a waterfront trail system and a boat landing.

The planning process will seek to identify the wishes of the community through a series of concept plan alternatives culminating with a final master plan that integrates the function and feel of the surrounding neighborhood with Jefferson Park and the community at large. The overarching goal of the plan is to set a course that meets the future community recreational needs to be met by Jefferson Park and to identify compatible development opportunities.

The attached aerial photo identifies the planning boundaries and opportunity sites within and near the park.

Proposed Scope of Services

The foregoing proposed scope of services is directed toward conducting the planning process:

Inventory and Assessment

Review of Current Conditions and Trends The consultant will be required to assess the current recreational facilities and programs offered by the City of Menasha. This assessment will primarily be based on inventories provided by the city and/or the East Central Wisconsin Regional Planning Commission (ECWRPC). A listing of available resources is contained in

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Appendix A. The consultant will be required to inspect the various park facilities to obtain an impression of their overall condition and utility.

A more detailed evaluation of existing conditions shall be undertaken within Jefferson Park with specific attention being paid to the programming of the space occupied by various uses/functions within and in proximity to the park and their relationships to one another. Specific consideration shall be given to concept planning for the Jefferson Park Pool done by Water Technologists, Inc. in 2012. Future pool alternatives shall be incorporated into all park master plan options. Pool design specifics will be addressed by Water Technology, Inc. staff.

Environmental conditions within the planning area boundary shall be assessed to determine the to what extent they may limit the utilization of land and water resources and/or serve as assets that offer opportunities to enhance the park and the neighborhood. Existing uses of designated opportunity sites should be evaluated in consideration of their contribution to the park and the neighborhood.

An analysis of current local and national recreational activity trends compared with an inventory of existing facilities and programs serving Menasha residents is to be undertaken. Consideration should be given to how these trends mesh with the demographic characteristics of the Jefferson Park neighborhood and the community as a whole. In order to obtain current input on needs and expectations from user groups and the neighborhood, a survey is to be undertaken. Said survey will be developed and administered by the ECWRPC in consultation with the city and the chosen consultant. Other public input is to be solicited using methods as may be proposed by the consultant and conducted jointly by the consultant, the city and/or the ECWRPC. At least two opportunities for such public input shall be made available.

Development of Concept Master Plan Alternatives

Prior to producing any preliminary design concepts, the consultant shall conduct one public focus group meeting with the purpose of identifying major recreation activity or land use/redevelopment preferences in and around Jefferson Park. Following this meeting, three preliminary design concepts for the planning area taking into account the information accumulated through the inventory/assessment survey and public input session will be produced. The essence of the first three concepts is to identify potential uses or facility locations within the planning area. The scale and orientation of any suggested development should be identified. The conceptual plans should strive to promote integration of the park with the neighborhood, with the goal of creating a dynamic setting for persons to reside and recreate. Consideration of redevelopment options may include use of existing park land for alternative commercial or recreational uses provided such uses are compatible with the neighborhood and there is some public use as part of any commercial redevelopment. One of the three concept plans shall only consider public recreational use (may include concessions) within Jefferson Park. A second concept shall include any suggested public/private redevelopment alternatives within Jefferson Park and the surrounding neighborhood and the third concept will be at the discretion of the consultant.

The plans shall present alternative configurations of the park taking into account future facility and programming needs. Considerations should include trends in recreational preferences, design appeal, accessibility, environmental impacts, implementation and constructability, operational/maintenance requirements and potential funding sources.

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The design concepts shall be presented in graphic form with accompanying narrative describing the rationale supporting the design and the impacts that may be anticipated if the design is to be carried forward into development. The consultant shall present the three alternatives at a public forum using a format and venue approved by the city. The consultant shall document all public input.

Refinement of Preferred Plan Alternatives

Upon consideration of input from the public (including residents, user groups and staff) the consultant shall prepare two preliminary proposed master plans, with consideration given to sustainable design principles, appeal, operation and maintenance, and handicap accessibility. The plans shall include a colored rendering depicting existing facilities that are to be retained, new facilities, and potential future development options for opportunity sites within and outside of the park. The consultant shall present the plan alternative at a public forum using a format and venue approved by the city. The consultant shall document all public input.

Development of Final Proposed Master Plan

Upon consideration from all of the public input sessions, the Parks and Recreation Board, the Plan Commission and Common Council, the consultant shall prepare a final proposed master plan that includes: an executive summary and conclusion, consideration of sustainable design principles, operational and maintenance impacts, handicap accessibility, a proposed itemized budget and implementation phasing plan, a full narrative accompanying the rendering that includes a description of the planning process, an assessment of existing conditions and a statement of rationale that support the plans objectives and outcomes. The consultant shall present the final plan alternative at a public forum using a format and venue approved by the city.

Deliverables are to include the following:

- 3 – Final reports professionally bound
- 1 – Overall Final Concept Plan – 24" x 36" mounted on foam core
- 2 – Overall Final Concept Plan – 24" x 36" sheets
- PDF of overall concept plan
- 1 CD or full electronic file of Final Report (Microsoft Compatible Software)
- Appendices
 - Documentation of meetings with minutes/notes
 - Citizen Comments and Public Input
 - Exhibits and maps

I. Proposal Requirements

A. Contents

Each firm should submit a formal qualification statement that addresses the following items: (Note: This information will be used to screen consultants and determine a number of firms that may be invited for an interview.)

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1. List of credentials, qualifications and years of experience for the project manager and other key staff you would assign to this project. You may submit a current resume for each individual.
2. Workload Capacity: describe your staff's capacity and availability to perform the work in a timely manner. Address competing commitments and the percent of time each staff person will have available during the time schedule to complete this Master Plan.
3. List three (3) similar completed projects with references. Include a description of the projects including why you believed they were successful, budget, contact name, telephone number and e-mail address.
4. Outline a project work plan, sequence of tasks and a time schedule.
5. Documentation describing the firm's specific experience in urban planning and residential renewal efforts.
6. Describe any proposed need or use of City of Menasha staff, equipment, plans or materials..
7. Submit a proposed fee for services under separate cover from the remainder of your qualification statement (Items 1-7).

B. Format

1. The proposal should be submitted in written and bound form. Items to be included in the proposal should be placed in the same numbered sequence as outlined above.
2. The enclosed *Proposed Fee Schedule (#8)* shall be submitted separately in a sealed envelope.

C. Project Budget

The City has a not to exceed budget of \$20,000. Firms may submit a cost proposal that does not exceed this figure.

D. Directions for Submittal

Consultants should submit six (6) copies of the proposal in a sealed envelope and one (1) copy of the Proposed Fee Schedule Form in a separate sealed envelope. These materials must be received by 4:00 p.m. on January 24, 2014 at the City of Menasha Parks and Recreation Department located at:

Menasha City Hall
140 Main Street
Menasha, WI 54952

Package containing the proposal and any related materials should be clearly marked on the outside of the package as follows:

"Proposal for the City of Menasha
Jefferson Park and Neighborhood Master Plan"

Envelopes or packages containing proposals and related materials which are received after the date and time stated above will be returned unopened.

E. Costs Incurred in Responding to this RFQ-P

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The City of Menasha shall not be liable for any costs incurred by the consultant in responding to this request for proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

F. Pre-Proposal Meetings

There are no scheduled pre-proposal meetings pertaining to this RFQ-P. Consultants intending to submit formal proposals and who may wish to discuss the proposed project should contact City of Menasha Parks and Recreation Director at the address and telephone number shown on page one.

II. **Consultant Selection Procedures**

The City of Menasha will be solely responsible for the selection of a consultant to conduct the desired work. This selection process will be generally as follows:

A. Screening

The screening and ranking of consultants shall be based upon each formal proposal submitted. Based upon this review, the City of Menasha may invite pre-qualified consulting firms for follow-up interviews.

B. Presentation and Interview

The presentation/interview will permit the consulting firm to make a brief presentation and allow board members to ask questions of the consultant. Each presentation/interview will be limited to 45 minutes, which includes the presentation (30 minutes) and question and answer period (10 minutes). Representatives of the consulting firm in attendance at this interview will be limited to the proposed project manager and no more than one (1) other key staff member. Consultants will be notified as soon as possible as to the specific date, time and location of the presentation/interview.

C. Selection

The City of Menasha reserves the right to reject all proposals and/or to accept the proposal deemed most advantageous to the City. The interview panel may make a recommendation to the Common Council on a firm deemed to be the most qualified and experienced. The proposed fee will also be a consideration.

D. Selection Timeline

Monday February 10, 2014	RFQ-Ps due
Thursday, February 13, 2014	Interview selected firms
Thursday, February 20, 2014	Firm selected, begin negotiating final contract terms
Monday, March 3, 2014	Bring contact to Common Council for approval
Monday, March 10, 2014	Consultant work begins

Contact Person(s)

To clarify any questions or concerns regarding this RFP, please contact:

Brian Tungate, Director

Greg Keil, Director

1/3/2014

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City of Menasha
Parks and Recreation Department
140 Main Street
Menasha, WI 54952
920-967-3640
920-967-5272 (fax)

City of Menasha
Community Development Department
140 Main Street
Menasha, WI 54952
920-967-3650
920-967-5272 (fax)

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Appendix A

Reference Materials Available

City of Menasha Open Space Recreation Facilities Plan
City of Menasha Comprehensive Plan
City of Menasha Tree Inventory/Management Plan
City of Menasha Park and Recreation Program Guides
Listing of Events Held at Parks and Estimates of Attendees
Park Facility Rentals/Reservations
Park Tree Inventory
Emerald Ash Borer Management Plan
Annual Boat Launch Permits
Annual Pool Attendance
Registered Use of Sports Facilities (e.g. softball leagues)
State SCORP
Parcel and topographic mapping (ESRI based)
Soils, wetlands, floodplain
Infrastructure and utilities and drainage

Fees Effective:

**City of Menasha - Fees and Charges for 2014
Parks, Recreation, Pool, Marina, Forestry and Cemetery**

NC = No Change R = Res NR = Non-Res Est. = Year Established

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge		
R	NR		R	NR		R	NR	
Summer Programs								
\$ 15.00	\$ 34.00	Tot Lot	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00	
\$ 15.00	\$ 34.00	Youth Baseball	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00	
\$ 10.00	\$ 18.00	Youth Kickball	NC	\$ 15.00	2009	\$ 6.00	\$ 14.00	
\$ 15.00	\$ 34.00	Tennis Lessons (Youth)	NC	\$ 22.00	2009	\$ 12.00	\$ 28.00	
\$ 3.00	\$ 6.00	Tennis Leagues (Youth & Adult)	NC	\$ 5.00	2000	added NR		
\$ 30.00	\$ 56.00	Tennis Lessons (Adult)	NC	\$ 45.00	2009	\$ 20.00	\$ 38.00	
\$ 15.00	\$ 34.00	Gymnastics	NC	\$ 22.00	2009	\$ 11.00	\$ 26.00	
Free	Free	Safety Town	NC	NC	2009			
\$ 17.00	\$ 17.00	Grunski Race Pre-Reg.	NC	NC	2010	\$ 15.00	\$ 15.00	
\$ 20.00	\$ 20.00	Grunski Race After Cut-off Date	NC	NC	2012	\$ 17.00	\$ 17.00	
\$ 5.00	\$ 5.00	Kids FunRunski	NC	NC	2010	NC	NC	
\$ 3.00	\$ 3.00	Kid's FunRunski (no shirt)	NC	NC	2010	NC	NC	
\$ 40.00	\$ 59.00	Summer Youth Golf (contracted)	NC	\$ 52.00	2008	\$ 26.00	\$ 42.00	
\$ 35.00	\$ 50.00	Fall Golf Lessons	NC	\$ 46.00	2009	\$ 33.00	\$ 48.00	
\$ 185.00	\$ 185.00	Adult Softball (Sponsor)	NC	NC	2011	\$ 175.00	\$ 175.00	
\$ 320.00	\$ 320.00	Adult Softball (Team)	NC	NC	2011	\$ 310.00	\$ 310.00	
\$ 110.00	\$ 110.00	Co-Ed Softball (Sponsor)	NC	NC	2011	\$ 100.00	\$ 100.00	
\$ 260.00	\$ 260.00	Co-Ed Softball (Team)	NC	NC	2011	\$ 250.00	\$ 250.00	
		Bus Trips (Break-even)	NC	NC	1988 est.			
Free	Free	Performances in the Park		Donations				

The Department recovers at least 100% of program costs from revenues for all adult activities. The goal is to recover 50% of youth program expenses through fees.

Town of Menasha -- we have a fee reciprocity with the Town except for boat launches and pool passes and lessons.

2013 - Non-resident fees were decreased in some programs to encourage higher registration and revenue. This will have a modest impact because most non-residents currently pay the lower fee due to reciprocity with the cities of Appleton, Neenah and the Town of Menasha. Menasha residents still maintain early registration preference and the selected programs have the space to accommodate more participants.

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge		
R	NR		R	NR		R	NR	
Fall/Winter Programs								
\$ 24.00	\$ 30.00	Bodies in Motion	NC	NC	2012	\$ 15.00	\$ 34.00	
\$ 20.00	\$ 25.00	Fusion Dance/Poms	NC	NC	2013	\$ 24.00	\$ 30.00	
\$ 18.00	\$ 27.00	Youth Flag Football (Discontinued)	NC	NC	2009	\$ 17.00	\$ 26.00	
\$ 70.00	\$ 125.00	Tiny Tots	\$ 75.00	\$ 130.00	2011	\$ 70.00	\$ 115.00	
\$ 1.00	\$ 1.00	Open Swim/Gym	NC	NC	2002	\$ 0.50	\$ 0.50	
\$ 26.00	\$ 39.00	Slimnastics	NC	NC	2011	\$ 20.00	\$ 40.00	
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00	
\$ 26.00	\$ 39.00	Feel 'N Fit	NC	NC	2011	\$ 20.00	\$ 40.00	
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00	
Free	Free	Punt, Pass & Kick (co-sponsored)	NC	NC				
Free	Free	Smith Park Winter Gala Golf Tournament	NC	NC	2005 est., donations			
Free	Free	Pumpkin Hunt	NC	NC				
\$ 1.00	\$ 1.00	Holiday Hayride	NC	NC	1992 est.	\$ 0.50	\$ 0.50	
\$ 200.00	\$ 200.00	Adult Basketball (3 on 3)	NC	NC	2013			
Cemetery								
\$ 575.00	\$ 750.00	Adult Grave	NC	NC	2012	\$ 550.00	\$ 725.00	
\$ 225.00	\$ 300.00	Infant Grave	NC	NC	2012	\$ 225.00	\$ 275.00	
\$ 575.00	\$ 750.00	Adult Opening (burial)	NC	NC	2011	\$ 525.00	\$ 700.00	
\$ 325.00	\$ 375.00	Infant Opening (burial to age 2)	NC	NC	2012	\$ 250.00	\$ 300.00	
\$ 325.00	\$ 375.00	Cremains with or without vault	NC	NC	2006	\$ 225.00	\$ 225.00	
\$ 200.00	\$ 250.00	Saturday Opening (add)	NC	NC	2012	\$ 165.00	\$ 190.00	
\$ 100.00	\$ 120.00	Winter Burial (if warranted Dec. 1-April 1)	NC	NC	2012	\$ 75.00	\$ 100.00	
\$ 100.00	\$ 175.00	Week Day Overtime (after 3:00 p.m.)	NC	NC				
Marina								
\$38.00/ft	\$38.00/ft	Seasonal Slip Rental	NC	NC	2013	\$37.50/ft	\$37.50/ft	
\$0.75/ft	\$0.75/ft	Overnight	NC	NC	2012	('87) .70	('87) .70	
\$0.45/ft.	\$0.45/ft.	Groups of 20 or more						
\$4.00/ft.	\$4.00/ft.	Weekly	NC	NC	2014*	\$3.50/ft.	\$3.50/ft.	
\$13.00/ft	\$13.00/ft	Monthly	NC	NC	2014*	\$12.00/ft.	\$12.00/ft.	
						* changes made in fall 2013		
Free	\$ 5.00	Pump Out - Renter/Nonrenter	NC	NC	1998			
Boat Launch & Slip Rental								
\$ 15.00	\$ 35.00	Seasonal Parking Permit Seniors (55+)	NC	NC	2013	\$ 14.00	\$ 34.00	
\$ 20.00	\$ 40.00	Seasonal Parking Permit	NC	NC	2013	\$ 18.00	\$ 38.00	
\$ 5.00	\$ 5.00	Daily Launch Parking Permit	NC	NC	2009	\$ 4.00	\$ 4.00	
\$ 100.00	\$ 115.00	Seasonal Slip (Jefferson)	\$105.00	\$120.00	2009	\$ 90.00	\$ 105.00	
\$ 130.00	\$ 145.00	Slip 49/50	\$135.00	\$150.00	2009	\$ 120.00	\$ 135.00	
\$ 9.00	\$ 12.00	Second Parking Permit (must show copy of 2nd boat registration ID #)	\$ 10.00	\$ 13.00	2009	\$ 8.00	\$ 10.00	
\$ 5.00	\$ 5.00	Replacement Pass (for any reason)	NC	NC	2003	\$ 3.00	\$ 3.00	

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Park Shelter/Picnic Areas							
\$ 55.00	\$ 85.00	Large Pavilion	NC	NC	2009	\$ 50.00	\$ 80.00
\$ 30.00	\$ 50.00	Kitchen (Jeff.)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 35.00	\$ 55.00	Jefferson West Shelter	NC	NC	2006	\$ 30.00	\$ 50.00
\$ 20.00	\$ 40.00	Jefferson East Shelter	NC	NC	2003	\$ 20.00	\$ 40.00
\$ 15.00	\$ 32.00	Launch Shelter	NC	NC	2004	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Areas #2,3, 4, 5 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 50.00	\$ 75.00	Smith Park Pavilion	NC	NC	2009	\$ 45.00	\$ 70.00
\$ 30.00	\$ 50.00	Hart Park Shelter	NC	NC	2012	\$ 25.00	\$ 45.00
\$ 30.00	\$ 50.00	Kitchen (Smith)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 200.00	\$ 300.00	Wedding Set-Up (Smith*)	NC	NC	2009	\$ 100.00	\$ 250.00
\$20.00/hr	\$20.00/hr	Memorial Building (pre-ceremony use)	NC	NC	2007 est.	\$ -	\$ -
\$ 20.00	\$ 20.00	Building/Shelter Key Deposit	NC	NC	2005 est.		
\$ 20.00	\$ 40.00	Clovis Grove Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Koslo Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Curtis Reed Square	NC	NC	2004 est.		
\$ 25.00	\$ 45.00	Barker Farm Shelter	NC	NC	2004 est.		
	user fee only	Jefferson Park Wedding**	NC	NC	1996		
\$ 10.00	\$ 12.00	Tent Permit (when Diggers Hotline is called)	NC	NC	2009		
\$ 20.00	\$ 20.00	Marina Terrace (on Main Street)	NC	NC	2012		
\$ 10.00	\$ 10.00	Use of 200 Amp Panel (per panel)	\$ 15.00	\$ 15.00	2012	\$ -	\$ -
NEW	NEW	Heavy Duty Extension Cord	\$ 5.00	\$ 5.00	2014	\$ -	\$ -
\$ 100.00	\$ 100.00	***Stage (trailer only)	\$ 125.00	\$ 125.00	2012	\$ -	\$ -
\$ 200.00	\$ 200.00	***Stage (2 row)	\$ 275.00	\$ 275.00	2012	\$ -	\$ -
NEW	NEW	Stage Walls	\$ 125.00	\$ 125.00	2014		
\$ 45.00	\$ 45.00	2 yd. Recycling Dumpster	NC	NC	2012	\$ -	\$ -
\$ 15.00	\$ 15.00	Bleachers - 3 Row (in park)	\$ 25.00	\$ 25.00	2012	\$ -	\$ -
\$ 20.00	\$ 20.00	Bleachers - 3 Row (out of park)	\$ 35.00	\$ 35.00	2012	\$ -	\$ -
\$ 4.00	\$ 4.00	Picnic Tables (each)	\$ 7.00	\$ 7.00	2012	\$ -	\$ -
\$ 3.00	\$ 3.00	Benches (each)	\$ 4.00	\$ 4.00	2012	\$ -	\$ -
\$ 3.00	\$ 3.00	Garbage Cans (each)	\$ 4.00	\$ 4.00	2012	\$ -	\$ -
\$ 2.00	\$ 2.00	Recycling Cart (each)	\$ 4.00	\$ 4.00	2012	\$ -	\$ -

Non-Resident fees added for shelter/area reservations began in 1991.

*Includes automatic pavilion reservation, user fee included if pavilion used.

**Not part of two year advance wedding reservation

***Additional cost for weekend set up/take down

Park User Fees							
\$ 5.00	\$ 11.00	Group Size: 1-20	NC	NC	2010	\$ -	\$ 10.00**
\$ 25.00	\$ 38.00	21-75	NC	NC	2013	\$ 24.00	\$ 36.00**
\$ 44.00	\$ 63.00	76-150	NC	NC	2013	\$ 42.00	\$ 60.00**
\$ 83.00	\$ 107.00	151-300	NC	NC	2013	\$ 79.00	\$102.00**
\$ 141.00	\$ 170.00	301-600	NC	NC	2013	\$ 134.00	\$162.00**
\$ 252.00	\$ 289.00	601-1100	NC	NC	2013	\$ 240.00	\$275.00**
\$ 378.00	\$ 420.00	1101-2000	NC	NC	2013	\$ 260.00	\$400.00**
\$ 504.00	\$ 551.00	2001 & up	NC	NC	2013	\$ 480.00	\$525.00**

*Number of group categories expanded from 6 to 8 in 1996.

**NR's added in 2000.

\$5.00/day	\$5.00/day	Beer Permit	NC	NC	2010	\$4.00	\$4.00
\$10.00/day	\$10.00/day	Daily Vending Permit	NC	NC	2013		
\$5.00/day	\$5.00/day	Daily Vending Permit (non-profit)	NC	NC	2013		

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Diamond/Field Rental Fees							
<i>City approved tournaments, leagues or events only</i>							
*\$75/game	*\$75/game	Koslo Field	NC	NC	2011	\$12/hour	
\$15/game	\$15/game	Softball Diamond	NC	NC	2011	\$8/hour	
\$5.00/hr.	\$5.00/hr.	Tennis or Volleyball Court	NC	NC	1997 est.		
\$8.00/hr.	\$8.00/hr.	Soccer Field (lining costs add labor charges)	NC	NC	2000		
\$20 per event/season		Ball Diamond PA System Rental	NC	NC	1997	formerly security deposit	
*Per game charge preferred by users based on 2-2.5 hours of use. Fee considers use of lights by some users.							
\$ 50.00	or market price	Tree Planting 1" - 1 1/2" diameter	NC	NC	1992	('89) 30	('89) 30
\$ 0.50	\$ 0.50	Ice Skate Rental at Hart Park	NC	NC	93-94 est.		
per 1/2 hr.	per 1/2 hr.						
\$ 100.00	\$ 100.00	Gift Brick 4"x8"- Riverwalk	NC	NC	2012		
\$ 150.00	\$ 150.00	Tree Donation	NC	NC			
\$2,000.00	\$2,000.00	Bench Donation	NC	NC			
	or market price						
Swimming Pool Daily Admissions							
Free	Free	Ages 2 and under	NC	NC	2012 - re-established from '94		
\$ 2.50	\$ 2.50	Ages 3-17	NC	NC	2012	was ages 4-17	
\$ 3.50	\$ 3.50	Ages 18 - 54	NC	NC	2009	\$ 3.25	\$ 3.25
\$ 2.50	\$ 2.50	Ages 55 and older	NC	NC	2009	\$ 2.25	\$ 2.25
*Pool fees after 6:00 p.m. are reduced. (3-17) \$1.25, (18-54) \$1.75, (55 and older) \$1.25							
Swimming Lessons**							
\$ 23.00	\$ 34.00	Swimming Lessons (all sessions)	NC	NC	2013	\$ 25.00	\$ 35.00
2013: Red Cross lesson fees reduced, city fee reduced.							
**Town of Menasha pays NR rates for all pool services.							
Season Passes (includes morning swim and other special swim times)							
\$ 35.00	\$ 55.00	Youth (4-17) and Senior (55+) (\$32)	NC	NC	2012	-	-
\$ 45.00	\$ 65.00	Individual (\$41)	NC	NC	2003	\$ 35.00	\$ 40.00
\$ 65.00	\$ 90.00	Family of 2 (\$59)	NC	NC	2012	\$ 60.00	\$ 75.00
\$ 85.00	\$ 110.00	Family of 3 (\$77)	NC	NC	2012	\$ 80.00	\$ 95.00
\$ 100.00	\$ 125.00	Family of 4 (\$90)	NC	NC	2012	\$ 95.00	\$ 110.00
\$ 110.00	\$ 135.00	Family of 5 (\$99)	NC	NC	2012	\$ 105.00	\$ 125.00
\$ 120.00	\$ 145.00	Family of 6+ (\$108)	NC	NC	2012	\$ 115.00	\$ 135.00
10% discount on all season passes purchased by May , fee in () to City and Neenah and Appleton residents only. Rates still comparable to adjacent communities. Town of Menasha pays NR rates on season, limited use, morning passes and lessons.							
*2006-Change discount from 15% to 10%.							
\$ 25.00	\$ 30.00	Adult Morning Season Swim Pass	DISC	DISC	2012		
\$ 2.00	\$ 3.00	Adult Morning Season Swim (Daily)	DISC	DISC	2012		
\$ 15.00	\$ 17.00	Limited Use Pass (Adult, 5 visits)	NC	NC	2010	\$ 13.00	\$ 15.00
\$ 10.00	\$ 11.00	Limited Use Pass (Youth/Seniors, 55+)	NC	NC	2010	\$ 9.00	\$ 10.00
\$ 5.00	\$ 6.00	Lost/replacement pass	NC	NC	1991	NR added 2001	
\$145/hour	\$145/hour	Pool Rental	NC	NC	2012	\$115/hour	\$115/hour
\$ 2.25	\$ 2.25	Groups of 15 or more (when arranged through office)	NC	NC	2012	\$ 2.00	\$ 2.00
\$ -	\$ -	Group of 15 Multi-Visit (min. 6 visits per season)	\$ 1.50	\$ 1.50	2014		
\$20/hour	\$20/hour	Pool Lap Lanes (up to 4)	NC	NC	2012		

ParkFees2014 DISC: Discontinued, morning swim participants to pay regular swim pass or daily rate.