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
City Hall
140 Main St, Menasha

January 12, 2015

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the December 8, 2014 Park Board Meeting

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

E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS
   1. Department Report – PRD Tungate
      A. Reciprocity Agreements with Appleton and Town of Menasha (February meeting)
   2. Park, Pool and Vandalism Report – PS Maas
      A. Ice rink condition status

F. DISCUSSION
   1. Caboose security lighting and roof repair – PS Maas
   2. Gilbert site and Koslo Park update – PRD Tungate
   3. Public information meeting – New Park, January 26, 2015; 6:30pm Heckrodt Wetland Reserve Nature Center

G. ACTION ITEMS
   1. Recommend changes to program and services fees for 2015
   2. Recommend revision to the park facility charge policy with regards to non-profit groups so that it coincides with the current special events policy.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
   Five (5) minute time limit for each person

I. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Parks and Recreation Department at 967-3640 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Parks and Recreation Board
City Hall – 140 Main Street
December 8, 2014
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, Nancy Barker, Sue Pawlowski, Ald. Michael Keehan, Tom Marshall, Lisa Hopwood, Cindy Schaefer-Kemps

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas, Richard Loehning- Menasha Historical Society

C. MINUTES TO APPROVE

1. **Minutes of the November 10, 2014 Park Board Meeting**
   Motion by N. Barker, seconded by Ald. Michael Keehan to approve the minutes of the November 10, 2014 meeting. Change the word moving to mowing. Motion carried.

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

Richard Loehning spoke about the need to add a security light on the newly painted caboose in Smith Park. The roof over the caboose is also in need of repair. Park staff is making plans to address these issues and will be in contact with Mr. Loehning.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported that a memorandum of understanding will be sent to Dave Mix at VFW 2126 that outlines the Board's action last month regarding what would be permitted on the Isle of Valor. It was also mentioned that Mayor Merkes will likely appoint an ad-hoc committee to suggest a place for the downtown bank columns. The columns may or may not end up in a city park. Any recommendation to have them placed in a park must receive Board approval.

2. **Park Project and Vandalism Report** – PS Maas reported that the pool has been winterized; the new boiler has been installed. Snow removal and tree trimming has also been taking place.

F. DISCUSSION

1. **Use of unspent pool boiler funds on slide rehabilitation work:** PRD Tungate outlined plans to draft a resolution making a 2014 budget adjustment to allow the use of $10,000 of unspent boiler money to be used for necessary repairs to the slide. The Board supported such a move and noted it was important to keep the pool in good working order as long as necessary until a decision is made on a new or fully rehabilitated pool.

2. **Holiday Hayride update:** Record number of riders this year. Moderate temperatures and a little bit of snow on the ground likely were factors.

3. **Gilbert Site update:** PRD Tungate outlined a plan to bring the two bids that comprise the entire project to the Board of Public Works on December 15. A couple of modest change order deducts will also be brought forward. TIF #11 funding will be requested to provide the remaining portion of the city's match for the project. Work could begin in January if all the paperwork is completed in a timely manner.

4. **Koslo Park ball diamond project update:** Staff has recently devoted time to investigating the best backstop and price estimates for Koslo Park. The backstop is the first part of the field renovation project and it's conceivable that the work could be done this winter. Staff has consulted with field users and the consensus it that a black backstop is the way to go from both an aesthetic and better spectator viewing perspective. Fencing contractors will be offered the opportunity to join the scoreboard sponsorship program, which would effectively reduce the final cost of the backstop.

5. **New park planning update:** a neighborhood information meeting is being planned for January 26. Attendees can expect to see graphics of play equipment, a park shelter and a concept master plan for the park. Staff is also preparing a brochure to assist in the fundraising efforts of the Menasha Rotary Club as they prepare to raise funds or in-kind services for the park.

G. ACTION ITEMS

1. **Election of Board Officers for 2015:** Motion by N. Barker, seconded by L. Hopwood to nominate D. Sturm as Chairman for 2015. No other nominations were made. Motion carried 7-0. Motion by S. Pawlowski, seconded by Ald. M. Keehan to nominate L. Hopwood as Vice-Chair. No other nominations were received. Motion carried 7-0

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

I. ADJOURNMENT

Motion by Ald. M. Keehan, seconded by S. Pawlowski to adjourn at 7:15pm. Motion carried.

City of Menasha • Department of Parks, Recreation, Forestry and Cemeteries

MEMORANDUM

To: Parks Board

From: PRD Tungate BT

Date: January 2, 2015

RE: Proposed changes to 2015 department fees

Following is a summary of the proposed changes to Parks and Recreation fees for 2015.

Rec: Tiny Tots
Resident fee was $75.00; proposed $80.00
Non-Resident fee was $130.00; proposed $100.00

Parks: No changes proposed for Park fees

Cemetery:

Adult Grave current Resident fee is $575.00; proposed $600.00

Adult Grave current Non-Resident fee is $750.00; proposed $775.00

Infant Grave current Resident fee is $225.00; proposed $250.00 *no change to NR rates*

Adult Opening (burial) current Resident fee is $575.00; proposed $600.00 *no change to NR rate*

Infant Opening (burial to age 2) current Resident fee is $325.00; proposed $350.00

Infant Opening (burial to age 2) current Non-Resident fee is $375.00; proposed $400.00

Saturday Opening (add'l charge) current Resident fee is $200.00; proposed $250.00 *no change to NR rate*

Winter Burial (Dec 1-April 1 add'l charge) current Non-Resident fee is $120.00; proposed $100.00 *no change to Res rate*

Week Day Overtime (after 3:00pm add'l charge) current Resident fee is $100.00; proposed $175.00 *no change to NR rate*

Other: Bench Donation current fees are $2,000.00; proposed $1,500.00

Suggested revised policy relating to non-profit group park rentals:

Any non-profit groups registered as a 501(c)(3) or (4) organization are eligible to receive up to a 50% discount on park building and related equipment rentals (excluding the PA system), picnic areas, and user fees.

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3640• Fax (920) 967-5272
www.cityofmenasha-wi.gov

City of Menasha
Event Sponsorship and Fee Waiver Policy
Effective January 1, ~~2006~~ *2007*

Per Common Council action taken on September 19, 2005, the City of Menasha will no longer be an official sponsor or co-sponsor to any event brought forth by an outside organization.

As a consideration to this policy, the Parks and Recreation Board and Common Council will consider a waiver of certain fees from requests made by bona-fide non-profit organizations. The applicant is responsible for any insurance required by City ordinance. Neither the Parks and Recreation Board nor the Common Council shall have the authority to waive any insurance requirements. No application shall be considered unless the proper insurance certificate has been filed with the City.

Conditions for Waiving a Fee:

1. One request per organization per calendar year
2. Requests must be made in a timely manner so that both the Parks and Recreation Board and Common Council can act on the request before the event occurs
3. *An activity, program or* event must be open to the public and demonstrate a significant benefit to the Menasha community
4. ~~Up to~~ 50% of <u>one</u> fee may be waived from the following categories:
    A. <u>Equipment Rental Fees</u>
    Including, but not limited to, the city stage, picnic tables, bleachers, park benches, trash containers, bike racks, etc. *(maximum 3 items).*
    B. <u>Facility Rental Fees</u>
    Including, but not limited to: park shelters, picnic areas, ball diamonds, soccer fields, tennis courts, swimming pool, Racine Street welcome sign installation fee, etc. *(maximum 2 items).*
    Note: Park User Fees and Beer Permit fees shall not be waived.

Questions about this policy should be made to Brian Tungate, Director of Parks and Recreation.

This policy was revised by the Common Council on October 16, 2006.

Supercedes by special event policies

which gives 50% to non-profit groups

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement. Persons desiring to conduct, maintain, undertake, promote, organize or manage a special event in the City of Menasha shall be subject to the requirements of this policy.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well-being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Park & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of $25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events Committee. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT Proof of insurance is required for all special events and must be provided by the event sponsor. The City of Menasha needs to be named as additional insured on both the Certificate of Insurance and the Endorsement. The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. The Certificate of Insurance and the Endorsement must be submitted with the Special Events packet.

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact the bus line, Valley Transit at 920-832-5200 and Gold Cross Ambulance 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify to the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES For all events a non-refundable deposit of $25 is required at the time the application is submitted. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. The Memorial Day Parade is exempt from all fees. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection and fireworks permits. At the completion of your event, charges must be paid no more than 60 days after the last date of your event. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

APPROVED BY COMMON COUNCIL ON 11/17/14