

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**

**Tuesday, July 12, 2016  
6:00PM**

**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL/EXCUSED ABSENCES**

1. Welcome to New Board Member Rob Delain

**C. MINUTES TO APPROVE**

1. Minutes of the June 14, 2016 Regular Park Board Meeting

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

**E. REPORT OF DEPARTMENT HEAD/STAFF**

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas
3. Communications
  - A. Donation and Sponsorship letter to support youth recreation

**F. DISCUSSION**

1. When to pursue naming the new eastside park
2. Park and Rec 2017-2021 CIP Budget
3. Futsal court update
4. Jefferson Park Vision Plan update

**G. ACTION ITEMS**

1. Approve Twisted Pistons event to be held August 18, 2016 (part of event in Curtis Reed Square)
2. Approve Jazzfest event to be held September 3&4, 2016 in Jefferson Park
3. Approve Seafoodfest event to be held September 9&10, 2016 in Jefferson Park

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

Five (5) minute time limit for each person

**I. ADJOURNMENT**

June 15, 2016

To: Menasha Common Council  
Re: Park Board Vacancy

Dear Council Members,

I respectfully request to be considered for the vacancy for the Parks and Recreation Board.

I am an alumnus of both UW-Madison (B.S. Zoology) and Cardinal Stritch University (Educational Leadership). I've been a Science Teacher at Menasha High School from 2003-2012 and went on to pursue School Administration both at West Bend High School, and in my current placement as Assistant Principal at JR Gerritts Middle School in Kimberly.

Although a Menasha resident for only the past two years, I have had the pleasure of serving the students of Menasha for almost ten years. During this time, I was immersed in the community through them, and got to understand things better through younger eyes. My family frequently visits almost all of the Menasha parks, including Woodland Park, which I had the pleasure to help build. I voice the city's vision and direction at maintaining and increasing recreational space for all families to enjoy and as a means to bring more families to this wonderful, growing community. Professionally, I am responsible for the strategic planning of many school improvement initiatives. This includes incorporating and evaluating the unique needs of all stakeholders involved in the process.

I feel that my educational and professional backgrounds will provide a welcome asset to the Menasha Park and Recreation Board and serve the community in which I live.

Thanks for the consideration, and please feel free to contact me with any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob DeLain". The signature is fluid and cursive, with a large initial "R" and "D".

Rob DeLain

*Assistant Principal - JR Gerritts Middle School Kimberly*

**CITY OF MENASHA  
Parks and Recreation Board  
Jefferson Park Pavilion  
June 14, 2016  
DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:05 pm.

**B. ROLL CALL/EXCUSED ABSENCES**

**MEMBERS PRESENT:** Brian Adesso, Lisa Hopwood, Chr. Dick Sturm, Nancy Barker, Tom Marshall

**MEMBERS EXCUSED:** Ald A. Zielinski

**OTHERS PRESENT:** PRD Tungate, PS Maas

**C. MINUTES TO APPROVE**

1. **Minutes of the May 10, 2016 Regular Park Board Meeting:** Moved by L. Hopwood, seconded by N. Barker to approve the minutes of the May 10, 2016 Park Board meeting. Motion carried.

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

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

1. **Department Report:** PRD Tungate reported that summer recreation programs began on June 11. Poor weather hampered the start of swimming lessons on June 13-14. Staff has also begun to work on the CIP budget for 2017-2021.
2. **Park, Pool and Vandalism Report:** PS Maas reported that grass cutting has been ongoing, automatic door locks have been installed at Koslo Park. Jefferson Park neighborhood group recently expanded and enhanced planting beds near the west entrance to the park. Playground opened up at the new east side park.

**F. DISCUSSION**

1. **Recap of June 4 Community Playground Build:** PRD Tungate reported on a very successful event. About 40 people showed up to help throughout the day. Menasha Rotary and Elks clubs were particularly helpful. The equipment was open to the public about a week later after concrete was poured and wood chips added.
2. **Schedule to update Park and Rec 2017-2021 CIP Budget:** PRD Tungate indicated he is hoping to be able to share some preliminary capital improvement budget information at next month's meeting.
3. **Status of 100 Fox Street lot acquisition:** staff received Common Council approval to complete the acquisition of this lot which will be used to accommodate the south approach for the new pedestrian bridge and provide a small public parking lot and greenspace.
4. **Status of 2017 boat launch fee increase:** the Common Council is currently discussing the specifics of how to allocate a portion of the boat launch fee. This recommendation was received from both the Park Board and the Joint Finance Committee.
5. **Jefferson Park / Neighborhood vision plan – consultant selection update:** staff is planning to review/rank the five proposals that were received. Interviews of the top firms will follow.

**G. ACTION ITEMS**

None

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

Five (5) minute time limit for each person

**I. ADJOURNMENT**

Moved by L. Hopwood, seconded by N. Barker to adjourn at 7:10 pm. Motion carried.



May 13, 2016

Dear Friend of Menasha Youth:

On behalf of the City of Menasha Parks and Recreation Department, I am contacting you to ask for your sponsorship/donation support so that all Menasha children may have an opportunity to enjoy affordable recreation programs and use of the Menasha pool throughout the summer.

There are two ways you can assist us with this mission!

**Become a Summer Recreation program sponsor.** Contribute \$50 and your company/organization's logo will be displayed on a large colored banner at our main program sites. Additionally, all sponsors will be acknowledged on our Facebook page (Menasha Recreation and Pool). Our programs include playgrounds, tennis, baseball/kickball and gymnastics.

**Donate to our Financial Assistance Program.** With any amount \$10 and up, you will be able to assist a Menasha family unable to afford the full price of a season pool pass. The average amount given to a family is \$30 toward an individual youth pass or family pass. Last year, we were able to provide assistance to 17 Menasha families.

If you or your organization would like to participate, please call our office at (920)967-3640, fax (920)967-5272, e-mail (lwalbrun@ci.menasha.wi.us) or mail the lower portion of this letter back to me at the address listed below by May 27, 2016. Checks should be mailed separately as the City of Menasha Parks and Recreation Department does not invoice for this program. Please be sure to e-mail me a clean copy of your company's logo by the deadline.

Thank you for supporting Menasha Youth Programs!

Lori Walbrun  
Parks and Recreation Department

Please count me in as a

- \$50 Sponsor
- Financial Assistance Program Donor \$10 (or other amount) \_\_\_\_\_
- I am not interested in being a donor at this time, but please keep me on your contact list.

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact E-mail address \_\_\_\_\_

Comments \_\_\_\_\_





Form A

## SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

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

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

Questions? Call (920)967-3640  
Office Hours 8:00am-4:00pm; Monday-Friday  
Office Location 2<sup>nd</sup> Floor, City Hall

Type of Event: Jazz Festival Date of Event: 9/03/2016 - 9/04/2016

Sponsoring Organization (if applicable): Jazz Corner Society, Inc.

Event Coordinator: Linda Harmon Daytime/Cell Phone#: 920-252-2584

Street Address: 7035 Jacobson Drive City: Winneconne State: WI Zip: 54986

Time of Event: From 12:00 PM to 8:00 PM Anticipated Group Size: \_\_\_\_\_ Fees: (listed on pg 2)

Building Keys Needed?  No  Yes (For kitchen/electric use - see #4, page 4) - Pick up by Friday at 4:00pm

**The following FACILITY will be included in the rental agreement (please check):**

<b>Barker Farm Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<b>Jefferson Park</b> <input checked="" type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter	<b>Pleasants Park</b> <input type="checkbox"/> Diamond/Field	<b>Shepard Park</b> <input type="checkbox"/> Diamond/Field
<b>Clovis Grove Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input checked="" type="checkbox"/> Picnic Area # 5 <input type="checkbox"/> Ballfield	<b>Smith Park</b> <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden <input type="checkbox"/> Diamond/Field (50 benches available)	
<b>Hart Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<b>Koslo Park</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Trestle Trail	
<input type="checkbox"/> Curtis Reed Square	<input type="checkbox"/> Marina Terrace		

- 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 #4, page 3)
- Do you plan to sell beer or wine?  No  Yes (You will need more than a Beer Permit, see #5, page 3)
- Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #12, page 3)
- Are you planning "kiddie" rides or other amusements?  No  Yes (Carnival Permit required, contact City Clerk)
- Do you plan to set up tent(s) larger than a small "EZ-Up" style for the event?  No  Yes (See #8, page 3) McVey Tent

*Please note: If answer is "Yes" to the above questions, or if this is a League Sponsored Event, a Certificate of Insurance WITH Endorsement will need to be on file with the City of Menasha.*

- Do you plan to have an amplified sound system?  No  Yes (See #11, page 3) Professional sound system for jazz concert.
- Parks & Recreation Board approval needed?  No  Yes (When selling beer and multi-day events)

Form A

### SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT



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

Questions? Call (920)967-3640  
Office Hours 8:00am-4:00pm; Monday-Friday  
Office Location 2<sup>nd</sup> Floor, City Hall

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

Type of Event: Festival Date of Event: Fri + Sat Sept 9 + 10 - 2016  
 Sponsoring Organization (if applicable): Rotary Clubs - Menasha + Neenah  
 Event Coordinator: Chris Klein Daytime/Cell Phone#: 740-7641  
 Street Address: 730 Keyes ST City: Menasha State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Time of Event: From Fri - 4p to 1030 Sat - 1pm to 1030 Anticipated Group Size: 5000 Fees: (listed on pg 2)

Building Keys Needed?  No  Yes (For kitchen/electric use - see #4, page 4) - Pick up by Friday at 4:00pm

The following FACILITY will be included in the rental agreement (please check):

Barker Farm Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter	Pleasants Park <input type="checkbox"/> Diamond/Field	Shepard Park <input type="checkbox"/> Diamond/Field
Clovis Grove Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # <input type="checkbox"/> Ballfield	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
Hart Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Koslo Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Wedding/Garden <input type="checkbox"/> Diamond/Field (50 benches available)	
<input type="checkbox"/> Curtis Reed Square	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

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 #4, page 3)

Do you plan to sell beer or wine?  No  Yes (You will need more than a Beer Permit, see #5, page 3)

Do you plan to sell food to the public?  No  Yes (You will need a Temporary Food Permit, see #12, page 3)

Are you planning "kiddie" rides or other amusements?  No  Yes (Carnival Permit required, contact City Clerk)

Do you plan to set up tent(s) larger than a small "EZ-Up" style for the event?  No  Yes (See #8, page 3)

Please note: If answer is "Yes" to the above questions, or if this is a League Sponsored Event, a Certificate of Insurance WITH Endorsement will need to be on file with the City of Menasha.

Do you plan to have an amplified sound system?  No  Yes (See #11, page 3)

Parks & Recreation Board approval needed?  No  Yes (When selling beer and multi-day events)