

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 – Council Chambers  
140 Main Street**

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

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. Minutes of the March 8, 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
- F. DISCUSSION
  - 1. 2017 Daily Boat Launch Fee Proposal
  - 2. Arbor Day Ceremony – April 19; 10:00am near St. Timothy’s Church
  - 3. New Eastside Park Community Playground Build, Saturday, June 4
  - 4. Loop the Lake Update – Mathewson Street Area
- G. ACTION ITEMS
  - 1. Approval of Diablo Cycling Club Bike Race – May 14, 2016 in Jefferson Park
- 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**  
**City Hall – 1<sup>st</sup> Floor Conference Room**  
**March 8, 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, Tom Marshall, Sue Pawlowski, Chr. Dick Sturm

MEMBERS EXCUSED: Ald. Dan Zielinski, Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Connie Curtis-Aldrich, David Curtis

**C. MINUTES TO APPROVE**

1. **Minutes of the February 9, 2016 Regular Park Board Meeting** – Moved by S. Pawlowski, seconded by L. Hopwood to approve the minutes of the February 9, 2016 Park Board meeting. Motion carried.

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

1. The Board accepted and appreciated a thank you letter from the Menasha Historical Society regarding recent lighting improvements at the caboose in Smith Park.
2. Connie Curtis-Aldrich asked about where things were at with future plans for Jefferson Park and about syringes that she had heard were found near the play equipment at Jefferson Park.

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

1. **Department Report** – PRD Tungate reported on recent work to complete the final grant reimbursement forms for the Gilbert project; the department will participate in a youth fair on March 12 at the Boys and Girls Club, summer activity booklet will be mailed out soon, tennis court repair proposals for Clovis Grove park are due March 21, adult softball league planning is also taking place. New team logo signs will be installed this spring on the Koslo concession stand.
2. **Park, Pool and Vandalism Report** – PS Maas reported that some general clean up and reorganizing has been done in the chemical feed building at the pool, repainted pool slide hand rails are done and ready to be reinstalled, picnic table repair continues using some repurposed bleacher boards, tree trimming has been ongoing, area for the new eastside park play equipment has been cleared, Koslo Park ball diamond lights were replaced, some preliminary trail brushing for the Province Terrace Trail has also been done. Prep work for reopening the restrooms at Shephard Park was completed.

**F. DISCUSSION**

1. **Jefferson Park and Neighborhood Vision Plan RFQ** – PRD Tungate outlined the steps that will be taken once a consultant is hired. With the recent retirement announcement of CD Keil, it is anticipated that a consultant will begin work by or around August 1 to perhaps coincide with the hiring of a new director. Numerous public input opportunities along with a survey are built into the vision planning process. The RFQ is expected to be sent out by March 18.
2. **Loop the Little Lake Update** – PRD Tungate stated that the project engineer and staff will be meeting with Neenah/Menasha Water Sewerage facility staff this week. They will discuss the

Mathewson St. ROW trail/bridge layout and the alternative route idea behind the plant. The new bridge must be designed to accommodate the treatment plant's concrete outfall structure and other piping within the riverbed.

3. **Hart Park Play Equipment** – proposals have been received and are in the process of being reviewed. Equipment is slated to go in sometime this fall and will be placed west of the shelter. The old equipment will be removed. Installation options and costs are also explored.
4. **Eastside Park – Community Playground Build, Saturday, June 4.** Planning continues on this project. Staff is working on registration paperwork and also on the exact number of skilled and semi-skilled volunteers that will be needed. The Knights of Columbus and Menasha Rotary have verbally committed to help with the installation.

#### **G. ACTION ITEMS**

1. **Approval of Food Truck Rally in Jefferson Park on May 10, June 7, July 12, August 9** – Motion by L. Hopwood , seconded by T. Marshall. Staff gave a general description of how the event would operate. Around ten food trucks would be parked along Kargus Drive. It is expected that beer will be served at the events. A map was also available at the meeting. Rally organizers are aware of the fees that will have to be paid and the fact that they still must have the event reviewed by the Special Events committee. This action simply reserves a park area for the four dates. Motion carried.

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

#### **I. ADJOURNMENT**

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 7:36 pm. Motion carried.



## Memorandum

---

**TO:** Director Brian Tungate  
Director Mike Kading  
City of Neenah Parks & Recreation Commission Members  
City of Menasha Parks & Recreation Board Members

**FROM:** Chief Al Auxier

**DATE:** March 30, 2016

**RE:** Proposed Boat Launch Fee Increase

In 2015, Neenah-Menasha Fire Rescue's (NMFR) Joint Finance and Personnel Committee asked me to initiate discussions with both Cities Park & Recreation Departments to see if it is possible to increase boat launch permit fees to help offset our water and dive rescue costs.

A lengthy discussion was held by our Committee members, recognizing the value and benefit of us providing water and dive rescues services. We do have non-residents who use our boat launches, and water ways, and our Committee members felt we should try to find an alternative funding source for our services from non-residents who require our services. These discussions resulted in the suggestion of increasing boat launch fees to help offset our water and dive rescue costs.

Over the last five years, we have averaged 18 water and/or dive calls per year. These calls range from towing stranded boats to pulling people out of icy waters and/or victim recovery. Some of these calls involve local residents and others do not.

Discussions with both Cities Park & Recreation Directors Eileen McCoy, newly appointed Director Mike Kading, and Brian Tungate resulted in support of raising the boat launch fees in the following manner.

**City of Neenah:** Directors McCoy & Kading felt the best way to accomplish this is to raise the seasonal boat launch permits by \$1.00. It was felt increasing the daily fees was not an option as Neenah's daily fees are already higher than Menasha's. In 2015, there were 1,230 permits sold and the \$1.00 increase would result in \$1,230 of revenue.

**City of Menasha:** Director Tungate felt the best way to accomplish this is to raise the daily boat launch permit fee by \$1.00. In 2015, there were 2,231 daily boat launch fees sold. In order to have increased revenues be equally represent each City, it was decided \$0.50, of the \$1.00 increase, would go to our Department and the remaining \$0.50 would stay with the City of Menasha Park & Recreation fund revenues. This would result in \$2,231 in additional revenue with NMFR receiving \$1,115.50.

The total fees from both Cities would average \$2,345.50 per year to help fund our water and dive rescues costs.

Please note this is only a recommendation for your consideration and not a final proposal. It would be up to the City of Neenah Park & Recreation Commission and the City of Menasha Park & Recreation Board to make a final recommendation to both Common Councils for consideration and approval.

I would appreciate an opportunity to meet with both the City of Neenah Park & Recreation Commission and the City of Menasha Park & Recreation Board to discuss the issue proposal.

Thank you for your consideration and I look forward to hearing from you soon.

AA/tt

Cc: NMFR Joint Finance & Personnel Committee

## Boat Launch Report for 2014/2015

	Daily	Revenue	Seasonal *	Revenue	Total Revenue
2014	2487	\$12,435	543	\$12,090	\$24,525
2015	2231	\$11,156	542	\$10,398	\$21,554

\*Combination of Resident, Non-Resident and Senior rates

Proposal: Raise the daily rate from \$5 to \$6 starting in 2017. Take 50¢ from every daily launch and transfer that money to the Neenah/Menasha Fire and Rescue Dive Team. Had this proposal been in effect previously it would have generated \$1,243 in 2014 and \$1,115 in 2015.



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: Bicycle Race Date of Event: May 14, 2016

Sponsoring Organization (if applicable): Diablo Cycling Club

Event Coordinator: Robert Anderson Daytime/Cell Phone#: (715) 493-1505

Street Address: 1187 W. Cecil St City: Neenah State: WI Zip: 54956

Time of Event: From 7:30 AM to 9:30 PM Anticipated Group Size: 300 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):			
<input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input 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	

Picnic Area 13, tables, stage, garbage cans

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)

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

**INSURANCE AND ENDORSEMENT**

Liability Insurance has been secured in the amount of \$ \_\_\_\_\_ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_

(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

**BEER PERMIT**

*For Consumption Only!*

**Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit**

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 (please print): Anderson Robert E DOB: 1/1  
Last First M.I.

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

Area that beer and/or wine coolers can be consumed: Picnic Area 13

Signature: [Handwritten Signature]

**HOLD HARMLESS AGREEMENT**

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of 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 and choose not to negotiate any terms of this agreement.

Signature: [Handwritten Signature] Diablo Cycling Date: 3/28/16





# Let's Build a New Playground!

The City of Menasha is recruiting approximately 35 adults (18 years of age and older) to assist with assembling playground equipment at our new neighborhood park located at the end of Tana Lane.

**When:** Saturday, June 4, 2016

**Time:** Sign-in at 7:30am. Expect to work until late afternoon.

**Skills needed:** Work will be performed under the guidance of team leaders. You may be asked to organize equipment or distribute parts. Some may assist with equipment assembly. Have some tools you don't mind bringing? A list of tools that may be helpful is below.

**What to wear:** Work shoes or boots, gloves, work pants or shorts, hat, sunglasses, raingear/sunscreen/bug spray as needed

**Food:** Lunch and beverages will be provided

**Weather:** Every effort will be made to work on June 4. In case of severe weather, an announcement will be posted on Facebook (Menasha Recreation and Pool)

**Register:** Complete and return the attached form and tool list to the team leader who distributed this form, or to City Hall on 2nd Floor. We suggest you make a copy of the tools you intend to bring. You can also register to help by calling 920-967-3640 Monday-Friday; 8:00am-4:00pm. *Please sign up by May 16, so that we may accurately plan duties and food!*



Playground Community Build June 4, 2016 Individual Volunteer Registration				
Name		Street Address		Zip Code
Phone Number	Cell Number		Email address	
<b>Group Registration (3 or more people)</b>				
Leader Name			Contact Phone #	
# of Volunteers in your Group		Organization Name		

## Tool Needs List

Unless we contact you, plan to bring the items you indicate below. Please be sure to label all your tools!

- |   |  |
|---|--|
| <input type="checkbox"/> Shovel (flat)                  | <input type="checkbox"/> 3/4" Wrench                           |
| <input type="checkbox"/> Shovel (round)                 | <input type="checkbox"/> 9/16" Wrench                          |
| <input type="checkbox"/> Level (24" or 36")             | <input type="checkbox"/> Small Generator                       |
| <input type="checkbox"/> Hammer                         | <input type="checkbox"/> Wheelbarrow                           |
| <input type="checkbox"/> Rubber Mallet                  | <input type="checkbox"/> Extension Cord                        |
| <input type="checkbox"/> Metal Rake                     | <input type="checkbox"/> Tape Measure                          |
| <input type="checkbox"/> 1 Gallon Bucket (clean)        | <input type="checkbox"/> Tool Apron                            |
| <input type="checkbox"/> 5 Gallon Bucket (clean)        | <input type="checkbox"/> Tin Snip                              |
| <input type="checkbox"/> Cordless Drill                 | <input type="checkbox"/> Sawhorse                              |
| <input type="checkbox"/> Drill Bits: 1/4", 3/8", 17/32" | <input type="checkbox"/> Pry Bar                               |
| <input type="checkbox"/> Socket Wrench                  | <input type="checkbox"/> Scrap Lumber (2"x4": 8-12" in length) |
| <input type="checkbox"/> 3/8" Socket                    | <input type="checkbox"/> Utility Knife                         |
| <input type="checkbox"/> 9/16" Socket                   | <input type="checkbox"/> Step Ladder                           |
| <input type="checkbox"/> 5/16" Socket                   | <input type="checkbox"/> String Line                           |