

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**

December 10, 2012

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the November 12, 2012 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 HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Master Plan for Jefferson Park
 - 2. [Reciprocity Agreements with the Town of Menasha and City of Appleton for 2013-2014](#)
- G. ACTION ITEMS
 - 1. Election of Officers for 2013
 - 2. [Policy for Allowing Vendors in City Parks](#)
 - 3. [Revision to Non-Resident Wedding Reservation Policy](#)
- H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
Five (5) minute time limit for each person
- I. ADJOURNMENT

Holiday gathering will be held after the meeting at approximately 7:45 p.m.

CITY OF MENASHA
Parks and Recreation Board
Conference Room, 1st Floor City Hall – 140 Main Street
November 12, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Cindy Schaefer-Kemps, Lisa Hopwood, Nancy Barker, Luke Schiller, Sue Pawlowski

MEMBERS EXCUSED: Ald. Kevin Benner

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the October 8, 2012 Park Board Meeting**

Moved by L. Hopwood seconded by N. Barker to approve the October 8, 2012 Park Board minutes. Motion carried.

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

Five (5) minute time limit for each person.

No one spoke.

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

1. **Department Report – PRD Tungate**

PRD Tungate reported on a letter that has been sent to the US Army indicating the City's desire to have the Reserve building removed. City men's basketball league does not currently have enough teams to run a league. Start date has been postponed while options are explored. Staff has met with pool designers with Water Technology Inc. on some pool options. Options are still being refined and a process of seeking public input has yet to be determined. Staff attended the State park and recreation conference during part of last week. Conference received good reviews.

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

PS Maas reported that Hart Park bathrooms were tagged. Staff will be repainting and installing black partitions to cut down on use of black markers. Evergreen trees in Jefferson Park again received some unwanted pruning. Police were notified. Park Seasonal Laborer recently completed duty and the plan is to bring this person back next spring. Building winterization also taking place.

F. DISCUSSION

1. **2013 Park and Recreation Budgets**

PRD Tungate and the Board reviewed all department budgets. No major changes were identified. Monies to begin making modifications (access) to park facilities due to recent changes in the ADA law was discussed

Board Holiday Gathering – December 10

The Board decided to meet after the meeting at Stone Toad.

G. ACTION ITEMS

1. Policy on Allowing Vendors in City Parks

The Board decided to hold this item again until Ald. Benner and a full Board was present before taking action.

2. Recommend Department Fees for 2013 to the Common Council

Motion by S. Pawlowski, seconded by N. Barker to recommend 2013 fee changes to the Common Council. PRD Tungate explained the rationale for the changes. Specifically, he mentioned the new daily vendor fee. There is a daily fee for profit and non-profit vendors. It was recently confirmed that communities are moving away from trying to collect a percent of vendor profits because of the difficulty in verifying the actual numbers. Motion carried.

3. Policy Change for Non-Resident Wedding Reservations

Motion by S. Pawlowski, seconded by L. Hopwood to allow non-resident weddings to begin booking weddings 7 months after residents can begin doing so. The date of July 1 was selected to begin accepting non-resident wedding for the following year. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

1. None

I. ADJOURNMENT

Moved by N. Barker, seconded by S. Pawlowski, to adjourn at 7:43 p.m. Motion carried.

FEE RECIPROCITY USAGE 2012

Appleton Residents in City of Menasha (1/1/2012 – 12/31/2012)

Archery – 1	Bodies in Motion – 1	Gametime – 1
Gymnastics – 2	Kickball – 4	Playground Plus – 2
Youth Baseball – 2	Skateboard Lessons – 1	Tiny Tots – 3
Tot Lot – 2	Swimming Lessons – 6	Pool Passes – 6
Boat Launch Passes – 171	Boat Slips (Jefferson) – 2	Pavilion Rentals – 12

Total: 216

Total Programs – 19
 Total Swim Lessons – 6
 Total Pool Passes – 6
 Total Boat Launch – 171
 Total Boat Slip – 2
 Total Pavilion Rentals – 12

Revenue Difference: \$4,474.00

Total Program Revenue – \$378.00
 Total Swim Lesson Revenue – \$60.00
 Total Pool Pass Revenue – \$160.00
 Total Boat Launch Revenue – \$3,383.00
 Total Boat Slip Revenue – \$45.00
 Total Pavilion Rental Revenue – \$448.00

City of Menasha Residents in Appleton (1/1/12-12/31/12)

Total: Revenue Difference: \$

Town of Menasha Residents in City of Menasha (1/1/2012-12/31/2013)

Youth Archery – 1	Adult Feel 'n Fit – 7	Youth Funky Feet Jazz Dance – 2
Youth Gametime – 1	Youth Gymnastics – 13	Youth Kickball – 1
Youth Baseball – 10	Youth Playground Plus – 3	Adult Slimnastics – 2
Adult Tennis – 1	Youth Tennis – 2	Youth Tiny Tots – 9
Youth Tot Lot – 4	Pavilion Rentals - 16	

Total: 72

Total Programs – 56
 Total Pavilion Rentals – 16

Revenue Difference: \$1,961.00

Total Program Revenue – \$1,344.00
 Total Pavilion Rental Revenue – \$617.00

City of Menasha Residents in Town of Menasha (1/1/12-12/31/12)

Total: Revenue Difference: \$

Directors Note: The revenue difference (fees waived) is not directly proportionate to the amount of people because non-resident fees vary widely among the communities.

Draft Policy on Allowing Vendors in City Parks

1. Permissible Locations: Jefferson Park, Curtis Reed Square, Marina Terrace, Riverwalk, Marina, Koslo Park and Smith Park.
2. Fee to be established on a daily basis and approved by the Common Council. 50% of the fee is due before vending begins.
3. Non-profit groups will pay half the established rate.
4. Vendor must fill out a Park Reservation Form to include a diagram.
5. Vendor will make a good faith effort to be present at all scheduled events and may terminate a vending agreement by giving the City a minimum of forty-eight (48) hour notice.
6. Policy does not apply to Special Events that arrange for their own vendors (i.e. Seafoodfest, softball tournaments, etc.).
7. Vendor hours of operation will not overlap with another vendor in the same park.
8. Vendor will not be allowed to set up at days/times during events that offer potentially competing concessions, such as food items.
9. A maximum of five (5) permits will be allowed in a calendar year.
10. Any application to vend for more than ten (10) days per year must be approved by the Park Board.
11. Police Department will be notified of any vendors that are permitted to be in a city park.
12. Fermented malt beverages shall not be sold by the vendor.
13. All other city ordinances related to vending, food licensing shall be followed.
14. For-profit vendors must submit an acceptable Certificate of Insurance and Endorsement prior to vending. Non-profit groups (bonafide or otherwise) may either submit a certificate of insurance and endorsement or sign a release and hold harmless agreement with the City.



Proposed Revision to Wedding Reservation Procedure

Issue: Non-resident groups need more than 6 months lead time to book a reception hall and venue to hold the wedding service. The cycle of wedding reservations begins on the first working day in December each year.

Proposal: Non-residents would only be able to book 2013 weddings starting December 3, 2012.

Change the date that non-residents can start booking 2014 weddings to be the first working day in May, 2013 (Wednesday, May 1, 2013). This would give a non-resident group 13 months in advance to book a June, 2014 wedding, while maintaining a five month preference for resident weddings. Currently, a resident group that wants to book a wedding in 2014 can do so starting December 3, 2012.