

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, Menasha

August 11, 2008

6:00 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A.

2. ROLL CALL/EXCUSED ABSENCES

A.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to receive:

A. Minutes of the July 14 and July 16, 2008 Park Board Meetings



[Attachments](#)

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Park Project Update

1. Handicapped Swing Project at Smith Park

B. Follow-up on Free Swimming Day at Pool

C. Follow-up on Grunski Runski

D. Solar Power Being Investigated for Swimming Pool

E. Morning Swim Closing Date

6. DISCUSSION

A. Seafoodfest - September 5-6, 2008 in Jefferson Park - Bill Ott



[Attachments](#)

B. Menasha Historical Society Memorial Bench - Nancy Barker

C. Deadline for Items to be Placed on Agenda

7. ACTION ITEMS

A. Approval of Seafoodfest, September 5-6, 2008 in Jefferson Park



8. ADJOURNMENT

A.

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
Barker Farm Shelter - 2170 Plank Road, Menasha
July 14, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order at 6:03 PM by Vice-Chairman T. Konetzke.

2. ROLL CALL/EXCUSED ABSENCES

A.

Members Present: Vice-Chairman Tom Konetzke, George Korth, Mary Francis, Ron Suttner, Ald. Michael Taylor, Nancy Barker

Members Excused: Chairman Dick Sturm

Others Present: PRD Tungate, PS Huss, Mayor Don Merkes, Kathy Bayer, Julie Pollnow, John Matz - Winnebago County Sheriff's Department

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Minutes of the June 9, 2008 Park Board Meeting](#)

Moved by George Korth, seconded by Ronald Suttner to approve the minutes of the June 9, 2008 meeting and to amend 7-A. Action Item by striking the words "and to retain the one (1) year expiration language".

A significant discussion was held on whether or not Ordinance O-10-08 pertaining to leashed dogs in Jefferson Park was recorded on June 9, 2008 with or without the one (1) year exemption as described in the draft minutes of the meeting. Members agreed that one vote was taken, but the exact motion from June 9 was inconclusive. The Board decided to re-vote on the matter of Ordinance O-10-08. Moved by Ald. M. Taylor, seconded by N. Barker to recommend Ordinance O-10-08 as presented at the July 7 Common Council meeting, which dropped of the one (1) year renewal language and allowed dogs until 12:00 PM on July 4th.

Motion carried 6-0.

Motion Passed

Results:

4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

N. Barker commented on the cemetery and asked about how employee injuries were handled. She liked the idea of a sand pit penny hunt for the City Carnival.

Ald. M. Taylor commented on the Jefferson shoreline binwall needing repair, section in water east of where people fish. He also commented he believed Rose Bohmke's assertion that there were no goose droppings in Jefferson Park was incorrect.

T. Konetzke asked for consideration of lighting the back outside steps at Koslo Park.

A. [Letter from Rose Bohmke](#)

Rose Bohmke letter about Jefferson Park was recognized.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Army Reserve Building Update](#)

A letter was sent to the Department of Army inquiring about the official status of the Army Reserve building. Senators Kohl and Feingold along with Congressman Petri were copied.

B. [New East Side Park Update](#)

PRD Tungate recently contacted the owners of property that could serve as a multi-jurisdictional park. A spouse has some health issues and the couple will be contacted again in about a month.

C. [Park Project Update - PS Huss](#)

PS Huss reported on recent park work duties. A lot of tree work. Some flowers had to be replaced at Smith Park gardens, recent break-in at pool concession stand, Pleasants Park tennis court project successfully re-bid, seasonal caretaker is working some weekday evenings, special block graffiti sealant will be put on west side of Hart Park shelter, vandalism has been down lately.

D. [Park Vandalism Correspondence - PS Huss](#)

Park vandalism letter from PS Huss was reviewed. Little vandalism has been reported during the last three weeks.

6. DISCUSSION

A. [Theda Care Picnic - September 13, 2008 in Jefferson Park](#)

Julie Pollnow, who works for an event planning company, described the second annual ThedaCare company picnic to be held on September 13, 2008 at Jefferson Park. PRD Tungate has met with the group three times over the past several months. Most recently to discuss a fireworks show planned to occur at approximately 8:30 PM. Fire Department officials have given tentative approval of the show. An on-site meeting still has to be scheduled. For its large size, the event went well last year. Street parking issues will be covered through a forthcoming Street Use Application. Ms. Pollnow presented a map depicting the entire event set up.

B. R & R Softball Tournament - August 8-10, 2008 in Jefferson Park

Kathy Bayer was present to describe the upcoming R & R Softball Tournament August 8-10, 2008 in Jefferson Park. The event is sponsored by Menasha Youth Sports.

C. 2009 Park and Recreation Budgets (previously received)

Moved by George Korth, seconded by Tom Konetzke to recommend to offer a free admission day at the pool in 2008 as a way to encourage more people to come to the pool. Motion carried 6-0.

The entire 2008 budget was reviewed by the Board. Comments will be taken into consideration by the Mayor and staff when the 2009 budget is prepared. A brief summary of comments include:

1. Softball employee wage amount is variable due to the number of teams, consider more emphasis on skatepark supervision than ice rink supervision (August agenda item).
2. In the future, pursue school district interest in tennis court reconstruction and other capital projects based on their actual percentage use of the facility. Better enforcement of daily boat launch parking passes is needed. Consider rotating different colored envelopes and use of the Code Enforcement officer to address this situation. The idea of choosing a specific park and focusing on the parks specific needs in the budget was discussed.
3. The manner in which the needs of the pool should be addressed was discussed. PS Huss and PRD Tungate will discuss a list of possible maintenance projects and select ones that are top priority. It was also suggested that the pool be slotted somewhere on the forthcoming City Capital Improvement Plan to be developed by Mayor Merkes.
4. Consider more contracted fall planting so that trees can get in the ground by early May. Grass cutting has affected the park crews ability to plant trees at this time. Racine Street was selected as a priority planting area for 2009. RR Donnelly trees were also discussed. Mayor Merkes will contact them.
5. Rather than a cash allocation, consider other ways of providing Heckrodt Wetland Reserve with service. In-kind city labor or Heckrodt Wetland Reserve volunteering to perform services to be city should be explored.
6. The Marina re-decking project was discussed. The plan is to complete the project in 2009 provided the Marina Fund has sufficient money to cover the costs of the project.
7. Consider raising wedding fees at Smith Park. Memorial Building updating should be put on the proposed City Capital Improvement Plan.
8. About \$80,000 is in the Park Development Fund. Fee should be increased from \$300 to \$550 as soon as possible.

Motion Passed
Results:

D. Status of Dog Ordinance O-09-08 Renewal and Park Dedication Fee Ordinance Revision

Mayor Merkes will discuss the fee in lieu of Parkland fee with CA Brandt. Ald. M. Taylor stated he would sponsor the ordinance revision and fee increase. Ordinance O-10-08 was previously discussed.

E. Barker Farm Park and Carpenter Street Trail Connection

A Memorandum of Understanding with the Town of Harrison to construct a bike/pedestrian access trail from Carpenter Street to Plank Road and into Barker Farm Park will be sent to the Common

Council soon. City staff will be reviewing the site and design in the coming weeks.

F. Potential Park Eviction

PRD Tungate stated a park eviction letter has been sent to a juvenile offender. He will keep the Board informed on the status of this eviction.

7. ACTION ITEMS

A. Approval of Theda Care Picnic - September 13, 2008 in Jefferson Park

Moved by Nancy Barker, seconded by George Korth to approve the ThedaCare picnic on September 11-14, 2008 in Jefferson Park with specific picnic date being September 13.

Note that application includes set up before September 13 and clean-up/tear down on September 14.

Motion carried 6-0.

Motion Passed
Results:

B. Approval of R & R Softball Tournament - August 8-10, 2008 in Jefferson Park

Moved by George Korth, seconded by Ronald Suttner to approve the R & R softball tournament on August 8-10, 2008 in Jefferson Park.

Additional comment: #3 outlet at the East Shelter trips the breaker when NESCO's are used. Light in the shelter is malfunctioning, park diamond crew was complimented.

Motion carried 6-0.

Motion Passed
Results:

8. ADJOURNMENT

A.

Moved by George Korth, seconded by Alderman Taylor to adjourn at 8:49 PM.

Motion carried 6-0.

Motion Passed
Results:

CITY OF MENASHA
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
July 16, 2008

MINUTES

 [+ Back](#)  [Print](#)

1. CALL TO ORDER

Meeting was called to order by Vice-Chairman T. Konetzke at 1:00 PM.

2. ROLL CALL/EXCUSED ABSENCES

A.

Members Present: Vice-Chairman Tom Konetzke, Mary Francis, George Korth, Nancy Barker

Members Excused: Chairman Dick Sturm, Ron Suttner, Ald. Michael Taylor

Others Present: PRD Tungate, PS Huss and James Taylor, Addie Mahoney and Stacey Reinhardt representing Community Forward, Inc. (Otto Grunski Family Festival and Market on Main)

3. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

G. Korth suggested a no right turn sign be placed off of Third Street before the boat trailer parking lot on the east end of Jefferson Park.

4. DISCUSSION

A. [Otto Grunski Family Festival - July 26, 2008 Curtis Reed Square](#)

James Taylor described both the Otto Grunski Family Festival to be held on July 26, 2008 and the Market on Main event to be held July 26, August 2, August 9, August 16, August 23, August 30, September 6, September 13 and September 20, 2008 in Curtis Reed Square. Board members had questions about security, alcohol, street closing, fees, music times, where the proceeds go and stage requirements. It was stated that the music would likely be off by 9:30 PM. The Board was supportive of the events. PRD Tungate encouraged Mr. Taylor to come in a couple months earlier in the future so that last minute Board meetings are not necessary.

B. [Market on Main Events - July 26, August 2, August 9, August 16, August 23, August 30, September 6, September 13, September 20 - Curtis Reed Square](#)

C. Request to Include Community Forward, Inc. to the Exempt List on the City Policy on the Use of City Stage, Picnic Tables, Bleachers, Refuse Containers and Park Benches by Non-Profit Groups

Community Forward, Inc. requested to be placed on the Fee Exempt list for use of the city stage, picnic tables, etc. Mr. Taylor stated that Community Forward, Inc. has taken over festival/event planning functions that the downtown Menasha Action Council (MAC) used to carry out. Board members seemed to want more time to consider this request. G. Korth asked that it be placed on the August meeting agenda. PRD Tungate stated that Mayor Merkes and Ald. Steve Pack are planning to explore ways of receiving reimbursement for city services for special events, so adding another organization to the exempt list might be counter-productive. There is also no need to decide this now because it will be quite awhile before Community Forward, Inc. would be invoiced for any upcoming events.

D. Offer Free Admission Day at Jefferson Pool on Saturday, August 2 or August 9, 2008

The Board continued its discussion from their last meeting regarding offering a free admission day at the pool. PRD Tungate suggested that August 9 be considered over August 2 because a company picnic is already planning to send a group to the pool. August 9 has a coed softball tournament in the park, so a lot of people will have a chance to use the pool. The Board liked the idea because it might encourage people to come to the pool who for whatever reason may have been hesitant in the past. PRD Tungate said it is hard to predict what the revenue loss would be, but it could be around \$400-\$600.

5. ACTION ITEMS

A. Otto Grunski Family Festival - July 26, 2008 Curtis Reed Square

Moved by George Korth, seconded by Nancy Barker to approve the Otto Grunski Family Festival on July 26, 2008 in Curtis Reed Square.

Motion carried 4-0.

Motion Passed
Results:

B. Market on Main Events - July 26, August 2, August 9, August 16, August 23, August 30, September 6, September 13, September 20 - Curtis Reed Square

Moved by Nancy Barker, seconded by George Korth to approve the Market on Main events on July 26, August 2, 9, 16, 23, 30, September 6, 13 and 20, 2008 in Curtis Reed Square.

Motion carried 4-0.

Motion Passed
Results:

C. Request to Include Community Forward, Inc. to the Exempt List on the City Policy on the Use of City Stage, Picnic Tables, Bleachers, Refuse Containers and Park Benches by Non-Profit Groups

No action was taken on this item.

D. Offer Free Admission Day at Jefferson Pool on Saturday, August 2 or August 9, 2008

Moved by George Korth, seconded by Nancy Barker to recommend a free admission day be offered at the pool on Saturday, August 9, 2008.

Further discussion - some means of tracking new or returning customers should be developed and the day should be marketed to families.

Motion carried 4-0.

Motion Passed
Results:

6. ADJOURNMENT

A.

Moved by George Korth, seconded by Nancy Barker to adjourn at 1:49 PM.

Motion carried 4-0.

Motion Passed
Results:

DRAFT



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

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

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: SEAFOOD FEST
NEENAH-MENASHA ROTARY CLUB Date of Event: Sept. 4-7-2008
Event Coordinator: DAW RIPPLE % ISC-RIPPLE INSURANCE Daytime Telephone: 722-2799
Address: P.O. BOX 207 MENASHA, WI 54952 Home Telephone: 487-2334
Time of Event: From NOON to 11:00 PM Group Size: _____ Fees: (see attached page) cell 251-8599

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 below - see #5, page 3)
Do you plan to sell beer or wine? No Yes (You will need more than a Beer Permit, see #6, page 3)
Certificate of Insurance needed? No Yes (For tournaments, public events, rides, etc. - see #4, page 3)
Are you planning "kiddie" rides or other amusements? No Yes (Carnival Permit required, contact City Clerk)
Do you plan to have an amplified sound system? No Yes (See #12, page 3) Describe: _____
Parks & Recreation Board approval needed? No Yes (When selling beer and multi-day events, contact Director)
Building Keys Needed? No Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
Jefferson <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool Picnic Area # _____ Diamond(s) _____	
Smith Pavilion Kitchen Wedding/Garden (100 benches available) Diamond/Field _____	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____
Hart Shelter Diamond/Field _____	Clovis Shelter Diamond/Field _____
Koslo Shelter Diamond/Field _____	Pleasants Diamond/Field _____
Barker Farm Shelter Diamond/Field _____	Curtis Reed Square Shepard Diamond/Field _____

Office Notes: _____
INVOICE - To Be Determined

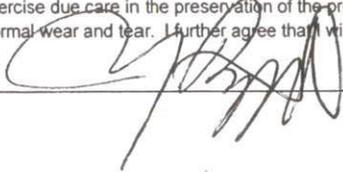
OFFICE USE ONLY	
Facility Fee:	\$ _____
User Fee:	\$ _____
Area Fee:	\$ _____
Beer Permit:	\$ _____
Total:	\$ _____
Receipt #	_____
Permit #	_____

HOLD HARMLESS AGREEMENT

I, DANIEL RIPPL (person in charge), agree and bind NEENAH-MENASHA ROTARY CLUBS (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with 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.

Signature: 

Date: 12-20-07

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

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: (print) RIPPL DANIEL J DOB: 6-14-59

Address: 707 HIGHVIEW LN. KIMBERLY, WI 54036 M.I. Phone: 687-2334

Area that beer and/or wine can be consumed: PICNIC AREA

Signature: 

Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials

2007 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
Smith Park		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	4.00	4.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds		
Without Lights	12.00/hour	12.00/hour
With Lights	20.00/hour	20.00/hour
Softball Diamonds		
Without Lights	8.00/hour	8.00/hour
With Lights	15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2007 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 23.00	35.00
76 - 150	40.00	58.00
151 - 300	75.00	98.00
301 - 600	128.00	156.00
601 - 1,100	230.00	265.00
1,101 - 2,000	345.00	385.00
2,001 & up	460.00	505.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).



Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Stipulations
Event Name	SEAFOOD FEST	
Date(s) of event	September 4-5-6-7, 2008	
Time of Event including set-up and takedown	9-4 Set up 8:00am - 9-5 + 9-6 Event 4:00 - 11:00 1-4 set-up 9-7 take down 8:00am -	
Actual start of event	4:00pm 9-5 + 9-6	
Contact Person/People	DANIEL RIPPE	
Cellular phone if available for contact	OFFICE 722-2789 Cell 857-8599	
Is event open to the public?	Yes	
Total # of anticipated attendance	SEVERAL THOUSAND	
Number of Security personnel or chaperones provided	6 AUX POLICE FOR THE NIGHTS OF SEPT 5 & 6	
What does your event offer?	SEAFOOD + OTHER FOOD BEER - WINE - SODA LIVE MUSIC	
Where will event be Park/location in park	JEFFERSON PARK AREA #3 PAVILION + West Shelter	
Will alcohol be served/sold?	Yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	Fencing + wristbands	
Will there be amplified music at event/by who?	Yes Vic Ferraro	
Additional notes/details		

For Menasha Police Department Use Only		
Date received _____	by Lt _____	action _____
Notes _____		
Rev09-15-05		

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/10/08

PRODUCER
LOCKTON COMPANIES, LLC
525 W. Monroe, Suite 600
CHICAGO IL 60661
(312) 669-6900

INSURED
All Active US Rotary Clubs & Districts
Attrc Risk Management Department
1560 Sherman Ave.
Evanston IL 60201-3698

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: American Home Assurance Company
INSURER B: Illinois National Insurance Company
INSURER C:
INSURER D:
INSURER E:

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR / TR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	GL7218113	7/1/2008	7/1/2009	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$ 1,000,000
					MED EXP (Any one person) \$ XXXXXXXX
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 5,000,000
					PRODUCTS - COMP/OP AGG \$ 1,000,000
					LIQUOR LIABILITY \$ INCLUDED
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	GL7218113	7/1/2008	7/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$ XXXXXXXX
					BODILY INJURY (Per accident) \$ XXXXXXXX
					PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX
					OTHER THAN EA ACC \$ XXXXXXXX
					AGG \$ XXXXXXXX
B	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> UMBRELLA FORM RETENTION \$	BE 103 01 31	7/1/2008	7/1/2009	EACH OCCURRENCE \$ 5,000,000
					AGGREGATE \$ 5,000,000
					\$ XXXXXXXX
					\$ XXXXXXXX
					\$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	NOT APPLICABLE			INC STATL / OTH-EP (LIMITS)
					E.L. EACH ACCIDENT \$ XXXXXXXX
					E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX
	OTHER				E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The certificate holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

MENASHA ROTARY
Box 101
MENASHA, WI 54952

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE *J. B. B.*



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

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

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: SEAFOOD FEST
NEENAH-MENASHA ROTARY CLUB Date of Event: Sept. 4-7-2008
Event Coordinator: DAW RIPPLE % ISC-RIPPLE INSURANCE Daytime Telephone: 722-2799
Address: P.O. BOX 207 MENASHA, WI 54952 Home Telephone: 487-2334
Time of Event: From NOON to 11:00 PM Group Size: _____ Fees: (see attached page) cell 251-8599

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 below - see #5, page 3)
Do you plan to sell beer or wine? No Yes (You will need more than a Beer Permit, see #6, page 3)
Certificate of Insurance needed? No Yes (For tournaments, public events, rides, etc. - see #4, page 3)
Are you planning "kiddie" rides or other amusements? No Yes (Carnival Permit required, contact City Clerk)
Do you plan to have an amplified sound system? No Yes (See #12, page 3) Describe: _____
Parks & Recreation Board approval needed? No Yes (When selling beer and multi-day events, contact Director)
Building Keys Needed? No Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
Jefferson <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool Picnic Area # _____ Diamond(s) _____	
Smith Pavilion Kitchen Wedding/Garden (100 benches available) Diamond/Field _____	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____
Hart Shelter Diamond/Field _____	Clovis Shelter Diamond/Field _____
Koslo Shelter Diamond/Field _____	Pleasants Diamond/Field _____
Barker Farm Shelter Diamond/Field _____	Curtis Reed Square Shepard Diamond/Field _____

Office Notes: _____
INVOICE - To Be Determined

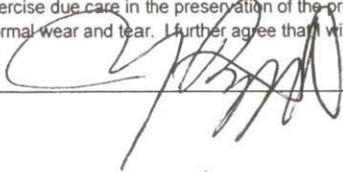
OFFICE USE ONLY	
Facility Fee:	\$ _____
User Fee:	\$ _____
Area Fee:	\$ _____
Beer Permit:	\$ _____
Total:	\$ _____
Receipt #	_____
Permit #	_____

HOLD HARMLESS AGREEMENT

I, DANIEL RIPPL (person in charge), agree and bind NEENAH-MENASHA ROTARY CLUBS (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with 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.

Signature: 

Date: 12-20-07

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

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: (print) RIPPL DANIEL J DOB: 6-14-59

Address: 707 HIGHVIEW LN. KIMBERLY, WI 54036 M.I. Phone: 687-2334

Area that beer and/or wine can be consumed: PICNIC AREA

Signature: 

Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials

2007 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
Smith Park		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	4.00	4.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00
Jefferson Volleyball Courts N & S	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds		
Without Lights	12.00/hour	12.00/hour
With Lights	20.00/hour	20.00/hour
Softball Diamonds		
Without Lights	8.00/hour	8.00/hour
With Lights	15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2007 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 23.00	35.00
76 - 150	40.00	58.00
151 - 300	75.00	98.00
301 - 600	128.00	156.00
601 - 1,100	230.00	265.00
1,101 - 2,000	345.00	385.00
2,001 & up	460.00	505.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).



Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Stipulations
Event Name	SEAFOOD FEST	
Date(s) of event	September 4-5-6-7, 2008	
Time of Event including set-up and takedown	9-4 set up 8:00am - 9-5 + 9-6 event 4:00 - 11:00 1-4 set-up 9-7 take down 8:00am -	
Actual start of event	4:00pm 9-5 + 9-6	
Contact Person/People	DANIEL RIPPE	
Cellular phone if available for contact	OFFICE 722-2789 Cell 857-8599	
Is event open to the public?	Yes	
Total # of anticipated attendance	SEVERAL THOUSAND	
Number of Security personnel or chaperones provided	6 AUX POLICE FOR THE NIGHTS OF SEPT 5 & 6	
What does your event offer?	SEAFOOD + OTHER FOOD BEER - WINE - SODA LIVE MUSIC	
Where will event be Park/location in park	JEFFERSON PARK AAA + 3 PAVILION + West Shelter	
Will alcohol be served/sold?	Yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	Fencing + wristbands	
Will there be amplified music at event/by who?	Yes Vic Ferraro	
Additional notes/details		

For Menasha Police Department Use Only		
Date received _____	by Lt _____	action _____
Notes _____		
Rev09-15-05		

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/10/08

PRODUCER
LOCKTON COMPANIES, LLC
525 W. Monroe, Suite 600
CHICAGO IL 60661
(312) 669-6900

INSURED
All Active US Rotary Clubs & Districts
Attrc Risk Management Department
1560 Sherman Ave.
Evanston IL 60201-3698

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: American Home Assurance Company
INSURER B: Illinois National Insurance Company
INSURER C:
INSURER D:
INSURER E:

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR / TR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GL7218113	7/1/2008	7/1/2009	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 1,000,000
					MED EXP (Any one person) \$ XXXXXXXX
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 5,000,000
					PRODUCTS - COMP/OP AGG \$ 1,000,000
					LIQUOR LIABILITY \$ INCLUDED
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	GL7218113	7/1/2008	7/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$ XXXXXXXX
					BODILY INJURY (Per accident) \$ XXXXXXXX
					PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX
					OTHER THAN AUTO ONLY: EA ACC \$ XXXXXXXX AGG \$ XXXXXXXX
B	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> UMBRELLA FORM RETENTION \$	BE 103 01 31	7/1/2008	7/1/2009	EACH OCCURRENCE \$ 5,000,000
					AGGREGATE \$ 5,000,000
					\$ XXXXXXXX
					\$ XXXXXXXX
					\$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	NOT APPLICABLE			INC STATL / OTH-EP (LIMITS)
					E.L. EACH ACCIDENT \$ XXXXXXXX
					E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The certificate holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER
MENASHA ROTARY
Box 101
MENASHA, WI 54952

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE *J. B. B.*