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

April 13, 2009

6:00 PM

AMENDED AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the March 9, 2009 Meeting

D. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
   1. Park Project Update – Asst. Park Superintendent Alix
   2. Park Superintendent Hiring Update – PRD Tungate

E. DISCUSSION
   1. Friendship Trail – Oneida Street to Lake Park Road – Ald. M. Taylor
   2. New Electric Upgrade at East Diamond Shelter – Ald. M. Taylor
   3. Regional Park – PRD Tungate
   4. Open Meetings Law
   5. Future Student Involvement on the Park Board – G. Korth
   6. Army Reserve Building – N. Barker
   7. Activities at Hart Park – PRD Tungate, PD Rep

F. ACTION ITEMS
   1. Request by St. Mary's to Place a Sign at 441/Calder Stadium Location
   2. Approval of Jazz Corner Society – September 5-6, 2009 – Jefferson Park
   3. Recommend Temporary Removal of Basketball Hoops at Hart Park

G. PUBLIC COMMENT ON ANY MATTER OF CONCERN TO THE CITY
   Five (5) minute time limit for each person

H. 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
Park Board
1st Floor Conference Room, City Hall – 140 Main Street
March 9, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chairman T. Konetzke at 6:06 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Ald. Michael Taylor, Ron Suttner, Tom Konetzke, Mary Francis, Nancy Barker and George Korth
MEMBERS EXCUSED: Chr. Dick Sturm
OTHERS PRESENT: PRD Tungate, Stan Martenson and Mike King

C. MINTUES TO APPROVE-MINUTES

1. **Minutes to Approve:**
Moved by G. Korth, seconded by N. Barker to approve the minutes of the meeting. One misspelled word will be corrected. Motion carried 6-0.

D. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Update on Calumet County's Friendship Trail Planning – Oneida to LP**
PRD Tungate reported the Calumet County Planning Department has spent some time recently on laying out a Friendship Trail route option north of STH 10/114 instead of the previously preferred option of running the trail south of STH 10/114. Calumet County administers federal grant funds earmarked for the Friendship Trail and thus has a role in the location of the trail. County Planners are also investigating and plan to submit a proposal for receiving Federal Stimulus funds for a portion of the Oneida to Lake Park Road segment.

2. **Jefferson Park Binwall Repair Update**
Ald. Taylor complimented the park crew for removing a damaged section of shoreline binwall in Jefferson Park. He also suggested that it might be wise to perform the complete repair of the damaged section while the water levels were still low. Staff will look into the feasibility of doing this.

3. **E-mail from PRD Tungate about Public Comments Section**
PRD Tungate reminded Board members to call in or e-mail topics for the agenda. This will alleviate any concern about whether a subject/topic can be discussed during the meeting.

E. DISCUSSION ITEMS

1. **Reduced Seasonal Boat Launch Fees for Disabled Veterans – Ald. Taylor**
Ald. M. Taylor suggested the possibility of having a reduced seasonal boat launch fee for any disabled veteran. Several ideas were discussed. PRD Tungate will bring back a rule change to the Reduced Season Pool Pass and Recreation Program that would include disabled veterans.

F. ACTION ITEMS

1. **Recommend Staff Proposal for Accepting Land in Lieu Fee in the Woodland Hills Development – Referred to Park Board by Plan Commission**
PRD Tungate explained a potential new route for the Friendship Trail between Oneida and Lake Park Road. Part of the route would go through property owned by developer Mike Hagens who currently is seeking approval for platting the Second Addition of Woodland Hills subdivision. The Board felt it was in the city's best interest to pursue accepting parkland in lieu of fess. Motion by N. Barker, seconded by G. Korth to negotiate and accept land in lieu of fees related to the Second Addition of Woodland Hills (Woodland Hills Heights). Motion carried 6-0.

2. **Recommend Reciprocity Agreements with the Cities of Appleton and Neenah and Town of Menasha**
   Discussion was held on the three reciprocity agreements with Appleton, Neenah and the Town of Menasha. The agreements are for a three year period instead of one. Some concern was expressed that the amount of fees waived for non-residents was somewhat disproportionate between the communities. PRD Tungate stated that this fluctuates from year to year and is dependent on how much (or how little) difference a community has between resident and non-resident fees by program. Overall, the Board supported retaining the agreements which have been passed by the other communities. Motion by N. Barker, seconded by G. Korth to recommend approval of reciprocity agreements with Appleton, Neenah and the Town of Menasha for 2009-2011. Motion carried 6-0.

3. **Recommend Route for Friendship Trail (Oneida to LP) and Setting a Public Hearing at an Appropriate Time**
   The Board held any action on revising the recommended route for the Friendship Trail (Oneida to LP) until a public meeting was held to solicit input from the public.

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

Five (5) minute time limit for each person

1. N. Barker commented on the Tayco Street Bridge Museum and asked that the Army Reserve Building be placed on the next month's agenda.

2. Ald. M. Taylor commented that staff should check out the ice shoved up on the Municipal Beach shore.

H. ADJOURNMENT

Moved by G. Korth, seconded N. Barker by to adjourn at 8:39 PM. Motion carried 6-0.

Brian Tungate

From: Debbie Galeazzi
Sent: Tuesday, March 24, 2009 9:39 AM
To: Brian Tungate
Subject: Agenda Items for next P&R Meeting

Brian – Mike Taylor called and would like the following items on the Park & Rec agenda.

Update on Friendship Trail section Oneida Street to Lake Park

Update on electrical upgrade at East Diamond Park Shelter

Deb

PARK BOARD

Brian Tungate

From: Adam Alix
Sent: Wednesday, March 25, 2009 12:35 PM
To: Brian Tungate
Subject: RE: Agenda Items for next P&R Meeting

Mike plans to remove the outlets on the pole that get tampered with from time to time and put a 50 amp plug there that can be secured. Then upon a reservation request we will provide a corded panel to plug into this providing several outlets. He will look to shorten up the cord on one of the existing panels that are used at many of our events, downtown and at Jefferson.

Mike is planning on taking care of this within the next couple of weeks.

Thanks,
Adam

-----Original Message-----
From: Brian Tungate
Sent: Tuesday, March 24, 2009 9:53 AM
To: Adam Alix
Subject: FW: Agenda Items for next P&R Meeting

Could you send me a short summary of what will be done and approximately when. I know Mike B. had an idea of pulling power from the restroom?
Also, please have someone turn off the sledding hill lights at Clovis. Thanks

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' Asked Questions
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a highway and on the en-
tersection of such a high-
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jacent jurisdiction. This
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laries of this state.

a city or village police officer
ce a traffic regulation on both
road that serves as a boundary
e city/village and a township
ndary between the city/village
and another city/village irrespective of whether the city or village boundary covers all or none of the boundary highway.

2. Can a member of a governmental body, as a member of the public, bring up items not specifically designated on the agenda under the period of noticed public comment allowed by the Open Meetings law?

No. Wisconsin Statute sec. 19.84(2) provides a limited exception to the general notice requirements of the Open Meetings law which allows members of the public to bring up items not specifically on the agenda during a period of noticed public comment. It is intended to allow local governments to be responsive to their constituents and to allow the governing body to receive information from members of the public. However, it was not intended to allow members of governmental bodies to bring up items for discussion without placing the items on the agenda and giving notice to the public. Given that members of governmental bodies have ready access to agendas of the body, use by members of the 19.82(4) exception to discuss unnoticed matters will likely be seen as an impermissible attempt to circumvent the notice requirements of the Open Meetings law.

3. Must a village or city hold a referendum election on an issue merely because a resident or group of residents requests one by petition?

No. The instances in which a resident or resident group may compel a governing body to hold a referendum election using a petition or otherwise are limited to those circumstances specified by state law or local ordinance. For example, state law requires that a referendum be held in some annexation actions if a sufficient number of qualified petitioners file a referendum petition. Wis. Stat. sec. 66.021(5)(c). Likewise, a referendum would result from a proper petition for direct legislation (see Elections 593 for an in-depth discussion of direct legislation petitions) and the governing body failure or refusal to adopt the proposed ordinance or resolution. Sec. 9.20(4), Stats. However, in the absence of a specific st
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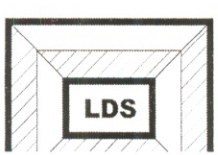
Keep something good in the neighborhood.

Libraries keep our communities growing strong. As an anchor for business development, they can even help turn around economically challenged



Lig
PO

Kristi Heim

From: Brian Tungate
Sent: Wednesday, April 01, 2009 1:06 PM
To: Kristi Heim
Subject: FW: 2ft x 16ft Calder sign

Please run off this attachment in color for the Park Board. Include this email in their packet too. Thanks

-----Original Message-----
From: Sue Pawlowski [mailto:spawlowski@ymcafoxcities.org]
Sent: Wednesday, April 01, 2009 11:31 AM
To: Brian Tungate
Subject: 2ft x 16ft Calder sign

Hi Brian
Per our conversation on the phone last week I am requesting that the Menasha Park board considers the St Mary Central High School girl's basketball team to purchase a sign to be placed on the sign board at the foot of the 441 bridge in Menasha by Calder Stadium. Although the school is now located in the town, we still have direct ties to the city of Menasha. Several girls, coaches and alumni live, work, and attend church in Menasha. We feel this would be a great benefit to our school and show great community spirit. Attached are three possible designs from Fox Stamp. John Z from Fox Stamp was thrilled of the idea and is happy to be a part of designing and manufacturing the sign.
Thank you for your consideration. Let me know if you have any questions.

Sue Pawlowski
Community Relations Director
YMCA of the Fox Cities
110 W North Water Street
Neenah 54956
Phone 920-886-2124
Cell Phone 920-209-5980
Fax 920-729-9596
www.ymcafoxcities.org

Join. Volunteer. Give.
The YMCA Mission - ***"To put Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all."***

2009

ST. MARY CENTRAL GIRLS BASKETBALL

WIAA DIVISION 4 - STATE CHAMPS

A

2009

ST. MARY CENTRAL GIRLS BASKETBALL

WIAA DIVISION 4 - STATE CHAMPS

B

ST. MARY CENTRAL GIRLS BASKETBALL

WIAA DIVISION 4 - 2009 STATE CHAMPS

C

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: Jazz Corner Society Date of Event: 9/5-6/09

Event Coordinator: Kristin J Masarik Daytime Telephone: 920-277-0052

Address: 1617 W. New York Ave #4, Oshkosh WI 54901 Home Telephone: —

Time of Event: From 12noon to dusk **Group Size:** 2,000-4,000 **Fees:** *(see attached page)*

Does your group qualify for resident rates? ____ **No** X **Yes** *(City of Menasha, Neenah, Appleton & Town of Menasha residents only)*

Do you plan to consume beer or wine? ____ **No** X **Yes** (Fill out permit below - see #5, page 3)

Do you plan to sell beer or wine? ____ **No** X **Yes** (You will need **more** than a Beer Permit, see #6, page 3)

Certificate of Insurance needed? ____ **No** X **Yes** (For tournaments, public events, rides, etc. - see #4, page 3)

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

Do you plan to have an amplified sound system? ____ **No** X **Yes** (See #12, page 3) Describe: Stage w/sound reinforcement

Parks & Recreation Board approval needed? ____ **No** X **Yes** (When selling beer and multi-day events, contact Director)

Building Keys Needed? X **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

Pavilion *Kitchen* *West Shelter* *East Shelter* *Launch Shelter* *Pool*

Picnic Area # 5 *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 ____

Curtis Reed Square

Barker Farm

Shelter *Diamond/Field* ____

Shepard

Diamond/Field ____

Office Notes:

Need to set-up meeting closer to event to discuss details. We will only allow for a few # of vehicles on the grass this year.

OFFICE USE ONLY

Facility Fee: $ ____
User Fee: $ ____
Area Fee: $ ____
Beer Permit: $ ____
Total: $ ____
Receipt # ____
Permit # ____

HOLD HARMLESS AGREEMENT

I, Kristin Masarik (person in charge), agree and bind Jazz Corner Society (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: Kristin Masarik Date: 2/2/09

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) Masarik (Last) Kristin (First) J (M.I.) DOB: 9/2/77

Address: 1617 W. New York Ave #4, Oshkosh Phone: _____

Area that beer and/or wine can be consumed: _____

Signature: Kristin Masarik

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

2008 PARK FACILITY RENTAL

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

Pavilion/Shelter Fees		Resident	Non-Resident
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)		20.00	20.00
(Jefferson East/West Diamonds only)			
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

* *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).*

2008 PARK USER FEES

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

Persons in Attendance	Resident	Non-Residen
1 - 20	No Charge	$ 11.00
21 - 75	$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Stipulations
Event Name	Fox Jazz Fest	
Date(s) of event	9/5-6/2009	
Time of Event including set-up and takedown	9/4 9/5 9/6 9AM - 9pm	
Actual start of event	9/5 - 12 noon	
Contact Person/People	Kristin Masark	
Cellular phone if available for contact	920-277-0052	
Is event open to the public?	yes	
Total # of anticipated attendance	2,000 - 4,000	
Number of Security personnel or chaperones provided	we will work w/ Menasha Aux police to determined	
What does your event offer?	food, free music, beer, art,	
Where will event be Park/location in park	Jefferson park	
Will alcohol be served/sold?	yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	wrist bands, card every person	
Will there be amplified music at event/by who?	yes, Taurus Productions	
Additional notes/details		

For Menasha Police Department Use Only

Date received_____ by Lt _____ action_____

Notes_____

Rev09-15-05