

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
1st Floor Conference Room, City Hall
140 Main Street, Menasha**

November 9, 2009

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the October 12, 2009 Park 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 HEADS/STAFF/CONSULTANTS
 - 1. Park Project and Vandalism Report – PS Maas
 - 2. Memorial Building Landscaping (refer to last months photos)– PS Maas
 - 3. Regional Park Update – PRD Tungate
 - 4. Common Council Review of Parks and Recreation Budgets – November 12
- F. DISCUSSION
 - 1. [2010 Fees for Parks and Recreation Services](#)
 - 2. Holiday Gathering Location
- G. ACTION ITEMS
 - 1. [2010 Fees for Parks and Recreation Services](#)
- 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
Council Chambers, City Hall – 140 Main Street
October 12, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chr. D. Sturm at 6:01 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Tom Konetzke, Ron Suttner, George Korth

MEMBERS EXCUSED: Nancy Barker, two vacant positions

OTHERS PRESENT: Ald. Michael Taylor, Ald. Joanne Roush, PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. Minutes of the August 10, 2009 Park Board Meeting

Moved by T. Konetzke, seconded by G. Korth to approve the minutes of the August 10, 2009 Park Board meeting. September meeting was postponed due to a lack of quorum. Motion carried 4-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. E-mails in Support of the Pool

The Board acknowledged receipt of four e-mails in support of the Menasha Pool.

- 2. Ald. M. Taylor spoke in favor of adding 8" cleats to the top of the shorewall at Jefferson Park. Two areas he suggested were in front of where Jazzfest is set up and near the main pavilion.**

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Park Project Update and Vandalism Report – PS Maas

PS Maas reported on four vandalism incidents. Three individual very minor graffiti, the last was damage to the Tayco Street fountain with a repair estimate of \$725.00

PS Maas also reported on several park projects including: capping the well at Hart Park, Smith Park pavilion repair, staining the Harborhouse, skatepark ramp repair (current and future). Also, meetings with engineers to comply with federal pool drain mandates, meetings with field users at both Koslo and Jefferson parks regarding ways to improve the facilities and begin a sponsorship program to improve operational funding at Koslo Park. Future fall projects include Koslo Park parking lot repair and inside work on Marina pier decking.

2. Consider Large Tree Removals at Municipal Beach, Memorial Building, Resthaven Cemetery and Smith Park – PS Maas

PS Maas described several large park trees recommended for removal. Pictures were presented to the Board. Four trees at the cemetery, two at Municipal Beach and six at Smith Park were discussed. Removal of the ivy at the Memorial Building also was discussed. The ivy can seriously damage the mortar between the bricks. Motion by R. Suttner, seconded by T. Konetzke to recommend Park Staff take the necessary action to remove the described trees and Memorial Building ivy as soon as practicable. Motion carried 4-0.

F. DISCUSSION ITEMS

1. Update on 2010 Park and Recreation Budget – PRD Tungate

PRD Tungate gave an overview of all 2010 Parks and Recreation budgets. A set of narrative pages was distributed. Board members asked questions and gave input on each budget.

2. Update on Regional Park and Trail Update – PRD Tungate, G. Korth

PRD Tungate summarized recent work that has been made regarding the regional park with Appleton and Town of Harrison. An appraisal of the interested property and a wetland

determination will be performed by two separate companies. The fee for services will be split between the three communities. This work is needed in order to apply for a DNR Land Acquisition Grant in 2010. PRD Tungate stated that the city portion of the acquisition cost is earmarked to come from the non-levy Park Dedication fund.

A Friendship Trail update was also provided by PRD Tungate. City officials have recently met with the DNR Regional Trail Coordinator about a trail alignment north of HWY 10/114. City staff will investigate property owner interest along this route and continue working the DNR on acquiring land for the trail.

3. **Estimated Charges for ThedaCare Picnic – PRD Tungate**

Charges for the ThedaCare picnic were discussed. Fees are to be \$2,100. An additional garbage collection fee will be calculated and added to their invoice. PS Maas and Asst. Street Superintendent Jeff Nieland will be investigating a method to handle recycling for large park events.

4. **High School Students on Park Board – G. Korth**

PRD Tungate has been in contact with the principal at Menasha High School about recruiting a student to serve in some capacity on the Board. N. Barker provided a nice handout put out by UW-Extension about youth serving on city/county boards and commissions. This topic will be placed on the November agenda.

G. ACTION ITEMS

1. **2010 Fees for Parks and Recreation Services**

Suggested fee changes for 2010 were distributed. Some discussion was held but no action was taken. This topic will appear again next month.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. None

I. ADJOURNMENT

Moved by R. Suttner, seconded by G. Korth to adjourn at 8:41 PM. Motion carried 4-0.

Approved by Common Council on: _____

Fees effective: _____

**City of Menasha - Fees and Charges for 2010
Parks, Recreation, Pool, Marina, Forestry and Cemetery**

**Prepared By: Brian Tungate & Parks and Recreation Board
October 12, 2009**

NC = No Change R = Res NR = Non-Res Est. = Year Established

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Summer Programs							
\$ 13.00	\$ 29.00	Tot Lot	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Youth Baseball	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 7.00	\$ 15.00	Youth Kickball	NC	NC	2007	\$ 6.00	\$ 14.00
\$ 13.00	\$ 29.00	Kidstuff	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Park Activity Club (PAC)	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 13.00	\$ 29.00	Tennis Lessons (Youth)	NC	NC	2007	\$ 12.00	\$ 28.00
\$ 28.00	\$ 44.00	Tennis Lesson (Small Group)	NC	NC	2003	\$ 27.00	\$ 42.00
\$ 3.00	\$ 6.00	Tennis Leagues (Youth & Adult)	NC	NC	2000	added NR	
\$ 22.00	\$ 49.00	Tennis Lessons (Adult)	NC	NC	2008	\$ 20.00	\$ 38.00
\$ 13.00	\$ 29.00	Gymnastics	NC	NC	2008	\$ 11.00	\$ 26.00
Free	Free	Safety Town	NC	NC			
\$ 14.00	\$ 14.00	Grunski Race Pre-Reg.	\$ 15.00	\$ 15.00	2009	\$ 13.00	\$ 13.00
\$ 17.00	\$ 17.00	Grunski Race After Cut-off Date (Families of 3+ receive \$1 discount.)	NC	NC	2003	\$ 15.00	\$ 15.00
\$ 37.00	\$ 49.00	Summer Youth Golf	NC	NC	2008	\$ 26.00	\$ 42.00
\$ 35.00	\$ 50.00	Fall Golf Lessons	NC	NC	2003	\$ 33.00	\$ 48.00
\$ 180.00	\$ 180.00	Adult Softball (Sponsor)	NC	NC	2008	\$ 175.00	\$ 175.00
\$ 315.00	\$ 315.00	Adult Softball (Team)	NC	NC	2008	\$ 310.00	\$ 310.00
\$ 105.00	\$ 105.00	Co-Ed Softball (Sponsor)	NC	NC	2008	\$ 100.00	\$ 100.00
\$ 255.00	\$ 255.00	Co-Ed Softball (Team)	NC	NC	2008	\$ 250.00	\$ 250.00
		Bus Trips (Break-even)	NC	NC	1988 est.		
Free	Free	Performances in the Park		Donations			

The Department seeks to recover an average of 100% of program costs from revenues for all adult activities and bus trips and 50% for youth activities. In the aggregate, these percentages have been achieved.

Town of Menasha -- we have a fee reciprocity with the Town except for boat launches and pool fees.

Approved by Common Council on: _____

Fees effective: _____

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Fall/Winter Programs							
\$ 15.00	\$ 34.00	Jazz/Funk Dance/30 min.	NC	NC	2007	\$ 14.00	\$ 33.00
\$ 17.00	\$ 39.00	Jazz/Funk Dance/40 min.	NC	NC	2007	\$ 16.00	\$ 38.00
\$ 18.00	\$ 27.00	Youth Flag Football	NC	NC	2009	\$ 17.00	\$ 26.00
\$ 60.00	\$ 115.00	Tiny Tots	\$ 65.00	\$ 120.00	2009	\$ 60.00	\$ 115.00
\$ 1.00	\$ 1.00	Open Swim/Gym	NC	NC	2002	\$ 0.50	\$ 0.50
\$ 20.00	\$ 40.00	Slimnastics	NC	NC	2007	\$ 19.00	\$ 39.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
\$ 20.00	\$ 40.00	Feel 'N Fit	NC	NC	2007	\$ 19.00	\$ 39.00
\$ 2.00	\$ 3.00	Per class	NC	NC	90/98	\$ 2.00	\$ 2.00
Free	Free	Punt, Pass & Kick (co-sponsored)	NC	NC			
\$ 2.00	\$ 2.00	Smith Park Winter Gala Golf Tournament	NC	NC	2005 est.		
Free	Free	Pumpkin Hunt	NC	NC			
\$ 1.00	\$ 1.00	Holiday Hayride	NC	NC	1992 est.	\$ 0.50	\$ 0.50
\$ 185.00	\$ 185.00	Adult Basketball (Sponsor)	NC	NC	2009	\$ 180.00	\$ 180.00
\$ 245.00	\$ 245.00	Adult Basketball (Team)	NC	NC	2009	\$ 240.00	\$ 240.00
Cemetery							
\$ 550.00	\$ 725.00	Adult Grave	NC	NC	2006	\$ 325.00	\$ 475.00
\$ 225.00	\$ 275.00	Infant Grave	NC	NC	2006	\$ 85.00	\$ 120.00
\$ 525.00	\$ 700.00	Adult Opening (burial)	NC	NC	2006	\$ 350.00	\$ 350.00
\$ 225.00	\$ 275.00	Infant Opening (burial)	NC	NC	2006	\$ 200.00	\$ 200.00
\$ 325.00	\$ 375.00	Burial of Cremains with or without vault	NC	NC	2006	\$ 225.00	\$ 225.00
\$ 150.00	\$ 175.00	Weekend Opening (add)	NC	NC	2006	\$ 125.00	\$ 150.00
\$ 75.00	\$ 100.00	Winter Burial (if warranted)	NC	NC	2006	\$ 50.00	\$ 50.00
Marina							
\$37.00/ft	\$37.00/ft	Seasonal Slip Rental	NC	NC	2008	\$36.50/ft	\$36.50/ft
\$0.70/ft	\$0.70/ft	Overnight	NC	NC	2009	('87) .60	('87) .60
\$0.45/ft.	\$0.45/ft.	Groups of 20 or more					
\$3.50/ft.	\$3.50/ft.	Weekly	NC	NC	1987	\$2.75/ft.	\$2.75/ft.
\$12.00/ft	\$12.00/ft	Monthly	NC	NC	2007	\$10.00/ft.	\$10.00/ft.
Free	\$ 5.00	Pump Out - Renter/Nonrenter	NC	NC	1998		
Boat Launch & Slip Rental							
\$ 14.00	\$ 34.00	Seasonal Parking Permit Seniors (55+)	NC	NC	2009	\$ 13.00	\$ 33.00
\$ 18.00	\$ 38.00	Seasonal Parking Permit	NC	NC*	2009	\$ 16.00	\$ 36.00
\$ 5.00	\$ 5.00	Daily Launch Parking Permit	NC	NC	2009	\$ 4.00	\$ 4.00
\$ 95.00	\$ 110.00	Seasonal Slip (Jefferson)	NC	NC	2009	\$ 90.00	\$ 105.00
\$ 125.00	\$ 140.00	Slip 49/50	NC	NC	2009	\$ 120.00	\$ 135.00
\$ 9.00	\$ 12.00	Second Parking Permit (must show copy of 2nd boat registration ID #)	NC	NC	2009	\$ 8.00	\$ 10.00
\$ 4.00	\$ 5.00	Replacement Pass (for any reason)	NC	NC	2003	\$3.00	\$3.00

*Town of Menasha pays NR rate.

Approved by Common Council on: _____

Fees effective: _____

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Park Shelter/Picnic Areas							
\$ 55.00	\$ 85.00	Large Pavilion	NC	NC	2009	\$ 50.00	\$ 80.00
\$ 30.00	\$ 50.00	Kitchen (Jeff.)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 35.00	\$ 55.00	Jefferson West Shelter	NC	NC	2006	\$ 30.00	\$ 50.00
\$ 20.00	\$ 40.00	Jefferson East Shelter	NC	NC	2003	\$ 20.00	\$ 40.00
\$ 15.00	\$ 32.00	Launch Shelter	NC	NC	2004	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Area #3 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Picnic Area #5 w/elec.	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 50.00	\$ 75.00	Smith Park Pavilion	NC	NC	2009	\$ 45.00	\$ 70.00
\$ 25.00	\$ 45.00	Hart Park Shelter	NC	NC	2004	\$ 25.00	\$ 45.00
\$ 30.00	\$ 50.00	Kitchen (Smith)	NC	NC	2006	\$ 25.00	\$ 45.00
\$ 100.00	\$ 145.00	Wedding Set-Up (Smith*)	\$200.00	\$250.00	2009	\$ 90.00	\$ 135.00
\$10.00/hr	\$10.00/hr	Memorial Building (pre-ceremony use)	NC	NC	2007 est.	\$ -	\$ -
\$ 20.00	\$ 20.00	Building/Shelter Key Deposit	NC	NC	2005 est.		
\$ 20.00	\$ 40.00	Clovis Grove Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Koslo Shelter	NC	NC	2006	\$ 15.00	\$ 32.00
\$ 20.00	\$ 40.00	Curtis Reed Square	NC	NC	2004 est.		
\$ 25.00	\$ 45.00	Barker Farm Shelter	NC	NC	2004 est.		
	user fee only	Jefferson Park Wedding**	NC	NC	1996		
\$10.00	\$12.00	Tent Permit (when Diggers Hotline is called)	NC	NC	2009		

Non-Resident fees added for shelter/area reservations began in 1991.

* Includes automatic pavilion reservation, user fee included if pavilion used.

**Not part of two year advance wedding reservation

Park User Fees

NC	\$ 11.00	Group Size: 1-20	\$5.00	NC	2005	\$ -	\$10.00**
\$ 24.00	\$ 36.00	21-75	NC	NC	2008	\$ 20.00	\$30.00**
\$ 42.00	\$ 60.00	76-150	NC	NC	2008	\$ 35.00	\$50.00**
\$ 79.00	\$ 102.00	151-300	NC	NC	2008	\$ 65.00	\$85.00**
\$ 134.00	\$ 162.00	301-600	NC	NC	2008	\$ 110.00	\$135.00**
\$ 240.00	\$ 275.00	601-1100	NC	NC	2008	\$ 200.00	\$230.00**
\$ 360.00	\$ 400.00	1101-2000	NC	NC	2008	\$ 300.00	\$335.00**
\$ 480.00	\$ 525.00	2001 & up	NC	NC	2008	\$ 400.00	\$440.00**

*Number of group categories expanded from 6 to 8 in 1996.

**NR's added in 2000.

\$4.00/day	\$4.00/day	Beer Permit	\$5.00	\$5.00	2007	\$3.00	\$3.00
Diamond/Field Rental Fees							
<i>City approved tournaments, leagues or events only</i>							
\$20.00/hr	\$20.00/hr	with lights (Koslo baseball)	NC	NC	2005	\$ 16.00	\$ 16.00
\$12.00/hr	\$12.00/hr	without lights (Koslo baseball)	NC	NC	2007	\$ 10.00	\$ 10.00
\$8.00/hr.	\$8.00/hr.	Softball Diamond without lights	NC	NC	2005		
\$15.00/hr	\$15.00/hr	Softball Diamond with lights	NC	NC	2005		
\$5.00/hr.	\$5.00/hr.	Tennis or Volleyball Court	NC	NC	1997 est.		
\$8.00/hr.	\$8.00/hr.	Soccer Field (lining costs add labor charges)	NC	NC	2000		
\$20 per event/season		Ball Diamond PA System Rental	NC	NC	1997	formerly security deposit	
\$ 50.00	or market price	Tree Planting 1" - 1 1/2" diameter	NC	NC	1992	('89) 30	('89) 30
\$ 0.50 per 1/2 hr.	\$ 0.50 per 1/2 hr.	Ice Skate Rental at Hart Park	NC	NC	93-94 est.		

Approved by Common Council on: _____

Fees effective: _____

Current Charge		Program/Service Title	Proposed Charge		Last Changed	Previous Charge	
R	NR		R	NR		R	NR
Swimming Pool Daily Admissions							
Free	Free	Ages 3 and under	NC	NC	1994 est.		
\$ 1.00	\$ 1.00	Ages 3 - 5 (Eliminate)	\$ -	\$ -	2009	\$ 1.25	\$ 1.25
\$ 2.00	\$ 2.00	Ages 6-17 (4-17)	\$ 2.50	\$ 2.50	2009	\$ 2.25	\$ 2.25
\$ 3.00	\$ 3.00	Ages 18 - 54	\$ 3.50	\$ 3.50	2009	\$ 3.25	\$ 3.25
\$ 2.00	\$ 2.00	Ages 55 and older	\$ 2.50	\$ 2.50	2009	\$ 2.25	\$ 2.25
Free	Free	Adult Sun Deck Viewing Pass (Available at concession stand for non-swimmers)	NC	NC	1994 est.		
<p>2010 () - Change in fee structure, similar to Neenah and Appleton Pool fees after 6:00 p.m. are reduced. (4-17) \$1.25, (18-54) \$1.75, (55 and older) \$1.25</p>							
Swimming Lessons*							
\$ 16.00	\$ 24.00	Swimming Lessons	\$17.00	\$25.00	2005	\$ 13.00	\$ 20.00
\$ 12.00	\$ 16.00	Saturday Morning Swimming Lessons	\$14.00	\$18.00	2005		
*Town of Menasha pays NR rates for all pool services.							
Season Passes							
\$ 34.00	\$ 39.00	Youth (3-17) and Senior (55+) (\$31)	NC	NC	2006 est.	-	-
\$ 40.00	\$ 45.00	Individual (\$36)	NC	NC	2003	\$ 35.00	\$ 40.00
\$ 65.00	\$ 75.00	Family of 2 (\$59)	NC	NC	2003	\$ 60.00	\$ 70.00
\$ 85.00	\$ 95.00	Family of 3 (\$77)	NC	NC	2003	\$ 80.00	\$ 95.00
\$ 100.00	\$ 110.00	Family of 4 (\$90)	NC	NC	2003	\$ 95.00	\$ 105.00
\$ 110.00	\$ 125.00	Family of 5 (\$99)	NC	NC	2003	\$ 105.00	\$ 120.00
\$ 120.00	\$ 135.00	Family of 6+ (\$108)	NC	NC	2003	\$ 115.00	\$ 130.00
<p>10% discount on all season passes purchased by May 1, fee in () to City and Neenah and Appleton residents only. Town of Menasha pays NR rates on season, limited use, morning passes and lessons.</p>							
*2006-Change discount from 15% to 10%.							
\$ 15.00	\$ 20.00	Adult Morning Season Swim Pass	\$ 25.00	\$ 30.00	2004 est.		
\$ 1.00	\$ 2.00	Adult Morning Season Swim (Daily)	\$ 2.00	\$ 3.00	2004 est.		
\$ 13.00	\$ 15.00	Limited Use Pass (Adult, 5 visits)	\$ 15.00	\$ 17.00	2006	\$ 12.00	\$ 14.00
\$ 9.00	\$ 10.00	Limited Use Pass (Youth/Seniors, 55+)	\$ 10.00	\$ 11.00	2006	\$ 8.00	\$ 9.00
\$ 5.00	\$ 6.00	Lost/replacement pass	NC	NC	1991	NR added 2001	
\$110/hour	\$110/hour	Pool Rental	\$ 115.00	\$ 115.00	2006	\$ 100.00	\$ 110.00
\$ 1.50	\$ 1.50	Groups of 20 or more (when arranged through office)	\$ 2.00	\$ 2.00	2006	\$ 1.75	\$ 1.75
<p>Annual Installation/Storage Fee for 441/Racine Street Signs</p>							
\$ 25.00	\$ 25.00		NC	NC	2006 est.	-	-