

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
Jefferson Park
Second Street & Konemac Street**

August 12, 2013

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the July 8, 2013 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 HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Army Reserve Building update – PRD Tungate
 - 2. EAB (Emerald Ash Borer) update – PS Maas
 - 3. CN Tree Grant to city – planting plans – PS Maas
- G. ACTION ITEMS
 - 1. Approve Twisted Pistons Cruise-In to be held on August 15, 2013 in Curtis Reed Square – PRD Tungate
 - 2. Approve Winnebago County Tavern League Kickball Tournament to be held on September 21-22, 2013 Jefferson Park – PRD Tungate
- 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
Koslo Park Open Shelter – 1200 Geneva Road, Menasha
July 8, 2013
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, Lisa Hopwood, Nancy Barker, Cindy Schaefer-Kemps, Ald. Mark Langdon and Sue Pawlowski

MEMBERS EXCUSED: Luke Schiller (excused)

OTHERS PRESENT: PRD Tungate, PS Maas, Dan Rippl, Tom Konetzke, Gary Coopman

C. MINUTES TO APPROVE

1. **Minutes of the June 10, 2013, 2013 Park Board Meeting**

Moved by N. Barker, seconded by S. Pawlowski to approve the June 10, 2013 Park Board minutes. Motion carried.

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

1. Tom Konetzke spoke about the Board's feelings on increasing ball diamond rental fees at Koslo Park. He noted that the MACS have been active in other fundraising efforts the last few years at the park.

E. COMMUNICATION

1. None.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report**

PRD Tungate reported that the pool season has been good so far this year. No major issues to deal with. Attendance appears to be about average so far. Duck Drop has been cancelled for this year, primarily due to lagging ticket sales. All available Koslo Park scoreboard sign sponsorships were sold this year. These proceeds are split between general revenue and long range park improvements. The large scoreboard identification sign is scheduled to be replaced by next week.

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

PS Maas reported on recent theft of boat launch envelopes from both Jefferson Park and Manitowoc Street launch sites. Park crews have strengthened and redesigned the launch containers and so far no more incidents have been reported. Repairs have also been made to several brick areas along the Riverwalk. Pool water maintenance going as planned.

G. DISCUSSION

1. **Koslo Park Diamond Rental Fees**

Ald. Langdon had been asked by some parents why we charge fees for the diamond for youth leagues, like the Legion. He wanted to better understand the position of the Board on this issue. The Board seemed comfortable with the current fee structure. Fees for the diamond recoup a portion of the operating costs and this reduces the overall impact on the entire taxpaying

community. It was not the Board's intent to discuss possibly raising fees which addressed Tom Konetzke's question.

2. **Army Reserve Building Update – PRD Tungate**

PRD Tungate reported on some positive movement from the Army Corps of Engineers on the demolition of the Reserve Bldg. The Corps appears to be working on an amendment to the existing lease that would include a dollar amount to the City to pay for demolition costs. PRD Tungate will be working with CD Keil and CA Captain on the amendment that will eventually make its way to the Common Council.

3. **Marina Security**

PRD Tungate explained that several incidents of vandalism have been reported in or near the Marina this season. The Police Department is aware of the incidents and is supportive of a camera system. Police Department and Park staff have met with Harbormaster Schabach about the possibility of installing a security camera system at the Harborhouse. It was felt that good camera coverage could be obtained from that location. PRD Tungate is looking into camera options and will be seeking cost estimates.

H. ACTION ITEMS

1. **Approve Seafoodfest to be held on September 6-7, 2013 in Jefferson Park**

Dan Rippl was in attendance and answered questions about this year's event. Moved by L. Hopwood, seconded by N. Barker to approve the event for this year. Motion carried.

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

No one spoke.

J. ADJOURNMENT

Moved by L. Hopwood, seconded by S. Pawlowski to adjourn at 8:00 p.m. Motion carried.



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: Twisted Pistons Cruise-in Date of Event: Aug 15th
 Event Coordinator: RANDY THOMSON Home Telephone: 727-1826
 Address: 426 Broad St. Menasha Daytime Telephone: 727-1826
 Time of Event: From 3:00 to 9:00 Group Size: 500-1500 Fees: (see attached page)

Building Keys Needed? No Yes (Usually for kitchen/electric use -- see #9, page 3) - **Pick up by Friday at 4:00 PM**

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)

Certificate of Insurance needed? No Yes (For tournaments, public events, rides, etc. - see #3, 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 #11, page 3) Describe: _____

Do you plan to set up tent(s) for the event? No Yes (See #8, page 3)

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

| Facility (circle all that apply) | | | | | |
|---|---------------------|---------------------------------------|---------------------|----------------------|---|
| Jefferson | | | | | |
| Pavilion | Kitchen | West Shelter | East Shelter | Launch Shelter | Pool |
| Picnic Area # _____ | | Diamond(s) _____ | | | |
| Smith | | | | | Memorial Building (pre-wedding ceremony only) |
| Pavilion | Kitchen | Wedding/Garden (50 benches available) | | | Start Time: _____ |
| Diamond/Field _____ | | | | | End Time: _____ |
| Hart | | Clovis | | Barker Farm | |
| Shelter | Diamond/Field | Shelter | Diamond/Field _____ | Shelter | Diamond/Field |
| Koslo | | Pleasants | | Shepard | |
| Shelter | Diamond/Field _____ | Diamond/Field _____ | | Diamond/Field _____ | |
| Curtis Reed Square <input checked="" type="checkbox"/> | | Marina Terrace | | Trestle Trail | |

Office Notes: Same as 2013.
Diff. Difference - stage set-up; place diagonally towards parkroll building.
Shut off irrigation
Recycling carts - they will supply.
beer trailer - on mainstreet side on sidewalk.

| OFFICE USE ONLY | |
|-----------------|-----------------|
| Facility Fee: | \$ <u>20.00</u> |
| User Fee: | \$ _____ |
| Area Fee: | \$ _____ |
| Beer Permit: | \$ <u>5.00</u> |
| Total: | \$ _____ |
| Receipt # | _____ |
| Permit # | _____ |

PD Copy - Tables
 Dumpsters - in City Hall lot
 Port-a-potties - out in parking garage

Continued →

Set up meeting w/ Vince/ Brian to discuss final set up.

HOLD HARMLESS AGREEMENT

I, RANDY THOMSON (person in charge), agree and bind Twisted Pistons (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date(s) 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: [Signature]

Date: 6/13/2013

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) Twisted Pistons DOB: _____

Address: 426 ^{Last} BROAD ^{First} ST. MENASHA WI M.I. _____ Phone: 920-727-1826

Area that beer and/or wine can be consumed: CURTIS ROAD SQUARE

Signature: [Signature]

Permittee has read list of City ordinances pertaining to alcohol Yes No Dept. Initials _____

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 | \$ 55.00 | \$ 85.00 |
| Kitchen* | 30.00 | 50.00 |
| West Shelter* | 35.00 | 55.00 |
| East Shelter* | 20.00 | 40.00 |
| Launch Shelter* | 15.00 | 32.00 |
| Picnic Areas # 2, 3, 4 or 5 with electric*** | 20.00 | 40.00 |
| Wedding | User Fee Only | User Fee Only |
| Pool Rental (1 hour) | 145.00 | 145.00 |
| Smith Park | | |
| Pavilion | 50.00 | 75.00 |
| Kitchen* | 30.00 | 50.00 |
| Wedding Set-Up** | 200.00 | 300.00 |
| Memorial Building (pre-ceremony only) | 20.00/hour | 20.00/hour |
| Hart Park Shelter* | 30.00 | 50.00 |
| 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) | 5.00 | 5.00 |
| Marina Terrace (on Main Street) | 20.00 | 20.00 |
| Amplifier w/microphone (per event/season) <i>(Jefferson East/West Diamonds only)</i> | 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 (with/without lights) | 75/game | 75/game |
| Softball Diamonds (with/without lights) | 15/game | 15/game |
| Large Tent Permit | 10.00 | 12.00 |
| Building/Shelter Key Deposit | 20.00 | 20.00 |

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 | \$ 5.00 | \$ 11.00 |
| 21 - 75 | \$ 25.00 | 38.00 |
| 76 - 150 | 44.00 | 63.00 |
| 151 - 300 | 83.00 | 107.00 |
| 301 - 600 | 141.00 | 170.00 |
| 601 - 1,100 | 252.00 | 289.00 |
| 1,101 - 2,000 | 378.00 | 420.00 |
| 2,001 & up | 504.00 | 551.00 |

Special Event Charges

| <u>Item</u> | <u>Resident</u> | <u>Non-Resident</u> |
|---------------------------------------|-----------------|---------------------|
| Stage (trailer only) | \$100.00 | \$100.00 |
| Stage (2 row of risers) | 200.00 | 200.00 |
| 2 yard Recycling Dumpster | 45.00 | 45.00 |
| Bleachers (3 row) | 15.00 | 15.00 |
| Bleachers (5 row) | 20.00 | 20.00 |
| Picnic Table (each) | 4.00 | 4.00 |
| Park Bench (each) | 3.00 | 3.00 |
| Garbage Can (each) | 3.00 | 3.00 |
| Recycling Stand (each; needs bag) | 2.00 | 2.00 |
| 200 Amp Cord (each; for some outlets) | 10.00 | 10.00 |

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 50 benches. Final arrangements made through Park Superintendent (967-3642).

***Picnic Areas 2 & 5 need a power cord supplied by the City. This must be picked up at the Parks and Recreation Department up to two days prior to the event. There is a \$20 deposit due at the time of pick up which will be returned when the power cord is returned to the office.

****More for weekend set up/take down.



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: Winebago County Tavern
 Event Coordinator: John W Rye
 Address: 422 Sixth St Menasha

Date of Event: 9-21/9-22-13
 Home Telephone: _____
 Daytime Telephone: 920-213-8041

Time of Event: From 9+ to 9p

Group Size: 150 Fees: (see attached page)

Building Keys Needed? No Yes (Usually for kitchen/electric use - see #9, page 3) - **Pick up by Friday at 4:00 PM**

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)

Certificate of Insurance needed? No Yes (For tournaments, public events, rides, etc. - see #3, 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 #11, page 3) Describe: Residie DJ

Do you plan to set up tent(s) for the event? No Yes (See #8, page 3)

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

Facility

(circle all that apply)

Jefferson

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool

Picnic Area # _____ Diamond(s) East & Diamonds South diamonds

Smith

Pavilion Kitchen Wedding/Garden (50 benches available)

Diamond/Field

Memorial Building

(pre-wedding ceremony only)

Start Time: _____

End Time: _____

Hart

Shelter Diamond/Field

Clovis

Shelter Diamond/Field _____

Barker Farm

Shelter Diamond/Field

Koslo

Shelter Diamond/Field

Pleasants

Diamond/Field

Shepard

Diamond/Field _____

Curtis Reed Square

Marina Terrace

Trestle Trail

Office Notes:

- o Scoreboard use -
- o Meet w/ Vince @ park to discuss final set up
- o Dumpster - ? Recycling carts - use cars - they'll take cans

OFFICE USE ONLY

Facility Fee: \$ 40
 User Fee: \$ 300.00
 Area Fee: \$ _____
 Beer Permit: \$ 5.00
 Total: \$ 405.00 approx
 Receipt # _____
 Permit # 3457

HOLD HARMLESS AGREEMENT

I, John W Rgc (person in charge), agree and bind Winnebago County Tripp A League (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date(s) 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: [Signature]

Date: 7-8-13

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Permittee Name: (print) Rgc John W DOB: 4-28-1969

Address: 422 Sixth St Mengsbu, WI 54952 M.I. WI Phone: 920-213-8041

Area that beer and/or wine can be consumed: East Shelter, East & South Diamonds

Signature: [Signature]

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

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