

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  
Koslo Park Open Shelter  
1200 Geneva Road, Menasha**

**July 8, 2013**

**6:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Minutes of the June 10, 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. [Koslo Park Diamond Rental Fees](#)
  - 2. Army Reserve Building Update – PRD Tungate
  - 3. Marina Security
- G. ACTION ITEMS
  - 1. [Approve Seafoodfest to be held on September 6-7, 2013 in 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**  
**Smith Park Pavilion – 301 Park Street, Menasha**  
**June 10, 2013**  
**DRAFT MINUTES**

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**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  
Luke Schiller, Ald. Mark Langdon and Sue Pawlowski

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. Becky Nichols, Lori Lacey with Jazzfest and  
Jack Fry

**C. MINUTES TO APPROVE**

1. **Minutes of the May 13, 2013 Park Board Meeting**

Moved by Ald. M. Langdon, seconded by L. Schiller to approve the May 13, 2013 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. COMMUNICATION**

1. **Comments about Site Visit to the Menasha Conservancy – Jack Fry**

Jack Fry summarized the results of the on-site meeting at the Conservancy on May 15. Several  
bird club members, DNR staff and others toured the site and made some management and  
project idea recommendations for the property. All attendees thought it was a great site,  
especially as a migratory bird habitat. Other relatively minor trail improvements were discussed  
along with removal of invasive species, especially phragmites. Staff is planning to make some  
revisions to the Open Space Plan to reflect some of these new recommendations and bring  
them to Board for their review.

2. **Photos of Park Rule Signs**

Board members reviewed the park rule signs located throughout the park system. Some older  
signs are scheduled for replacement. The Board suggested the last line of the newer signs be  
changed to make it clearer that people should take their trash with them (except for larger  
events). The department phone number also needs to be changed.

3. **Letter from David Zerrien, MD**

The Board accepted a letter from Dr. Zerrien supporting platform tennis. A non-profit group  
currently runs a facility on Doty Island and they would like to remain there and try to offer more  
public programming opportunities. Staff will try to work with this group on programming efforts.

**F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS**

1. **Department Report**

PRD Tungate reported the pool will be opening on June 11. Everything is in place for the  
opening. Staff has cleaned and spruced up the facility to the best of their ability (and budget).

Adult softball program is up and running. Recreation programs begin the week of June 17. No word on the Gilbert grant yet. Planning is underway for fall/winter programs. Nothing to report on the Jefferson Park neighborhood/park planning initiative.

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

PS Maas reported no vandalism last month. Plenty of grass cutting being done. Flower planting at Smith Park was somewhat delayed due to weather issues. Tree stumps along the trail on 114 near Lake Park Road were ground out; new shrubs are being planted thanks to a Menasha Utilities grant. New filter bags working well at the pool. Slide inspection report to be completed soon. Youth life jacket station installed a Jefferson Park boat landing. New grass to be planted at new park as quickly as possible.

**G. DISCUSSION**

1. **Smith Park Current and Future Challenges**

The Board seemed happy with the current look and use of the park. A walking tour was held and N. Barker led a tour of the caboose. The Menasha Historical Society is planning to have the caboose re-painted

2. **Trestle Trail – Issues with Fishing**

PRD Tungate described the ongoing problem of fishing conflicting with other trail users on the Trestle Trail. Fishing is permitted on the bump out deck areas only, but fishermen routinely fish virtually anywhere on the structure. Several education efforts, including additional signage and police contact, have had some positive impact but have seemed not to have satisfied the public's ongoing concern for safety. Park and Police staffs believe it may be time to revise the City ordinance that would designate some areas for fishing, but actually make a citable offense to be fishing in other areas. The Board supported this plan, but wanted to explore the idea of building a better fishing platform(s) on the trail. Private fundraising could potentially be sought for this project. PRD Tungate will contact Police officials and City Attorney about the next step in revising the City ordinance.

3. **Clovis Grove Tennis Courts**

PRD Tungate explained a plan that staff has to begin a regular program to repair and repaint a couple tennis courts per year rather than wait until major court rehabilitation is required. In 2014, they would like to begin with two courts at Clovis Grove Park. Along with this, the idea would be to eventually reduce the number of courts from 7 to 6 and to light just 4 courts. Staff will be seeking estimates to perform this work and the timing is good at Clovis because repair can still happen at a reasonable cost because court conditions are not yet critical.

**H. ACTION ITEMS**

1. **Approve Jazzfest to be held on August 30-September 1, 2013 in Jefferson Park**

Motion by S. Pawlowski, seconded by N. Barker to approve Jazzfest to be held in Jefferson Park on August 30-September 1, 2013. Staff will be in touch with fest officials to discuss final set up detail a couple weeks before the event. 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 N. Barker, to adjourn at 8:10 p.m. Motion carried.

## Koslo Ball Diamond Costs 2010

Labor: Field Prep M - F	Hours	Rate w/ 53.17% benefits	\$/Game
Mowing			
Infield	0.5	\$ 34.31	
Outfield	0.5	\$ 34.31	
Grooming	0.5	\$ 34.31	
Clay Replacement	0.25	\$ 34.31	
Line Chalking	0.75	\$ 34.31	
Clean-up			
Trash	0	\$ 34.31	
Concession/dugouts	0	\$ 34.31	
Restrooms	0.5	\$ 34.31	
<b>Total</b>	<b>3</b>	<b>\$ 34.31</b>	<b>\$ 102.93</b>
Labor: Field Prep Saturday	Hours	Rate time and half w/53.17% benefits	\$/Game
Grooming	0.5	\$ 51.47	
Line Chalking	0	\$ 51.47	
Cleaning	0.5	\$ 51.47	
<b>Total</b>	<b>1</b>	<b>\$ 51.47</b>	<b>\$ 51.47</b>
Labor: Field Prep Sunday	Hours	Rate double time w/53.17% benefits	\$/Game
Grooming	0.5	\$ 68.62	
Line Chalking	0.75	\$ 68.62	
Cleaning	0.5	\$ 68.62	
<b>Total</b>	<b>1.75</b>	<b>\$ 68.62</b>	<b>\$ 120.09</b>
Labor: Weekly Projects	Hours	Rate w/ 53.17% benefits	\$/Week
Vines	1	\$ 34.31	
Weed control	0.5	\$ 34.31	
Paint foul lines	0.5	\$ 34.31	
Water skinned area	1	\$ 34.31	
<b>Total</b>	<b>3</b>	<b>\$ 34.31</b>	<b>\$ 102.93</b>

Supplies	Total	# of Games	\$/Game
Turf	Weed Control		
Line Chalk	Fertilizer		
Clay	Gravel		
Paint	Top Dressing		
Round-up			
	\$ 2,339.00	90	\$ 25.99

### Equipment Cost

	Cost per hour	Hours used per game	\$/Game
Mower	\$ 22.80	0.5	\$ 11.40
Groomer	\$ 22.60	0.5	\$ 11.30
Gator	\$ 15.74	0.25	\$ 3.94
Total			\$ 26.64

Utilities	Annual Costs	# of Games	\$/Game
Electricity Lights	\$ 4,373.00	46	\$ 95.07
Lease Payment	\$ 11,220.00	46	\$ 243.91
Electricity Conce	\$ 2,148.00	51	\$ 42.12
Water	\$ 1,489.00	90	\$ 16.54
			\$ 397.64

We have removed the cost of cleaning up after games, this includes the dugouts, concession area and collection of trash. The Park staff will continue to clean the restrooms. Also on the weekends The Park staff will clean the restrooms, groom the infield, and chalking lining  
The supplies (rakes, chalk, liner, brooms, etc will be available in the concession stand building.

Koslo's Cost for the Schools

9 weeks of service

Menasha HS Varsity Team

Games		Labor	Supplies	Equipment	Utilities	Total
14	M-F	\$ 1,749.81			2 night games	
1	Sat.	\$ 102.93				
<u>15</u>		<u>\$ 1,852.74</u>	\$ 389.83	\$ 399.53	711.04	<u>\$ 3,353.14</u>

Menasha HS Jr. Varsity Team

Games		Labor	Supplies	Equipment		Total
9	M-F	\$ 1,235.16				
1	Sat.	\$ 51.47				
<u>10</u>		<u>\$ 1,286.63</u>	\$ 259.89	\$ 266.35		<u>\$ 1,812.87</u>

Total for Menasha High School

**\$ 5,166.01**

St. Mary's

Games		Labor	Supplies	Equipment	Utilities	Total
11	M-F	\$ 1,441.02			3 night games	
3	Sat.	\$ 154.40				
<u>14</u>		<u>\$ 1,595.42</u>	\$ 363.84	\$ 372.89	1066.56	<b>\$ 3,398.71</b>

Revenue rate \$75.00 per game

\$ 1,050.00

Grand Total for Schools

**\$ 8,564.72**

Koslo Costs for the Macs, Twins, Brauers

**Macs**

Games		Labor	Supplies	Equipment	Utilities	Total
30	M-F	\$ 3,705.49				
1	Sat	\$ 51.47				
<u>31</u>		<u>\$ 3,756.95</u>	\$ 805.66	\$ 825.69	\$ 12,326.85	<b>\$ 17,715.15</b>

Revenue rate \$75.00 per game \$ 2,325.00

**Twins**

Games		Labor	Supplies	Equipment	Utilities	Total
10	M-F	\$ 1,646.88				
3	Sun	\$ 360.26				
<u>13</u>		<u>\$ 2,007.14</u>	\$ 337.86	\$ 346.26	\$ 3,976.40	<b>\$ 6,667.65</b>

Revenue rate \$75.00 per game \$ 975.00

**Brauers**

Games		Labor	Supplies	Equipment	Utilities	Total
7	Sun	\$ 943.53	\$ 181.92	\$ 186.45	\$ 410.63	<b>\$ 1,722.53</b>

Revenue rate \$75.00 per game \$ 525.00

Grand Total for Clubs **\$ 26,105.33**

Grand Total of Schools and Clubs **\$ 34,670.05**

Total Revenue \$ 4,875.00



# 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: Rotary Clubs Menasha, Neenah, Fox Cities, Mondy  
Event Coordinator: Malcolm Hjerstedt Dan Rippel  
Address: 202 N Green Bay Rd Neenah 333D 1st St. Menasha

Date of Event: 9/6 & 9/7  
Home Telephone: 850-3789/851-8599  
Daytime Telephone: 722-4864/722-2799

Time of Event: From Friday 1 to 10:30  
Saturday 1 to 10:30

Group Size: 4500 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: Music

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)	
<b>Jefferson</b> <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) _____	
<b>Smith</b> <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden (50 benches available) Diamond/Field _____	<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field _____	<b>Clovis</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field _____
<b>Koslo</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field _____	<b>Barker Farm</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field _____
<b>Curtis Reed Square</b>	<b>Pleasants</b> <input type="checkbox"/> Diamond/Field _____
<b>Marina Terrace</b>	<b>Shepard</b> <input type="checkbox"/> Diamond/Field _____
	<b>Trestle Trail</b>

Office Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## HOLD HARMLESS AGREEMENT

I, Dan Rippl (person in charge), agree and bind Ritany Clubs of Menasha, North Fox Creek Mooring (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: 6-4-13

### 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: 333 D Last First Street Menasha, WI 54952 M.I. J Phone: 851-8599

Area that beer and/or wine can be consumed: Jefferson Park Pavilion Area

Signature: [Signature]

Permittee has read list of City ordinances pertaining to alcohol  Yes

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>
<b>Jefferson Park</b>		
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
<b>Smith Park</b>		
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
<b>Hart Park Shelter*</b>	30.00	50.00
<b>Cloviss Grove Shelter*</b>	20.00	40.00
<b>Koslo Park Shelter (no electric)</b>	20.00	40.00
<b>Barker Farm Park Shelter</b>	25.00	45.00
<b>Curtis Reed Square</b>	20.00	40.00
<b>Beer Permit (Jefferson and Koslo only)</b>	5.00	5.00
<b>Marina Terrace (on Main Street)</b>	20.00	20.00
<b>Amplifier w/microphone (per event/season)</b> (Jefferson East/West Diamonds only)	20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00
<i>Koslo, Municipal Beach, Smith Park VB Courts</i>	NC	NC
<b>Soccer Fields</b>	8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds (with/without lights)</b>	75/game	75/game
<b>Softball Diamonds (with/without lights)</b>	15/game	15/game
<b>Large Tent Permit</b>	10.00	12.00
<b>Building/Shelter Key Deposit</b>	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.