

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**

June 10, 2013

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the May 13, 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. COMMUNICATION

1. Comments about Site Visit to the Menasha Conservancy – Jack Fry
2. [Photos of Park Rule Signs](#)
3. [Letter from David Zerrien, M.D.](#)

F. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas

G. DISCUSSION

1. Smith park Current and Future Challenges
 - a. Tour of Caboose
2. Trestle Trail – Issues with Fishing
3. Clovis Grove Tennis Courts

H. ACTION ITEMS

1. [Approve Jazzfest to be held on August 30-September 1, 2013 in Jefferson Park – PRD Tungate](#)

I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

J. ADJOURNMENT

CITY OF MENASHA
Parks and Recreation Board
Menasha Public Library, Company E Room – 440 First Street, Menasha
May 13, 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

MEMBERS EXCUSED: Sue Pawlowski, Luke Schiller

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. **Minutes of the April 8, 2013 Park Board Meeting**

Moved by N. Barker, seconded by L. Hopwood to approve the April 8, 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. **E-mail from Laurie Spiegel**

The Board reviewed the email sent by Ms. Spiegel concerning recent garbage concerns in Jefferson Park. It was felt that litter has generally not been a problem in Jefferson Park. A regular staff person had not yet been assigned to the park at the time of the incident and if they had been, the trash would have been picked up sooner. Staff explained the number of garage and recycling containers that are presently in the park. The current container policy has been in place for about 15 years.

F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS

1. **Department Report – PRD Tungate**

PRD Tungate reported planning for the upcoming pool and summer recreation season is continuing. Gilbert grant has submitted. Results of the application should be known in about two months. Arbor Day celebration at UW-Fox was a success.

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

PS Maas reported the Koslo dugouts were tagged with graffiti, many ball games have be lost or rescheduled due to poor weather, regular mowing is occurring, pool prep and tree planting has been ongoing this spring.

G. DISCUSSION

1. **Park System Garbage Can Policy**

The Board felt that no policy change was warranted at this time. PRD will draft a memo explaining this to the Common Council

2. **Pool Study and Jefferson Park/Neighborhood Planning**

PRD Tungate reported that the pool study is near completion. The remaining work on it has to do with some budget projections for possible future design options for the pool. The Mayor, PRD Tungate and Chairman Sturm recently met with a representative from Community Perceptions about perhaps broadening the scope of the planned master plan for Jefferson Park and the surrounding neighborhood. Community Perceptions (also known as School Perceptions) worked with the Menasha School District on the recent high school referendum survey. One idea is that Community Perceptions could help the city develop a broader planning framework to determine what are the most important strategies of improvement the city should be pursuing. Having “exceptional outdoor spaces” could be one of these strategies and the pool and Jefferson Park would logically fit within this category. How and when to incorporate the pool study into this broader planning effort was also discussed. PRD Tungate will keep the Board apprised on this initiative as it moves forward.

3. **Pickelball Court in Smith Park**

PRD Tungate presented some handouts on the sport of pickleball. It’s been called the fastest growing sport no one has heard of. The small tennis court at Smith Park had a set of pickleball lines painted on it years ago. As time permits, staff would like to convert this court into a regular court. Cost would be minimal. The idea would be to have a few balls and paddles available on the honor system at the court for people to try. The current tennis net would have to be replaced. The Board supported the idea of converting the court for pickleball.

4. **Site Visit to New Park off Tana Lane (approx. 7:00 PM)**

a. **Preliminary Public Access into the Park**

The Board made a site visit to the land the city has purchased for a new city park. Staff led the tour and described some ways the park could be made accessible to the public before a more complete development plan is created. It was determined that access paths into the park and seeding and mowing of the open space in the park should occur first followed by a neighborhood input meeting to receive input on what the neighbors would like to see in the park.

H. ACTION ITEMS

1. **None**

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 C. Schaefer-Kemps, to adjourn at 8:12 p.m. Motion carried.

HOURS 4:00 A.M. TO 11:00 P.M.

**PERMITS ARE REQUIRED FOR CONSUMING BEER
IN DESIGNATED AREAS ONLY -**

NO GLASS CONTAINERS

PERMITS AVAILABLE AT PARK AND REC OFFICE

**RESERVATIONS FOR SHELTERS AND PICNIC AREAS CAN
BE MADE AT THE PARK AND RECREATION OFFICE**

DOMESTIC ANIMALS ARE NOT ALLOWED

**NO PARKING ON GRASS, AUTHORIZED VEHICLES
ONLY**

FIREARMS, ARCHERY OR GOLFING IS PROHIBITED

**SWIMMING PERMITTED AT MUNICIPAL POOL
OR BEACH ONLY**

CAMPING IS NOT ALLOWED

**FEEDING OF WILD ANIMALS IS
DISCOURAGED**

**PLEASE KEEP OUR PARKS CLEAN AND
USE MARKED RECYCLING CONTAINERS**

967-5106



**PARKS AND RECREATION
DEPARTMENT**

140 MAIN ST.

PARK RULES

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967-5106

GENERAL
PARK RULES

CITY OF MENASHA
PARK AND RECREATION DEPT.
PARK HOURS 4AM. TO 11PM.
NO ALCOHOLIC OR FERMENTED
BEVERAGES ALLOWED IN PARK.
RESERVATIONS FOR PARK AREAS
AND BALL DIAMONDS ARE TO BE
OBTAINED FROM CITY HALL.
NO FIREARMS ARCHERY OR
GOLFING ALLOWED.
NO ANIMALS ALLOWED IN PARK.
SLEEPING OR CAMPING IS NOT
ALLOWED IN CITY PARKS.
PLEASE KEEP PARK CLEAN

Mayor Don Merkes
City of Menasha - City Hall
140 Main Street
Menasha, WI 54952



Dear Mayor Merkes,

I am a newer member of the Winnebago Platform Tennis Club – joining less than two years ago. I understand the property where the platform court is located is being sold and the zoning may change for that location.

I wanted to make an appeal to allow the club to stay in place. It is an asset to the broader community, offering a venue for exercise and social connection at a time of the year when those opportunities are few. As a physician and specifically a staff psychiatrist at the Winnebago Department of Human Services Country Mental Health Clinic in Neenah I am constantly encouraging patients, many of whom are your city residents, to exercise. The mental health and physical benefits of exercise are undeniable and the encouragement of opportunities for this by government increases the quality of life of our Fox Cities home.

I appreciate your consideration in this regard. It seems the lost property tax revenue for the relatively small square footage the club occupies is offset by the greater benefit it offers for the community similar to the City of Neenah forgoing the tax revenue for the YMCA.

Sincerely,

A handwritten signature in black ink that reads "David Zerrien M.D." with a stylized flourish at the end.

David Zerrien M.D.



PARK FACILITY RESERVATION FORM AND BEER PERMIT

Form A

(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, Inc. Date of Event: 8/30/2013 - 9/01/2013

Event Coordinator: Lori Lacey Home Telephone: _____

Address: 1011C East Green Tree Ct., Appleton, WI 54915 Daytime Telephone: 920-427-7608

Time of Event: From 12:00 PM to 8:00 PM on 8/30/13 Group Size: _____ Fees: (see attached page)
to 9/01/13

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: Professional sound system for jazz concert.

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

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

Facility

(circle all that apply)

Jefferson

Please monitor

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool
 Picnic Area # 5 Diamond(s) _____

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: _____

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

HOLD HARMLESS AGREEMENT

I, Matthew J. Kattan, agree and bind Jazz Corner Society, Inc.
(person in charge) (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: Matthew J. Kattan, Treasurer Date: 3/13/2013

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) Kattan Matthew J. DOB: 2/12/59
Last First M.I.
 Address: 756 Swan Rd Delore, WI 54115 Phone: 920 562-9061
 Area that beer and/or wine can be consumed: Picnic Area 5 Jefferson-Park
 Signature: Matthew J. Kattan
 Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials _____

PARK FACILITY RENTAL

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

PARK USER FEES

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

<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) (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 (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

<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.