

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
May 12, 2008

6:00 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A.

2. ROLL CALL/EXCUSED ABSENCES

A.

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Minutes of the April 14, 2008 Park Board Meeting

[Attachments](#)

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

Five (5) minute time limit for each person

A.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. New East Side Park Update

B. School Use of Jefferson Park Diamonds Prior to City League Games

6. DISCUSSION

A. 2008 Jazzfest Park Reservation and Possible Fee Reduction per Approved Policy

[Attachments](#)

B. Increase Fee in Lieu of Parkland

C. Select Board Meeting Sites for June through August

7. ACTION ITEMS

A. Approve 2008 Jazzfest Reservation and Fee Reduction Request

[Attachments](#)

B. Increase Fee in Lieu of Parkland

C. Approve Board Meeting Sites for June through August

8. ADJOURNMENT

A.

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
Parks and Recreation Board
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
April 14, 2008

MINUTES

 + [Back](#)  [Print](#)

1. CALL TO ORDER

Meeting was called to order at 6:00 PM by Chairman D. Sturm.

2. ROLL CALL/EXCUSED ABSENCES

A.

Members Present: Chr. Dick Sturm, Ald. Sue Wisneski, Ron Suttner, Mary Francis, George Korth, Tom Konetzke, Nancy Baker

Members Absent: None

Others Present: PRD Tungate, PS Huss

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Minutes of the March 10, 2008 Park Board Meeting](#)

Moved by Nancy Barker, seconded by George Korth to approve the minutes of the March 10, 2008 meeting. Revise to state that Mary Francis did attend this meeting.

Motion Passed

Results:

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

Five (5) minute time limit for each person

A.

N. Barker commented on the May 3 Historical Preservation event.

Ald. S. Wisneski mentioned this would be her last Park Board meeting. She is supportive of a new east side park and continued Board involvement in the department budget preparation process.

T. Konetzke mentioned that larger on deck circles have been added at Koslo Park, maybe a dugout

sign to encourage use of the new on deck circles is needed.

G. Korth and Chr. D. Sturm thanked Ald. S. Wisneski for her years of service on the Board.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. New East Side Park Update

Moved by Alderman Wisneski, seconded by Tom Konetzke to continue the City's pursuit of a cooperative effort to acquire and develop a park with other interested entities somewhere in the city's far northeast growth area.

PRD Tungate updated the Board on recent discussions with a landowner who is potentially interested in selling land for a new park on the city's far east side. Meetings with the landowner have been positive so far. The idea of pursuing a joint park with neighboring communities was also discussed.

Motion Carried on voice vote
Results:

B. Gilbert Mill Site Planning Update

A contract with Vierbicker Associates, Inc. for pre-engineering and planning services related to the Gilbert Mill site was approved by the Common Council. Contract is contingent upon receipt of a planning grant from the Department of Commerce. Lots of options appear to be available to make the sites open space into a very nice public and visitor attraction which may include a whitewater course.

C. Arbor Day/Tree City USA Ceremony - April 25, 2008

2008 Arbor Day celebration was discussed. It will be held at Jefferson School on Friday, April 25, 2008 at 9:00 AM.

6. DISCUSSION

A. Board Donation Towards Tree Honoring Mayor Laux

The Board discussed the idea of donating a tree to be planted in Jefferson Park honoring outgoing Mayor Laux. The tree would be planted on Arbor Day.

7. ACTION ITEMS

A. Board Donation Towards Tree Honoring Mayor Laux

Moved by Nancy Barker, seconded by Tom Konetzke to approve to have the Board donate the necessary funds for a tree honoring former Mayor Joe Laux. The tree will be planted on Arbor Day.

Motion Carried on voice vote
Results:

8. ADJOURNMENT

A.

Moved by Alderman Wisneski, seconded by George Korth to adjourn at 7:15 PM.

Motion Carried on voice vote

Results:

DRAFT



5/9/08

**Quote for Fox Jazzfest Fees for 2008
August 29-31, 2008**

*User Fee (2000+, total for event):	\$480.00
Picnic Area #5 \$20.00/day @ 3 days:	\$ 60.00
Park Equipment (tables, bleachers, trash cans)	\$ 90.00
Beer Permit \$4.00/day @ 2 days:	<u>\$ 8.00</u>
Sub total:	\$638.00

Best deal for discount:

half off request for park equipment: \$ 45.00

TOTAL: \$593.00

Invoice to be sent on May 20, 2008 after/if Common Council approves discount.



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: Fox Jazz Fest Date of Event: 8/29-31/08
 Event Coordinator: Kristin Masarik Daytime Telephone: 920-277-0052
 Address: 1617 W. New York Ave #4, Oshkosh WI 54906 Home Telephone: _____
 Time of Event: From 11 AM to Dusk Group Size: 2,000+ Fees: (see attached page)
 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 below - see #5, page 3)
 Do you plan to sell beer or wine? ___ No ___ Yes (You will need **more** than a Beer Permit, see #6, page 3)
 Certificate of Insurance needed? ___ No ___ Yes (For tournaments, public events, rides, etc. - see #4, 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 #12, page 3) Describe: _____
 Parks & Recreation Board approval needed? ___ No ___ Yes (When selling beer and multi-day events, contact Director)
 Building Keys Needed? ___ 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 <input checked="" type="checkbox"/> Kitchen West Shelter East Shelter Launch Shelter Pool Picnic Area # <u>SE</u> 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 _____
Barker Farm Shelter Diamond/Field _____	Curtis Reed Square
Shepard Diamond/Field _____	

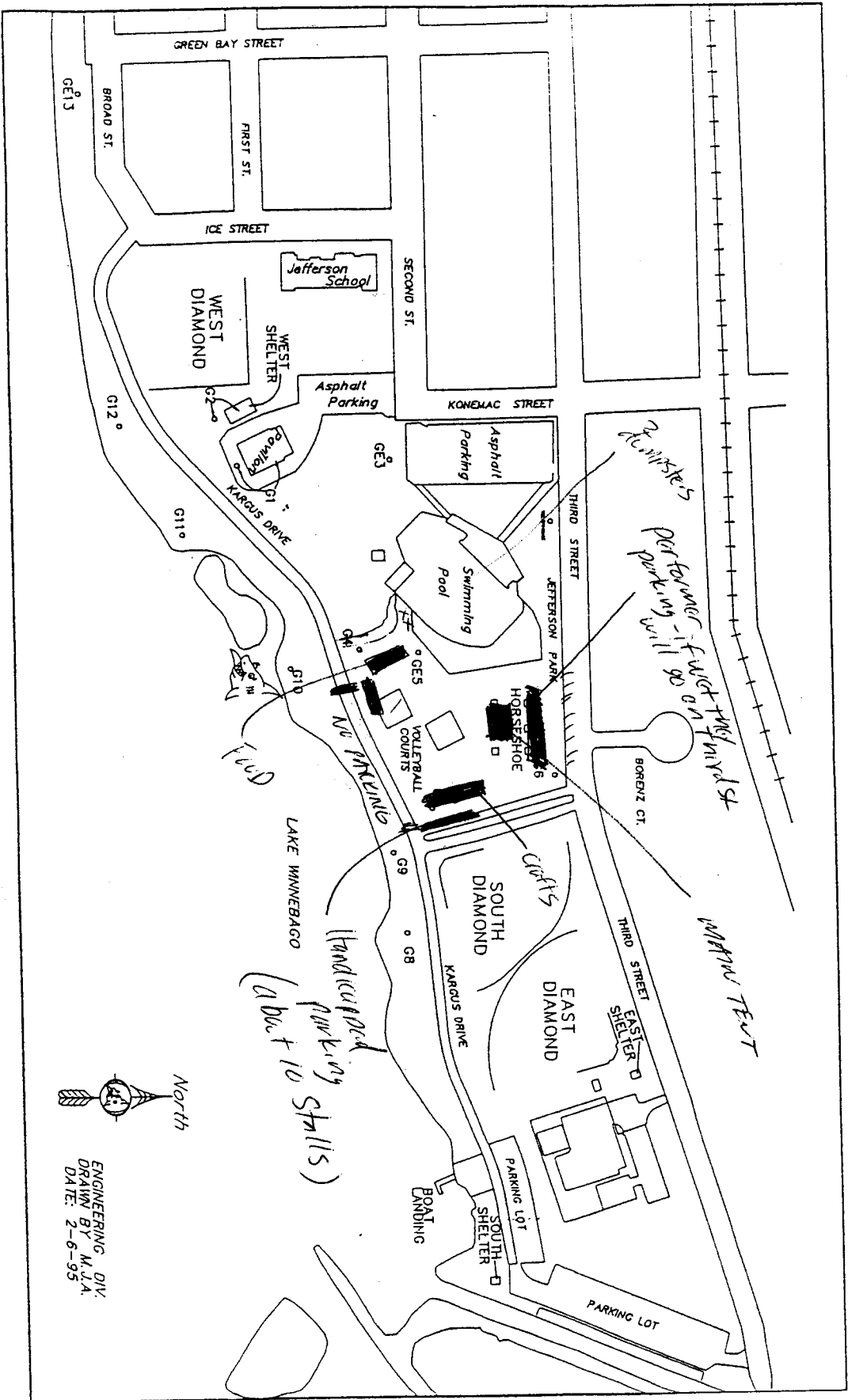
Office Notes:

10 tables, 2 bleachers, 16 trash cans, 16 benches
2 dumpsters: garbage, 1 recycleable dumpster
Friday 6A-11p recycle only barrels,
Saturday 6A-11p
Sunday 6A-11p
Please place dumpsters by end of day Thursday 8/28
Copy to Bob - 5/9/08. KTH

OFFICE USE ONLY

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

2008 JAFFEST



ENGINEERING DIV.
DRAWN BY M.J.A.
DATE: 2-6-95

HOLD HARMLESS AGREEMENT

I, Kristin Masarik (person in charge), agree and bind Fox JAZZ Fest AKA 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: [Handwritten Signature]

Date: 5/9/08

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 Kristin J DOB: 9/2/77

Address: 1617 W. New York Ave #4 Oshkosh WI M.I. 920-277-0052

Area that beer and/or wine can be consumed: Picnic Area #5E

Signature: [Handwritten Signature]

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

2008 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	\$ 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) (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		
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

2008 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	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

* 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).



5/9/08

**Quote for Fox Jazzfest Fees for 2008
August 29-31, 2008**

*User Fee (2000+, total for event):	\$480.00
Picnic Area #5 \$20.00/day @ 3 days:	\$ 60.00
Park Equipment (tables, bleachers, trash cans)	\$ 90.00
Beer Permit \$4.00/day @ 2 days:	<u>\$ 8.00</u>
Sub total:	\$638.00

Best deal for discount:

half off request for park equipment: \$ 45.00

TOTAL: \$593.00

Invoice to be sent on May 20, 2008 after/if Common Council approves discount.



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

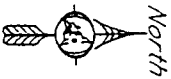
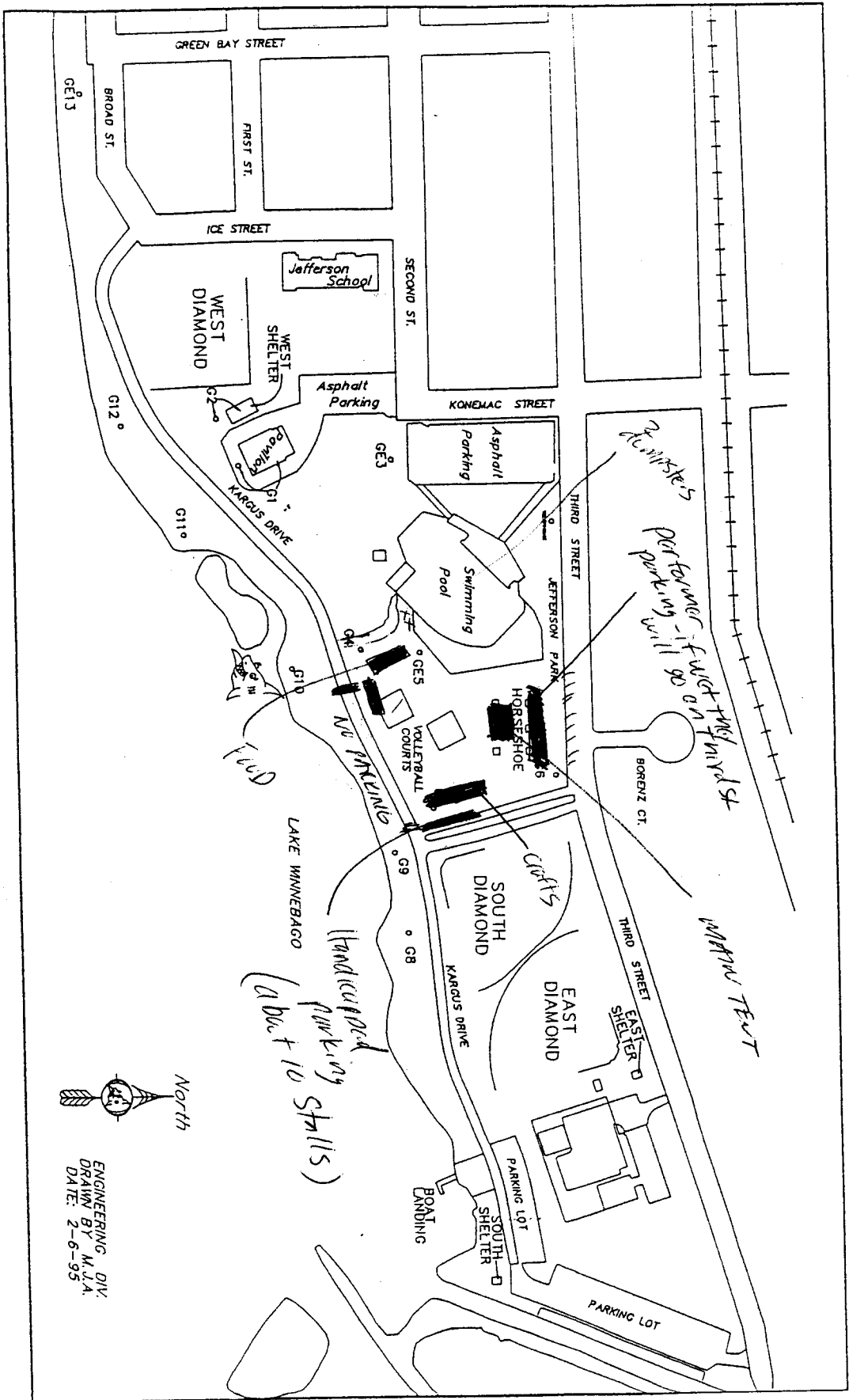
Group Name or Sponsor of Event: Fox Jazz Fest Date of Event: 8/29-31/08
 Event Coordinator: Kristin Masarik Daytime Telephone: 920-277-0052
 Address: 1617 W. New York Ave #4, Oshkosh WI 54906 Home Telephone: _____
 Time of Event: From 11 AM to Dusk Group Size: 2,000+ Fees: (see attached page)
 Does your 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 below - see #5, page 3)
 Do you plan to sell beer or wine? ___ No ___ Yes (You will need **more** than a Beer Permit, see #6, page 3)
 Certificate of Insurance needed? ___ No ___ Yes (For tournaments, public events, rides, etc. - see #4, 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 #12, page 3) Describe: _____
 Parks & Recreation Board approval needed? ___ No ___ Yes (When selling beer and multi-day events, contact Director)
 Building Keys Needed? ___ 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 <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter _____ East Shelter _____ Launch Shelter _____ Pool _____ Picnic Area # <u>SE</u> 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:
10 tables, 2 bleachers, 16 trash cans, 16 benches
2 dumpsters: garbage, 1 recycleable dumpster
Friday 6A-11p
Saturday 6A-11p
Sunday 6A-11p
recycle only barrels,
please place dumpsters by end of day Thursday 8/28
Copy to Bob - 5/9/08. KTH

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

2008 JAFFEST



ENGINEERING DIV.
DRAWN BY M.J.A.
DATE: 2-6-95

HOLD HARMLESS AGREEMENT

I, Kristin Masarik (person in charge), agree and bind Fox JAZZ Fest AKA 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: [Handwritten Signature]

Date: 5/9/08

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 Kristin J DOB: 9/2/77

Address: 1617 W. New York Ave #4 Oshkosh WI M.I. 920-277-0052

Area that beer and/or wine can be consumed: Picnic Area #5E

Signature: [Handwritten Signature]

Permittee has read list of City ordinances pertaining to alcohol 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) <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		
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

2008 PARK USER FEES

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

Persons in Attendance	Resident	Non-Resident
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

* 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).