

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
Barker Farm Shelter - 2170 Plank Road, Menasha

July 14, 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 June 9, 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. Letter from Rose Bohmke

☐

[Attachments](#)

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Army Reserve Building Update

☐

[Attachments](#)

B. New East Side Park Update

C. Park Project Update - PS Huss

D. Park Vandalism Correspondence - PS Huss

☐

[Attachments](#)

6. DISCUSSION

A. Theda Care Picnic - September 13, 2008 in Jefferson Park

☐

[Attachments](#)

B. R & R Softball Tournament - August 8-10, 2008 in Jefferson Park

☐

[Attachments](#)

C. 2009 Park and Recreation Budgets (*previously received*)

☐

[Attachments](#)

D. Status of Dog Ordinance O-09-08 Renewal and Park Dedication Fee Ordinance

Revision

E. Barker Farm Park and Carpenter Street Trail Connection

F. Potential Park Eviction

7. ACTION ITEMS

A. Approval of Theda Care Picnic - September 13, 2008 in Jefferson Park

☐

[Attachments](#)

B. Approval of R & R Softball Tournament - August 8-10, 2008 in Jefferson Park

☐

[Attachments](#)

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
Jefferson Park Main Pavilion - 915 Third Street, Menasha
June 9, 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: Ald. Michael Taylor, Chr. Dick Sturm, Ron Suttner, Mary Francis, George Korth, Tom Konetzke, Nancy Barker

Members Absent: None

Others Present: PRD Tungate, PS Huss and Shirley Johnston from 835 Broad Street

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Minutes of the May 12, 2008 Park Board Meeting](#)

Moved by George Korth, seconded by Nancy Barker to approve minutes of the May 12, 2008 meeting.

Motion Passed

Results:

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

Five (5) minute time limit for each person

A.

Shirley Johnston expressed her support for allowing dogs on the trail in Jefferson Park.

Ald. M. Taylor had the following comments about Jefferson Park: five benches with no concrete rod, one swing has no swing and no concrete pad, garbage cans, South ball diamond infield weeds, a dead tree needs to be removed, repairs needed in breakwater wall, paved trail starting to show some cracks.

T. Konetzke asked about school districts desire to help pay for tennis court rehabilitation.

Chr. D. Sturm asked for an Army Reserve building update in July, encouraged efforts to move forward on the new east side park.

R. Suttner stated No Dogs signs needed in parks, East diamond scoreboard has not been working, "Goth" type people are being observed by neighbors around Smith Park.

M. Francis stated dead limb on trees in Smith Park need trimming.

G. Korth expressed concerns about cars parking on the grass during Seafoodfest and Jazzfest.

N. Barker stated dog wedding went well, will talk with CDD Keil and PWD Radtke about directional signage to the Isle of Valor, inquired about upcoming History Hunt.

5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. New East Side Park Update

Staff is waiting on City of Appleton legal opinion on the advantages of having a landowner sign a Right to Negotiate document. The plan at this point is to draft a resolution for each community to approve which would pledge conceptual support for a joint park.

B. Theda Care Event Approval Coming to Board Next Month July Meeting

Theda Care picnic will be discussed in July. The event is very large and needs a lot of pre-event planning.

C. Board Input for 2009 Budget at July Meeting

A copy of the 2008 Park and Recreation budget will be sent to all Board members in advance of the July meeting. Members should come to the July meeting with 2009 budget ideas and questions.

D. Park/Pool Update - PH Huss

PS Huss reported new pump at pool installed by Crane Engineering, this should improve water flow considerably. Pool is running well. PS Huss expressed frustration over vandalism which takes away a lot of hours that could be devoted to other park projects. Park Watch program stickers on park vehicles are complete, Park Watch signs are going up.

E. Pleasants Tennis Courts - Project to be Re-bid

Pleasants Park Tennis Court project will be re-bid because of some confusion by contractors on the length of crack repair that was specified.

6. DISCUSSION

A. Ordinance O-10-07 Relating to Dogs on the Friendship Trail in Jefferson Park

Renewal of the ordinance which allows dogs on the trail in Jefferson Park was discussed.

B. Walking Tour of Jefferson Park (pool if time permits)

Several members went on a walking tour of the pool. PS Huss and Pool Manager Chad Bruechert explained various operational procedures at the pool.

7. ACTION ITEMS

A. Recommend Renewal or Changes to Ordinance O-10-07

Moved by Nancy Barker, seconded by George Korth to recommend revising ordinance O-9-08 to allow dogs on the Jefferson Trail until 12:00 p.m. on July 4 and to retain the one year expiration language.

The motion carried.

8. ADJOURNMENT

A.

Moved by Tom Konetzke, seconded by Ronald Suttner to adjourn at 7:45 p.m.

The motion carried.

Motion Carried on voice vote

Results:

Brian Tungate:

I saw you on T. V. you
looked really nice.

Our Jefferson Park is
beautifull. There are no
geese or droppings. I do
see some from the dogs.

I love the trail at the
Park. I love Jefferson Park!
It is great to see the people
fishing and the children
playing baseball again.

People just enjoying
themselves at our Jefferson
Park. Thank you so much
for being so cooperative.
The flowers are beautifull
too.

Rose Bohmke



July 8, 2008

Margo Glemboski
Real Estate Division
Department of the Army
Corps of Engineering, Omaha District
106 South 15th Street
Omaha, NE 68102-1618

Subject: Status of Land Lease No. DACA45-5-79-00482, Brighton, Menasha, Wisconsin – US Army

Dear Ms. Glemboski:

The City of Menasha has heard through several sources that the Department of Army plans to vacate/dispose of the DET 1 452nd Combat Support Hospital Rescue Center in Menasha, Wisconsin in the near future. I spoke briefly with you back in 2006 about this matter. The city would like to receive written correspondence regarding the official plans and timeline for this facility so that we can begin planning for future use of this site.

Specifically, we desire the following information:

1. Who will be the contact person (name and telephone number) on discussions involving the lease? We have had preliminary staff discussions on possible demolition of all or part of the facility.
2. Contact information of anyone else who will be responsible for the official closing and possible re-use of the facility or land by the city.

It has been a challenge to find anyone who can give us definitive answers about this facility. We would greatly appreciate any assistance or information regarding our requests.

Sincerely,

Brian Tungate
Director of Parks and Recreation

C: Menasha Mayor Don Merkes
Senator Herb Kohl
Senator Russ Feingold
Congressman Thomas Petri

vandalism report

Date: 6/26/2008

To: Brian Tungate, Director of Parks and Recreation

From: Robert Huss, Park Superintendent

RE: Vandalism in the park system

From 1/6/2008 to 6/9/2008 the Menasha Police department has had to make one hundred and nine responses to the park system. Certainly not all of these calls were for vandalism, but we have had our fair share. Some of the "highlights" in that time frame include three destroyed toilets, cannon shoved in the river, destroyed bathroom partitions, wrecked doors at Clovis and numerous graffiti displays. This all comes at a cost to the taxpayers of Menasha. To date we have incurred approximately \$6500.00 of expenses that came out of the park budget in wages and materials. This money and time is intended to improve our parks, but instead is being used to restore them.

We have taken some measures to make our parks a harder target. Smith, Jefferson Pavilion, Hart, and Barker all have automatic time locks on the doors. Since the reduction/elimination of Police CSO staff we have assigned a summer employee to lock all doors at night and keep a presence in the park from 3p.m. to 11 p.m. Lights have been repaired and added in several locations. A prison style toilet was installed at Hart. A material is on order to seal the decorative block at Hart to make the removal of graffiti easier and more cost effective. We have trimmed some of the landscaping in the parks to give the offenders less opportunities to hide.

With the kids out of school since this report has been printed I expect the numbers to rise. I am open to any suggestions to reduce/eliminate vandalism in the park system.

Directors Note: A "Park 50" program has also been implemented with assistance from the Crimestoppers organization. Decals describing the program were placed on all park trucks. Small program signs are also going up at several park sites.



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

Sept. 11-14

Group Name or Sponsor of Event: Theda Care Date of Event: Sept. 13, 08
Event Coordinator: Julie Pollnow Daytime Telephone: 214-2742
Address: 1715 Hunters Glen Dr. Home Telephone: _____
Time of Event: From 1:00 to 10:30P Group Size: 2500 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 <input checked="" type="checkbox"/> East Shelter <input checked="" type="checkbox"/> Launch Shelter <input checked="" type="checkbox"/> Pool <input checked="" type="checkbox"/> Picnic Area # <u>AY</u> Diamond(s) <u>EAST MOUNT BE FOR FIREWORKS</u>	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____
Smith Pavilion _____ Kitchen _____ Wedding/Garden (100 benches available) Diamond/Field _____ <u>Came to Park Board on 7/14 with map, etc.</u>	
Hart Shelter _____ Diamond/Field _____	Cloviss Shelter _____ Diamond/Field _____
Koslo Shelter _____ Diamond/Field _____	Pleasants Diamond/Field _____
Barker Farm Shelter _____ Diamond/Field _____	Shepard Diamond/Field _____
	Curtis Reed Square

Office Notes:

Possible tents up from Seafestfest - Week Sept. 8-12th. - Reserve areas (pavilion?). Julie wants someone from Theda to sign for beer permit section on form. They will be selling alcohol - explained permit would need to be issued through city clerk. Call clerk to discuss fees. KH 2/20/08.

OFFICE USE ONLY

Facility Fee: \$ 620.00 position, shelters picnic area
User Fee: 256.00
Area Fee: \$ 480.00
Beer Permit: \$ 4.00
Total: \$ 1360.00
Receipt # _____
Permit # 1918

HOLD HARMLESS AGREEMENT

I, Julie Pollnow, agree and bind Theda Care
(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 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: Julie A Pollnow

Date: 2/22/08

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) _____ DOB: _____
Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine can be consumed: _____

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)	20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>		
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

* 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).

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



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: R+R Softball Date of Event: 8/8/08 - 8/10/08
Event Coordinator: Kathy Bayer Daytime Telephone: (920) 722-6393
Address: 1703 Park Rd Home Telephone: (920) 722-6393

Time of Event: From Fri 6pm to Sun Group Size: _____ 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 X Yes (Fill out permit below - see #5, page 3)

Do you plan to sell beer or wine? _____ No X Yes (You will need more than a Beer Permit, see #6, page 3)

Certificate of Insurance needed? _____ No X Yes (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? X No _____ Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? X No _____ Yes (See #12, page 3) Describe: _____

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

Building Keys Needed? _____ No X 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 Kitchen West Shelter <u>East Shelter</u> Launch Shelter Pool Picnic Area # _____ Diamond(s) <u>South + East</u>	
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: _____

Invoice after event.

Called 6/26 left message about attending
Meeting - Menasha need for non-profit
group, insurance and beer license

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # 1935

HOLD HARMLESS AGREEMENT

I, Kathleen A. Bayer, agree and bind R+R SoftBall
(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 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: Kathleen A. Bayer

Date: 6-18-08

BEER PERMIT

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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) Bayer Kathleen

DOB: 7-27-60

Address: 1703 Park Rd

Phone: (920) 722-6393

Area that beer and/or wine can be consumed: East Shelter

Signature: Kathleen A. Bayer

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

2008 PARK FACILITY RENTAL

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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
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour With Lights 20.00/hour	12.00/hour 20.00/hour
Softball Diamonds	Without Lights 8.00/hour With Lights 15.00/hour	8.00/hour 15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2008 PARK USER FEES

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Persons in Attendance	Resident	Non-Resident
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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).

<p align="center">CITY OF MENASHA</p> <p align="center">2008 PROGRAM REQUEST - OPERATIONS BUDGET</p> <p align="center">PROGRAM COMMENTS</p>				FUND	BUDGET NAME	PREPARED BY
				General Fund	Resthaven Cemetery O	Robert Huss
				FUNCTION	BUDGET NUMBER	DATE
				Health and Human Ser	000-53401-000	9/13/2007
PROGRAM - BUDGET RESPONSIBILITIES				2007 PROGRAM - BUDGET ACCOMPLISHMENTS		
Maintain 5.4 acres of Resthaven Cemetery and 1.9 acres of Oak Hill Cemetery. Major duties include grave site openings and closings, lawn cutting, trimming, flower planting and upkeep.						
2008 PROGRAM - BUDGET FUNDING REQUEST				2008 PROGRAM - BUDGET OBJECTIVES		
Implement CIMS cemetery software if approved in the IT budget. Total: \$23,773.						
FUNDING SOURCES	2007 FUNDING	2008 FUNDING	POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S	
TAXES	\$0.00	\$0.00	Cemetery Caretaker	0.25	0.25	
SPECIAL ASSESSMENTS	\$0.00	\$0.00				
INTERGOV REVENUE	\$0.00	\$0.00				
LICENSES & PERMITS	\$0.00	\$0.00				
FINES & FORFEITS	\$0.00	\$0.00				
PUBLIC CHARGES	\$0.00	\$0.00				
MISCELLANEOUS	\$0.00	\$0.00				
TOTAL	\$0.00	\$0.00	TOTAL	0.25	0.25	

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS

FUND	General Fund	BUDGET NAME	Recreation Department	PREPARED BY	Brian Tungate
FUNCTION	Culture and Recreation	BUDGET NUMBER	000-55201-000	DATE	9/12/2007

PROGRAM - BUDGET RESPONSIBILITIES

To provide a comprehensive variety of safe, affordable and enjoyable year-round recreation programs for residents of all ages. Educate the general public on the positive benefits of regularly engaging in recreational pursuits and how recreation services enhance the quality of life for City residents.

2007 PROGRAM - BUDGET ACCOMPLISHMENTS

- Coed Adult Softball remains very popular.
- Solid summer recreational program, lead by an experienced supervisor and staff.

2008 PROGRAM - BUDGET FUNDING REQUEST

- Fewer bus trips under sub-account 205

2008 PROGRAM - BUDGET OBJECTIVES

- Investigate some fresh, cost-effective program ideas during the summer.
- Incorporate more effective means of publicizing programs through the schools, etc. (People like our programs once they find out about what's available.)

FUNDING SOURCES	2007 FUNDING	2008 FUNDING	POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
TAXES	\$0.00	\$0.00	Clerk Steno II	0.50	0.50
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Director	1.00	1.00
INTERGOV REVENUE	\$0.00	\$0.00	Seasonal/PT Workers	4.75	4.75
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	6.25	6.25

CITY OF MENASHA

2008 BUDGET DETAIL - EXPENSES

CITY OF MENASHA			
2008 BUDGET DETAIL - EXPENSES			
BUDGET NAME		PREPARED BY	
Recreation Department		Brian Tungate	
BUDGET NUMBER		DATE	
000-55201-000		9/12/2007	
SUB ACCT #	SUB ACCOUNT DETAIL	DEPT HEAD REQUEST	MAYOR RECOMMEND
110	Salaries - Straight Time	67568.00	67568.00
	Director of Parks, Recreation, Forestry and Cemeteries	\$67,568.00	\$67,568.00
120	Wages - Straight Time	103243.00	103243.00
	Clerk Steno II: Figure indicates one-half of wages, other half realized in Community Development budget: \$19,881		
	Recreation Program Supervisor: Duties include planning and over-seeing Summer Rec. programs and supervising staff: \$7,448		
	Program Coordinator and office fill-in wages (Tiny Tots head instructor, exercise class instructor, office assistant as needed. (\$9,234 + 3360)): \$12,594		
	Wages paid to part-time or seasonal employees including program instructors, coaches, and summer leaders.		
	Summer Programs -		
	Playground Instructors (5): \$11,613		
	Gymnastics Instructors (3): \$5,547		
	Baseball/Softball		
	Instructors (3): \$7,355		
	Tennis Instructors (3): \$8,142		
	Men's/Coed Softball		
	Umpires (8-12): \$8,157		
	Scorekeepers (6-7): \$1,960		
	Softball Field Supervisor: \$1,755		
	Fall/Winter Programs -		
	Flag Football Coordinator (1): \$255		
	Tiny Tots Assistant		
	Instructor (1): \$4,400		
	Ice Rink Attendants -		
	Hart Park (6): \$2,268		
	Skatepark Attendants (3-4):\$2,800		
	Men's Basketball		
	Officials (3-4): \$1,733		
	Men's Basketball		
	Scorekeepers (3-4): \$420		
	Men's Basketball Gym		
	Supervisor (1): \$1,075		
	Feel 'n Fit Instructor (1): \$915		
	Open Swim Lifeguard (1): \$190		
	Open Gym Supervisor (2): \$830		
	Fieldtrip/Event Workers: \$2,286		
	TOTAL		

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

BUDGET NAME		PREPARED BY
Recreation Department		Brian Tungate
BUDGET NUMBER	DATE	
000-55201-000	9/12/2007	
151	Employer Contrib - Health Director and half of Clerk Steno II	TOTAL \$103,243.00
152	Employer Contrib - Life	25131.00 \$25,131.00
153	Employer Contrib - Dental	126.00 \$126.00
154	Employer Contrib - Retirement	1503.00 \$1,503.00
155	Employer Contrib - FICA	10897.00 \$10,897.00
157	Employer Contrib - Vision	13140.00 \$13,140.00
161	Employer Contrib - Work Comp	221.00 \$221.00
203	Contract Svcs - Temp Staffing Grunski-Runski road race, computerized registration and timing services: \$1,100 Golf: classes taught by PGA Professional: \$250 Dance: classes taught through Fox Valley Dance Studio in Menasha (fees offset these costs): \$800 Pacesetters Running Club- \$150 for Grunski Runski race set up.	3019.00 \$3,019.00
205	Contract Svcs - Entertainment	2300.00
	TOTAL	\$2,300.00

CITY OF MENASHA

2008 BUDGET DETAIL - EXPENSES

BUDGET NAME		PREPARED BY	
Recreation Department		Brian Tungate	
BUDGET NUMBER	DATE		
000-55201-000	9/12/2007		
Bus Trips (transportation and tickets) to places like Noah's Ark, Brewer Game, etc. Costs offset through fees, destinations subject to change: \$2,100, down \$300 from 2007.		4100.00	4100.00
Performances in the Park (co-sponsored with Library) and other entertainers: \$1,100			
Entertainment for Holiday Hayride and other events: \$400			
Game rentals for special events: \$500	TOTAL	\$4,100.00	\$4,100.00
Utility -Telephone Services		1200.00	1200.00
Includes office telephones and cell phones.	TOTAL	\$1,200.00	\$1,200.00
Repair/Maint - Office Equipment		150.00	150.00
	TOTAL	\$150.00	\$150.00
Payments to Other Municipal Entities		100.00	100.00
Occasional facility rental or related charges for use of non-city facilities.	TOTAL	\$100.00	\$100.00
Other Services - Printing		6300.00	6300.00
Spring/Summer Rec Brochure: \$3,450			
Fall/Winter Brochures: \$2,400			
Grunski Race Flyer: \$250			
Misc. office forms: \$200			
	TOTAL	\$6,300.00	\$6,300.00
Other Services - Advertising		400.00	400.00
One (1) newspaper ad for Grunski Runski: \$400	TOTAL	\$400.00	\$400.00
Other Services - Vehicle/Equip Rental		1900.00	1900.00
Summer car and occasional van use.			
Supplies - Department	TOTAL	\$1,900.00	\$1,900.00

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

			BUDGET NAME	PREPARED BY
			Recreation Department	Brian Tungate
	BUDGET NUMBER	DATE		
	000-55201-000	9/12/2007		
	All supplies purchased by Recreation division. Major expenditures include: softballs for adult programs, t-shirts for youth baseball and Grunski-Runski road race, league trophies and awards, athletic supplies, playground games, supplies for many special events and arts and crafts materials. First-aid supplies, including bloodborne pathogen clean-up kits and employee Heptavax vaccines. Budget offset by approximately \$2,000-\$3,000 in donations for baseball t-shirts.		13000.00	13000.00
310	Supplies - Office	TOTAL	\$13,000.00	\$13,000.00
	Stationary, envelopes and misc. office supplies used by the department, including additional computer supplies and storage cabinet for office.	TOTAL	1000.00	1000.00
311	Supplies - Postage	TOTAL	\$1,000.00	\$1,000.00
	Major costs are mailing out Summer and Fall/Winter program brochures. Direct mailing has proven to yield higher registration revenue.	TOTAL	5100.00	5100.00
315	Supplies - Tools & Equip	TOTAL	\$5,100.00	\$5,100.00
	Occasional items needed for a youth recreation or adult sports program.	TOTAL	150.00	150.00
316	Supplies - Promotional	TOTAL	\$150.00	\$150.00
	Positive Youth Development Grant Program	TOTAL	0.00	500.00
320	Dues/Memberships/Licenses	TOTAL	\$0.00	\$500.00
	Professional membership in: WI Park & Rec. Assn: \$155 Nat'l Rec. & Park Assn: \$175 ASCAP License Fee: \$270	TOTAL	600.00	600.00
322	Periodicals/Subscriptions	TOTAL	\$600.00	\$600.00
331	Travel Expense - Mileage	TOTAL	100.00	100.00
	Mileage charges for occasional use of personal vehicle (usually summer).	TOTAL	\$100.00	\$100.00
337	Training - Registrations	TOTAL	150.00	150.00
		TOTAL	\$150.00	\$150.00

CITY OF MENASHA

2008 BUDGET DETAIL - EXPENSES

BUDGET NAME		PREPARED BY	
Recreation Department		Brian Tungate	
BUDGET NUMBER		DATE	
000-55201-000		9/12/2007	
338	Includes all educational seminars, conferences and classes for PRD staff.	600.00	600.00
	WPRA State Conference: \$250		
	WPRA Spring Workshop: \$100		
	WPRA Summer Park Tour: \$150		
513	Misc. Schooling/Workshops (Director and Clerk Steno II): \$100		
	Training - Lodging/Meals		
	Usually related to training in sub-account 337. Includes funds for pizza during evening training put on by CVMIC, December Park Board and Grunski Runski staff meetings.		
	Insurance - Property		
TOTAL		\$600.00	\$600.00
TOTAL		\$300.00	\$300.00
TOTAL		\$300.00	\$300.00
TOTAL		1070.00	1070.00
TOTAL		\$1,070.00	\$1,070.00

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS

PROGRAM - BUDGET RESPONSIBILITIES

The primary goal of this division is to maintain the current park system which consists of 19 parks and other related areas, totaling over 157 acres (excluding Heckrodt Wetland Reserve), which includes the downtown area. New parks, trails and greenspaces have made the task of developing and maintaining these areas more challenging.

FUND	BUDGET NAME	PREPARED BY
General Fund	Parks Department	Brian Tungate Robert Huss
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	000-55202-000	9/13/2007

2007 PROGRAM - BUDGET ACCOMPLISHMENTS

- Reconstructed Ninth Street Boat Landing.
- Began sharing one (1) Common Laborer with the Street Department.
- Dedicated the Isle of Valor in Smith Park.
- Peanut Island cannon refurbished with minimal city funds.
- Completed 2007-2011 Open Space and Recreation Facilities Plan.

2008 PROGRAM - BUDGET OBJECTIVES

- Rehabilitate 4 tennis courts at Pleasants Park. Combine carry over funds from 2007 Account 202-822 with 2008 funding.
- Several small "target hardening" projects identified in budget.
- Overnight Seasonal added - dual purpose position - some maintenance and increased park surveillance. Collaborate with PD on job functions.

2008 PROGRAM - BUDGET FUNDING REQUEST

- Continue planning efforts with the Town of Harrison, Calumet County, DNR and DOT on the Friendship Trail east of Oneida Street.
- Mayor placed \$300 in seed money should a "Park Fifty" program administrated by Crimestoppers be started.
- Monitor status of Army Reserve Building in Jefferson Park.
- Park Board passed a motion placing special emphasis on parkland acquisition and development on the City's far east side.
- Continue planning for a public riverside greenspace at the Gilbert Paper site. Development may include a whitewater park, trail and shoreline/fishing improvements. Key to improving downtown economic vitality. Conceptual proposal will be brought forward.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
Admin. Asst. (Garage)	0.20	0.20
Asst. Bldg. & Park Supt.	0.20	0.20
Common Laborer	0.50	0.50
Facility/Pool Tech.	0.90	0.90
Park Caretakers (6)	5.45	5.35
Park Laborer/Custodian	0.60	0.60
Park Superintendent	1.00	1.00
Overnight Seasonal (1)	0.00	0.27
Seasonal Laborers (5)	1.37	1.37
TOTAL	10.22	10.39

CITY OF MENASHA			
2008 BUDGET DETAIL - EXPENSES			
BUDGET NAME		PREPARED BY	
Parks Department		Brian Tungate	
		Robert Huss	
BUDGET NUMBER		DATE	
000-55202-000		9/13/2007	
SUB ACCT #	SUB ACCOUNT DETAIL	DEPT HEAD REQUEST	MAYOR RECOMMEND
110	Salaries - Straight Time	70359.00	70359.00
	Superintendent of Parks, Forestry and Cemeteries: \$59,500		
	Assistant Building & Parks Superintendent (20%): \$10,859		
	TOTAL	\$70,359.00	\$70,359.00
120	Wages - Straight Time	354992.00	349719.00
	Park Division Employees		
	(1) Facilities/Pool Technician 10% charged to Marina: \$42,476		
	(6) Park Caretakers: (10% of three Caretakers charged to Forestry budget, 25% of one charged to Resthaven budget, 20% of one Caretaker charged to Marina): \$231,613		
	(1) Common Laborer (.50) Parks Department shares individual with Street Department: \$18,512		
	(1) Share of Park Laborer/Custodian Position (60%): \$22,863		
	(1) Overnight Seasonal position new position to help address growing park vandalism concerns. Job description to include some park maintenance, although increased park security is top priority: \$5,273		
	(5) Summer Seasonal Laborers (570 hours), one each at Smith, Jefferson, Koslo and two floaters: \$26,363		
	(1) 20% Administrative Assistant at Garage charged to Parks: \$7,982		
	TOTAL	\$354,992.00	\$349,719.00
121	Wages - Overtime/Doubletime	20000.00	20000.00
	Includes routine weekend park and shelter clean-up. Hours can vary based on number and size of reservations, weddings and park special events. Also for spring grass cutting, pool start-up and tree planting.		
	TOTAL	\$20,000.00	\$20,000.00
151	Employer Contrib - Health	113209.00	113209.00
	TOTAL	\$113,209.00	\$113,209.00
152	Employer Contrib - Life	134.00	134.00
	TOTAL	\$134.00	\$134.00
153	Employer Contrib - Dental		

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

			BUDGET NAME	PREPARED BY
			Parks Department	Brian Tungate Robert Huss
			BUDGET NUMBER	DATE
			000-55202-000	9/13/2007
154	Employer Contrib - Retirement	TOTAL	7502.00	7502.00
			\$7,502.00	\$7,502.00
155	Employer Contrib - Retirement	TOTAL	43854.00	43854.00
			\$43,854.00	\$43,854.00
157	Employer Contrib - Vision	TOTAL	34071.00	33666.00
			\$34,071.00	\$33,666.00
161	Employer Contrib - Work Comp	TOTAL	1048.00	1048.00
			\$1,048.00	\$1,048.00
204	Contract Svcs - Mechanical Systems Includes heating services contract, large equipment rental, etc.	TOTAL	16519.00	16322.00
			\$16,519.00	\$16,322.00
206	Contract Svcs - Lawn Care Periodic application of fertilizer and weed control on priority areas like Smith Park gardens.	TOTAL	6500.00	6500.00
			\$6,500.00	\$6,500.00
209	Contract Svcs - Sanitation Portable toilets throughout the park system.	TOTAL	1100.00	1100.00
			\$1,100.00	\$1,100.00
221	Utility - Telephone Services Expenses incurred at park maintenance building, Koslo, Memorial Building, Clovis Grove, Hart and Barker Farm parks plus monthly charge for Park Supt. Cellular telephone and maintenance staff pagers.	TOTAL	1400.00	1400.00
			\$1,400.00	\$1,400.00
223	Utility - Electricity Electrical expenses for the entire park system, including lighting at all athletic fields and tennis courts, Koslo and Jefferson ball diamonds, Memorial Building, Isle of Valor and Trestle Trail. Includes light maintenance leases with Menasha Utilities for Koslo Park and Jefferson Park roadway.	TOTAL	2600.00	2600.00
			\$2,600.00	\$2,600.00
		TOTAL	37000.00	37000.00
			\$37,000.00	\$37,000.00

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

		BUDGET NAME	PREPARED BY	
		Parks Department	Brian Tungate	
			Robert Huss	
		BUDGET NUMBER	DATE	
		000-55202-000	9/13/2007	
224	Utility - Heat All park buildings, including Memorial Building.	TOTAL	10000.00	10000.00
			\$10,000.00	\$10,000.00
225	Utility - Water/Sewer/Hydrant	TOTAL	11500.00	11500.00
			\$11,500.00	\$11,500.00
240	Repair/Maint - Buildings All repair and maintenance of park structures, fountains, paint, plumbing, electrical and carpentry supplies, including Memorial Building.	TOTAL	18000.00	18000.00
			\$18,000.00	\$18,000.00
243	Repair/Maint - Specialized Equipment Includes repair and maintenance of playground equipment, benches, tables, radios, chainsaws, push-mowers, weed eaters, etc. Street Department mechanics perform repairs.	TOTAL	2500.00	2500.00
			\$2,500.00	\$2,500.00
244	Repair/Maint - Small Projects Noteworthy "target hardening" projects include installing auto locking doors at Smith Park and additional lighting at Hart Park shelter and Memorial Building.	TOTAL	3000.00	3000.00
			\$3,000.00	\$3,000.00
291	Other Services - Printing Boat launch envelopes, stickers, etc.	TOTAL	2200.00	2200.00
			\$2,200.00	\$2,200.00
295	Other Services - Vehicle/Equip Rental Equipment replacement and usage charges from City Equipment Replacement Program.	TOTAL	122000.00	122000.00
			\$122,000.00	\$122,000.00
300	Supplies - Department Includes flowers, dirt, signs, woodchips, concrete, lumber, and other landscape supplies. Includes funds to continue conversion to low maintenance rubberized or similar soft playground surfacing.	TOTAL	30000.00	30000.00
			\$30,000.00	\$30,000.00
310	Supplies - Office	TOTAL	400.00	400.00
			\$400.00	\$400.00
311	Supplies - Postage	TOTAL	75.00	75.00

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

		BUDGET NAME	PREPARED BY
		Parks Department	Brian Tunge Robert Huss
		BUDGET NUMBER	DATE
		000-55202-000	9/13/2007
		TOTAL	\$75.00
313	Supplies - Housekeeping		
	Cleaning supplies - soaps, cleansers, mops, brooms, paper towels, and tissue.	4300.00	4300.00
		TOTAL	\$4,300.00
315	Supplies - Tools & Equip		
	Hand and power tools, also covers the cost of uniforms and foul weather gear for full-time maintenance staff, park technician's tool allowance, and any increases per union contract. Noteworthy item in this budget includes \$5,000 for a utility trailer.	9000.00	9000.00
		TOTAL	\$9,000.00
320	Dues/Memberships/Licenses		
	Includes WPRA Membership and other licenses.	225.00	525.00
	\$300 for a "Park Fifty" program which would provide a reward to anyone providing useful information to the police about park vandalism. Part of Crimestoppers program.		
		TOTAL	\$525.00
331	Travel Expense - Mileage		
		50.00	50.00
		TOTAL	\$50.00
337	Training - Registrations		
	WPRA Conference: \$250	800.00	800.00
	Summer Park Tour: \$150		
	Misc. Schooling and Staff Training: \$400		
		TOTAL	\$800.00
338	Training - Lodging/Meals		
	Usually related to training in sub-account 337	150.00	150.00
		TOTAL	\$150.00
339	Training - Other Expenses		
		50.00	50.00
		TOTAL	\$50.00
513	Insurance - Property		
		3900.00	3900.00
		TOTAL	\$3,900.00

CITY OF MENASHA		BUDGET NAME	PREPARED BY
2008 BUDGET DETAIL - CAPITAL		Parks Department	Brian Tungate Robert Huss
		BUDGET NUMBER	DATE
		000-55202-000	10/10/2007
CAPITAL (DETAIL EACH REQUEST (SUB ACCOUNT # 991)		DEPT HEAD REQUEST	MAYOR RECOMMEND
2008 Projects			
Mill and repave Jefferson Park east boat launch parking lot (very poor condition).		28000.00	28000.00
Repair cracks (using cost effective Armor Crack Repair system) and resurface four tennis courts at Pleasants Park. \$22,000 from 2007 budget will be added to this amount to fund the project.		24000.00	24000.00
TOTAL		\$52,000.00	\$52,000.00
TOTAL CAPITAL & REQUEST/RECOMMEND		\$52,000.00	\$52,000.00

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	General Fund	BUDGET NAME	Swimming Pool	PREPARED BY	Brian Tungate
FUNCTION	Culture and Recreation	BUDGET NUMBER	000-55203-000	DATE	9/17/2007

PROGRAM - BUDGET RESPONSIBILITIES

The goal of the Municipal Swimming Pool continues to be to provide safe, affordable and enjoyable aquatic recreation and swim instruction to the residents of the community. Warm temperatures always equate to a better bottom line at the pool. Adequate funding must continue to be allocated to keep this valuable community asset in good working order.

2007 PROGRAM - BUDGET ACCOMPLISHMENTS

Pool Number Comparison	2006	2007
Family Passes	227	292
Limited Use Passes	68	66
Adult Morning Swim Passes	21	22
Swimming Lesson Enrollment	626	641
Attendance	24,321	25,222

-New Pool Manager was hired. Mock emergency drill on August 1 was a valuable learning experience.

2008 PROGRAM - BUDGET FUNDING REQUEST

-Park Board passed a motion placing special emphasis on finishing the blue trim painting at the pool.

-Sandblast and repaint pool tank in the fall.

-Order nine (9) pool lounge chairs per patron requests.

2008 PROGRAM - BUDGET OBJECTIVES

-Study the ROI of reconstructing the current building and expanding concession operation.

-Distribute final written report from pool consultant to Common Council.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
Seasonal Part-Time Staff	3.43	3.43
TOTAL	3.43	3.43

CITY OF MENASHA

2008 BUDGET DETAIL - EXPENSES

CITY OF MENASHA			
2008 BUDGET DETAIL - EXPENSES			
BUDGET NAME		PREPARED BY	
Swimming Pool		Brian Tungate	
BUDGET NUMBER		DATE	
000-55203-000		9/13/2007	
SUB ACCT #	SUB ACCOUNT DETAIL	DEPT HEAD REQUEST	MAYOR RECOMMEND
120	Wages - Straight Time Includes wages for seasonal staff - (1) Pool Manager: \$7,400 (2) Assistant Managers: \$10,096 (6) Instructors/Guards: \$22,590 (6) Lifeguards: \$19,242 (8) Attendant/Cashiers: \$16,976 (3) Concession Workers: \$5,664	31968.00	31968.00
155	Employer Contrib - FICA		
161	Employer Contrib - Work Comp	3106.00	3106.00
204	Contract Svcs - Mechanical Systems	2500.00	2500.00
221	Utility -Telephone Services Office and chemical building lines changed.	740.00	740.00
223	Utility - Electricity	8800.00	8800.00
224	Utility - Heat To maintain a comfortable water temperature. Can vary considerably with outside temperatures.	17500.00	17500.00
225	Utility - Water/Sewer/Hydrant Can vary due to water loss.	13500.00	13500.00
240	Repair/Maint - Buildings Funds earmarked for things like painting, replacing pool tiles and light repair.	5700.00	5700.00
	TOTAL	\$5,700.00	\$5,700.00

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

		BUDGET NAME	PREPARED BY
		Swimming Pool	Brian Tungate
		BUDGET NUMBER	DATE
		000-55203-000	9/13/2007
243	Repair/Maint - Specialized Equipment		
	Include repair of all equipment required for pool operation including a new front pump.	5000.00	5000.00
	TOTAL	\$5,000.00	\$5,000.00
291	Other Services - Printing	200.00	200.00
	Season passes, receipt books, timcards and flyers.	\$200.00	\$200.00
	TOTAL		
293	Other Services - Advertising	200.00	200.00
	TOTAL	\$200.00	\$200.00
300	Supplies - Department		
	Includes purchase of calcium hypochlorite (Cal-Hypo), muratic acid and other pool chemicals.	18800.00	18800.00
	TOTAL	\$18,800.00	\$18,800.00
310	Supplies - Office		
	Lesson supplies, staff uniforms, first-aid equipment and various office supplies.	3600.00	3600.00
	TOTAL	\$3,600.00	\$3,600.00
313	Supplies - Housekeeping		
	Cleaning supplies, toilet and hand tissue, soap, brooms, mops, feminine hygiene products.	1800.00	1800.00
	TOTAL	\$1,800.00	\$1,800.00
315	Supplies - Tools & Equip		
	9 lounge chairs: \$2,250 and other bathhouse/deck equipment.	2750.00	2750.00
	TOTAL	\$2,750.00	\$2,750.00
317	Supplies - Concessions		
	Concessions purchased for resale.	13500.00	13500.00
	TOTAL	\$13,500.00	\$13,500.00
320	Dues/Memberships/Licenses		
	State Emergency Response, Food Permit, Restaurant Licence Fees, Sam's Club Memberships.	650.00	650.00
	TOTAL	\$650.00	\$650.00
337	Training - Registrations		
	WSI, PRO-CPR, Aquatic Facility (AFO), certifications costs.	350.00	350.00
	TOTAL	\$350.00	\$350.00
338	Training - Lodging/Meals		

**CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES**

		BUDGET NAME	PREPARED BY
		Swimming Pool	Brian Tungate
		BUDGET NUMBER	DATE
		000-55203-000	9/13/2007
Costs usually related to subaccount 337. Includes \$150 for instructor and staff appreciation functions (food included).			
513	Insurance - Property	TOTAL	250.00
			\$250.00
822	Capital Projects - Construction	TOTAL	1680.00
	Sandblast, spot concrete repair and paint main pool and small slide plunge pool tank.		\$1,680.00
			25000.00
		TOTAL	\$25,000.00
			\$25,000.00

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS

FUND	General Fund	BUDGET NAME	Heckrodt Wetland Rese	PREPARED BY	Brian Tungate
FUNCTION	Culture and Recreation	BUDGET NUMBER	000-55209-000	DATE	9/13/2007

PROGRAM - BUDGET RESPONSIBILITIES

The City will support the Reserve operation by making a lump sum funding contribution to HWR, Inc. HWR land and buildings are owned by the City, but operated by a non-profit organization (HWR, Inc.).

2008 PROGRAM - BUDGET FUNDING REQUEST

TOTAL ALLOCATION DIRECTLY TO HWR, INC : \$8,800. Amount has remained unchanged for eight years.

2008 PROGRAM - BUDGET OBJECTIVES

-Continue to work cooperatively with Reserve staff whenever possible.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING	POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
TAXES	\$0.00	\$0.00	Park Caretaker	0.00	0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.00	0.00

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
General Fund	Forestry	Brian Tungate Robert Huss
FUNCTION	BUDGET NUMBER	DATE
Conservation and Deve	000-56101-000	9/13/2007

PROGRAM - BUDGET RESPONSIBILITIES

The services provided in this account include care of the City's urban forest, which is located primarily in parks, terraces and street right-of-ways. This care includes pruning and removal of existing trees, as well as for the purchase of trees for annual tree planting. The majority of this account is for contracted tree services in an effort to address the public trees on a yearly interval.

2007 PROGRAM - BUDGET ACCOMPLISHMENTS

-Recognized by the National Arbor Day Foundation as a "Tree City USA" for the twenty-fourth consecutive year. Arbor Day program held at Heckrodt Wetland Reserve.
-Free terrace tree planting program conducted in District 1 & 2 in 2007.

2008 PROGRAM - BUDGET FUNDING REQUEST

TIF #9 has funds available to plant trees on Natures Way.

2008 PROGRAM - BUDGET OBJECTIVES

-Continue free residential terrace tree program in District 5 & 6.
-In cooperation with the Community Development Department, the target planting area will be Appleton Road corridor near Shopko.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING	POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
TAXES	\$0.00	\$0.00	Park Caretaker (3)	0.30	0.30
SPECIAL ASSESSMENTS	\$0.00	\$0.00			
INTERGOV REVENUE	\$0.00	\$0.00			
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.30	0.30

CITY OF MENASHA				BUDGET NAME		PREPARED BY	
2008 BUDGET DETAIL - EXPENSES				Forestry		Brian Tungate Robert Huss	
				BUDGET NUMBER		DATE	
				000-56101-000		9/13/2007	
SUB ACCT #		SUB ACCOUNT DETAIL		DEPT HEAD REQUEST		MAYOR RECOMMEND	
120		Wages - Straight Time 10% of 3 Park Caretakers	TOTAL	13325.00 \$13,325.00		13325.00 \$13,325.00	
151		Employer Contrib - Health	TOTAL	4718.00 \$4,718.00		4718.00 \$4,718.00	
152		Employer Contrib - Life	TOTAL	30.00 \$30.00		30.00 \$30.00	
153		Employer Contrib - Dental	TOTAL	262.00 \$262.00		262.00 \$262.00	
154		Employer Contrib - Retirement	TOTAL	1403.00 \$1,403.00		1403.00 \$1,403.00	
155		Employer Contrib - FICA	TOTAL	1013.00 \$1,013.00		1013.00 \$1,013.00	
157		Employer Contrib - Vision	TOTAL	56.00 \$56.00		56.00 \$56.00	
161		Employer Contrib - Work Comp	TOTAL	491.00 \$491.00		491.00 \$491.00	
206		Contract Svcs - Lawn Care Tree trimming contract and stump removal. Some contracted tree planting is anticipated to meet planting goals.	TOTAL	14700.00 \$14,700.00		14700.00 \$14,700.00	
295		Other Services - Vehicle/Equip Rental	TOTAL	4400.00 \$4,400.00		4400.00 \$4,400.00	
300		Supplies - Department	TOTAL				

CITY OF MENASHA

2008 BUDGET DETAIL - EXPENSES

		BUDGET NAME	PREPARED BY
		Forestry	Brian Tungate Robert Huss
		BUDGET NUMBER	DATE
		000-56101-000	9/13/2007
Street and park tree purchase, includes money for other planting supplies such as dirt and mulch. Includes funds for District and identified street tree planting program.			9000.00
		TOTAL	\$9,000.00
513	Insurance - Property		10.00
		TOTAL	\$10.00
			9000.00
			\$9,000.00
			10.00
			\$10.00

CITY OF MENASHA

2008 PROGRAM REQUEST - OPERATIONS BUDGET PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
Marina Fund	Marina Operations	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	007-55205-000	9/13/2007

PROGRAM - BUDGET RESPONSIBILITIES

This budget provides for operation of the Menasha Marina. Primary expenditures in the budget are for contractual management services and gasoline purchased for resale.

2007 PROGRAM - BUDGET ACCOMPLISHMENTS

-Harbormaster Diane Schabach continues to run a successful operation. Her nautical gift shop continues to be popular.
-Park crew completed re-decking and replaced floats on the west end main pier.

2008 PROGRAM - BUDGET FUNDING REQUEST

Re-decking and replacing floats on the long center pier scheduled for 2009.

2008 PROGRAM - BUDGET OBJECTIVES

-Address several maintenance concerns including but not limited to raising several electric bases, restain the Harborhouse and paint the shower rooms.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING	POSITION TITLE	2007 # OF FTE'S	2008 # OF FTE'S
TAXES	\$0.00	\$0.00	Facility/Pool Tech.	0.10	0.10
SPECIAL ASSESSMENTS	\$0.00	\$0.00	Park Tech.	0.10	0.10
INTERGOV REVENUE	\$0.00	\$0.00	Park Caretaker	0.00	0.10
LICENSES & PERMITS	\$0.00	\$0.00			
FINES & FORFEITS	\$0.00	\$0.00			
PUBLIC CHARGES	\$0.00	\$0.00			
MISCELLANEOUS	\$0.00	\$0.00			
TOTAL	\$0.00	\$0.00	TOTAL	0.20	0.30

CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES

CITY OF MENASHA			
2008 BUDGET DETAIL - EXPENSES			
BUDGET NAME		PREPARED BY	
Marina Operations		Brian Tungate	
BUDGET NUMBER		DATE	
007-55205-000		9/13/2007	
SUB ACCT #	SUB ACCOUNT DETAIL	DEPT HEAD REQUEST	MAYOR RECOMMEND
120	Wages - Straight Time	13543.00	13543.00
	10% of Facilities/Pool Technician		
	20% Park Caretaker		
	TOTAL	\$13,543.00	\$13,543.00
121	Wages - Overtime/Doubletime	300.00	300.00
	TOTAL	\$300.00	\$300.00
151	Employer Contrib - Health	4718.00	4718.00
	TOTAL	\$4,718.00	\$4,718.00
152	Employer Contrib - Life	40.00	40.00
	TOTAL	\$40.00	\$40.00
153	Employer Contrib - Dental	308.00	308.00
	TOTAL	\$308.00	\$308.00
154	Employer Contrib - Retirement	1436.00	1436.00
	TOTAL	\$1,436.00	\$1,436.00
155	Employer Contrib - FICA	1036.00	1036.00
	TOTAL	\$1,036.00	\$1,036.00
157	Employer Contrib - Vision	44.00	44.00
	TOTAL	\$44.00	\$44.00
161	Employer Contrib - Work Comp	502.00	502.00
	TOTAL	\$502.00	\$502.00
216	Professional Svcs - Management	44400.00	44400.00
	Harbormaster Contract	\$44,400.00	\$44,400.00

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**CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES**

		BUDGET NAME	PREPARED BY
		Marina Operations	Brian Tungate
	BUDGET NUMBER	DATE	
	007-55205-000	9/13/2007	
223	Utility - Electricity		
	Electrical service charge at the Marina including Harbormaster's office and all pedestals.	9200.00	9200.00
	TOTAL	\$9,200.00	\$9,200.00
224	Utility - Heat		
	Gas hot water heater.	725.00	725.00
	TOTAL	\$725.00	\$725.00
225	Utility - Water/Sewer/Hydrant		
	Water service charges.	2200.00	2200.00
	TOTAL	\$2,200.00	\$2,200.00
240	Repair/Maint - Buildings		
	All electrical, plumbing and related repairs to Harborhouse and docks.	3600.00	3600.00
	TOTAL	\$3,600.00	\$3,600.00
242	Repair/Maint - Tools and Equipment		
	All hand tools and marina equipment including skimmers, pumps, wastebaskets, tables, chairs, signs, etc.	300.00	300.00
	TOTAL	\$300.00	\$300.00
291	Other Services - Printing		
	Stationery, envelopes, slip renter agreements, parking permits, etc.	700.00	700.00
	TOTAL	\$700.00	\$700.00
293	Other Services - Advertising		
	Periodic advertising in local or regional visitor publications.	500.00	500.00
	TOTAL	\$500.00	\$500.00
295	Other Services - Vehicle/Equip Rental		
		5000.00	5000.00
	TOTAL	\$5,000.00	\$5,000.00
300	Supplies - Department		
	Keys and misc. office supplies.	2300.00	2300.00
	TOTAL	\$2,300.00	\$2,300.00
311	Supplies - Postage		
	Periodic mailings to seasonal renters.	800.00	800.00
	TOTAL	\$800.00	\$800.00
313	Supplies - Housekeeping		

**CITY OF MENASHA
2008 BUDGET DETAIL - EXPENSES**

		BUDGET NAME	PREPARED BY
		Marina Operations	Brian Tungate
		BUDGET NUMBER	DATE
		007-55205-000	9/13/2007
	Hand soap, mops, brooms, paper towels, disinfectant and other cleaning supplies.		500.00
		TOTAL	\$500.00
320	Dues/Memberships/Licenses		
	Gas tank and line tightness testing and State Emergency Response fees.		500.00
		TOTAL	\$500.00
381	Motorized Equipment-Fuel		
	Gasoline purchased for resale, average approximately .30 per gallon profit anticipated on 39,000 gallons estimated @ \$2.99 (2007 season average).		116962.00
		TOTAL	\$116,962.00
513	Insurance - Property		
		TOTAL	130.00
			\$130.00

CITY OF MENASHA
2008 PROGRAM REQUEST - OPERATIONS BUDGET
PROGRAM COMMENTS

FUND	BUDGET NAME	PREPARED BY
Park Develop Fund	Parks Department	Brian Tungate
FUNCTION	BUDGET NUMBER	DATE
Culture and Recreation	009-55202-000	9/14/2007
2007 PROGRAM - BUDGET ACCOMPLISHMENTS		

PROGRAM - BUDGET RESPONSIBILITIES

Funds to be used for insuring that adequate parks, trails, open spaces and sites are properly located and preserved. Funds may also be used for planning and development of new parks and recreation facilities.

2008 PROGRAM - BUDGET FUNDING REQUEST

Spending from this non-levy account is challenging to budget for because of project unpredictability. Possible spending from this account estimated at \$29,000

Mayor - earmarked \$7,500 to go towards park development on the city's far east side.

As of September 2007, approximately \$75,000 was in this account.

2008 PROGRAM - BUDGET OBJECTIVES

-Funding may be needed for land acquisition for continuation of the Province Terrace trail south of Plank Road (connection to convenience store at corner of Oneida and STH 114). TIF #9 funding is also an option for the trail.

-An engineering/design service proposed for the entire Gilbert site, including conceptual park, development plans, will be brought forward. TIF #11 funding is the primary option for funding park planning/engineering services.

FUNDING SOURCES	2007 FUNDING	2008 FUNDING
TAXES	\$0.00	\$0.00
SPECIAL ASSESSMENTS	\$0.00	\$0.00
INTERGOV REVENUE	\$0.00	\$0.00
LICENSES & PERMITS	\$0.00	\$0.00
FINES & FORFEITS	\$0.00	\$0.00
PUBLIC CHARGES	\$0.00	\$0.00
MISCELLANEOUS	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00



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

Sept. 11-14

Group Name or Sponsor of Event: Theda Care Date of Event: Sept. 13, 08
Event Coordinator: Julie Pollnow Daytime Telephone: 214-2742
Address: 1715 Hunters Glen Dr. Home Telephone: _____
Time of Event: From 1:00 to 10:30P Group Size: 2500 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 <input checked="" type="checkbox"/> East Shelter <input checked="" type="checkbox"/> Launch Shelter <input checked="" type="checkbox"/> Pool <input checked="" type="checkbox"/> Picnic Area # <u>AY</u> Diamond(s) <u>EAST MOUNT BE FOR FIREWORKS</u>	Memorial Building (pre-wedding ceremony only) Start Time: _____ End Time: _____
Smith Pavilion _____ Kitchen _____ Wedding/Garden (100 benches available) Diamond/Field _____ <u>Come to Park Board on 7/14 with map, etc.</u>	
Hart Shelter _____ Diamond/Field _____	Cloviss Shelter _____ Diamond/Field _____
Koslo Shelter _____ Diamond/Field _____	Pleasants Diamond/Field _____
Barker Farm Shelter _____ Diamond/Field _____	Shepard Diamond/Field _____
	Curtis Reed Square

Office Notes:

Possible tents up from Seafestfest - Week Sept. 8-12th. - Reserve areas (pavilion?). Julie wants someone from Theda to sign for beer permit section on form. They will be selling alcohol - explained permit would need to be issued through city clerk. Call clerk to discuss fees. KH 2/20/08.

OFFICE USE ONLY

Facility Fee: \$ 620.00 position, shelters picnic area
User Fee: 256.00
Area Fee: \$ 480.00
Beer Permit: \$ 4.00
Total: \$ 1360.00
Receipt # _____
Permit # 1918

HOLD HARMLESS AGREEMENT

I, Julie Pollnow, agree and bind Theda Care
(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 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: Julie A Pollnow

Date: 2/22/08

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) _____ DOB: _____
Last First M.I.

Address: _____ Phone: _____

Area that beer and/or wine can be consumed: _____

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)	20.00	20.00
<i>(Jefferson East/West Diamonds only)</i>		
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

* 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).

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



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: R+R Softball Date of Event: 8/8/08 - 8/10/08
Event Coordinator: Kathy Bayer Daytime Telephone: (920) 722-6393
Address: 1703 Park Rd Home Telephone: (920) 722-6393

Time of Event: From Fri 6pm to Sun Group Size: _____ 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 X Yes (Fill out permit below - see #5, page 3)

Do you plan to sell beer or wine? _____ No X Yes (You will need more than a Beer Permit, see #6, page 3)

Certificate of Insurance needed? _____ No X Yes (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? X No _____ Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? X No _____ Yes (See #12, page 3) Describe: _____

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

Building Keys Needed? _____ No X 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 Kitchen West Shelter <u>East Shelter</u> Launch Shelter Pool Picnic Area # _____ Diamond(s) <u>South + East</u>	
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: _____

Invoice after event.

Called 6/26 left message about attending
meeting - Menasha need for non-profit
group, insurance and beer license

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # 1935

HOLD HARMLESS AGREEMENT

I, Kathleen A. Bayer, agree and bind R+R SoftBall
(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 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: Kathleen A. Bayer

Date: 6-18-08

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) Bayer Kathleen
Last First

DOB: 7-27-60

Address: 1703 Plank Rd

Phone: (920) 722-6393

Area that beer and/or wine can be consumed: East Shelter

Signature: Kathleen A. Bayer

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
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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
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour With Lights 20.00/hour	12.00/hour 20.00/hour
Softball Diamonds	Without Lights 8.00/hour With Lights 15.00/hour	8.00/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).