

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**

July 22, 2009

3:15 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the July 13, 2009 Park Board Meeting \(to be received\)](#)
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
 - Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1.
- F. DISCUSSION
 - 1. None
- G. ACTION ITEMS
 - 1. [R & R Softball Tournament – August 7, 8, 9, 2009 – Jefferson Park – Katie Beyer](#)
- H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA
 - Five (5) minute time limit for each person
- I. ADJOURNMENT

CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, City Hall – 140 Main Street
July 13, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Vice Chr. T. Konetzke at 6:05 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker, Ald. Jason Pamenter and Mary Francis

MEMBERS EXCUSED: None

OTHERS PRESENT: Dan Rippl – Seafood Fest, Mayor Don Merkes, Wa Meng Lee and David Popke – Student Visitors, PRD Tungate, PS Maas

C. MINTUES TO APPROVE

1. Introduction of New Park Superintendent, Vince Maas

Vince Maas was introduced as the new Superintendent of Parks, Forestry and Cemeteries.

2. Minutes to Approve:

The following revisions to the June 8, 2009 meeting were made: Meeting called to order at 6:00 PM, G. Korth moved and N. Barker seconded the motion to approve the May 11, 2009 minutes, this motion carried unanimously, meeting time ended at 6:45 PM. A motion was made by G. Korth, seconded by N. Barker to approve the revised minutes for June 8, 2009. Motion carried 6-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Park Project and Vandalism Report – PS Maas

PS Maas gave a report on the park projects and vandalism. Pool is functioning well mechanically, tuck pointing and some minor block repair work will be occurring at the Smith Park pavilion, second 441/Calder sign was installed. It is hoped that the Jefferson Park shoreline repair work can be done before the Otto Grunski festival, cap stone repair work being done along the Riverwalk. Some large oak tree limbs and dying trees should be removed from Smith Park. PS Maas will bring back a recommendation. One vandalism incident at Hart Park was reported. Estimated value was \$355.40. G. Korth suggested some trimming of shrubbery north of the Smith Park pavilion before repair work is undertaken.

2. Hart Park Report from Police Department

The Board reviewed written comments by CPO Jeff Jorgenson about recent calls for service at Hart Park. General comments included: taking down one hoop may be a good incremental step towards helping the situation, hiring older attendants is a good idea, the people watching the basketball games (not usually the players) may be part of the problem, talking with Stan Sevenich prior to taking any action is a good idea, current group of attendants have been less effective than in past years, having the PD hire or become more involved with the attendant program was suggested, PD has used some directed patrol at Hart Park, use of K-9 unit was effective at the park, but there appears to be a scheduling shift issue with using the K-9 unit when it's busy at Hart Park. After a lengthy discussion it was suggested that an ad-hoc committee be appointed by the Mayor to explore multiple ideas towards solving the problems at Hart Park. Mayor Merkes was agreeable to this.

F. DISCUSSION ITEMS

1. Jefferson Park East Parking Lot

The condition of the Jefferson Park east parking lot was discussed. Some work was done in 2008, however, the Board is concerned with the condition of the lot. PRD Tungate will look into the possibility of city crews patching the worst sections along with some other areas they are already planning to do.

2. 2010 Parks and Recreation Budget – 2009 Budget Attached

Copies of the 2009 budget were distributed. Some potential revenue ideas were discussed. The Board will discuss the 2010 budget at their August meeting.

3. Maintenance of Smith Park Burial Mounds – N. Barker

Smith Park burial mounds were discussed. The Park Caretaker will go back to keeping the grass on the mounds a little longer so they are easier to identify.

4. Tree Health – Chr. D. Sturm

D. Sturm committed on the condition of 10-12 ash trees in Jefferson Park. PS Maas stated that ash trees are susceptible to sporadic die back and the Park Crew will look into trimming the dead limbs.

5. Board Member Items for the August Meeting at Hart Park

Items for the August meeting are requested by Board Members:

- N. Barker – report of alcohol consumption and several dogs at Smith Park during the July 4, 2009 fireworks, boats and dog shows in city parks
- D. Sturm – vending in the parks, Park Department's thoughts on how the July 4th celebration ran in Jefferson Park and any suggestions for improvement
- Ald. J. Pamenter – remedy for mud hole near trail at Jefferson Park pavilion, painting interior of Jefferson Park pavilion
- G. Korth – asked PS Maas to report on larger park maintenance projects scheduled for the rest of the year

G. ACTION ITEMS

1. Consider Action to Help Alleviate Problems at Hart Park

No action taken.

2. Seafood Fest – September 11-12, 2009 – Jefferson Park – Dan Rippl

Dan Rippl, described this year's event. Inflatable games may be placed on the west diamond, this year the proceeds, estimated at between \$10,000-\$15,000, will go towards lighting and trail enhancements on the segment on the west side of the Heckrodt Wetland Reserve. Organizers also have an improved recycling plan in place. Moved by N. Barker, seconded by G. Korth to approve the Seafood Fest event on September 11-12, 2009 in Jefferson Park. Motion carried 7-0.

3. R & R Tournament – August 7, 8, 9, 2009 – Jefferson Park – Kathy Beyer (to be received)

No action taken, but Park Board is willing to set a special meeting if necessary to accommodate the R & R Softball tournament.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. No one spoke.

I. ADJOURNMENT

Moved by Ald. J. Pamenter, seconded by G. Korth to adjourn at 8:05 PM. Motion carried 7-0.



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

RECEIVED

JUL 17 2009

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: L+R Softball Date of Event: Aug 7-9th
Event Coordinator: Katie Bayer Daytime Telephone: 830-0464
Address: 1703 Plank Rd Home Telephone: 722-6393
Time of Event: From 7am to 11pm 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 ☒ 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)
Do you plan to sell food to the public? _____ No ☒ Yes (You will need a Temporary Food Permit, see #13, 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: _____
Do you plan to set up tent(s) for the event? ☒ No _____ Yes (See #9, page 3)
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 - see #10, page 3)

Facility

(circle all that apply)

Jefferson

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool
Picnic Area # _____ Diamond(s) East + South Diamonds

Smith

Pavilion Kitchen Wedding/Garden (80 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

Office Notes:

7-17-09 Received. (KH)
DISCOUNT Beer and tournament
Power card - got from City
Non-profit org.? 3:15 3rd floor
7-22-09

OFFICE USE ONLY

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

HOLD HARMLESS AGREEMENT

I, Katie Bayer, agree and bind Youth Sports
(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 Ann Bayer Date: 7-17-09

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 Ann DOB: 7/27/60
Address: 1703 Park Rd First M.I. 732-6393
Area that beer and/or wine can be consumed: East + South Diamonds
Signature: Kathleen A. Bayer
Permittee has read list of City ordinances pertaining to alcohol ☐ Yes Dept. Initials _____

2009 PARK FACILITY RENTAL

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

	Pavilion/Shelter Fees	Resident	Non-Resident
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 Area #3 & #5 with electric		20.00	40.00
Wedding		User Fee Only	User Fee Only
Pool Rental (1 hour)		110.00	110.00
Smith Park			
Pavilion		50.00	75.00
Kitchen*		30.00	50.00
Wedding Set-Up**		100.00	145.00
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
Tent Permit (when Diggers Hotline is called)		10.00	12.00
Amplifier w/microphone (per event/season)		20.00	20.00
(Jefferson East/West Diamonds only)			
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	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 (967-3642).

2009 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