

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
Hart Park Shelter
700 Seventh Street, Menasha**

August 10, 2009

6:00 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](#)
2. [Minutes of the July 22, 2009 Park Board Meeting](#)

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Park Project and Vandalism Update – PS Maas
2. Large Park Projects Remaining for 2009 – PS Maas
3. Recreation Program Update – PRD Tungate

F. DISCUSSION

1. 2010 Parks and Recreation Budget
2. Future of the Menasha Swimming Pool
3. Status on User Behavior at Hart Park
4. Update on New Joint East Side Park
5. Update on Gilbert Site Redevelopment
6. [Vending/Sponsorships in City Parks – Chr. D. Sturm](#)
7. Painting Interior of the Jefferson Park Pavilion and Mud Holes South of Pavilion – Ald. J. Pamenter
8. Alcohol and Dogs in Smith Park – July 4 – N. Barker
9. Frisbee Golf in Smith Park – R. Suttner
10. [Reinstating Sunday Morning Swim](#)

G. ACTION ITEMS

1. [ThedaCare Picnic – September 17-20, 2009 – Jefferson Park](#)
2. Hart Park Well

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. MINUTES 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 a 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 appear to be a scheduling shift issue with using the K-9 unit when its 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.

CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, City Hall – 140 Main Street
July 22, 2009
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Vice Chr. T. Konetzke at 3:19 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: George Korth, Tom Konetzke, Nancy Barker and Chr. Dick Sturm

MEMBERS EXCUSED: Ald. Jason Pamenter, Ron Suttner and Mary Francis

OTHERS PRESENT: PRD Tungate and Katie Beyer – R & R Bar

C. MINTUES TO APPROVE

1. **Minutes of the July 13, 2009 Park Board Meeting**

Approval of the minutes for July 13, 2009 meeting was held until August 10, 2009.

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. **None**

F. DISCUSSION ITEMS

1. **None**

G. ACTION ITEMS

1. **R & R Softball Tournament – August 7, 8, 9, 2009 – Jefferson Park – Katie Beyer**
Katie Beyer, representing the R & R softball tournament, was present. She indicated she will stop by to get an electric panel the Friday before the event. Menasha Youth Sports is the non-profit organization sponsoring the event. Moved by N. Barker, seconded by G. Korth to approve the R & R Softball Tournament on August 7-9, 2009 in Jefferson Park. Motion carried 4-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. G. Korth suggested a no motor vehicle sign on the trail by Melissa and Plank Road.
2. N. Barker asked about use of wedding reserved parking signs.

I. ADJOURNMENT

Moved by N. Barker, seconded by G. Korth to adjourn at 3:50 PM. Motion carried 4-0.

northerly direction to where the western extremities of the property line meet the water's edge.

- (c) **BUOYS TO BE INSTALLED.** The Parks and Recreation Department is charged with the installation and obtaining of said buoys according to Wisconsin Department of Natural Resources specifications.

SEC. 12-1-9 ANIMALS IN PARKS.

- (a) Under no condition shall the owner of any animal be allowed to have such animal in the parks with or without a leash with the following exceptions:
 - (1) Animals in an enclosed motor vehicle.
 - (2) Animals specifically trained to assist the disabled.
- (b) Nothing in this Section shall prohibit the sponsorship of pet or hobby shows, dog obedience schools and animal shows with permission from the Parks and Recreation Board.

SEC. 12-1-10 AMPLIFYING SYSTEMS AND DEVICES REGULATED.

No voice or music amplifying system shall be permitted in any of the parks without a permit from the Parks and Recreation Director. Where the Parks and Recreation Director has issued a permit for any group or sports activity this shall include the use of any music or voice amplifying equipment. Amplifier volume must be controlled so that the sound is not objectionable beyond the confines of the park. Sound systems must be tuned not to be heard beyond a distance of 20 feet from the source, including those contained in motor vehicles.

SEC. 12-1-11 ALCOHOLIC BEVERAGES IN CITY PARKS.

- (a) **PROHIBITED HOURS.** No alcoholic beverages shall be brought into the parks of the City of Menasha or consumed between the hours of 11:00 p.m. and 7:00 a.m. Use and consumption of alcoholic beverages at other times shall be governed by the provisions of Section 11-5-1(b) of this Code of Ordinances.
- (b) **USE OF ALCOHOLIC BEVERAGES PROHIBITED AT SMITH PARK.** The use, vending, and consumption of any beverage containing alcohol is hereby prohibited in Smith Park and the buildings thereon.

Cross-Reference: Section 11-5-1(b).

SEC. 12-1-12 SELLING OF MERCHANDISE IN PARKS AND PUBLIC GROUNDS.

- (a) **SALES PROHIBITED.** No merchandise, food or other concessions may be sold by individuals or non-profit organizations for profit in City parks.

- (b) **SALES PERMITTED.** All organizations which desire to sell food, merchandise or concessions to carry on their non-profit programs in City parks must first display to the satisfaction of the Director of Parks and Recreation evidence that such organization has received a tax-exempt status from the Wisconsin Department of Revenue.
- (c) **RULES AND REGULATIONS.** Times and areas to be served, as well as the types of merchandise to be sold, shall be as determined by the Parks and Recreation Board and then by a permit only. The Parks and Recreation Board is directed to enact any and all reasonable rules and regulations to carry out the intent of this Section.
- (d) **EXCEPTIONS.** This Section shall not apply to the selling of fermented malt beverages in the parks in the City of Menasha where a license has been granted by the Common Council. Such license shall imply the selling of food and merchandise usually associated with the selling of non-alcoholic beverages, food by a non-profit organization having a tax-exempt status. This Section shall not apply when the Mayor permits the same by issuing a proclamation in regard to events of a community-wide interest that do not involve the sale or serving of alcoholic beverages.
- (e) **FEES.** Fees for the permits described above shall be recommended by the Parks and Recreation Board from time to time to the Common Council.

SEC. 12-1-13 MENASHA SKATE PARK AT HART PARK.

- (a) Only non-motorized wheeled equipment permissible for use at Menasha Skate Park at Hart Park shall include:
 - (1) skateboards
 - (2) bicycle
 - (3) in-line skates/roller blades
 - (4) roller skates
 - (5) roller shoes
- (b) Smoking shall be prohibited within five yards of the concrete of the skate deck

SEC. 12-1-14 TRAILS.

- (a) All rules and regulations contained in Sec. 12-1-1 through Sec. 12-1-13 shall apply to all trails.
- (b) Sec. 12-1-14 (a) shall not apply to:
 - (1) Domestic animals on leashes are allowed on trails except where Friendship Trail proceeds through Jefferson Park.
 - (2) Skateboards, non-motorized scooters, roller blades, bicycles are permitted on any trail.
 - (3) All trail systems shall be open as posted.

To Brian Turgate & Park Board. The following people request that the pool hours be open Sunday mornings from 8:00 AM to 11:00 AM for adult swimming. Thank you. 2009-2010

7-13-09	Name	Address	Phone
	Charlotte Foth	1033 Brighton Dr. Menasha	722-7843
	Judy Moeau	858 Broad St Menasha -	
	Kathy Pats	512 Appleton St. menasha	8100420
	Connie Kanitz	516 Riverway Menasha	722-6438
	Kysshia Avelle	929 Ahrens Menasha	722-5181
	Michelle Jungbauer	410 First St #22 Neenah	722-7427
	Diane Pajel	20164 Shagbark Hickory Ln Menasha	733-8944
	Marie Hermus	3006 N Rankin St Appleton	738-6749
	ALLEGH HUBBARD	305 Cleveland St. MENASHA,	920 475 1527

	PATTI KONKOL	713 PARKVIEW MENASHA	722-4861
	Larry C. Bressler	1105 Maria Lane Menasha	722-7423
	Kathy Flatoff	1204 S. Carpenter St. Menasha	991-0369
	Mary Karsow	233 Winnebago Ave Menasha	722-0111
	Victor Clear	933 Lincoln St. Menasha	
	Mark Adema	936 6th St #101 Menasha	727-0402
	Jon McCarthy	742 ROOSEVELT ST, MENASHA	729-6176
	PEGGY BRINGMAN	428 FIFTH ST, NEENAH	722-6981
	Bill Neubert	1031 Brighton Dr.	4278279
	Julie Neubert	" "	" "
7-14	Mike Gitter	225 Lake Rd menasha	969-1701
	Peter Allen	409 Park Dr Neenah	727-9888
	Don Lotton	9027 N. OAKWOOD AVE NEENAH	
	Nikilyn Lotton	" "	" "
	Beth Ann Lotton	" "	" "
	Patti Christensen	957 Brighton Dr.	729-0033

No. _____

Date _____

John West 44227 Finelane 9 Menasha 8321086
Erin Culligan 642 Reed St. 725-1397

January 8, 2009

Ms. Kristy Hein
Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Dear Kristy,

Thanks so much for taking time to speak with me about the arrangements for the 2009 ThedaCare Hoedown at Jefferson Park on September.

I have enclosed the Park Facility Reservation Form and Beer Permit (completed to the best of my ability). Please feel free to contact me if you need any additional information at this time.

The schedule should be the same as last year:
Set up on September 17 and 18
All-day event on September 19
Tear down and cleanup on September 20

I will be your primary contact for this year. You can reach me by phone at 920-236-8030 or by e-mail at ldevillers@gofox.com.

I appreciate your help, and I very much look forward to working with you!

Thanks and best regards,

Laurie DeVillers
Fox Premier Meetings and Incentives

Kristi Heim

From: Kristi Heim
Sent: Monday, January 12, 2009 9:01 AM
To: Laurie DeVillers
Subject: Theda Care Form

Hi Laurie,

I have received the Park Reservation form and have placed a hold on the dates listed on the form. There is another form attached as there is a second page that was not attached. It contains the Hold Harmless Agreement and Beer Permit (For Consumption Only). If you could fill out those two areas and either mail it to me or fax (967-5272) it to me I will put it with your current form. Please contact me with any questions you may have on the attached form. I will let Brian know you have submitted your preliminary paperwork. You will need to contact him to set up any planning meetings (btungate@ci.menasha.wi.us or direct at 967-3641).

Please be aware that there may be other forms you will need to fill out with our City Clerk (refer to page 3 of the attached form).

Thanks and have a great week!

Kristi Heim
City of Menasha
Community Development Department - 967-3650
Parks and Recreation Department - 967-3640
kheim@ci.menasha.wi.us
www.cityofmenasha-wi.gov

*****As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.*****