

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**

May 10, 2010

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the April 12, 2010 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/YOUTH LIAISON OR CONSULTANTS
 - 1. Youth Liaison Report – Kirstyn Kennedy
 - 2. Park Project and Vandalism Report – PS Maas
 - 3. Upcoming Menasha Waterfront Renewal Forum – May 19, 6:30 PM, Menasha Library Company E Room
- F. DISCUSSION
 - 1. [Memorial Building Electrical Upgrades, Cost Estimates and Other Improvements – PS Maas](#)
 - 2. Update on Area Dog Park Efforts – N. Barker
 - 3. Regional Park Update – PRD Tungate
 - 4. Hart Park Security Update – PRD Tungate
- G. ACTION ITEMS
 - 1. [JazzFest to be Held September 4-5, 2010 in Jefferson Park – Jessica Boor](#)
 - 2. [Ordinance Relating to Temporarily Closure of Park Facilities – PRD Tungate](#)
 - 3. Upcoming Meeting Locations
- 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
Memorial Building – 640 Keyes Street, Menasha
April 12, 2010
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Joanne Roush, Ron Suttner, George Korth, Tom Konetzke, Nancy Barker and Lisa Hopwood,

MEMBERS EXCUSED: None

OTHERS PRESENT: PRD Tungate, PS Maas, Mayor Don Merkes, CPO Aaron Zemlock and Kirstyn Kennedy – Youth Liaison to the Board

C. MINUTES TO APPROVE

1. **Minutes of the March 8, 2010 Park Board Meeting**

Moved by G. Korth, seconded by Ald. J. Roush to approve the minutes of the March 8, 2010 Park Board meeting. Motion carried 6-0.

2. **Minutes of the March 29, 2010 Park Board Meeting**

Moved by Ald. J. Roush, seconded by G. Korth to approve the minutes of the March 29, 2010 Park Board meeting. Motion carried 7-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. None

E. REPORT OF DEPARTMENT HEADS/STAFF/ YOUTH LIAISON OR CONSULTANTS

1. **Youth Liaison to Park Board – Introduction of Kirstyn Kennedy**

Kirstyn Kennedy was introduced to the Board. She agreed to be an active member of the Board and will plan to be involved throughout the summer. There is a possibility she may take on specific tasks, but for now she will be an active participant during each Board meeting.

2. **Park Project and Vandalism Report – PS Maas**

PS Maas reported that: new pumpout equipment will soon be installed, restroom water being turned on, gazebo handrails have been repaired, on April 27 the pool will have its final inspection on compliance with the Virginia Graham Baker Act (VGBA), Arbor Day ceremony and planting being planned, handicapped parking stalls and signage will be installed soon. Vandalism on a bench and a broken tree in Jefferson Park, graffiti at Smith Park. \$275.00 estimated total damage.

R. Suttner had some mirrors donated for the Memorial Building; new handrails have already been installed at the Memorial Building. R. Suttner has a lead on donated toilets for the building. He will confer with PS Maas on the type of toilets that are needed. The Memorial Building topic will be placed on the May agenda.

PS Maas mentioned that tree stump removal will be occurring soon. Board members commented on park crew tree trimming techniques.

3. **MHS Fastpitch Club – Batting Cage Report – PRD Tungate**

PRD Tungate reported that the batting cage to be donated by the MHS Fastpitch Club will be installed on the first base side on the West Diamond in Jefferson Park.

4. **JazzFest Representative to Attend May Meeting**

PRD Tungate reported that a JazzFest representative will be at the May Board meeting.

5. **Army Reserve Building Lease and Update– PRD Tungate**

PRD Tungate reported that the Army Corps of Engineers has begun the process of terminating the lease for the Army Reserve Building. However, it was suggested that it still could be a long time before the city is officially contacted.

6. **Regional Park Update – PRD Tungate**

PRD Tungate reported that the offer to purchase land for a regional park was rejected by the landowners. Several questions and options were discussed. Chr. D. Sturm would like a timeline for park acquisition put together. PRD Tungate commented that the consortium of three communities will have to meet to collectively decide the next step. The topic will be placed on the May agenda.

F. DISCUSSION ITEMS

1. **Hart Park Update – CPO Zemlock, PRD Tungate**

CPO Aaron Zemlock distributed a handout outlining steps and ideas for improving user behavior and the Hart Park skatepark and basketball court. For the most part, it seemed a good deal of the problems are not coming from the users themselves, but rather people loitering or just hanging out. A video camera will soon be operational. CPO Zemlock stated that most drug issues center on the basketball court. CPO Zemlock commented that eliminating smoking in the park will be difficult and maybe its best to concentrate on the things we can change or control. CPO Zemlock and PRD Tungate have discussed bringing some park ordinance changes forward.

2. **Parking for Marina Patrons – G. Korth**

G. Korth commented that the Marina parking letter that was recently mailed to all renters. He questioned why changes had to be made along Center Street.

3. **Abby Street Site Update – N. Barker**

PRD Tungate stated that the possibility of WE Energies donating land on Abby Street is off the table at this point. N. Barker mentioned there was a recent discussion at the County level about a possible site for a dog park. This topic will be placed on the May agenda.

G. ACTION ITEMS

1. None

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. The May meeting will be held at Hart Park. Other summer meeting locations will be discussed at the May meeting.

I. ADJOURNMENT

Moved by G. Korth, seconded by T. Konetzke to adjourn at 8:35 PM. Motion carried 7-0.

BECK ELECTRIC INC.
537 2ND STREET
MENASHA, WISCONSIN 54952

CITY OF MENASHA
BUILDING AND SERVICES
140 MAIN STREET
MENASHA, WISCONSIN 54952

Monday, March 8, 2010

PROPOSAL FOR UPGRADING OF ELECTRICAL SYSTEM AND LIGHTING AT MEMORIAL BUILDING.

1. CHANGE MAIN SERVICE PANEL TO ALLOW FOR UPGRADING OF 2ND FLOOR PANEL AND ADDING A SUB PANEL IN OFFICE AREA. EXISTING PANEL IS OBSOLETE AND REPLACEMENT BREAKERS ARE UNAVAILABLE.

LABOR AND MATERIALS; \$3265.00

2. CHANGE OUT 2ND FLOOR FUSE PANEL TO CIRCUIT BREAKERS; UPGRADE WIRING FROM MAIN PANEL TO NEW PANEL TO BE ABLE TO PROVIDE 100 AMPS.
INSTALL A 50AMP 4 WIRE RECEPTACLE TO ALLOW FOR USE OF TEMPORARY CORD FOR BANDS, PLAYS, ETC.

LABOR AND MATERIALS; \$1510.00

3. ADD SUB PANEL IN OFFICE AREA. INSTALL 2 RECEPTACLES IN OFFICE AREA ON SEPARATE CIRCUITS. INSTALL 4 RECEPTACLES AND 4 CIRCUITS IN MAIN HALL AREA TO FACILITATE THE USE OF NESCO UNITS AND COFFEE POTS.

LABOR AND MATERIALS; \$3950.00

4. ADD 6 RECEPTACLES ON WEST END OF 2ND FLOOR ON 2 CIRCUITS. REPLACE WORN RECEPTACLES THROUGHOUT 2ND FLOOR.

LABOR AND MATERIALS; \$2545.00

5. ADD LIGHT SWITCHES AT FRONT ENTRANCE TO TURN ON LIGHTS RATHER THAN USING CIRCUIT BREAKERS AS SWITCHES.

LABOR AND MATERIALS; \$275.00

6. REPLACE LIGHTING FIXTURES WITH 2 LAMP WRAP AROUND FIXTURES AND WIRE FOR SWITCHES TO CONTROL LIGHTS FROM INSIDE OF ROOM. - Historical Society

LABOR AND MATERIALS; \$4500.00

7. REPLACE FIXTURES THROUGHOUT REST OF 1ST FLOOR AND ADD WALL SWITCHES IN ROOMS WHERE FIXTURES ARE CURRENTLY TURNED ON BY PULL CHAINS.

LABOR AND MATERIALS; \$4900.00

8. REPLACE FIXTURES IN BATHROOMS AND ADD MOTION SENSORS.

LABOR AND MATERIALS; \$850.00

SUBMITTED BY

A handwritten signature in dark ink, appearing to read "Michael C. Beck", written in a cursive style.

MICHAEL C. BECK



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: Jazz Corner Society

Date of Event: 9/4/10 - 9/5/10

Event Coordinator: Jessica Boor

Daytime Telephone: 920-209-5703

Address: 3415 Commerce Court Appleton, WI 54911

Home Telephone: 920-209-5703

Time of Event: From 11am to dusk

Group Size: 3,000-4,000 Fees: (see attached page)

Does your group qualify for resident rates? No X 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, page 2 - 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)

Do you plan to sell food to the public? No X Yes (You will need a Temporary Food Permit, see #13, 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? No X Yes (See #12, page 3) Describe: stage w/sound reinforcement

Do you plan to set up tent(s) for the event? No X Yes (See #9, page 3)

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 - see #10, page 3)

Facility

(circle all that apply)

Jefferson

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

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: 10 Tables, 2 bleachers, 16 Trash cans, 16 benches

2 dumpsters (1 garbage, 1 recycling) to recycling only barrels

Friday 6am - 11pm

Saturday 6am - 11pm

Sunday 6am - 11pm

Please place dumpsters by end of the day

Thursday 9/2/10

PD Copy

Continued →

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # 1980

HOLD HARMLESS AGREEMENT

I, Jessica Boor (person in charge), agree and bind Jazz Corner Society (group name) to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: Jessica Boor

Date: 1/23/10

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) Boor Jessica L DOB: 6/3/73

Address: 1630 E Longview Dr Apt #7 Appleton, WI 54911 M.I. (920) 209-5703

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

Signature: Jessica Boor

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

2010 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)	115.00	115.00
Smith Park		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
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)	5.00	5.00
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

2010 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	\$ 5.00	\$ 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 (967-3642).

\$535.00



Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Stipulations
Event Name	Fox Jazz Fest	
Date(s) of event	9/4/10 - 9/5/10	
Time of Event including set-up and takedown	9/3/10 9/4/10 9/5/10 9am-9pm	
Actual start of event	9/4/10 12 noon	
Contact Person/People	Jessica Boor	
Cellular phone if available for contact	(920)209-5703	
Is event open to the public?	Yes	
Total # of anticipated attendance	2000 - 4000	
Number of Security personnel or chaperones provided	We will work with menasha Aux Police to determine	
What does your event offer?	Food, Free music, beer, wine, art	
Where will event be Park/location in park	Jefferson Park	
Will alcohol be served/sold?	Yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	wrist bands, card each person	
Will there be amplified music at event/by who?	Yes - Gary Bomber	
Additional notes/details		

Date received _____ by Lt _____ action _____
Notes _____

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 12, CHAPTER 1, of the Code of Ordinances of the City of Menasha, Wisconsin by creating SEC.12-1-1(b)(23)c and SEC. 12-1-4(c)(2) as follows:

Title 12 – Parks and Navigable Waters

CHAPTER 1

Park Regulations

SEC. 12-1-1 PARK REGULATIONS.

...

(b) SPECIFIC REGULATIONS.

(23) Trespassing in Parks.

- a. No person may be present in any City of Menasha park after an order of eviction has been made by the Park Board.
- b. Service of such order of eviction shall constitute the notice that the person has been evicted from City of Menasha parks.
- c. No person may be present in any area of a City of Menasha park posted closed by order of the Chief of Police and Park Director.
- ~~e.d.~~ Any person who violates Sec. 12-1-1 (b)(23) shall upon conviction forfeit not more than \$500.

SEC. 12-1-4 PARK HOURS.

...

(c) PARK CLOSING AND OPENING DATES.

- (1) The Parks and Recreation Board will have full authority to open and close any park, beach, facility or area because of season, condition, construction or when, in the interest of public safety, it is deemed necessary.
- (2) The Chief of Police and Director of Parks and Recreation may temporarily close a park or any area within a park for a period not to exceed fourteen (14) days when, in the interest of public safety, they deem it necessary.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.