

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
Conference Room, 1st Floor City Hall
140 Main Street, Menasha**

September 1, 2010

4:00 PM

AGENDA

Board Members are asked to contact the Parks and Recreation office if they cannot attend this meeting.

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [Minutes of the August 9, 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. None

F. DISCUSSION

1. None

G. ACTION ITEMS

1. [Request by Neenah/Menasha Rotary to Hold Seafood Fest, September 8-12, 2010 in Jefferson Park](#)

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
Smith Park Pavilion – 301 Park Street, Menasha
August 9, 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, Alderman Mark Langdon, Lisa Hopwood, Tom Konetzke, Ron Suttner and Nancy Barker

MEMBERS EXCUSED: George Korth

OTHERS PRESENT: PRD Tungate, PS Maas, Stan Sevenich, Mike King – *Post Crescent*, Scott Grese – WFRV-TV

C. MINUTES TO APPROVE

1. Minutes of the July 12, 2010 Park Board Meeting

Moved by T. Konetzke, seconded by R. Suttner to approve the minutes of the July 12, 2010 Park Board meeting with one revision to paragraph E2 to add that "T. Konetzke commended G. Korth on his efforts in landowner discussions regarding the regional park.". Motion carried 6-0.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. Stan Sevenich spoke about the basketball rims being recently removed from Hart Park due to problems with youth fights. He stated the action was understandable. In addition, he stated that sometimes the problem people come from outside the community. He believed the police dealt with the matter and they should continue to go after the people who do bad things.

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

1. Park, Pool and Vandalism Report – PS Maas

PS Maas reported no significant park vandalism has occurred in the past month, a lot of grass cutting due to the rain, some skatepark repairs were made, stump grinding by contractor is occurring, new panel was purchased for the scoreboard at Koslo Park, street tree inventory is about 95% complete, park trees have yet to be done. Fall tree planting is scheduled and a plan to create better drainage of the Koslo Park infield is being formulated. Trail landscaping and lighting west of Heckrodt Wetland Reserve should begin soon.

2. Regional Park Update – PRD Tungate, G. Korth

PRD Tungate gave a regional park update. Negotiations with an interested landowner along Manitowoc Road have come to a standstill. There appears to be no intent on behalf of the landowner to sell the land at this point. Staff from the other interested communities will be meeting soon to discuss an alternative plan. The outcome of this meeting will be reported next month.

3. Youth Liaison Report – Kirstyn Kennedy

Board Youth Liaison Kirstyn Kennedy has been in contact with PRD Tungate. Her plan is to begin designing a short teen newsletter with information about parks and recreation. Distribution would occur sometime in the fall.

F. DISCUSSION ITEMS

1. 2011 Department Budget – PRD Tungate, PS Maas

The Board was asked to give feedback on the upcoming 2011 Parks and Recreation budget. A summary of these comments include: pursuit of grant funding for a portion of the Gilbert site and trail development east of Oneida Street, continue planning for a park acquisition with Appleton and Town of Harrison, continue seeking sponsorship opportunities at Koslo Park, 2010's program has

not been well received perhaps due to the economy. Continue to spruce up and budget for needed mechanical upgrades at the pool, second year of funding for a new boiler will be included. Continue to keep seasonal wages in check.

2. **Pool Attendance Figures – PRD Tungate**

PRD Tungate reported that pool attendance thru July was at 16,115. 2009 attendance was 20,968. PRD Tungate believes 2010 attendance will end up higher than 2009. Close to 100 additional kids have signed up for swimming lessons. In general, the pool is having a good season so far.

A. **Communication with Neenah/Menasha YMCA Regarding Possible collaboration – PRD Tungate**

PRD Tungate stated that discussions have been held with the Neenah/Menasha YMCA about the possibility of the Y operating the non-maintenance functions of the pool. The thought is perhaps there could be some cost savings in doing this. It is still very early in the process. It is hoped that some sort of draft proposal could be ready for next month's meeting.

G. ACTION ITEMS

1. **Recommend Follow-Up Department Action Regarding Recent Temporary Removal of Basketball Rims at Hart Park**

Moved by R. Suttner, seconded by N. Barker to reinstall the basketball rims at Hart Park on August 16. Discussion on the topic included: a question about how much of the current problem is coming from out of town youth, can or should the Police Auxiliary start to have a presence at the park. This has been pursued by PRD Tungate. A concern that current problems could escalate into a bigger problem or incident. A feeling that it would be nearly impossible to provide park supervision to eliminate any problems from occurring. PRD Tungate stated that something must change in the park and a balance between providing recreation services and decrease police services required at the park should be the goal. It was pointed out that the city currently provides five full court basketball courts in the city, not including Hart Park. Chr. D. Sturm and others urged setting a meeting this week with representatives from the Police Department, Park and Recreation staff and Board members. PRD Tungate will attempt to facilitate this meeting. Motion carried 6-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person.

1. T. Konetzke commended PS Maas and the Park Crew for doing a great job of preparing Koslo Park infield after rainfall.

I. ADJOURNMENT

Moved by T. Konetzke, seconded by R. Suttner to adjourn at 8:58 PM. Motion carried 5-0 (L. Hopwood and N. Barker were excused prior to the end of the meeting).



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:

NEENAH/MENASHA ROTARY
SEAFOOD FEST

Date of Event: SEPT. 10 & 11, 2010

Event Coordinator:

DAN RIPPL % ISC-RIPPL INSURANCE GROUP

Daytime Telephone: 722-2799

Address:

P.O. Box 207, 333 D FIRST ST. MENASHA, WI 54952

Home Telephone: 851-8599

Time of Event: From NOON to 11:00pm

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, page 2 - 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)
 SEPARATE CONTRACTOR

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) YES FOR THE INFLATABLE

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: _____

PD Copy

Continued →

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # 1988

HOLD HARMLESS AGREEMENT

I, Dan Rippl, agree and bind MENASHA & NEENAH ROTARY
(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 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: Dan Rippl Date: 1-14-10

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) RIPPL DANIEL J DOB: 6-14-59
Last First M.I.
Address: 333D FIRST ST MENASHA, WI Phone: 722-2799

Area that beer and/or wine can be consumed: JEFFERSON PARK West

Signature: [Signature]

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)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
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 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

2009 PARK USER FEES

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

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).