

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
Public Works Facility, Meeting Room Behind Front Counter
455 Baldwin Street, Menasha**

September 13, 2010

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the September 1, 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. Park, Pool and Vandalism Report – PS Maas
 - 2. Recreation and Pool Report – PRD Tungate
- F. DISCUSSION
 - 1. Winz Park
 - 2. Matters Related to the 2011 Department Budget Proposal
 - 3. Tour of Equipment Garage
- G. ACTION ITEMS
 - 1. [Request by ThedaCare to Hold Large Company Picnic – September 18, 2010 in Jefferson Park – Anna Portelli and Others](#)
- 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
1st Floor Conference Room – City Hall, 140 Main Street, Menasha
September 1, 2010
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chr. Konetzke at 4:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Tom Konetzke, Lisa Hopwood, Nancy Barker and George Korth

MEMBERS EXCUSED: Chr. Dick Sturm, Alderman Mark Langdon and Ron Suttner

OTHERS PRESENT: PRD Tungate, PS Maas, Dan Ripple representing SeafoodFest

C. MINTUES TO APPROVE

1. **Minutes of the August 9, 2010 Park Board Meeting**

Moved by L. Hopwood, seconded by N. Barker to approve the minutes of the August 9, 2010 Park Board meeting. Motion carried 4-0.

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/ YOUTH LIAISON OR CONSULTANTS

1. None

F. DISCUSSION ITEMS

1. None

G. ACTION ITEMS

1. **Request by Neenah/Menasha Rotary to Hold Seafood Fest, September 8-12, 2010 in Jefferson Park**

Moved by T. Konetzke, seconded by N. Barker to approve Seafood Fest, September 8-12, 2010 in Jefferson Park. Dan Ripple described this year's event. PRD Tungate noted that the event would be charged for internet access for the event to accept credit cards. Motion carried 4-0.

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 L. Hopwood, seconded by G. Korth to adjourn at 4:35 PM. Motion carried 4-0.



PARK FACILITY RESERVATION FORM AND BEER PERMIT

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

Set Up 9/16-9/19
Take Down 9/19

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: THE DA CARE

Date of Event: SEPT. 18 2010

Event Coordinator: ANNA PORTELLI

Daytime Telephone: 920-236-8030

Address: 2150 S. WASH BURN, OSHKOSH, WI 54904

Home Telephone: 920-267-0280 EXT 1339

Time of Event: From 8:00am to 11:00 PM

Group Size: 3,000 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? X No 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? No X Yes (Carnival Permit required, contact City Clerk)

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

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 <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter <input checked="" type="checkbox"/> East Shelter <input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input checked="" type="checkbox"/> Picnic Area # <input type="checkbox"/> Diamond(s) @ <u>11</u>		
Smith Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Wedding/Garden (80 benches available) Diamond/Field <input type="checkbox"/>		Memorial Building (pre-wedding ceremony only) Start Time: <input type="text"/> End Time: <input type="text"/>
Hart Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>	Clovis Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>	Barker Farm Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>
Koslo Shelter <input type="checkbox"/> Diamond/Field <input type="checkbox"/>	Pleasants Diamond/Field <input type="checkbox"/>	Shepard Diamond/Field <input type="checkbox"/>
Curtis Reed Square		

Office Notes: PD/FIRE MEETING - FENCE SET UP

INVOICE THEM

SEPT. 13 PARK BOARD MEETING

COME SEE YANCE/BURN BEFORE MEETING

INSURANCE - COINSURANCE NEEDED

CITY CLERK - BEER LICENSE

JULIE POLLON #

PD Copy

Continued →

OFFICE USE ONLY	
Facility Fee:	\$ <input type="text"/>
User Fee:	\$ <input type="text"/>
Area Fee:	\$ <input type="text"/>
Beer Permit:	\$ <input type="text"/>
Total:	\$ <input type="text"/>
Receipt #	<input type="text"/>
Permit #	<u>2340</u>

HOLD HARMLESS AGREEMENT

I, ANNA PORTELLI (person in charge), agree and bind THE DACCARE (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: Anna Portelli

Date: 5/3/10

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) Portelli ANNA

DOB: 7/29/59

Address: 2150 S. WASHBURN ST. OSHKOSH WI

M.I. 920-236-8030

Area that beer and/or wine can be consumed: BIG TENT

Signature: Anna Portelli

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)

2010 PARK USER FEES

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

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
Clovie 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

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).



Special Events Planning Worksheet

Information Request	Event Coordinator Response
Event Name	THE DANCE HOLIDAY
Date(s) of event	SEPTEMBER 18, 2010
Time of Event including set-up and takedown	SEPTEMBER 16-18 SETUP 16-17 8AM-6P SEP 19
Actual start of event	SEPT 18 8AM-11P.
Contact Person/People	ANNA PORTELLI
Cellular phone if available for contact	920-267-0280
Is event open to the public?	NO
Total # of anticipated attendance	3,000-5,000
Number of Security personnel or chaperones provided	6
What does your event offer?	ENTERTAINMENT MEALS GAMES
Where will event be Park/location in park	JEFFERSON PARK
Will alcohol be served/sold?	YES - BEER - SOLD
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	YES
Will there be amplified music at event/by who?	YES - GOLF LANDON AND WOLF PACK
Additional notes/details	WE WILL ALSO HAVE PRIVATE SECURITY HIRED.

Date received _____ by LI _____		For Menasha Police Department Use Only action _____
Notes _____		
Rev09-15-05		



2150 S. Washburn Street | Oshkosh, WI 54904
PO Box 2386 | Oshkosh, WI 54903-2386
Phone: 920-236-8030 | Fax: 920-236-8006
www.GoFoxPremier.com

FAX COVER SHEET

DATE: 5/4/10

TO: Department of Parks, Recreation Menasha

FAX: 920-967-5272

FROM: Anna Portelli

CLIENT/DATE: TheadaCare - September 16 - 19, 2010 Event

Message:

Hello Kristie,

Thank you for taking the time to speak to me about the TheadaCare Event and the forms needed to process the request.

Following this cover letter is the park Facility reservation Form and Beer Permit. Please let me know if I need to submit any other forms to confirm our event.

Regards,

Anna Portelli

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