

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  
Meeting Room, 1<sup>st</sup> Floor City Hall  
140 Main Street, Menasha**

**Thursday, August 15, 2013**

**12:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
  - 1. Reminder to members about excused absence policy
- C. MINUTES TO APPROVE
  - 1. Minutes of the July 8, 2013 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 HEAD/STAFF/OR CONSULTANTS
  - 1. Department Report – PRD Tungate
  - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
  - 1. None
- G. ACTION ITEMS
  - 1. Approve Twisted Pistons Cruise-In to be held on August 15, 2013 in Curtis Reed Square – PRD Tungate
  - 2. Approve Winnebago County Tavern League Kickball Tournament to be held on September 21-22, 2013 Jefferson Park – PRD Tungate
- 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**  
**Koslo Park Open Shelter – 1200 Geneva Road, Menasha**  
**July 8, 2013**  
**DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:05 p.m.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Nancy Barker, Cindy Schaefer-Kemps, Ald. Mark Langdon and Sue Pawlowski

MEMBERS EXCUSED: Luke Schiller (excused)

OTHERS PRESENT: PRD Tungate, PS Maas, Dan Rippl, Tom Konetzke, Gary Coopman

**C. MINUTES TO APPROVE**

1. **Minutes of the June 10, 2013, 2013 Park Board Meeting**

Moved by N. Barker, seconded by S. Pawlowski to approve the June 10, 2013 Park Board minutes. Motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. Tom Konetzke spoke about the Board's feelings on increasing ball diamond rental fees at Koslo Park. He noted that the MACS have been active in other fundraising efforts the last few years at the park.

**E. COMMUNICATION**

1. None.

**F. REPORT OF DEPARTMENT HEADS/STAFF/ OR CONSULTANTS**

1. **Department Report**

PRD Tungate reported that the pool season has been good so far this year. No major issues to deal with. Attendance appears to be about average so far. Duck Drop has been cancelled for this year, primarily due to lagging ticket sales. All available Koslo Park scoreboard sign sponsorships were sold this year. These proceeds are split between general revenue and long range park improvements. The large scoreboard identification sign is scheduled to be replaced by next week.

2. **Park, Pool and Vandalism Report – PS Maas**

PS Maas reported on recent theft of boat launch envelopes from both Jefferson Park and Manitowoc Street launch sites. Park crews have strengthened and redesigned the launch containers and so far no more incidents have been reported. Repairs have also been made to several brick areas along the Riverwalk. Pool water maintenance going as planned.

**G. DISCUSSION**

1. **Koslo Park Diamond Rental Fees**

Ald. Langdon had been asked by some parents why we charge fees for the diamond for youth leagues, like the Legion. He wanted to better understand the position of the Board on this issue. The Board seemed comfortable with the current fee structure. Fees for the diamond recoup a portion of the operating costs and this reduces the overall impact on the entire taxpaying

community. It was not the Board's intent to discuss possibly raising fees which addressed Tom Konetzke's question.

2. **Army Reserve Building Update – PRD Tungate**

PRD Tungate reported on some positive movement from the Army Corps of Engineers on the demolition of the Reserve Bldg. The Corps appears to be working on an amendment to the existing lease that would include a dollar amount to the City to pay for demolition costs. PRD Tungate will be working with CD Keil and CA Captain on the amendment that will eventually make its way to the Common Council.

3. **Marina Security**

PRD Tungate explained that several incidents of vandalism have been reported in or near the Marina this season. The Police Department is aware of the incidents and is supportive of a camera system. Police Department and Park staff have met with Harbormaster Schabach about the possibility of installing a security camera system at the Harborhouse. It was felt that good camera coverage could be obtained from that location. PRD Tungate is looking into camera options and will be seeking cost estimates.

**H. ACTION ITEMS**

1. **Approve Seafoodfest to be held on September 6-7, 2013 in Jefferson Park**

Dan Rippl was in attendance and answered questions about this year's event. Moved by L. Hopwood, seconded by N. Barker to approve the event for this year. Motion carried.

**I. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Five (5) minute time limit for each person

No one spoke.

**J. ADJOURNMENT**

Moved by L. Hopwood, seconded by S. Pawlowski to adjourn at 8:00 p.m. Motion carried.



# 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: Twisted Pistons Cruise-in Date of Event: Aug 15th  
 Event Coordinator: Randy Thomson Home Telephone: 727-1826  
 Address: 426 Broad St. Menasha Daytime Telephone: 727-1826  
 Time of Event: From 3:00 to 9:00 Group Size: 500-1000 Fees: (see attached page)

**Building Keys Needed?** ☒ No ☐ Yes (Usually for kitchen/electric use - see #9, page 3) - **Pick up by Friday at 4:00 PM**  
 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 #4, page 3)  
 Do you plan to sell beer or wine? ☐ No ☒ Yes (You will need more than a Beer Permit, see #5, page 3)  
 Do you plan to sell food to the public? ☐ No ☒ Yes (You will need a Temporary Food Permit, see #12, page 3)  
 Certificate of Insurance needed? ☐ No ☒ Yes (For tournaments, public events, rides, etc. - see #3, 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 #11, page 3) Describe: \_\_\_\_\_  
 Do you plan to set up tent(s) for the event? ☐ No ☒ Yes (See #8, page 3)  
 Parks & Recreation Board approval needed? ☐ No ☒ Yes (When selling beer and multi-day events, contact Director)

Facility (circle all that apply)		
<b>Jefferson</b> Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) _____		
<b>Smith</b> Pavilion Kitchen Wedding/Garden (50 benches available) Diamond/Field _____		<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> Shelter Diamond/Field _____	<b>Clovis</b> Shelter Diamond/Field _____	<b>Barker Farm</b> Shelter Diamond/Field _____
<b>Koslo</b> Shelter Diamond/Field _____	<b>Pleasants</b> Diamond/Field _____	<b>Shepard</b> Diamond/Field _____
<b>Curtis Reed Square</b> <input checked="" type="checkbox"/>	<b>Marina Terrace</b>	<b>Trestle Trail</b>

Office Notes: Same as 2012.

Diff. Difference - stage set-up; place diagonally towards bankroll building.  
Shut off irrigation  
Recycling carts - they will supply.  
beer trailer - on Mainstreet side on sidewalk.

PD Copy Tables

Continued →

• Dumpsters - in City Hall lot  
• Port-a-potties - put in Parking Ramp.

• Set up meeting w/ Vince/Brian to discuss final set up.

## OFFICE USE ONLY

Facility Fee: \$ 20.00  
 User Fee: \$ \_\_\_\_\_  
 Area Fee: \$ \_\_\_\_\_  
 Beer Permit: \$ 5.00  
 Total: \$ \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Permit # \_\_\_\_\_



# HOLD HARMLESS AGREEMENT

I, RANDY THOMSEN  
(person in charge)

agree and bind TWISTED PISTONS  
(group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date(s) of 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 and choose not to negotiate any terms of this agreement.

Signature: Randy Thomsen

Date: 6/13/2013

## 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) Twisted Pistons

DOB: \_\_\_\_\_

Address: 426 Broad St. Menasha WI

M.I. 920-727-1826

Area that beer and/or wine can be consumed: Curtis Reed Square

Signature: Randy Thomsen

Permittee has read list of City ordinances pertaining to alcohol ☐ Yes

Dept. Initials \_\_\_\_\_

## 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 Areas # 2, 3, 4 or 5 with electric***	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	145.00	145.00
Smith Park		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	300.00
Memorial Building (pre-ceremony only)	20.00/hour	20.00/hour
Hart Park Shelter*	30.00	50.00
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
Marina Terrace (on Main Street)	20.00	20.00
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 (with/without lights)	75/game	75/game
Softball Diamonds (with/without lights)	15/game	15/game
Large Tent Permit	10.00	12.00
Building/Shelter Key Deposit	20.00	20.00

## 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	\$ 25.00	38.00
76 - 150	44.00	63.00
151 - 300	83.00	107.00
301 - 600	141.00	170.00
601 - 1,100	252.00	289.00
1,101 - 2,000	378.00	420.00
2,001 & up	504.00	551.00

## Special Event Charges

Item	Resident	Non-Resident
Stage (trailer only)	\$100.00	\$100.00
Stage (2 row of risers)	200.00	200.00
2 yard Recycling Dumpster	45.00	45.00
Bleachers (3 row)	15.00	15.00
Bleachers (5 row)	20.00	20.00
Picnic Table (each)	4.00	4.00
Park Bench (each)	3.00	3.00
Garbage Can (each)	3.00	3.00
Recycling Stand (each; needs bag)	2.00	2.00
200 Amp Cord (each; for some outlets)	10.00	10.00

\* Indicates need for key

\*\* Includes use of pavilion whether used or not, also includes 50 benches. Final arrangements made through Park Superintendent (967-3642).

\*\*\*Picnic Areas 2 & 5 need a power cord supplied by the City. This must be picked up at the Parks and Recreation Department up to two days prior to the event. There is a \$20 deposit due at the time of pick up which will be returned when the power cord is returned to the office.

\*\*\*\*More for weekend set up/take down.



# 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: Winnepago County Tavern

Date of Event: 9-21/9-22-13

Event Coordinator: John W Rae

Home Telephone: \_\_\_\_\_

Address: 422 Sixth St Menasha

Daytime Telephone: 920-213-8041

Time of Event: From 9+ to 9p

Group Size: 150 Fees: (see attached page)

Building Keys Needed? No ☒ Yes (Usually for kitchen/electric use - see #9, page 3) - **Pick up by Friday at 4:00 PM**

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 #4, page 3)

Do you plan to sell beer or wine? No ☒ Yes (You will need **more** than a Beer Permit, see #5, page 3)

Do you plan to sell food to the public? No ☒ Yes (You will need a Temporary Food Permit, see #12, page 3)

Certificate of Insurance needed? No ☒ Yes (For tournaments, public events, rides, etc. - see #3, 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 #11, page 3) Describe: Portable DJ

Do you plan to set up tent(s) for the event? No ☒ Yes (See #8, page 3)

Parks & Recreation Board approval needed? No ☒ Yes (When selling beer and multi-day events, contact Director)

Facility (circle all that apply)		
<b>Jefferson</b> Pavilion Kitchen West Shelter <u>East Shelter</u> Launch Shelter Pool Picnic Area # _____ Diamond(s) <u>East &amp; Diamonds South diamonds</u>		
<b>Smith</b> Pavilion Kitchen Wedding/Garden (50 benches available) Diamond/Field _____		<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> Shelter Diamond/Field _____	<b>Clovis</b> Shelter Diamond/Field _____	<b>Barker Farm</b> Shelter Diamond/Field _____
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<b>Curtis Reed Square</b>	<b>Marina Terrace</b>	<b>Trestle Trail</b>

## Office Notes:

- Scoreboard Use -
- Meet w/ Vince @ Park to discuss
- final set up
- Dumpster - ? Recycling carts - use ours - they'll take cans

## OFFICE USE ONLY

Facility Fee: \$ 440  
 Game fee: \$ 300.00  
 User Fee: \$ \_\_\_\_\_  
 Area Fee: \$ \_\_\_\_\_  
 Beer Permit: \$ 5.00  
 Total: \$ 405.00 approx  
 Receipt # \_\_\_\_\_  
 Permit # 3457



# HOLD HARMLESS AGREEMENT

I, John W Rgc, agree and bind Winnebago County Taverna Lodge  
(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 the date(s) of 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 and choose not to negotiate any terms of this agreement.

Signature: [Signature]

Date: 7-8-13

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Permittee Name: (print) Rgc John W DOB: 4-28-1969  
Last First M.I.

Address: 920 422 Sixth St Menasha, WI 54952 Phone: 920-213-8041

Area that beer and/or wine can be consumed: East Shelter, East South Diamonds

Signature: [Signature]

Permittee has read list of City ordinances pertaining to alcohol ☒ Yes

Dept. Initials \_\_\_\_\_

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