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, 1st 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
 - 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. MINTUES 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

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, 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:	TWISTER PINIOUS CILLISE-	Nubate of Event: Aug 15th	
Event Coordinator: RANDY	Thomson	Home Telephone: 727~1826	
Address: 426 BROAD S	Daytime Telephone: 227-(826		
Time of Event: From 3:80	to <u>9/00</u> Group	Size:500 - /soo Fees: (see attached page)	
Building Keys Needed? No	Yes (Usually for kitchen/electric use –		
Does your group qualify for resident	rates?NoX Yes (City of Me	enasha, Neenah, Appleton & Town of Menasha residents only)	
Do you plan to consume beer or wir	ne?NoYes (Fill out permit	, page 2 - see #4, page 3)	
Do you plan to sell beer or wine?	NoX_Yes (You will need more	than a Beer Permit, see #5, page 3)	
Do you plan to sell food to the public	? NoX Yes (You will need a	a Temporary Food Permit, see #12, page 3)	
Certificate of Insurance needed?	NoYes (For tournaments, pub	olic events, rides, etc see #3, page 3)	
Are you planning "kiddie" rides or oth	ner amusements? X No Yes (C	carnival Permit required, contact City Clerk)	
Do you plan to have an amplified sou	und system? No Yes (S	see #11, page 3) Describe:	
Do you plan to set up tent(s) for the	event? No Yes (See #8,	page 3)	
	needed? NoYes (When sell		
II THE TOTAL	Facility	mility been and multi-day events, contact Directory	
AT.50	(circle all that apply)	Xinghan Xinghan	
Jefferson	1907 o 400 g (1808	n0pe/S 138686 532	
Pavilion Kitchen West She	elter East Shelter Launch	Shelter Pool	
Picnic Area # Diamond(s		The passes of the second secon	
Smith Pavilion Kitchen	Wedding/Garden (50 benches available)		
Diamond/Field		End Time:	
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Hart	LATERALIA WAS ARRESTED OF STREET	Barker Farm	
Hart Shelter Diamond/Field	Shelter Diamond/Field	Barker Farm Shelter Diamond/Field	
Hart Shelter Diamond/Field Koslo	Shelter Diamond/Field Pleasants	Barker Farm Shelter Diamond/Field Shepard	
Hart Shelter Diamond/Field Koslo Shelter Diamond/Field	Shelter Diamond/Field Pleasants Diamond/Field	Barker Farm Shelter Diamond/Field Shepard Diamond/Field	
Hart Shelter Diamond/Field Koslo Shelter Diamond/Field	Shelter Diamond/Field Pleasants	Barker Farm Shelter Diamond/Field Shepard	
Hart Shelter Diamond/Field Koslo Shelter Diamond/Field Curtis Reed Square	Shelter Diamond/Field Pleasants Diamond/Field Marina Terrace	Barker Farm Shelter Diamond/Field Shepard Diamond/Field	
Hart Shelter Diamond/Field Koslo Shelter Diamond/Field Curtis Reed Square Office Notes:	Shelter Diamond/Field Pleasants Diamond/Field Marina Terrace 3013.	Barker Farm Shelter Diamond/Field Shepard Diamond/Field Trestle Trail OFFICE USE ONLY	
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Hart Shelter Diamond/Field Koslo Shelter Diamond/Field Curtis Reed Square Mill Difference - Sta diagnolly towa Shut off irrigoting Lecycling carts the Sidewalk.	Shelter Diamond/Field Pleasants Diamond/Field Marina Terrace 3013. QL Set-up; place As parterall building Ywll supply. Quinstrut side on	Barker Farm Shelter Diamond/Field Shepard Diamond/Field Trestle Trail OFFICE USE ONLY Facility Fee: \$ 20.00 User Fee: \$	

HOLD HARMLESS AGREEMENT agree and bind 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 in negotiate any temperal this inferement. Signature: 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. UNRULYALLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES. Permittee Name: (print) DOB: kd/or wine can be consumed: Signature: Permittee has read list of City ordinances pertaining to alcohol Dept. Initials PARK FACILITY RENTAL PARK USER FEES (all fees are "per day" unless otherwise stated) Groups that reserve park shelters or picnic areas are subject to the Pavilion/Shelter Fees Resident Non-Resident following user fees: Jefferson Park Persons in Attendance Resident Non-Resident 20 Large Pavilion \$ 55.00 1 -\$ 5.00 \$ 11.00 \$ 85.00 21 -75 \$ 25.00 38.00 Kitchen* 30.00 50.00 76 -150 44.00 63.00 West Shelter* 35.00 55.00 151 -300 83.00 107.00 Fast Shelter 301 -600 141.00 20.00 40.00 170.00 601 - 1,100 252.00 289.00 Launch Shelter* 15.00 32.00 1,101 - 2,000 378.00 420.00 Picnic Areas # 2, 3, 4 or 5 with electric*** 20.00 40.00 2,001 & up 504.00 551.00 Wedding User Fee Only User Fee Only Pool Rental (1 hour) 145.00 145.00 **Special Event Charges** Smith Park Resident Non-Resident Pavilion 50.00 75.00 Stage (trailer only) \$100.00 \$100.00 Kitchen' 30.00 Stage (2 row of risers) 50.00 200.00 200.00 2 yard Recycling Dumpster Wedding Set-Up™ 45.00 45.00 200.00 300.00 Bleachers (3 row) 15.00 15.00 Memorial Building (pre-ceremony only) 20.00/hour 20.00/hour Bleachers (5 row) 20.00 20.00 Hart Park Shelter* Picnic Table (each) 30.00 50.00 4.00 4.00 Park Bench (each) Clovis Grove Shelter* 3.00 3.00 20.00 40.00 Garbage Can (each) 3.00 3.00 Koslo Park Shelter (no electric) 20.00 40.00 Recycling Stand (each; needs 2.00 2.00 Barker Farm Park Shelter 25.00 45.00 200 Amp Cord (each; for some outlets) 10.00 **Curtis Reed Square** 10.00 20.00 40.00 Beer Permit (Jefferson and Koslo only) 5.00 5.00 Marina Terrace (on Main Street) Indicates need for key 20.00 20.00 Amplifier w/microphone (per event/season) 20.00 20.00 ** Includes use of pavilion whether used or not, also includes (Jefferson East/West Diamonds only) 50 benches. Final arrangements made through Park Superintendent (967-3642). Jefferson Volleyball Courts N & S 5.00 5.00 Koslo, Municipal Beach, Smith Park VB Courts NC NC ***Picnic Areas 2 & 5 need a power cord supplied by the City. This must be picked up at the Parks and Recreation Soccer Fields 8.00/hour 8.00/hour Koslo Baseball Diamonds (with/without lights) Department up to two days prior to the event. There is a \$20 75/game 75/game

Softball Diamonds

Large Tent Permit

Building/Shelter Key Deposit

(with/without lights)

15/game

10.00

20.00

15/game

12.00

20.00

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 140 Main Street Menasha, WI 54952-3190	Department	8:00 AM -	s? Call: 967-3640 4:00 PM Monday - Friday eation: 2nd Floor, City Hall		
Group Name or Sponsor of Eve	Taven Date of E	Date of Event: 9-21 /9-22-13			
Event Coordinator: John	w Rie	Home Tel	lephone:		
Address: 422 Sixth S	it Menasha	Daytime T	Telephone: <u>920-213-604/</u>		
Time of Event: From 9+	to <u>90</u>	Group Size: 15	Fees: (see attached page)		
	NoYes (Usually for kitcher	n/electric use – see #9, page	3) - Pick up by Friday at 4:00 PM		
Does your group qualify for resid	lent rates?No	es (City of Menasha, Neenah,	, Appleton & Town of Menasha residents only)		
Do you plan to consume beer or	wine? No Yes (Fi	Il out permit, page 2 - se	ee #4, page 3)		
Do you plan to sell beer or wine?	No Yes (You will	need <u>more</u> than a Beer	Permit, see #5, page 3)		
Do you plan to sell food to the pu	blic? NoYes (Yo	u will need a Temporary	Food Permit, see #12, page 3)		
	No Yes (For tourn				
	other amusements? X No				
	sound system? No	A 123-			
Do you plan to set up tent(s) for the	ne event?NoY	es (See #8, page 3)	Control of the Part of the Par		
	ral needed? NoY	The State of the S	multi-day events, contact Director)		
Jefferson	Facility (circle all that ap	ply)	(17) (4) (2) (4) (5) (4) (4) (5) (5) (5)		
TAX 113 113 113 113 113 113 113 113 113 11	Shelter East Shelter and(s) E45+ 5 Dismon		Pool :m=n & s		
Smith Pavilion Kitchen Diamond/Field	Wedding/Garden (50 benche	es available)	Memorial Building (pre-wedding ceremony only) Start Time: End Time:		
Hart	Clovis	Barker	Barker Farm		
Shelter Diamond/Field	Shelter Diamond/Field	Shelter	Shelter Diamond/Field		
Koslo	Pleasants	Shepai	Shepard Diamond/Field		
Shelter Diamond/Field	Diamond/Field	Diamono			
Curtis Reed Square	Marina Terrace	Trestle	Trestle Trail		
and shadona's down once or the		11 and 1	OFFICE USE ONLY		
Scoreboard W Yout w Vin	ce to a face to a	iscuss			
	Court & Subsect of Research	Beer	Permit: \$ 5.00		
· Dumpster - ? R	ecycling carts-USE	OCTS- Total	1: \$ 405.00 approx		
PD 0	THEY IT TAKE	Perm	2115		
PD Copy	Con	inued >			

HOLD HARMLESS AGREEMENT

John W Res		on and hind law iv	nebago county T	Avera 1	love
(person in charge)			(group name)		· ·
to hold the City of Menasha harmless from any cla agreement to indemnify is for any and all liability o City's negligence, unless I demonstrate by clear and	f the City of Menasha	including costs of de	efense and attorneys' fees, including: D	amage or injury cau	er understand this sed in part by the
I further agree to exercise due care in the preserve determines to be normal wear and tear. I further ag and choose not to negotiate any terms of this agreen	ree that I will ensure	. I further agree to pa compliance with all ru	les, regulations, or ordinances applicable	e to the use of City	at the Department of Menasha parks
Signature: pu wfr	Arangall .		Date: _7-8	7-13	Charles Na
1 10 10					
and the second	-	BEER PERMI			
Sale of Beer and/or Wine I		r Consumption (rary Class "B" Lic	Only! ense in Addition to the Permit (Se	e #6 on nage 3)	
				The state of	- Carrenal I I I
The below named assumes responsibility for e the duration of the event. The Menasha Poli WILL JEOPARDIZE FUTURE RESERVATION	ce Department will	contact the permitt	ee if any problem arises. UNRULY	//ILLEGAL GROU	IP BEHAVIOR
Permittee Name: (print) Rge	re-Topace.J	Ohn	XX W	DOB: 4-2	8-1969
Address: 92 422 SixTh st	Menga	First WI	54952 M.I. Phone: 9	20-213-8	041
Area that beer and/or wine can be consumed:	East The	Iter CAST	ESOUTH Diamonds	att of the left	PETERS OF ALL IN
Signature: July 9/ the		Lightern France (70%)	DONEY 200 DIEN TO		
Permittee has read list of City ordinances pertain	ning to alcohol	Ves	XX Commonwearensedictor	ept. Initials	
77 1 77 1 77		163	The second second second second	ept. IIIliais	No to the second second
PARK FACILITY				ISER FEES	
(all fees are "per day" unless of Pavilion/Shelter Fees	otherwise stated) Resident	Non-Posident	Groups that reserve park shelters	or picnic areas are s	subject to the
Jefferson Park	nesident	Non-Resident	following user fees: Persons in Attendance	Resident	Non-Resident
Large Pavilion	\$ 55.00	\$ 85.00	1 - 20	\$ 5.00	\$ 11.00
Kitchen*	30.00	50.00	21 - 75 76 - 150	\$ 25.00	38.00
West Shelter*	35.00	55.00	151 - 300	44.00 83.00	63.00 107.00
East Shelter*	20.00	40.00	301 - 600	141.00	170.00
Launch Sheiter*	15.00	32.00	601 - 1,100 1,101 - 2,000	252.00 378.00	289.00
Picnic Areas # 2, 3, 4 or 5 with electric***	20.00	40.00	2,001 & up	504.00	420.00 551.00
Wedding	User Fee Only	User Fee Only	Take the second		
Pool Rental (1 hour)	145.00	145.00	Special Ev	ent Charges	
Smith Park			Item	Resident	Non-Resident
Pavilion	50.00	75.00	Stage (trailer only)	\$100.00	\$100.00
Kitchen*	30.00	50.00	Stage (2 row of risers) 2 yard Recycling Dumpster	200.00	200.00
Wedding Set-Up**	200.00	300.00	Bleachers (3 row)	45.00 15.00	45.00 15.00
Memorial Building (pre-ceremony only)	20.00/hour	20.00/hour	Bleachers (5 row)	20.00	20.00
Hart Park Shelter*	30.00	50.00	Picnic Table (each)	4.00	4.00
Clovis Grove Shelter*	20.00	40.00	Park Bench (each) Garbage Can (each)	3.00	3.00
Koslo Park Shelter (no electric)	20.00	40.00	Recycling Stand (each; needs	2.00	2.00
Barker Farm Park Shelter	25.00	45.00	bag)		
Curtis Reed Square	20.00	40.00	200 Amp Cord (each; for some outlets)	10.00	10.00
Beer Permit (Jefferson and Koslo only)	5.00	5.00			
Marina Terrace (on Main Street)	20.00	20.00	* Indicates need for key		
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)	20.00	20.00	** Includes use of pavilion wheth 50 benches. Final arrangements		
Jefferson Volleyball Courts N & S	5.00	5.00	Superintendent (967-3642).		
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC	***Picnic Areas 2 & 5 need a pov	ver cord supplied	by the
Soccer Fields	8.00/hour	8.00/hour	City. This must be picked up at a	the Parks and Red	creation
Koslo Baseball Diamonds (with/without lights)	75/game	75/game	Department up to two days prior		
Softball Diamonds (with/without lights)	15/game	15/game	deposit due at the time of pick up when the power cord is returned		imea
Large Tent Permit Building/Shelter Key Denosit	10.00	12.00	****More for weekend set up/take	down.	
NUMBER OF THE PROPERTY OF THE	20.00	20100	up/ tanc		