

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**

**New City Park
End of Tana Lane, Menasha
(take Winnipeg St to Tana)**

July 14, 2014

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the June 9, 2014 Park Board Meeting
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
 - 1. Kyle Leisch 573 Second Street, Menasha
- E. REPORT OF DEPARTMENT HEAD/STAFF/OR CONSULTANTS
 - 1. Department Report – PRD Tungate
 - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
 - 1. Review of park fee policy for non-profit groups
- G. ACTION ITEMS
 - 1. Annexation Impact Reports-Kay V. Burroughs Trust
- 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
Hart Park Shelter – 140 Main Street
June 9, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. D Sturm at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Nancy Barker, Sue Pawlowski, Ald. Michael Keehan, Tom Marshall, Cindy Schaefer-Kemps, Lisa Hopwood

MEMBERS EXCUSED:

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the May 12, 2014 Park Board Meeting**
Motion by S. Pawlowski, seconded by N. Barker, motion carried

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

Five (5) minute time limit for each person.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported that this is probably the busiest time of year for the department. There is a lot of hiring and employment paperwork to take care of in both the areas of pool and recreation. The pool opens June 10 and most recreation programs start on June 16. It was also mentioned that a significant amount of staff time is being spent on getting the Gilbert project ready to bid. While taking somewhat longer than first anticipated, progress has been made and bidding should occur yet this summer.
2. **Park Project and Vandalism Report** – PS Maas reported some vandalism to a port-a-potty at Muni Beach; the pool experienced some minor turbidity issues during a pre-season school event at the pool; Jefferson Park had some toilets in the men's restroom that were not functioning properly; some door repairs occurring on the backside of the Memorial Building; new Facility Tech has started; several small terrace trees did not make it through a tough winter.

F. DISCUSSION

1. **Smith Park effigy mounds upcoming meeting with state archaeologist** - PRD Tungate reported that on June 19, an archaeologist from the State will be visiting Smith Park to observe the effigy mounds. Historical Society representative will be invited. The purpose of the meeting will be to seek a better way to mark the mounds for public appreciation and to have the city engineering crew survey the exact location of three and possibly a fourth mound that has sunk and is virtually invisible.
2. **New eastside neighborhood park update** - PRD Tungate stated that he and Mayor Merkes have been in touch with representatives of the Menasha Rotary Club in an effort to have the club become a sponsorship partner with the city to facilitate the development of the park. The hope is that this partnership can be solidified before any public meetings and park planning would

occur. PRD Tungate will keep the Board apprised on the progress of this issue.

3. **Resident request to lower one hoop at Hart Park** - This request was brought to the attention of PRD Tungate by Ald. Taylor. The Board had an in-depth discussion on some options regarding this matter. First, they felt like perhaps a separate half court with lower hoop may make sense. They acknowledged that lowering a hoop does bring potential other issues into play, such as older kids dunking and damaging the lower standard. They concurred with staff that lowering the existing, older standard and hoop would be quite difficult to do both permanently or to move it up and down periodically. There are newer basketball standards that make this task much easier. The Board did observe some small children using the far west end of the park, away from the skatepark and basketball court and briefly discussed the idea of having play equipment (which has some ADA issues) and perhaps a smaller basketball hoop placed on that end of the park. This topic will be placed on the July agenda.
4. **Current states of use and condition of the skatepark** - Some basic repair work is needed to the black surface areas. Park maintenance staff should be able to get at this work once the pool settles into a normal maintenance schedule. Much of the discussion focused on ways to change the use culture at the skatepark that usually involves excessive littering and swearing. Everyone acknowledged that this would be tough to change. It was suggested that some older skate "mentors" could be indentified and perhaps they would be willing to host a few free events at the park and take time during the event(s) to talk with younger users about more responsible behavior. It was suggested that should an event take place that perhaps the Police Dept. could stop in and have some positive interaction with the skaters.
5. **Resident request to pursue planting of cherry trees in Jefferson Park** - The Board discussed this idea suggested by resident Steve Krueger. The Board was not in favor of planting fruited cherry trees in the park because of issues involved with: care and labor required for fruit trees, not being able to guarantee a quality "crop", potential problems with birds eating the fruit, not being able to administer a fair public picking program and not being sure that the park has the proper soils or climate to grow a quality fruited cherry tree. The Board did support a test planting of some fruitless cherry trees and asked that staff look into this. They liked the idea of a showy, durable, ornamental tree in the park but that any mass planting of such a tree should be a part the master plan for Jefferson Park that will be undertaken in the near future.
6. **Next Month-review of park fee policy for non-profit groups** - PRD Tungate suggested this topic be discussed next month and that perhaps it made sense to have the existing older policy mirror what has been done more recently with the special event fee policy for non-profit groups.

G. **ACTION ITEMS- None**

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

I. **ADJOURNMENT**

Moved by L. Hopwood, seconded by Ald. Michael Keehan to adjourn at 7:45pm. Motion carried.

28. Carnivals, Rides and Other Amusements

- A. Large-scale carnivals are prohibited in Menasha Parks. The use of small children's rides, dunk tanks, moonwalks and similar amusements must be approved by the Director of Parks and Recreation. A Certificate of Insurance and Endorsement must be filed with the City Clerk. (See Section #31)

29. Amplified Sound Systems

- A. Any music or voice amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Radios must be tuned not to be heard beyond a distance of twenty (20) feet from the instrument. Violators may be cited by the Menasha Police Department. Music must be done by 10:30 p.m.

30. Determining Residency for Programs, Weddings and Facility Rentals

- A. A person's current, primary or year-round residence will be the basis for determining residency. Merely owning property in the City of Menasha does not qualify a person for residency status. **When determining residency for weddings, either the bride or groom, one of their parents or grandparents must reside in the City of Menasha at the time the reservation is made.**
- B. When divorced or separated parents are involved, the criteria to be used to determine residency are 1) primary residence of the child or the residency of the parent who has custody or is the primary caregiver, or 2) what school the child attends.
- C. Only immediate family members or those individuals who live full-time in the residence qualify for a family pool pass. Friends or non-immediate family, etc. staying for the summer, babysitters, grandparents, etc. do not qualify and must pay the individual rate.
- D. Limited Use Pool Pass – Available for purchase by residents and non-residents. No limit on the number to be purchased. Allows for five visits to the pool.
- E. Companies located in the City of Menasha, or who have a significant presence in the city are eligible to reserve facilities beginning in February and will be charged resident fees. (Companies located outside the city must wait until the non-resident reservation period, however, City of Appleton, Neenah and Town of Menasha groups will be charged the resident rate).

31. Certificate of Insurance and Endorsement

- A. Any event or tournament that is open to the public; plans to sell beer or wine; have amusement rides or petting zoo must have a certificate of insurance and endorsement on file with the City Clerk 30 days prior to the event. **A carnival permit is also required.** The city must be named as additional insured on the policy and an Endorsement be provided. See the City Clerk for other insurance requirements. At the city's discretion, other park events may also be required to present a certificate of insurance and endorsement. Organizations planning multi-day events or plan to sell beer or wine must appear before the Parks and Recreation Board two months prior to the event.

32. Hanging Signs, Banners, Tarps, Etc.

All users of city park facilities must now follow the following rules pertaining to affixing signs, banners, etc. in city parks:

- A. Nothing can be nailed, stapled, tacked or taped to the exterior of park buildings.
- B. Additional eye bolts will be mounted under the soffit at the pavilion to attach large banners. Banners can be tied to the building, fences or to a weight or mounted on trucks, etc.
- C. Signs, banners, etc. that are affixed and do not meet the ordinance will be removed by park personnel.

33. Swimming Pool Group Discount Sales

Group Rate: \$2.25/person

Group Size: 15 or More (Make arrangements through the MPRD office - see below)

- A. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
- B. The group or organization is responsible for designing and planning an acceptable ticket for each person in the group. A small, specially identified ticket will do. Bring sample into the MPRD office at least two weeks prior to your event.
- C. Tickets are presented for admission to the pool. Pool staff will collect and count tickets. After the group is admitted, the group leader will pay for the group. Make sure your check corresponds to the exact number of people admitted.
- D. Inclement Weather. The Pool Supervisor will determine whether to open or close the pool. As a general rule, if the pool would ordinarily close due to cool weather, rain, etc., you will be given a full refund. If the weather is such that we would plan on being open, we will expect your group to arrive as planned.

City of Menasha
Event Sponsorship and Fee Waiver Policy
Effective January 1, 2007

Per Common Council action taken on September 19, 2005, the City of Menasha will no longer be an official sponsor or co-sponsor to any event brought forth by an outside organization.

As a consideration to this policy, the Parks and Recreation Board and Common Council will consider a waiver of certain fees from requests made by bona-fide non-profit organizations. The applicant is responsible for any insurance required by City ordinance. Neither the Parks and Recreation Board nor the Common Council shall have the authority to waive any insurance requirements. No application shall be considered unless the proper insurance certificate has been filed with the City.

Conditions for Waiving a Fee:

1. One request per organization per calendar year
 2. Requests must be made in a timely manner so that both the Parks and Recreation Board and Common Council can act on the request before the event occurs
 3. An activity, program or event must be open to the public and demonstrate a significant benefit to the Menasha community
 4. 50% of one fee may be waived from the following categories:
 - A. Equipment Rental Fees
Including, but not limited to, the city stage, picnic tables, bleachers, park benches, trash containers, bike racks, etc. (maximum 3 items).
 - B. Facility Rental Fees
Including, but not limited to: park shelters, picnic areas, ball diamonds, soccer fields, tennis courts, swimming pool, Racine Street welcome sign installation fee, etc. (maximum 2 items).
- Note: Park User Fees and Beer Permit fees shall not be waived.

Questions about this policy should be made to Brian Tungate, Director of Parks and Recreation.

This policy was revised by the Common Council on October 16, 2006.

City of Menasha Special Event Policy

SPECIAL EVENT is defined as any planned occurrence on the public right-of-way or public premises including, but not limited to; parades, gatherings, festivals and athletic events. By nature these events have a greater impact on City services and resources than would have occurred had the event not taken place. Special events require multiple department involvement.

The City of Menasha wants any Special Event to be a success for organizers and participants alike. By providing for an organized application process, we hope to provide for the safety and well being of all community members.

APPLICATION Complete Special Event Agreement Packet must be returned to City Hall, 2nd Floor, Public Works/Parks & Recreation Departments at least 60 days prior to the event. This will allow time for all pertinent departments to review your event needs. A non – refundable fee of \$25 is due at the time your application is submitted. Please note that if you are holding an event in a park you will need to reserve the park prior to turning in your Special Events Application.

REVIEW OF APPLICATION Once your application is received and reviewed, someone from your group will be required to attend a meeting with the Special Events staff. You will be advised of the date and time. The appropriate departments will review the individual worksheets included in your Special Events Packet to ensure that all considerations have been identified and contingencies planned for.

APPROVAL OF APPLICATION Once your application has been reviewed and approved you will receive a Special Event Permit.

CERTIFICATE OF INSURANCE AND ENDORSEMENT If proof of insurance is required, Certificate of Insurance and Endorsement must be provided by the event sponsor. The **City of Menasha must be named as additional insured on both the Certificate of Insurance and the Endorsement.** (see exhibit 1) The sponsor shall hold the City, any of its employees and agents and facilities harmless against all claims, liability, loss, damage or expense incurred by the City for any damage or injury to person or property caused by or resulting from activities arising from the special event. **The Certificate of Insurance and the Endorsement must be submitted no later than 5 business days following approval of the special event, but in no case less than 30 days prior to the event.**

SPONSOR ADDITIONAL RESPONSIBILITIES If your event requires street closure, it is the event holder's responsibility to contact, Valley Transit at 920-832-5200 and Gold Cross Ambulance at 920-967-6077 to alert them to the street closure. It is also the event holder's responsibility to notify the property occupants affected by a street closure exceeding 30 minutes. Included in this packet is a form that can be used for notification.

FEES All events are required to pay a non-refundable deposit of \$25 at the time their application is turned in. Charges for park facilities, food sales permits, tent permit fees, firework fees, etc. are to be paid **IN ADDITION** to the Special Events application fee. Submittal of an event application does **NOT** reserve a park. The applicable fees due prior to your event are: temporary food service permits, temporary beer sales permit, carnival permit, tent fee inspection, fireworks permits and park rental fees. At the completion of your event, charges must be paid no more than 60 days from the date of the invoice. If this requirement is not met, further charges may be incurred.

NON-PROFIT ORGANIZATIONS AS EVENT HOLDERS Non-Profits hosting an event that is free and open to the public **may** receive up to a 50% discount on the total Special Event bill. By definition the Non-Profit group must be a registered 501(c)(3) or (4) organization and proof of this designation is required.

TERMINATION OF EVENT The City and its representative reserve the right to shut down a special event that is in progress if it is determined to be a safety hazard by the Police and/or Fire Departments and/or there is a violation of City Ordinances, State Statute, or the terms of the approved application have not been met. The Mayor and /or their designee may revoke an approved Special Event Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

APPROVED BY CITY OF MENASHA COMMON COUNCIL ON 1/4/11

☐ Will you be **selling beer or wine**? Please complete the Application for Temporary Class "B" Retailer's License (**Picnic License Form E1 and Addendum Form E2**). Your contact will be City Clerk Debbie Galeazzi.

☐ Will there be **inflatables or carnival rides** at your event? Please complete the Carnival Permit (**Form F**). Please note permit needs to be submitted to the City Clerk 10 days prior to your event. Your contact will be City Clerk Debbie Galeazzi.

☐ Will there be **fireworks** at your event? Please complete the Fireworks Permit Application and contact Vern Green at Neenah-Menasha Fire Rescue at 920-886-6200. (**Form G**)

☐ Will you be putting up a **tent**? Some tents require a Certificate of Fireproofing and inspection by the Fire Department. Contact Vern Green of Neenah-Menasha Fire Rescue at 920-886-6200. All tents with stakes require Diggers Hotline clearance by calling 811 at least five (5) days prior to the event. (**Form H**)

☐ Non-Profit Organizations registered as 501(c)(3) or 501(c)(4) organizations must provide IRS proof of this designation **annually**.

☐ It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.

☐ Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

CONTACT INFORMATION

Park Rental Information	Parks and Recreation Dept.	920-967-3640
Street Closure and Barricading	Carol Schmidt, DPW & Engineering	920-967-3610
Alcohol Serving and Sales	Debbie Galeazzi, Clerk's Office	920-967-3603
Temporary Food Service Permits	Todd Drew, Health Department	920-967-3522
Police Protection and Security	Tim Styka, Police Department	920-967-3500
Fireworks Permits & Tent Inspections	Vern Green, Fire Department	920-886-6203
Public Works Superintendent	Jeff Nieland, Public Works Facility	920-967-3620
Parks Superintendent	Vince Maas, Parks Department	920-967-3642
Valley Transit (alert them to street closure)		920-832-5800
Gold Cross Ambulance (alert them to street closure)		920-727-3020
Diggers Hotline		811

Email: cschmidt@ci.menasha.wi.us

City of Menasha, 140 Main Street, Menasha, WI 54952



To: Department Heads, Park Board, Assessor, Menasha Utilities, Menasha Joint School District

From: Kara Homan, AICP, Principal Planner

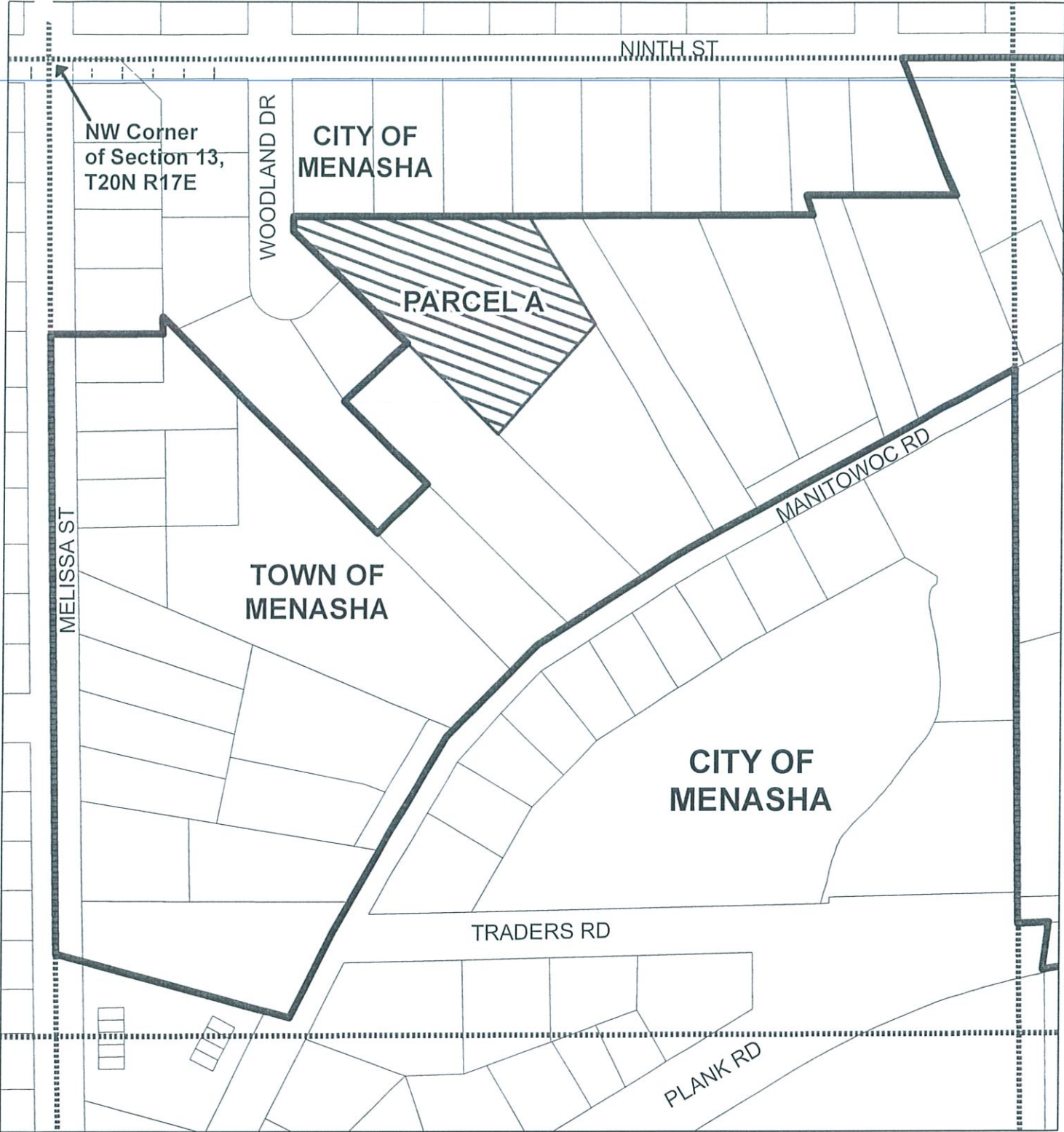
Date: July 9, 2014

RE: Annexation Impact Reports - Kay V. Burroughs Trust Dated August 2, 2002

It is expected that the Common Council will be acting on the proposed Kay V. Burroughs Trust annexation at its August 4, 2014 meeting. Please provide the City Clerk with copies of your impact report by noon on Thursday, July 31.

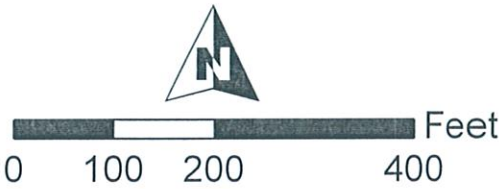
The parcels to be annexed are shown on the attached maps. The total area of the annexation is 3 acres. These properties are currently vacant, with future uses being single-family residential for Parcel A, and commercial for Parcel B.

PROPOSED ANNEXATION - MAP 1

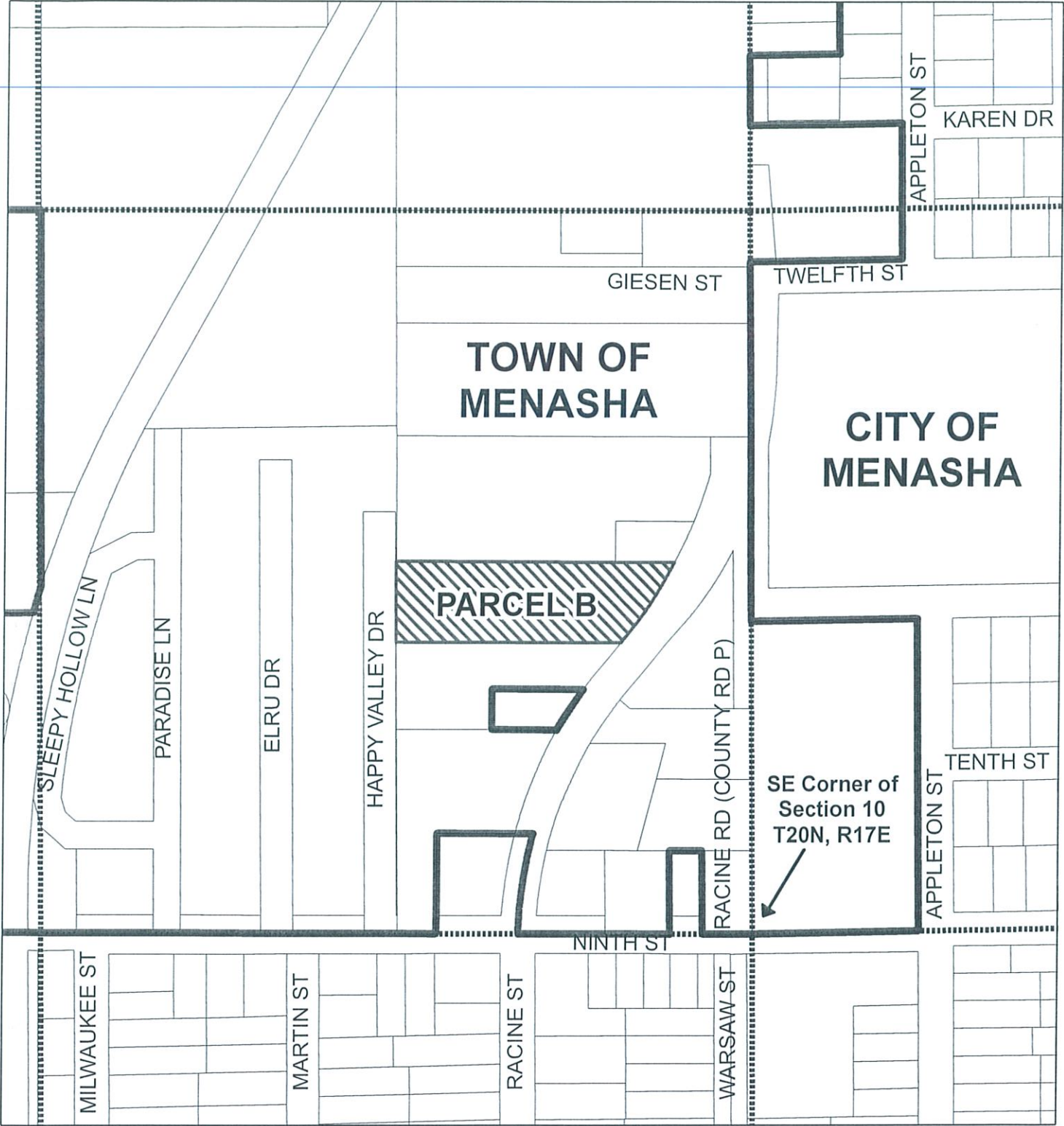


Legend

- Section Lines
- Corporate Boundaries
- Proposed Annexation
- Parcels



PROPOSED ANNEXATION - MAP 2



Legend

- Section Lines
- Corporate Boundaries
- Proposed Annexation
- Parcels

