

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**

Shepard Park Shelter

100 Mathewson Street

(In case of rain – the meeting will be held at City Hall, 140 Main Street – 3rd Floor)

Monday, July 13, 2015

6:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the June 8, 2015 Park Board Meetings

D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION

E. REPORT OF DEPARTMENT HEAD/STAFF

1. Department Report – PRD Tungate
2. Park, Pool and Vandalism Report – PS Maas
3. Column Committee Report – Chairman Sturm

F. DISCUSSION

1. Born Learning Trail – proposal for a trail in Jefferson and Smith Park
2. Volunteers use of city grooming equipment at Koslo park
3. Review of Shepard Park and potential enhancements
4. Loop the Lake project update and tour of bridge crossing location – PRD Tungate
5. Playground Equipment for new park – update
6. Gilbert Project update – review of Council approval of change orders

G. ACTION ITEMS

1. Approval of Jazzfest on September 5-6, 2015 in Jefferson Park

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Born Learning Trail - Sponsorship

LIVE UNITED



Greater Milwaukee
& Waukesha County

Right from Birth, children are constantly learning, and what they learn during those years depends on the experiences they have each and every day. **Born Learning** is an innovative public engagement campaign that helps parents, caregivers and communities create quality early learning opportunities for young children.

- *Building a **Born Learning Trail** is also a fun and enriching way to engage employees with a volunteer experience that adds to the positive morale of the company. Some report, "*It builds culture*".
- *The **Born Learning Trail** offers opportunities for corporate visibility in the community while creating valuable community resources for early childhood learning. The fun, physical learning activities are designed for parents and/or caregivers to play with young children in any outdoor setting: trails, parks, or school yards.
- *This interactive trail contains signs with instructions for simple games that any adult can interact with young children to turn an excursion at the park into fun learning moments. There are ten signs on the **Born Learning Trail**, each including activities such as: "Pretend to move like an animal", "Walk like a duck or jump like a frog" and "Is your child staring or pointing at something"? The trail's theme of *Watch! Stop! Learn! Play!* encourages parents and caregivers to follow the child's lead, building the child's curiosity and confidence, and reinforcing the learning already under way.

Sponsorship - \$3,000

The key components for the **Born Learning Trail** kit:

Ten(10) 12" x 24" signs (see sample signs on the next page). Each sign is printed with a unique playful, engaging activity based on early learning outcomes. The kit also includes reusable stencils for shapes, letters, and a 12' hopscotch court that all relate to the sign activities. Signs include the local United Way logo and the logo of the sponsoring company or organization. Posts, paint and additional installation materials need to be purchased locally, as well as a Ribbon Cutting Ceremony and launch materials. Optional items could include: T-shirts, portable trail, signs in Spanish, Kid Basic materials and other items.

Location

The **Born Learning Trail** site will be constructed at a mutually identified park, school or organization location.

Vision

The first of its kind **Born Learning Trail** in Waukesha County was launched at Heyer Park in 2010 with nine added to local parks through 2014. The intent is to successfully expand the efforts to locations throughout Great Milwaukee and Waukesha County for the future.



Invitation

We hope you will consider sponsoring a trail financially and provide employee volunteers for installation. If you have questions or would like additional information, please contact Lori Hayes; United Way Greater Milwaukee and Waukesha County Community Volunteering, at 262-409-2414 or LHayes@UnitedWayGMWC.org.

We look forward to speaking to you further.

Born Learning Trail Kit

Page 2

This interactive trail contains 10 signs with instructions for simple games that an adult can play with young children to turn a trip at the park into fun learning moments. Some signs are designed to stand alone, while others require additional enhancements (such as stencils to be painted on the path or surface area).

Stop! Learn! Play! encourages parents and caregivers to follow the child's lead, building the child's curiosity and confidence, and reinforcing the learning already under way.



Did you know that learning is happening all the time?

For ways to learn together, just look for the Born Learning Trail signs. By playing and exploring you help young children get ready for success in school and in life.

Together, you can turn everyday moments into learning moments.

Happy trails!

For more ideas, visit
www.bornlearning.org



bornlearning.org

Signs included with standard kit:

1. welcome
2. watch learn stop play - Let your child lead the way.
3. look learn laugh - Take time to pay attention to your child.
Stencil of circle used with this sign
4. talk listen sing - Talk it up while you play.
5. see say point read - Start your child on the road to reading.
Stencil of A,B,C used with this sign
6. imagine create pretend - Turn any time into story time.
7. jump clap skip move - Get your child up and active.
8. hop toss shake wiggle - Get up and moving with your child.
Stencil of hopscotch used with this sign
9. describe compare learn - Turn simple ideas into learning games.
Stencil of rectangle/square used with this sign
10. look listen touch think - Learn about the world around you.



Activities include:

- "Pretend to move like an animal.
Walk like a duck or jump like a frog"
- "Is your child staring or pointing at something?
Ask, 'what do you see?'"
- "Tell stories about yourself and your family.
Begin with 'When I was little...'"
- "Compare things, like flowers or leaves.
(Which are bigger? Smaller?)"

Signs are 12" x 24" aluminum signs that are .080" (2mm) thick with round corners; two holes per sign for mounting (one top middle and one bottom middle); protective UV laminate coating; anti-graffiti protection over laminate.

Made of same material as street signs and will hold up to most weather conditions; includes mounting kit for wood posts (self-tapping bolts and rubber washers). Mounting kit for metal posts included (metal bolts and nuts and nylon washers).

City of Garden City

One of our major partners is the City of Garden City. Among other things, they helped us determine the best location for the trail and installed all of the signs. Garden City's trail is located on City property.





4 of the 10 Activities Require Paint

Supplies: Stencils (Provided,) Paint, Brushes, Personal Protective Equipment Such as Gloves and Masks
Possible Supplies: Plastic Sheeting, Tape, Graffiti Remover, Wire Brush

Painting the Trail

Finney County
United Way
volunteers
helped us
point the trail.
Finney County
United Way
also provided
funding for
the Trail.



City of Menasha Special Event Permit Application

Today's Date: 05/04/2015

Name of Event: Fox Jazz Fest

Start Date: 09/05/2015

End Date: 09/06/2015

Start Time: 12:00 PM

End Time: 8:00 PM

Name of Organization Hosting Event: Jazz Corner Society, Inc.

Event Representative: Lori Lacey

Address: 1011C East Green Tree Ct., Appleton, WI 54915

Daytime Phone: _____ Cell Phone: 920-427-7608

Email address: laceyl@mac.com

Name of Person, Group, Club or Organization to be invoiced: Matt Kaftan

Address: 3415 Commerce Ct., Appleton, WI 54911

Daytime Phone: 920-338-9060

Cell Phone: 920-562-9061

Estimated Attendance at event: 3,000 - 5,000 split between two days

Will there be amplified/outdoor music: Yes

Will alcoholic beverages be served and/or sold: Yes

Will your event require street closure? No

Please list all activities that may be part of your event: Will also have food vendors. At this point in time we do not have other activities planned.

Menasha Parks & Recreation Department
200 Main Street
Menasha, WI 54952-1190

Questions? Call: (920)967-3640
Office Hours: 8:00am-4:00pm Monday - Friday
Office Location: 2nd Floor, City Hall

Name of Event: **Jazz Corner Society, Inc.**

Date of Event: **9/05/2015-9/06/2015**

Event Coordinator: **Lori Lacey**

Home Telephone: _____

Address: **1011C East Green Tree Ct., Appleton, WI 54915**

Daytime Telephone: **920-427-7608**

Time of Event: From **12 PM** to **8 PM**

Group Size: _____

Fee: (see attached page)

Building Keys Needed? ☒ No ☐ Yes (Usually for kitchen/Electric use - see #5, page 1) - Pick up by Friday at 4:00pm

Does your group qualify for resident rates? ☐ No ☒ Yes (City of Menasha, Menasha, 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 have an amplified sound system? ☐ No ☒ Yes (See #11, page 3) Describe: **Professional sound system for jazz concert.**

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)

Are you planning "kiddie" rides or other amusements? ☒ No ☐ Yes (Carnival Permit required, contact City Clerk)

Certificate of Insurance needed? ☐ No ☒ Yes (For tournaments, public events, rides, etc. - see #3, page 3)

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

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

Facility

Jefferson Park

☒ Pavilion ☐ Kitchen ☐ West Shelter ☐ East Shelter ☐ Launch Shelter ☐ Pool

☒ Picnic Area # **5**

Diamond(s) _____

Smith

☐ Pavilion ☐ Kitchen ☐ Wedding/Garden (50 benches available)

☐ Diamond/Field

Memorial Building

(pre-wedding ceremony only)

Start Time: _____

End Time: _____

Hart

☐ Shelter ☐ Diamond/Field

Cloviss

☐ Shelter ☐ Diamond/Field

Barker Farm

☐ Shelter ☐ Diamond/Field

Koslo

☐ Shelter ☐ Diamond/Field

Pleasant

☐ Diamond/Field

Shepard

☐ Diamond/Field

☐ Bertie Reed Sq area

☐ Main Terrace

☐ Crestle Trail

Office Notes: _____

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # _____

Matthew J. Kaftan

Jazz Corner Society, Inc.

I, the City of Menasha, Wisconsin, and for damages to persons and property caused by the negligent acts or omissions of the City of Menasha, Wisconsin, in the performance of its duties, hereby releases, defends, holds harmless and agrees to indemnify the City of Menasha, Wisconsin, from and against all claims, damages, losses, costs and expenses, including reasonable attorneys' fees, which may be asserted against or incurred by the City of Menasha, Wisconsin, in connection with the event, whether or not the City of Menasha, Wisconsin, is found to be negligent, unless such claim, damage, loss or expense is caused in whole or in part by the negligence of the City of Menasha, Wisconsin.

I, the City of Menasha, Wisconsin, hereby releases, defends, holds harmless and agrees to indemnify the City of Menasha, Wisconsin, from and against all claims, damages, losses, costs and expenses, including reasonable attorneys' fees, which may be asserted against or incurred by the City of Menasha, Wisconsin, in connection with the event, whether or not the City of Menasha, Wisconsin, is found to be negligent, unless such claim, damage, loss or expense is caused in whole or in part by the negligence of the City of Menasha, Wisconsin.

Signature: Matthew J. Kaftan
Matthew J. Kaftan, Treasurer

Date: 05/04/2015

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #5 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. **INRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permitted Name (print): Kaftan Matthew J. DOB: 02/12/59

Address: 756 Swan Rd. DePere, WI 54115 Phone: 920-562-9061

Area that beer and/or wine will be consumed: Picnic Area 5, Jefferson Park

Signature: Matthew J. Kaftan

Permittee has read list of GLS items containing alcohol: ☒ Yes Dept. Initials: _____

PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavillion/Shelter Fees	Resident	Non-Resident
Jefferson Park		
Large Pavilion	\$ 65.00	\$ 85.00
Kitchen*	30.00	60.00
West Shelter*	35.00	55.00
East Shelter*	30.00	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	60.00
Wedding Set-Up**	200.00	160.00
Memorial Building (pre-assembly only)	20.00/hour	20.00/hour
Main Park Shelter*	30.00	60.00
Clover Grove Shelter*	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	15.00
Curtis Reed Square	20.00	40.00
Deer 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/hour	5.00/hour
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 - 10	\$ 5.00	\$ 11.00
11 - 25	\$ 25.00	38.00
26 - 50	44.00	63.00
51 - 100	83.00	107.00
101 - 200	141.00	170.00
201 - 400	252.00	289.00
401 - 600	378.00	420.00
601 - 1,000	504.00	551.00
1,001 - 2,000		
2,001 & up		

Special Event Charges

Item	Resident	Non-Resident
200 AMP Panel	\$ 15.00	\$ 15.00
Heavy Duty Extension Cord	\$ 5.00	\$ 5.00
Stage (trailer only)	\$125.00	\$125.00
Stage with 2 tons	\$225.00	\$225.00
Stage Walls	\$125.00	\$125.00
3 Row Bleachers (in park)	\$ 25.00	\$ 25.00
3 Row Bleachers (out of park)	\$ 35.00	\$ 35.00
Picnic Table (each)	\$ 7.00	\$ 7.00
Bench (each)	\$ 4.00	\$ 4.00
Garbage Can (each)	\$ 4.00	\$ 4.00
Recycling Cart (each)	\$ 4.00	\$ 4.00

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.

****Fees for weekend set up/take down.