

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**

City Hall
140 Main Street, Council Chambers

**Tuesday, January 10, 2017
6:00PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the December 13, 2016 Regular Park Board Meeting

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. Jefferson Park & Neighborhood Public Input Meeting
 - Monday, January 23, 2017, 6:00pm, Menasha Library Company E Room

F. DISCUSSION

1. Update on the Jefferson Park and Neighborhood Vision Plan process – PRD Tungate

G. ACTION ITEMS

1. Approve renewal of Menasha Marina Harbormaster Agreement for 2017-2019
2. Recommend reciprocity agreements with the Cities of Neenah and Appleton and the Village of Fox Crossing
3. Recommend fee changes for some park facilities and recreation programs for 2017

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
City Hall – 1st Floor Conference Room
December 13, 2016
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Tom Marshall, Ald. Alex Zielinski, Brian Adesso

MEMBERS EXCUSED: Rob DeLain, Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas

C. MINUTES TO APPROVE

1. **Minutes of the November 8, 2016 Regular Park Board Meeting:** Moved by B. Adesso, seconded by L. Hopwood to approve the minutes of the November 8, 2016 Park Board meeting. Motion carried.
2. **Election of Officers for 2017:** Chr. D. Sturm called for nominations for Chairman. L. Hopwood nominated Dick Sturm, seconded by B. Adesso. No other nominations were made. The Board voted 5-0 to elect Dick Sturm as Chairman. Chr. D. Sturm called for nominations for Vice-Chair. Tom Marshall nominated Lisa Hopwood, seconded by B. Adesso. No other nominations were made. The Board voted 5-0 to elect Lisa Hopwood as Vice-Chair.

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

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report:** PRD Tungate reported on a successful Holiday Hayride; progress in hiring ice rink staff and opening the rink ice hopefully around Christmas; and plans to soon post summer job openings.
2. **Park, Pool and Vandalism Report:** PS Maas reported on plans to replace the tile floor at the Memorial Building over the holiday break. A company has been hired to remove the asbestos present in the aging tile and mastic. The city's insurance company provided some funding for this project. PS Maas also updated the Board on the city receipt of three grants related in large part to the Emerald Ash Borer issue. One will primarily go towards updating the city's street tree inventory, the second one will go for planting trees during Arbor Day and the third is for general tree planting.
3. **Jefferson Park & Neighborhood Public Input Meeting:** PRD Tungate recapped some of the public sentiment expressed at the December 12 meeting. Around 30 people attended. The general feeling of the audience seemed to be "we like what we have in the park, please update and improve it if you can". Specific discussion was held on the pool, boat launch, water views, trails and the Avalone property. The next public meeting is scheduled for January 23, where it's expected that three park concepts will be presented.

F. DISCUSSION

1. **Leadership Fox Cities program request to make improvements to Scanlan Park:** PRD Tungate reported that he was contacted by this group and that they are interested in an improvement project at Scanlan Park as part of their requirements for completing this leadership

training program. The group liked this park area because of its proximity to both the Trestle Trail and downtown. At this point, it appears that the group supports the idea of building a small public plaza or sitting area on the west end of the park. Benches, a picnic table, drinking fountain and flowers are in the preliminary plan. The Board expressed support for the project. A more definitive plan is being drawn and will come back to the Board when it's available.

2. **Jefferson Park Survey Update:** PRD Tungate reported that approximately 450 online surveys have been completed so far. The plan consultant felt this was an excellent response so far. The deadline for online or handwritten surveys is January 6.
3. **Reciprocity Agreements with Fox Crossing, Neenah and Appleton:** PRD Tungate stated that he expects the three agreements and usage figures to be available for the January meeting.
4. **Simplified fee schedule for park facility reservations:** Staff has been discussing a way to eliminate the public confusion and questions that are expressed at the time a park shelter is reserved. Some do not understand the Park User fee and why it's charged. A specific proposal to revise how shelter fees are charged will come before the Board in January along with a few other proposed fee changes for 2017.

G. ACTION ITEMS

1. **2017 pool opening and closing dates to be June 6-August 18. This extends the season by two days at the request of Ald. Nichols:** Motion by L. Hopwood, seconded by B. Adesso. Motion carried.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by L. Hopwood, seconded by B. Adesso to adjourn at 7:20 pm. Motion carried.

MARINA HARBORMASTER'S AGREEMENT

This Agreement made and entered into this ____ day of January, 2017 by and between the City of Menasha, a Municipal Corporation (City), and Diane E. Schabach, Ronald R. Schabach, and Rana Rose L. Schabach dba Harbormaster (collectively, Harbormaster), for the provision of services related to the operation of the Menasha Marina, located on the Government Canal, between the Tayco Street and Racine Street bridges in the City of Menasha for the 2017-2019 boating seasons.

After due consideration of the following terms and conditions, these parties mutually agree as follows:

I. TERMS OF AGREEMENT

- A. This contract is valid for a period of three (3) years and is effective during the Navigation season, as determined by the US Coast Guard and confirmed by East Central Wisconsin Regional Planning Commission, generally, on or about April 20 through October 15 of each year.
- B. On or before January 1, during the three-year term, the contract may be extended each year for the balance of the term, pending favorable review of performance and audit of records by the City. The payment schedule for each year of the agreement shall be:

2017 - \$48,250
2018 - \$49,000
2019 - \$49,750

II. HOURS OF OPERATION

The Marina will be open daily throughout the navigation season with hours posted by the Harbormaster. Minimum hours of operation will be Monday through Thursday, 11:00am-7:00pm; Friday, 11:00am-8:00pm; Saturday, 9:00am-8:00pm and Sunday 9:00am-6:00pm beginning the week before Memorial Day until the weekend after Labor Day.

III. SCHEDULE OF PAYMENT

The Harbormaster will receive a lump sum dollar amount paid by the City according to the following schedule:

25% by May 15	25% by August 15
25% by June 15	25% by October 15

IV. SCOPE OF WORK

The Harbormaster will assist the public boater by renting seasonal and transient boat slips, selling gasoline and oil, sanitary head pump out, sale of concessions (as approved by the City).

V. DESCRIPTION OF MARINA FACILITY

- A. Twenty-one 26' slips; thirty-four 30' slips; thirty-two 36' slips and 300' along the Riverwalk in front of the condominiums. Seasonal slips are issued on a first come, first serve basis. Each slip has potable water and 110 volt electric outlets, and dock boxes.
- B. Security fencing around entire perimeter with Marina patrons issued a gate key.
- C. Restroom facilities for use by all boaters and shower facilities available to slip renters.
- D. A harbor house complete with retail sale availability for use by Harbormaster.
- E. Gasoline tanks and sanitary head pump out.

VI. HARBORMASTER'S OBLIGATIONS:

The Harbormaster agrees to:

- A. Employ, train and schedule sufficient personnel to satisfactorily operate the facility. All employees will be governed by Equal Opportunity guidelines.
- B. Be responsible for all monetary transactions, bookkeeping and reporting. Harbormaster will furnish monthly accounting statements to the City. A year-end audit, at a mutually agreed upon time, will be held to discuss and review operations.
- C. Be responsible for training staff in the safe and proper techniques of pumping gasoline, pumping sanitary head and providing basic preventative maintenance checks to marina patrons.
- D. Will assign transient and seasonal slips and maintain a record of all "slip rental" contracts. Allow a maximum of two (2) slips to be used exclusively for transient rental within the Marina and all transient docking along the bulkhead of the U.S. Government Canal adjacent to the Marina.
- E. Will maintain a waiting list of prospective slip renters for the subsequent boating season.
- F. Establish payroll procedure for all Harbormaster employees and submit reports to State and Federal agencies as required.
- G. Provide a certificate of insurance in the following minimum amounts:
 - 1. Comprehensive General Liability:
 - Bodily Injury - \$300,000 per person; \$300,000 each occurrence
 - Property Damage - \$300,000 each occurrence;
\$300,000 aggregate or \$300,000 single limit

2. Workers Compensation:
Statutory, with \$100,000 Employer's Liability
 3. Umbrella: \$1,000,000 or liability limits under G.1 above of at least \$1,000,000.
 4. The Harbormaster shall supply the City with a Certificate of Insurance and Endorsement naming the City as an additional insured.
- H. Be responsible for and obtain any necessary business licenses and permits.
- I. Assist the City in developing appropriate Marina rules and regulations and enforcing said rules and regulations.
- J. Be responsible for dissemination of information to marina patrons.
- K. Provide sanitary head pump out services.
- L. Be responsible for ordering and maintaining an inventory of gasoline.
- M. Be responsible for ordering and maintaining vending machines and inventory (location and type of concession items must be approved by City).
- N. Assume financial responsibility for all monthly telephone use.
- O. Issue and maintain a record of marina keys.
- P. Provide all office expendables, such as pens, staples, tape, paper, etc.

VII. CITY'S OBLIGATION

The City Agrees to:

- A. Forward all Marina slip inquiries to Harbormaster.
- B. Provide furniture, cash registers, telephones, credit card machines, Marine FM radio, map case, shelving and counter space as needed.
- C. Furnish refuse pickup (and dumpsters) on a weekly basis.
- D. Provide routine cleanup and sanitation of restroom facilities.
- E. Provide clerical help for disseminating communications as needed including associated mail costs not to exceed \$2,000 per navigation season. The costs are to be approved by the Director of Parks and Recreation.
- F. Provide routine maintenance of Marina grounds, building, and equipment.
- G. Provide painting, electrical and plumbing maintenance as needed.
- H. Supply tissue, soap and other toiletries for the shower/restroom building.

- I. Work cooperatively with Harbormaster in establishing Marina fees and charges and post a copy of them in harbor house.
- J. Pay utility costs including electricity, sewer and water.
- K. Provide maintenance to the sanitary head pump out.
- L. Be responsible for maintaining all docks, including gas dock, in quality condition in the event of vandalism, wind, ice or damages that may occur.
- M. Pay all gasoline invoices (purchased for resale).
- N. Provide and maintain fire extinguishers throughout facility as deemed necessary by fire inspector.

VIII. FINANCIAL ARRANGEMENTS

Revenues:

- A. City will retain 100% of all seasonal slip rental revenues.
- B. City and Harbormaster will split 50/50 all gas sales net profits.
- C. City and Harbormaster will split 50/50 all revenues generated from transient slip rentals. Transient being defined as any slip rental of less than thirty (30) consecutive days.
- D. City and Harbormaster will split 50/50 all revenues from gross sales of sanitary pump out services.
- E. Harbormaster agrees to pay the City 5% of gross sales of all concession merchandise.
- F. Harbormaster may rent recreational equipment or other items. Should this occur the parties will agree on a percent split of the net profits.

IX. SCHEDULE OF FEES AND CHARGES –

All fees shall be established by the City of Menasha Common Council upon recommendation of the Harbormaster and the Park Board.

X. HARBORHOUSE

- A. During the navigation season of each year, Harbormaster shall have access to the entire building known as the Harborhouse. The City, at its discretion, may rent out the lounge area to another person.
- B. The premises described in this section may not be used for any purpose which is contrary to the law.
- C. An annual review of this section will be undertaken by the Park and Recreation Director and a written report shall be generated for the Park Board by not later than November of each year.

D. The Harbormaster will be allowed to accept MasterCard, Visa, Discover or American Express for payment of any services, concessions or gasoline offered for sale in conjunction with the role of Harbormaster. Processing fees will be split equally between the Harbormaster and the City.

XI. SUBLETTING AND ASSIGNMENT

Harbormaster shall not sublet this contract or its rights without written consent of the City.

XII. NON-APPROPRIATION

In the event of Non-appropriation, that is, the failure of the City of Menasha Common Council to appropriate money for any year sufficient for the continued performance by the City of all of City's obligations under this Agreement, this Agreement shall terminate upon the last day of the fiscal year for which funds were appropriated.

XIII. BREACH OF CONTRACT

In the event of any breach of the terms or provisions of this Agreement, the City shall have, in addition to any other recourse, the right to terminate this Agreement; to enter and obtain possession of the entire premises; to remove and exclude all property of the Harbormaster there from, all without service of notice or resort to legal procession and without any legal liability on its part.

XIV. INDEPENDENT CONTRACTOR

Harbormaster shall be considered an independent contractor providing services to the City and in no way shall be considered an employee.

Dated this _____ day of January 2017

HARBORMASTER

CITY

Diane E. Schabach

Donald Merkes, Mayor

Ronald R. Schabach

Deborah A. Galeazzi, City Clerk

Rana Rose L. Schabach

APPROVED AS TO FORM:

Pamela A. Captain, City Attorney

Programs 2016

	# Participants in Menasha Programs				Resident Rate	Non-Resident Rate	Fee Difference		Revenue Difference		
	Town of Menasha	City of Appleton	City of Neenah						Town of Menasha	City of Appleton	City of Neenah
Archery	3	0	0		\$20.00	\$24.00	\$4.00		\$12.00	\$0.00	\$0.00
Feel N Fit	3	0	3		\$30.00	\$40.00	\$10.00		\$30.00	\$0.00	\$30.00
Gametime	0	3	0		\$7.00	\$12.00	\$5.00		\$0.00	\$15.00	\$0.00
Gymnastics <i>Tumble/Novice</i>	15	3	43		\$40.00	\$55.00	\$15.00		\$225.00	\$45.00	\$645.00
Gymnastics <i>Beg./Int.</i>	9	4	22		\$48.00	\$66.00	\$18.00		\$162.00	\$72.00	\$396.00
Home Alone/ Babysitter Course	0	2	0		\$38.00	\$45.00	\$7.00		\$0.00	\$14.00	\$0.00
Into to Soccer	2	6	1		\$15.00	\$20.00	\$5.00		\$10.00	\$30.00	\$5.00
Paddleboard Yoga	0	3	2		\$35.00	\$35.00	\$0.00		\$0.00	\$0.00	\$0.00
Playground Plus	6	6	0		\$15.00	\$22.00	\$7.00		\$42.00	\$42.00	\$0.00
Slimnastics	1	0	2		\$30.00	\$40.00	\$10.00		\$10.00	\$0.00	\$20.00
Swimming Lessons	**82	9	25		\$23.00	\$34.00	\$11.00		N/A	\$99.00	\$275.00
Baseball	6	2	2		\$15.00	\$22.00	\$7.00		\$42.00	\$14.00	\$14.00
Adult Tennis	0	0	1		\$15.00	\$22.00	\$7.00		\$0.00	\$0.00	\$7.00
Youth Tennis	2	6	10		\$15.00	\$22.00	\$7.00		\$14.00	\$42.00	\$70.00
Tiny Tots	7	1	7		\$80.00	\$100.00	\$20.00		\$140.00	\$20.00	\$140.00
Tot Lot	10	0	1		\$15.00	\$22.00	\$7.00		\$70.00	\$0.00	\$7.00
Kickball	2	2	0		\$10.00	\$15.00	\$5.00		\$10.00	\$10.00	\$0.00
	66	47	119		TOTAL Revenue Difference				\$767.00	\$403.00	\$1,609.00

****148** **City of Menasha reciprocal agreement with Town of Menasha does not include Swimming Lessons
 Note: the City of Menasha does not track participation at special events like the Pumpkin Hunt, Holiday Hayride, etc.

Swim Passes 2016

	# Memberships sold							Revenue Difference	
	Town of Menasha	City of Appleton	City of Neenah		Resident Rate	Non-Resident Rate	Fee Difference	City of Appleton	City of Neenah
Ind Youth/Senior	*3	1	2		\$35.00	\$55.00	\$20.00	\$20.00	\$40.00
Ind Adult			1		\$45.00	\$65.00	\$20.00	\$0.00	\$20.00
Fam 2	*4		3		\$65.00	\$90.00	\$25.00	\$0.00	\$75.00
Fam 3	*2		1		\$85.00	\$110.00	\$25.00	\$0.00	\$25.00
Fam 4	*3		2		\$100.00	\$125.00	\$25.00	\$0.00	\$50.00
Fam 5	*3		0		\$110.00	\$135.00	\$25.00	\$0.00	\$0.00
Fam 6+	*3	1	1		\$120.00	\$145.00	\$25.00	\$25.00	\$25.00
	*18	2	10		TOTAL Revenue Difference			\$45.00	\$235.00

**City of Menasha reciprocal agreement with Town of Menasha does not include Swim Passes

Facility Rentals 2016

	# Reservations							Revenue Difference		
	Town of Menasha	City of Appleton	City of Neenah					Town of Menasha	City of Appleton	City of Neenah
Jefferson Park Pavilion	0	1	0		Resident Rate	Non-Resident Rate	Fee Difference	\$0.00	\$30.00	\$0.00
Jefferson Park Pavilion/Kitchen	1	9	4		\$55.00	\$85.00	\$30.00	\$50.00	\$450.00	\$200.00
Jefferson West Shelter	1	1	1		\$85.00	\$135.00	\$50.00	\$20.00	\$20.00	\$20.00
Smith Park Pavilion/Kitchen	1	1	4		\$35.00	\$55.00	\$20.00	\$45.00	\$45.00	\$180.00
Smith Park Wedding	1	5	2		\$80.00	\$125.00	\$45.00	\$150.00	\$750.00	\$300.00
Barker Farm Park	2	2	3		\$250.00	\$400.00	\$150.00	\$40.00	\$40.00	\$60.00
Clovis Grove Park	0	3	1		\$25.00	\$45.00	\$20.00	\$0.00	\$60.00	\$20.00
	6	22	15		TOTAL Revenue Difference			\$305.00	\$1,395.00	\$780.00

Boat Launch 2016

	# season launch passes sold				Resident Rate	Non-Resident Rate	Fee Difference	City of Appleton	City of Neenah
	Town of Menasha	City of Appleton	City of Neenah						
Senior	N/A	82	3		\$15.00	\$35.00	\$20.00	\$1,640.00	\$60.00
Regular	N/A	42	3		\$20.00	\$40.00	\$20.00	\$840.00	\$60.00
	# boat slips rented				Resident Rate	Non-Resident Rate	Fee Difference	City of Appleton	City of Neenah
	Town of Menasha	City of Appleton	City of Neenah						
Single	N/A	1	2		\$105.00	\$120.00	\$15.00	\$15.00	\$30.00
Double	N/A				\$210.00	\$240.00	\$30.00	\$0.00	\$0.00
		125	8		TOTAL Revenue Difference			\$2,495.00	\$150.00

**City of Menasha reciprocal agreement with Town of Menasha does not include Boat Launch Passes; nor do we track the number of passes sold specifically to Town of Menasha residents

Total Revenue Difference

other communities' residents utilizing C. Menasha services

Town of Menasha	City of Appleton	City of Neenah
\$ 1,072.00	\$ 4,338.00	\$ 2,774.00

Total Fee Reduction

C. Menasha residents utilizing other communities' services

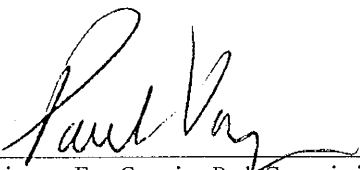
\$ 3,860.00

AGREEMENT FOR RECIPROCITY BETWEEN THE
CITY OF MENASHA AND VILLAGE OF FOX CROSSING
PARK & RECREATION DEPARTMENTS

~2017~


The Park & Recreation Departments of the City of Menasha, WI and the Village of Fox Crossing, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each municipality's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each municipality retains complete control of the policies, operation, administration, and funding of the facilities and services it provides. This includes, but is not limited to, policies that allow registration priorities to municipal residents.
- 3) The City of Menasha reserves the right to charge a non-resident fee for seasonal boat launch passes, swimming lessons and pool passes.
- 4) The Village of Fox Crossing reserves the right to charge a non-resident fee for seasonal boat launch passes and disc golf passes.
- 5) Each municipality will verify proof of residency of participants from the other community and supply residency information for participant verification.
- 6) This agreement shall be in effect from January 1, 2017 through December 31, 2017. The agreement may be extended for another term by mutual agreement of both municipalities, or terminated, without penalty, by either municipality, with thirty days written notice to the other community.



Chairman, Fox Crossing Park Commission

Mayor, City of Menasha



Director of Parks & Recreation, Fox Crossing

City Clerk, City of Menasha

2016 City of Menasha Participants

Class	# Menasha Participants	Res Fee	Non-Res Fee	Revenue Diff
After School X-mas	1	\$ 12.00	\$ 15.00	\$ 3.00
Afternoon Adventures	8	\$ 55.00	\$ 69.00	\$ 112.00
Basketball Clinic	4	\$ 20.00	\$ 25.00	\$ 20.00
Bkfst/Santa	7	\$ 4.00	\$ 4.00	\$ -
Camp Guest	4	\$ 4.00	\$ 4.00	\$ -
Camp Fairytale	2	\$ 16.00	\$ 20.00	\$ 8.00
Camp Superhero	1	\$ 16.00	\$ 20.00	\$ 4.00
Confident Cycling	4	\$ 4.00	\$ 5.00	\$ 4.00
Cookies & Canvas	8	\$ 25.00	\$ 25.00	\$ -
Crafty Creations	1	\$ 23.00	\$ 29.00	\$ 6.00
Dad/Daughter Dance	20	\$ 34.00	\$ 34.00	\$ -
Dad/Daught Indv	4	\$ 14.00	\$ 14.00	\$ -
Dance	23	\$ 42.00	\$ 52.50	\$ 241.50
Dance (Spring)	7	\$ 18.00	\$ 22.00	\$ 28.00
Dance Summer Workshop	3	\$ 6.00	\$ 7.00	\$ 3.00
Discovery Camp	2	\$ 45.00	\$ 56.00	\$ 22.00
Easter Egg Hunt	8	\$ 4.00	\$ 4.00	\$ -
Mud Run	26	\$ 15.00	\$ 15.00	\$ -
Home Alone	15	\$ 38.00	\$ 47.00	\$ 135.00
Ice Cream Social	5	\$ 3.00	\$ 3.00	\$ -
Karate	3	\$ 45.00	\$ 56.00	\$ 33.00
Kiddie Camp	2	\$ 45.00	\$ 56.00	\$ 22.00
Kidstage	19	\$ 85.00	\$ 106.00	\$ 399.00
Little Dribblers	3	\$ 22.00	\$ 27.00	\$ 15.00
Messy Fest	14	\$ 5.00	\$ 5.00	\$ -
Mother/Son Bowling	2	\$ 12.00	\$ 12.00	\$ -
Painting Picassos	4	\$ 18.00	\$ 22.00	\$ 16.00
Patriotic Tie Dye	3	\$ 4.00	\$ 5.00	\$ 3.00
Play, Learn, Move	1	\$ 25.00	\$ 31.00	\$ 6.00
Princess Tea Party	2	\$ 11.00	\$ 11.00	\$ -
Safety School	1	\$ 20.00	\$ 25.00	\$ 5.00
Soccer	6	\$ 16.00	\$ 20.00	\$ 24.00
Summer Games	4	\$ 19.00	\$ 24.00	\$ 20.00
Tennis	6	\$ 26.00	\$ 32.00	\$ 36.00
Trick or Treat	41	\$ 4.00	\$ 4.00	\$ -
Tumbling	2	\$ 19.00	\$ 24.00	\$ 10.00
Wilderness Survival	2	\$ 30.00	\$ 37.00	\$ 14.00
Young Chefs	2	\$ 32.00	\$ 40.00	\$ 16.00
Zumba	38	\$ 24.00	\$ 30.00	\$ 228.00

Total Participants	308			
Program Revenue Difference				\$ 1,430.50
Pavilion Rentals	58	\$ 3,480.00	\$ 4,350.00	\$ 870.00
CC Rentals	113	\$ 6,270.00	\$ 7,830.00	\$ 1,560.00
Total Revenue Difference				\$ 3,860.50

**AGREEMENT FOR RECIPROCITY BETWEEN
NEENAH AND MENASHA
PARK & RECREATION DEPARTMENTS
2017 - 2021**

The Park & Recreation Departments of the City of Neenah, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regard to fees only.
- 2) Each city retains complete control of the policies, operation, administration and funding of the facilities and services it provides.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2017 through December 31, 2021. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice to the other city.

Neenah P&R Commission President

Menasha P&R Board Chairperson

Mayor of Neenah

Mayor of Menasha

Neenah City Clerk

Menasha City Clerk

Approved as to form:

Approved as to form:

Neenah City Attorney

Menasha City Attorney

Lori Walbrun

From: LOlson@ci.neenah.wi.us
Sent: Wednesday, December 07, 2016 8:47 AM
To: Niki Wendt
Cc: Lori Walbrun
Subject: RE: 2016 reciprocity numbers
Attachments: PARTICIPATION NUMBERS & DOLLARS.2017-21.pdf

Good Morning,

Here's the participant numbers with dollars attached. Please note that we haven't had a non-resident fee for our adult and youth recreation programs for MANY years and therefore there is no \$ attached to that.

Nikki, did you change the agreement wording? If not, I'm just going to update dates on my end. These agreements will be on our December 15 Parks & Rec Commission agenda.

Thank you.

Laurie
(See attached file: PARTICIPATION NUMBERS & DOLLARS.2017-21.pdf)

Laurie Olson, CPRP, AFO
Superintendent of Recreation
City of Neenah Parks & Recreation Dept
920.886.6063
www.neenahgov.org
Creating Community through People, Parks & Programs.

Check out our Facebook page!

From: Niki Wendt <Niki.Wendt@Appleton.org>
To: "'LOlson@ci.neenah.wi.us'" <LOlson@ci.neenah.wi.us>, Lori Walbrun <lwalbrun@ci.menasha.wi.us>
Date: 12/06/2016 08:46 AM
Subject: RE: 2016 reciprocity numbers

That would be great Laurie. Attached are our numbers.

-----Original Message-----

From: LOlson@ci.neenah.wi.us [<mailto:LOlson@ci.neenah.wi.us>]
Sent: Tuesday, December 06, 2016 8:19 AM
To: Lori Walbrun <lwalbrun@ci.menasha.wi.us>
Cc: Niki Wendt <Niki.Wendt@Appleton.org>
Subject: Re: 2016 reciprocity numbers

2015 & 2016
Parks and Recreation Community
Reciprocity Participation
Neenah/Menasha

Menasha Participation in Neenah

2015

	2015 Participation	Non-Res Fee	Revenue Waived
Shelter rentals	19	\$30	\$570
Shelter rentals	12	\$20	\$240
Boat stall rentals	0	\$25	0
Neenah Pool Lessons	12	\$10	\$120
Neenah Pool Season Passes	9	\$25	\$225
All other YOUTH & ADULT recreation programs	16	0	0
TOTAL	68		\$1,155

2016

	2016 participation	Non-Res Fee	Revenue Waived
Shelter rentals	21	\$30	\$630
Shelter rentals	15	\$20	\$150
Boat stall rentals	1	\$25	\$25
Neenah Pool Lessons	10	\$10	\$100
Neenah Pool Season Passes	14	\$25	\$350
All other YOUTH & ADULT recreation programs	36	0	0
TOTAL	97		\$1,255

**AGREEMENT FOR RECIPROCITY BETWEEN
APPLETON AND MENASHA
FOR PARKS AND RECREATION SERVICES
2017-2021**

The Parks and Recreation Departments of the City of Appleton, WI and the City of Menasha, WI, hereby agree to grant resident status, in regard to fees, to the citizens of the other community for the sole purpose of participating in each city's park and recreation services, for the term of this agreement listed below.

- 1) The scope of this agreement is limited to the granting of the privileges of residency in regards to fees only.
- 2) Each city retains complete control of policies, operation, administration and funding of the facilities and services it provides.
- 3) The home community will supply the reciprocating community with residency information for participant verification at the reciprocating community.
- 4) This agreement shall be in effect from January 1, 2017 through December 31, 2021. The agreement may be extended for another term by mutual agreement of both cities, or terminated, without penalty, by either city, with thirty days written notice of the other city.

Date: _____

Mayor of Appleton

Mayor of Menasha

Appleton City Clerk

Menasha City Clerk

Appleton City Attorney

Menasha City Attorney

2015
Parks and Recreation Community
Reciprocity Participation
Appleton/Menasha

Menasha Participants in Appleton

Program	2015 Participants	Revenue Waived
Adult: Dance/Fitness	16	\$560.00
Youth: Certification	1	\$25.00
Youth: Tennis/Preschool/Dance/Camps	78	\$1,950.00
Adult: Rec Rowing, luncheons, Mindfulness	8	\$0.00
Youth: Karate/KidStage/Bricks 4 Kidz/Parkour	15	\$0.00
Swim passes - adult	1	\$ 55.00
Swim passes - family of 2	2	\$ 120.00
Swim passes - family of 3	1	\$ 70.00
Swim passes - family of 4	4	\$ 320.00
Swim passes - family of 5	1	\$ 90.00
Swim passes - family of 6	1	\$ 95.00
Park pavilion rentals	10	\$ 590.00
TOTAL	138	\$ 3,875.00

Appleton Participants in Menasha

Program	2015 Participants	Revenue Waived
Boat Launch Permits		
Boat Slip Rentals - single		
Boat Slip Rentals - double		
Boat Launch Permits - senior		
Fieldtrips		
Youth Flag Football		
Gymnastics		
Pavilion Rentals		
Pool Passes		
Feel 'n Fit		
Tiny Tots		
Youth Kickball		
Youth Baseball		
Youth Swimming Lessons		
Youth Tennis Small Group		
Youth Tennis Lessons		
TOTAL		\$ -

2016
Parks and Recreation Community
Reciprocity Participation
Appleton/Menasha

Menasha Participants in Appleton

Program	2016 Participants	Revenue Waived
Adult: Dance/Fitness	32	\$1,120.00
Youth: Friday Fun	4	\$20.00
Youth: Tennis/Preschool/Dance/Camps	143	\$3,575.00
Adult: Rec Rowing, Kickboxing, Mindfulness	3	\$0.00
Youth: Karate/KidStage/Bricks 4 Kidz	11	\$0.00
Swim passes - adult	1	\$55.00
Swim passes - family of 3	1	\$70.00
Park pavilion rentals	16	\$965.00
Lutz launch permit	0	\$0.00
TOTAL	211	\$5,805.00

Appleton Participants in Menasha

Program	2016 Participants	Revenue Waived
Boat Launch Permits		
Boat Slip Rentals - single		
Boat Slip Rentals - double		
Boat Launch Permits - senior		
Fieldtrips		
Youth Flag Football		
Gymnastics		
Pavilion Rentals		
Pool Passes		
Feel 'n Fit		
Tiny Tots		
Youth Kickball		
Youth Baseball		
Youth Swimming Lessons		
Youth Tennis Small Group		
Youth Tennis Lessons		
TOTAL		\$ -

2017 Facility Reservation Fee Changes

- Discontinue the Park User Fee schedule. Fees to be absorbed into the normal fee we charge for shelters. This will eliminate public confusion and questions when a shelter is reserved (see attached for new pricing schedule).
- Revise Special Event fees into three categories (flat fee per day to cover administrative planning time and field staff time for the event. Fee is in addition to other facility rental fees). No non-resident rate because it's too difficult to determine whether an event is a resident or non-resident event.

Up to 400 people	\$250
401-700 people	\$350
701 + people	\$450

- Revise park shelter rental rates, which includes two rates for the Jefferson and Smith Park Pavilions based on group size (1-99 and 100+ people)

Example: Family picnic of 50 people is using the Jefferson Park Pavilion. They paid \$80 in 2016 (\$55 rental fee + \$25 user fee). That same group will still pay \$80 under the fee change.

2017 Program Registration Fee Changes

	Current		Proposed	
	Resident	Non-Resident	Resident	Non-Resident
Tot Lot/Playgrounds Plus	\$15.00	\$22.00	\$17.00	\$24.00
Youth Baseball	\$15.00	\$22.00	\$17.00	\$24.00
Youth Kickball	\$10.00	\$15.00	\$12.00	\$17.00
Youth Tennis	\$15.00	\$22.00	\$17.00	\$24.00
Teen/Adult Tennis	\$15.00	\$22.00	\$17.00	\$24.00
Gymnastics Summer - Tumble/Novice 1x/week	\$15.00	\$22.00	\$18.00	\$25.00
Gymnastics Summer - Tumble/Novice 2x/week	\$20.00	\$27.00	\$23.00	\$30.00
Gymnastics Summer - Beginner/Intermediate 1x/week	\$25.00	\$32.00	\$28.00	\$35.00
Gymnastics Summer - Beginner/Intermediate 2x/week	\$30.00	\$37.00	\$33.00	\$40.00
Gymnastics Fall - Tumble/Novice	\$40.00	\$55.00	\$43.00	\$58.00
Gymnastics Fall - Beginner/Intermediate	\$48.00	\$66.00	\$51.00	\$69.00
Cemetery-Adult Grave	no change	\$775.00	no change	\$875.00
Swim Lessons	\$23.00	\$34.00	\$25.00	\$36.00

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

Picnic Area - no electricity

\$10.00 \$20.00

Pool Rental (1 hour)

\$155.00 \$155.00

Smith Park

Pavilion

\$50.00 \$75.00

Kitchen*

\$30.00 \$50.00

Wedding Set-Up**

\$250.00 \$400.00

Memorial Building (pre-ceremony)

20.00/hour 20.00/hour

- Use of 1st floor only

Hart Park Shelter*

Clovis Grove Shelter*

\$30.00 \$50.00

Koslo Park Shelter (no electric)

\$20.00 \$40.00

Barker Farm Park Shelter

\$20.00 \$40.00

Curtis Reed Square

\$25.00 \$45.00

Beer Permit (Jefferson and Koslo only)

\$20.00 \$40.00

Marina Terrace (on Main Street)

\$5.00 \$5.00

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 - 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 Fees

(Flat Fee Per Day, in addition to facility rental fee)

up to 400 people	\$250.00
401-700	\$350.00
701 +	\$450.00