

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
100 Main Street
First Floor Board Room #132

**Tuesday, December 12, 2017
6:00PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the November 14, 2017 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

F. DISCUSSION

1. Change to 2018 Parks Department CIP Budget

G. ACTION ITEMS

1. Recommend reciprocity agreement with the Village of Fox Crossing for 2018
2. Recommend a monthly and year permit fee for the Harbor House office space
3. Approve the location and style of two additional benches to be placed on the Isle of Valor

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

❖ The Members of the Parks and Recreation Board are invited to a Holiday Gathering at WiseGuy's Pizzeria around 7:45pm. Spouses and others are welcome to attend. No official action will be taken at this time. ❖

CITY OF MENASHA
Parks and Recreation Board
City Hall, 100 Main St, Rm 132
November 14, 2017
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Ted Grade, Brian Adesso, Lisa Hopwood, Melissa Zwach

MEMBERS EXCUSED: Rob DeLain and Tom Marshall

OTHERS PRESENT: PRD Tungate, Harbormaster Diane Schabach

C. MINUTES TO APPROVE

1. **Minutes of the September 12, 2017 Park Board Meeting - Amendment:** Moved by B. Adesso, seconded by Ald. T. Grade to amend the minutes to show that Lisa Hopwood was not present and change G 1. To DeLain instead of McClain. Motion carried.
2. **Minutes of the October 10, 2017 Regular Park Board Meeting:** Moved by B. Adesso, seconded by Ald. T. Grade to approve the minutes of the October 10, 2017 Park Board meeting. Motion carried.

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 the Loop the Lake project and likely change order relative to concrete exterior surfacing and a donation of labor by Faith Technology; staff attended the Wisconsin Park and Recreation conference last week; park staff has been busy winterizing park facilities; Memorial Building floor project to be begin the week of December 18; the Holiday Hayride is set for December 8.
2. **Park, Pool and Vandalism Report:** PS Maas was not in attendance
3. **2017 Marina Season:** Harbormaster Schabach reported a cold and rainy start to the 2017 season. Even with that, gas sales and overnight visits were up. Rain kept the river water fairly clean. Sonoco has paved much of their parking lot across from the marina which should help the dust situation that has plagued the marina for many years. One new camera and restroom upgrades are planned for 2018 along with the installation of several new electric and water pedestals. The old ones are nearly 30 years old and will be completely replaced over the next 2-3 years.

F. DISCUSSION

1. **Seeking input from N/M Sewage Treatment Plant Commission Regarding Trail Route:** PRD Tungate and Chr. D. Sturm explained that questions are still lingering about whether a trail could be built along the backside of the treatment plant. The topic was discussed more than a year ago by the Sewerage Commission; however, it was not an officially listed discussion topic on their agenda. Chr. D. Sturm has had contact with the Commission President about placing the topic on an

upcoming Commission agenda. Board members agreed with this course of action.

2. **Proposal to Establish a Permit Fee for the Harbor House Office Space:** PRD Tungate provided the Board with information about the size and amenities available for the room connected to the Harbor House. It is 8.5' by 19' or 161.5 sq. feet. The space is unheated and has no direct access to a restroom and sits on a concrete slab. The area used to be an open, roofed porch until the park crew built some walls around it several years ago. Members concurred that the room has several limitations. This information was provided for the Board as they move towards recommending a monthly and yearly permit fee for the use of the space. Staff noted that comparable unheated storage areas in the range of 160 sq. feet generally rent for \$45-65 per month. The topic will appear as an action item on the December agenda.
3. **December 12 Park Board Holiday Gathering Location:** Wiseguys Pizza was preferred.

G. ACTION ITEMS

1. **Proposal to Increase the Seasonal Slip Rate from \$38.75/ft to \$39.00/ft beginning in 2018:** Motion by B. Adesso, seconded by L. Hopwood to increase the seasonal slip rental rate at the marina from \$38.75 to \$39.00 per foot for 2018. Discussion was held about the merits of making smaller, more frequent fee increases versus waiting a few years and having a larger fee increase. Harbormaster Schabach stated she has not heard a complaint about fees over the past 4-5 years since smaller increases were implemented.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

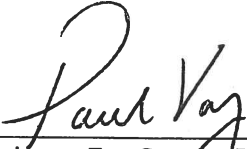
I. ADJOURNMENT

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 7:44 pm. Motion carried.

**AGREEMENT FOR RECIPROCITY BETWEEN THE
CITY OF MENASHA AND VILLAGE OF FOX CROSSING
PARK & RECREATION DEPARTMENTS
~2018~**

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, 2018 through December 31, 2018. 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

2017 City of Menasha Participants

Class	# Menasha Participants	Res Fee	Non-Res Fee	Revenue Diff
Afternoon Adventures	4	\$ 55.00	\$ 69.00	\$ 56.00
Basic Archery	1	\$ 26.00	\$ 32.00	\$ 6.00
Basketball Clinic	3	\$ 20.00	\$ 25.00	\$ 15.00
Camp Guest	1	\$ 4.00	\$ 4.00	\$ -
Camp Fairytale	3	\$ 16.00	\$ 20.00	\$ 12.00
Camp Superhero	1	\$ 16.00	\$ 20.00	\$ 4.00
Color My World	1	\$ 18.00	\$ 22.00	\$ 4.00
Cookies & Canvas	1	\$ 25.00	\$ 25.00	\$ -
Crafty Creations	3	\$ 25.00	\$ 31.00	\$ 18.00
Dad/Daughter Dance	21	\$ 35.00	\$ 35.00	\$ -
Dad/Daught Indv	6	\$ 14.00	\$ 14.00	\$ -
Dance	28	\$ 39.00	\$ 49.00	\$ 280.00
Dance (Spring)	4	\$ 17.00	\$ 21.00	\$ 16.00
Discovery Camp	3	\$ 45.00	\$ 56.00	\$ 33.00
Easter Egg Hunt	9	\$ 4.00	\$ 4.00	\$ -
Flag Football	3	\$ 22.00	\$ 27.00	\$ 15.00
Froggy Fun	1	\$ 5.00	\$ 6.00	\$ 1.00
Fun Run	23	\$ 15.00	\$ 15.00	\$ -
Healthy Heart Cook	2	\$ 52.00	\$ 65.00	\$ 26.00
Home Alone	14	\$ 40.00	\$ 50.00	\$ 140.00
Karate	1	\$ 45.00	\$ 56.00	\$ 11.00
Kiddie Camp	7	\$ 45.00	\$ 56.00	\$ 77.00
Kidstage	19	\$ 80.00	\$ 100.00	\$ 380.00
Kidstage Allstars	1	\$ 65.00	\$ 65.00	\$ -
Little Explorers	1	\$ 18.00	\$ 22.00	\$ 4.00
Messy Fest	5	\$ 5.00	\$ 5.00	\$ -
Movin' With Music	3	\$ 22.00	\$ 27.00	\$ 15.00
Painting Picassos	3	\$ 18.00	\$ 22.00	\$ 12.00
Play, Learn, Move	2	\$ 25.00	\$ 31.00	\$ 12.00
Princess Tea Party	1	\$ 11.00	\$ 11.00	\$ -
Round Up	1	-	-	
Safety School	1	\$ 20.00	\$ 25.00	\$ 5.00
Selfie Scavenger Hunt	1	-	-	
Soccer	4	\$ 16.00	\$ 20.00	\$ 16.00
Spring Break Movie	2	\$ 7.00	\$ 9.00	\$ 4.00
Summer Games	4	\$ 19.00	\$ 24.00	\$ 20.00
Teen Stage Musical	1	\$ 85.00	\$ 106.00	\$ 21.00
Tennis	7	\$ 26.00	\$ 32.00	\$ 42.00
Trick or Treat	70	\$ 4.00	\$ 4.00	\$ -
Tumbling	1	\$ 19.00	\$ 24.00	\$ 5.00

Wilderness Survival	4	\$ 30.00	\$ 37.00	\$ 28.00
Young Chefs	6	\$ 32.00	\$ 40.00	\$ 48.00
Zoo Safari Drawing	3	\$ 18.00	\$ 22.00	\$ 12.00
Zumba	25	\$ 24.00	\$ 30.00	\$ 150.00
Total Participants	305			
Program Revenue Difference				\$ 1,488.00
Pavilion Rentals	82	\$ 4,920.00	\$ 6,150.00	\$ 1,230.00
CC Rentals	103	\$ 5,700.00	\$ 7,126.00	\$ 1,426.00
Total Revenue Difference				\$ 4,144.00

FEE RECIPROCITY USAGE 2017

Fox Crossing Participants in Menasha

1/1/-12/31/2017

Program	Number of Participants and/or Number Sold	Resident Fee	Non-Resident Fee	Fee Difference	Revenue Difference
Archery	8	\$ 20.00	\$ 24.00	\$ 4.00	\$ 32.00
Baseball	4	\$ 17.00	\$ 24.00	\$ 7.00	\$ 28.00
Dance	3	\$ 42.00	\$ 57.00	\$ 15.00	\$ 45.00
Essential Oils	0	\$ 6.00	\$ 9.00	\$ 3.00	\$ -
Feel 'n Fit	3	\$ 35.00	\$ 45.00	\$ 10.00	\$ 30.00
Friday Fundays	3	\$ 7.00	\$ 12.00	\$ 5.00	\$ 15.00
Gymnastics (Tumble/Novice)	12	\$ 42.00	\$ 57.00	\$ 15.00	\$ 180.00
Gymnastics (Beginner/Intermediate/Advanced)	17	\$ 50.00	\$ 68.00	\$ 18.00	\$ 306.00
Jr. Golf	0	\$ 17.00	\$ 24.00	\$ 7.00	\$ -
Kick Ball	2	\$ 12.00	\$ 17.00	\$ 5.00	\$ 10.00
Paddleboard Yoga	0	\$ 45.00	\$ 45.00	\$ -	\$ -
Painting Classes	0	\$ 20.00	\$ 25.00	\$ 5.00	\$ -
Playground Plus	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
SailFest!	8	\$ 5.00	\$ 5.00	\$ -	\$ -
Slimnastics	0	\$ 35.00	\$ 45.00	\$ 10.00	\$ -
Intro to Soccer	7	\$ 17.00	\$ 24.00	\$ 7.00	\$ 49.00
Summer Scamper	13	\$ 2.00	\$ 2.00	\$ -	\$ -
Swim Lessons	81	\$ 25.00	\$ 34.00	\$ 9.00	\$ -
Tiny Tots	3	\$ 85.00	\$ 105.00	\$ 20.00	\$ 60.00
Tot Lot	1	\$ 17.00	\$ 24.00	\$ 7.00	\$ 7.00
Adult Tennis	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
Youth Tennis	3	\$ 17.00	\$ 24.00	\$ 7.00	\$ 21.00
Barker Farm	1	\$ 25.00	\$ 45.00	\$ 20.00	\$ 20.00
Clovis Shelter	0	\$ 30.00	\$ 60.00	\$ 30.00	\$ -
Hart Park Shelter	1	\$ 35.00	\$ 65.00	\$ 30.00	\$ 30.00
Jefferson Pavilion	0	\$ 80.00	\$ 100.00	\$ 20.00	\$ -
Jefferson Pavilion & Kitchen	0	\$ 115.00	\$ 155.00	\$ 40.00	\$ -
Jefferson East Shelter	0	\$ 25.00	\$ 40.00	\$ 15.00	\$ -
Jefferson West Shelter	0	\$ 55.00	\$ 80.00	\$ 25.00	\$ -
Smith Weddings	5	\$ 250.00	\$ 400.00	\$ 150.00	\$ 750.00
Smith Pavilion	0	\$ 80.00	\$ 100.00	\$ 20.00	\$ -
Smith Pavilion & Kitchen	2	\$ 115.00	\$ 155.00	\$ 40.00	\$ 80.00

Total Program Numbers and Revenue Difference	174	\$	825.00
Total Pavilion Rentals and Revenue Difference	9	\$	880.00
Grand Total	183	\$	1,705.00

Proposed Permit Fee for Use of the Harbor House Room

<u>Monthly</u>	<u>Yearly</u>
\$75	\$900

Room information

- Size: 8.5' x 19' (161.5 sq ft), unheated
- No running water or direct access to restrooms
- Formerly an open porch (on slab), with a roof

Comparable sized unheated storage areas rent for \$45-65 per month.





