

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, May 9, 2017
6:00PM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. Minutes of the April 11, 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
3. Copy of revised Ordinance SEC. 11-5-1 OUTSIDE CONSUMPTION IN PUBLIC AREAS;
PERMITS FOR PARK CONSUMPTION with regards to the Trestle Trail

F. DISCUSSION

1. Loop the Little Lake project update
2. Settling Basin/Vision Plan update – Chr. D. Sturm, PRD Tungate
3. Trestle Trail/DNR Ownership Implications

G. ACTION ITEMS

1. Reconfigure the Hart Park basketball court to have two standards on the northside of the existing pavement. One half-court would be larger than the other and have a rim height of 10'. The second court would be smaller in size and have a rim height less than 10'.
2. Recommend approval of the Midwest Sunsplash event on Saturday, June 17, 2017 to be held in Curtis Reed Square

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 – Council Chambers
April 11, 2017
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: D. Sturm, A. Zelinski, B. Adesso, R DeLain, T. Marshall, L. Hopwood

MEMBERS EXCUSED: N. Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Soroosh Karamyar- Fox River Kayak Company, Lt. Nick Thorn, MPD, Stan Sevenich, Amy Barker

C. MINUTES TO APPROVE

1. **Minutes of the March 14, 2017 Regular Park Board Meeting** - Moved by B. Adesso, seconded by R. DeLain to approve the minutes of the March 14 Regular Park Board meeting. Motion carried.

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

Stan Sevenich commented on the Hart Park and supported the court layout remaining the same.

E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS

1. **Department Report** – PRD Tungate reported on the Loop the Lake project, summer hiring and program planning and the upcoming May 13 Leadership Fox Cities project at Scanlan Park.
2. **Park, Pool and Vandalism Report** – PS Maas reported on work being done at the Shepard Park shelter, trees for spring planting have arrived, park signs are being finished up, Hart Park shelter was tagged and the paint was removed by sandblasting. The shelter is scheduled to be painted and re-roofed as part of the 2018 CIP budget.

F. DISCUSSION

1. **Proposal for basketball court layout at Smith & Hart Parks** - Lt. Thorn gave his thoughts about the basketball court at Hart Park and summarized the calls for service. He believes that the court has more serious calls for service for things like drugs, etc. than the skateboard park. People who watch the games are just as much of a concern as the players themselves. The PD is in favor of changing the court size or configuration. It was noted that some area parks have gone to half court layouts. Town of Neenah and Village of Fox Crossing were mentioned. This topic will appear as an action item on next month's agenda.
2. **Presentation by Fox River Kayak Company** - Soroosh Karamyar told the Board about his new business-which is leading kayaking trips and renting kayaks and paddleboards. He is seeking seasonal use of the lounge area of the Marina Harborhouse. The company would greet guests at the Harborhouse and in some cases they would drive to a trip site or the trip could leave from the marina. Harbormaster Schabach is supportive of the idea and use of the building space. It was confirmed that the Harborhouse is a park facility and the Board could grant use of it. In this case, members liked the idea that there was a public benefit to the use.
3. **Taste on the Trestle Event; June 22, 2017** - Amy Barker from Future Neenah was present to

describe the event. Members liked the concept. They had concerns about event participant and trail user conflict. Ms. Barker stated that caution signage would be put up and staff would be at all food and drink areas to reduce the chance of conflict. Only 300 tickets will be sold for the event which features various stations for attendees to sample various foods.

4. **Jefferson Park and Neighborhood Vision Plan** - PRD Tungate stated that the final plan and report will be presented on April 18 to the Common Council. Project phasing and cost estimates will be part of the final report. A summary recommendation of the Avalone property will be included as well.

G. ACTION ITEMS

1. **Approve lease with Fox River Kayaking Company** - Motion by B. Adesso, seconded by R. DeLain to approve a one year lease with the Fox River Kayak Company. The lease was drafted by the City Attorney. Motion carried 6-0
2. **Recommend approval of the Taste on the Trestle event June 22, 2017 from 5:30-8:30pm with set up allowed only within the five bump out areas and pending review by the Special Event Committee on April 25** - Motion by B. Adesso, seconded by R. DeLain to approve the Taste on the Trestle event allowing set up to occur only in the five bump out areas, be reviewed by the Special Event Committee and direct staff to pursue revising the ordinance to allow for alcohol to be served and consumed on the Trestle Trail for events such as this. Ald. Zelinski indicated he would follow up with the Mayor and get this process moving forward. Motion carried 6-0.

H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute time limit for each person

I. ADJOURNMENT

Moved by B. Adesso, seconded by T. Marshall to adjourn at 7:46pm. Motion carried.



ORDINANCE O-10-17

AN ORDINANCE AMENDING TITLE 11, CHAPTER 5 OF THE CODE OF ORDINANCES
(Offenses Involving Alcoholic Beverages)

INTRODUCED BY ALDERMAN ZELINSKI

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 11, Chapter 5, SEC 11-5-1 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

SEC. 11-5-1 OUTSIDE CONSUMPTION IN PUBLIC AREAS; PERMITS FOR PARK CONSUMPTION

(a) ALCOHOLIC BEVERAGES IN PUBLIC AREAS.

- (1) It shall be unlawful for any person to possess, give away, sell, or drink from any open vessel containing fermented malt beverages, wine, or intoxicating liquor upon any public street, sidewalk, public parking lot, or other public ways of the City except, at such times and such places as may be temporarily and specifically approved by the Common Council.
- (2) No owner, lessee, or person in charge of a public place may permit the consumption of alcoholic beverages on the premises of a public place unless the person has an appropriate retail license or permit. This Section also applies to any patron in a place catering to the public who brings alcoholic beverages into such place for consumption.

(b) CONSUMPTION OF ALCOHOLIC BEVERAGES IN CITY PARKS.

- (1) Except as provided below, it shall be unlawful for any person to possess, consume, dispense, sell, or give away alcoholic beverages in City Parks or on Trails.
- (2) Only fermented malt beverages and wine may be consumed, dispensed, sold, or given away in Jefferson Park, Koslo Park, and Curtis Reed Square in accordance with a permit having been approved by the Park and Recreation Board and if necessary, a temporary Class "B" liquor license issued by the City Clerk.
- (3) Possessing and consuming alcoholic beverages within the fenced in area of the Menasha Marina is permitted.
- (4) Selling and consuming fermented malt beverages and wine on the Trestle Trail may be permitted for an event approved by the Park and Recreation Board and with the issuance of a special Class "B" liquor license issued by the City Clerk.
- (5) The permit fee shall be established by the Park and Recreation Board with approval of the Common Council
- (6) Before any fermented malt beverages and wine may be sold in a City Park or Trail, a special Class "B" liquor license must be obtained from the City Clerk.

- (7) No alcoholic beverages may be sold after 10:30pm or consumed after 11:00pm
- (8) Any non-profit organization selling fermented malt beverages and wine must appear at a Park and Recreation Board meeting in order to explain picnic/festival plans.
- (9) When selling fermented malt beverages and wine, event organizers shall check identification and take other necessary steps to prevent consumption of alcohol or fermented malt beverages by minors.
- (10) The sponsoring organization shall arrange for adequate security protection from the Menasha Police Department.
- (11) Fermented malt beverages and wine may be sold only through a licensed concession stand located on the premises of Koslo Baseball Park. Alcoholic beverages may not be brought in.

Note: Section 11-4-1(b)(4) will terminate on August 31, 2017.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this 1st day of May, 2017.

Recommended by:
Parks and Recreation Board

Motion/Second:
Ald. Zelinski/Ald. Sevenich

Pass: 5-3

Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk

City of Menasha Special Event Permit Application

Today's Date:

2/22/2017

Name of Event:

Midwest Sunsplash benefiting Youthgo

Start Date:

6/17/2017

End Date:

6/17/2017

Start Time:

6am set-up

End Time:

11 pm tear down

Name of Organization Hosting Event:

Tui Productions dba Midwest Sunsplash

Event Representative:

Address:

Daytime Phone:

Cell Phone:

Email address:

midwestsunsplash@yahoo.com

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

~~Midwest Sunsplash~~ Youthgo

Address:

213 Nicolet Blvd., Neenah WI 54956

Daytime Phone:

Cell Phone:

Estimated Attendance at event:

1500

Will there be amplified/outdoor music:

Yes

Will alcoholic beverages be served and/or sold:

Yes

Will your event require street closure?

Yes

Please list all activities that may be part of your event:

Music Stages on East end + Mill St. area of Main St.,
Diversity Walk on trail + street, Bed Race on Main Street
Food Trucks + vendors in Faith Tech. lot, Beer + Wine sales
in Faith lot, Art + Gift Vendors on Main + Mill St.,
Storytellers + Visual arts in alley area + CFCU community
room. ~~Per~~ May incorporate Curtis REED area if
participation + sponsorship supports need.

MIDWEST SUNSPLASH FESTIVAL 2017

June 17, 2017

Main Street, Menasha, Wisconsin



to Benefit

In our 5th year, Midwest Sunsplash is coming to our hometown, Menasha to partner with Youthgo in raising awareness and funds. We are adding to the festival's tradition as a summer music celebration, to focus on building an event that invites people from all corners of our community to have fun together in the sun. We envision:

- Main Street Menasha alive with people from all aspects of our community.
- A colorful and well organized urban street fair filled with music, dance, art and carefree fun
- People sharing their life stories and meeting each other on a Diversity Walk/Run/Ride to celebrate the trail that Loops the Lake joining our communities in a seamless path
- A humorous competitive bed race between teams of 4 people pushing their "Queen" on a bed down the middle of Main Street while the crowds cheer.
- Diverse original music from around the Midwest that brings joy and unity while sharing culture and verse from 2 stages between Racine and Milwaukee Streets
- Indoor and outdoor spaces downtown Menasha filled with the artistic visual images and original creations
- A gathering at community-style picnic tables sharing food and drink and fun bringing people together

Tui Productions is a Menasha-based music and entertainment management company that started Midwest Sunsplash in 2012. It is owned by Pita Katobalavu, the founder and lead singer of Unity the Band. His partner, Kay Halbrook, has 25 years' experience in marketing, public relations and event planning working with the Fox Cities Convention and Visitors Bureau, The Door County Chamber of Commerce and many other organizations. She is the Vice President of Telmark Sales Solutions. Together they have used the Midwest Sunsplash event for the past 5 years to bring awareness to diversity and raise money for non-profit organizations.

There are many opportunities to get involved with the Festival:

- **Event Sponsors:** Consider sponsoring in a way that fits your business! We have opportunities that fit businesses of all sizes!
- **Band Sponsors:** Can you sponsor an act, or refer a company you do business with to us?
- Buy an ad or coupon space on the food and drink tickets
- Place an Ad on the event web site and social media placements
- Participate the day of the event
 - Sponsor (and be part of!) a Bed Race Team
 - Set up a vendor booth to highlight your business
 - Judge or participate in the art show
 - Host a special activity or event inside your business

Contact Pita Katobalavu at 920-378-1788 or Kay Halbrook at 920-944-4302 or email Midwestsunsplash@yahoo.com. We would love to meet with you help you be part of this Menasha event!



SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Menasha Parks and Recreation Department
140 Main Street
Menasha, WI 54952-3190

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

Type of Event: midwest Sunsplash Date of Event: 6-17-17

X Sponsoring Organization (if applicable): _____

X Event Coordinator: PITA KOTZBAUM Daytime/Cell Phone#: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Time of Event: From _____ to _____ Anticipated Group Size: _____ Fees: (listed on pg 3)

Does your group qualify for resident rates? ☐ No ☐ Yes (City of Menasha, Neenah, Appleton & Fox Crossing residents only)

Building Keys Needed? ☐ No ☐ Yes (For kitchen/electric use) - Pick up by Friday at 4:00pm

The following FACILITY will be included in the rental agreement (please check):

Barker Farm Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Jefferson Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> West Shelter <input type="checkbox"/> East Shelter	Pleasants Park <input type="checkbox"/> Diamond/Field	Shepard Park <input type="checkbox"/> Diamond/Field
Clovis Grove Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Launch Shelter <input type="checkbox"/> Pool <input type="checkbox"/> Picnic Area # Ballfield	Smith Park <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	
Hart Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	Koslo Park <input type="checkbox"/> Shelter <input type="checkbox"/> Diamond/Field	<input type="checkbox"/> Wedding/Garden (50 benches available)	<input type="checkbox"/> Diamond/Field
X Curtis Reed Square	<input type="checkbox"/> Marina Terrace	<input type="checkbox"/> Trestle Trail	

- Do you plan to consume beer or wine? ☐ No ☒ Yes (Fill out permit on page 2)
- Do you plan to sell beer or wine? ☐ No ☒ Yes (You will need a Class B license, contact City Clerk)
- Do you plan to sell food to the public? ☐ No ☒ Yes (see included information)
- Are you planning "kiddie" rides or other amusements? ☐ No ☒ Yes (Carnival Permit required, contact City Clerk)
- Do you plan to set up tent(s) larger than a small "EZ-Up" style for the event? ☐ No ☒ Yes (See #4, page 3)

Please note: If answer is "Yes" to the above questions, or if this is a League Sponsored Event, a Certificate of Insurance WITH Endorsement will need to be on file with the City of Menasha.

- Do you plan to have an amplified sound system? ☐ No ☒ Yes (please see attached rules)
- Parks & Recreation Board approval needed? ☐ No ☒ Yes (When selling beer and multi-day events)

HOLD HARMLESS AGREEMENT

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date 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 to negotiate any terms of this agreement.

Signature: [Signature] Date: 8/3/17

INSURANCE AND ENDORSEMENT

Liability Insurance has been secured in the amount of \$ _____ with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company _____ Policy No. _____
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

BEER PERMIT

For Consumption Only! SALE of Beer and/or Wine Requires a Temporary Class "B" License in Addition to this Permit
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. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name (please print): Kotobzian PITA
Last First MI

Address: _____ Phone: _____

Area that beer and/or wine coolers can be consumed: Curtis Reed Square

Signature: [Signature]

PARK FACILITY RENTAL

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

Building/Shelter Fees		Resident	Non-Resident
Jefferson Park			
Pavilion	1-99 people	80.00	100.00
	100+ people	110.00	145.00
Kitchen*		35.00	55.00
West Shelter*		55.00	80.00
East Shelter*		25.00	40.00
Launch Shelter*		25.00	40.00
Picnic Areas # 2, 3, 4 or 5 with electric**		20.00	35.00
Picnic Area - no electricity		10.00	20.00
Pool Rental (1 hour)		155.00	155.00
Smith Park			
Pavilion	1-99 people	80.00	100.00
	100 + people	110.00	145.00
Kitchen*		35.00	55.00
Hart Park Shelter*		35.00	65.00
Clovis Grove Shelter*		30.00	60.00
Koslo Park Shelter (no electric)		30.00	60.00
Barker Farm Park Shelter		35.00	65.00
Curtis Reed Square		30.00	60.00
Beer Permit (Jefferson, Koslo & Curtis Reed Square only)		5.00	5.00
Marina Terrace (on Main Street)		20.00	20.00
Amplifier w/microphone (per event/season) (Jefferson East/West Diamonds only)		20.00	20.00
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	

* Indicates need for key

** 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.

SPECIAL EVENTS

In addition to the listed facility rental fee, there is a fee associated with the group size. Prices shown are per day.

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

Additional Equipment Charges

Item	Charge per Item
200 AMP Panel	\$ 15.00
Heavy Duty Extension Cord - 2	\$ 5.00
Stage (trailer only)	\$125.00
Stage with 2 rows	\$375.00
Stage Walls	\$175.00
3 Row Bleachers (in park)	\$ 25.00
3 Row Bleachers (out of park)	\$ 35.00
Picnic Table (each)	\$ 7.00
Bench (each)	\$ 4.00
Garbage Can (each)	\$ 4.00
Recycling Cart (each)	\$ 4.00