

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**

**Hart Park**  
*700 Seventh Street*

**Tuesday, June 13, 2017  
6:00PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. Minutes of the May 9, 2017 Regular Park Board Meeting
- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION
  - Koslo Park: Twins 2016 Championship and Bleachers – Ald. Grade
- E. REPORT OF DEPARTMENT HEAD/STAFF
  - 1. Department Report – PRD Tungate
  - 2. Park, Pool and Vandalism Report – PS Maas
- F. DISCUSSION
  - 1. Gilbert Site and Canal Grant Opportunities – PRD Tungate
- G. ACTION ITEMS
  - 1. Approve Twisted Pistons event to be held August 17, 2017 (part of event in Curtis Reed Square)
  - 2. Approve Jazzfest event to be held September 2&3, 2017 in Jefferson Park
  - 3. 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'.
- 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**  
**May 9, 2017**  
**DRAFT MINUTES**

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**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: D.Sturm, T. Grade, B. Adesso, R DeLain, T. Marshall, L. Hopwood,

MEMBERS EXCUSED: N. Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. A. Zielinski, Sandra Dabill-Taylor

**C. MINUTES TO APPROVE**

1. **Minutes of the April 11, 2017 Park Board Meeting:** Moved by L. Hopwood, seconded by Ald T. Grade to approve the minutes of the April 11, 2017 Park Board meeting. Under D. Public Comments, wording will be added that Ald S. Sevenich also believed a full court at Hart Park was beneficial to the high school program. Motion carried.

- D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION:** Sandra Dabill-Taylor commented that she believes the Park Board was not authorized to approve any lease with the Fox River Kayak Company. She distributed some written support documentation which she felt supported her assertion. Ald. Zielinski mentioned that screws sticking up on the Trestle Trail is an issue and also a gap exists between the asphalt and boardwalk on the east side of the trail.

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report:** PRD Tungate reported on the start of adult softball leagues and that registration was actually a little higher than last year. Considerable time is being spent on interviewing and hiring summer recreation and pool staff.
2. **Park, Pool and Vandalism Report:** PS Maas reported that with the recent hiring of a Park Laborer, all current openings within the department are now filled. Summer seasonal positions are close to being filled. Jefferson East scoreboard will be replaced soon. Scanlan Park plaza and drinking fountain project will be installed on May 13 by volunteers from FVTC and the Fox Cities Leadership group. Donations in excess of \$7,000 have been committed to this project. Grass cutting operations are also in full swing.
3. **Copy of revised Ordinance SEC. 11-5-1 OUTSIDE CONSUMPTION IN PUBLIC AREAS; PERMITS FOR PARK CONSUMPTION with regards to the Trestle Trail:** PRD Tungate stated that this ordinance was passed by the Common Council. It allows beer and wine to be consumed on the Trestle Trail, but only after the issuance of a Special Class "B" liquor license. This means a normal beer permit cannot be issued for the trail. The ordinance also has sunset clause dated August 31, 2017.

**F. DISCUSSION**

1. **Loop the Little Lake project update:** It was reported that the project will be re-bid. The first bid came in high. Staff and engineers have been identifying why this occurred and have identified some construction techniques, etc. that will likely bring costs down. Staff from Neenah and Menasha have also submitted paperwork seeking additional grant funds.

2. **Settling Basin/Vision Plan update:** Chr. D. Sturm, PRD Tungate jointly reported that discussions have been ongoing with Menasha Utilities and DNR officials on how the drinking water settling basin east of Jefferson Park can and should be closed after a new water intake facility is built. DNR has preliminarily determined the basin is considered a “continued enlargement” which appears to offer greater flexibility on what the basin could look like in the future. Utilities needs to have some direction on the plan and cost for abandoning the basin by the end of June.
3. **Trestle Trail/DNR Ownership Implications:** PRD Tungate stated that as the Taste on the Trestle event has brought to light that the trestle structure is actually owned by the DNR and that they have certain statutes and rules that should be followed. PRD Tungate will assist in the submittal of a DNR special event application. Keeping the trail open during any event is probably DNR’s top concern.

#### **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’:** A significant amount of discussion was held but no action was taken. The topic will be place again on next month’s agenda.
2. **Recommend approval of the Midwest Sunsplash event on Saturday, June 17, 2017 to be held in Curtis Reed Square:** Plans for the event were discussed relative to the use of Curtis Reed Square. Motion by B. Adesso, seconded by L. Hopwood to approve Midwest Sunsplash’s request for use of Curtis Reed Square on June 17, 2017. Motion carried.

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

Five (5) minute time limit for each person

#### **I. ADJOURNMENT**

Moved by R. DeLain, seconded by L. Hopwood, to adjourn at 7:40 pm. Motion carried.



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: Car Show / Music Date of Event: 8-17-2017

Sponsoring Organization (if applicable):

Event Coordinator: Randall Thomson Daytime/Cell Phone#: 920-...

Street Address: City: Menasha State: WI Zip: 54952

Time of Event: From 2pm to 10pm Anticipated Group Size: 1000 Fees: (listed on pg 3)

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

Building Keys Needed? [X] 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):

Table with 4 columns: Barker Farm Park, Jefferson Park, Pleasants Park, Shepard Park. Rows include various facility options like Shelter, Diamond/Field, Pavilion, Kitchen, etc.

Do you plan to consume beer or wine? [X] No [ ] Yes
Do you plan to sell beer or wine? [ ] No [X] Yes
Do you plan to sell food to the public? [X] No [ ] Yes
Are you planning "kiddie" rides or other amusements? [X] No [ ] Yes
Do you plan to set up tents larger than a small "EZ-Up" style for the event? [X] No [ ] Yes
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 [X] Yes
Parks & Recreation Board approval needed? [ ] No [X] Yes

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: Nicholas Jeme Date: 3-16-2017

## 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): Twisted Pistons Inc  
Last First MI

Address: \_\_\_\_\_ Menasha WI 54952 Phone: 920-\_\_\_\_\_

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

Signature: \_\_\_\_\_

### PARK FACILITY RENTAL

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

Pavilion/Shelter Fees	Resident	Non-Resident
<b>Jefferson Park</b>		
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
<b>Smith Park</b>		
Pavilion		
1-99 people	80.00	100.00
100 + people	110.00	145.00
Kitchen*	35.00	55.00
<b>Hart Park Shelter*</b>	35.00	65.00
<b>Clovis Grove Shelter*</b>	30.00	60.00
<b>Koslo Park Shelter (no electric)</b>	30.00	60.00
<b>Barler Farm Park Shelter</b>	35.00	65.00
<b>Curtis Reed Square</b>	30.00	60.00
<b>Beer Permit</b> (Jefferson, Koslo & Curtis Reed Square only)	5.00	5.00
<b>Marina Terrace (on Main Street)</b>	20.00	20.00
<b>Amplifier w/microphone (per event/season)</b> (Jefferson East/West Diamonds only)	20.00	20.00
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00/hour	5.00/hour
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
<b>Soccer Fields</b>	8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds (with/without lights)</b>	75/game	75/game
<b>Softball Diamonds (with/without lights)</b>	15/game	15/game
<b>Large Tent Permit</b>	10.00	12.00
<b>Building/Shelter Key Deposit</b>	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	\$ 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



# SPECIAL EVENT PARK FACILITY RESERVATION FORM / BEER PERMIT

Form A

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 2<sup>nd</sup> Floor, City Hall

Type of Event: Jazz Festival Date of Event: 09/02/2017-09/03/2017

Sponsoring Organization (if applicable): Jazz Corner Society, Inc.

Event Coordinator: Linda Harmon Daytime/Cell Phone#: 920-

Street Address: \_\_\_\_\_ City: Winneconne State: WI Zip: 54986

Time of Event: From 12:00 pm to 8:00 pm 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 checked="" 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 checked="" type="checkbox"/> Picnic Area #5 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	
<input type="checkbox"/> 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: Linda Harmon Date: 4 May 2017