

**PORT WASHINGTON PARKS AND RECREATION DEPARTMENT**  
**OFFICIAL BOARD MINUTES**

DATE: April 14, 2011

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson L. MacRae at 6:30 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): MacRae\_P\_Klotz\_P\_Babcock\_P\_Kinas\_P\_Lemkuil\_P\_Farnham\_P\_Voigt\_P\_Deal\_E\_Johnson\_P  
Late: S. Kinas (6:31 pm); B. Deal (6:40 pm)
- II. Motion by B. Babcock to accept minutes as presented. Second by M.A. Klotz  
Motion carried 7-0
- III. Citizen Comments not on the agenda
  - Nothing Submitted
- IV. Old Business:
  - A. Elected Official's Report
    - Ald. Babcock reported that the City has given the owners of the old M & I Bank building six months to sell it. After that time the building, if it has not been sold, will be required to be razed
  - B. Planning Commission Rep report
    - Nothing Reported
  - C. Director's Report
    - Reviewed and Submitted
    - Staff reported that the month of March has been busy with interviews for summer seasonal positions. Additionally Staff has been working with the Pool Coordinator regarding the upcoming summer pool season which will include, for the first time ever, concessions run in-house
    - Staff reported that the playground program will work in conjunction with Saukville. Port's Playground Coordinator will oversee the neighboring community's site at Grady Park. Saukville will pay for one-fifth of the Port Washington Coordinator's stipend. Staff feels this is a great opportunity for both communities
    - Staff reported that with the departure of their former instructor, the tennis program will be contracted out starting this season. SMACKtennis will provide all of the instructors. They run programs in several of the surrounding communities and have been very successful
    - Staff was recently certified as in ServSafe Serving Safe Food Sanitation. This is a certificate required by the State in order to run concessions. Staff will submit the form along with \$10 in order to receive the State certificate. Additionally, Staff will pay \$500 for a seasonal license from the State in order to serve food at the Waterpark.
  - D. Revisit Discussion on Community Garden
    - Derek Strohl (765 W. Melin) again spoke in front of the Board with follow-up information regarding the community garden
    - Mr. Strohl presented three potential sites that he feels are suitable for a community garden
      - Westport Meadows
        - Strohl reported that he feels it is a large, flat area. He feels it is close to apartment dwellers and a school
        - Strohl stated that, as a negative, it is not within view of the adjacent street

- Oakland Green
  - Strohl reported that he feels this area is also large and flat and is located in an older neighborhood
- Open Area (Kaiser and Hales Trail)
  - Strohl reported that he conducted a survey of neighboring residents with mixed results. The only major, negative concern was the amount of deer that frequent this area
- In regard to the water issue, Strohl reported that each location has pros and cons
  - Westport Meadows has a water line already in place at a shelter, relatively close to the middle of the park
  - Oakland Green has the possibility to connect to an existing water main
  - The Kaiser Open Area also has the option of connecting to a nearby main
  - Strohl will determine water usage for the proposed garden. He will also try to get estimates for connecting to existing mains at the Oakland Green and Kaiser areas
  - Staff again offered the use of two 250 gallon containers which could be used to hold water on site
  - Several Board members suggested using a method that catches falling rainwater
- Board was also concerned with deer and animals at the proposed sites
  - Strohl suggested either an 8' perimeter fence or a set of two, smaller fences set 4' apart. The thought is that deer do not typically jump into those small spaces
  - Board Member Deal suggested fishing line. Deal stated that he used this method in his yard with success
- Staff and Board stated that access to the garden should include an ADA accessible walkway. Additionally, the garden should be located as close as possible to a street and avoid direct proximity to private lands
- Board Member Deal would like to see Strohl come up with an annual maintenance plan that does not involve Departmental staff
- Board Member Lemkuil would like to see all cost estimates for annual start up including materials, maintenance, water usage and all associated fees and costs
- Strohl stated that he would like to get all necessary information together this year, once a site is chosen, with hopes to start the garden next season. He is hoping to, at least, prep the soil and area this year
- Board directed Strohl to provide the type of lots, including size and total count, a budget and a complete plan for the May meeting. Board would then approve a site for the community garden

## V. New Business

### A. Review and Recommend Hiring of Staff

- Board expressed concern about an out-of-state employee as well as under age 16 applicants. Staff stated that all applicants are hired on merit and the best are chosen for each of the positions. Additionally, Staff stated that younger staff are desired as they can be trained for years of service to the Department
- Motion made by B. Babcock to approve the staff as presented. Seconded by B. Deal. Motion carried 8-0. M.A. Klotz abstained

### B. Review and Recommend Facility Use Requests

- Edward Pankow
  - Rental of Veteran's Memorial Park Shelter, Bandshell and Greens and Lion's Pavilion on May 29, 2011 from 6:00 am to 1:00 pm for the annual Run, Walk & Roll event with approximately 200-300 participants
  - Will have tents

- Will have amplified music
- Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests
- Volume of live or amplified music may not be such that it causes a nuisance to the surrounding area. The control of the volume is the responsibility of the applicant and if necessary will be controlled by City staff or Police
- Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As it is a public park, the applicant must be aware that what is said or done is open to scrutiny by residents and visitors and not representative of the entire City
- It is applicant's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to requested rental to mark area of tent placement. Tents may only be set up on the day of the rental and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents
- Certificate of insurance listing the City of Port Washington Parks & Recreation Department as additionally insured must be obtained
- Motion made by S. Kinas to approve request based upon stipulations set forth are met. Seconded by L. MacRae. Motion carried 9-0
- Michael Mason of Port Washington
  - Rental of Lions Pavilion on Sunday, July 31, 2011 from 12:00 to 8:00 pm for a cookout with approximately 75 participants
  - Will be serving alcohol
  - Will have amplified music
  - Crowd behavior is the responsibility of the applicant and any enforcement of local or state laws is therefore up to the applicant. The applicant or a representative must handle any requests by City staff or Police immediately
  - Volume of live or amplified music may not be such that it causes a nuisance to the surrounding area. The control of the volume is the responsibility of the applicant and if necessary will be controlled by City staff or Police
  - Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As it is a public park, the applicant must be aware that what is said or done is open to scrutiny by residents and visitors and not representative of the entire City
  - Complaint calls will be monitored and will be used to process future requests
  - Motion made by S. Kinas to approve request based upon stipulations set forth are met. Seconded by K. Farnham. Motion carried 9-0
- Angelo Lopez and Cindy Lemke of Fredonia
  - Rental of North End of Upper Lake Park (Open space) on Saturday, September 3, 2011 from 6:00 am to 4:00 pm for a wedding ceremony with approximately 75 participants
  - Will have tents
  - It is applicant's responsibility to call Digger's Hotline (800-242-8511) at least one week prior to requested rental to mark area of tent placement. Tents may only be set up on the day of the rental and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents
  - Motion made by R. Voigt to approve request based upon stipulations set forth are met. Seconded by M.A. Klotz. Motion carried 9-0
- Ken Beiro of Port Washington
  - Rental of Veteran's Memorial Park Shelter, Bandshell and Greens and Lion's Pavilion on September 17, 2011 from 6:00 am to 11:00 pm for a wedding reception with approximately 200 participants
  - Will have alcohol

- Will have amplified music
- Will have tents
- Crowd behavior is the responsibility of the applicant and any enforcement of local or state laws is therefore up to the applicant. The applicant or a representative must handle any requests by City staff or Police immediately
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- The extension of hours request was not granted. Please note that the event must end by 9:30 p.m. and the park clear of all visitors by 10:00 pm
- Motion made by M.A. Klotz to approve request based upon stipulations set forth are met. Seconded by K. Farnham. Motion carried 9-0
- Balance, Inc.
  - Request for complimentary admission to Pirates' Hollow Waterpark on July 28, 2011 approximately 50 people
  - This request is made annually for children with special needs to participate in a field trip to the Waterpark
  - Balance, Inc. will provide staff to assist with this rental as well as require any incontinent children to wear swim diapers
  - Motion made by S. Kinas to approve request based upon stipulations set forth are met. Seconded by L. MacRae. Motion carried 9-0

C. Conditionally Approve Amendment to the Memorandum of Understanding between the City of Port Washington and Robert Mittnacht (Freeport Music Concert Series)

- Motion made by L. MacRae to approve the Amendment to the Memorandum of Understanding between the City of Port Washington and Robert Mittnacht (Freeport Music Concert Series) as written. Seconded by P. Lemkuil. Motion carried 9-0

D. Review and Recommend 2010 Annual Report

- Motion made by B. Babcock to approve the 2010 Annual Report as submitted. Seconded by R. Voigt. Motion carried 9-0

VI. Any Other Business That May Properly Come Before the Board

- Nothing Reported

VII. Motion to adjourn by S. Kinas. Seconded by B. Babcock. Motion carried 9-0. Meeting adjourned at 7:55 PM.

Respectfully Submitted,

Mary Ann Klotz  
Secretary