

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

DATE: May 10, 2012

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson L. MacRae at 6:33 PM

- I. Members present **(P)**, absent **(A)** or excused **(E)**: MacRae A Klotz P Neumyer E Kinas P  
Lemkuil P Becker P Voigt P Deal E Karrels P  
Late: N/A
- II. Motion by S. Kinas to accept minutes as presented. Second by P. Lemkuil  
Motion carried 6-0
- III. Citizen Comments not on the agenda
  - Nothing Submitted
- IV. Old Business:
  - A. Elected Official's Report
    - Nothing Submitted
  - B. Planning Commission Rep Report
    - Nothing Submitted
  - C. Director's Report
    - Reviewed and Submitted
    - Staff reported that a plan was completed in which to meet the guidelines of the 2010 ADA Accessibility Standards. This would include purchasing an approved set of entry stairs for 2012 and then an approved lift for 2013. Staff reported that funds for the pool lift were not in the 2012 budget and is not "readily achievable" to purchase one until those monies are available next year
    - Staff reported that the show *Aladdin* had a great number of participants, was well attended and Diana Neumeyer did a fantastic job
    - Staff has been meeting with vendors for the Waterpark concessions
    - Staff reported that work is being done to install the street/security light at the Antoine Park basketball courts and is currently waiting on WE Energies to make the electrical connection for power
    - Staff also reported that landscape restoration was recently competed in Veteran's Memorial Park as a result of the Lake Street project
    - Staff reported that the brochure was completed and posted online
  - D. Revisit Discussion on Fourth of July Celebration and Events
    - P. Lemkuil gave brief update and will report more at later meetings
    - Lemkuil also reported that the Yacht Club will serve beverages
    - Staff reported that Port Washington Youth Baseball will serve food and the Interfaith Caregivers will again provide the ice cream and desert for the event
- V. New Business
  - A. Review and Recommend Hiring of Staff
    - Motion made by M.A. Klotz to approve the staff as presented. Seconded by S. Kinas.  
Motion carried 6 -0
  - B. Review and Recommend Facility Use Requests
    - Angela Brown of Port Washington, Wisconsin

- Rental of Kiwanis Family Pavilion, Saturday, July 7<sup>th</sup>, 2012 from 2:00 pm to 9:00 pm for a graduation party with approximately 50 to 60 participants
- This group will have amplified music. A DJ will provide the 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 a public park the applicant must be aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors
- Motion made by S. Kinas to approve request based upon stipulations set forth are met. Seconded by M.A. Klotz. Motion carried 6-0
- Port Washington Festivals, Inc.
  - Rental of Rotary Park from June 1-3, 2012 from 6:00 am to 11:00 pm for Port Pirate Fest with approximately 20,000 participants
  - Music must end by 10:30 p.m. and the park clear of all visitors by 11:00 pm
  - 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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  - Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As this is a public park, the applicant must be aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors
  - Complaint calls will be monitored and will be used to process future requests.
  - All garbage and trash must be cleaned up and properly disposed of in dumpsters throughout and at the end of the event. Additionally, at the close of the event, all garbage cans must be emptied & turned upside for pick up
  - Annual damage to grassy area by same vendor will not be allowed to continue. Park & Rec. Board stipulates that vendor must make a change, acceptable to Staff, so as to not cause grass or any other damage this year
  - Motion made by S. Kinas to approve request based upon said stipulations. Seconded by R. Voigt. Motion carried 6-0
- Balance, Inc.
  - Request for complimentary admission to Pirates' Hollow Waterpark on August 2, 2012 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 R. Voigt to approve request based upon stipulations set forth are met. Seconded by J. Karrels. Motion carried 6-0
- Global Youth Leadership Institute
  - Rental of Rotary Park and Kiwanis Pavilion from 6:00 am to 11:00 pm on July 14 and from 6:00 am to 3:00 pm on July 15<sup>th</sup>, 2012 for an educational program in conjunction with the Dennis Sullivan Schooner with approximately 25 participants

- This group will have tents and will be camping on an easternmost section of the Park
- Tents cannot be staked as there are irrigation lines and electrical wires below the grassy surface. Due to a prior rental that is to be finished by 6:00 pm, tent setup and any other activity will not be permitted in the park until after 6:30 pm
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- Complaint calls will be monitored and will be used to process future requests
- All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
- Motion made by R. Voigt to approve request based upon said stipulations. Seconded by J. Karrels. Motion carried 6-0
- Beatriz Anderson of Port Washington, Wisconsin
  - Rental of Lions Pavilion, Thursday, June 14<sup>th</sup>, 2012 from 1:00 pm to 10:00 pm for a graduation party with approximately 30 participants
  - This group will have amplified music. A small band will provide the music
  - Music must end by 9:30 pm and the park clear of all visitors by 10:00 pm
  - 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
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  - Motion made by A. Becker to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 6-0
- Mike Posegate of North Shore Assembly
  - Rental of Veteran's Memorial Park Bandshell & Greens on July 27, 2012, from 5:00 pm to 10:00 pm for approximately 200 participants
  - Request is for a battle of bands featuring local musicians
  - This group will have amplified music and tents
  - Music must end by 9:30 pm, the rented area cleaned thoroughly and all participants out of the Park by 10 pm. Additionally, the clean-up bond has been raised to \$200. This will be refunded if the area is left clean and without damage
  - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
  - 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 this is a public park, the applicant must

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  - Motion made by M.A. Klotz to approve request based upon said stipulations. Seconded by S. Kinas. Motion carried 6-0
- Neil Traxel of Christ the King Lutheran Church
    - Rental of Veteran's Memorial Park Bandshell & Greens on Sunday, July 29, 2012, from 12 Noon to 8:00 pm for approximately 200 participants
    - Request is for a chicken dinner before and after the City Band concert
    - This group will be serving alcohol and have tents
    - Applicant must obtain, sign and have City of Port Washington Fermented Malt Beverage/Wine Permit Application approved by Parks & Recreation Department. Applicant must keep copy on hand during event
    - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
    - All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
    - Motion made by S. Kinas to approve request based upon said stipulations. Seconded by A. Becker. Motion carried 6-0
- Bob Mitnacht on behalf of the Port Washington Maritime Heritage Festival and Port Washington Main Street, Inc.
    - Rental of Rotary Park, Guenther Picnic Area and Kiwanis Pavilion for the dates August 16<sup>th</sup> through the 19<sup>th</sup>, 2012 from 6 am to 10 pm (Guenther and Kiwanis) and 6 am to 11 pm (Rotary) for approximately 20,000 + participants
    - Request is for the Maritime Heritage Festival
    - Will be in Park after posted hours and will have a live band with amplified instruments
    - Will have tents
    - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
    - 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
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    - Motion made by M.A. Klotz to approve request based upon said stipulations. Seconded by A. Becker. Motion carried 6-0
- Bob Mitnacht on behalf of Freeport Music
    - Rental of Veteran's Memorial Park Bandshell & Greens on June 15<sup>th</sup>, July 13<sup>th</sup>, August 3<sup>rd</sup> and August 24<sup>th</sup>, 2012 from 12 Noon to 11 pm for approximately 500 + participants
    - Request is for the Freeport Concert Series
    - Will be in Park after posted hours and will have a live band with amplified instruments

- Music must end by 10:30 pm, the Park area cleaned thoroughly and all participants out of the Park by 11 pm.
- Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
- 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
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- Motion made by M.A. Klotz to approve request based upon said stipulations. Seconded by S. Kinas. Motion carried 6-0
- Family Fun Circus
  - Rental of Upper Lake Park open space on Thursday, June 14<sup>th</sup>, 2012 from 8:00 am to 10:00 pm for approximately 300 participants
  - Request is for a family circus in a tent
  - This group will have tents, amplified music, an inflatable bounce house, animals and horses
  - This group is requesting an area of 150' by 200' in which to set up a tent
  - This group is also requesting the use of water
  - Motion made by A. Becker to not approve request. Seconded by P. Lemkuil. Motion carried 6-0

#### C. Discuss Coal Dock Park Plans

- Board discussed installing solar-powered lights in Park. Staff reported that other, non solar, lights are currently costing an average of \$350 a year
- Board requested that this topic be place on next month's agenda as an action item

#### D. Discuss Park Tour and Set Date and Time

- The following parks were decided by the Board to be included in this year's tour: The Coal Dock, Lake ridge Subdivision Potential Park sites, Upper Lake and Veteran's Memorial Parks, Wind Rush Park, Hidden Hills Park and the Community Garden
- Tour will be on Saturday, July 7<sup>th</sup> at 8:00 am

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

- Eagle Scout Rowan Norman provided a written project update for Staff and the Board
- Eagle Scout Norman is selling personalized door mats in order to raise funds for his project. The project is an informational message board for Pirates' Hollow Water Park

VII. Motion to adjourn by M.A. Klotz. Seconded by A. Becker. Motion carried 6-0. Meeting adjourned at 7:40 PM.

Respectfully Submitted,

Mary Ann Klotz  
Secretary