

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

DATE: February 13, 2014

LOCATION: Parks & Rec Office

The meeting was called to order by Vice President M.A. Klotz at 6:32 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): Voigt E Klotz P Ehrlich P Kinan E  
Lemkuil E Rudser P Deal P Karrels P Becker E Larson A Verheyen P  
Late: N/A
  
- II. Motion by J. Karrels to accept the January 9, 2014 minutes as presented. Second by M. Ehrlich  
Motion carried 6-0
  
- III. Citizen Comments not on the agenda
  - Nothing Submitted
  
- IV. Old Business:
  - A. Director's Report
    - Reviewed and Submitted
    - Staff reported that Derek Strohl asked not to be included in this month's agenda, as he needed more time to gather information on the Community Garden Bioretention Basin
    - Staff reported that the Port Jaycees will be holding a 5k race, during Maritime Heritage Festival. This run will combine the one held last fall for the Coal Dock grand opening
    - Staff also reported that the Grafton Blues Organization will be having another two-day event the second week of June. It will be a music festival, similar to last year. The event will be named "Waddlepalooza"
    - Staff reported that the Fourth of July Committee met and is already planning this year's event
  
  - B. Report from Other Boards, Commissions and Committees
    - Waterfront Safety Committee
      - Ald. Rudser reported that Safety Day will be held May 31<sup>st</sup> this year, In Veteran's Memorial Park and at North Beach
      - Rudser also reported that the Committee is planning on installed more life rings on both beaches and a life vest station is planed
      - Rudser also reported that the Memorial Pavilion, in Coal Dock Park, is still on schedule for completion this summer
    - Coal Dock Committee
      - Staff reported that the Committee was discussing a knee wall as a barrier, in lieu of a railing, for the promenade
      - Staff reported
    - ACES Team
      - This Committee met for the first time. The idea is to have a more active community
  
  - C. Revisit Application for National Recreation and Park Association's (NRPA) Gold Medal Award
    - Staff reported that they have been working on completing the application
    - Staff again asked Board for help in completing the application
    - J. Verheyen offered to come in to help
    - Staff reported that the 2014 application must be submitted before March 24, 2014

## V. New Business

### A. Review and Recommend Facility Use Requests

- David Mueller of Port Washington Lions Club
  - Rental of Kiwanis Pavilion, Thursday, July 31<sup>st</sup> through Sunday, August 3<sup>rd</sup>, 2014 from 6 am to 10 pm each day for approximately 500 to 800 participants
  - Request is for Lionsfest
  - This group will serve alcohol. have amplified music and tents
  - Park & Rec Board mandates that the Festival ends at 11:00 pm, the rented area cleaned thoroughly and all participants out of the Park by 11:30 pm. Additionally, there will be a clean-up bond of \$100. This will be refunded if the area is left clean and without damage
  - Port Washington Lions Club will have to provide a certificate of insurance, listing the City of Port Washington Parks and Recreation Department as additionally insured, with a minimum coverage of \$1 million for each occurrence
  - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any 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
  - 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
  - Complaint calls will be monitored and will be used to process future requests
  - Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by M. Ehrlich. Motion carried 6-0
- Rebecca Baughman of Fredonia, Wisconsin
  - Rental of Veteran's Memorial Park Bandshell & Greens on June 7<sup>th</sup>, 2014 from 12 noon to 9:30 pm for approximately 100 participants
  - Request is for "Waddlepalooza"
  - Will have tents and will be serving alcohol
  - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any 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
  - Will have a live bands with amplified instruments
  - 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 be

aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors

- 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
- Board mandates that there be a clean-up bond of \$200 collected. This check will be returned if there is no damages in excess of normal wear and tear, or excessive clean up, will be charged to the individual signing the application
- Motion made by M.A. Klotz to approve request based upon said stipulations. Seconded by J. Karrels. Motion carried 9-0

#### B. Update on Port Washington Youth Baseball/Softball

- Mike Goebel gave an update on the upcoming season
- Goebel reported that the organization does a field maintenance day, every year. This helps with the prep for the upcoming season
- Goebel also reported that there will be 3 tournaments this season, bringing in over 115 teams. Some of the teams will come from as far as Illinois
- Goebel also reported that the organization is still working on the plans for the complex along HWY 33. He said they have been working with the City on the design

#### C. Review and Recommend Location and Construction of Single Track Mountain Bike Trail

- Staff reported that property lines, along the proposed trail from Guenther Park, north to Hales Trail, were verified by City Engineering and Planning personnel. Staff expressed concern that this should be accomplished before the trail work starts or approval is given
- Board suggested that there be signage at the Hales Trail area, so bikes will not be able to cross the blind corner unchecked
- Staff and Board will review the trail after one year, to determine if any changes need to be made
- Motion made by B. Deal to approve the construction of and location of the trail from Guenther Park, north to Hales trail and east of the Ozaukee Interurban Trail. Seconded by M. Ehrlich. Motion carried 6-0

#### D. Review and Recommend Proposal for Updating the Comprehensive Park, Recreation and Open Space Plan

- Staff reported that there were 11 RFPs sent out for the update. Only 3 firms sent back proposals
- The firms were: MSA Professional Services, Inc. of Madison, Wisconsin; SAA Design Group of Madison, Wisconsin; and Graef of Milwaukee, Wisconsin
- Board review proposals with Staff and asked for a suggestion. Staff reported that it was a toss-up between the firms. MSA's proposal came in at \$14,800; Graef's was \$14,991; and SAA's proposal was for \$19,780
- Board noticed in both the SAA and Graef proposals, the Director's name was spelled wrong. Additionally, the Graef proposal even referred to the client as the Mequon Park Board and Staff. J. Karrels stated that he proofs résumés as part of his job and that these firms should have done a better job in paying attention to detail when preparing their proposals
- Motion made by B. Deal to approve contracting with MSA Professional Services, Inc. of Madison, Wisconsin for the service of Updating the Comprehensive Park, Recreation and Open space Plan, based upon their proposal. Seconded by J. Karrels. Motion carried 6-0

E. Review and Recommend Round-up for Recreation Policy

- Staff presented a program which allows patrons, the opportunity to donate funds for a variety of park improvements, assistance for families who would otherwise be unable to participate in Department programs and for the support of the programs themselves
- Staff stated that the newly created Foundation, will allow for the funds to be collected and then dispersed by approval of the Board of Directors
- Motion made by M. Ehrlich to approve the Round-up for Recreation Policy. Seconded by B. Deal. Motion carried 6-0

F. Review and Recommend Friends of Port Washington Parks and Recreation, Inc. Board Members

- Staff requested that Tom Hudson be approved as the third and final Board of Director for the Foundation
- Hudson was a former Alderman and Council President. Additionally, Hudson and his wife have annually volunteered to help beautify some of the marquee Lakefront parks
- Motion made by M. Ehrlich to approve the appointment of Tom Hudson to the Friends of Port Washington Parks and Recreation, Inc. Board of Directors. Seconded by B. Deal. Motion carried 6-0

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

- Nothing Submitted

VII. Motion to adjourn by M. Ehrlich. Seconded by B. Deal. Motion carried unanimously. Meeting adjourned at 8:00 PM.

Respectfully Submitted,

Kevin Rudser  
Acting Secretary