

PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: March 3, 2015

LOCATION: Parks & Rec Office

The meeting was called to order by Board President R. Voigt at 6:03 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): Voigt_P_Klotz_P_Ehrlich_A_Kinas_P_Lemkuil_P_Rudser_P_Deal_E_Karrels_P_Becker_P_Larson_A_Verheyen_P
Late: M.A. Klotz @ 6:30 pm
- II. Motion by K. Rudser to accept the February 12, 2015 minutes as presented. Second by J. Karrels.
Motion carried 7-0
- III. Citizen Comments not on the agenda
 - Nothing Submitted
- IV. Old Business:
 - A. Director's Report
 - Reviewed and Submitted
 - Staff has been busy and the programs have been running successfully
 - Staff reported that they expect the new pool heater to be installed by mid-May, at the latest
 - B. Revisit Discussion on Any Underutilized Park and Green Spaces
 - Ald. Driscoll came in front of the Board to again speak on putting together a committee to go through City properties and determine if they are used or not. The committee would look at potential sites that could be sold. Any revenue from parkland sold would be returned to the Parks & Rec Department. These funds would be used to help to improve other parks and their condition and amenities
 - P. Lemkuil and M. Ehrlich had previously volunteered to be on the sub-committee
 - The sub-committee will report back to Board when they have any updates
 - C. Revisit Discussion on Continuation of Railing Along Coal Dock Promenade
 - P. Lemkuil wanted to make sure this topic still remains a priority
 - It was reported that there is currently no funding available to pay for the continuation of railing along Coal Dock Park promenade
- V. New Business
 - A. Review and Recommend Hiring of Staff
 - Staff presented hiring list to Board
 - Motion made by K. Rudser to approve the staff as presented. Seconded by M. A. Klotz.
Motion carried 8-0
 - B. Review and Recommend Facility Use Requests
 - Sara Grover on behalf of the Port Washington Maritime Heritage Festival, Inc.
 - Rental of Rotary and Coal Dock Parks for the dates of August 13th through August 16th, 2015 from 6 am to 9 pm for approximately 10,000 to 15,000 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
 - Will be serving alcohol
 - 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 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
- Motion made by P. Lemkuil to approve request based upon said stipulations. Seconded by M.A. Klotz. Motion carried 8-0
- Seth Meeks on behalf of the Open Door Bible Church, Port Washington, Wisconsin
 - Rental of Veteran's Memorial Park Shelter, Bandshell and Greens on Wednesday, June 17, 2015 from 12 to 8:30 pm for a folk/blues family concert with approximately 200 participants
 - This group will have amplified music
 - Park & Rec Board mandates that the event ends by 9:30 pm, the rented area cleaned thoroughly and all participants out of the Park 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
 - 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 M.A. Klotz to approve request based upon stipulations set forth are met. Seconded by J. Karrels. Motion carried 8-0
- Dan O'Connor of Port Washington, Wisconsin
 - Rental of the Lions Pavilion on Saturday, September 12, 2015 from 1 to 7 pm for a office party with approximately 80 participants
 - This group will serve alcohol and have amplified music
 - Park & Rec Board mandates that the rented area cleaned thoroughly
 - 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 J. Verheyen to approve request based upon stipulations set forth are met. Seconded by A. Becker. Motion carried 8-0

C. Review and Recommend 2014 Annual Report

- Staff reviewed report with Board. Discussion involved various numbers and reported items. Board thanked Staff for all of their hard work during the past year and the well-written report

- Motion made by P. Lemkuil to approve the 2014 Annual Report as submitted. Seconded by K. Rudser. Motion carried 8-0

D. Review and Recommend 2015 Pirates' Hollow Community Water Park Hours of Operation

- Staff reported that they would like to adjust the hours to be more in line with the other communities that are a part of the Ozaukee SuperPass
- Staff also wanted to increase the amount of time for early evening swim lessons as they are the most popular and therefore, generate more income
- Weekend hours would remain the same; however, there would be no evening open swim on Tuesdays and Thursdays
- Motion made by S. Kinas to approve the 2015 Pirates' Hollow Water Park Hours of Operation as submitted. Seconded by J. Karrels. Motion carried 8-0

E. Review and Recommend Adopt a Garden Program

- Staff reported that Mayor Mlada, on behalf of the Environmental Planning Committee, requested that the Board consider this program
- Staff also reported that the village of Grafton has policies in place which could be used to help draft the Port Washington program's rules and regulations
- K. Rudser recommended incorporating some of the Community Garden rules as well
- Staff will bring back to Board, in April, a list of potential gardens as well as recommendations for the rules and regulations

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

- Staff reported that the topic of a policy for bench and tree memorials in parks will be on the April agenda
- Staff also reported that they will be again submitting an application for the NRPA Gold Medal and requested help of the Board

VII. Motion to adjourn by M.A. Klotz. Seconded by P. Lemkuil. Motion carried unanimously. Meeting adjourned at 6:55 PM.

Respectfully Submitted,

Sue Kinas
Secretary