DATE: March 14, 2013
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 Neumyer_P Kinas_P
   Lemkuil_P Becker_E Voigt_P Deal_P Karrels_P
   Late: M.A. Klotz @ 6:36 pm

II. Motion by P. Lemkuil to accept minutes as presented. Second by J. Karrels
    Motion carried 7-0

III. Citizen Comments not on the agenda
   • Nothing Reported

IV. Old Business:
   A. Elected Official’s Report
      • Ald. Neumyer reported that at the March 5th Common Council meeting, there was the first
        reading of an ordinance relating to the membership and responsibilities of the Park And
        Recreation Board
   B. Planning Commission Rep Report
      • Nothing Reported
   C. Director’s Report
      • Reviewed and Submitted
      • Staff met with representatives of Port Washington Youth Baseball/Softball
      • Staff again volunteered for Main Street’s Kiss of Indulgence/Ladies’ Night Out event
      • Staff met with representatives from the Grafton Blues Association to discuss the possibility
        of bringing a music festival to Port Washington. Staff reported about possibly having them
        provide entertainment for the Coal Dock grand open celebration
      • Staff reported about meeting with both pool and playground coordinators to discuss the
        upcoming season
      • Staff reported that the Veteran’s Memorial Park Comfort Station’s restrooms were closed
        due to vandalism. Also, Staff stated that the Rotary Park restrooms were closed due to a
        burst pipe. The pipe froze due to cold temperatures
   D. Update on Coal Dock Park
      • Staff provided an update on the Coal Dock progress and plans
      • Staff also reported that there was discussion about possibly putting a railing along the
        promenade. Currently there is only a short section planned, which will stop at the bend.
        There was further discussion about patron safety, in not having the railing and the city’s
        liability
      • Ald. Neumyer reported that both Sheboygan and Milwaukee have railings along their
        walkways. These walkways are along waterways, as is the Coal Dock’s promenade
      • Neumyer stated that some thoughts, in regard to not having railings, were because of
        the tall ships docking for the Maritime Festival. Neumyer said this could be avoided by
        having breaks in the railings where the bollards are located
V. New Business

A. Review and Recommend Facility Use Requests

- David Mueller of Port Washington Lions Club
  - Rental of Kiwanis Pavilion, Thursday, August 1st through Sunday, August 4th, 2013 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 M.A. Klotz to approve request based upon stipulations set forth are met. Seconded by R. Voigt. Motion carried 8-0

- Balance, Inc.
  - Request for complimentary admission to Pirates’ Hollow Waterpark on July 30, 2013 for approximately 25 children
  - 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 M.A. Klotz to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 8-0

- Bob Mittnacht on behalf of the Port Washington Maritime Heritage Festival and Port Washington Main Street, Inc.
  - Rental of Rotary Park, Guenther Park, Overlook Park and the Coal Dock for the dates of August 22nd through August 25th, 2013 from 6 am to 10 pm (Guenther and Overlook) and 6 am to 11 pm (Rotary and Coal Dock) 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
• 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 B. Deal to approve request based upon said stipulations. Seconded by R. Voigt. Motion carried 8-0

Bob Mittnacht on behalf of Freeport Music
• Rental of Veteran’s Memorial Park Bandshell & Greens on June 21st, July 12th, July 26th and August 18th, 2013 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
• Park & Rec Board mandates that the music must end by 10:00 pm, the Park area must be cleaned thoroughly and all participants shall be 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
• 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 S. Kinas to approve request based upon said stipulations. Seconded by L. MacRae. Motion carried 8-0

B. Discuss Upcoming Port Washington Youth Baseball/Softball (PWYB/S) Summer Season
• Rich Stasik (1759 Granite) gave an update on the program and stated that they had 523 kids participating last year. Stasik, the PWYB/S president, stated that their registration will be all online this year
• Stasik stated that they are looking at about 200 kids registered right now and expect to see around 450 total when the season starts on May 21st
• Stasik also said that their tournaments have been scheduled for this year. There will be two weekend-long tournaments comprised of teams from around the area. Stasik said these tournaments have a direct, positive impact on local Port Washington businesses. Also, there will be a pool party at the end of the season at Pirates’ Hollow Waterpark
• Stasik also informed the Board that PWYB/S has sold 8 banners to be hung on the TJ #1 fence. These banners are fund raisers for their program
• Stasik gave an update on the ballfield complex on HWY 33. PWYB/S is currently developing plans for the complex. They will be working with the Parks & Rec Department and other City officials to develop a workable plan for the property. Once the plan is developed, PWYB/S can start fundraising
C. Review and Recommend Draft of Agreement Between Port Washington Youth Baseball/Softball (PWYB/S) and the City of Port Washington
   • Motion made by R. Voigt to approve concessions agreement as presented. Seconded by J. Karrels. Motion carried 7-0. B. Deal abstained

D. Review and Recommend Bid for Printing of 2013 Summer Brochure
   • Staff solicited bids for the printing of the 2013 Summer Brochure
   • Staff received three bids. The first was from Heritage Publishing, Co., Inc. of Port Washington, Wisconsin. The second was from the Ozaukee Press of Port Washington, Wisconsin and third was from American Litho of Milwaukee, Wisconsin
   • Staff is recommending the Ozaukee Press bid, based upon them providing the lowest quote and having done work for the Department in the past
   • Motion made by B. Deal to approve the bid of $975 for “Alternative A (1000 Copies)” as submitted by the Ozaukee Press. Seconded by P. Lemkuil. Motion carried 8-0

E. Discuss Possible Pavilions at Windrush and South Beach Parks and Municipal Softball Field
   • Staff again reported that they are looking into building pavilions at Windrush and South Beach Parks, as well as the Municipal Softball Field
   • Staff stated that all work would be done in-house by Parks Foreman Bob Poull for the approximate price of $4400 per pavilion
   • Staff felt that these areas would be best because of their use and location. The proposed Windrush Park pavilion would provide an area, just off of the Interurban Trail. South Beach pavilion would provide shelter and a location out-of-car to enjoy lunch and the scenery. Finally, the pavilion at the Municipal Softball Field would provide a well-needed shelter from storms as well as a spot to enjoy athletic games
   • Motion made by S. Kinas to approve the building of pavilions at Windrush and South Beach Parks and the Municipal Softball Field. Seconded by R. Voigt. Motion carried 8-0

F. Review and Recommend 2012 Annual Report
   • Staff reviewed report with Board. Discussion involved various numbers and reported items. Board thanked Staff for all of the hard work from last year and the well-written report
   • Motion made by P. Neumyer to approve the 2012 Annual Report as submitted. Seconded by S. Kinas. Motion carried 8-0

G. Discuss Waterfront Safety Ad-Hoc Committee
   • Staff reported on this committee and that it has three additional sub-committees. Those are education, memorial and safety and signage
   • Staff is a part of the safety and signage committee. This group has discussed better ways to, hopefully, increase a cell phone signal on the North Beach. Another thought was to possibly add life rings on the beach. Staff reported that all of the items would then have to be discussed and considered for approval by the Board, possibly the Plan and Harbor Commissions, as well as the Common Council
   • Staff also reported that the Great Lakes Surf Rescue Project will be coming to Port Washington twice this year to talk about water safety

H. Discuss Board Member Attendance
   • Staff reported that this topic was requested to be placed on the agenda as discussed at last month’s Parks & Rec Board meeting
   • Staff provided Board with a report that shows members' attendance since 2009
• Board discussed the value of the student member. Board additionally requested that Staff speak with Mayor about what is exactly explained, in regard to responsibilities, to the student member when they are appointed
• Board stated they would, collectively, like to have more input as far as who is appointed as student members

VI. Any Other Business That May Properly Come Before the Board
   • Nothing Reported

VII. Motion to adjourn by P. Neumyer. Seconded by B. Deal. Motion carried 8-0. Meeting adjourned at 8:02 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary