DATE: April 9, 2015  LOCATION: Parks & Rec Office

The meeting was called to order by Board President R. Voigt at 6:00 PM

I. Members present (P), absent (A) or excused (E): Voigt_P Klotz_P Ehrlich_Kinas_Lemkuil_E_Rudser_P_Deal_E_Karrels_P Becker_E_Larson_E_Verheyen_P_
Late: M.A. Klotz @ 6:30 pm

II. Motion by M. Ehrlich to accept the March 12, 2015 minutes as presented. Second by K. Rudser. Motion carried 7-0

III. Citizen Comments not on the agenda
• Brian Hodgson (2558 CTY Road C, Town of Port Washington) told the Board that his son was injured at one of the park program sites. Hodgson said his son received a facial injury and that he had to call 911 and presented pictures. Hodgson also said that there needs to be a better program with better training and staff needs to be taking better care and watching
• Christy Daniels (217 N Park Street, Port Washington) commented that she saw one of the park leaders boyfriends present at the park when she was there. Daniels also said she saw the park leaders using cell phones.

IV. Old Business:

A. Director’s Report
• Reviewed and Submitted
• Staff has been busy and the programs have been running successfully
• Staff reported that there pretty significant winter freeze/thaw damage in the Water Park pool basin

V. New Business

A. Review and Recommend Hiring of Staff
• Staff presented hiring list to Board
• Motion made by S. Kinas to approve the staff as presented, with the exception of the playground program personnel, pending further information. Seconded by M.A. Klotz. Motion carried 7-0

B. Review and Recommend Facility Use Requests
• Sharon Waranka on behalf of Nicky Boy Charters
  • Rental of Rotary Park on June 12th, 2015 from 6 am to 11 pm for approximately 70 participants
  • Request is for a fundraiser/cookout
  • Will have tents and be serving alcohol
  • Digger’s Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
  • The applicant or a representative must fill out, sign and submit to the Parks and Recreation Office a Fermented Malt Beverage/Wine Permit Application
• Motion made by S. Kinas to approve request based upon said stipulations. Seconded by M.A. Klotz. Motion carried 7-0

Dave Mueller on behalf of the Port Washington Lions Club
- Rental of Kiwanis Pavilion on Wednesday, June 29 through August 2, 2015 from 6 am to 10 pm Lions Fest/Fishing Derby with approximately 500 participants
- This group will be serving 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. Ehrlich to approve request based upon stipulations set forth are met. Seconded by K. Rudser. Motion carried 7-0

Scott Engle of Port Washington, Wisconsin
- Rental of the Lions Pavilion on Saturday, August 29, 2015 from 6 am to 10 pm for an office party with approximately 100 participants
- This group will serve alcohol and have amplified music
- Park & Rec Board mandates that there be no amplified music before 8 am and that the event ends at 10:30 pm. The rented area cleaned thoroughly and all participants out of the Park 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
- 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. Ehrlich to approve request based upon stipulations set forth are met. Seconded by M.A. Klotz. Motion carried 7-0

Jim Bohn on behalf of Musicians Against Heroin Ozaukee
- Rental of Veteran’s Memorial Park Bandshell & Greens for a concert by musicians raising awareness to heroin challenges in Ozaukee County
- This group will have amplified music
- Park & Rec Board mandates that the event ends at 9:30 pm and 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 J. Verheyen to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 7-0

C. Update on Summer Theatre with Diana Neumeyer
• Diana Neumeyer gave an update on the upcoming season
• Neumeyer reported that Mary Poppins was chosen as the production this summer
• Neumeyer wanted to get Board feedback as there will be flying in this show and there is $6740 fee for that service
• Board was good with that flying add-on as the cost is customarily made up in ticket sales and costume fees

D. Report from Commission on Aging Strategic Plan Committee
• Catherine Kiener, the Senior Center Coordinator, along with Mary Fran Lepeska, David Owens, Steve Boyles, John Sigwart and Bonnie Knaub addressed the Board
• Kiener reported that the Senior Center recently started work on a needs assessment survey and wanted to include a youth component to determine actual needs for recreation for everyone. They are hoping to engage youth to better educate about seniors
• Kiener also said there will be an online component to the survey
• Kiener said there will be a meeting regarding the needs assessment on Tuesday, April 21st at 4:30 pm at the Senior Center and encouraged the Board to attend. The assessment is slated to be finished by August 15, 2015

E. Review and Recommend Policy for Bench and Tree Memorials in Parks
• Staff reported they will put together information for the Board, to be approved at the May meeting

F. Review and Recommend Parent Handbook and Procedures for Summer Playground Program
• Staff presented a draft of the manual to Board for review and approval
• K. Rudser asked that Character Counts be included in the document
• Board wanted black and white threshold for calling parents and EMS when a child is injured
• Board wanted consequences for late pick up to be consistent with consequences for participants misbehavior
• Board recommended that Staff send copy to the City Attorney for final review
• Motion made by M. Ehrlich to approve the Parent Handbook and Procedures for Summer Playground Program as presented, with the Board recommended corrections and additions. Seconded by J. Karrels. Motion carried 7-0

G. Review and Recommend Policy for Adopt a Garden Program
• Staff presented a draft of the program to Board for review and approval
• Board made recommendations for changes
• Staff will make changes and send to City Attorney for final review
• Motion made by K. Rudser to approve the Policy for Adopt a Garden Program as presented, with the Board recommended corrections and additions. Seconded by M. Ehrlich. Motion carried 7-0

VI. Any Other Business That May Properly Come Before the Board
Staff also reported that they submitted an application for the NRPA Gold Medal and should know if they are a finalist sometime in May.

VII. Motion to adjourn by K. Rudser. Seconded by M. Ehrlich. Motion carried unanimously. Meeting adjourned at 7:43 PM.

Respectfully Submitted,

Sue Kinas
Secretary