PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: May 14, 2015 LOCATION: Parks & Rec Office

The meeting was called to order by Board President R. Voigt at 6:10 PM

I. Members present (P), absent (A) or excused (E): Voigt_E_Klotz_P_Ehrlich_E_Kinas_P_Lemkuil_P_Rudser_P_Deal_P_Karrels_P_Becker_E_Larson_A_Verheyen_P

Late:

II. Motion by J. Karrels to accept the April 9, 2015 minutes as presented. Second by S. Kinas. Motion carried 7-0

III. Citizen Comments not on the agenda
   • Nothing Submitted

IV. Old Business:
   A. Director’s Report
      • Reviewed and Submitted
      • Staff reported that Al Evenson received his certification as a Certified Playground Safety Inspector
   B. Review and Recommend Policy for Bench and Tree Memorials in Parks
      • Staff presented the Board with a document that suggested potential policies and guidelines for existing and new bench and tree memorials in the parks
      • Board allowed existing benches and memorials, that are not now compliant with the rules and regulations the opportunity to prepare. Their deadline for compliance will be January 1, 2016. All new bench and tree memorials must be compliant with new rules and regulations
      • Motion made by B. Deal to approve the Policy for Bench and Tree Memorials in Parks, with the suggestions changes. Seconded by S. Kinas. Motion carried 7-0

V. New Business
   A. Review and Recommend Facility Use Requests
      • Rev. John Klieve on behalf of St. John’s Lutheran Church of Port Washington
         • Rental of Rotary Park on Sunday, August 2, 2015 from 9 am to 5 pm for approximately 75 to 100 participants
         • Request is for Bachfest
         • Will have amplified music and be serving alcohol
         • 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
• 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 B. Deal to approve request based upon said stipulations. Seconded by P. Lemkuil. Motion carried 7-0
• Katie Peiffer on behalf of Ansay & Associates
  • Rental of Coal Dock Park on Thursday, August 6, 2015 from 7 am to 9 pm for approximately 100 participants
  • This group will be serving alcohol, have amplified music and tents
  • 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
  • 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 B. Deal to approve request based upon stipulations set forth are met. Seconded by J. Verheyen. Motion carried 7-0
• Bob Mittnacht on behalf of Freeport Music
  • Rental of Veteran’s Memorial Park Bandshell & Greens on June 12th, July 24th and August 14th, 2015 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.
  • 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 J. Karrels. Motion carried 7-0
• Christina Brickner on behalf of Be3, Inc.
  • Rental of Coal Dock Park from Friday, August 14 through August 15, 2015 from 6 am to 11 pm for Land Regatta Run/Walk Event 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
Be3, Inc. 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 S. Kinas to approve request based upon stipulations set forth are met. Seconded by P. Lemkuil. Motion carried 7-0
Kevin Rudser on behalf of Waterfront Safety Committee
Rental of Upper Lake Park East Mini-Shelter on Saturday, August 1, 2015 from 10 am to 10 pm for a chicken dinner with approximately 100 participants
This group will be serving alcohol and have amplified 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
Complaint calls will be monitored and will be used to process future requests
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 B. Deal to approve request based upon stipulations set forth are met. Seconded by J. Verheyen. Motion carried 7-0

B. Election of Board Officers and Planning Commission Representative
Mayor Mlada also reappointed Ald. Kevin Rudser and Ald. Mike Ehrlich as the Aldermanic representatives on the Board
The Mayor also reappointed Ron Voigt and Sue Kinas, whose terms had been up
Motion made by K. Rudser to approve Ron Voigt as Parks and Recreation Board President. Seconded by M.A. Klotz. Motion carried 7-0
Motion made by K. Rudser to approve Ron Voigt as Planning Commission Representative. Seconded by B. Deal. Motion carried 7-0
• Motion made by M.A. Klotz to approve Patti Lemkuil as Parks and Recreation Board Vice President. Seconded by B. Deal. Motion carried 7-0
• Motion made by M.A. Klotz to approve Sue Kinas as Parks and Recreation Board Secretary. Seconded by J. Karrels. Motion carried 7-0

C. Review and Recommend Rental and Fees of Pavilion in Coal Dock Park
• Staff reported that it is anticipated to have the Memorial Pavilion completed by mid-June of this year
• Staff asked Board to weigh-in on whether or not there should be rental fees associated with requested use of the pavilion
• Board told staff to leave it open to all users for this year and monitor how much interest comes in regarding the pavilion. Will revisit next year to determine if rental fees should be assessed

D. Review and Recommend Vending Machines in Parks
• Staff reported to Board that there is an opportunity to make additional revenue by having soda machines in some parks. The machines would be from Coke, which the Department already works with the Water Park Concessions
• Staff reported that all we would have to do is host the machines. Coke will install, stock and maintain them. The Department would receive 20% of the profits
• The thought was to have one at Upper Lake Park, adjacent to the Possibility Playground; one at Veteran’s Memorial Park shelter and another at Kolbach Park. Kolbach’s would be installed after the park improvements are finished
• Board wanted water only for the one in ULP; water and soda in the Veteran’s Memorial Park machine and water and PowerAde in the Kolbach unit. Additionally, the units should be as “subdued” as possible to maintain the beauty of the parks
• Motion made by B. Deal to approve Vending Machines in Upper Lake, Veteran’s Memorial and Kolbach parks based upon stipulations set forth are met. Seconded by P. Lemkuil. Motion carried 7-0

E. Update on City of Seven Hills Sprint and Super Sprint Triathlons
• Staff and J. Verheyen gave update on the Sprint and Supersprint distance races which will be held on August 8, 2015
• Verheyen also asked Board to help volunteer and solicit volunteers as we rely heavily on them for the success of the events

F. Motion to Go Into Closed Session According to Wisconsin State Statute 19.85(1)(b) to Consider Dismissal, Demotion or Discipline of An Employee
• M.A. KLOTZ READ ALOUD THE CLOSED SESSION LANGUAGE. MOTION MADE BY B. DEAL, SECONDED BY P. LEMKUIL TO GO INTO CLOSED SESSION AT 7:05 PM FOR THE REASONS STATED ON THE AGENDA ABOVE. ROLL CALL VOTE TAKEN: AYE: DEAL, LEMKUIL, VERHEYEN, KINAS, KARRELS, RUDSER AND KLOTZ. MOTION CARRIED UNANIMOUSLY.

G. Reconvene into Open Session to Take Action Relating to Closed Session Deliberations, if Any
• The Board reconvened into open session at 7:15 pm, no action taken.

H. Review and Recommend Hiring of Staff
• Staff presented hiring list to Board
• Motion made by B. Deal to approve the staff as presented. Seconded by P. Lemkuil. J. Karrels abstained. Motion carried 6-0
VI. Any Other Business That May Properly Come Before the Board
   • Staff asked Board to set date for the park tour. This has not been done for a few years and it would be a good idea to bring it back
   • Park Tour date was scheduled for September 12th @ 9:00 am. Board will first meet at Parks and Rec Office

VII. Motion to adjourn by K. Rudser. Seconded by J. Verheyen. Motion carried unanimously. Meeting adjourned at 7:23 PM.

Respectfully Submitted,
Sue Kinas
Secretary