



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Meeting Minutes - Draft Board of Park, Recreation and Cultural Services

*Alderman Aron Wisneski, Alderman Jim Kaplan  
Gaynell Dyess, Van Carson  
Liz Mendez, Endel Williams  
Robert Hayes, Terry McCarthy  
Don Nielsen, Michael Frontier  
Debbi Embry*

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Wednesday, March 12, 2008

5:15 PM

City Hall Annex, Room 130

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### Call To Order

- PRESENT:** 6 - Gaynell Dyess, Aron Wisneski, Robert Hayes, Terry McCarthy, Michael Frontier and Jim Kaplan
- ABSENT:** 4 - Van Carson, Liz Mendez, Endel Williams and Debbi Embry
- EXCUSED:** 1 - Don Nielsen

*Staff present: Donnie Snow, Cathy Petrouske*

*Guests: Sharon Baldukas, Sgt. Macemon, Tom Rutkowski, Alex Mandli, Elizabeth Fletcher, Becky Wadleigh, Prasan Knotek, Timothy Brown, James DuRocher, Pete Henkes, Patrick Kulas*

### Approval of Minutes for December 12, 2008 Meeting

**to Approve the Minutes**

#### Public Input

*No Public Input*

#### Director's Report

*The Director's Reports was not discussed when there became a lack of a quorum*

#### Minutes of the Board of Cemetery Commissioners

*The Minutes of the Board of Cemetery Commissioners were not discussed when there became lack of a quorum.*

#### Zoological Society Report

*The Zoological Society Reports were not discussed when there became lack of a quorum.*

07-0808

Subject: (Direct Referral) Cemetery Board and Board of Parks, Recreation and Cultural Services to meet with Donnie Snow, Director of Parks, Recreation and Cultural Services, to review and recommend resolution of apparent conflicts in their functional operations as set forth in the Code of Ordinances.

Recommendation of the Board of Parks, Recreation & Cultural Services 8-8-07: that the item be deferred.

Fiscal Note: N/A

Recommendation of the Board of Parks, Recreation & Cultural Services 9-12-07: that the item be deferred.

Further recommend that the item be referred to the Board of Cemetery Commissioners

Fiscal note: N/A

Recommendation of the Board of Cemetery Commissioners 9-17-07: There is a conflict with the City Ordinance 7038 and 3044. The ordinances have conflicting language regarding who has authority over the other - Parks, Recreation and Cultural Services Department, or Cemetery commission - that needs to be discussed and resolved. Donnie Snow would like everyone to bring his or her thoughts on the subject to the next meeting to discuss. item deferred.

Fiscal note: N/A

Recommendation of the Board of Cemetery Commissioners 12-03-07: That the item be received and filed.

Fiscal note: N/A

Recommendation of the Board of Parks, Recreation & Cultural Services 12-12-07: that the item be deferred.

Fiscal note: N/A

Recommendation of Park Recreation Director Donnie Snow: that this item be removed from the Cemetery Commission agenda, but according to the last recommendation it should have been removed deferred by the Board of Parks, Recreation & Cultural Services on 12-12-07. In order to remove it, It will be given a final date of 12-12-07. Per Donnie Snow. Created by Laurie Cemetery Secretary.

Recommendation of the Board of Parks, Recreation & Cultural Services 3-12-08: to change the wording in Municipal Code 30-44 to read: The Cemetery Board together with the Department of Parks, Recreation & Cultural Services shall have general supervision and charge of the cemeteries, subject to the rules and regulations established by the Common Council. Change the wording in Municipal Code 30-56 from Manager to Supervisor. Change the wording in Municipal Code 30-57 from Manager to Supervisor and strike the word Supervisor after the word cemetery.

Fiscal note: N/A

*Snow said that staff has been trying to work out conflicts with an Ordinance that gives authority to two different Boards. The Board was given three hand outs (on file in the PRCS office) showing these Ordinance and the proposed changes. This item went to the Cemetery Board and the Board received and filed the item thus leaving Ordinance 30-44 unchanged. Sharon Baldukas appeared and gave a history of the Cemetery and Cemetery Board. Snow said that by making the proposed changes the role of the Cemetery Board would not change but just be a different flow through the PRCS Board much the same as the Cemetery minutes are now. Wisneski said that the Cemetery Board does their job with real gusto. Further discussion was held regarding the duties and it was noted that Donnie Snow is in charge of the Cemetery Supervisor. Wisneski said that he spoke with the City Attorney and he is neutral on this subject. Snow advised the Board that by removing the PRCS Board from either of the three recommendations could put PRCS staff in a conflicting position should the Cemetery Commission and PRCS Board have different priorities.*

*Wisneski moved and Frontier seconded to change the wording in Municipal Code 30-44 to read: The Cemetery Board together with the Department of Parks, Recreation & Cultural Services shall have general supervision and charge of the cemeteries, subject to the rules and regulations established by the Common Council. Ayes: 5, Dyess, Kaplan, Wisneski, Frontier, Hayes. No's: 1, McCarthy Passed.*

*Wisneski moved and McCarthy seconded to change the wording in Municipal Code 30-56 from Manager to Supervisor. In Municipal Code 30-57 change the word Manager to Supervisor and strike the word Supervisor after the word cemetery. Passed unan.*

**Recommended For Approval**

Great Lakes Compact

Adrenne Roach, WI League of Conservation Voters Institute

*Frontier said that the representative from the WI League of Conservation Voters Institute could not attend this evening. Frontier said the fear is that water could be taken from the Great Lakes and what could this Board do to take a stand on behalf of the Great Lakes Compact.*

*Frontier moved and Dyess seconded the motion to ask the Common Council to endorse the Great Lakes Compact in a timely fashion to honor our national treasure, Lake Michigan.*

08-1626

Subject: Communication from the Rotary Foundation of Racine West, Inc., requesting permission to utilize various parks for the 5th annual Great Midwest Dragon Boat Festival, on July 11 and 12, 2008, for the use of selling beverages, beer, food items and providing live entertainment, to close city streets and parking lanes for a parade and race administration and to utilize the parking lot at the south end of Pershing Drive. Also, sponsoring organizations request permission to place posters on or about city streets and parks regarding this free event.

Recommendation of the Public Safety & Licensing Committee on 02-11-08: That permission be granted to utilize various parks for the 5th annual Great Midwest Dragon Boat Festival, on July 11 and 12, 2008, for the use of selling beverages, beer, food items and providing live entertainment, as long as applicant applies for all necessary permits and licenses.

Fiscal Note: N/A

Recommendation of the Public Works and Services Committee on 2-12-08: Permission be granted to the Rotary Foundation of Racine West, Inc. to use the City-owned parking lot east of Gateway Technical College and the gravel area immediately east of the Gateway parking lot between Pershing Park Drive and Lake Michigan for the fourth annual Great Midwest Dragon Boat Festival, to be held July 11-12, 2008.

Further recommends that the parking lane along the east side of Main Street from 11th Street to 14th Street be closed during the event.

Further recommends that no parking be allowed along the west side of Main Street from 14th Street to 16th Street during the event and that traffic be shifted to the west half of the roadway.

Further recommends that permission be granted to the sponsor to close Main Street, From 14th Street to 16th Street.

Further recommends that permission be granted to the sponsor to use certain city streets on Friday, July 11, 2008, and to close the following streets:

6th Street from Library Drive to Pershing Park Drive  
Pershing Park Drive from 6th Street to 11th Street  
11th Street from Main Street to Pershing Park Drive

Further recommends, that permission be granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate be filed prior to the event;
- C. Any overtime costs incurred by any City department be charged to the sponsor;
- D. The sponsor shall notify all abutting property owners seventy-two (72) hours in advance of this event;
- E. The sponsor shall pay a \$450.00 special event fee.

Further recommends that the Commissioner of Public Works/City Engineer, Chief of Police, and Director of Parks, Recreation and Cultural Services provide limited

assistance, in the interest of public safety, to implement this event.

Fiscal Note: There will be nominal costs to various City departments, on a regular shift basis, to assist in implementing this event.

Recommendation of the Board of Parks, Recreation & Cultural Services 3-12-08: that the request be approved.

Further recommends, that permission to granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate be filed prior to the event;
- C. Any overtime costs incurred by any city department be charged to the sponsor;
- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event;
- E. The sponsor shall pay a \$318.00 per day rate.

Fiscal note: \$636.00 to the City

*James DuRocher appeared and said that this event is basically the same as last year. He said that the Rotary has budgeted \$8,000.00 for improvements at Myers Park. Wisneski said that he had a concern about trash. Snow said Festivals are responsible for their trash removal. DuRocher said they will have vehicles available to shuttle the trash out during the event.*

*McCarthy moved and Dyess seconded the motion to approve the request.*

*Further recommend that permission be granted with the following stipulations:*

- A. A hold harmless agreement be executed;*
- B. A liability insurance certificate be filed prior to the event;*
- C. Any overtime costs incurred by any city department be charged to the sponsor;*
- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event;*
- E. The sponsor shall pay a \$318.00 per day rate.*

*Passed unan.*

**Recommended For Approval**

08-1742

Subject: Communication from the YMCA requesting to use city right-of-way and Monument Square on June 21, 2008 for the 30th Annual Lighthouse Run.

Recommendation of the Public Works and Services Committee (2-26-08):  
Permission be granted to the sponsor of the Lighthouse Run to use certain city streets for the period of 6:00 a.m. to 10:30 a.m. on Saturday, June 21, 2008, and to close the following streets:

Main Street from State Street to Sixth Street  
Lake Avenue from 8th Street to State Street  
State Street from Main Street to Lake Avenue  
Main Street from State Street to 3 Mile Road (west side two traffic lanes will remain open for two-way traffic)  
Dodge Street from Main Street to Michigan Boulevard  
Michigan Boulevard from Dodge Street to Wolff Street  
Wolff Street from Michigan Boulevard to North Main Street

Further recommends that the Commissioner of Public Works be authorized and directed to communicate with the U. S. Coast Guard requesting permission to close Main Street Bridge to boat traffic for the period of 7:40 a.m. to 10:40 a.m. on Saturday, June 21, 2008 to satisfy the needs of this run.

Further recommends that this permission is granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate be filed prior to this event;
- C. Any overtime cost and equipment and material loss incurred by any department in the assistance of this event shall be charged to the sponsor;
- D. Sponsor shall comply with the approved policy on parking restrictions for special events, and the sponsor shall distribute to all abutting property occupants on those streets where parking is being prohibited written notices of the ban approximately 48 hours in advance of this event.
- E. Sponsor shall be responsible for all traffic control and detour signage during the event.
- F. Sponsor shall pay a \$1,400.00 special event fee.

Further recommends that the Commissioner of Public Works/City Engineer and Chief of Police provide limited assistance in the interest of public safety to implement this event in accordance with these stipulations.

Fiscal Note: There will be nominal costs to the various city departments, on a regular shift basis, to assist in implementing this event.

Recommendation of the Board of Parks, Recreation & Cultural Services 3-12-08: that the request be approved.

Further recommends that the permission be granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate be filed prior to the event;
- C. Any overtime costs incurred by any City department be charged to the sponsor;

- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event;
- E. The sponsor shall pay a \$203.00 per day rate for Park Blocks;
- F. The sponsor shall pay a \$25.00 administrative fee for Monument Square.

Fiscal note: \$431.00 to the City

*Pete Henkes appeared and said that this is the 30th annual event. They will try to shut down the streets as late as possible and get them reopened as quickly as possible. Last year there was a problem with the power at Sam Johnson Parkway. Snow said Tom Molbeck will be taking care of this issue for the event.*

*McCarthy moved and Dyess seconded the motion to approve the request of the YMCA to use city right-of-way, Monument Square and Park blocks on June 21, 2008 for the event.*

*Further recommend that permission be granted with the following stipulations:*

- A. A hold harmless agreement be executed;*
- B. A liability insurance certificate be filed prior to the event;*
- C. Any overtime costs incurred by any City department be charged to the sponsor;*
- D. The sponsor shall notify all abutting property owners 72 hours in advance of this event;*
- E. The sponsor shall pay a \$203.00 per day rate for Park Blocks;*
- F. The sponsor shall pay a \$25.00 administrative fee for Monument Square.*

**Recommended For Approval**

08-1815

Subject: Communication from the students and staff of Walden III Middle/High School requesting to build an outdoor classroom at Franklin Park.

Recommendation of the Board of Parks, Recreation & Cultural Services 3-12-08: that the request be approved.

Further recommend that the request be granted with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate be filed prior to the event;
- C. The cost of the outdoor classroom be fully funded by Walden students and staff;
- D. That the classroom remain in public use;
- E. Walden staff and students work with PRCS staff on final details.

Fiscal note: N/A

*Tom Rutkowski, Alex Mandli and four students from Walden Middle/High School appeared and gave a presentation of their plan to build an outdoor classroom at Franklin Park. Rutkowski said the students and teachers wanted to make a plan to keep their building sustainable. They have done several projects as well as worked at a community center on Make A Difference Day. They felt that by using the park it would be beneficial to the community as well as their school. Snow said he met with the group at Walden along with Ald. Coe and this project would be at no cost to the City.*

*Frontier moved and Kaplan seconded the motion to approve.*

*Further recommend that permission be granted with the following stipulations:*

- A. A hold harmless agreement be executed;*
- B. A liability insurance certificate be filed prior to the event;*
- C. The cost of the outdoor classroom be fully funded by Walden students and staff;*
- D. That the classroom remain in public use;*
- E. Walden staff and students work with PRCS staff on final details.*

*Passed unan.*

**Recommended For Approval**



08-1816

Subject: Communication from the President of 4th Fest of Greater Racine requesting permission to use city right-of-way for the 4th of July parade on Friday, July 4, 2008, and permission to use North Beach for the fireworks.

Recommendation of the Public Works and Services Committee (3-11-08):  
Permission be granted to Fourth Fest of Greater Racine, Inc. to close certain city streets on Friday, July 4, 2008, from 7:00 a.m. to 12:30 p.m., to hold the 2008 Independence Day Parade.

Further recommends that the Commissioner of Public Works/City Engineer be authorized and directed to communicate with the U. S. Coast Guard requesting permission to close the Main Street Bridge to boat traffic on Friday, July 4, 2008, from 7:45 a.m. to 1:00 p.m., and both the Main Street and State Street Bridges on Friday, July 4, 2008, from 9:05 p.m. to 10:40 p.m., for the Fourth Fest activities.

Further recommends that in the interest of public safety, the Commissioner of Public Works/City Engineer and Chief of Police be authorized and directed to close Goold Street, Yout Street, English Street, High Street, St. Patrick Street, Kewaunee Street, and Barker Street, from Main Street to Michigan Boulevard; Michigan Boulevard, from Goold Street to Hamilton Street; Chatham Street, from north of Yout Street to Hamilton Street; and Hoffert Drive, on Friday, July 4, 2008, between the hours of 7:00 p.m. and 10:00 p.m., with a rain date of Saturday, July 5, 2008, to provide for a Municipal Band Concert, to be held at North Beach Gazebo, and the fireworks display, as part of the Independence Day festivities.

Further recommends that the Commissioner of Public Works/City Engineer, Chief of Police, and Director of Parks, Recreation and Cultural Services provide limited assistance, in the interest of public safety, to implement this event.

Fiscal Note: Since the City is a co-sponsor of the event, there are no stipulations.

Recommendation of the Board of Parks, Recreation & Cultural Services 3-12-08:  
that the request be approve.

Further recommend that the request be approved with the following stipulations:

- A. A hold harmless agreement be executed;
- B. A liability insurance certificate is filed prior to the event.

Further recommend that Parks, Recreation & Cultural Services Department provide limited assistance, in the interest of public safety to implement this event.

Fiscal note: N/A City of Racine co-sponsored event

*Move to approve the communication from the President of 4th Fest of Greater Racine requesting permission to use city right-of-way for the 4th of July parade on Friday, July 4, 2008 and permission to use North Beach for fireworks.*

*Further recommend that permission be granted with the following stipulations:*

- A. A hold harmless agreement be executed;*
- B. A liability insurance certificate is filed prior to the event.*

*Further recommend that Parks, Recreation & Cultural Services Department provide limited assistance, in the interest of public safety to implement this project.*

*Passed unan.*

*Mike Frontier excused at 7:10 p.m.*

**Recommended For Approval**

Canon Restoration

*Patrick Kulas appeared and said that he has been in contact with Donnie Snow and the DRC to have an event when the cannons are returned to Monument Square. Midwest Specialty Coating, Hallman Lindsay Paints, and Meyers Monument have offered donations for the cannon restoration. Snow said that Mr. Kulas has acted very expeditiously to get everything in order. Snow is working with Ken Saiki Design and they recommend that the base be granite. Snow said that a tremendous amount of money has been spent on Monument Square and proper honor should be given to the cannons. Kaplan commended Ms. Baldukas and Mr. Kulas for their efforts.*

*Wisneski moved and Kaplan seconded the motion to approve the donations of Midwest Specialty Coating (coating), Hallman Lindsay (paint), and Meyers Monument (granite base) for the Monument Square Civil War Cannon restoration.*

*Further recommend that PRCS staff work with Pat Kulas, Midwest Specialty Coating, Meyers Monument to work out details and specifications for the cannon restoration.*

**to Approve the Minutes**

Presentation and approval for Police Memorial

*Sgt. Macemon of the Racine Police Department appeared. He talked about the history of the Police Memorial at Hantschel Park. A committee of City, County and Alderman are working on enhancing the memorial. In addition there will be a ribbon walk of bricks for purchase. Snow said he serves on this committee and staff supports this project.*

*Kaplan moved and Dyess seconded the motion to approve the Police Memorial enhancements at Hantschel Park with the following stipulations:*

- A. A hold harmless agreement to be executed;*
- B. A liability insurance certificate be filed prior to the event;*
- C. The cost of the police memorial be fully funded by donations and other contributions;*
- D. That Hantschel Park and the Police Memorial remain in public use.*

*Further recommends that Park, Recreation and Cultural Services Department provide assistance in the interest of public safety to implement this project.*

**07-1480**

Subject: Request of Wayne Clingman to meet with the Board of Parks, Recreation & Cultural Services to present a long term programming proposal benefiting the Parks Department and the City of Racine.

Recommendation of the Board of Parks, Recreation & Cultural Services 12-12-07: that the request be deferred.

Fiscal Note: To be determined

*This item was not acted on since at this time there was no quorum.*

Miscellaneous

**Adjournment**

*There being no quorum, meeting adjourned at 7:28 p.m.*

If you are disabled and have accessibility needs or need information interpreted for you, please call the Parks, Recreation & Cultural Services Department at 636-9453 at least 48 hours prior to this meeting.