

MINUTES
MONONA PARK AND RECREATION BOARD
CITY COUNCIL – CONFERENCE ROOM
5211 Schluter Rd, WI. 53716
Tuesday, March 12, 2019

The regular meeting of the Park and Recreation Board for the City of Monona was called to order by Chair Andrew Kitslaar at 6:30 pm.

Roll Call

Present: Chair Andrew Kitslaar, Co-Chair Nancy Moore, Thom Evans, Tony Gomez-Phillips, Jeff Hinz, Jennifer Kahl, Parks & Recreation Director Jake Anderson

Absent: Pat Howell, Kelly Slack, Carole Vaillancourt

Approval of the Minutes

Thom Evans made a motion seconded by Jeff Hinz made a motion to approve the minutes from January 8 and February 12th, 2019. Motion Carried.

Appearances

A.

Unfinished Business

A. Special Event Policy Discussion/Recommendation

Director Anderson presented the updated Special Event Policy Guide and recommended draft ordinance. Anderson noted that many of the chargesThe committee reviewed the policy and asked for inclusion of the following items:

- Provision for permits/fees for the placement of portable restrooms in the Right Of Way or non-reserveable public space
- Application for and fee for use of the hydration station
- Definition of vending permit to include food only or food and sales/solicitation

Jeff Hinz made a motion seconded by Jennifer Kahl to recommend approval of the Draft Special Event Policy and removal of the automatic denial for Street Use Permit for the 6 hour maximum and Non-Profit use only. Motion Carried.

New Business

A. Discussion/Recommendation on Park Ordinance Violation Fee Schedule

Director Anderson provided the request from the Mayor regarding a recommendation from the Committee on the current fine for violating the park ordinance regarding driving on park property. The Committee discussed options and decided that the fine should be high enough to deter people from violating the ordinance.

Nancy Moore made a motion, seconded by Jeff Hinz to recommend to City Council to increase the fine for violating 321-1(9) Operating a Motor Vehicle on Park Grouns to \$1,500 fine plus \$500/day for vehicles not removed plus cost of any damage to park property. Motion Carried.

B. Discussion Discussion/Recommendation on Building Permit Applications Adjacent to Public Space

Director Anderson presented the request from the Mayor to review the current Building Permit Application process and discussion from the Committee on any recommendation to require a survey or a conditional use permit for any building permit taken out next to a public space with the intent on not utilizing public space or storing construction equipment on city property for the purpose of construction or renovation. The board discussed different scenarios in which the city could be protected on it's property from renovation and came up with the following. If a building permit is pulled next to a public space, a note from the city would reference the requirement of a certified survey if the city deemed encroachment on public space or violation of city park ordinance, and penalties/fines be issued until the public space was cleared and restored.

Nancy Moore made a motion seconded by Thom Evans to recommend additional language and an ordinance change to allow a building permit be suspended for violation of park encroachment and motor vehicle access on public space. Motion Caried.

Director's Report & Questions to Staff from Committee

A. Jake Anderson – Parks & Recreation Director

None

Adjournment

A motion to adjourn by Nancy Moore seconded by Tony Gomez-Phillips was carried at 8:36 pm.