DATE: April 15, 2010                  LOCATION: Park & Rec Office

The meeting was called to order by Acting Chair L. MacRae at 6:35 PM

1. Members present (P), absent (A) or excused (E): MacRae_P_Klotz_P_Babcock_E_Kinas_E_Lemkuil_E_Farnham_P_Voigt_E_Deal_P_Johnson_P
   Late: MA Klotz at 6:35 pm

2. Motion by MA Klotz to accept minutes as presented. Second by B. Deal
   Motion carried 5-0

3. Citizen Comments not on the agenda
   • Nothing Presented

4. Old Business:
   A. Elected Official’s Report
      • Nothing Reported
   B. Planning Commission Rep report
      • Nothing reported
   C. Director’s Report
      • Reviewed and Submitted
      • Staff discussed work to be done in and around Pirates’ Hollow Waterpark and bathhouse
      • Staff discussed opening day of and filling of the pool at Waterpark
      • Staff reported on how well yoga is doing with 93 participants
      • Staff discussed other work to be done in and around Rec Center and Office, including window replacement and J&H Heating’s HVAC system installation
      • Staff will be posting summer 2010 edition of Parks Plus online with the week
   D. Update on Upper Lake and Veteran’s Memorial Park Comfort Stations
      • Discussion was again held regarding motion sensors in both the Upper Lake and Veteran’s Memorial Park comfort stations
      • Sensors are faulty with continual “false-ons” occurring
      • Staff has been working with the City Engineer, building engineer, sensor manufacturer rep, general contractor and architect to resolve problem
      • Staff reported that vandalism is still occurring at both locations and has been working with police to resolve issue
      • Staff is also investigating the use of surveillance cameras at both locations
   E. Review and Recommend 2009 Annual Report
      • Staff requested that Board move on 2009 Annual Report as it was not done when presented at a previous meeting
      • Motion made by B. Deal to accept 2009 Annual Report as presented. Seconded by K. Farnham. Motion carried 5-0
5. New Business:

A. Review and Recommend Facility Use Requests
   - Port Washington Festivals, Inc.
     - Rental of Rotary Park from June 4 – 6, 2010 from 6:00 am to 11:00 pm for Port Pirate Fest with approximately 20,000 participants
     - Camping will not be a part of the event this year
     - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests
     - Will have tents
     - Annual damage to grassy area by same vendor will not be allowed to continue. Park & Rec Board stipulates that vendor must either set up on cement or make change, acceptable to Staff, so as to not cause grass damage this year
     - Motion made by M.A. Klotz approve request based upon said stipulations. Seconded by B. Deal. Motion carried 5-0
   - Kate Paulson and Matt Stefanski
     - Rental of Rotary and Veteran’s Memorial Park Bandshell and Greens on September 25, 2010 from 4 to 11 pm for a wedding ceremony and reception with approximately 200 participants
     - Alcohol will be served
     - Will have tents
     - Will have amplified music
     - Must obtain and have approved alcohol permit
     - Music must end by 9:30 pm and all participants must be out of park no later than 10:00 pm
     - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests
     - Digger’s Hotline must be called and have marked prior to setup of any tents
     - Motion made by B. Johnson to approve request based upon said stipulations. Seconded by K. Farnham. Motion carried 5-0

B. Review and Recommend Hiring of Staff
   - Motion made by B. Deal to approve the staff as presented. Seconded by B. Johnson. Motion passed 5-0

C. Review and Recommend PWYB/S Association Concession Agreement
   - Discussion was held as whether to increase the “Donation of Portion of Sale Proceeds” from $200 to a higher amount
   - Staff reported that they did not want to price out PWYB/S, but rather felt that there are many repairs necessary to the Thomas Jefferson Field #1, surround buildings and features and an increase may help offset those associated costs
   - Staff also discussed with Board the creation of a memorandum of understanding to be drafted and signed by PWYB/S and the Park & Rec Department. This memo would delineate all responsibilities, rules and regulations of buildings and facilities, as well subjects to be determined at a later date
   - Motion made by MA Klotz to approve Concession Agreement with the understanding that it will be reviewed annually. Seconded by B. Johnson. Motion carried 5-0

D. Review and Recommend Eagle Scout Project for the Upper Lake Park Comfort Station and Possibility Playground
   - Eagle Scout Henry Read is planning to build 4 to 6 handicapped-accessible picnic tables for the Upper Lake Park
   - Read has backing from Possibility Playground (S. Mayer & M. McGarry)
   - Project to be completed by June 13th, at the latest
E. Review and Recommend Stewardship Grant Application for Coal Dock Improvements
   - Staff discussed need for an approved resolution to apply for the Wisconsin Department of Natural Resources Stewardship Grant. Approved funds would be used for coal dock improvements
   - Motion made by B. Deal to approve resolution for Stewardship Grant application. Seconded by MA Klotz. Motion carried 5-0

F. Discuss Facility Fund
   - Staff was made aware of this idea as very successfully used by Village of Germantown
   - Idea is that an extra amount – typically no more than $5 – is added to program fees to offset facility maintenance and equipment costs
   - Account would be interest-bearing and touchable by other departments. Only to be used by creating department to offset their costs
   - Staff felt that with a 0% increase in overall budget, combined with aging facilities and equipment, this concept would work well
   - Board asked that staff run some figures on how much revenue this fund would generate and to what programs it would be attached

G. Discuss Park Tour and Set Date and Time
   - Discussion was held and attending members agreed that Saturday, June 19th at 8:00 am would work best
   - Staff will send out email to all Board members to confirm date, time and parks visited
   - Maintenance garage was discussed to be added

6. Any Other Business That May Properly Come Before the Board
   - Nothing submitted

7. Motion to adjourn by K. Farnham. Seconded by B. Johnson. Meeting adjourned at 7:35 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary