PORT WASHINGTON PARK AND RECREATION DEPT.
OFFICIAL BOARD MINUTES

DATE: February 11, 2010 LOCATION: Park & Rec Office

The meeting was called to order by Acting Chair L. MacRae at 6:32 PM

1. Members present (P), absent (A) or excused (E): MacRae_P Klotz_A Babcock_P Kinas_P Lemkuil_E Farnham_P Voigt_P Deal_P
   Late: S. Kinas at 6:37 pm

2. Motion by B. Babcock 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
      - Main Street is hosting “Kiss of Indulgence” on February 16
      - New restrooms in Upper Lake and Veteran’s Memorial Park are having high utility bills as a result of heating issues

   B. Planning Commission Rep report
      - Nothing Reported

   C. Director’s Report
      - Reviewed and Submitted

   D. Review and Recommend Changes to Registration and Rental Forms
      - Discussion was held regarding City Attorney’s letter to Park & Rec Director regarding the forms. Park & Rec Board did not feel satisfied with forms as revised by Attorney Eberhardt. Motion made by S. Kinas to present forms to City’s insurance carrier for approval. Seconded by K. Farnham. Motion carried 6-0

   E. Update on Upper Lake and Veteran’s Memorial Park Comfort Stations
      - Staff presented heating bills from the months of December 2009 and January 2010 for Upper Lake and Veteran’s Memorial Park restrooms/shelter.
      - Staff updated Board on recent acts of vandalism as well as the outstanding punch list items for final construction completion. Additionally, staff gave Board an approximate figure of $1000 to cover costs to staff the Veteran’s Memorial Park warming shelter
      - Board commissioned staff to investigate ways to reduce utilities in said buildings as well as other facilities operated by Park & Rec Department
      - Motion made by B. Babcock to close the restrooms in winter based upon high utility costs and acts of vandalism. Seconded by B. Deal. Motion carried 6-0
5. New Business:

A. Review and Recommend Facility Use Requests
   • Sts. Peter & Mary Parish Festival
     • Rental of Veteran’s Memorial Park (Area #6) and Bandshell and Greens (Area #5) for the dates August 13 through the 15th, 2010 from 12 noon to 12 midnight for approximately 1500 to 2500 people
     • Will be in Park after posted hours and will have live bands with amplified instruments
     • Will have tents
     • Crowd behavior is responsibility of renter
     • Digger’s Hotline must be called and have marked the park area prior to setup of any tents
     • Music must conclude by 11:30 pm and participants must be out and park cleaned by 11:30 pm
     • Motion made by S. Kinas approve facility use request based on guidelines set forth. Seconded by K. Farnham. Motion carried 6-0
   • Paul Watry Scholarship Fundraiser
     • Rental of Veteran’s Memorial Park (Area #6) and Bandshell and Greens (Area #5) on August 21, 2010 from 7 am to 7 pm for approximately 500 people
     • Will have live bands with amplified instruments
     • Will have tents
     • Crowd behavior is responsibility of renter
     • Digger’s Hotline must be called and have marked the park area prior to setup of any tents
     • Motion made by K. Farnham approve facility use request based on guidelines set forth. Seconded by L. MacRae. Motion carried 6-0
   • Jamie D. Johnson
     • Rental of NE corner of Upper Lake Park on June 26, 2010 from 12 noon to 11 pm for approximately 200 people
     • Requests is for a wedding
     • Will be in Park after posted hours and will have a DJ with amplified music
     • Will have tents
     • This is area is not permitted for reception, only ceremony due to close proximity to residential area. The requesting renter must find another location for reception
     • Crowd behavior is responsibility of renter
     • Digger’s Hotline must be called and have marked the park area prior to setup of any tents
     • Music must conclude by 9:30 pm and participants must be out and park cleaned by 10:00 pm
     • Motion made by S. Kinas approve facility use request based on guidelines set forth. Seconded by B. Deal. Motion carried 6-0
B. Review and Recommend HVAC Bids for Parks & Recreation Office and Recreation Center Building
   • Staff presented bids from J.M. Brennan, Inc. of Milwaukee; Dillett Mechanical Service of Waukesha; Greisch Plumbing & Heating, Inc. of Port Washington; Illingworth Corporation of Milwaukee and J&H Heating Inc. of Port Washington
   • Each of the proposals were thoroughly reviewed and assessed as to how they would best solve the issue of excessive energy costs while still providing the required service.
   • Motion made by B. Deal to approve the J&H Heating, Inc. proposal for the HVAC and the Greisch Plumbing & Heating, Inc. proposal for hot water heater removal and replacement. Seconded by S. Kinas. B. Babcock abstained. Motion carried 5-0

C. Review and Recommend 2010 Pool Fees
   • Staff presented a fee analysis from 1998 to 2009
   • Discussion was held regarding current pool fees, as well as current economic conditions
   • Motion made by B. Deal to not increase pool fees for 2010. Seconded by B. Babcock. Motion carried 6-0

D. Review and Recommend 2010 Summer Activity Fees
   • Staff presented a fee analysis from 1998 to 2009 as well as a fee comparison with seven other communities
   • Discussion was held regarding current activity fees, as well as current economic conditions
   • Motion made by B. Deal to not increase pool fees for 2010. Seconded by K. Farnham. Motion carried 6-0

E. Review and Recommend 2010 Goals and Objectives
   • Staff presented and discussed 2010 goals and objectives

6. Any Other Business That May Properly Come Before the Board
   • Nothing Submitted

7. Motion to adjourn by S. Kinas. Seconded by K. Farnham. Meeting adjourned at 7:45 PM.

Respectfully Submitted,

Ron Voigt
Secretary