PORT WASHINGTON PARK AND RECREATION DEPT.
OFFICIAL BOARD MINUTES

DATE: January 14, 2010 LOCATION: Park & Rec Office

The meeting was called to order by Acting Chair L. MacRae at 6:30 PM

1. Members present (P), absent (A) or excused (E): MacRae_P Klotz_P Babcock_P Kinas_P Lemkuil_P Farnham_P Voigt_E Deal_P
   Late: N/A

2. Motion by B. Babcock to accept minutes as presented. Second by P. Lemkuil.
   Motion carried 7-0.

3. Citizen Comments not on the agenda
   • Nothing Presented

4. Old Business:
   A. Elected Official’s Report
      • Main Street is looking for volunteers to be part of the promotions committee
      • City is demanding that owner of old M & I Bank building on Franklin Street makes repair to the façade. Owner is cooperating, but there are still some outstanding issues
   B. Planning Commission Rep report
      • Nothing Reported
   C. Director’s Report
      • Submitted
      • Staff is increasing amount of yoga classes
      • All other fall programs have successfully completed or are continuing
      • Staff is still trying to resolve some outstanding issues with new comfort stations in Upper Lake and Veteran’s Memorial Parks
         • The most recent energy bill received for the Veteran’s Memorial Park comfort station was close to $1200
         • Staff is investigating all measures of reducing future energy bills

5. New Business:
   A. Review and Recommend Hiring of Staff
      • Motion made by S. Kinas to accept and approve the staff as presented. Seconded by P. Lemkuil. Motion passed 6-0. M. Klotz abstained.
B. Review and Recommend Facility Use Requests
   • Port Washington Main Street, Inc.
     • Rental of Upper Lake Park Scout Area (Area #4) and Rotary Park (Area #9) for the
dates August 18 through the 22\textsuperscript{nd}, 2010 from 6 am to 10 pm (Scout Area) and 6 am
to 11 pm (Rotary) for approximately 20,000 + participants
     • Request is for the Maritime Heritage Festival
     • Will be in Park after posted hours and will have a live band 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 B. Deal approve facility use request. Seconded by K. Farnham.
Motion passed 7-0

C. Review and Recommend Changes to Registration and Rental Forms
   • Park & Rec Board recommends sending the “Waiver and release of all Claims” form
back to City attorney to condense to a smaller format. Board liked the waiver used by
the city of Hartford, Wisconsin
   • Board has asked that Staff design new format and email to Commissioners for
approval. Once approved by board, Staff will then send to City Attorney for final review
   • Changes to registration and rental forms final approval is tabled until Staff and City
Attorney have completed a condensed version

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

7. Motion to adjourn by S. Kinas. Seconded by P. Lemkuil. Meeting adjourned at 6:55 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary