PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: July 14, 2011  LOCATION: Parks & Rec Office

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

I. Members present (P), absent (A) or excused (E): MacRae_P Klotz_P Babcock_P Kinas_P Lemkuil_P Becker_P Voigt_E Deal_P Johnson_E

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

III. Citizen Comments not on the agenda
- Susan Wassner (3557 E. Norport Drive, Town of Port Washington) spoke in favor of the proposed community garden. Ms. Wassner believes it is a very good idea

IV. Old Business:

A. Elected Official’s Report
- Ald. Babcock reported that the Common Council voted to sell the old firehouse (former Senior Center building). The new selling price is $225,000. Two years ago, the asking price was $600,000.

B. Planning Commission Rep report
- Nothing Reported

C. Director’s Report
- Reviewed and Submitted
- Staff reported that the early part of June was spent prepping for the summer Waterpark season
- Parks Crew was busy performing maintenance
- Freeport Music Series, Friday Night Flicks and Sunday Concerts at the Bandshell have all started for the season

D. Revisit Discussion on Community Garden
- Derek Strohl (765 W. Melin) again spoke in front of the Board with follow-up information regarding the community garden
- Mr. Strohl was looking for the Parks & Rec Board to approve a site. Strohl has narrowed his search to two location – Kaiser Park (Hales Trail and Kaiser Drive) and the old ballfield west of the Ozaukee Interurban Trail south of Hales Trail
- Strohl is proposing 200 to 250 square feet plots at $25 per season per plot
- Additionally Strohl is looking to address ADA compliance with an accessible path to raised beds. He figures about 100 feet would be sufficient to gain access to the garden
- Strohl reported that the Port Washington Garden Club is supportive
- Strohl provided a timeline, estimated startup cost and as well as projected revenue analysis
- The Board was concerned about what the garden will be like in winter, where Strohl will put the water tanks and how the garden will be fenced in. Strohl replied that the garden will look like a garden in winter. The tanks will be elevated; hopefully on the hillside to allow for water. Strohl had proposed a fence that could be taken down in winter
Board Member MacRae has expressed concern about the possibility of the garden being flooded. The area was inundated with water during the 1996 flood.

The Board also asked that Strohl poll the immediate neighbors to get an idea of how well the garden will be received. Strohl stated that he will hold an open house before the next Board meeting to gauge public interest.

Board will vote on site at the August meeting.

V. New Business

A. Review and Recommend Hiring of Staff

- Motion made by M.A. Klotz to approve the staff as presented. Seconded by S. Kinas. Motion carried 7-0

B. Review and Recommend Facility Use Requests

- Kelly Deerr
  - Rental of Veteran’s Memorial Park Bandshell and Greens on August 6, 2011 from 12:00 to 10:00 pm for family/friend picnic with approximately 20 participants.
  - Will have alcohol.
  - Will have amplified music (video games on a projector and family D.J.).
  - Will have tents.
  - Park & Rec Board mandates the renter must end festivities at 9:30 pm, the area be cleaned thoroughly and all participants must be out of the Park by 10:00 pm.
  - Applicant must obtain, sign and have City of Port Washington Fermented Malt Beverage/Wine Permit Application approved by Parks & Recreation Department. Applicant must keep copy on hand during event.
  - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests.
  - Volume of live or amplified music may not be such that it causes a nuisance to the surrounding area. The control of the volume is the responsibility of the applicant and if necessary will be controlled by City staff or Police.
  - Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As it is a public park, the applicant must be aware that what is said or done is open to scrutiny by residents and visitors and not representative of the entire City.
  - It is applicant’s responsibility to call Digger’s Hotline (800-242-8511) at least one week prior to requested rental to mark area of tent placement. Tents may only be set up on the day of the rental and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.
  - Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by P. Lemkuil. Motion carried 7-0

- David Toeller on behalf of Friedens Church
  - Rental of Veteran’s Memorial Park Shelter, Bandshell and Greens on August 28, 2011 for a lakeside prayer and praise event with approximately 150 participants.
  - Will have amplified music (worship music with drums, bass guitar and a keyboard).
  - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests.
  - Volume of live or amplified music may not be such that it causes a nuisance to the surrounding area. The control of the volume is the responsibility of the applicant and if necessary will be controlled by City staff or Police.
  - Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As it is a public park, the applicant must be
aware that what is said or done is open to scrutiny by residents and visitors and not representative of the entire City

- Motion made by S. Kinas to approve request based upon stipulations set forth are met. Seconded by A. Becker. Motion carried 7-0

C. Review and Approve Play Equipment for Park Servicing Misty Ridge Subdivision
- Staff presented proposals from Gerber Leisure Products, Inc.; Lee Recreation; Miller & Associates; Minnesota/Wisconsin Playground; Team Reil and Xccent Park and Recreation
- Parks & Rec Board reviewed all of the proposals in accordance with the Request For Proposals (RFP) sent out by Staff to each of the commercial playground companies
- Motion made by B. Babcock to approve the Design #30-64851-1 from Miller & Associates for $56,881 for park servicing the Misty Ridge Subdivision. Seconded by B. Deal. Motion carried 7-0

D. Review and Approve Play Equipment and Site Location for Park Servicing The Woods at White Pine Subdivision
- Staff presented proposals from Gerber Leisure Products, Inc.; Lee Recreation; Miller & Associates; Minnesota/Wisconsin Playground; Team Reil and Xccent Park and Recreation
- Parks & Rec Board reviewed all of the proposals in accordance with the Request For Proposals (RFP) sent out by Staff to each of the commercial playground companies
- Motion made by S. Kinas to approve the Design #30-64852-1 from Miller & Associates for $16,860 and site location for park servicing The Woods at White Pine Subdivision. Seconded by B. Deal. Motion carried 7-0

VI. Any Other Business That May Properly Come Before the Board

VII. Motion to adjourn by S. Kinas. Seconded by A. Becker. Motion carried 7-0. Meeting adjourned at 7:45 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary