DATE: December 13, 2012  LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson R. Voigt at 6:34 PM

I. Members present (P), absent (A) or excused (E): MacRae_E, Klotz_P, Neumyer_P, Kinas_P, Lemkuil_P, Becker_P, Voigt_P, Deal_E, Karrels_P

Late: M.A. Klotz at 6:38 pm

II. Motion by P. Lemkuil to accept minutes as presented. Second by J. Karrels
Motion carried 6-0

III. Citizen Comments not on the agenda
- Nothing Reported

IV. Old Business:
A. Elected Official’s Report
   - Ald. Neumyer reported that the Recreation Maintenance position, within the Parks & Recreation Department, was included in the 2013 budget
   - Ald. Neumyer informed the Board that the Coal Dock Committee and Council have sole jurisdiction over the Coal Dock site, not the Parks & Rec Board, until it officially becomes a park. Neumyer also informed the Board that City has a sub-lease, through We Energies, for the Coal Dock property

B. Planning Commission Rep Report
   - Nothing Reported

C. Director’s Report
   - Reviewed and Submitted
   - Staff reported meeting with the City’s arborist and another ash tree treatment vendor to obtain competitive bids
   - Staff reported that the new recreation programs (youth tennis, youth sports spectacular and adult soccer) are all doing well
   - Staff again met with Ben Quist of Form & Fitness to solidify plans for the upcoming boot camp class
   - Parks Maintenance Staff has still been busy this fall preparing for winter, including readying equipment and closing park shelters
   - Staff reported that a new flag pole was installed at the Possibility Playground. There are also plans for a message board to additionally be installed. These items were installed and paid for by the “Friends of the Playground”

V. New Business

A. Review and Recommend Facility Use Requests
   - Cathy Wilger on behalf of Port Washington Main Street, Inc.
     - Rental of Rotary Park on May 26th, 2013 from 10 am to 6 pm for approximately 10,000 + participants
     - Request is for the Community Street Festival
     - 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 this is a public park, the applicant must be aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors.
• Crowd behavior is the responsibility of the applicant and any enforcement of local or state laws is therefore up to the applicant. The applicant or a representative must handle any requests by City staff or Police immediately.
• Motion made by R. Voigt to approve request based upon said stipulations. Seconded by S. Kinas. Motion carried 7-0.
• Cathy Wilger on behalf of Port Washington Main Street, Inc.
• Rental of all Upper Lake Park facilities, all Veteran’s Memorial Park facilities and all Lakefront Picnic Areas, including the Coal Dock on August 30th, 2013 from 6 am to 11 pm for approximately 20,000 + participants.
• Request is for a block party for the Harley Davidson 110th Anniversary.
• Will be in Park after posted hours and will have a live band with amplified instruments.
• Will have tents.
• Digger’s Hotline must be called and have utilities marked 2 weeks prior to setup of any tents.
• 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 this is a public park, the applicant must be aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors.
• Crowd behavior is the responsibility of the applicant and any enforcement of local or state laws is therefore up to the applicant. The applicant or a representative must handle any requests by City staff or Police immediately.
• Motion made by A. Becker to approve request based upon said stipulations. Seconded by M.A. Klotz. Motion carried 7-0.

B. Update on Community Garden with Derek Strohl
• Derek Strohl (765 W. Melin Street) presented an update on the Garden, recapping its first year.
• Strohl reported that for the most part, the inaugural year was a successful one. Feedback from gardeners and several residents were all positive.
• Strohl stated that a few gardens were not cleaned up immediately at the end of the year. However, after prompting, they were eventually cleaned out for the season.
• Strohl also reported that over 36,000 gallons of water were used at the garden, which was paid for by the Community Garden Association. This amount of water was used due to the drought. Strohl said the total water bill was under $150.
• Strohl reported that the Association is seeking a more permanent water source. Presently, they attach a hose, which runs across Hales Trail, to a hydrant to fill holding tanks. Strohl said they would like to have a more permanent connection.
• Strohl stated that 3 plots were added during the 2012 season and that they will add 5 more for 2013.

C. Review and Recommend Bee Keeping at the Community Garden
• Derek Strohl (765 W. Melin Street) reported that he has received a request to keep bees at the Garden and asked the Board to consider and approve bee keeping at the Garden.
Staff stated that the City has an ordinance in place regarding this action and certain stipulations have to be met before Council will consider approval. Strohl stated that he believes the bees would be kept just outside the garden and further feels that there is support for this request. Motion made by S. Kinas to approve bee keeping at the Community Garden, provided the stipulations set forth by the city’s ordinance regarding this subject are met. Seconded by P. Lemkuil. Motion carried 7-0.

D. Update on Recreation Maintenance Position
- Staff reported that funding for the Recreation Maintenance position was approved, as part of the Department’s 2013 budget, by the Finance Committee and the Common Council.
- Staff also reported that they were very appreciative of this measure and reported that this position is definitely needed for the Department and its operations.

E. Update on Coal Dock Park Project
- Staff was provided with a written update from City Engineer Rob Vanden Noven.
- Staff relayed the following information to the Board: the pedestrian bridge, connecting the north and south coal docks was recently installed; sewer and water were installed and are complete (no irrigation was included); the concrete for the promenade was all poured and complete; the road and walkways through the park, electrical service and lighting as well as the railing for the promenade are all scheduled for installation next year.
- The targeted date for the grand opening is June 15, 2013.
- The Board asked if there was a way to have less grass cutting in the park to help offset the required maintenance by Staff.
- Staff also indicated that they are looking into re-forming a “Friends of the Parks” group.

VI. Any Other Business That May Properly Come Before the Board
- Elizabeth O’Connell (822 W. Grand Avenue) contacted Staff regarding the formation of a “Friends of the Parks” group. Elizabeth and her husband, Tom Hudson, have been helping maintain Rotary, Fisherman’s and Hill School Parks for years.
- O’Connell provided a letter to the Board detailing her thoughts, since she could not personally attend the meeting. O’Connell requested to be placed on the January agenda to allow for more discussion on her proposal.

VII. Motion to adjourn by S. Kinas. Seconded by R. Voigt. Motion carried 6-0. Meeting adjourned at 7:42 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary