DATE: February 14, 2013
LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson R. Voigt at 6:30 PM

I. Members present (P), absent (A) or excused (E): MacRae_P, Klotz_P, Neumyer_A, Kinas_P, Lemkuil_P, Becker_E, Voigt_P, Deal_E, Karrels_P

Late: S. Kinas @ 6:32 pm

II. Motion by P. Lemkuil to accept minutes as presented. Second by R. Voigt
Motion carried 5-0

III. Citizen Comments not on the agenda
   • Nothing Reported

IV. Old Business:
   A. Elected Official’s Report
      • Nothing Reported
   B. Planning Commission Rep Report
      • Nothing Reported
   C. Director’s Report
      • Reviewed and Submitted
      • Staff met with Main Street representatives to discuss the Rock the Harbor festival to be held on August 30, 2013. This event is a “block party” held to celebrate the Harley Davidson 110th Anniversary
      • Staff reported that the Coal Dock Committee has been discussing the park’s main entry sign as well as way-finding signage. The signs are planned to be paid for by sponsors. Staff also reported that the construction on the Dock will resume when weather permits
      • Staff reported solicitation of quotes for variable frequency drives for the main pool pump. The intent is to slow the motor down to around the lowest gallon per minute flow as allowed by State law. This will conserve energy and result in less electrical power costs
      • Staff reported that there is a need for personnel to fill summer positions. Many former employees have left to take fulltime jobs. Staff will place an ad in the local paper to solicit employees
      • Staff reported that the girl’s fastpitch league will again be held this summer. There was initial concern when a few teams left to join a competing league. Staff is planning on hosting 6 teams this season
      • Staff reported that parks maintenance personnel have been busy plowing snow
      • Staff reported the new front deck mower has been ordered
      • Staff reported that there will be some new programming this spring, which includes a boot camp, some new Yoga & More classes as well as an adult soccer league
   D. Revisit Discussion on Possible Formation of a Friends of the Parks Volunteer Service Group
      • P. Lemkuil expressed concern with possible direction of the formation of the group. Lemkuil stated that she feels we could re-arrange how the group runs and still involve all individuals
      • Staff asked Board members to talk with their friends and neighbors to see if anyone is interested in spearheading the group. Volunteers could be solicited from church and service groups and the garden club
      • The Board and Staff agreed that the group should focus on all of the Lake parks, Hill School Park and the Municipal Softball Field
      • L. MacRae asked that this item be placed on the March agenda for more discussion
V. New Business

A. Review and Recommend Hiring of Staff
   • Motion made by S. Kinas to approve the staff as presented. Seconded by R. Voigt. M.A. Klotz abstained. Motion carried 5-0

B. Review and Recommend Facility Use Requests
   • Neil Traxel of Christ the King Lutheran Church
   • Rental of Veteran’s Memorial Park Bandshell & Greens on Sunday, July 28, 2013, from 12 Noon to 7:30 pm for approximately 400 participants
   • Request is for a chicken dinner before and after the City Band concert
   • This group will be serving alcohol and have tents
   • 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
   • Digger’s Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
   • All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
   • Motion made by M.A. Klotz to approve request based upon said stipulations. Seconded by P. Lemkuil. Motion carried 6-0

C. Discuss Possible Park Improvement Options in Bley Park with Liz Bannon
   • Liz Bannon (132 Bley Parkway) spoke in front of the Board regarding Bley Park
   • Bannon said that she is impressed with Port Washington’s parks
   • Bannon asked about improving Bley Park. She would like to improve the condition of the Park with the help of her neighbors
   • Bannon reported that she will make contact with the approximate 70 houses in the Bley estates Subdivision as well as those in the Greystone Subdivision
   • Bannon asked about painting the existing equipment, as well as possibly installing some new playground elements. She said she would fundraise for the new elements
   • Staff offered to help by painting the equipment. Additionally, Staff will help Bannon and the volunteers as much as possible
   • Bannon suggested a few amenities like a butterfly garden, a community garden, a half basketball court or another small play equipment
   • Board thanked asked Bannon to please come back in April, after she has talked with her neighbors, to further discuss options

D. Meet and Greet with New Recreation Maintenance Person
   • Staff introduced Philip Burns to the Board
   • Staff reported that Burns was an obvious choice for the position because of his knowledge of pools and athletic field maintenance and janitorial skills

E. Review and Recommend Bid for Re-Roofing Bandshell
   • Staff solicited bids for the re-roofing of the Bandshell
   • Staff received three bids. The first was from Brockman Enterprises, LLC of Jackson, Wisconsin with a bid of $5720.38 to perform the work. Second was from Haas Construction, LLC of Port Washington, Wisconsin with a bid of $6550; and third was SJ Exteriors of West Bend, Wisconsin with a bid of $6440 to perform the work
   • Staff reported that the work, which will start when weather permits, will be monitored to ensure that no events are impacted and that it is completed in a timely manner
   • Staff is recommending Brockman Enterprises, LLC based upon them providing the lowest bid and having done work for the Department in the past
• Motion made by P. Lemkuil to approve the bid of Brockman Enterprises, LLC. Seconded by J. Karrels. Motion carried 6-0

F. Discuss Possible Pavilions at Windrush and South Beach Parks and Municipal Softball Field

• Staff reported that they are looking into building pavilions at Windrush and South Beach Parks, as well as the Municipal Softball Field

• Staff stated that all work would be done in-house by Parks Foreman Bob Poull for the approximate price of $4400 per pavilion

• Staff felt that these areas would be best because of their use and location. The proposed Windrush Park pavilion would provide an area, just off of the Interurban Trail. South Beach pavilion would provide shelter and a location out-of-car to enjoy lunch and the scenery. Finally, the pavilion at the Municipal Softball Field would provide a well-needed shelter from storms as well as a spot to enjoy athletic games

• Board felt all of these areas are great locations for pavilions

• Staff will bring this item back to the Board, at a later date, to fully approve the locations

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

• Nothing Reported

VII. Motion to adjourn by R. Voigt. Seconded by S. Kinas. Motion carried 6-0. Meeting adjourned at 7:30 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary