PORT WASHINGTON PARKS AND RECREATION DEPARTMENT

OFFICIAL BOARD MINUTES

DATE: June 13, 2013 LOCATION: Parks & Rec Office

The meeting was called to order by Vice President R. Voigt at 6:09 PM

I. Members present (P), absent (A) or excused (E): Voigt_P Klotz_P Erhlich_E Kinas_P Lemkuil_E Becker_P Rudser_E Deal_P Karrels_P

   Late: B. Deal @ 6:50 pm

II. Motion by J. Karrels to accept minutes as presented. Second by A. Becker

   Motion carried 5-0

III. Citizen Comments not on the agenda

   • Nothing Submitted

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 reported that they are busy as this is the start of the summer season for programs, parks and the Water Park

      • Staff also reported that they have also been attending meetings and have been setting up for several City festivals

      • Staff reported that the production of the Little Mermaid Jr. was well attended

   D. Election of Board Officers and Planning Commission Representative

      • Mayor Mlada reported that he would like to have more student involvement on the Board. He will appoint two students for one-year terms, with an option for a second year. The Mayor said that he has requested help on finding students from the High School principal and athletic director

      • The Mayor also reported that, with the addition of an additional student member, there would be an even amount of committee members. Therefore, he will appoint an additional member to make an odd number. The Mayor reported that he will appoint Jen Verheyen to the Board. Verheyen is a teacher as well as a member of the YMCA's Tri Club, which the Mayor feels are nice attributes

      • Motion made by M.A. Klotz to approve Ron Voigt as Parks and Recreation Board President. Seconded by J. Karrels. Motion carried 6-0

      • Motion made by S. Kinas to approve Ron Voigt as Planning Commission Representative. Seconded by M.A. Klotz. Motion carried 6-0

      • Motion made by S. Kinas to approve Mary Ann Klotz as Parks and Recreation Board Vice President. Seconded by J. Karrels. Motion carried 6-0

      • Motion made by R. Voigt to approve Sue Kinas as Parks and Recreation Board Secretary. Seconded by J. Karrels. Motion carried 6-0

   E. Update on Coal Dock Park

      • Staff provided an update on the Coal Dock progress and plans
• Staff reported that the original date for the grand opening of June 22\textsuperscript{nd} has been pushed back to July 5\textsuperscript{th}. The project has been delayed due to a wet spring. The thought is to have a “soft” opening on July 5\textsuperscript{th}, followed by a grand opening on September 28\textsuperscript{th} and 29\textsuperscript{th}. Board was good with those September dates
• Staff gave an update on the park entry sign
• Staff also reported that the Committee will continue to meet, after the Coal Dock opens, and serve in an advisory capacity to the Parks & Rec Board
• Staff reported that Parks Foreman Bob Poull will build a three-sided shelter for two portable restrooms that will service the Coal Dock Park
• Mayor Mlada invited the Board to attend the next Coal Dock Committee meeting, on July 8\textsuperscript{th} at 8:00 am, which will be held onsite. The Mayor said that he thought it would be beneficial to have the Board view the progress of the construction, before the “soft” opening.

F. Update on Waterfront Safety Ad-Hoc Committee
• Staff reported that the Committee is hosting a second waterfront safety event. The second event will be at Veteran’s Memorial Park and at the North Beach on June 23\textsuperscript{rd}, starting at 9:00 am
• Mayor Mlada discussed the INFOS system. The mission of this project is to combine and enhance information about the Port Washington water environment. Mayor Mlada asked the Board to provide feedback on the system
• The Mayor also reported that the Marina has a camera in place that points at the harbor, which was provided by the Federal Government

V. New Business
A. Review and Recommend Hiring of Staff
• Motion made by B. Deal to approve the staff as presented. Seconded by J. Karrel. Motion carried 6-0

B. Review and Recommend Facility Use Requests
• John Pruzina on behalf of Beacon Church in Port Washington, Wisconsin
  • Rental of Veteran’s Memorial Park Bandshell and Greens, Sunday, August 4, 2013 from 6:30 pm to 8:00 pm for a concert featuring a contemporary Christina music band with approximately 100 participants
  • This group will have amplified music
  • 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
  • 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 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
  • Motion made by M.A. Klotz to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 6-0
• Ward Wojciehowski on behalf of the Port Gridiron Club of Port Washington, Wisconsin
  • Rental of Veteran’s Memorial Park Shelter and Bandshell and Greens, Sunday, September 21, 2013 from 6:00 am to 10:00 pm for a memorial fundraiser “Bags for Buczek” with approximately 250 participants
• 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
• This group will have amplified music
• 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
• 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 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
• Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by A. Becker. Motion carried 6-0

C. Recognize Student Representative for Board Service
   • Mayor Mlada read a proclamation recognizing Alex Becker for his service as student member of the Board
   • Board also recognized Becker

D. Discuss Fourth of July Celebration and Events
   • Staff updated the Board on the progress of the Go Fourth festivities
   • The parade starts at 11 am and there will be entertainment, games and food located in Veteran’s Memorial Park
   • The Mayor will be the keynote speaker
   • Staff reported that volunteers are still needed

E. Discuss Application for National Recreation and Park Association’s (NRPA) Gold Medal Award
   • Staff reported to Board that they will be applying for this award
   • Staff also asked Board for their help with the application process
   • Staff reported that the application will be sought in 2014

F. Discuss Reclassification of Department Secretary Position
   • Staff talked to Board about approving the secretary position as fulltime. Currently, that position is 80% fulltime
   • Staff feels this is necessary because of the increased departmental workload. There are more programs, parks and related efforts than there ever were in previous years
   • Staff would like the new classification to be as a recreation supervisor
   • Board will decide at the July meeting

VI. Any Other Business That May Properly Come Before the Board
   • Staff reported that a Focus on Energy grant was received, in the amount of $964.50, to offset the costs associated with the purchase of a variable frequency drive (VFD) for the main pool pump
• The VFD will decrease electricity costs by slowing the motor when the pool is not used by swimmers
• Staff also reported that the pool heater is 60% efficient. The goal is to replace the current one, with a newer, more efficient model

VII. Motion to adjourn by R. Voigt. Seconded by S. Kinas. Motion carried 6-0. Meeting adjourned at 7:45 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary