DATE: July 11, 2013
LOCATION: Parks & Rec Office

The meeting was called to order by Vice President M.A. Klotz at 6:30 PM

I. Members present (P), absent (A) or excused (E): Voigt_E_Klotz_P_Erhlich_P_Kinas_P_Lemkuil_P_Rudser_P_Dean_E_Karrels_P

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

III. Citizen Comments not on the agenda
• Nothing Submitted

IV. Old Business:
A. Elected Official’s Report
• Mayor Mlada is in attendance
• Nothing Reported

B. Planning Commission Rep Report
• Nothing Reported

C. Director’s Report
• Reviewed and Submitted
• Staff reported that attendance has been slow at the Water Park due to cool temperatures
• Staff have also been attending meetings and have been setting up for several City festivals
• Staff reported that everything else has been going well so far this season

D. Update on Coal Dock Park
• Staff provided an update on the Coal Dock progress and plans
• Staff reported that the revised grand opening date of July 5th has been pushed back to August 2nd. The project has been delayed due to a wet spring. The thought is to have a “soft” opening on August 2nd, followed by a grand opening on September 28th and 29th. Board was good with those September dates
• Mayor Mlada suggested that the Board hold their August meeting onsite at the Coal Dock

E. Update on Waterfront Safety Ad-Hoc Committee
• Ald. Rudser gave an update. He reported that the life rings for the beaches, break wall and Coal Dock, as well as beach signage was approved by the Common Council
• Ald. Rudser also reported that, at least, once a week the life rings will have to be inspected. At this time, he said, the Police Reserves will be doing the weekly inspections

F. Revisit Discussion on Application for National Recreation and Park Association’s (NRPA) Gold Medal Award
• Staff provided the Board with a description of the NRPA Gold Medal and application process
• Staff reported that intent is to apply for the Gold Medal in 2014
• Staff will email out application so Board will be ready to discuss action at the August meeting
V. New Business

A. Review and Recommend Hiring of Staff
   • Motion made by P. Lemkuil to approve the staff as presented. Seconded by K. Rudser. Motion carried 6-0
   • Staff also informed Board that an employee who was approved in April had a background check that came back questionable. Staff wanted Board to be aware, but it was not a bar to employment

B. Review and Recommend Facility Use Requests
   • Brandon David of Atlanta, Georgia
     • Rental of Veteran’s Memorial Park Shelter, Bandshell and Greens, from Saturday, June 28 to Sunday, June 29, 2014 from 6:30 pm to 10:30 pm for a wedding reception with approximately 500 participants
     • This group will be serving alcohol and will have amplified music and 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
     • Board deems that group must be out of the Park no later than 2:00 pm on Sunday, June 29, 2014
     • Motion made by P. Lemkuil to approve request based upon stipulations set forth are met. Seconded by M. Erhlich. Motion carried 6-0

C. Review and Recommend Purchase of 2013 Toro 4100D Groundmaster Gang Mower
   • Staff requested approval for this mower to be purchased this year. The price will increase by almost $20,000, due to new emission standards, next year
   • Staff reported that the purchase price this year will be $51,000, which includes a trade-in. Half of the purchase price will be paid this year and the other half next year. This will help with budgeting

D. Discuss Possible Addition of New Recreation Supervisor 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 August meeting

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

VII. Motion to adjourn by M. Erhlich. Seconded by J. Karrels. Motion carried 6-0. Meeting adjourned at 7:40 PM.

Respectfully Submitted,

Sue Kinas
Secretary