PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: September 12, 2013 LOCATION: Parks & Rec Office

The meeting was called to order by President R. Voigt at 6:31 PM

I. Members present (P), absent (A) or excused (E): Voigt_P Klotz_P Erhlich_P Kinas_E Lemkuil_P Rudser_P Deal_P Karrels_P Becker_A Larson_P Verheyen_E

II. Motion by B. Deal to accept both meeting’s minutes as presented and amended to reflect that B. Deal was present, not absent, at the September 3, 2013 special meeting. Second by P. Lemkuil Motion carried 8-0

III. Citizen Comments not on the agenda
   • Nothing Submitted

IV. Old Business:
   A. Elected Official's Report
      • Ald. Rudser mentioned that at the Board of Public Works meeting, there was an update given regarding the trees in town that are affected by the emerald ash borer. He reported that 39 trees on the Bluff will have to be cut down as a result of the beetle. Staff reported that this was anticipated and the best trees have already been treated to avoid the devastation
      • Ald. Erhlich reported that the sidewalk repair program is again happening
      • Ald. Rudser reported that the Common Council had the first reading of an ordinance to prohibit exiting the promenade on the Coal Dock. Also part of the reading was a ban of skateboarding on the Coal Dock

   B. Planning Commission Rep Report
      • R. Voigt reported that a picnic and a storage shelter have been approved for the Port Washington Soccer Club. These shelters are to be placed near the fields at the Justice Center

   C. Director’s Report
      • Reviewed and Submitted
      • Staff reported that the Fourth Annual City of Seven Hills Triathlon was a successful event
      • Staff reported that Maintenance has been busy with upkeep of the parks
      • Staff has been attending festival and committee meetings
      • Staff reported that swim lessons were successful this season

   D. Update on Coal Dock Park
      • Staff provided an update on the Coal Dock progress and plans
      • Staff reported that the grand opening is planned for September 28th and 29th
      • Staff reported that the 4 Miler already has several sponsors and there will be another meeting to finalize plans for the event
      • Board asked about the status of the railing and Staff reported, as told by the City Engineer, that the remaining section will cost approximately $200,000
      • Staff also reported that Parks Maintenance has been doing all they can to irrigate the new trees, grass and plantings. Board asked about irrigation and Staff reported that it was not planned as part of the initial building phases. Board stated that was a mistake and wanted
to see irrigation put in, similar to Rotary Park where the water is drawn from the Lake. This method does cost the City (i.e. Parks & Rec Department) any monies to irrigate
- Ald. Rudser questioned the legitimacy of having festivals on the Coal Dock as it is “disconnected” from the downtown

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 have been installed. Since installation, Rudser reported that one ring on North Beach has already been stolen. Rudser also reported that the goal is to add several more rings on the North and South Beaches
- Ald. Rudser reported that at the last meeting, the Committee was concerned about the lack of a full railing on the Coal Dock. They would like to see it continue all the way to the east end of the promenade

F. Revisit Discussion on Application for National Recreation and Park Association’s (NRPA) Gold Medal Award
- Staff again 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 asked Board to help form a sub-committee to aid with the application process
- Staff has spoken with City resident, James Meyer, about filming an application video. Meyer has already produced a video for the City’s Marketing and Communication Committee

G. Update on Addition of Recreation Coordinator Position
- Staff provided Board with an update on the previously approve position. Staff reported that they were told that there is no money available for this portion at the present time.
- Staff will continue to seek ways to provide funding for this critical position

V. New Business

A. Review and Recommend Hiring of Staff
- Motion made by M.A. Klotz to approve the staff as presented. Seconded by M. Erhlich. Motion carried 8-0

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 27, 2014, 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 B. Deal to approve request based upon stipulations set forth are met. Seconded by M. Erhlich. Motion carried 10-0
C. Review and Recommend 2014 Operations/Personnel Budget
   • Staff presented Board with the proposed 2014 Budget and went through the line items with them
   • Staff asked for Board input on Budget
   • Staff reported that there was an increase made for pool staff wages in order to help retain personnel. Staff added that personnel have to go through intensive training and subsequent Red Cross certification, which required time and money. With the low wages, the kids have been leaving after one or two seasons to find higher paying jobs. Staff wants to retain them
   • Staff reported that there was a proposed increase in playground program supplies, which will be offset through the billing of the Village of Saukville at the end of the program
   • Staff reported that they are proposing a raise for the wages of softball and girl’s fast pitch umpires. Again, these positions have not been given a raise in over 7 years and there is a need for retention
   • Staff reported that with tennis and a couple of other rec programs, the wage line items are skewed as personnel are paid 80/20 contractually. The wages are covered by revenue
   • Staff also reported that the youth theatre suppliers are always covered by revenue
   • Motion made by B. Deal to approve the 2014 Operations/Personnel Budget as presented. Seconded by J. Karrels. Motion carried 8-0

D. Review and Recommend 5-Year Capital Equipment and Improvement Plan
   • Motion made by P. Lemkuil to approve the 5-Year Capital Equipment and Improvement Plan as presented. Seconded by M. Erhlich. Motion carried 8-0

E. Review and Recommend Rules and Regulations for Coal Dock Park
   • Staff advised Board that this was their opportunity to decide the rules and regulations, as the Common Council will have a final reading of the ordinance on Tuesday, September 17th
   • Staff let Board know that as it now stands, skateboarding and jumping off the promenade into the water will be banned
   • Board talked about fish cleaning on the promenade and park benches as well as the feeding of birds. Staff informed Board that these issues are already covered by ordinances
   • Staff discussed that once the ordinances are passed, they will have to be posted on the Coal Dock. Staff reported that the locations could include the light bollards or on the concrete. Staff did not recommend stenciling on the concrete as the paint can fade. K. Rudser mentioned that an epoxy stencil can be applied to the concrete and is resilient to UV and weathering
   • Board further discussed locations for the signs as there are really three entrances to the park: Wisconsin Street, from the South Coal Dock and from Fisherman’s Park
   • Board talked about whether to allow inline skating or not. The general sentiment would be to allow it, so as it does not create a hazard or disturbance
   • Motion made by M. Erhlich to approve rules already brought forth to the Common Council for the Coal Dock and to only allow inline skating unless it becomes an issue. If it is deemed problematic, Board will revisit allowing inline skating. Seconded by B. Deal. Motion carried 8-0

F. Review and Recommend Creation of Port Washington Parks and Recreation Foundation
   • Staff will continue to give Board more information and updates on the creation of the Foundation
   • Motion made by K. Rudser to approve the creation of the Port Washington Parks and Recreation Foundation. Seconded by B. Deal. Motion carried 8-0
G. Discuss Community Ice Rink
   • Staff brought this item to Board as requested by the City Administrator. The concern is that the ice rink is labor intensive, weather dependent and not regularly used. By design, the liner has to be replaced every couple of years because the kick plates are fastened by driving screws through it and into the side boards. The liners cost approximately $1500, in addition to the cost of water to fill and maintain the ice
   • Motion made by M. Erhlich to table discussion until the October meeting. Seconded by M.A. Klotz. Motion carried 8-0

H. Discuss Lake Ridge Subdivision Survey Results
   • Staff presented the Board with the park survey results from the Lake Ridge Subdivision
   • Staff is looking for direction from Board as far as what to do for a park or amenities in the Subdivision
   • Board has previously visited Subdivision and determined that there was not enough land set aside for a park. Staff feels that there must be some sort of action taken
   • Motion made by B. Deal to table discussion until the October meeting. Seconded by M. Erhlich. Motion carried 8-0

I. Review and Recommend Board Meeting Time Change
   • P. Lemkuil asked that this item be placed on agenda
   • Discussion was had in regard to starting the meeting at 6:00 pm or possibly earlier. Board, as a whole, felt that we could cut out the Director’s Report in order to help decrease the meeting time
   • Motion made by K. Rudser to keep current start time of 6:30 pm and leave decision up to staff to determine if, based on agenda items, the time should be moved up to 6:00 pm. Seconded by B. Deal. Motion carried 8-0

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

VII. Motion to adjourn by B. Deal. Seconded by P. Lemkuil. Motion carried unanimously. Meeting adjourned at 8:20 PM.

Respectfully Submitted,

Mary Ann Klotz
Acting Secretary