DATE: June 12, 2014
LOCATION: Parks & Rec Office

The meeting was called to order by Vice President R. Voigt at 6:02 PM

I. Members present (P), absent (A) or excused (E): Voigt_P Klotz_P Ehrlich_E Kinas_P Lemkuil_P Rudser_P Deal_P Karrels_E Becker_P Larson_P Verheyen_P
Late: S. Kinas @ 6:10 pm

II. Motion by B. Deal to accept the April 10, 2014 minutes as presented and amended. Second by K. Rudser. Motion carried 8-0

III. Citizen Comments not on the agenda
- Nothing Submitted

IV. Old Business:

A. Director’s Report
- Reviewed and Submitted

B. Report from Other Boards, Commissions and Committees
- K. Rudser reported that, as part of a Water Safety Committee initiative, there is projected to be a call box located on the North Beach
- Rudser also reported that more lifejacket stations are planned to be installed. Staff will install these stations again for the Committee
- Rudser reported that the Waterfront Safety Day, held in Veteran’s Memorial Park, was a success
- Rudser also reported that the Yacht Club donated $2500 to be used for life rings and the Safety Day
- M. Klotz reported that the Friends of Port Washington Parks and Recreation, Inc. held its first organizational meeting. Bylaws and initial directors were approved

V. New Business

A. Review and Recommend Hiring of Staff
- Staff presented hiring list to Board for discussion
- Motion made by M. Klotz to approve the staff as presented. Seconded by B. Deal. Motion carried 8-0

B. Review and Recommend Facility Use Requests
- Sara Grover on behalf of the Port Washington Maritime Heritage Festival, Inc.
  - Rental of Rotary and Coal Dock Parks for the dates of August 14th through August 18th, 2014 from 6 am to 10 pm (Rotary and Coal Dock) and to 12 pm on 8/18 (Coal Dock) for approximately 15,000 to 18,000 + participants
  - Request is for the Maritime Heritage Festival
  - Will be in Park after posted hours and will have a live band with amplified instruments
  - Will have tents
  - Will be serving alcohol
- 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 B. Deal to approve request based upon said stipulations. Seconded by J. Verheyen. Motion carried 8-0

- Charles Pfrang on behalf of Total Care Group
  - Rental of Veteran’s Memorial Park Shelter and Bandshell and Greens, Sunday, July 13, 2014 from 9:00 am to 6:00 pm for a company picnic, graduation party and public music event with approximately 100 to 200 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 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
  - 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 P. Lemkuil. Motion carried 8-0

- Gary Knaub on behalf of the Port Gridiron Club of Port Washington, Wisconsin
  - Rental of Veteran’s Memorial Park Shelter and Bandshell and Greens, Saturday, September 13, 2014 from 6:00 am to 8:00 pm for a memorial fundraiser for the Tyler Buczek Scholarship foundation with approximately 300 participants
  - This group will have tents
  - 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 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

- Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by M. Klotz. Motion carried 6-0.

C. Discuss Memorial Tree Planting Request
- Staff was contacted by a person, who wanted to plant a tree in Upper Lake in honor of his late wife who loved the Park. He also requested to put some of her ashes in ground at the bottom of the root ball.
- Staff told the Board that Police Department informed them that there is no known ordinance prohibiting this request.
- Board discussed request and felt that it was a good thing to have people donating trees for our parks, especially since Upper Lake has been hit hard by the emerald ash borer.
- Motion made by M. Klotz to approve the request as presented. Seconded by P. Lemkuil. Motion carried 8-0.

D. Discuss and Review and Recommend Beer Garden
- P. Lemkuil informed the Board that she wanted to offer something this summer to fill the void created by the absence of the Freeport Music Series.
- Lemkuil indicated that there will be four Saturdays planned this summer from late July until the end of September for the beer garden.
- Lemkuil said that she wanted to have the local, civic organizations (Rotary, Lions, Kiwanis & Jaycees) involved and that would each group pick one of the four dates. The groups would also keep 100% of the profits.
- The hours of operation would be from 11 am until 8 pm. Beer and soda would be served and patrons would be encouraged to bring their own food, if desired.
- Lemkuil said she wanted it to be a place where people would put down their phones and converse, building a sense of community and camaraderie.
- Motion made by B. Deal to approve a beer garden in the south end of Upper Lake Park for the dates presented. Seconded by S. Kinas. Motion carried 8-0.

E. Discuss Fourth of July Celebration and Events
- P. Lemkuil gave an update of the Go Fourth celebration and events. The format will be the same as 2013, although ending at 2:30 pm this year. The parade will start at 11 am.

F. Discuss Reclassification of Department Secretary Position as Recreation Supervisor
- 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 the 2015 fiscal year.
- Staff also discussed possible creation of new position within the Department to help increase programming; seek out and apply for grants; increase social media presence; marketing of current and new programs; program staffing and help with registrations and customer service.
- Staff relayed to Board that currently, all neighboring Ozaukee County Parks & Recreation Departments employ this position. Additionally, the Marina and Library have similar, fulltime positions.
- Staff stated that this position can be created without an increase in the operating budget.
- Board already approved this reclassification last September, but it was not taken further.
- Board will again vote on reclassification at July meeting.
G. Update on Pirates’ Hollow Community Water Park
- Staff updated Board on the Water Park, by letting them know that it was a somewhat problematic startup this spring
- The winter came early and spring came late, meaning that there was some freeze/thaw damage in both pools. The area with the most damage was the snake slide runout pool, the steps took the hardest hit and two lengths of them had to be removed and replaced
- There was also a leak in that aforementioned pool. Staff troubleshooting the problem and concluded it was the hydrostatic relief valve. Again, a result of the freeze/thaw cycle
- Staff also reported that despite the initial issues, the pool looks great. The iPads at the Pirates’ Galley and the Bathhouse have been very well received by patrons. These now allow for the use of credit cards and better cash control

VI. Any Other Business That May Properly Come Before the Board
- Travis Tetting of the Wisconsin Parkour Group came in front of the Board to speak on the activity
- Tetting gave a description of parkour and that his group teaches it. According to Tetting, his group teaches in such a way that demonstrates values and respect
- Ald. Rudser informed the Board and Tetting that parkour and/or similar activities are now banned by ordinance due to damage in parks from kids jumping onto playground equipment that was not designed for this type of activity
- Board had more discussion on the activity and thanked Tetting for coming
- Staff revisited an old request by Elizabeth O’Connell to start a volunteer group for the maintenance of the park planting areas
- O’Connell had come to a previous Board meeting to discuss this topic. Since that time, no real action has been taken
- Staff informed Board that the Mayor was requesting that they again take up this topic at the July meeting

VII. Motion to adjourn by B. Deal. Seconded by K. Rudser. Motion carried unanimously. Meeting adjourned at 7:15 PM.

Respectfully Submitted,

Mary Ann Klotz & Sue Kinas
Secretary