PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: July 10, 2014 LOCATION: Parks & Rec Office

The meeting was called to order by Vice President R. Voigt at 6:03 PM

I. Members present (P), absent (A) or excused (E): Voigt_E Klotz_P Ehrlich_P Kinas_P Lemkuil_E Rudser_P Deal_P Karrels_A Becker_E Larson_E Verheyen_P Late: N/A

II. Motion by S. Kinas to accept the June 12, 2014 minutes as presented. Second by B. Deal. Motion carried 6-0

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
• Nothing Reported

V. New Business
A. Review and Recommend Hiring of Staff
• Staff presented hiring list to Board for discussion
• Motion made by K. Rudser to approve the staff as presented. Seconded by B. Deal. Motion carried 6-0

B. Review and Recommend Facility Use Requests
• Mike Kusserow on behalf of ZuZu Pedals
• Rental of East Mini-Shelter on Saturday, July 19, 2014 for approximately 10 to 15 participants
• Request is for overnight camping during Fish Day
• Board discussed request and ultimately felt it would set a bad precedence by allowing someone to camp on the Fish Day festival grounds
• Board also felt that an alternate location, another park in the City, might be an option if Mr. Kusserow would choose
• Staff will follow up with Mr. Kusserow and ask for Board’s approval, via email, if he would like to switch park locations
• Motion made by M. Klotz to deny request based upon the setting of precedence. Seconded by S. Kinas. Motion carried 6-0

• Andy Large on behalf of Christ Church Mequon
• Rental of Veteran’s Memorial Park Shelter and Bandshell and Greens, Saturday, September 6, 2014 from 6:00 am to 10:00 pm for a church picnic/community event with approximately 500+ participants
• This group will have amplified music, tents and inflatables
• Digger’s Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
• 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
• All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
• Music must be finished by 9:30 pm and group must clean up the park and be out by 10:00 pm
• Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by M. Ehrlich. Motion carried 6-0

Kris Nonn on behalf of the PWSSD PE and Health Department
• Rental of the Lion’s Pavilion in Upper Lake Park on Friday, October 3, 2014 from 2:00 to 7:00 pm for Pumpkins in the Park 5k Run & Fun Run with approximately 250 participants
• All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
• 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 stipulations set forth are met. Seconded by J. Verheyen. Motion carried 6-0

C. Comprehensive Park and Open Space Plan – Preliminary Recommendations with Andrew Bremer from MSA
• Mr. Bremer presented the Board with the survey results. He reported that 113 people responded to the online survey, which was roughly 1% of the City’s population
• Overall, approximately 92% of the respondents are satisfied with the parks and recreational facilities and 94% feel safe when visiting our parks
• Bremer asked Board to go through survey results as well as the 2009 CORP. Based upon the comments, Bremer asked the Board to make suggestions on what should be a part of the 2015 plan. Board also went through the 2009 CORP Plan vision to see what was completed and what should be eliminated and/or included in the 2015 CORP
• Bremer said he would be back in September to continue with the Plan update

D. Review and Recommend 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
- Motion made by S. Kinas to approve the reclassification of the department secretary position as recreation supervisor. Seconded by M. Klotz. Motion carried 6-0

E. Discuss Grand Opening of Bike Park
- Staff reported that July 23rd with be the date of the Bike Park dedication
- Staff also reported that they have been working with ZuZu Pedals to coordinate the event with a bike company that will be visiting Port Washington. The company will offer demo bikes to view as well as ride the course
- Staff will email Board with any updates

F. Discuss a Friends of the Parks Volunteer Service Group
- Board tabled discussion until further information could be made available on who would head the volunteer group

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

VII. Motion to adjourn by M. Ehrlich. Seconded by B. Deal. Motion carried unanimously. Meeting adjourned at 8:22 PM.

Respectfully Submitted,
Sue Kinas
Secretary