MINUTES

I. Members Present: Chairperson Ron Voigt called a duly noticed meeting of the Park & Recreation Board to order at 6:00 pm Members present: R Voigt, P Lemkuil, S Kinas, M Ehrlich, MA Klotz, J Karrels, J Verheyen and Charles Imig, Director or Parks and Recreation.

Late:

II. Approve Minutes: Motion by J Karrels to accept minutes as presented/amended, second by M Ehrlich; Motion passed.

III. Citizen Comments:

IV. Old Business:
   A. Director’s Report
      Blues Festival is being planned. Polar Express went well – in Cedarburg next year. Looking into new cameras at Possibility Playground. There hasn’t been an incredible amount of vandalism, but we want to get ahead of the game. Met with TOAD to see about possibly bringing a bike race to Port. New programs – fencing. Went to TJ wellness fair.

V. New Business:
   A. Review and Recommend Hiring of Staff.
      A. MA Klotz moves to approve staff as recommended. J Karrels seconds Passes 7-0
   B. Review and Recommend Facility Use Requests.
      A. Rotary Park Honor Flight – June 1-2. S Kinas moves to approve. P Lemkuil seconds. Passes 7-0
      B. Rotary Park Sept 17 for a wedding. Champaign and amplified music. P Lemkuil moves to approve. J. Verheyen seconds passes 7-0.
   C. Recognize Retiree – DIANA VERHEYEYN FOR 20 YEARS of city service
      A. We were thrilled to have Diana join us to be able to recognize all of her years of incredible service to our city.
   D. Review and Recommend Credit Card Convenience Charge
      A. On-line registration – there is a 3% convenience charge added if people pay register on-line. MA Klotz moves to approve adding a convenience fee for on-line registration as long as this is approved by Mark. S Kinas seconds. Passes 7-0
   E. Discuss Permitting for Outdoor fitness Instruction
      A. Charlie would like to have some sort of policy for groups using this equipment. We need rules and guidelines to be set up.
         1. If a group is using this equipment and charging a fee
            a. Need certificate of insurance
            b. We could post signage to show when groups are using it
            c. We should charge a group either per use or annual fee
            d. Certified?
               e. CPR certified?
         2. If a group of people go up to use the equipment and do not charge a fee to participants, they should not be charged.
            Charlie to put on the agenda and invite the president of the B3 group to join us so they are aware of what is going on. We would like this added to the Park tour
   F. Update on Department Website and Online Registration
A. Already started the dept website. Using Rec desk and Charlie has been updating. $3500/yr for website and on-line registration.

VI. Any Other Business That May Properly Come Before the Board

VII. Motion to adjourn by S Kinas, second by M Ehrlich, motion carries 7-0. Meeting adjourned at 6:47pm

Respectfully Submitted,

Mary Ann Klotz