

PORT WASHINGTON PARK AND RECREATION DEPT.
OFFICIAL BOARD MINUTES

DATE: January 14, 2010

LOCATION: Park & Rec Office

The meeting was called to order by Acting Chair L. MacRae at 6:30 PM

1. Members present **(P)**, absent **(A)** or excused **(E)**: MacRae P Klotz P Babcock P
Kinas P Lemkuil P Farnham P Voigt E Deal P
Late: N/A
2. Motion by B. Babcock to accept minutes as presented. Second by P. Lemkuil.
Motion carried 7-0.
3. Citizen Comments not on the agenda
 - Nothing Presented
4. Old Business:
 - A. Elected Official's Report
 - Main Street is looking for volunteers to be part of the promotions committee
 - City is demanding that owner of old M & I Bank building on Franklin Street makes repair to the façade. Owner is cooperating, but there are still some outstanding issues
 - B. Planning Commission Rep report
 - Nothing Reported
 - C. Director's Report
 - Submitted
 - Staff is increasing amount of yoga classes
 - All other fall programs have successfully completed or are continuing
 - Staff is still trying to resolve some outstanding issues with new comfort stations in Upper Lake and Veteran's Memorial Parks
 - The most recent energy bill received for the Veteran's Memorial Park comfort station was close to \$1200
 - Staff is investigating all measures of reducing future energy bills
5. New Business:
 - A. Review and Recommend Hiring of Staff
 - Motion made by S. Kinas to accept and approve the staff as presented. Seconded by P. Lemkuil. Motion passed 6-0. M. Klotz abstained.

B. Review and Recommend Facility Use Requests

- Port Washington Main Street, Inc.
 - Rental of Upper Lake Park Scout Area (Area #4) and Rotary Park (Area #9) for the dates August 18 through the 22nd, 2010 from 6 am to 10 pm (Scout Area) and 6 am to 11 pm (Rotary) for approximately 20,000 + 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
 - Crowd behavior is responsibility of renter
 - Digger's Hotline must be called and have marked the park area prior to setup of any tents
 - Motion made by B. Deal approve facility use request. Seconded by K. Farnham. Motion passed 7-0

C. Review and Recommend Changes to Registration and Rental Forms

- Park & Rec Board recommends sending the "Waiver and release of all Claims" form back to City attorney to condense to a smaller format. Board liked the waiver used by the city of Hartford, Wisconsin
- Board has asked that Staff design new format and email to Commissioners for approval. Once approved by board, Staff will then send to City Attorney for final review
- Changes to registration and rental forms final approval is tabled until Staff and City Attorney have completed a condensed version

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

- Nothing Submitted

7. Motion to adjourn by S. Kinas. Seconded by P. Lemkuil. Meeting adjourned at 6:55 PM.

Respectfully Submitted,

Mary Ann Klotz
Secretary