

**PORT WASHINGTON PARKS AND RECREATION DEPARTMENT**  
**OFFICIAL BOARD MINUTES**

DATE: September 9, 2010

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson 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 P Deal P Johnson P  
Late: B. Deal, R. Voigt & S. Kinas (6:33 pm); P. Lemkuil (7:12 pm)
2. Motion by M.A. Klotz to accept minutes as presented. Second by B. Johnson  
Motion carried 8-0
3. Citizen Comments not on the agenda
  - Derek Strohl (765 W. Melin Street) presented Board with his concept of a community garden
    - Location of proposed garden is in northeast corner of Westport Meadows Park
    - S. Kinas suggests that Strohl works with School District to find grants to pay for garden, because of close proximity to Dunwiddie School
    - R. Voigt suggests Strohl speak to the Thomas Jefferson Middle School summer school program directors to gauge interest in community garden and possible location near that building
    - Board asked Strohl to talk with neighbors of Westport Meadows Park to find out their concerns with a community garden located adjacent to their homes
    - Board also asked Strohl to re-approach at a future meeting with more information and answers to their questions. Strohl will contact Staff when he is ready to attend a future Parks & Rec Board meeting
4. Old Business:
  - A. Elected Official's Report
    - Common Council approved a license agreement with WE Energies for access to Interurban Trail from Misty Ridge/Fiduciary subdivisions
    - Common Council also approved an agreement for trail easement and park dedication with Fiduciary Real Estate Development
  - B. Planning Commission Rep report
    - Approved several variances for garages
  - C. Director's Report
    - Reviewed and Submitted
    - Staff cleared soybeans and brushed area for connecting path to Interurban Trail through Fiduciary property
    - Staff also brushed out and cleared areas the South Beach area in preparation for the City taking control of property from We Energies
    - Staff reported that A.J. Hester will be leaving to take a fulltime job. His departure creates void in staffing for several programs. Staff has hired an intern (Alex Kultgen) to work this fall and cover some of the available positions
    - Staff reported that the 1<sup>st</sup> Annual City of Seven Hills Triathlon was very successful with 72 participants
    - Staff also reported that park maintenance works have been extremely busy this summer cutting grass and performing landscape restoration in several parks

#### D. Revisit Discussion on Park Development

- Staff is still working with new vendor provide a sign for Veteran's Memorial Park. This sign will be donated by Larry and Aggie Watry
- Staff has asked Board to think about park development plans for Misty Ridge/Fiduciary and Hidden Hills/Bielinski as these areas still need to be addressed as funds are available and need to be used

#### 5. New Business:

##### A. Review and Recommend Hiring of Staff

- Motion made by R. Voigt to approve the staff as presented. Seconded by K. Farnham. Motion carried 8-0

##### B. Review and Recommend Facility Use Requests

- Robert Scibby
  - Rental of Veteran's Memorial Park Bandshell & Greens on September 18, 2010 from 12 noon to 10 pm for approximately 75 participants
  - Request is for a 7 band concert to raise funds for the American Cancer Society
  - This group will have amplified music and tents
  - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
  - Mr. Scibby has assured staff that there will not be inappropriate language
  - Park & Rec Board mandates the concert ends at 9:30 pm, the rented area cleaned thoroughly and all participants out of the Park by 10 pm. Additionally, the clean-up bond has been raised to \$100. This will be refunded if the area is left clean and without damage
  - Motion made by L. MacRae to approve request based upon stipulations set forth are met. Seconded by R. Voigt. Motion carried 8-0
- Grafton Parks & Recreation Department
  - Rental of Veteran's Memorial Park Bandshell & Greens on Sunday, September 12, 2010 from 1 to 4:00 pm for a fundraiser for a Skatepark in Grafton in honor of Cody Reetz with approximately 100 participants
  - Will have amplified music
  - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests
  - Motion made by R. Voigt to approve request based upon said stipulations. Seconded by B. Johnson. Motion carried 8-0
- Angelo & Cindy Lopez
  - Rental of Upper Lake Park open area north of comfort station on Saturday, may 14, 2011 from 9:00 am to 4:00 pm for a wedding with approximately 80 participants
  - Will have tents
  - Crowd behavior is responsibility of renter, music must not be nuisance and any complaints will be used to process future requests
  - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
  - Motion made by B. Deal to approve request based upon said stipulations. Seconded by M.A. Klotz. Motion carried 8-0

C. Review and Recommend 2011 Operations/Personnel Budget and 5-Year Capital Equipment and Improvement Plan

- Staff presented proposed 2011 Operations/Personnel Budget and highlighted certain areas as well as presented projected 2010 Budget
- Park and Recreation Department budget is capped at a 2% increase
- Motion made by B. Deal to approve 2011 Operations/Personnel Budget request as presented. Seconded by S. Kinas. Motion carried 9-0
- Staff presented proposed 2011-2015 5-Year Capital Equipment and Improvement Plan and discussed items listed as well as requested input from Board
- Motion made by S. Kinas to approve 2011-2015 5-Year Capital Equipment and Improvement Plan request as presented. Seconded by P. Lemkuil. Motion carried 9-0

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

- Bryan Deal mentioned that Port Washington Youth Baseball/Softball (PWYB/S) is willing to work with Parks & Rec staff to improve ballfields at Thomas Jefferson middle school. Two are owned by the School District and one by the City.
  - Deal said these fields are in bad shape and Staff concurred
  - Staff reported that these fields, primarily the City-owned diamond # 1 needs a better infield mix which better absorb rain and keep dust down. These factors will allow for longer and more consistent play instead of being rained out
  - Staff will investigate further and work with PWYB/S to improve fields used by both Parks & Rec programs and other entities

7. Motion to adjourn by R. Voigt. Seconded by S. Kinas. Meeting adjourned at 7:50 PM.

Respectfully Submitted,

Mary Ann Klotz  
Secretary