

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

DATE: May 12, 2011

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson L. MacRae at 6:32 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): MacRae P Klotz E Babcock P Kinan E Lemkuil P Farnham P Voigt P Deal P Johnson E  
Late: N/A
- II. B. Deal reported he was in attendance at the April 14, 2011 meeting and was recorded in the minutes as "excused." Motion by R. Voigt to accept minutes as amended. Second by K. Farnham  
Motion carried 6-0
- III. Citizen Comments not on the agenda
  - Nothing Submitted
- IV. Old Business:
  - A. Elected Official's Report
    - Ald. Babcock reported on a State Statute regarding the old M & I Bank Building and the old firehouse. The City is trying to sell both together and has a time frame of six months
  - B. Planning Commission Rep report
    - Nothing Reported
  - C. Director's Report
    - Reviewed and Submitted
  - D. Update on Pirates' Hollow Waterpark
    - Staff reported that during a routine pre-season waterpark inspection, several areas of concern were found. These areas included tile that had become dislodged from the winter freeze-thaw process. Additionally, there were several other areas where the caulk in the expansion joints had become detached
    - Staff will work with a repair company to temporarily repair those areas until they can be properly fixed in fall, when better weather is more probable
- V. New Business
  - A. Review and Recommend Hiring of Staff
    - B. Deal asked why more waterpark staff were being hired. Staff reported that during the season, several lifeguards are going to be gone during the same time on vacation. Instead of being short-handed, Staff is hiring additional lifeguards as subs
    - Motion made by B. Deal to approve the staff as presented. Seconded by B. Babcock. Motion carried 6-0
  - B. Review and Recommend Facility Use Requests
    - Micah Darkfyre of Domain and Realms
      - Rental of Veteran's Memorial Park Shelter, Bandshell and Greens on July 2, 2011 from 9:00 am to 5:00 pm for an Art and Wellness Fair – Summer Celebration 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
- 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 it is a public park, the applicant must be aware that what is said or done is open to scrutiny by residents and visitors and not representative of the entire City
- Certificate of insurance listing the City of Port Washington Parks & Recreation Department as additionally insured must be obtained
- Clean-up bond will be raised to \$100
- Motion made by R. Voigt to approve request based upon stipulations set forth are met. Seconded by B. Babcock. Motion carried 6-0

#### C. Review and Recommend Community Garden Site

- Derek Strohl (765 W. Melin) again spoke in front of the Board with follow-up information regarding the community garden
- Mr. Strohl again presented three potential sites that he feels are suitable for a community garden: Westport Meadows, Oakland Green, Open Area (Kaiser and Hales Trail)
- Strohl provided a cost analysis for each of the sites as well as the background information on those numbers
- The Board wanted more clarification on the numbers and the fence proposed to enclose the garden, as well as any and all concerns by neighbors
- Strohl stated that he will complete all information and follow up at a later Board meeting
- Motion made by B. Deal to not approve Westport Meadows or Oakland Green sites, but to approve Kaiser Park site. Seconded by P. Lemkuil. Motion carried 5-1

#### D. Discuss Summer Theatre with Diana Neumeyer

- Diana Neumeyer spoke in front of the Board about this season's musical, "A Funny thing Happened on the Way to the Forum"
- Ms. Neumeyer explained how the show's set and costumes are chosen, constructed and developed
- Neumeyer also stated that she, in conjunction with the Parks & Rec Department, will be offering Port Youth Theatre
- The Port Youth Theater is a new program this offered as a result of numerous requests from interested persons

#### E. Review and Recommend Port Washington Youth Baseball/Softball (PWYB/S) Association Concession Agreement

- Motion made by B. Babcock to approve the Agreement as written. Seconded by P. Lemkuil. Motion carried 6-0

#### F. Discuss Upcoming PWYB/S Season with Mike Goebel

- Ward Wojciehowski, Vice President of Port Washington Youth Baseball, Inc. spoke on behalf of Mike Goebel, who was unable to attend
- Mr. Wojciehowski stated that this year are over 500 kids in the program. The number of p[participants is up from last year
- Wojciehowski also informed the Board that Youth Baseball is again selling discount cards, sponsored by local businesses, to help raise funds for the program; as well as gave a brief synopsis of the program as well as current and future plans

G. Review and Recommend Municipal Ballfield Renovations

- Staff recommended the refurbishment of the Municipal Softball Field. Drainage issues as a result of a lack of proper crowning of the infield and an insufficient amount of drying agent make the surface unusable after approximately ¼ of rain
- Additionally, the Thomas Jefferson (TJ) Field # 3 is used by the Department's girl's fastpitch league. This field is owned by the School District and is also in need of repair
- Staff is partnering with Youth Baseball and hopefully the School District to, jointly, refurbish all three of the TJ fields simultaneously
- Staff and Youth Baseball are hopeful to have work completed in three days so as to not adversely affect play schedules
- Motion made by B. Babcock to approve funding for improvements to the Thomas Jefferson Ballfields #1 and #3 through Open Space monies and Port Washington Youth Baseball, Inc. for an amount not to exceed \$10,000. Port Washington Youth Baseball, Inc. will additionally solicit funds from Port Washington/Saukville School District. Seconded by B. Deal. Motion carried 6-0

H. Review and Recommend Site Development for Park Servicing Misty Ridge and New Port Vista Subdivisions

- Staff presented two bids for site preparation at Misty Ridge/Fiduciary subdivisions. The work is to prepare the site for future park development
- Motion made by B. Babcock to approve bid from Dave's Excavation & Grading, Inc. (Port Washington, WI) in the amount of \$5460. Seconded by B. Babcock. Motion carried 6-0

I. Review and Recommend Site Development for Park Servicing Hidden Hills Subdivision

- Staff informed Board that City Planner Randy Tetzlaff was following up with representatives from Bielinski Homes to clean up, grade and prepare site themselves
- If Bielinski declines, Staff will bring back, for Board approval, bids to prepare site for future park development
- This item is temporarily tabled

J. Review And Recommend Waterpark Pool Repairs

- Staff informed Board that during a pre-season inspection of the Pirates' Hollow Waterpark, several deficiencies were found
- Staff reported that tile inside of pool was detached from the winter freeze-thaw process. In addition, the expansion joint packing and caulking were also compromised
- Staff will temporarily patch the faulty areas in order to open the pool, but will have more permanent repairs accomplished in fall. At that time, the weather will be more conducive to corrective repairs
- Staff solicited a bid from Badger Swimpools, Inc., the original builder, to do the repairs this fall. The bid came in at \$11,223
- Motion made by P. Lemkuil to approve repairs of the Waterpark for an amount not to exceed \$10,000. Seconded by B. Deal. Motion carried 6-0

K. Review and Recommend Purchase of Mower for Park Maintenance

- Staff had originally scheduled the replacement of the 1999 John Deere front-deck mower on the capital improvement plan for 2011. Unfortunately, this item was not initially approved
- Staff reported to the Board that this mower was originally purchased for \$15,150 and to date, repairs have exceeded \$16,800

- Staff also presented information stating that, currently, the Parks Maintenance Division cuts approximately 104 acres in the parks. With the addition of the Coal Dock, Misty Ridge and Hidden Hills parks, the mowed acres will climb to approximately 121 acres
- Staff would use the John Deere front deck mower as a trade-in which would then lower the estimated amount of the new mower to an amount under \$21,000
- Staff solicited bids from several different equipment suppliers. Reinders (Elm Grove, WI), a company that Staff has purchased from before, had the lowest bid
- Motion made by B. Deal to approve bid from Reinders for an amount not to exceed \$21,000, including trade-in. Seconded by P. Lemkuil. Motion carried 6-0

L. Discuss Wisconsin Park and Recreation Association's (WPRA) 2011 Summer Park Tour in Port Washington and Ozaukee County

- Tabled due to lack of a quorum

M. Discuss Park Tour and Set Date and Time

- Tabled due to lack of a quorum

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

VII. Motion to adjourn by \_\_\_\_\_. Seconded by \_\_\_\_\_. Meeting ended due to lack of a quorum.

Respectfully Submitted,

Ron Voigt  
Vice Chairman