

PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: July 11, 2013

LOCATION: Parks & Rec Office

The meeting was called to order by Vice President M.A. Klotz at 6:30 PM

- I. Members present **(P)**, absent **(A)** or excused **(E)**: Voigt E Klotz P Erlich P Kinas P
Lemkuil P Rudser P Deal E Karrels P

- II. Motion by P. Lemkuil to accept minutes as presented. Second by S. Kinas
Motion carried 6-0

- III. Citizen Comments not on the agenda
 - Nothing Submitted

- IV. Old Business:
 - A. Elected Official's Report
 - Mayor Mlada is in attendance
 - Nothing Reported

 - B. Planning Commission Rep Report
 - Nothing Reported

 - C. Director's Report
 - Reviewed and Submitted
 - Staff reported that attendance has been slow at the Water Park due to cool temperatures
 - Staff have also been attending meetings and have been setting up for several City festivals
 - Staff reported that everything else has been going well so far this season

 - D. Update on Coal Dock Park
 - Staff provided an update on the Coal Dock progress and plans
 - Staff reported that the revised grand opening date of July 5th has been pushed back to August 2nd. The project has been delayed due to a wet spring. The thought is to have a "soft" opening on August 2nd, followed by a grand opening on September 28th and 29th. Board was good with those September dates
 - Mayor Mlada suggested that the Board hold their August meeting onsite at the Coal Dock

 - E. Update on Waterfront Safety Ad-Hoc Committee
 - Ald. Rudser gave an update. He reported that the life rings for the beaches, break wall and Coal Dock, as well as beach signage was approved by the Common Council
 - Ald. Rudser also reported that, at least, once a week the life rings will have to be inspected. At this time, he said, the Police Reserves will be doing the weekly inspections

 - F. Revisit Discussion on Application for National Recreation and Park Association's (NRPA) Gold Medal Award
 - Staff provided the Board with a description of the NRPA Gold Medal and application process
 - Staff reported that intent is to apply for the Gold Medal in 2014
 - Staff will email out application so Board will be ready to discuss action at the August meeting

V. New Business

A. Review and Recommend Hiring of Staff

- Motion made by P. Lemkuil to approve the staff as presented. Seconded by K. Rudser. Motion carried 6 -0
- Staff also informed Board that an employee who was approved in April had a background check come back that was questionable. Staff wanted Board to be aware, but it was not a bar to employment

B. Review and Recommend Facility Use Requests

- Brandon David of Atlanta, Georgia
 - Rental of Veteran's Memorial Park Shelter, Bandshell and Greens, from Saturday, June 28 to Sunday, June 29, 2014 from 6:30 pm to 10:30 pm for a wedding reception with approximately 500 participants
 - This group will be serving alcohol and will have amplified music and tents
 - Applicant must obtain, sign and have City of Port Washington Fermented Malt Beverage/Wine Permit Application approved by Parks & Recreation Department. Applicant must keep copy on hand during event
 - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
 - All garbage and trash must be cleaned up and properly disposed of in receptacles throughout and at the end of the event
 - This group will have amplified music
 - 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
 - Board deems that group must be out of the Park no later than 2:00 pm on Sunday, June 29, 2014
 - Motion made by P. Lemkuil to approve request based upon stipulations set forth are met. Seconded by M. Erlich. Motion carried 6-0

C. Review and Recommend Purchase of 2013 Toro 4100D Groundmaster Gang Mower

- Staff requested approval for this mower to be purchased this year. The price will increase by almost \$20,000, due to new emission standards, next year
- Staff reported that the purchase price this year will be \$51,000, which includes a trade-in. Half of the purchase price will be paid this year and the other half next year. This will help with budgeting

D. Discuss Possible Addition of New Recreation Supervisor Position

- 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 as a recreation supervisor

- Board will decide at the August meeting

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

- Nothing Submitted

VII. Motion to adjourn by M. Erlich. Seconded by J. Karrels. Motion carried 6-0. Meeting adjourned at 7:40 PM.

Respectfully Submitted,

Sue Kinas
Secretary