

PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: August 8, 2013

LOCATION: Parks & Rec Office

The meeting was called to order by President R. Voigt at 6:35 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): Voigt_P_Klotz_P_Erhlich_P_Kinas_P_Lemkuil_P_Rudser_P_Deal_P_Karrels_E_Becker_P_Larson_P_Verheyen_P
- II. Motion by M.A. Klotz to accept minutes as presented. Second by M. Ehrlich
Motion carried 10-0
- III. Citizen Comments not on the agenda
 - Nothing Submitted
- IV. Old Business:
 - A. Elected Official's Report
 - Mayor Mlada was in attendance
 - Ald. Erhlich reported that the Coal Dock will be opening soon
 - It was reported that the Boerner Building is scheduled to open September 1st
 - Also reported was that the requested gang mower was approved at the last Common Council meeting
 - B. Planning Commission Rep Report
 - Nothing Reported
 - C. Director's Report
 - Reviewed and Submitted
 - Staff reported that the Go Fourth Celebration was successful. Staff and the rest of the committee felt that ending at 3 pm worked well and they will continue to do that for years to come
 - Staff reported that Mayor Mlada will be honoring lifeguards who have made a "save" this pool season
 - D. Update on Coal Dock Park
 - Staff provided an update on the Coal Dock progress and plans
 - Staff reported that the grand opening is planned for September 28th and 29th
 - 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 were approved by the Common Council
 - Ald. Rudser reported that some of the committee members are planning on installing the life ring posts on August 17th at 7 am. There will be 5 stations on the North Beach, 2 at Veteran's Park and 2 on the South Beach
 - 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 recommended forming a sub-committee to aid with the application process

V. New Business

A. Review and Recommend Facility Use Requests

- Kevin Moase of Port Washington, Wisconsin
 - Rental of Veteran's Memorial Park Band Shell and Greens, Saturday, September 7, 2013 from 2:00 pm to 7:00 pm for singing and playing of acoustical guitar with approximately 50 participants
 - 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
 - Motion made by B. Deal to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 10-0

B. Discuss Application for Bird City Wisconsin

- P. Lemkuil gave description of the program and will be working on application
- Ozaukee County is a Bird County

C. Discuss Continuation of Railing Along Coal Dock Promenade

- P. Lemkuil asked that this item be included on the agendas she is concerned that the railing does not continue the full length of the promenade
- Mayor Mlada relayed that discussions were had by the Coal Dock Committee regarding the rail. The topics included the availability of funding and the ability of ships/boats being able to tie up alongside the promenade. These were some of the prohibitive factors
- Board, as a whole, felt that the rail should be installed the full length of the promenade as it was considered to be a safety issue to not have it finished that way
- Board members were invited to the next Coal Dock Committee meeting on August 15th at 8:15 am to voice concerns

D. Review and Recommend Bike Park

- Staff described a bike trail, with features, that could be installed in Sauk Creek Park, along Moore Road
- The park is targeted for all ages, but may primarily be used by younger riders. The features include a skills course and a pump track. A pump track is basically a mini velodrome for mountain or BMX bikes
- Mayor Mlada also discussed the possibility of a single-track mountain bike course along the Ozaukee Interurban Bike Trail, just north of Jackson Street. One already exists, but is in disrepair. The Ozaukee County Mountain Bike Club had expressed interest in helping to build the trail. This site was one of a couple of different possibilities
- Motion made by B. Deal to approve moving forward with plans for the bike park. Seconded by M.A. Klotz. Motion carried 10-0

E. Review and Recommend Addition of Recreation Coordinator Position

- Staff discussed possible creation of new position within the Department to help increase programming; seek out and apply for grants; increase social media presence; marketing of current and new programs; program staffing and help with registrations and customer service
- Staff relayed to Board that currently, all neighboring Ozaukee County Parks & Recreation Departments employ this position. Additionally, the Marina and Library have similar, fulltime positions
- Staff will provide Board with budgetary needs for this position in September, if approved
- Motion made by R. Voigt to approve creation of the recreation coordinator position. Seconded by P. Lemkuil. Motion carried 10-0

F. Discuss the Creation of a Parks and Recreation Foundation

- Mayor Mlada presented the Board with the idea of creating a foundation. This would be a way to accept donations and then use those funds to offset any budget shortfalls
- Staff will bring this item back for approval at the September meeting

G. Discuss 5-Year Capital Equipment and Improvement Plan

- Staff presented the Board with a proposed plan and asked for input
- Board directed Staff to make changes as was felt necessary, paying attention to playgrounds and the pool

H. Discuss 2014 Program, Admission and Rental Fees

- Staff asked Board for direction with the 2014 fees
- Board stated the fees, for the most part, should remain constant and unchanged for 2014

I. Motion to Go Into Closed Session According to Wisconsin State Statute 19.85 (1)(c) to Review Employee Performance Evaluation

- MOTION MADE BY ALDERMAN EHRLICH, SECONDED BY ALDERMAN RUDSER TO GO INTO CLOSED SESSION AT 8:01 PM FOR THE REASONS STATED ABOVE, ROLL CALL TAKEN, AYE: VOIGT, KLOTZ, VERHEYEN, RUDSER, EHRLICH, KINAS, LEMKUIL, DEAL, BECKER AND LARSON. MOTION CARRIED UNANIMOUSLY

J. Reconvene into Open Session

- MEETING RECONVENED INTO OPEN SESSION AT 8:35 PM

K. Action Relating to Closed Session Deliberations, If Any

- MOTION MADE BY ALDERMAN EHRLICH, SECONDED BY P. LEMKUIL TO TERMINATE EMPLOYEE BASED UPON EVALUATIONS AND RECOMMENDED SENDING MATTER TO THE PERSONNEL COMMITTEE FOR FURTHER ACTION. MOTION CARRIED UNANIMOUSLY

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

- Alderman Rudser presented the Board with an idea of incorporating a fitness/obstacle course in a park. Rudser asked that this item be included on the September agenda

VII. Motion to adjourn by B. Deal. Seconded by M. Ehrlich. Motion carried unanimously. Meeting adjourned at 8:40 PM.

Respectfully Submitted,

Sue Kinas
Secretary