

AGENDA
BOARD OF PARK COMMISSIONERS
Kenosha Municipal Building - Room 204
Monday, October 28, 2013 - 5:00 pm

Chairman: Michael J. Orth **Vice Chairman: Anthony Kennedy**
Commissioner: Chris Schwartz **Commissioner: Rocco J. LaMacchia, Sr.**
Commissioner: Kevin E. Mathewson

Call to Order
Roll Call

Approval of the minutes of the meeting held on October 14, 2013.

1. Request from Kenosha Baseball to place various advertising signs throughout the Simmons Ballfield. *(District 12)*
2. Resolution by the Committee on Finance – To Amend the City of Kenosha Capital Improvement Program for 2013 By Increasing PK09-001 “Harbor Dredging” in the Amount of \$25,000 With Outside Funding from a State of Wisconsin, Boating Infrastructure Grant Program in the Amount of \$25,000 for a Net Change of \$0. *(Referred to Finance from Council on 10/24/13)*
3. Change Requests.

INFORMATIONAL ITEMS:

1. Project Status Report
2. Southport Beach House Citizen Committee Minutes

DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS/OTHER BUSINESS AS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4052 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING. AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, October 14, 2013

A meeting of the Board of Park Commissioners was held on Monday, October 14, 2013 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 5:00 pm by Chairman Orth.

At roll call, the following members were present: Commissioners Schwartz, LaMacchia, and Mathewson. Commissioner Kennedy was excused. Staff members in attendance were Michael Lemens, Director of Public Works; Cathy Austin, Assistant City Engineer; Sean Von Bergen, Assistant City Engineer; Jeff Warnock, Parks Superintendent; Police Chief John Morrissey; Deputy Police Chief Dan Miskinis; and Alderperson Jan Michalski.

It was moved by Commissioner LaMacchia, seconded by Commissioner Mathewson, to approve the minutes from the meeting held on Monday, September 30, 2013 and October 7, 2013. Motion carried unanimously.

1. Revised Acceptance of Project 12-1414 Anderson Pool Splashpad (8730 22nd Ave). (District 9) (Also referred to Public Works)
Staff/Alderperson: Cathy Austin spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Schwartz to approve. Motion carried unanimously.
2. Change Requests.
It was moved by Commissioner Mathewson, seconded by Commissioner LaMacchia to receive and file. Motion carried unanimously.
3. Set date and time for 2014 Budget Review.
The 2014 Budget Review meeting is set for Tuesday, November 5, 2013 at 5:00pm.

INFORMATIONAL ITEMS:

1. Project Status Report

SUPERINTENDENT COMMENTS: Jeff Warnock commented that Columbus Park will start at the end of the week weather permitting.

COMMISSIONER COMMENTS: Chairman Orth asked for the time line for the Roosevelt Park playground. Jeff Warnock replied that they will start this year with taking the playground out and then go from there.

ADJOURNMENT - There being no further business to come before the Board of Parks Commissioners, it was moved, seconded and unanimously carried to adjourn at 5:06 pm.



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

MUNICIPAL BUILDING · 625 - 52ND ST · RM 305 · KENOSHA, WI 53140
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October 24, 2013

To: Michael Orth, Chairman
Park Commission

From: Jeff Warnock 
Superintendent of Park Division

CC: Steve Bostrom
District 12

Subject: *Request from Kenosha Baseball to place various advertising signs throughout the Simmons Ballfield.*

BACKGROUND INFORMATION

Staff has received a request from Kenosha Baseball to install various advertising signs along the fence, backstops, bleachers, and other possible locations throughout the ballpark.

Attached are various photos of other advertising signs that have been placed at their other ballfields. There are also some photos of possible sign locations and existing sign locations at Simmon's Ballfield

RECOMMENDATION

Staff recommends approval.

EXISTING SIGN @ BALLFIELD

PR  **mp's**
TIRE

660 West Grand Ave. - Wisconsin Rapids, WI 54495 - Phone: 715-421-5200

EXISTING
OUTFIELD
FENCE

← 21' →


KENOSHA
MERCHANTS
BASEBALL


JOCKEY



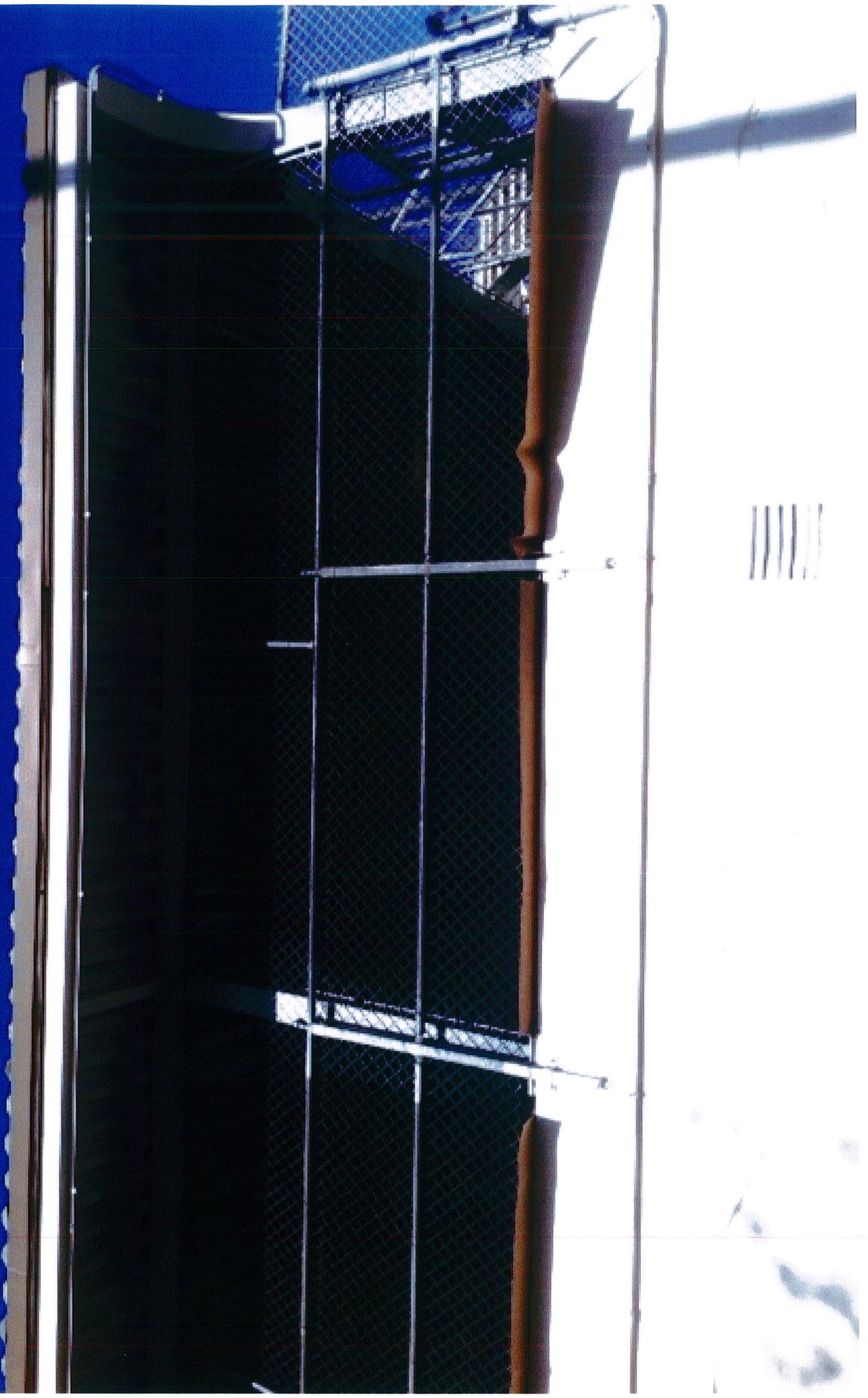
EXAMPLE POSSIBLE LOCATION-EXISTING BLEACHERS



EXAMPLE POSSIBLE LOCATION



EXAMPLE OF POSSIBLE LOCATION



EXAMPLE OF POSSIBLE SIGNAGE





EXAMPLE OF
POSSIBLE

EXAMPLE OF POSSIBLE





ENGINEERING DIVISION
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October 24, 2013

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works / City Engineer

CC: Chris Schwartz
District 2

Subject: ***Resolution by the Committee on Finance – To Amend the City of Kenosha Capital Improvement Program for 2013 By Increasing PK-09-001 “Harbor Dredging” in the amount of \$25,000 with outside funding from a State of Wisconsin, Boating Infrastructure Grant Program in the Amount of \$25,000 for a Net Change of \$0.***

BACKGROUND INFORMATION

Staff has been working with a consultant to complete the Kenosha Harbor Feasibility Study and find outside funding to complete the very detailed and comprehensive study of the Harbor and entrance to the Marina. The Consultant, with the aid of staff, have secured an additional \$25,000 to put towards the Study funds as allocated in the 2013 Capital Improvement plan.

The grant agreement was approved at the September 30, 2013. This CIP Amendment is to allocate the grant dollars to the CIP.

RECOMMENDATION

Staff recommends approval of the CIP Amendment resolution.

RESOLUTION NO. _____

BY: Finance Committee

To Amend the City of Kenosha Capital Improvement Program for 2013
 By Increasing PK09-001 "Harbor Dredging" in the Amount of \$25,000 With Outside Funding from
 a State of Wisconsin, Boating Infrastructure Grant Program in the Amount of \$25,000 for a Net
 Change of \$0

WHEREAS, the City of Kenosha has been awarded a State of Wisconsin Boating
 Infrastructure Grant through the DNR to provide additional funding needed to develop a feasibility
 study and alternatives analysis of the Kenosha harbor; and

WHEREAS, the Common Council approved the grant agreement between the State of
 Wisconsin Department of Natural Resources and the City for the Kenosha Harbor Feasibility
 Study October 21, 2013; and

WHEREAS, the above amendment to the Capital Improvement Program has been
 approved by the Park Commission on October 28, 2013 and the Finance Committee on
 November 4, 2013;

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Kenosha,
 Wisconsin that the Capital Improvement Program be, and hereby is amended as follows:

<i>Line Item</i>	<i>Description</i>	<i>Available Authorization</i>	<i>Authorization Adjustment</i>	<i>Amended Authorization</i>
PK09-001	Harbor Dredging (2013)	155,400	25,000	180,400
PK09-001	Harbor Dredging (2013) Outside Grant Funding	0	(25,000)	(25,000)

Adopted this _____ day of _____ 2013

Approved:

 KEITH G. BOSMAN, MAYOR

Attest:

 DEBRA SALAS, CITY CLERK/TREASURER

(RES13/cipPK09-001.10.11.13)



ENGINEERING DIVISION
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CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

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October 25, 2013

To: Michael Orth, Chairman
Parks Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works / City Engineer

Subject: Change Request

BACKGROUND INFORMATION

At the May 14, 2012 meeting the Commissioners agreed this item should appear on all future agendas. There are no change requests at this time.

RECOMMENDATION

Receive and file.

SB/dh

TO: Michael M. Lemens, P.E.
Director of Public Works

FROM: Shelly Billingsley, P.E. 
Deputy Director of Public Works / City Engineer

SUBJECT: Project Status Report

Project # 08-1443 Bike and Pedestrian Connections - Plans have begun but a major focus on bike paths has been to complete the Bike Path crossing at Washington Road and the extension through Nash Park. Once these projects have been bid, design will be completed on this third phase. (Citywide)

Project #11-1415 / 12-1415 / 13-1415 CORP Implementations – Continuing. (Citywide)

Project #11-1417 Strawberry Park Mass Grading, Trail and Shelter (DNR Stewardship Grant) – Design work on the master plan implementation has been put on hold due to FEMA study. [SAA Design Group] (16)

Project #11-1421 Southport Beach House Restoration (Wisconsin Coastal Management Grant) – Plans have been submitted to the City for review. Once any necessary changes are made, plans and specifications will be submitted for jurisdictional review. [Enberg Anderson] (12)

Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant) –AES has tentatively agreed to come down in the spring of 2014 to plant new plugs and re-seed all bioswales. [VEIT] (SWU) (1)

Project #11-1137 Pike River Monitoring (WI Coastal Management Grant) – The final report and sampling report has been sent to the WI Coastal Management Grant administration. (SWU) (1 and 4)

Project #12-1423 Sunrise Park Trail (DNR Stewardship Grant) / #12-1427 Sunrise Park Master Plan Implementation - Project has been complete. Parks and Streets Division will be restoring the park as soon as all equipment is installed. [BCF] (5)

Project #12-1420 Shagbark Trail (DNR Stewardship Grant) – The contractor has been onsite preparing prairie areas for seed. It is anticipated the seed will be in next week for installation. [Western Contractors] (10)

Project #12-1424 Southport Park Trail (DNR Stewardship Grant) –Currently being designed [SAA Design Group] (12)

Project #12-1430 Alford Park Warehouse Demolition – [Earth Construction] Restoration is in progress. Final walk through is being scheduled. (1).

Project #12-1421- Simmons Island Phase I and Boardwalk [SAA Design Group] Plans and specifications are being completed (DNR Stewardship Grant) (2)

Project #12-1432 - Peorio Park Trail [SAA Design Group] Project was bid however no submittals will be rebidding in fall with construction planned for Spring 2014. (DNR Stewardship Grant) (1 and 4)

Project #13-1413 - Petzke Park Phase II [SAA Design Group] Plans and specifications are being developed for Phase II of Petzke Park with construction in 2014. (1)

Project #13-1414 - Washington Park Velodrome [SAA Design Group] - Bid opening on August 21st yielded in one bid that came in over budget. City staff is currently re-scoping the project. (6)

Project #13-1412 - Simmons Field – All work has been completed on the first base side except for a few bleachers and guard rails, but this work is expected to be complete by the end of the month. All walls and precast have been installed on the third base side and home plate area. Over the next few weeks it is anticipated all remaining bleacher seats, guard rails, storm sewer, and brick pavers will be installed. [Camosy Construction]

Project 13-1419 – Anderson Fishing Pier – Design is in process. [SAA Design Group]

Design Work- Misc. Park projects and finishing 2012 and 2013 CORP projects

Informational #2

MINUTES
SOUTHPORT BEACH HOUSE CITIZEN COMMITTEE
Southport Beach House – 7825 1st Avenue
Tuesday, July 9, 2013 - 3:00 pm

The meeting was called to order at 3:04pm, a quorum was present. The following members were present: Chairman Michael Orth, George W. Clarke, Robert Merletti, Barbara J. Stein-Lendman, Joan Wilk, Margaret Heller, James J. Mosley and Michael J. Thomey. Michael J. Thomey left the meeting at 3:27pm during item #4. Staff member in attendance: Alderperson Steve Bostrom.

1. Introduction

All members of the Southport Beach House Citizen Committee introduced themselves.

2. Resolution

Chairman Orth went over Resolution 53-13 and let the Committee know what they are designated to do.

3. Update

Chairman Orth explained that Peace Learning Circles used to use the Southport Beach House for four year and was not charged. They however do not use the facility anymore because the building is not equipped with fire protection sprinklers. Cedar with UW-Parkside would also be another good organization to bring in but they won't because the fire protection sprinklers. Chairman Orth also let the Committee know that non-charged organizations are not on the spreadsheet rental totals.

4. Discussion

Margaret

- wants to know why the Southport Beach House is not open during the months of January through February. It is difficult to rent.*
- explained she is bothered that a deposit is required and thinks the City needs to have a better system for checking clean-up after an event. For example, when Ms. Heller would have her yoga classes on Mondays the floor and walls were all sticky from the weekend rentals. She had to mop it up every time.*
- suggests that we need a better cost structure.*
- said she talked with Frank Pacetti, City Administrator, last fall about lowering the fees during the week and he agreed.*

George

- mentioned Wellfleet Preservation Hall in Massachusetts website and how it raised over \$2 million.*
- a handout was given to the secretary and asked that it be emailed to all members by Chairman Orth.*

- suggested that maybe some of Wellfleet Reservation Hall ideas could work for the Southport Beach House with revenues.

Michael

- would like a template of where the Southport Beach House is at today and what the members want added. Like activities for example.

Margaret

- has a few problems with the building:
 1. The building has too many flies inside during the summer because there is no air conditioning.
 2. The process regarding the usage of the key for the building. She is worried that people can make duplicate copies of the keys. She said "I think we should have like a key fob on the building for people to swap or have someone come open the building for rentals. We need a better key system".
 3. She would like to have competitive prices for rental during the week days and not weekends.
- wants documentation of who uses the building because out of state people have city residents rent the building for the cheaper price. She suggests maybe we should use credit cards to help find out that information.

Robert

- wants to get the most detailed information as far back as can go on who actually rents the building and the likes, dislikes, etc of the building.
- would like a fee price review, a review of other halls and their activities.

Margaret

- doesn't understand why in the Master Plan the Southport Park playground on the north end is for 2015 and the south end playground is for 2024-2026. She commented that the south end needs the most work done now and the north end can either be done later or removed. Joan agreed. Chairman Orth said he would find the logic to it and why the order of development with Blake from SAA Group.

Alderperson Steve Bostrom

- commented on whether putting a dog park by the Southport Beach House is a good or bad idea.

Chairman Michael Orth

- told the Committee that all recommendations from them will go to the Parks Commission after every two or three meetings they have.
- would like to schedule a tour of the building at the next meeting.

Robert

- wants to know how the scheduling works and how to make the availability more open to the public. For example putting it on the website.

Margaret

- suggested electing a Vice Chair in case Chairman Orth is absent from a meeting. Chairman Michael Orth agreed.

5. Date for next meeting

The Committee agreed on Tuesday, July 30, 2013 at 3pm.

MINUTES
SOUTHPORT BEACH HOUSE CITIZEN COMMITTEE
Southport Beach House – 7825 1st Avenue
Tuesday, July 30, 2013 - 3:00 pm

The meeting was called to order at 3:00pm, a quorum was present. The following members were present: Chairman Michael Orth, George W. Clarke, Robert Merletti, Barbara J. Stein-Lendman, Joan Wilk, Margaret Heller, and James J. Mosley. Michael J. Thomey was absent. Citizens present: Violet Ricker, Executive Director of Downtown Kenosha, Inc.

1. Minutes of the July 9, 2013 meeting.

Margaret stated she did not get a copy of the minutes. Chairman Orth will look into it with the IT Department.

2. Tour of Facility

Chairman Orth led the tour.

3. Update

Chairman Orth shared answers on some of the questions & comments from the last meeting.

1. *Why is the building closed January-February?*

A. In the winter Parks has a minimum staff of about 15 employees and the maintenance is done across the Parks Division.

2. *credit card use for rentals.*

A. Chairman Orth – we would have to go through Finance and Public Works for approval. The Municipal Golf Course had this process four years ago. Margaret asked “Does the money go into the general fund”. Orth replied yes.

3. *Are deposits ever held?*

A. Yes, if building conditions warrant it. Therefore, it would prevent us from re-renting in a short time.

4. *Is the Website being updated?*

A. Chairman Orth commented that the website will be based on frequently asked questions. However if they still have questions, they can call Public Works. Margaret would like to see the scheduling online for access outside of the City business hours. Chairman Orth said “if we advertise when the building is empty that could cause larger problems and it wouldn't be in the budget”.

5. *The committee was given screen shots of the Southport Beach House rental calendar.*

The calendar has not been analyzed. It is just to show how often it is rented out. George asked “is this calendar what we use for other City properties?”. Chairman Orth answered with yes.

6. *North vs. South playground at the Southport Park*

- It's a long-term plan. Elevation will change when the City redoes the parking lot and driveway approach. Barbara asked “Why can't they take into consideration the playground is not going to not affect grades of parking lot?”. Chairman Orth commented that he will look into that. George asked “Who determines priority?”. Chairman Orth replied “The Parks Commission approved the Master Plan”.

4. Discussion

Joan

- *What is the function of this Committee? George replied with **the Committee will have implement ideas into the plan and thought and suggestions will be taken serious.** Chairman Orth commented that the increase in utilization of the building is the main priority. He can understand that the park and other items will aid in use but they are not re-writing the Park Master Plan.*

Margaret

- would like Jeff Warnock to come to the next meeting to discuss comparing the SPBH costs with other city owned facilities. "I don't think there are many to compare except for churches". She also stated that Kemper Center is the exact same cost to the SPBH. Chairman Orth will look into fees for the Kenosha Unified rentable spaces.

George

- if the Committee was sitting in a new facility, he could see how the uses make sense but our uses have to overlap with the rehabilitation of the building. He wants the Park Commission members at their meetings to understand that if you want to get 'x', you must go do 'y'.
- He then asked what the thought and discussion was of scheduling and prioritizing the playground. "It doesn't make sense why it got pushed back 10 years". Chairman Orth explained that SAA helps implement the CORP Plan City wide. City staff did not pick one over another, the SAA Group helps make those decisions. "If you want to move a \$40k playground you can put in for that sooner, however if that goes through then other items get moved back". It may cost more in the long run.

Robert

- "How do you pull in a plan over 15 years? What goes into the plan?". Violet Ricker explained that based on land and adaptable uses, projects that need or want to be rearranged are based on funding.
- What can we do now if projects are not scheduled for the rest of the building? We can not do anything with the basement right now, so we are only looking at the ballroom. Chairman Orth commented that we can increase some revenue and that money will go back in so that more projects can move along.

Joan

- things in the Master Plan were not in conversation at the meetings like the dog park. Can we alter items? Chairman Orth let the committee know that the Park Commission and City can, however the Citizens Committee can not.

Chairman Michael Orth

- asked the Committee "do you think utilization can be greater if we re-do the windows and front door?".

Robert

- What is the long term use of the building? The plan for now and a long term plan to be executed in 5 years? How can the short term items be done immediately? How do we measure success? Chairman Orth then asked the questions: When does this plan become attractive to vendors or concessions? What is that threshold for business sense? Violet Ricker commented that the City could send out RFP for uses or marketing. Has the City tried that? Chairman Orth replied "No, not many bitters".

Margaret

- made a few suggestions for use of the facility. Her ideas were: photography, yoga, homeschooling/play space, quilting, ti-chi & martial arts. She want to be able to rent online and pay with a credit card. She commented that there has been so much press and interest to the building over the last year. We could have a party i.e. ice cream social to come tour and experience the site for far away districts.

Joan

- commented that we could follow the Kemper Center's model. Chairman Orth said maybe we could go under their umbrella. Maybe someone from their group can come talk to us.
- Wants to look at the following categories: fee structures, partnerships, and is there a better way to run? Chairman Orth said "fee structures should be created and taken to Parks Commission. We must be fair & competitive". Margaret wants to look into the Boys/Girls Club, KUSD and KYO in help with partnerships. Violet Ricker notified the

committee that the Downtown Rotary Club helps fund the Kemper Center.

George

- wants to look into if there are any grants available. Chairman Orth commented that we should get Cedar back in because that will help with grants. Peace Learning Center could come back if the City installs sprinklers.*
- asked if there is anyone at the City who can look into available grants? Chairman Orth answered SAA would help because that's one of the reasons they get paid and because of SAA we received over 75% of grants as applied for.*
- can we get a status update on grants? Chairman Orth said he can talk to SAA for an update.*

Margaret

- What's happening with the dog park? Chairman Orth replied that the committee will need to get an update from Michael Lemens, Director of Public Works.*

Chairman Michael Orth

- the City has a contract with Engberg Anderson. They were approved to do a study on the bricks and mortar, investigation of cracks and masonry. The City has also contracted with US Heritage for doing a project study to clean bricks & mortar analysis for proper tuck pointing and remedy brick problems.*
- the City is moving forward with the building renovations.*
- will get copies of contracts for next meeting.*

Robert

- wants to have a separate meeting only for a Building Awareness/Promotion sooner rather than later. Chairman Orth replied that maybe we could possibly ask the Parks Commission to waive the money for renting since it is for a promotion.*

Chairman Michael Orth

- The next three meetings each will talk about a different topic:
 - the first will be Promotions/Awareness/Events*
 - the next will be Fee Structure*
 - the third will be the Kemper Center**

5. *Vote for a Vice Chair*

Barbara Stein-Lendman nominated Margaret Heller. No one opposed. Margaret Heller has been elected the Vice Chair.

6. *Next Meeting*

The Committee agreed on Tuesday, August 20, 2013 at 3pm.

MINUTES
SOUTHPORT BEACH HOUSE CITIZEN COMMITTEE
Southport Beach House – 7825 1st Avenue
Tuesday, August 20, 2013 - 3:00 pm

The meeting was called to order at 3:03pm, a quorum was present. The following members were present: Chairman Michael Orth, George W. Clarke, Robert Merletti, Barbara J. Stein-Lendman, Joan Wilk, Margaret Heller, James J. Mosley and Michael J. Thomey. Staff present were: Alderperson Steve Bostrom and Kris Kochman, Community Relations Liaison.

1. Minutes of the July 30, 2013 meeting.

It was moved by Michael Thomey, seconded by George Clarke to approve. George commented that he did not reply "All ideas should be taken to Parks Commission for approval" under item #4. He commented that the Committee will have to implement ideas into the plan and thoughts and suggestions will be taken serious. It was then moved by Michael Thomey, seconded by George Clarke to amend the previous minutes. Motion carried unanimously.

2. Update

-Chairman Orth updated the Committee.

-Joan let the Committee know that The College of Natural and Health Sciences at UW-Parkside is coming back. Dean Otu met with the Mayor two months ago and will meet with Shelly Billingsley in the next few weeks. UW-Parkside want to re-invigorate the CEDAR Project. They will be working with Dr. Kinzelman who is an environmentalist and is working to redesign the plan and to find dollars to support the restoration of the natural habitat, including the Dunes access. She is working with all five Kenosha beaches. UW-Parkside also has a successful similar project, the Root River Environmental Education Center in Racine.

-Robert asked if CEDAR will be renting space or allocating funding for space? Chairman Orth said that the advantage in bringing CEDAR in is that it opens up the opportunities for grants.

-It was moved by Joan Wilk, seconded by Margaret Heller to request deferral of any requests for the dog park at the Southport Park. Chairman Orth commented that the Committee should make suggestions to give to the Parks Commission. Barbara commented that she is upset that stakes are being put up for the dog park, that there was no communication give to them about it until today with a letter that was emailed to them. Margaret commented that the dog park was passed by Council in May in the Master Plan. She wants to know why it became a priority and thinks they can not stop it.

-Robert asked "What's the best process to defer?"

-Chairman Orth notified the Committee that in April the task order to work on the dog park was approved 5-0 at the Parks Commission. Parks Administration will start moving forward with it which gets approved at Parks Commission meeting. It is \$20-\$25k total implementation of the dog park. The CORP Plan mimics other dog parks with the City of Kenosha rules and policies. Chairman Orths understanding is that the City will be putting in post holes and are ready to move forward. He said "I can not promise results. I can only tell you the planning and task order were approved four months ago".

-George commented that his understanding is the dog park is not part of Master Plan. He asked the questions: "How do we get at something not part of the plan and now is going into affect? Who decided priorities?" Chairman Orth answered that the Parks Commission, City Plan Commission and Common Council approved the Master Plan. The staff decides priorities. Chairman Orth let the Committee know that the Citizens Committee can put an item on the next Parks Agenda for discussion. It was voted 8-0 to put a report from the Citizens Committee on the next Parks Agenda.

3. Discussion on Promotions, Awareness and Events

Margaret

-checked other rental facilities regarding the scheduling online. Why can't we rent out the building anytime of the day with a credit card online?

Kris Kochman, Community Relations Liaison for the City of Kenosha, was invited to speak to the board about city events.

-People interested in starting new events could be directed to the beach house. The Kenosha Running Club is a group that currently uses the beach house for their meetings. Perhaps they would be interested in using the beach house as a starting and ending point for a larger event such as the Mayor's Turkey Day run.

-She talked about her experience in her previous position as special events coordinator for the Kenosha Public Museums. The Kenosha Public Museum and Civil War Museum have become very popular for weddings and receptions. The fees for rental are higher after regular museum hours, and have a premium price on Friday and Saturday nights. She suggested the committee consider a similar range of fees with lower costs for weekdays, and higher fees for popular weekend times at the beach house.

Margaret

-asked about the possibility of online rental of the beach house, available 24/7. That is not a system currently used by the museum. It may work for the beach house, but further discussion is needed. She also asked for a keyed system with a more modern lock system.

Carole Crawford addressed the group, regarding a proposal for the Pat Crawford Big Band to use the beach house for rehearsal space on a regular basis. They would open the rehearsals to the public for their enjoyment and would consider serving wine, beer and other refreshments, or allowing people to bring their own refreshments. They would like to leave some equipment at the beach house.

Chairman Orth

-stated that if an event is open to the public you can't serve alcohol at the beach house. If it is closed to the public you can serve alcohol. He said he supported the idea of the rehearsals at the beach house, but cautioned that other groups might be interested in the opportunity as well. A park use agreement with the Parks Commission would be needed if the Crawford group decides to use the space on a long-term basis.

There was a brief discussion of possible fees, before the group decided to table that discussion until the next meeting.

Robert

-stated that we need to make people aware of the facility and it may take an investment to do so by not charging for select events that are open to the public.

-He proposed a short-term agreement with a few people interested in offering five-seven events to create awareness of the beach house. Then the committee can determine strategies for renting the facility in the future.

Chairman Orth

-said he supports Merletti's idea. Business After 5 could be a good event to have at the beach house. He said the Committee's suggestions for the free rental events will have to be written out and approved by the Parks Commission. The goal is that people will visit the beach house at the free events and will pay to rent the beach house in the future. He said improvements may be needed, such as a sound system, in order to better attract people to rent the beach house.

Ellen Ferwerda addressed the group, stating that she would like to offer activities for seniors during the day. She said Adventures in Lifelong Learning at UW-Parkside also may be interested in lectures or an event such as an afternoon tea.

Barbara Stein-Lendman

-said she had talked with staff at the KACVB and they would be interested in promoting the beach house. One idea is to have a run starting and ending there. Kris Kochman suggested contacting the Kenosha Running Club to see if they would be interested in organizing such an event.

Margaret

-said Francisco Loyola of the Kenosha Art Association would like to organize an event with artists painting pictures of the beach house, then displaying them at an art show at the end of the day.

-proposed organizing a day of yoga at the beach house on a weekday. She will organize it and market it and would like to offer yoga free of charge. Other instructors would be invited to participate.

Chairman Orth

-expressed a concern about the lack of variety of the people attending public events. He said it will be a challenge to broaden that circle. Business After 5 is a diverse group that could help meet the challenge of extending the circle of people.

Ellen Ferwerda asked if there is a record of who has rented the beach house and suggested the committee ask for their ideas.

Chairman Orth

-said there is such a record. The beach house is currently rented primarily for birthdays, weddings and other family celebrations. Art groups and Sister City events also have used the beach house. Two challenges in promoting rentals are the lack of a sound system and the lack of events staff/maintenance to set up the available tables and chairs, and clean up after the event. The Committee could consider whether to have preferred vendors or caterers.

George

-said people want a turn key operation, where they arrive and everything is set to go.

Margaret

-said the beach house should be marketed like Costco or another warehouse type store there is no service, but it's a much cheaper price.

It was moved by Margaret Heller to offer the beach house for use at seven rehearsals by the Crawford Big Band free of charge. Motion failed due to a lack of a second.

Joan

-said she was concerned about having a process in place for the free rentals before scheduling them. Chairman Orth said the Parks Commission has the power to approve the events, waive the usual rental fees and instruct Park staff on duties needed for the events. The band would be responsible for promoting the free event. Margaret said Carole Crawford would be responsible for obtaining a key to the beach house from the Parks Division each week and returning it.

Ellen Ferwerda said she would like to use the beach house four hours per week for a memory disorder program.

Chairman Orth

-said a wedding vendor fair or a pizza contest could be other ideas for free events to attract the public to the beach house.

It was moved by Michael Thomey, seconded by Robert Merletti for each Committee member to bring three ideas for special events at the beach house to discuss at the next meeting. Motion passed unanimously.

Chairman Orth

-said the Committee could recommend changes to the fee structure and suggest fees. It will be up to the Park Commission to determine the free structure. Michael would like to invite Park Superintendent Jeff Warnock to the next meeting to explain the costs of operating the building.

It was moved by Chairman Orth, seconded by George Clarke to schedule several free events at the beach house with the approval of the Parks Commission for the Crawford Jazz band rehearsals twice per month in September, October and November 2013; Taste of Yoga (a one-day event in September) and a Business After 5 meeting at a date to be determined. Motion passed unanimously.

4. *Next Meeting*

The Committee agreed on Tuesday, September 10, 2013 at 7:30pm.

South Port Beach House Citizen Committee Minutes 9-10-13

Meeting Called to order By Vice Chair Heller at 7:40PM, members present George Clark, Barb Lendmen, Michael Thomey and Vice Chair Heller. Quorum present.

Approval of the Minutes of the August 20 meeting; Corrections as follows:

- 1.) George Clark expressed concern that the committee could do a lot of work regarding recommendations. "What assurances will the committee have that the Parks Commission will entertain our ideas?"
Chairman Orth indicated he thought the Parks Commission would welcome the input of the committee as the Parks Commission desires increased utilization of the building.
- 2.) Joan Wilk's motion " The Southport Beach House Citizens Committee requests deferral of any development of a dog park at Southport Park.
The construction of a dog recreation area in Southport Park would be ill-advised and counter productive to our work as a committee charged with recommending additional utilization and increased revenue for the Southport Beach House. We ask for deferral of any development action on any dog recreation area at Southport Park until there is a full review of the options available to enhance the use of the Southport Beach House. Motion passed 7members, 1 chairperson (8)-0

George Clark suggested the committee meet at City Hall where it is possible to have the meetings recorded and City staff available to record and produce accurate meeting minutes.

Corrections to August 20, 2013 meeting minutes approved 4-0

1.) Update

Discussion initiated by Vice Chair Heller and continued by George Clark about proper procedure to ensure the Parks Commission will hear the committee's recommendations and act on them.

Alderman Bostrom spoke about sponsoring resolutions as a way to "force" items on the Parks agenda.

Dog Park discussion is initiated by Vice Chair Heller

Member of the Public David Wilk is invited to speak by the committee.

David Wilk 7706 6th Avenue tells the committee he spent quite a bit of time reviewing the CIP, Southport Master Plan, CORP Plan and various State Statutes regarding Municipal Funding and Budgets. Mr Wilk also explains an email he received from Mayor Bosman about the funds used for building the Dog Park comes from PK 13-002 of the 2013-17 CIP. This is titled 281K for "Immediate and necessary repairs for Southport Beach Park". Mr Wilk goes on to say that an immediate and necessary repair was identified in the Master Plan and that is to fix/replace playground equipment. Mr Wilk asked the Committee "What problem do we have that a Dog Park is an immediate and necessary fix for?"

The entire committee agrees that the Dog Park installation does not meet the criteria of an immediate and necessary repair.

The committee continues discussion on the Dog Park and what procedures must be followed so the Parks Commission, Common Council and the Mayor will hear and respond to the committee's concerns.

Vice Chair Heller expresses concerns about Public perception about potentially "pitting the Dog Park Against the Beach House" as something that needs further discussion.

Chairman Orth arrives at 8:25PM and interrupts discussion to move on to the next item 2.) discussion of fee structure.

Vice Chair Heller Quizzes Chair Orth about the Budget Process

George Clarke Quizzes Chair Orth about his refusal to introduce a Resolution supporting the Committee's desire for deferral on the Dog Park.

Chairman Orth said he didn't bring it forward because he didn't think it would pass. George Clarke questioned how Chair Orth could unilaterally decide what is appropriate for public discussion.

George Clarke charges that Chair Orth's personal opinion is at direct odds with the committee.

Chair Orth rants for several minutes about "his" parks and how he cares about their development and that he devotes his time and effort for the betterment of the Parks system.

Vice Chair Heller reiterates George Clarke's position that Chairman Orth has been more of an impediment to the committee's task than a help.

George Clarke asks Chair Orth "would you agree that the Dog Park installation does not meet the definition of immediate and necessary repair?"

Chair Orth, "yes I agree"

George Clark, "then why did a high priority item such as the playground equipment not get acted upon?"

Chair Orth, "it's scheduled for 2015"

Barb Lendmen "Chairman Orth, are you aware of a new Dog Park Pleasant Prairie is installing about a mile away from here? The reasoning you've explained for this Dog Park's installation doesn't make sense, can you explain yourself?"

Chair Orth "Kenosha needs dog parks, I wish I could have one in my District by Powerline Park. I believe Kenosha should have 5 or 6 Dog Parks, this location is a good place to start".

Constituent David Wilk is recognized by the committee; "You were copied on an email of Mayor Bosman's explanation of the funding source for this Dog Park. In that explanation, Mayor Bosman said the funding for the Dog Park comes from PK 13-002, Contingency for immediate and necessary repairs for Southport Park. Is the Dog Park an immediate and necessary repair to the Park?"

Chair Orth, "No it is not"

Citizen Wilk, "Mr Orth, do you not have a fiduciary responsibility, as Chairman of Parks, to the Citizens of Kenosha to ensure that Dollars budgeted are spent according to the approved Budget?"

Chair Orth, "Yes I do"

Citizen Wilk, "Then Mr Orth, as it appears that there may be a misappropriation of funds with regard to PK 13-002 and the construction of the Dog Park, don't you think it is appropriate to halt construction until these questions are answered?"

Chair Orth, "I will ask those questions of the Mayor tomorrow after school at 3:30PM"?

Alderman Bostrom, "Chairman Orth, as we are all very interested in the Mayor's Response, I will ask you to summarize your conversation with the Mayor in an email to Mr Wilk, myself and the rest of the Committee. Will you do this?"

Chair Orth, "Yes I will".

George Clarke Makes a Motion

"To request the Mayor and/or Parks Commission to immediately suspend work on the Dog Park until questions of appropriation of funds has sufficiently been answered by the Mayor and supporting Documents provided"

Citizen Wilk, "Chairman Orth, given the concern over appropriation of funds, would you support a deferral on constructing the Dog Park?"

Chair Orth, " I would if I thought it would pass."

Citizen Wilk, "Given the concerns expressed this evening, would you support a special meeting of the Parks Commission to discuss these concerns?"

Chair Orth "If I had the support for a deferral, I would call a special meeting. But I don't believe I have the support."

Meeting Adjourns 9:56PM

MINUTES
SOUTHPORT BEACH HOUSE CITIZEN COMMITTEE
City of Kenosha Municipal Building – 625 52nd Street, Room 204
Wednesday, October 9, 2013 - 7:00 pm

The meeting was called to order at 7:00pm by Vice Chairman Margaret Heller, a quorum was present. The following members were present: George W. Clarke, Robert Merletti, Barbara J. Stein-Lendman and James J. Mosley. Joan Wilk and Michael J. Thomey were absent. Alderman Anthony Kennedy was in attendance due to Alderman Michael Orth's absence.

Margaret - Spoke about the resolution that passed at Common Council to suspend construction of a dog park and the resolution that passed Park Commission to allow use of Beach House for weekdays without fee for a limited period of time in Autumn 2013. She asked how do we proceed with the City for weekday use? Does the Pat Crawford Band coordinate those events? She is willing to be there. She is also getting calls from yoga teachers to hold classes so need to schedule days for that. She is slowly learning the process of Common Council.

Kennedy - Explained free use of Southport Beach House Autumn 2013 is October – December 1st only as approved by Park Commission.

Margaret - Why is the Southport Beach House closed January thru mid March?

George - What are people told when they call to use during those months?

Margaret - Asked Alderman Kennedy how this committee can have it available during those months?

Kennedy - That answer should be asked of the Parks Commission/Jeff Warnock.

Margaret - The purpose of this committee is to get utilization increased and she is getting a lot of calls from her website. She asked Alderman Kennedy about the repair of the windows. Kennedy answered that direct question should go to Jeff Warnock. She also asked if he has trouble getting a hold of Jeff? The committee has been successful with the first recommendation of the Pat Crawford Band using the Beach House for rehearsal on the second and fourth Wednesdays of the month.

Robert - Stated he hopes they use long term for rehearsal place but this is a short term plan for now

Margaret - The idea is to have open rehearsal and the committee can pull out tables for cards and puzzles to get people and families there for winter activities while listening to live music.

Robert - Asked Alderman Kennedy about having food trucks come to Southport Park. Alderman Kennedy answered how food trucks and peddler stands work in parks. He doesn't see it being a problem. Park Commission has approved in the past, for example a bonfire in a park or on a beach. Robert asked how does the committee go about this great opportunity for food vendors? How to inform vendors? Alderman Kennedy answered that question is for Jeff Warnock.

Margaret - The idea is to make the Beach House nice enough that people come back a second time.

Robert - What about the potential of the Pat Crawford Band practicing on 10/31/13 with a bonfire and maybe a food truck?

- Barbara - St Joe's High school homecoming has a bonfire every year – does Park Commission approve?
- Margaret - This will take all of the committee working on as the point is to get people to come down and see the Southport Beach House.
- Barbara - Her only concern would be with children who aren't supervised. So many kids in that area trick or treat. Security could be needed.
- Margaret - Police will probably be out since trick or treating is at night this year.
- Kennedy - Thinks permanent place for Pat Crawford Band is great. But asked who is the responsible party? The committee is putting cart before horse. The committee could be in interface as it could be an advantage for Southport Beach House Committee event. But who does work? Who is responsible if something is messed up?
- Barbara - What is City's liability for other citizens renting? Alderman Kennedy explained city liability insurance and said some events require additional insurance like Mahone Jazz Festival.
- Kennedy - Thinks of committee as advisory helping other groups.
- Robert - Pat Crawford Band would be responsible but Halloween event would be co-sponsored event but moving forward it would be Pat Crawford Bands responsibility.
- Kennedy - Used Mahone Jazz Fest as an example. They get permits.
- George - Thinks its great the committee has authority for groups to use Southport Beach House. Critically important to develop formal agreement. The committee does not know what is permitted or the criteria for rental and it could be alleged the committee is not being fair. Rentals need to be consistent. The committee is accountable to Park Commission and the City.
- Margaret - Seconded what George said. Halloween may not be good for the committee's first event. Feels strongly that they need to stick to Wednesday nights with Pat Crawford Band rehearsals. She wants the public to come and thinks it is a good event for a week night.
- Robert - Said he is fine with that.
- George - Who will be responsible for opening and closing the building? Margaret has volunteered. It should be a Park employee not Margaret. Robert said it should follow the same process as those who rent it. George would like to make it easier than having a group pick up keys and returning them.
- Barbara - What happens when renter damages the building? Margaret explained there is a deposit required for rental in case of damage.
- Margaret passed out a Master Plan for the committee's goals as she sees it and explained. These are her recommendations to get something on paper to increase usage.
- James - Huge fan of increased use on week days. Explained how the Moose Club does rentals.
- Margaret - Feels revenue from rentals should go to Southport Beach House not general fund. There needs to be a better accounting method to use revenue for future repairs.

- Robert - Likes all suggestions so far.
- George - How do we do it?
- Margaret - Committee gives recommendations to Park Commission. Didn't update James on two recommendations that were voted on and passed. Would like the Master Plan she handed out to be reviewed and voted on.
- Barbara - Likes first and second suggestions. How do we get the City on board? So easy to do rentals online.
- Margaret - Feels there needs to be a major change to rent Beach House. Setting up a website is only \$100. Must change how city employees have always done it. City employees would have to use website. Cannot view availability of Beach House on City website (advised by Secretary it can be viewed). Gave James a test to pull up information on City's website. James said he found the information pretty easy once he knew where to look.
- George - City may not take committees recommendations. He feels the committee does not know enough. Is rental fee a deterrent? Before talk about lowering rates the committee needs to know if it will increase usage? If successful with Pat Crawford Band using Beach House will it entice other people to use? It will create awareness. Do we have a way to measure interest?
- Robert - Asked if clerical staff could log calls to track information for Beach House inquiries.
- Margaret - Doesn't think city website is user friendly. Rates are too high for week day rentals.
- Robert - The committee needs to do comparisons with other venues to get competitive rates and get a baseline.
- Barbara - Why were fees raised? Alderman Kennedy explained there was a comprehensive review and fees were found too low. She asked "What was reviewed?" Alderman Kennedy replied other cities venues were compared to get fee structure.
- Kennedy - There needs to be an innerface with the Consultant, Park Administration, Park Engineering and Chairman Orth. Committee thought resolution for weekday use went through December but is only until December 1st. Thinks if ideas are brought forward they would be considered. Any talk of changing website means resource utilization and that is out of purview of committee. There was a suggestion of having a flash page. Barbara commented that there should be better use of the website. Alderman Kennedy replied if you want the website more user friendly that a good suggestion.
- Margaret - Committee has been to all SAA Meetings so they don't need to meet with them again. Alderman Kennedy said he is asking committee to talk to consultants as a tool because they have knowledge that can be tapped into.
- Kennedy - Asked the committee where do you want to go? He doesn't feel the committee has the right people/resources in place to get to road map.
- Robert - Doesn't understand how meeting with SAA will help group.
- Kennedy - SAA can research what other cities do. Southport Beach House not in CORP plans. Augmentation needs to be included in Southport Master Plan.

- George - When committee was formed in his opinion, there should have been a meeting with Mayor Bosman and Chairman Orth to have a pointed discussion about purview of committee. There is no mechanism to measure success. The committee doesn't know what it is empowered to do. What assurances are there that suggestions will move forward? The committee is not empowered to spend money.
- Kennedy - Wants to give the committee the tools to succeed.
- Margaret - Committee wants to schedule classes but aren't able.
- Barbara - Committee is frustrated, feels like they are not well served, and not getting answers to questions.
- George - There is \$281,000 budgeted minus dog park. What has been done this year? Have there been any RFP's? Anything done to the building? Alderman Kennedy responded he can get answers to those questions. George replied that there is an approved project but nothing has been done.
- James - Asked the time frame on sprinklers. Margaret replied that the City is not going to do sprinklers, they wanted Parkside to do them when they used the building. She said the City can do what it wants when it wants. Margaret also told the committee she heard \$100,000 was taken out of the CIP for the Beach House. The dog park was going backward not an enhancement to park.
- George - Told Alderman Kennedy his explanation of money not connected. Why isn't there an RFP out there for work to be done? Alderman Kennedy tried to explain the process. He will find out how money for the Beach House has been spent. The plan for how the committee meets demand is not there. City Administration is coming up with plan to meet task and money probably spent on Engineering.
- Robert - Understands the committee doesn't have the right tunnel/channels into city government. They can make more recommendations toward fee structures and utilization. He would like to have at the next meeting Mayor Bosman, Jeff Warnock and Chairman Michael Orth. He also asked who are the advocates for the committee?
- Kennedy - Requested motion for committee to send two people to meet with Mayor Bosman, Jeff Warnock and Park Engineer so that they can talk about where disconnects come from. He will write a resolution to fix it if needed. It was never his intention to insult anybody. He wants to empower the committee to do the job they want to do. Feels it is important that Park Commission gets Southport Beach House Citizen Committee minutes, they have not because others don't think it's important. He will make it become an agenda item. The Project Status Report with anything to do with the Southport Beach House should go to the Southport Beach House Citizen Committee.
- Margaret - Replied the committee asked to meet with Mayor Bosman and Jeff Warnock and they were told no. The committee was told "I'll find out" and never got answers.
- Kennedy - Explained he feels this committee is being used to get back at Administration. Neither the Alderperson of the District nor Mayor Bosman gave names to staff committee.
- Margaret - Regardless of politics, the committee feels they are running a race and more hurdles are put up. It is like going in a loop. They want to make sure the Beach House is used as Community Center and makes money. In order to do that there need to be lower rates, the building more secure and fixed up.

- Kennedy - Replied it is the Chairman's job to manage the committee's expectations.
- Barbara - Asked if Alderman Kennedy understand how much Dr. Heller has done. She has worked as a one person corporation to get this done. The building has no air condition so fans are used in the windows. These issues need to be addressed. The committee's vision is the building's use.
- Kennedy - Explained the City made a commitment to the Southport Beach House with money. The committee doesn't have innerface to get from here to there. There are a slew of resources to use but they don't have right mix of people to move ideas forward. Alderman Kennedy praised Dr. Heller's efforts.
- Margaret - Mike Lemens sent updates through July but nothing lately. She would like her suggestions reviewed and have back by end of week to bring to Park Commission.
- Kennedy - The committee needs to come up with a big idea that SAA can put together as a task order. It is their job to make it a reality with Park Administration/Engineering and augment Southport Park Plan. Park Administration brings to Park Commission a set of task orders that amend Southport Park Plan. He explained it was SAA who identified grants to apply for for the Beach House.
- Barbara - Feels the money hasn't been used and it will go away. Why go to SAA and Engineering when the money is not used to fix the Beach House. Alderman Kennedy feels a lot has been done. We have money.
- George - Asked what went into RFP? What has been spent?
- Kennedy - He knows there was a report on the condition of the brick. Barbara replied that nothing has been done on the terrace or downstairs and now have to go through winter and start over in spring.
- Margaret - The committee is asking the City to treat the Beach House as a person treats their home.
- Kennedy - Gave an explanation regarding Simmons Bath House. The City did work and nothing happened because the DNR said there cannot be a restaurant so close to the lake. He said he wants to do better with the Beach House. He explained that the CIP is a planning document and year 1 is where money has been appropriated whereas the other years are planning. Don't use years 2, 3, 4, and 5.
- George - Went on the record expressing gratitude to Alderman Kennedy for being at meeting tonight. Other Park Commissioners have shown no interest in meetings. There are still questions that exist that Alderman Kennedy is unable to answer. What is budgeted and planned? Why not answer what has been done?
- Kennedy - Explained again there is a communication problem between CORP Plan, Master Plan and where the money been spent. Everyone needs a better visualization of where we are at. Gave Strawberry Park as example - if he could give a graph to show how the planning was done and how the City is doing construction now. He will get answers but doesn't think the committee will like them. He knows money has been spent in house on planning/engineering.
- Robert - SAA and Engberg Anderson have been in the Beach House. What more needs to be done?
- George - Project has been identified, prioritized and appropriated.

Robert - What type of work is City Engineering doing?

Kennedy - The City is not doing quick patches anymore.

George - Asked if it is outside of what money was budgeted?

Margaret - Said a homeowner doesn't have years to fix their house.

James - Said projects can take years. The committee needs to get answers on how can fix.

George - Answers from Alderman Kennedy are immaterial. He doesn't see advantage of Alderman Kennedy's idea of meeting with only two members of committee. Why not the whole committee?

Robert - Can't lose sight this is a Mayoral appointed committee. The Mayor has not once set forth any guidelines for committee. Feels that is not the committees' problems but City's problems.

Kennedy - The committee has invested in Dr. Heller and Chairman Orth as leaders. He wants to fix and make it work.

It was moved by George Clark, seconded by Robert Merletti that the committee set up a meeting with Chairman Orth, Mayor Bosman and Jeff Warnock for purview of Southport Beach House Citizen Committee. Motion passed 5-0

George - Asked how does the motion get communicated? Alderman Kennedy answered by resolution or just set appointment. George asked Alderman Kennedy if he's be willing to introduce a resolution that includes the whole Citizen's Committee? He also asked if it could be voted down.

Margaret - Asked for feedback by Thursday, October 17, 2013. The committee will present as next recommendation.

It was moved by Barbara Stein-Lendman, seconded by Robert Merletti to approve the minutes of the September 10, 2013 meeting.

The next meeting is scheduled for Thursday, October 24, 2013 at 7pm in Room 204.

It was moved by George Clarke, seconded by Robert Merletti to adjourn at 9:10pm.