

**MEETING MINUTES  
BOARD OF PARK COMMISSIONERS  
TUESDAY, JUNE 1, 2016**

1. **Roll Call**
2. **Approval of the May 4, 2016 Minutes**
3. **Requiring a \$100 non-refundable deposit for Lodge Rentals of two or more days.**
4. **Update on Emerald Ash Borer (no action required)**
5. **Director's report**
6. **Adjournment**

1. **Roll Call**

Present: Freckmann, Glodosky, Hall, Kirsch, Ald. McComb, McDonald, Ald. Oberstadt, Sorenson  
Excused: Okonek, Ald. Slowinski, Smith  
Also Present: Director Tom Schrader, Betty Bruski Mallek,

VP Glodosky welcomed everyone to the meeting and thanked them for attending tonight.

2. **Approval of the May 4, 2016 Minutes**

**Motion by Hall, seconded by Freckmann, to approve the May 4, 2016 minutes and place them on file.**

**Ayes all; Nays none; Motion carried.**

3. **Requiring a \$100 non-refundable deposit for Lodge Rentals of two or more days.**

Director Schrader referred to the agenda notes regarding the request to charge a \$100.00 non-refundable deposit for lodge rentals 2 or more days in length. For the past several years we have been getting requests for lodge reservations amounting to 2 or more days to host a wedding only to have the renter not show up the day of the reservation. We lose money when lodges sit empty on weekends. There is too short of a time to be able to rent them to some else in the meantime. Director Schrader's recommendation would be to require a \$100.00 non-refundable deposit within 5 working days of the booking of a lodge for more than two days. If we do not receive the \$100.00 before 5 working days the rental is cancelled. If rented the \$100.00 fee will be credited towards their rental fee.

Sorenson wondered if we should take a deposit for each day.

Schrader said we could if in the future the one deposit doesn't work.

**Motion by McDonald, seconded by Sorenson, to approve the proposed recommendation to charge a \$100.00 non-refundable fee for booking a lodge for 2 or more days and then to credit the fee to the charge of the rental fee. If we do not receive the \$100 before five working days the rental is cancelled.**

**Ayes all; Nays none; Motion carried.**

4. **Emerald Ash Borer update**

Director Schrader reported that the Common Council approved spending \$21,000.00 in May for the treatment of 551 trees. The Forester is working on specs to send out quotes for the service of treating trees. The Green ribbon campaign is complete and the ribbons have been removed. The Portage County Extension Service and the Forestry department held a joint workshop last week on EAB in Bukolt Park. We now have 826 green ash street trees which brings our percentage down to 11.26% of all our trees. Forestry staff is loading the inventory of ash trees on i-pads for their use. It will be accessible to the public through the City's website.

Liz McDonald stated the green ribbon campaign was very enlightening and brought awareness to the street ash trees.

## **5. Director's report**

Director Schrader reported

- The Copps Municipal pool opens this Saturday, June 4<sup>th</sup>
- Walk Wisconsin is this Saturday, June 4<sup>th</sup> and will celebrate the 20<sup>th</sup> anniversary of the Green Circle
- The Portage County Humane Society Walk 4 Wags is this Sunday, June 5<sup>th</sup> at Pfiffner Pioneer Park
- At Mead Parking lot—trees will be removed tomorrow, fill will be added on Friday and asphalt will be put down when American Asphalt is in town. Landscaping of the parking lot will be done this fall
- Sculpture Park re-opening on Saturday, June 11<sup>th</sup> with 5 new sculptures featured
- Egle Landscaping is doing the Shopko parking lot landscaping work
- Flowers plants have arrived and will be planted
- Riverfront Rendezvous is July 1, 2, 3, with fireworks on Sunday, July 3<sup>d</sup>
- July 4<sup>th</sup> Parade is on Monday, July 4<sup>th</sup> at 2:00 p.m.

Director Schrader stated that most of the summer/seasonal staff has been hired and he would like to recognize and give credit to his management team and staff for their time and efforts in getting the new hires and returning seasonals on track with their duties.

## **6. Adjournment**

**Motion by Ald. Oberstadt, seconded by Hall, to adjourn the meeting.**

**Ayes all; Nays none; Motion carried, 6:48 p.m.**