MINUTES

I. Members Present: President Ron Voigt called the meeting to order at 6:00p.m.
Jen Verheyen, Michael Gasper, Sue Kinas, Jonathan Pleitner, Jeff Lamont, Aaron Paulin, Patti Lemkuil
Kiley Schulte, Rec Supervisor, Mark Grams, City of Port Washington Administrator
Excused: Jim Karrels

II. Approve Minutes: Motion to accept minutes by J. Lamont, seconded by J. Verheyen. Passed 8-0

III. Citizen Comments:

IV. Old Business:
A. Director’s Report
   1. Website conversion to a new interface has been completed. This was done to increase efficiencies, make registration easier and make it easier to find information on the site.
   2. Busy with yearend maintenance to ensure winter goes well.
   3. Polar Express is in Port Washington this year & Frosty Lighthouse 5 is a new event added this year. More volunteers are needed.
   4. Kiley is teaching American Red Cross Community classes

V. New Business:
A. Review & Recommend Hiring of Staff: P. Lemkuil moves to approve as presented, J. Pleitner seconds. 8-0 passed.
B. Review & Recommend Facility Use Requests- Lighthouse Events Fun Run, June 2, 2018 at Coal Dock Park starting at 5pm, 8k run in conjunction with Pirates Fest. Tabled until January.
C. Election of new board secretary. P. Lemkuil nominates Sue Kinas, J. Lamont seconds, 8-0 passed.
D. Recreation Director – Mark Grams outlined the vision for the immediate future for Parks & Rec including the splitting of the Park & Rec Admin position into two and having a Rec Director position and then a Park Superintendent position. Within this transition, a new 30 hour admin position would be needed along with a dedicated Aquatics Coordinator for the summer. The overall Parks & Rec budget would remain intact with Parks Superintendent and Rec Director sharing the onus to ensure things stay in line. Both positions will attend board meetings.
J. Lamont motioned to approve the Rec Director position as outlined pending inclusion of a ¾ time administrative person and approval of job descriptions for the Rec Director, Admin position and the Parks Superintendent positions. P. Lemkuil seconds, 8-0 passed.

The Parks Superintendent position was described by Mark Grams. J. Pleitner motioned to approve pending approval of the job description. J. Lamont seconded. 8-0 passed.

VI Any Other Business
Questions were raised about Friends of Park & Recreation. Further information will be shared at the next meeting or when available.
Mike Erlich inquired about how a group gets involved with the Beer Garden. P. Lemkuil recommended they contact her directly for more information.

VII Adjournment. Meeting adjourned at 7:10pm. Motion by P. Lemkuil, seconded by J. Pleitner.