CITY OF PORT WASHINGTON
PARK & RECREATION BOARD MEETING
Thursday, December 14, 2017

MINUTES

I. Members Present: President Ron Voigt called the meeting to order at 6:00pm. Jen Verheyen, Michael Gasper, Sue Kinas, Jeff Lamont, Aaron Paulin, Patti Lemkuil, Kiley Schulte, Rec Director, Jon Crain Parks Super Excused: Jim Karrels, Jonathan Pleitner

II. Approve Minutes: Motion to accept minutes by JLamont, seconded by PLemkuil. Passed 7-0

III. Citizen Comments:

IV. Old Business:
A. Rec Director’s Report
   1. Month has been a whirlwind making sure all the bases are covered
   2. Attended the WI Parks & Rec Association Annual Conference.
   3. Polar Express in Port Washington huge, about 500 in attendance
B. Park Superintendent Report
   1. Marking more ash trees for cutting
   2. Birchwood Hills Tile removal is going well. Full extent of project not known until Spring.

V. New Business:
A. Review & Recommend Hiring of Staff: No staff updates
B. Year around opening of Veteran’s Park Comfort Station-Karen Oleski presented concerns to the board regarding the increased amount of visitors in Port during winter months and the increase in planned outdoor community activities in winter in Port and is requesting public restrooms be available. Need to understand the cost impact to the budget before making a decision. Research will be done and presented for vote in January.
C. Carousel Play Equipment-Possibility Playground. John Sigwart and Karen Oleski of Port Washington Kiwanis appeared to present information regarding adding a Merry Go Fish to Possibility Playground along with plans for a fence bump out and enhancement to the entrance, adding about 475 sq.-ft. to the NE corner. Costs estimated around $75,000. The piece of equipment would allow for 2-3 wheelchairs along with other kids and would meet ADA standards. A great deal of discussion ensued regarding concerns for maintenance costs which need to be addressed. The actual request for the change went to vote with a request for further discussion to be addressed by the board at a future meeting. JLamont motioned, PLemkuil seconded. Passed 7-0.
D. Recreation Director Job Description - Looks good.

The Park Maintenance Supervisor job description looks good EXCEPT in both the Park Maintenance and Rec Director positions both need to have: Comprehensive Open Space Plan, Capital Improvements Plan need to be listed as job duties for both. SKinas motioned for approval with the above additions and JLamont seconded. Passed. 7-0.

E. Administrative Assistant Position-SKinas motioned, JVerheyen seconded. Passed 7-0

VI Any Other Business
Michael Gasper mentioned the old dump site on Grant Street is under consideration for development and additional open space. Suggestions to shift things to Ozaukee Land Trust were raised. This item should be placed on agenda at a future meeting.

VII Adjournment. Meeting adjourned at 7:10pm. Motion by SKinas seconded by JVerheyen