



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
Parks & Recreation Board Meeting
Wednesday, October 9, 2024 at 6:00 PM
Port Washington City Hall, 100 West Grand Avenue,
Port Washington, Wisconsin 53074
Common Council Chambers

AGENDA

1. Roll Call

2. Approve Minutes of Previous Meeting

3. Public Comments/ Appearances

Your comments on agenda items are welcome. Please limit public comments to three (3) minutes. If you need more time, contact the Director of Parks, Recreation and Forestry.

4. Chairperson's Business

5. Members/Liaisons' Business

A. Director of Parks, Recreation and Forestry

- a. Information and update on staffing changes.**
- b. Information and update on building changes.**
- c. Programming updates**
- d. Parks maintenance project updates (See Attached)**

6. Public Comments/Appearances

Your comments on agenda items are welcome. Please limit public comments to three (3) minutes. If you need more time, contact the Director of Parks, Recreation and Forestry.

7. Next Meeting: Wednesday, December 11th, 2024

8. Adjournment

Committee Members: Michael Gasper, Patrick Tearney, Madeline Binsfeld, Erin Brewster, Anthony Davenport, Jim Karrels, Dan Ross

Staff Liaisons: Jon Crain

***Special Accommodations:** Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or cityclerk@portwashingtonwi.gov at least one (1) business day prior to the meeting.*

***Notice of Possible Quorum:** Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [*State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).*]*



CITY OF PORT WASHINGTON

PARKS & RECREATION BOARD MEETING

Wednesday, August 14, 2024 - 5:00 PM
City Hall

MEETING MINUTES

1. CALL MEETING TO ORDER & ROLL CALL: 5:00 PM

“This is an open meeting under Section 19.81 to 19.98 of the Wisconsin State Statutes”

Present: Tyler Mentzel (Rec. Director), Jon Crain (Parks & Forestry Superintendent), Michael Gasper (Chair/Alderman), Jim Karrels (Secretary), Dan Ross, Patrick Tearney (Alderman).

2. Approve Minutes of Previous Meeting

The minutes from the previous meeting (June 12, 2024) will be approved at the next meeting (October 12, 2024) along with tonight's meeting minutes.

3. Public Comments/Appearances – Public Comments will be limited to agenda items only for a maximum of 3 minutes.

John Sigwart, 237 E. High Street, Port Washington, WI 53074

Update on Kiwanis/Rotary Park Project:

John was here in an effort to encourage the Park and Rec Board to consider building a memorial area (concrete pavers with ADA ramp large enough for four Adirondack chairs to be located in Rotary Park) for Sally Ehrlich. Approximate material costs to be between \$5,000 and \$10,000. The intention is for the city to install this site. This subject will be discussed at the next Park and Rec meeting in October.

4. Consideration and Possible Action on Park and Recreation Commission Charter – 2024

Motion was made by Jim Karrels to accept the recent changes to the charter – motion was seconded by Patrick Tearney (Motion passed unanimously)

5. Chairman's Business

N/a

6. Members/Liaisons' Business

N/a

A. Recreation Director

a. Information and update on coverage for Recreation Center and Senior Center

- **Recreation Center** - Search is underway for new Administrative Assistant
- Normal operating hour for the pool
- **Senior Center** – Search for new director has started
- No lapses in coverage
- Phone calls are being properly forwarded

b. Information on program statistics and program report

- *Program manager is currently on medical leave*

c. Information on Fall Activity Guide Release Date

- *Sent to print – for release next week*

B. Parks and Forestry Superintendent

- *Jon Crain addressed the many updates and statuses of the parks*

8. Park Tours: *Board members were given a tour of the parks (see below) by Jon Crain.*

A. Discussion on existing amenities and possible upgrades in Upper Lake Park Area 6 – 554 N Lake St. Port Washington, WI 53074

B. Discussion on existing amenities possible upgrades in Windrush Park – 1800 Windrush Dr. Port Washington, WI 53074

C. Discussion on existing amenities and possible upgrades in Westport Meadows Park – 1400 W. Portview Dr. Port Washington WI 53074

D. Discussion on existing amenities and possible upgrades in Schanen Acres Park - 1215 W. Lincoln Avenue, Port Washington, WI 53074

E. Discussion on existing amenities and possible upgrades in City Park and Gatzke Woods – 1016 W. Melin St. Port Washington, WI 53074

F. Discussion on existing amenities and possible upgrades in Oakland Green Park – 425 W. Oakland Ave. Port Washington, WI 53074

9. Next Meeting: *Wednesday, October 9, 2024, at 6:00 pm*

10. Adjournment

- *Motion was made by Dan Ross (approximately 7:30 PM) to adjourn the meeting after the last park tour – motion was seconded by Patrick Tearney (Motion passed unanimously)*

Minutes Submitted

Jim Karrels, Secretary

Project Update Photos:

Municipal Ball Field Improvements



Kolbach Park Improvements



Tour de Trees 2024

