

**CITY OF PORT WASHINGTON
PARKS & RECREATION BOARD MEETING**

Thursday, September 9, 2021 - **6:00** PM
Recreation Center
201 N Webster Street

Meeting Minutes

1. **Roll Call:** Meeting called to order at 6:02pm. Lori MacRae, Jonathan Pleitner, Michael Gasper, Jim Karrels, Jen Verheyen, Kyle Knop, Jon Crain, and Kiley Scherer Present. Sue Kinas, Jeff Lamont and Aaron Paulin absent.
2. **Approve Minutes of May 13, 2021 Meeting:** JPleitner moved, JKarrels second. Passed.
3. **Public Comments/Appearances:** None
4. **Old Business**
 - A. **Recreation Director Updates:** The Dog Dip event was the last event of the season. This event was successful with 80 dogs and 2 boxes of dog food and treats to donate. The pool season was very successful, but some leaks detected around 2 valves. These repairs are planned to take place over the winter season. We will have our first fall & winter guide to share with the community this year. All programming is planned from September through March. We are continuing to work on the 2022 budget. Kiley will be looking into Nora's position as well as the Theatre Director position for replacements if necessary for the 2022 year.
 - B. **Parks & Forestry Superintendent Updates:** Hill School Park shelter reconstruction is underway and is planned to be completed in October. The sidewalk restoration project is near completion. Many of the seasonal personal have returned to school and the team is now down to 2 full time and 3 seasonal workers. Working to get the skate park project completed as soon as possible so this is completed by the end of the year. Tree planting will start as soon as fall projects are wrapped up.
5. **New Business**
 - a. **2022 Budget Overview:** Revenues are all over budget. There are a few payroll and utility expenses that the Finance Dept. will need to review and revise. No major budgetary changes for the 2022 year.

2021 Department Accomplishments

- Planted 400+ Street and Park Trees
- Removed over 200 dead or declining trees.
- Clearance pruned the remaining majority of street trees
- Completed bridge and pollinator gardens at new entryway to Birchwood Nature Preserve
- Replanted several pollinator gardens at Pirates Hollow
- Restored hillside at Pirates Hollow
- Constructed baseball field with street department at Kolbach park
- Renovated south beach with the removal of several invasives and replanted several new trees and pollinating plants.
- Renovated bathrooms at the beer garden.
- Restored landscape throughout the entire sidewalk project on Hales Trail/Crestview/Sunrise.
- Updated entire street tree inventory and added parks inventory to the new GIS system.
- Renovated Hill School Shelter
- Renovated Skatepark and extended concrete footprint
- Rebuilt tables at Rotary Park and repainted majority of picnic tables.

- Replaced 20 year old dump truck, replaced three deck gang mower.
- Completed the 2022-2026 Comprehensive Outdoor Recreation Plan (CORP)
- Updated our Park & Facility Rental application and process.
- Opened the Pirates' Hollow Community Waterpark for the 2021 summer season.
- Implemented a new online payment system and upgraded our point of sales stations.
- Implemented a new time clock & scheduling system for all seasonal staff.
- Implemented and trained staff on online task system.
- Printed Recreation Guides in house. Created a Fall/Winter Rec Guide instead of a 2-page flyer for our programming during non-summer months.
- Updated Bathhouse interior and repaired all sinks, showers, and toilets.
- Created Surveys for all programs. This is distributed to all registered participants of our programs to help evaluate each program and provide feedback on our services.
- Administered, staffed, and facilitated new programming.
- Updated Safety program

- b. **2022-2026 Capital Budget Overview:** A review of the next 5-year capital improvements plan was shared with next year's project to include the following: Replace Columbia park play equipment and basketball court, replace Pirates' Hollow Play Equipment and surfacing, Repair/replace municipal softball field fence and infield, replace John Deere tractor, pickup trucks, purchase rec dept. van, remodel rec center kitchen, update stacker park shelter, add amenities to Upper Lake Park for picnic areas.

6. **Any Other Business That May Properly Come Before the Board:** Christmas lights and events were discussed. Lori talked to the mayor regarding the board member roles and provided a draft document to begin looking at the roles, duties, timeline, etc. for the board members. Proposed to start working on crafting a document that would help to guide the board members in each of their positions.

7. **Adjournment:** JPleitner motioned to adjourn the meeting at 7:30pm, JKarrels second.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. 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).]

Committee Members:

Lori MacRae (Chair)	(262) 388-8851
Jonathan Pleitner (Vice Chair & Alderman)	(219) 793-2260
Michael Gasper (Alderman)	(262) 261-0233
Sue Kinas (Secretary)	(262) 268-0632
Jen Verheyen	(262) 391-1438
Aaron Paulin	(414) 467-8983
Jeff Lamont	(262) 416-8528
Jim Karrels	(262) 483-8923
Kyle Knop	(414) 303-8256
Jon Crain (Parks Supt)	(262) 689-2741
Kiley Scherer (Rec Director)	(262) 284-5881