

**PORT WASHINGTON PARKS AND RECREATION DEPARTMENT**  
**OFFICIAL BOARD MINUTES**

DATE: January 10, 2013

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson R. Voigt at 6:32 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): MacRae\_P\_Klotz\_A\_Neumyer\_P\_Kinas\_P\_Lemkuil\_P\_Becker\_P\_Voigt\_P\_Deal\_E\_Karrels\_P  
Late: N/A
- II. Motion by P. Lemkuil to accept minutes as presented. Second by R. Voigt  
Motion carried 7-0
- III. Citizen Comments not on the agenda
  - Nothing Reported
- IV. Old Business:
  - A. Elected Official's Report
    - Ald. Neumyer reported that the City's roads, in several areas, are in desperate need of repair. Neumyer said that money is tight, so we'll have to see what will be able to be repaired
    - Ald. Neumyer informed the Board that Council will be tightening requirements for future liquor license requests
  - B. Planning Commission Rep Report
    - R. Voigt reported that there has been quite a bit of new development downtown. He said this should do a lot for the downtown
    - Voigt also reported that a new 60-unit residential complex has been approved. This complex will be located on Sauk Road, close to the location of the former Harris Bank building. There will be 5, 12-unit buildings featuring condominiums and apartments
  - C. Director's Report
    - Reviewed and Submitted
    - Staff reported that the Polar Express special event was a success, despite the rain
    - Staff again met with Ben Quist of Form & Fitness to solidify plans for the upcoming boot camp class
- V. New Business
  - A. Update on Kiwanis Family Pavilion
    - Staff presented Board with a fact and figures sheet for the Kiwanis Family Pavilion
    - The total cost came under the budgeted amount of \$25,000 with the Port Washington Kiwanis Club reimbursing half of that figure
    - Staff reported that there 29 rentals of the Pavilion in 2012, consisting of approximately 1585 people, since it was completed and opened in late May
    - John Sigwart of the Kiwanis Club presented Parks Foreman Bob Poull with a plaque to demonstrate their appreciation for a job well-done. Sigwart said Poull was instrumental in overseeing the construction project, as well as completing some of the work himself
  - B. Discuss Possible Formation of a Friends of the Parks Volunteer Service Group with Elizabeth O'Connell
    - Elizabeth O'Connell (822 W Grand) approached the Board with a proposal regarding volunteer solicitation

- O'Connell proposed a reward system for a certain number of hours worked. She brought up the possibility of a Pirates' Hollow Community Water Park season pass
- O'Connell and her husband, Tom Hudson, currently volunteer their services by helping landscape Rotary, Fisherman's and Hill School Parks
- O'Connell sells plants every spring with proceeds going to a fund, setup by her, which benefits the Parks & Rec Department
- O'Connell said there has to be a better way to solicit and organize volunteers
- P. Lemkuil asked that this item be placed on the February agenda for more discussion

C. Discuss Possible Park Improvement Options in Bley Park with Liz Bannon

- Nothing Reported or Submitted

D. Update on Recreation Maintenance Position

- Staff reported that there were 77 applications submitted for the Recreation Maintenance position. Of the 77 applications, only 24 of them were from individuals living in Port Washington
- A hiring "committee" was created, consisting of Parks & Recreation Staff as well as the Board President
- Staff reported that, in looking at the applications, the intent was to hire someone who has a solid aquatic maintenance background, a commercial driver's license, as well as ballfield maintenance skills. Those qualifications are the most critical for this position
- Staff reported that 10 of the most qualified applicants were called in for interviews
- Staff also reported that there is a highly qualified individual within those 10 applicants
- Staff is hoping to have the new hire in position by the middle of February, at the latest

VI. Any Other Business That May Properly Come Before the Board

- L. MacRae wanted to thank, on behalf of the Board, Bob Poull for all of his hard work. MacRae said he is invaluable to the Department

VII. Motion to adjourn by R. Voigt. Seconded by J. Karrels. Motion carried 7-0. Meeting adjourned at 7:20 PM.

Respectfully Submitted,

Sue Kinas

Acting Secretary