

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

DATE: April 10, 2014

LOCATION: Parks & Rec Office

The meeting was called to order by Vice President R. Voigt at 6:50 PM

- I. Members present (**P**), absent (**A**) or excused (**E**): Voigt\_P\_Klotz\_P\_Ehrlich\_E\_Kinas\_P\_Lemkuil\_P\_Rudser\_E\_Deal\_A\_Karrels\_E\_Becker\_E\_Larson\_P\_Verheyen\_P  
Late: B. Larson @ 6:50 pm
  
- II. Motion by S. Kinas to accept the March 13, 2014 minutes as presented and amended. Second by R. Voigt. Motion carried 6-0
  
- III. Citizen Comments not on the agenda
  - Nothing Submitted
  
- IV. Old Business:
  - A. Director's Report
    - Reviewed and Submitted
    - Staff reported that they are doing all things necessary to prepare for the summer season
  - B. Report from Other Boards, Commissions and Committees
    - Nothing Submitted
  
- V. New Business
  - A. Review and Recommend Hiring of Staff
    - Due to several Board members having to abstain as a result of conflicts of interest with some of the proposed staff, the list could not be fully approved
    - Motion made by R. Voigt to approve the staff as presented, with the exception of the parks maintenance and swimming pool personnel. Seconded by M.A. Klotz. Motion carried 6 -0
  - B. Review and Recommend Facility Use Requests
    - Nothing Submitted
  - C. Discuss Update of Comprehensive Park and Open Space Plan with Andrew Bremer of MSA Professional Services, Inc.
    - Staff reported that they toured all of the parks, with Andrew Bremer of MSA, to take inventory and establish a benchmark for a part of the Plan
    - Mr. Bremer discussed and solicited Board input for the park survey that he is drafting
    - Board felt the survey, as a whole, was well written. Although, along with Bremer, the following changes were suggested:
      - Section 2 Demographics, add a question/map depicting where survey respondents live within the City
      - Question 3, clarify through examples the types of "recreation programs" in the question
      - Section 9 Funding, add a question asking respondents to rate the importance of park and recreation facilities to City economic development and tourism efforts
    - Mr. Bremer also discussed the public information meeting (PIM). His thought was to forego the PIM meeting, in favor of setting up a booth at the Community Street Fest. The Board

thought this was a great idea. Additionally, some members volunteered to help “man” the booth during the 4 hour stretch

- Mr. Bremer also presented a timetable as well as a description of what MSA will be doing for our Department and the Plan

D. Review and Recommend Park Survey

- Motion made by P. Lemkuil to approve the Park Survey as presented and amended to reflect Board’s suggested changes/updates. Seconded by M.A. Klotz. Motion carried 6 -0

E. Revisit and Review and Recommend Water Park Season Pass Reciprocity Agreement

- Staff discussed the change in policy with the village of Grafton’s Park and Recreation Director; in which the Board suggested, at the November 2013 meeting, that the Grafton pass holders pay the Port Washington resident daily fee, instead of being allowed to get in free
- Staff reported that the Village of Grafton Director said that they did not like the policy and felt it was detrimental to both pools
- Staff reported this and the fact that at the November 2013 meeting, the Board stated that in order to fully change the policy, it must have complete buy-in from Grafton. Subsequently, Staff brought this topic back to the Board in order to keep the policy as it has always been
- Motion made by M.A. Klotz to approve to reverting back to the pool pass agreement between the City of Port Washington and the Village of Grafton, which allows Grafton Season Pool Pass holders to get in free at Pirates’ Hollow Community Water Park. Seconded by B. Larson. Motion carried 6 -0

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

- Nothing Submitted

VII. Motion to adjourn by R. Voigt. Seconded by S. Kinas. Motion carried unanimously. Meeting adjourned at 7:21 PM.

Respectfully Submitted,

Sue Kinas  
Secretary