

Approved 1/9/18

KEEGO HARBOR PARKS AND RECREATION COMMISSION
KEEGO HARBOR CITY HALL
7:00 P.M. December 12, 2018 MEETING MINUTES

CALL TO ORDER: Chairperson Pat Ostroske called the meeting to order at 7:08 PM.

Present: Chairperson Pat Ostroske, Vice Chairperson Angelica Arens, Treasurer Amanda Witkowski, Secretary Leslie Clark, Commissioners Kelly Lindberg, Paul Daelemans, Kirsten Sonnevill-Douglass, Valerie Green

Absent: Commissioner Dan Harrington

Alternates Present: none; **Absent:** Jan Hager

Staff Present: City Clerk Tammy Bleashka, Council Liaison Councilwoman Karen Meabrod

Motion by Commissioner Daelemans seconded by Commissioner Arens to excuse Councilman Harrington

Ayes: Unanimous **Nays:** None

Motion Carried

PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY: Open the meeting to the floor.

Chairperson Ostroske used the non-agenda time to review with Ms. Bleashka the proper handling of public comments that disrupt the planned meeting. Ms. Bleashka will add a statement to the agenda limiting public comments to 5 minutes and requiring them to be addressed to the commission without discussion or action. Topics can be considered for addition to the regular agenda by submitting a request to the chair a week in advance of the meeting. The procedure for establishing the agenda was updated: the secretary will note items in the minutes of a meeting that need to be on a future agenda and forward that to the chair. The chair will finalize the agenda and get it to the clerk a full week before the meeting for public posting.

Meeting closed to the floor.

CONSENT AGENDA:

The minutes of the 11/14/18 Parks & Recreation Commission meeting were reviewed

MOTION by Chairperson Ostroske, seconded by Commissioner Arens to approve the minutes.

Ayes: Unanimous **Nays:** None

Motion Carried

The financial report dated 12/12/18 was reviewed. Payment for the actress for the Royal Garden Party is not yet reflected. Treasurer Witkowski confirmed that it was paid in the prior fiscal year but not included in the report. It is less than the funds reserved for it, so the actual balance is a little higher than shown. Treasurer Witkowski will research it.

Motion by Commissioner Daelemans seconded by Chairperson Ostroske to approve the financial report with the discrepancy noted.

Roll Call: Ostroske-Y, Arens-Y, Witkowski-Y, Clark-Y, Lindberg-Y, Daelemans-Y, Sonnevill-Douglass-Y **Motion Carried**

REGULAR AGENDA:

Old Business:

1. Holiday Decorating Awards

Secretary Clark reviewed the process for judging and awarding. This will be done this weekend, with results delivered to Secretary Clark by Monday for publication, and reporting at the December City Council Meeting.

2. 2016 Grant Completion & Reimbursement, 2018 Applications

Secretary Clark reported that the final inspection of the completed project RP16-0034 has been completed and the final documents will be submitted to the DNR. We expect to receive a little over \$3000. That goes to the City.

3. Recreation Master Plan Review

The subcommittee (Leslie Clark, Kirsten Sonnevill-Douglass and Dan Harrington) will not meet until January.

MOTION by Commissioner Daelemans, seconded by Commissioner Sonnevill-Douglass to table until January.

Ayes: Unanimous **Nays:** None

Motion Carried

4. GeoCaching Activity

Our GeoCache boxes are getting attention and not being stolen. Commissioner Arens will widen the publicity.

New Business:

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1. 2019 Event Calendar Planning, Meeting Calendar

- The 2019 Parks & Recreation Commission Meeting Calendar was reviewed.
- We are establishing a database of volunteers for all events. Turn in all contacts to Vice-Chair Arens.

The next few Parks & Rec Events were reviewed:

- Casino Bus Trip: Secretary Clark will get the event turnover from Jennifer Newberry, make some calls, and present options at the January meeting. A Saturday in March, other than St. Patrick's Day weekend, is preferred
- Egg Hunt: Sat April 20th 11am, with stuffing on Thursday April 18. The chair for the event is Commissioner Witkowski. Secretary Clark will turn over the planning materials.

2. Memorial Day Parade

The topic of taking on the Memorial Day Parade as a Parks & Rec event was discussed. We do not yet know how much different options costs, how much work it is, or whether any funds are available outside of Parks & Recreation. John and Jennifer Newberry are working on turnover documents. Chairperson Ostroske will contact John Newberry to press for those documents prior to the January meeting so we can discuss it further. We would need a plan and a budget before submitting a request for funds to Council or any other funding source. Councilwoman Meabrod reported on her outreach to Sylvan Lake City Manager John Martin. There is interest in a joint parade from their side, and the consensus of the Commission is positive as well.

ADJOURNMENT:

MOTION by Commissioner Kirsten Sonnevile-Douglass, seconded by Commissioner Daelemans, to adjourn the meeting at 8:20 PM.

Ayes: Unanimous

Nays: None

Motion Carried



Patricia Ostroske, Chairperson



Leslie Clark, Recording Secretary