

# Park and Recreation Board

## CHARTER FOR 2025



Each of the City of Port Washington’s Boards, Commissions, and Committees (BCC’s) will have an annual charter. This charter will identify the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters will be brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success shall be monitored by the BCC’s and communicated to the Common Council through the Council’s appointed representative each quarter and reported in Department’s monthly reports to the Council.

### PURPOSE OF TITLE OF BOARD, COMMISSION, OR COMMITTEE

- **Ordinance Language:** 14.01.010 Term of Office. The Park and Recreation Board shall consist of nine members, one of whom shall be an alderman, appointed by the Mayor and confirmed by the Common Council at the annual organizational meeting of the Common Council. The term of office of the alderman member shall be one year. The term of office of the other members shall be three years. When the Board is first appointed, three members shall be appointed for the balance of the first year, three members for two years, and two members for three years.
- **Mission Statement:** The mission of the Parks and Recreation Board is to improve the quality of life for all residents of Port Washington by facilitating leisure and cultural activities, special events, and services that promote mental and physical health, self-development, and community involvement. The department will also strive to sustain and enhance the natural environment through careful planning and maintenance of the parks and open spaces.

### TITLE OF BOARD, COMMISSION, OR COMMITTEE DESIGN AND MEMBERSHIP

- **Meeting Date and Time:** Bimonthly Wednesdays 6:00 P.M. Council Chambers
- **Member List and Term:**

Ald. Michael Gasper (Chair)  
Ald. Patrick Tearney  
Dan Ross  
Jim Karrels  
Erin Brewster  
Madaline Binsfield  
Jon Crain (Director of Parks, Recreation & Forestry)

### STRATEGIC RESPONSIBILITIES

- **2025 Strategic Goals**

- **Strategic Goal:** To ensure we are operating as efficiently and safely as possible.
  - **Key Milestones:** To complete our upcoming projects within our budget parameters.
  - **Responsible Person(s):** Director of Parks, Recreation & Forestry.

**Each Strategic Goals should have task data list.**

Task(s)				
Start Date-2024	End Date	Description	Duration (Days)	Responsible Person
Jan 1st	March 31 <sup>st</sup>	Tree Removals: Remove approximately 150 trees throughout the streets and parks	3 months	Jon Crain
Jan. 1 <sup>st</sup> -	March 31 <sup>st</sup>	Clearance prune approximately 1500 street	3 months	Jon Crain
April 1 <sup>st</sup>	April 31 <sup>st</sup>	Plant approximately 200 street & park trees throughout spring.	1 month	Jon Crain
May 12 <sup>th</sup>	June 6 <sup>th</sup>	Install new basketball court at Windrush	3 weeks	Jon Crain/JD Hoile
May 26 <sup>th</sup>	June 14 <sup>th</sup>	Pool preparations, opening procedures, seasonal staffing	3 weeks	Jon Crain/ Beth MacDonald
June 9 <sup>th</sup>	June 16 <sup>th</sup>	Regrade Municipal Ballfield outfield	1 week	Jon Crain
June 16 <sup>th</sup>	July 14 <sup>th</sup>	Install Natural Playground at Upper Lake Park	4 weeks	Jon Crain
July 21 <sup>st</sup>	August 15 <sup>th</sup>	Install new playground equipment at Whitefish Park	4 weeks	Jon Crain
August 18 <sup>th</sup>	August 25 <sup>th</sup>	Install pavilion at community garden	1 Week	Jon Crain
September 1 <sup>st</sup>	September 19 <sup>th</sup>	Install basketball court at Hill School Park	3 weeks	Jon Crain/ JD Hoile
September 22 <sup>nd</sup>	October 10 <sup>th</sup>	Plant approximately 200 park and street trees.	3 weeks	Jon Crain

## **OPERATIONAL RESPONSIBILITIES**

- **For Budget Preparation/Submittal/Monitoring: Jon Crain**
- **For Purchase and Disposal of Equipment: Jon Crain**

## **OBSTACLES, RISKS AND COUNTERMEASURES TO STRATEGIC RESPONSIBILITIES**

- **Obstacle:** Weather events- Storm damage, trees down, flooding can halt current projects for days/ weeks.
- **Countermeasure:** Collaborate with other departments to share the workforce.
- **Obstacle:** Seasonal staffing- lack of seasonal staffing can affect full time staff and slow down projects.
- **Countermeasure:** Be creative, work with nonprofits and volunteer groups.
- **Obstacle:** lost time for injuries
- **Countermeasure:** Be proactive and continue strong safety training

## **MEASURES OF SUCCESS**

- **Key Performance Indicators:**
  - No lost time for work injuries
  - Meet timelines
- **Customer Service:**
  - Provide proper response time to resident's concerns
- **Budget:**
  - To operate within the budget parameters.
  - Continue to work with nonprofits and seek grant opportunities
- **Proactive Planning for Operations and Capital Items:**
  - Continue collaborative efforts within our departments to maximize our capital expenditures.

## **REPORTING**

- To Common Council:

- Departmental reports each month