

Minutes – November 3rd, 2021 City of Zilwaukee Parks & Recreation Committee

Members in Attendance:

- Stephanie Mitchell
- Jean Owens
- Jordan Driscoll
- Beth Ehmcke
- Charlie Henning
- Kally Rowland
- Randi Sopczyński

Guests:

1. Mary Bourbina, City Manager

S. Mitchell called the meeting to order at 6:01 pm

C. Henning made a motion to accept the October minutes, K. Rowland to 2nd motion.

Motion passed.

Old Business:

1. Grant

- Waiting to hear back from Lindsay for an extension for January
- Vanessa reaching out locally to businesses for bids, one person bid, \$33,000 over
- Will have to find \$33,000 if extension isn't possible, cannot use other money granted to the city since the city didn't show a loss. That money has to be used for water sewer or roads.

2. Halloween

- The event went well. 120-150 kids came through. Some vehicles ran out of candy near the end.
- Next year, the committee would like to sponsor a community trunk or treat while the committee will use the pavilion to hand out candy instead. Recommend 5:30 – 7:30 pm.
- 4 packages of hotdogs were bought for the Lions club. 1.5 packages were left after. The chips and hot dog buns were used up. Half package will be thrown out as it was opened.

New Business:

1. Thanksgiving Bingo – at the community hall at 6 pm to setup, doors open at 7 pm on 11/17
 - C. Henning to call numbers while K. Rowland will take care of the balls. Committee to find supplies before event.
 - Donuts originally have been purchased by Tim Hortons for 13 dozen. Instead C. Henning proposed Butter Crust Bakery in Bridgeport. Committee agreed on the condition that C. Henning must bring receipt of purchase or he will lose “donut buying privileges”
 - Need to pull cash for Bingo prizes
 - Additional supplies needed:
 - Napkins
 - Coffee (decaf)
 - Creamer and sugar
 - J. Driscoll made a motion to spend up to \$50 for additional supplies. K. Rowland to 2nd motion. Motion Passed.
2. Hall Storage
 - Due to 9/11 incident, the discussion of where Parks & Rec can store supplies have come into question. Cabinets in the hall had to be broken open during an event to grab supplies. Locks are broken.
 - Kitchen in hall need to be cleaned. It smells. Electrical inspector said hall needs to be fully cleaned out due to safety.
 - Most of the storage has been moved to a supply closet at city hall. Trialing the location for now. May move back to hall if desired. Will need to purchase a metal cabinet with a combination lock if moved back.
 - Wendy and M. Bourbina have keys to the hall. An additional set may be in the boiler room.
 - C. Henning to talk with Wendy to make a plan
3. Christmas – at community hall from 5:30 – 7:30 pm on 12/3
 - Last year the tree used for the lighting ceremony died before it could be planted and looked bad. There is no electric outside the hall to light a tree there. May use a fake tree inside, instead.
 - Santa is reserved and will ride on the fire truck over to the hall. Once settled in he will give out stuffed animals to the children. Currently, the committee has 65 in stock. Will need an additional 50 just in case.
 - Instead of cookie decorating, a hot chocolate bar will be setup. Ingredients will include:

- Marshmallows
 - Sprinkles
 - Peppermint sticks
 - Chocolate chips
 - Whipped cream
 - May use fire pits outside for warming and cooking hot dogs. Supplies for food include:
 - 5 packages of Hot dogs and buns
 - Chips
 - Water
 - Lemonade mix
 - Cups
 - Cookies
 - Condiments
 - Letters to Santa station will be set up. Envelopes and paper, pens needed. Box can start at hall, then be moved outside city hall. Need table cloths.
 - S. Mitchell made a motion for J. Driscoll to pay up to \$500 for food and paper supplies. R. Sopczynski to 2nd. Motion passed.
 - J. Owens made a motion to pay the cleaning lady. K. Rowland to 2nd. Motion passed.
 - S. Mitchell made a motion for J. Owens to pay up to \$60 for additional toys. J. Driscoll to 2nd. Motion passed.
 - J. Owens made a motion to pay \$15 for table cloths. J. Driscoll to 2nd. Motion passed.
4. Food truck discussion
- Instead of hot dogs, food trucks may be used for next year's Christmas party.
 - Food trucks once a month would be another idea for events
 - Tom's Traveling Coffee Bar sounds fun
5. Community Involvement
- C. Henning wants to announce to community Parks & Rec events/involvement
 - Ask request community input for additional ideas
 - Ask for volunteers for larger events
 - May make an announcement at Bingo night
6. Books
- More people are dropping books off instead of picking them up

- May move books outside somehow to allow people who work 9-5 jobs to interact.
- Mini libraries/mailbox ideas for outside
- Start with 1 box to try near the city hall by the bench
- Use a Facebook poll to see if community is interested in the mini libraries or donate books instead.

S. Mitchell made a motion to adjourn at 7:58 pm, J. Driscoll to 2nd motion.
Adjourned.

Next Meeting on December 1st, 2021 at 6 pm