

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

APRIL 18, 2012

The Parks and Recreation Board meeting was called to order at 6:01 p.m. by Chair Meg Canepa

Members present: Meg Canepa, Sue Meinecke, Dave Antoine, Joe Hildebrand and Fran Betz

Absent: Jim Miller

Staff / Officials present: Director of Parks and Recreation John Safstrom, Trustee David Liss, Trustee Lisa Harbeck and Administrative Secretary Sheryl Prohuska

Others: Dave Mauer, Representative from Grafton Lions Club

MINUTES

Motion by Trustee Meinecke, seconded by Joe Hildebrand, to approve the March 14, 2012 Parks and Recreation Board meeting minutes. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None

SPECIAL EVENT REQUESTS – GIRO d'GRAFTON AND GRILLIN' IN GRAFTON

Board members reviewed Special Event applications from Celebrate Grafton to hold the Second Annual Grillin' In Grafton event at Centennial Park on August 17 and 18, 2012, and also the Giro d'Grafton event at the Paramount Plaza on June 23, 2012.

Director Safstrom reported Celebrate Grafton decided to move the Grillin' In Grafton location from the downtown area to Centennial Park to allow for growth and to eliminate the need for street closings near downtown businesses. Grillin' In Grafton is a food and family-oriented event featuring entertainment, food and a Kansas City Barbecue-sanctioned event.

Trustee Meinecke questioned if private security will be provided overnight. Director Safstrom responded yes.

Director Safstrom stated that Celebrate Grafton will be responsible for all clean-up of the park and facilities.

Joe Hildebrand expressed concern that Centennial Park is located in the middle of a residential neighborhood. He questioned if a special permit is required for music and asked what areas of the park will be utilized. Director Safstrom replied the Special Event Application covers the music request. He stated the sanctioned barbeque event

will be held in the open space where the soccer fields are located. There are twenty-five vendors, and they will need room to set up and stay overnight.

Joe Hildebrand questioned if neighbors in the area are aware of the event. Chair Canepa stated having music from noon to 10:00 p.m. is a long time. She would feel better making a decision about this event once the neighbors have been notified. Director Safstrom will work with Village Clerk Teri Dylak in sending out a notification to allow feedback from neighbors at the next Parks and Recreation Board meeting.

Motion by Trustee Antoine, seconded by Fran Betz, to allow the Giro d’Grafton event be held at the Paramount Plaza on Saturday, June 23.
Approved unanimously.

Motion by Trustee Meinecke, seconded by Joe Hildebrand, to table the request to allow Celebrate Grafton to hold Grillin’ In Grafton at Centennial Park on Friday, August 17 and Saturday, August 18, until residents are notified and have the opportunity to comment before the next Parks and Recreation Board meeting. Approved unanimously.

2013 – 2017 CAPITAL IMPROVEMENT PROGRAM

Board members reviewed a summary of 2013 – 2017 Capital Improvement requests and their funding sources for the next 5 years.

Director Safstrom stated requests have changed significantly, as the following projects were removed from the 5-year plan:

- Basketball court resurface for Third Avenue and Veterans Memorial Park (\$15,000 - 2014)
- Repave/expand parking lots at Lime Kiln Park (\$30,000 - 2016)
- Replace swing set at Pine Street and Dellwood Parks (\$15,000 - 2014)

Added to the plan was:

- Family Aquatic Center improvements (\$50,000, 2013 - 2017)

Trustee Meinecke stated improvements related to the Family Aquatic Center may be an item that could go to a referendum. Director Safstrom stated the Capital Improvement Program typically gets approved by the Village Board in May.

Trustee Meinecke stated the referendum could be advisory, as the Board does not have enough data right now to be specific.

Director Safstrom stated these requests would increase the Village allocation to the Park and Open Space Fund each year from \$30,000 to \$50,000. The improvements would follow the plan recommended in the 2010 Aquatic Center Study.

Motion by Trustee Antoine, seconded by Trustee Meinecke, to recommend the Finance Committee approve the Parks and Recreation

2013 – 2017 Capital Improvement Program requests as submitted.
Approved unanimously.

Joe Hildebrand questioned when the items that were eliminated will be placed back into the plan. Director Safstrom replied each year, as funds become available, an item will be added back into the plan.

GRAFTON LIONS PARK – PARKING LOT LIGHT

Dave Mauer, representative from the Grafton Lions Club, appeared before the Board to update them on specifics of the upcoming grand opening for Grafton Lions Park that will be held on Saturday, May 5, 2012.

Mr. Mauer stated the Pavilion is complete, except for some caulking. Mr. Mauer stated both the Lions Club logo and bronze plaque recognizing contributors will be installed before May 5. The grand opening will be held from 10:00 a.m. to 1:00 p.m., with a ribbon-cutting ceremony at 11:00 a.m. Children's games are on the agenda and food and beverages will be served.

Mr. Mauer stated a large banner will be displayed to recognize the grand opening. Flyers will be distributed to residents in the surrounding neighborhoods. Promotional items for giveaways were discussed. Mr. Mauer stated the Club will provide additional tables and chairs, as they are hoping up to 300 residents will attend.

Trustee Antoine thanked Mr. Mauer and the Lions Club for all the work they have done on this project.

Board members reviewed a request from Lions Club member, Dave Mauer, that lighting be placed in the parking lot at the park.

Director Safstrom stated Village Engineer estimated the cost to place lighting in the parking lot would be \$4,000 with an annual electrical cost of \$150 per year. Solar lighting was explored, but the cost would be up to \$10,000 per pole.

Director Safstrom stated he will need to submit a project revision, to include the lighting project, to the Department of Natural Resources (DNR) for review and approval which may allow for grant funds to be utilized for the lighting. Lighting was not part of the original plan and that is why it must go back to the DNR for approval. If the DNR does not approve the project, Director Safstrom is recommending that the Park and Open Space Fund be utilized to complete the project.

Director Safstrom requested Mr. Mauer submit, in writing, a monetary estimate of all materials, labor and volunteer hours contributed to date for the project and the parking lot. Director Safstrom asked Mr. Mauer to submit the last bills no later than May 30.

Trustee Meinecke asked if Planning and Development Director Mike Ramousek would need to approve a lighting plan. Director Safstrom replied he will contact Mr. Ramousek.

Motion by Trustee Antoine, seconded by Trustee Meinecke, to approve the addition of parking lot lighting at Grafton Lions Park with the primary funding source being DNR Project Grant funds and the secondary source being Park and Open Space Funds. Approved unanimously.

BENCHMARK MEASUREMENTS

Board members had no comments regarding the Department's monthly benchmarks report.

PARK AND OPEN SPACE FUND/PARK AND RECREATIONAL FACILITIES FUND REPORT

Board members had no comments regarding the Department's monthly report. Director Safstrom informed Board members that state regulations do not allow funds to be taken from the Park and Open Space Fund to fund upgrades to the Family Aquatic Center.

OLD BUSINESS

Chair Canepa asked for an update on the memorial project for Josh Davis-Joiner at Veterans Memorial Park. Director Safstrom replied the group is working on fundraising.

NEW BUSINESS

Director Safstrom thanked Senior Representative, Fran Betz, for her service to the Village of Grafton by serving on the Parks and Recreation Board.

OTHER BUSINESS

None

ADJOURN

Motion by Trustee Meinecke, seconded by Trustee Antoine, to adjourn at 7:08 p.m. Approved unanimously.