

## VILLAGE OF GRAFTON

### PARKS AND RECREATION BOARD MEETING MINUTES

OCTOBER 17, 2012

The Parks and Recreation Board meeting was called to order at 6:00 p.m. by Director John Safstrom

Members present: David Antoine, David Liss, Joe Hildebrand, Jim Miller and Celia Albers

Absent: Meg Canepa and Bob Nowak

Staff / Officials present: Director of Parks and Recreation John Safstrom, Administrative Secretary Sheryl Prohuska, Senior Coordinator/Recreation Supervisor Karin Sevener and Village Trustee Lisa Harbeck

Others: None

Director Safstrom requested that a motion be made to appoint a Chair pro-tem due to Chair Canepa's absence.

Motion by Trustee Liss, seconded by Joe Hildebrand, to appoint Board Member Jim Miller as Chair pro-tem in Chair Canepa's absence.  
Approved unanimously.

#### MINUTES

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the September 19, 2012 Parks and Recreation Board meeting minutes.  
Approved unanimously.

#### PERSONS REQUESTING TO BE HEARD

Trustee Harbeck inquired about the possibility of Muttland Meadows, a Town of Grafton dog park, working with the Village for garbage pick-up. After the Town of Grafton switched providers for garbage pickup, the new contractor no longer services the dog park. Mrs. Harbeck stated the fee to pick up a couple of bags of garbage per week from the park will cost \$1,400 annually. As this group is non-profit and operates from donations, this expense would consume approximately 50 percent of what they receive in annual donations. Mrs. Harbeck stated she, as well as many other Village residents, utilize the dog park. Mrs. Harbeck is interested in trying to help find a solution to their problem. She felt that with Muttland Meadows and Lime Kiln Park being in such close proximity to each other, perhaps something could be worked out with sharing the same garbage pick-up location.

Director Safstrom suggested that Trustee Harbeck work with members of the dog park on presenting a proposal to the Parks and Recreation Board. He will then put it on a future agenda.

Jim Miller stated he feels the Board should try to help this group because there is no doubt a fair amount of Village residents utilizing the dog park.

### **REVIEW OF 2013 PROPOSED PARKS AND RECREATION BUDGET**

Board members reviewed the Department's proposed 2013 budget. Director Safstrom explained the budget reflects a 5.4 percent increase. The submitted 2013 operating budget is \$685,965.

Director Safstrom stated the most significant change is for replacement equipment in the Senior Center budget. The budget calls for replacing two doors at the Senior Center with automated entry doors. He stated the Senior Center is the only building in the Village that does not have such doors. Also needed is a new retaining wall in front of the building. The budget initially covered the cost of materials and installation. He stated the cost will be lower as the Department of Public Works will complete the installation.

Director Safstrom stated he and Superintendent Gary Helm determined it may be too difficult to build a ramp to service both handicapped accessible doors at the Senior Center due to the current grading on the north side of the building. Director Safstrom felt that one automated door with a handicapped accessible ramp would be sufficient. Ceil Albers asked if the second door could be replaced at another time in the future.

Trustee Liss said this will be reviewed at the budget workshop on Saturday, October 20. Jim Miller requested that funding for both doors be left in the budget for now.

Director Safstrom stated there are no changes to the Administrative budget. He stated \$25,000 was removed from the Park and Open Space Fund, because the Village will update the Park and Open Space Plan in-house next year. Celia Albers questioned if Senior Center membership dues will remain the same for 2013. Recreation Supervisor Karin Sevener responded yes.

Director Safstrom stated there are no changes to the Aquatics budget. He stated some improvements to the Family Aquatic Center will be made in 2013. He stated funds that were removed from the Park and Open Space Fund will be used to cover any upgrades at the Aquatic Center.

Director Safstrom stated there are no changes to the Recreation budget. That budget is currently at an above break-even point.

### **NEW PROGRAM REQUEST – JOINT SCHOOL DISTRICT/RECREATION DEPARTMENT AFTER-SCHOOL PROGRAMMING**

Director Safstrom reported the Grafton School District and the Department are active members of the Ozaukee Wellness Coalition (INVEST) initiative, and together they have been working on offering an after-school activity program.

Director Safstrom stated the School District will provide a staff person to open the gymnasium, teach the instructor how to run the program, and also provide a healthy snack. Director Safstrom stated this 1-hour program will take place at the elementary schools. He anticipates approximately 25 participants, but will add another staff person should registrations exceed that number. He stated the purpose of the wellness coalition is to try to keep kids active.

Joe Hildebrand asked if this will involve just kindergarten through fifth grade students. Director Safstrom replied yes, and that most programming will take place in the gymnasium. Joe Hildebrand questioned how the students will get home. Director Safstrom stated he has been working with Mike Kalina from the School District, and Mr. Kalina stated there is a late bus that can transport kids home. He stated Mr. Kalina has worked out those particular details of the program.

Motion by Trustee Antoine, seconded by Jim Miller, to recommend the Village Board approve the implementation of an after-school activity program with the Grafton School District with a fee of \$10 per child per session.

Joe Hildebrand questioned who would be responsible for compensating the teacher on staff. Director Safstrom responded that the Department will pay for a Program Director, and the School District will pay for a teacher to open the gym and close up at the end of the program.

Chair pro-tem Miller asked Board members to entertain the motion on the table to approve the after-school program.

Approved unanimously.

### **FAMILY AQUATIC CENTER 2012 SEASON REPORT**

Director Safstrom explained the information provided on the Family Aquatic Center Season Report.

Director Safstrom stated that even though the past summer was exceptionally hot, there were no significant changes between the 2012 season and past seasons.

Jim Miller asked if attendance increased during the evening hours. Director Safstrom responded the Parks and Recreation Board previously had reduced the amount of open swim time in the evenings due to low attendance.

Director Safstrom stated repair and maintenance expenditures were significantly less than in past years. Since the leak was repaired last season, everything else has been operating smoothly.

Director Safstrom stated Pool Manager Cathy Prieto did a great job in managing staff hours resulting in labor costs that are lower than 2 years ago.

Director Safstrom stated concession sales were stagnant. He stated another vendor was able to purchase left-over product at the end of the season resulting in some recovery costs.

Director Safstrom stated the new software is being used to track daily attendance figures resulting in more accurate statistics.

### **BENCHMARK MEASUREMENTS**

Board members reviewed the Department's monthly benchmarks.

### **PARK AND OPEN SPACE FUND/PARK AND RECREATIONAL FACILITIES FUND REPORTS**

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

### **OLD BUSINESS**

Joe Hildebrand asked if there was an update on the skate park equipment that was donated to the Cody Reetz Memorial Skate Park Fund. Director Safstrom stated he will be meeting with the group in the near future.

Celia Albers updated the Board with details of the Multipurpose Senior Center's recent 30th anniversary celebration. She stated that the Center had a fantastic turnout with many new people visiting during the week of celebration. Ms. Albers stated, however, that she was disappointed that invited Village Board members and other dignitaries were unable to attend. Trustee Harbeck apologized and stated she was unable to take time off from her job during the day. She stated because the events were held during the day, other invited guests had the same dilemma. Ms. Albers stated the Village has a fantastic Senior Center. Many guests that came for lunch were pleasantly surprised on how great the meals were.

### **NEW BUSINESS**

Board members reviewed the Department's Fall, Winter and Spring Recreation booklet. Members also reviewed a flyer describing the Polar Express program being offered at the Fire House in December.

Director Safstrom stated the Future Stars Youth Basketball program will be held in November this year. A more competitive program will be offered in January by another group as a follow-up to the Department's program.

### **OTHER BUSINESS**

Joe Hildebrand stated he reviewed the Department's recreation booklet and would like to see more activities offered, especially for teens. Mr. Hildebrand offered many suggestions for programming. Director Safstrom replied that the biggest obstacle to offering additional programming is the lack of available gym times and difficulty in finding quality instructors. Director Safstrom stated that John Long Middle School is the best place to offer programs, but it is virtually impossible to secure any gym times on a weeknight. Mr. Hildebrand agreed that the majority of programming being held at the school is club sports.

Director Safstrom stated he will research the availability of gym times during the week as well as on Saturdays. Joe Hildebrand stated the Department should strive to reach the kids that get out of school at 2:30 p.m. and have nothing to do until 5:00 p.m.

Director Safstrom stated he will put this on the next agenda.

**ADJOURN**

Motion by Celia Albers, seconded by Trustee Liss, to adjourn at 7:00 p.m.  
Approved unanimously.