

VILLAGE OF GRAFTON
PARKS AND RECREATION BOARD MEETING MINUTES
DECEMBER 19, 2012

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

Members present: David Liss, Jim Miller, Joe Hildebrand, and Bob Nowak (6:10 p.m.)

Members excused: Meg Canepa and David Antoine

Staff / Officials present: Director of Parks and Recreation John Safstrom and Administrative Secretary Sheryl Prohuska

Public present: Keith and Sharon Karl, 1952 Cedar Street

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

Motion by Ceil Albers, seconded by Trustee Liss, to appoint member Jim Miller as Chair pro-tem in Chair Canepa's absence. Approved unanimously.

MINUTES

Motion by Trustee Liss, seconded by Joe Hildebrand, to approve the November 21, 2012 Parks and Recreation Board meeting minutes. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

SPECIAL EVENT APPLICATION - GRILLIN' IN GRAFTON

Board members reviewed a Special Event Application submitted from Celebrate Grafton for the 2013 Grillin' in Grafton event.

Director Safstrom stated Celebrate Grafton would like to combine the Grillin' in Grafton and Holiday events for 2013. This event would be held June 28 and 29, 2013, at Centennial Park.

Chair pro-tem Miller invited comments from Keith and Sharon Karl, residents who live near Centennial Park. Mr. Karl replied that both he and Mrs. Karl had no opinion on the matter. He stated they wanted to listen to discussion about the event.

Director Safstrom stated that because Celebrate Grafton is requesting to move the Holiday event to Centennial Park and combine it with the Grillin' In Grafton event, Board members should consider the relocation of fireworks to Centennial Park, increased attendance, and expanded attractions.

Director Safstrom reported he mailed letters to neighbors that live near Centennial Park to allow them the opportunity to discuss any concerns they may have. Director Safstrom stated he has not received any correspondence, telephone calls, or emails raising objections to the event. He stated one resident that lives across from the park told him she was in favor of the event.

Director Safstrom reported that he requested the Grafton Fire Chief to review the relocation of the fireworks to Centennial Park. The Chief has verbally approved this request. Also, the fireworks company that is contracted for this event has expressed approval of the relocated venue. Chair pro-tem Miller questioned having the fireworks near a residential area. Director Safstrom responded the company prefers the relocation to Centennial Park. Director Safstrom stated that both the Fire Chief and the contracted fireworks vendor would be willing to endorse this relocation in writing if necessary.

Trustee Liss stated the Fire Department has had a presence for the Holiday fireworks events. He stated the Department's trucks are prepared and stationed throughout various areas around the event. Chair pro-tem Miller questioned if there would be enough parking available. Brief discussion was held about the possible use of the Grafton High School and St. Joseph Church parking lots. Concerns were raised because alcohol is not allowed on school grounds, and St. Joseph has church services on Saturday evenings. Joe Hildebrand stated many people used the local department store parking lots while waiting for the fireworks. Since the venue is moving, those options are no longer available.

Mr. Karl stated he is not against the event, but felt it may be a good idea to revisit this issue to see whether it is feasible to hold the event again next year in Centennial Park. Director Safstrom replied each group must submit a Special Event Application on an annual basis. Trustee Liss stated the applications are reviewed both at the Parks and Recreation Board and Village Board levels for approval.

It was the consensus of the Board that this item be placed on the next agenda to allow time to discuss and resolve many unanswered questions. Issues which the Board want to resolve are: (1) secure written approval from the Fire Chief and fireworks contractor for relocating fireworks to Centennial Park; (2) obtain layout from fireworks vendor as to where they will set up for fireworks and ground show; (3) seek approval from the School District and St. Joseph Church for patron parking; (4) obtain crossing guards/reserve officers to assist patrons crossing WIS 60 from School District parking lot; (5) research if there be enough room for patrons to lay blankets with the Grillin' event taking place in the open space areas of the park; and (6) set up boundaries to prevent public from entering the park from the east side with their vehicles.

Motion by Chair pro-tem Miller, seconded by Celia Albers, to table approval of Celebrate Grafton's request to hold the Grillin' in Grafton event in Centennial Park on June 28 and 29, 2013, and to place this item back on the January meeting agenda for further discussion. Approved unanimously.

SPECIAL EVENT APPLICATION - COOL BLUE WINTER FROLICS

Board members reviewed a Special Event Application submitted by organizer Ted Warwick for the Third Annual Cool Blue Winter Frolics being held on February 9, 2013.

Various activities will be held on the Milwaukee River at Veterans Memorial Park. Ice sculpting will be held in the Paramount Plaza and disc golf will be held at Lime Kiln Park. In the event there is no ice on the Milwaukee River, Mr. Warwick will move all events to Lime Kiln Park and will request access to the Robert P. Zaun Pavilion.

No other special requests have been made of the Village.

Motion by Trustee Liss, seconded by Joe Hildebrand, to approve the Special Event Application for the Cool Blue Winter Frolics on February 9, 2013. Approved unanimously.

SPECIAL EVENT APPLICATION - HOT RODS N BLUES

Board members reviewed a Special Event Application submitted by organizer Peter Raymond for the Hot Rods N Blues event scheduled for Sunday, June 23, 2013. Director Safstrom stated the event no longer conflicts with the Giro d'Grafton bike race, as the club has moved their event to Sunday. Director Safstrom stated that holding this event on a different day will allow the Police Department to concentrate their efforts on one event at a time.

Director Safstrom stated the Rods and Relics Car Club and Grafton Blues Association have been conscientious users of the park during past events.

Motion by Bob Nowak, seconded by Trustee Liss, to approve the Special Event Application for the Hot Rods N Blues event on June 23, 2013. Approved unanimously.

NEW PROGRAM UPDATE

Director Safstrom reported he has contacted John Long Middle School, Grafton Elementary, Kennedy and Woodview Schools to learn of available gym time in order for the Parks and Recreation Department to offer additional new programming. He also sent out information to learn interest from potential candidates for leading these programs.

Director Safstrom stated he will pursue offering additional programming as he has received available time slots and interested instructors to teach an indoor soccer, whiffle ball and gymnastics program. He is continuing to work with John Long Middle School to secure available gym time. Joe Hildebrand offered to assist with securing gym time at John Long Middle School.

NEW PROGRAMMING POLICY

Director Safstrom reported he has requested to revise the current policy for offering new programming. He stated the current policy requires committee approval at both the Parks and Recreation and Village Board levels. From the time the idea is conceived to implementation can take 2 to 3 months or longer. Several times in the past, programs were not realized due to gym space or program leaders no longer being available.

Director Safstrom stated that he would like to research and write up a feasibility report on each new program. He then would present it to the Village Administrator. After Administrator approval, he would then secure the facility location and begin an instructor search. The program would then be offered to the public. This would streamline the process and lead to successful program implementation in a more timely manner.

Bob Nowak asked if this would still need to be approved at the Village Board level. Trustee Liss replied as a Trustee, his concern is whether the program is financially successful.

Joe Hildebrand questioned the timeframe involved with securing approval at the Administrator level. Director Safstrom replied it is immediate and he is comfortable with the process and believes it assures the integrity of the program by obtaining another opinion.

Director Safstrom stated he will place all new programming on future Parks and Recreation Board agendas for informational purposes.

Motion by Joe Hildebrand, seconded by Trustee Liss, to recommend the Village Board approve revisions to the New Programming Policy as proposed. Approved unanimously.

BENCHMARK MEASUREMENTS

Board members reviewed the Department's monthly benchmarks.

Director Safstrom stated the Department's Annual Report will be placed on the January meeting agenda.

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

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

OLD BUSINESS

Jim Miller asked for an update on the skateboard park. Director Safstrom will place this item on the next meeting agenda as he needs to follow-up with the skateboard group.

Joe Hildebrand asked if Director Safstrom received any information about a soccer field being constructed in memory of Craig Carlson who passed away earlier in the year. Information will be provided at the next meeting.

NEW BUSINESS

Joe Hildebrand stated the School District purchased an annual movie license. The cost of the license was less expensive because all movies will be shown at one location. Mr. Hildebrand offered to work with the Parks and Recreation Department in jointly offering a movie event with the School District.

OTHER BUSINESS

None

ADJOURN

Motion by Celia Albers, seconded by Bob Nowak, to adjourn at 6:50 p.m.
Approved unanimously.