

**VILLAGE OF GRAFTON
PARKS AND RECREATION BOARD MEETING MINUTES
SEPTEMBER 18, 2013**

The Parks and Recreation Board meeting was called to order at 6:00 a.m. by Chair Meg Canepa.

Board members present: Meg Canepa, Trustee David Liss, Trustee David Antoine, Jim Miller, Joe Hildebrand, Mark Slaminski, and Celia Albers.

Staff/Officials present: Director of Parks and Recreation John Safstrom, Senior Coordinator/Recreation Supervisor Karin Sevener, and Administrative Secretary Charlie Donohue.

MINUTES

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the August 21, 2013 Parks and Recreation Board meeting minutes as presented. Motion carried.

PERSONS REQUESTING TO BE HEARD

None.

GRANT APPLICATION FOR VETERANS MEMORIAL PARK RIVERWALK EXTENSION

Director Safstrom explained that at the request of Village Administrator, Darrell Hofland, GRAEF Engineering of Milwaukee, Wisconsin has submitted a quote of \$5,000 to prepare and submit a Wisconsin Coastal Management Program (WCMP) grant for a Pedestrian Trail Extension along the Milwaukee River in Veterans Memorial Park. GRAEF has had discussions with grant program managers and have been encouraged to recommend the Village apply.

He further explained the funds for the application charge will come from the fund balance of the community park category of the Park and Recreation Facilities Fund. Director Safstrom stated this would be a good opportunity for the Village to secure Federal Funding and re-create Veterans Memorial Park. He added once this grant is prepared, information can be used by Village staff to submit for additional funding through the Wisconsin Department of Natural Resources (WDNR) Stewardship Program.

He added this would be a nice improvement to Veterans Memorial Park. Trustee Antoine and Trustee Liss agreed.

Motion by Trustee Antoine, seconded by Jim Miller, to recommend the Village Board approve the expenditure of \$5,000 from the Park and Recreational Facilities Fund for the preparation and submittal of a WCMP grant for a Pedestrian Trail Extension in Veterans Memorial Park. Motion carried.

2014 BUDGET

Director Safstrom explained the Parks and Recreation Department's 2014 General Fund Budget request was submitted to the Village Administrator on August 26, 2013. He explained the submitted 2014 operating budget is \$680,075, which is a decrease of \$3,833 from the 2013 adopted operating budget of \$683,908.

He gave an overview of the budget and explained the changes that were made to the appropriate budgets. He explained the most significant change is a decrease in the Park and Recreation Administration budget. The change to the Adult Senior Services budget is for replacement equipment. The Senior Center sign will be replaced with a sign that will match the park signs within the Village.

There was discussion regarding the Park and Open Space Fund budget. Director Safstrom explained he is hopeful that the replacement of the existing playground natural safety surfaces will be completed next year. The surfaces will be replaced with rubber mulch. Trustee Antoine asked how long the shredded rubber surfacing will last. Director Safstrom replied that this surfacing should last for a very long time.

Director Safstrom explained the change to the Aquatics Fund budget. He stated there were fewer expenses in 2013; however, 2013 revenues were also less. He stated due to the summer weather, attendance was down from last year.

Jim Miller asked why the salaries were the same as last year. Director Safstrom stated the salary amount in the budget is an estimate. He further stated the amount will be less due to the school district employing lifeguards for the morning open swim.

J. Miller inquired about the pool closing more due to the poor weather. Director Safstrom stated the pool continued to stay open; however the attendance was very small. He added that during the month of August the weather was very nice; however attendance was still very low.

Celia Albers asked if the swimming lessons attendance was also low. Senior Coordinator/Recreation Supervisor Sevener stated that swimming lessons were very well attended.

GRAFTON HIGH SCHOOL TENNIS COURTS

Director Safstrom explained that prior to approximately 2000; the Village contributed \$2,000 a year for maintenance of the High School tennis courts as the Village utilized the courts during the summer months. At this time, the School District renovated the courts and the Village ceased making the \$2,000 contribution.

In 2014, the Grafton School District will be renovating the High School tennis courts and have asked that the Village contribute \$20,000 towards this project. Director Safstrom further explained that at the present time, the Village owns and maintains only two tennis courts (Broad Street). Operating the summer tennis lesson program is manageable at this site but not ideal for group lessons.

Chair Canepa asked if the school district will ask for additional money if we contribute the \$20,000. Trustee Liss replied they may ask in another 10 years when it is time to renovate the courts again.

J. Miller inquired if paying the \$20,000 the Board would be paying more than what is fair, regarding the amount of time the Parks and Recreation tennis program utilizes the courts. Trustee Liss replied the Village would have paid this amount over time had it continued the yearly contribution. Instead, of paying the \$2,000 yearly, the school district is asking for a lump sum.

Director Safstrom offered that the tennis courts are available approximately 180 days (May through October) and the Parks and Recreation Department utilize the courts approximately 24 days or almost 15 percent.

After much discussion, the Board came to an agreement that the Parks and Recreation Department does not utilize the tennis courts enough to pay the \$20,000 the School District is asking for. The Board was in agreement that they would offer to pay \$10,000. The board agreed this amount reflected the Village's use of the courts.

Trustee Liss asked if in the future, the Parks and Recreation Department could budget \$2,000 each year for the renovations. The Department could possibly add a tennis court maintenance fund to the budget and the Village would hold that money until the school district asked for a contribution. By this time, the funds would be available.

Motion by Chair Canepa, seconded by Jim Miller, to recommend the Village Board allocate \$10,000 in the 2014 Park and Open Space Fund budget to reimburse the Grafton School District for renovation of the High School tennis courts. Motion carried.

2014 – 2018 Park and Open Space Plan

The board members reviewed copies of the 2007 Shady Hollow and Black Hawk Valley neighborhood park site master plans along with the Future Southside Park Concepts 1 and 2. Director Safstrom explained the location of Southside Park. He further explained the Parks and Recreation Board made the decision to reduce this park from 20 acres to 10 acres in 2009.

J. Miller showed concern over the decrease in acreage. He asked if it was possible to obtain the remaining 10 acres. Director Safstrom stated that the additional 10 acres would deplete the Community Park Fund in the Parks and Recreation Facilities Fund. The board discussed the two concepts for Southside Park. Director Safstrom explained Concept 2 was recommended in 2009. The reason for this was the parking area; Concept 1 had water and drainage issues. Board members discussed the amenities in both concepts. Director Safstrom stated Concept 2 was approved, but changes could still be made.

Trustee Antoine asked questions regarding locations of a few open space parks. Director Safstrom gave an overview of the parks and facility maps.

BENCHMARK MEASUREMENTS

Board members had no comments regarding the Department's 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

None

NEW BUSINESS

Director Safstrom stated the children survey was going to be distributed the next day to the local schools. He explained the results would be discussed at the next meeting. Director Safstrom informed the board members there is an Eagle Scout who is planning extensive buckthorn removal from Lime Kiln Park.

ADJOURN

Motion by Chair Canepa, seconded by Celia Albers, to adjourn meeting to take park tour at 7:00 p.m. Motion carried.