

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

JULY 17, 2013

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

Members present: Meg Canepa, Trustee David Liss, Trustee David Antoine, Jim Miller, Mark Slaminski, and Celia Albers

Absent: Joe Hildebrand

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

MINUTES

Motion by Jim Miller, seconded by Trustee Antoine, to approve the May 15, 2013 Parks and Recreation Board meeting minutes as presented.
Approved unanimously.

PERSONS REQUESTING TO BE HEARD

Director Safstrom introduced newly appointed board member, Mark Slaminski. Director Safstrom stated Mr. Slaminski would be replacing previous board member Bob Nowak. Mr. Slaminski stated he is looking forward to participating in the decision making that will reflect his community and the programs his children will participate in.

Director Safstrom also introduced the new Parks and Recreation Administrative Secretary, Charlie Donohue.

ACCEPT DONATION – BENCHES FOR MULTIPURPOSE SENIOR CENTER

Senior Coordinator/Recreation Supervisor, Karin Sevenser asked the board to accept the donation of benches for the Multipurpose Senior Center.

Coordinator/Supervisor Sevenser explained Christopher Grissom would like to build four wooden benches with backrests and armrests for the senior citizens of the Multipurpose Senior Center. The patio area at the Senior Center is currently blank and there is no seating available for those interested in sitting outside to watch the outdoor activities. He is currently working toward his Eagle Scout project and would like to donate the benches for the Multipurpose Senior Center to enjoy. Mr. Grissom had planned to be present at the meeting, but had a previous engagement out of town.

Trustee Antoine commented the benches were nice looking.

Motion by Trustee Antoine, seconded by Celia Albers, to accept the donation of four handmade wooden benches and also a glass top table with four chairs for the Multipurpose Senior Center patio. Approved unanimously.

2014 – 2018 PARK AND OPEN SPACE PLAN

Director Safstrom explained with the weather conditions being hot and humid and the lack of air conditioning in the Village-owned vehicles, the board will tour the Village parks prior to the next board meeting. The board members agreed to postpone the tour.

The board members reviewed the revised schedule for the completion of the Park and Open Space Plan.

Trustee Antoine stated there was an error with one of the dates in the revised schedule.

Director Safstrom directed Administrative Secretary Charlie Donohue to correct the error prior to the next board meeting.

Director Safstrom explained to the board that in order to remain eligible for Wisconsin Department of Natural Resources Grants, the Park and Open Space Plan for the Village of Grafton must be reviewed and approved every five years. The previous plan was adopted in 2008 and remains eligible through 2013.

Director Safstrom explained the Park and Open Space Plan is a master plan of the existing parks and the future growth of facilities. In the past, the Village of Grafton hired a consultant to complete the plan. During 2013 budget planning, it was determined that this process could be performed by Village staff.

Chair Canepa asked what the cost had been to hire the consultant in the past. Director Safstrom stated the cost to be close to \$20,000. He also stated the Village of Grafton will continue to hire a consultant to develop the maps in the Park and Open Space Plan to ensure the maps maintain a professional appearance.

Director Safstrom asked the board members to be prepared for each future meeting and to bring the previous plan with them to each of the board meetings. He stated it would be necessary to have a quorum present at all meetings. Director Safstrom asked board members to please let him know ahead of time if anyone is unable to attend. He reminded the board members the Park and Recreation Board meetings are held the Wednesday after the third Monday of each month.

Trustee Antoine asked Director Safstrom to email all board members a copy of the previous plan prior to the next meeting. Chair Canepa agreed.

After reviewing the revised schedule, Chair Canepa stated she would not be able to attend the meeting scheduled for October 23, 2013. Both Chair Canepa and Trustee Liss brought attention to the board members a conflict between the Park and Recreation Board meeting and the Village Board meeting scheduled August 5, 2013.

Trustee Antoine asked if the Public Workshop would be held at the Municipal Services Building. Director Safstrom replied yes, there is adequate space to accommodate the workshop.

Ms. Albers asked if the August 5, 2013 meeting was just an informational meeting.

Director Safstrom replied yes. He stated previously these meetings took place on Saturdays. He stated he did not want to occupy the community's weekends and decided rather to host the meeting on a Monday night.

BENCHMARK MEASUREMENTS

Board members reviewed the Department's benchmarks.

Director Safstrom stated many programs are still currently running. He explained due to the weather being cold and the many rain days we have experienced, the Family Aquatic Center revenue is less than last year.

Trustee Liss agreed the weather has been cold and rainy and has not cooperated for the Family Aquatic Center this season.

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

The board reviewed the Park and Open Space Fund and the Park and Recreational Facilities fund reports. Director Safstrom explained there is \$30,000 in funding for the Five Year Capital Improvement Plan. He stated there have been many upgrades to the Family Aquatic Center, including new valves, a sump pump, and concrete installed in the front of the building.

After reviewing the Parks and Recreational Facilities Fund, Chair Canepa asked why the Plaza was listed as a park in the report. Director Safstrom stated the Plaza is considered an urban park. He briefly discussed the fountain and the trouble the department has had with the fountain not working. Director Safstrom stated he is hopeful the fountain will be working properly in the next week or two.

OLD BUSINESS

Chair Canepa stated she thought the fireworks from the Grafton Holiday 4th of July Celebration were perfect and phenomenal. She is hopeful they will be the same next year.

Mark Slaminski stated that he enjoyed the fireworks as well.

Trustee Antoine explained he heard a few complaints about the parking issues on CTH V and 17th Avenue including Sunset Court. He stated the complaints were mostly that the roads were open. He stated the neighbors of that area felt the roads should have been closed. The neighbors he spoke with thought the conditions were dangerous to the pedestrians.

Director Safstrom stated that he would pass the information along to the Police Department.

Trustee Antoine stated most of the feedback he heard was positive. He also stated one complaint was that the fireworks were causing pictures to fall off one resident's walls. Another complaint was that the noise was causing problems for a few dogs in the area.

Trustee Antoine asked if the fireworks could have been located onto the baseball fields.

Director Safstrom stated the original location was the baseball fields; however, the baseball fields were occupied by a group holding a tournament. To accommodate the group, the fireworks were moved to the parking lot.

Senior Coordinator Sevener stated the Senior Picnic moved locations this year from the Multipurpose Senior Center to the Robert P. Zaun Pavilion. She stated it worked very well with the air conditioning and the music.

Celia Albers agreed the building was a very nice place and very accommodating with serving food. Her only complaint was the sound echoing through the building. She asked if there was anything that could be done regarding the acoustics in the pavilion. Chair Canepa suggested hanging fabric covered tiles on the ceiling may help with the noise problem.

Trustee Liss asked if the flower beds installed by the Girl Scout group were finished. Director Safstrom stated they were finished planting and the flower beds will look very nice once the flowers have grown to fill in the empty spaces.

Senior Coordinator Sevener stated the Department of Public Works installed a new retaining wall at the Multipurpose Senior Center. Trustee Liss stated the wall looks beautiful.

Celia Albers asked if there was a plan in place to plant flowers in the parking lot.

Director Safstrom explained there is not a plan to plant flowers. The old retaining wall was removed due to water issues caused by water drainage. The new wall contains stone to help with the drainage issues and any flowers or plants would not survive in the new wall.

Trustee Liss asked if in the future a decorative railing would be installed. Director Safstrom stated there is currently not a plan for a railing.

Senior Coordinator/Recreation Supervisor Sevener stated she is currently working on the installation of handicap, push button doors for the Multipurpose Senior Center. She is waiting for two additional bids to be received.

Director Safstrom informed the board that the Multipurpose Senior Center is the only Village building to not have handicap doors.

NEW BUSINESS

Trustee Liss stated Alyssa Bartel contacted him about the Instructional Baseball program. Ms. Bartel had a complaint about the lack of help for the program.

Director Safstrom stated he spoke with the individuals who were supposed to be helping Ms. Bartel and they promised they would attend the next date to help. He also hired one person to specifically help her with the program and stated he would follow up on this matter.

Trustee Antoine asked about the planting of the five trees. Director Safstrom stated the holes are in place and the trees are ready to be planted.

Senior Coordinator/Recreation Supervisor Sevener informed the board the Family Aquatic Center is holding a Flick & Float on Friday, July 19, 2013. Wreck It Ralph will be the movie playing. The event starts at 8:00 p.m. and the movie will begin at dusk.

Jim Miller asked what the estimated attendance would be. Senior Coordinator/Recreation Supervisor Sevener stated approximately 100 people attend. She added that BMO Harris Bank has helped increase the number of attendees due to the help of their publicity.

OTHER BUSINESS

Celia Albers asked if the Multipurpose Senior Center could install new wood railings. She has seen another building with nice wood railings and plastic piping used as railings and would like to see this installed. Chair Canepa suggested using PVC pipe. Director Safstrom stated Home Depot would have the materials and asked Ms. Albers if the seniors would be willing to cover the cost of the supplies. Ms. Albers replied if the cost was reasonable, she thought that would be a possibility. Senior Coordinator/Recreation Supervisor Sevener stated she would start the process of a work order for this project.

ADJOURN

Motion by Chair Canepa, seconded by Trustee Antoine, to adjourn at 6:45 p.m. Approved unanimously.