

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

SEPTEMBER 17, 2014

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

Members present: Meg Canepa, Trustee Dean Proefrock, Jim Miller, Joanne Wolf, and Trustee Lisa Harbeck

Members absent: Joe Hildebrand and Mark Slaminski

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

MINUTES

Motion by Meg Canepa, seconded by Trustee Proefrock, to approve the August 20, 2014 Parks and Recreation Board meeting minutes as presented. Motion carried.

PERSONS REQUESTING TO BE HEARD

The board welcomed newly appointed board member, Joanne Wolf.

TIMOTHY WOODEN BUILDING ROOF REPAIR

Director Safstrom stated several years ago the Timothy Wooden Building was eliminated from the Village operating budget. At the present time, this facility is in need of some maintenance (tuck pointing - \$46,750 and roof repair - \$5,000). Discussion was held at the staff level to determine the best location within the budget to place these costs. One area discussed was the Recreation Budget. At the present time, this budget has a surplus and could absorb this repair cost.

J. Miller inquired about the surplus balance and how it was acquired. Director Safstrom stated the last few years the revenues have exceeded the expenses.

Trustee Harbeck questioned why the Parks and Recreation Department would absorb these costs if the department has not been utilizing the facility. She further asked if the department will receive anything in exchange. Director Safstrom stated the building is used primarily for recreation purposes by the North Shore Academy of the Arts (NSAA). He further stated early in 2014, NSAA approached the Parks and Recreation Department to offer use of available room space. At that time, he did not think the facility was conducive for recreation programming; however, through staff discussion, he now thinks this facility may be an option for future preschool programming. Director

Safstrom and Senior Coordinator/Recreation Supervisor Karin Sevener recently met with NSAA to discuss the possibility of using the facility in the future for new programming. At the time of the meeting, the group made certain requests in exchange for use of the facility, which will require further discussion.

Trustee Proefrock asked when the work is to be completed. Director Safstrom explained the roof repair is expected to be completed prior to year end.

Motion by Meg Canepa, seconded by J. Wolf, to recommend the Village Board approve the expenditure of no more than \$5,000 from the Recreation Budget for the roof repair at the Timothy Wooden Building.
Motion carried 4-1 (Harbeck – nay).

BUDGET

Director Safstrom explained the Parks and Recreation Department's 2015 General Fund Budget request was submitted to the Village Administrator on August 24, 2014.

He gave an overview of the budget and explained the changes that were made to the appropriate budgets including the most significant change being a request to increase the hours for the Senior Center Assistant. The Senior Center Assistant's hours are minimal and do not allow full coverage of the center. He further explained that it is difficult to staff the center when Senior Coordinator/Recreation Supervisor Karin Sevener is working at the Parks and Recreation Department for recreation programming or on vacation. When this happens, one of the office staff from the Parks and Recreation Department works at the center.

J. Miller stated that the Parks and Recreation Department is very fortunate to have Senior Coordinator/Recreation Program Supervisor Karin Sevener as an employee. The board agreed and commended her great work for the department.

Director Safstrom invited the board to attend the Budget Workshop, scheduled for October 18, 2014. The workshop will begin at 8:00 a.m.

REAFFIRM SUPPORT FOR SKATE PARK AT UPPER LEVEL OF LIME KILN PARK

Director Safstrom explained there are several steps that need to be completed prior to installation of any of the used skate park equipment, that was accepted from the City of Cedarburg, at the upper level of Lime Kiln Park (adjacent to the horseshoe pits). Village staff will contribute in-kind services; however, the Village has not committed any funds to this project. It is anticipated that the Cody Reetz Memorial Skate Park Fund will be contributing to this project; however, at this time the amount of their financial support is unclear.

Trustee Harbeck inquired as to the status of this group. Director Safstrom stated latest attempts to contact the group have been unsuccessful. He stated he will continue his efforts to contact the group.

Motion by Meg Canepa, seconded by Trustee Harbeck, to table the recommendation of the Village Board to approve the installation of skate park equipment at the upper level of Lime Kiln Park, until further information is provided. Motion carried.

SUMMARY OF BENCHMARK MEASUREMENTS

Board members reviewed the Department's monthly benchmarks.

OLD BUSINESS

J. Miller inquired about the final numbers for the Family Aquatic Center. Director Safstrom stated the summer weather, which was not ideal for swimming, allowed the Department to purchase fewer chemicals than in years past. Heat expenditures were also less.

Trustee Proefrock asked if the concession costs were less. Director Safstrom stated that costs were less than 2013, and most of the remaining products were sold to community groups.

NEW BUSINESS

Senior Coordinator/Recreation Program Supervisor Karin Sevener informed the board the Department is offering the NFL's Punt, Pass, and Kick competition on September 27, 2014, at Centennial Park. She further stated the Department's Fall, Winter, and Spring Recreation Booklet is complete and available on the Village's website.

ADJOURN

Motion by J. Miller, seconded by Trustee Proefrock, to adjourn at 6:56 p.m. Motion carried.