

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

NOVEMBER 19, 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, Mark Slaminski, and Joanne Wolf

Members excused: Trustee Lisa Harbeck and Joe Hildebrand

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

MINUTES

Motion by J. Miller, seconded by J. Wolf, to approve the September 17, 2014 Parks and Recreation Board meeting minutes as presented. Motion carried.

PERSONS REQUESTING TO BE HEARD

None.

2014 FAMILY AQUATIC CENTER REPORT

Director Safstrom explained the information provided on the Family Aquatic Center Season Report. He stated due to the cooler temperatures and cloudy days over the season, the attendance was down. He further stated expenses were lower than the previous season.

J. Miller inquired why the salaries and wages were the same as last year. Director Safstrom stated even with the cooler temperatures, the pool remained open many days. Often it was slow, with just enough attendance to remain open, which requires nearly the same amount of staff as when the attendance is high. He further stated other facilities will close off certain areas of the pool when attendance is low, and send employees home. The Family Aquatic Center does not agree with this policy of sending employees home early; the logic is staff retention. It is becoming harder and harder to find quality summer staff so every effort is given to ensure staff retention. Many of the employees are college students who depend on the hours, so cleaning and other maintenance tasks are given until the facility closes.

Director Safstrom stated 2014 was Pool Manager Cathy Prieto's last year working with the Family Aquatic Center. Board members inquired as to who will be her replacement. Director Safstrom stated there are a few individuals interested in the position. Senior

Coordinator/Recreation Program Supervisor Karin Sevener added the Parks and Recreation Department has been advertising for this position as well.

Trustee Proefrock inquired why season passes were lower than the previous year. Director Safstrom stated the Family Aquatic Center is one of the older aquatic centers in the area. Trustee Proefrock suggested one reason may be that many children are involved in sports, which are consuming more of their time. Often times children are practicing all year long, which does not leave a lot of free time to go to the pool. Director Safstrom agreed that children are much busier than in years past. He further stated the possibility of offering the Super Pass may help with this aspect.

SUPER PASS

Director Safstrom stated in an effort to generate revenue and increase interest in the Family Aquatic Center, the communities of Grafton, Cedarburg, Port Washington, and Mequon have discussed a Super Pass option to their season pass structure. He further explained each municipality would retain 50 percent of all Super Pass revenues in their community. The remaining 50 percent would be placed into a revenue sharing pot with the other participating communities and divided at the end of the season based on the number of Super Passes attending each pool.

Trustee Proefrock inquired as to how the percentage amount is decided for each community. Director Safstrom stated this number is dependent on how many Super Pass holders enter the facility. Each aquatic center will keep track of the number of Super Passes attending their pool.

J. Miller stated this is a terrific idea.

Chair Canepa inquired when the other communities will decide on this. Director Safstrom stated each community is taking this idea to their respective boards.

Motion by J. Miller, seconded by Trustee Proefrock, to recommend the Village Board approve offering the Super Pass for the Family Aquatic Center. Motion carried.

AWARD ENGINEERING AND PLANNING SERVICES FOR VETERANS MEMORIAL PARK RIVERWALK PROJECT

Director Safstrom explained a Request For Proposal (RFP) was sent out for Engineering and Planning Services for the Veterans Memorial Park Riverwalk/Canoe Launch/Bank Stabilization Project. The Department of Natural Resources (DNR) has tentatively awarded a matching grant in the amount of \$244,455. The same amount has been included in the 2015 Budget for a total of \$489,110. The planning phase will begin January 2015. He further stated Village staff reviewed the proposals and after some discussion determined RA Smith National to be the proposal of choice due to the experience of its assigned staff. Although cost was \$10,000 higher than the lowest proposal, it was determined that design work done by RA Smith for the existing

riverwalk between WIS 60 and Bridge Street was of a quality and design that should be carried through to this project.

J. Miller stated the \$10,000 difference is substantial and voiced his concern with saving the community money. The board members agreed.

J. Miller questioned the difference in the amounts of the proposals. He also inquired as to the process of how the decision was made. Director Safstrom explained Village Administrator Darrell Hofland, Director of Public Works/Village Engineer Dave Murphy, and Director of Planning and Development Jessica Wolff reviewed the proposals and based on information presented, determined the final candidate.

Chair Canepa asked if interviews were held. Director Safstrom stated no. She asked if the board would be interested in inviting three of the companies to the December meeting to discuss their plans for the riverwalk.

After much discussion, the board members agreed, prior to making a decision as to who to hire, they would like the opportunity to meet with MSA Professional Services Inc., Rettler Corporation, and RA Smith National to discuss the proposals for the riverwalk. The board asked Director Safstrom to invite these companies to the next Parks and Recreation Board meeting for an interview.

Motion by Chair Canepa, seconded by Trustee Proefrock, to table the award for the engineering and planning contract of the Veterans Memorial Park Riverwalk Canoe Launch/Bank Stabilization Project until the next Parks and Recreation Board meeting. Motion carried.

SUMMARY OF BENCHMARK MEASUREMENTS

Senior Coordinator/Recreation Supervisor Karin Sevener explained there are more recreation programs being offered. Pre Ballet and Ballet and Tap classes were recently added and have been very popular. She further stated Pickleball continues to be very successful.

OLD BUSINESS

None.

NEW BUSINESS

Senior Coordinator/Recreation Supervisor Karin Sevener invited board members to the upcoming Senior Center Christmas Party on Tuesday, December 2. She also informed the board the front sign for the center should be finished by the end of the month and possibly installed before the end of the year.

Director Safstrom stated he recently communicated department facility needs to School Superintendent, Dr. Mel Lightner. Dr. Lightner has since established a written policy regarding the priorities for building usage, which places the Parks and Recreation Department in a favorable position for use of facilities. With this policy, the Department

will have more opportunity to utilize the gym space in the schools. A second meeting is scheduled in January to discuss dates and times the Department is interested in requesting.

ADJOURN

Motion by Chair Canepa, seconded by J. Wolf, to adjourn at 6:45 p.m.
Motion carried.