

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

JANUARY 21, 2015

The Parks and Recreation Board meeting was called to order at 6:06 p.m. by J. Miller.

Members present: Trustee Lisa Harbeck, Jim Miller, Joanne Wolf, and Mark Slaminski

Excused: Meg Canepa, Trustee Dean Proefrock, and Joe Hildebrand

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

Director Safstrom requested that a motion be made to appoint a Chair pro-tem.

Motion by J. Wolf, seconded by Trustee Harbeck, to appoint member Jim Miller as Chair pro-tem in Chair Canepa's absence. Motion carried.

MINUTES

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

PERSONS REQUESTING TO BE HEARD

None.

BOARD, COMMITTEE, AND COMMISSIONS MEMBERSHIP MANUAL

Director Safstrom explained the Village of Grafton Board, Committee, and Commissions Membership Manual is an excellent tool for board members. After a brief discussion of the manual, the board members agreed the manual is full of great information and thanked Director Safstrom for sharing this with them.

RECREATION BOOKLET PROPOSAL

Senior Coordinator/Recreation Supervisor Sevenser explained the information obtained from Liturgical Publications Inc. (LPi). LPi publishes bulletins and newsletters for a variety of organization throughout the United States, including the Senior Center newsletter. They have professional sales staff that is responsible for selling the ads and raising revenue needed to provide the recreation booklet publishing for free. LPi handles all of the billing and collection of revenues. Services include: free printed booklets, profit sharing, graphic designs and clip art, a subscription to Bright Ideas magazine, technical support and remote training.

Currently, the Parks and Recreation Department prints 1,000 copies of the recreation booklet at a cost of approximately \$850.00. LPi has proposed the following contract to the Village: local businesses will be asked to purchase ad space in the booklet to pay for printing of the annual booklet of 44 pages, with 41 pages of content and three pages of sponsorship ads in a quantity of 1,000 copies. LPi is recommending a five year contract with an annual option to cancel. Ads are sold for one year; therefore, a one year cancellation notice is required so they can honor their agreement with advertisers. Profit sharing will be 30 percent of ad receipts over \$5,800. Parks and Recreation Department staff will have final approval of ads.

Senior Coordinator/ Recreation Supervisor Sevener further stated the Senior Center entered into a 5 year contract utilizing LPi's services to publish a 12 page, bimonthly, full color newsletter. She is satisfied with the service and final product of the newsletter and has received many compliments of the improved design and full color. The booklet would also be available online at www.seekandfind.com, which gives the opportunity to reach more people.

J. Miller asked if there are any negative aspects to utilizing this company. Senior Coordinator/Recreation Supervisor Sevener stated she did not think there were any negative aspects. The main difference would be the advertising space in the booklet. Currently, the recreation booklets do not have any advertisements.

Motion by J. Miller, seconded by Trustee Harbeck, to recommend the Village Board allow the Parks and Recreation Director to sign the Publishing Service Agreement with Liturgical Publication Inc., New Berlin, WI for the Parks and Recreation booklet. Motion carried.

FOOTGOLF AT RIVER ISLAND PARK

Director Safstrom stated installing Foot Golf would be a nice way to increase usage of River Island Park. He explained Foot Golf is a form of golf using a soccer ball. The ball is kicked from tee to green and score is kept. The holes are significantly larger to accommodate a #5 soccer ball.

J. Miller inquired if there are geese problems at River Island Park. Director Safstrom stated with more activity in the park, there would be less geese present.

J. Miller asked if there would be a charge to play Foot Golf. Director Safstrom stated he would investigate the cost of a donation box. He further stated this would be difficult to monitor; however, M. Slaminski stated he lives near River Island Park and offered to monitor the box on a regular basis.

The board discussed possible locations and the type of donation box to be added.

Motion by Trustee Harbeck, seconded by M. Slaminski, to allow Foot Golf and the installation of a donation box at River Island Park for the summer of 2015. Motion carried.

2014 BENCHMARK MEASUREMENT SUMMARY

Board members reviewed the Department's benchmark measurement summary.

OLD BUSINESS

None.

NEW BUSINESS

J. Miller asked J. Wolf if she has heard any concerns from Senior Center members. J. Wolf stated there has been talk among a few Senior Center members asking if the exercise room could be moved into the ceramics room. Senior Coordinator/Recreation Supervisor Sevener explained the Senior Center recently held the membership meeting and they voted to add an exercise machine to the exercise room. With this addition, two pieces of equipment will need to be removed to accommodate the new, larger piece. She further stated the ceramics room is slightly smaller than the exercise room; therefore, switching rooms would not offer more space.

Discussion was held regarding removing the ceramics room and making the exercise room one large space. Senior Coordinator/Recreation Supervisor Sevener stated the ceramics room is used frequently for painting, card playing, and is used by the Toe Nail Clippers.

J. Miller encouraged J. Wolf to share any comments or concerns from Senior Center members with the board.

ADJOURN

Motion by Trustee Harbeck, seconded by M. Slaminski, to adjourn at 6:28 p.m. Motion carried.