

## **VILLAGE OF GRAFTON**

### **PARKS AND RECREATION BOARD MEETING MINUTES**

**APRIL 22, 2015**

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

Members present: Trustee Lisa Harbeck, Trustee Tom Krueger, Meg Canepa, Jim Miller, Joe Hildebrand, Mark Slaminski, and Joanne Wolf

Staff/Officials present: Village Administrator Darrell Hofland, Director of Parks and Recreation John Safstrom and Administrative Secretary Charlie Donohue

#### **MINUTES**

Motion by Trustee Harbeck, seconded by J. Wolf, to approve the February 18, 2015 Parks and Recreation Board meeting minutes as presented.

A change was requested for the Vending Machines at Centennial and Lime Kiln Parks motion to replace the word "of" with "to".

An addition was requested for Centennial Park Ball Field Lighting Fee notes as follows: states, "...the group plays two to three games each week..." which should read "...the group plays two to three games, one evening, each week..."

A change was requested that the name J. Hildebrand be replaced with Trustee Harbeck on page one, under Vending Machines at Centennial and Lime Kiln Parks.

An addition was requested for New Business on page 4, to add Trustee Meinecke as also requesting to meet with the school liaison group.

Motion carried with the amended changes, as presented.

#### **PERSONS REQUESTING TO BE HEARD**

See "Special Event Request – Paramount Blues Festival"

#### **VETERANS MEMORIAL PARK RIVERWALK AND CANOE LAUNCH PROJECT**

Director Safstrom informed members the process for the design of the Veterans Memorial Park riverwalk/canoe launch and bank stabilization project has begun and gave an overview of the proposed design prepared by MSA Professional Services. He explained the design will utilize similar materials, fixtures, and amenities as the riverwalk, south of WIS 60.

After much discussion, Director Safstrom gave an overview of the Preliminary Opinion of Probable Construction Cost for this project. He explained the Village was awarded a State of Wisconsin Department of Natural Resources matching grant in the amount of \$224,500. Along with the Village matching funds, the budget for this project is \$449,000. With projected costs of \$462,251, there is currently a projected deficit \$13,251. In an effort to keep this project within budget, it may be necessary to remove the canoe/kayak (\$20,000) launch and pursue donations and possible grant opportunities as presented by MSA.

Trustee Harbeck questioned the grant options for the ADA compliant canoe/kayak launch. Director Safstrom stated MSA Professional Services is still researching this; however, the timing of the grant may not coincide with the completion of the project.

Chair Canepa asked if there is expiration dates associated with the grants. Director Safstrom stated 2017, and if necessary, the Village would request an extension.

Members discussed possible donation items for the project.

Motion by J. Wolf, seconded by J. Hildebrand, to recommend the Plan Commission approve the proposed concept of the Veterans Memorial Park riverwalk and canoe launch project. Motion carried.

### **SPECIAL EVENT APPLICATION – MEL’S SLOW PITCH CLASSIC**

Director Safstrom stated Tom Stanton, Mel’s Pig Roast, Incorporated is requesting use of Centennial Park on July 10 – 11, to hold the Mel’s Slow Pitch Classic Softball Tournament. Mel’s Pig Roast, Inc., is a 501C3 organization dedicated to raising funds to support local non-profit organizations. All fees were waived for use of the park for this group in 2014, and recommended the same for 2015. New in 2015, Tom is requesting music from 7:30 p.m. – 9:30 p.m. on Friday and 5:00 p.m. – 9:30 p.m. on Saturday.

Members voiced concern for the neighbors of the park. Members suggested a letter be sent to neighbors of the park notifying them of the music. Chair Canepa asked J. Hildebrand, who lives in close proximity to the park, his opinion on the music. J. Hildebrand stated he is fine with the music in the park.

Director Safstrom offered to contact Tom and request sending letters to neighbors of the park informing them of the event.

J. Hildebrand questioned waiving the fees for the group. The Parks and Recreation Board waived the fees for this group beginning in 2013. Director Safstrom stated this group has been a very respectable user of the park and facilities for several years. They have a significant volunteer group and the park is always left immaculate. He further stated this organization is dedicated to raising funds for multiple groups in the county.

Motion by Chair Canepa, seconded by Trustee Krueger, to table allowing Mel’s Pig Roast, Inc., use of the Centennial park pavilion and ball fields for their softball

tournament on July 10 – 11, 2015, with music to be held from 7:30 p.m. – 9:30 p.m. on July 10, and 5:00 p.m. – 9:30 p.m. on July 11 until letters are sent to neighbors of Centennial Park. Motion carried.

### **SPECIAL EVENT APPLICATION – PARAMOUNT BLUES FESTIVAL**

Director Safstrom explained the Grafton Blues Association is requesting use of Lime Kiln Park for the 10<sup>th</sup> Annual Paramount Blues Festival, to take place on September 11 and 12. This event will be very similar to year's past, with the exception of a music ending time of 10:00 p.m. He further stated the organizers of this event are respectful users of the park and have always left the park clean and orderly.

Kris and Peter Raymond, both of the Grafton Blues Association, appeared before the Board to answer any questions members may have. They also expressed they do not expect to be able to utilize the park, but appreciate it every year.

Trustee Harbeck asked if this event requires any street closings and if they pay a fee to use the park. Director Safstrom stated the event does not require street closings and the group has not been charged in the past. He informed the board that Mr. Raymond was part of the group that assisted with the paving of the road at Lime Kiln Park. This work was a considerable contribution to the park, which is why the Department has waived the fees.

Motion by J. Miller, seconded by J. Hildebrand, to allow Grafton Blues Association to utilize Lime Kiln Park on Friday and Saturday, September 10 and 11, 2015, for the Paramount Blues Festival with a music ending time of 10:00 p.m. Motion carried.

### **VENDING MACHINES AT CENTENNIAL AND LIME KILN PARKS**

Director Safstrom explained Coca Cola has proposed a program where they will place and maintain vending machines in Centennial and Lime Kiln Parks. The machines will be placed year round. Coca Cola will share 20 percent of the revenues of all product sold with the Parks and Recreation Department. Director Safstrom further stated he contacted Coca Cola to research the possibility of healthier drink options. Water, PowerAde and PowerAde 0 can be added to the drink choices in the vending machines.

J. Miller suggested selling the product through the concession stands rather than using the vending machines. Director Safstrom stated the Department sells product at the Family Aquatic Center concessions; however, does not staff the stand at Centennial Park.

J. Miller inquired if there are other vending companies that may share a higher percentage of the revenues. Director Safstrom stated he would investigate this further.

Motion by J. Miller, seconded by Trustee Harbeck, to postpone the recommendation to the Village Board to enter into an agreement with Coca Cola

to place beverage vending machines at Centennial and Lime Kiln Parks in return for revenues, until further information is provided. Motion carried.

### **2016 – 2020 CAPITAL IMPROVEMENT PROGRAM**

Board members reviewed a summary of the 2016 – 2020 Capital Improvement Program requests and their funding sources for the next 5 years.

Director Safstrom gave an overview of each project in the program. In particular, Blackhawk Valley park was discussed. Director Safstrom reported that this project does not have sufficient funds to begin.

Trustee Krueger informed members the Water and Wastewater Utility has plans for a project in the same area. Since the project will cause disruption to the residents in this area, he suggested contacting them to coordinate the timing of the work to alleviate any additional disruption to the residents.

### **EVALUATING EFFECTIVENESS OF BOARD MEETINGS**

Director Safstrom explained he wanted to share this article with the board. He stated he has been very happy with how the board members conduct themselves and has never experienced conflict with members in the past. He thanked the members of the board for their respectfulness and willingness to take on large topics.

Trustee Harbeck suggested Village Administrator Hofland share this with the Village Board members.

J. Miller thanked Director Safstrom for his part in working with the board.

### **SUMMARY OF BENCHMARK MEASUREMENTS**

Board members reviewed the Department's monthly benchmarks.

### **OLD BUSINESS**

J. Hildebrand inquired if progress was made at the meeting with the Village/School Liaison Committee.

Trustee Harbeck explained she attended a School Board meeting as a Parks and Recreation Board representative. Senior Coordinator/Recreation Supervisor Sevenser shared with her a list of items the Parks and Recreation Department contributes to the School District. Trustee Harbeck shared this information with the members of the group. Village Administrator Hofland stated almost every department in the Village has offered some kind of service at lower or no cost to the School District.

Village Administrator Hofland stated the School District is facing a difficult fiscal year due to a decrease in State funding. The School District is raising fees with not just the Village but with other groups as well. Senior Coordinator/Recreation Supervisor Sevenser has been looking to move certain programs to other locations to help reduce the fees.

**NEW BUSINESS**

None.

**SENIOR REPORT**

J. Wolf stated there has been discussion with a few ladies at the Multipurpose Senior Center as to why the toilets in the Lower Level ladies restroom are so low. Director Safstrom stated a few years ago the toilets were replaced upstairs, but not downstairs. He stated he would speak with Senior Coordinator/Recreation Supervisor Sevensen and follow up on this.

**ADJOURN**

Motion by J. Miller, seconded by J. Wolf, to adjourn at 7:08 p.m. Motion carried.