

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

JULY 22, 2015

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

Members present: Trustee Tom Krueger, Meg Canepa, Jim Miller, Joe Hildebrand, Joanne Wolf, and Trustee Lisa Harbeck (6:04 p.m.)

Excused: Mark Slaminski

Staff/Officials present: Village Administrator Darrell Hofland, 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. Hildebrand, to approve the May 20, 2015 Parks and Recreation Board meeting minutes as presented. Motion carried.

PERSONS REQUESTING TO BE HEARD

None.

REJECT CONSTRUCTION BIDS FOR VETERANS MEMORIAL PARK RIVERWALK

Director Safstrom stated there were two bids for the project and both were significantly over budget. He explained this is a difficult time to request bids for construction jobs, as most companies have their large projects for the year already planned. The Village staff met with an MSA Professional Services consultant to make changes to the original plan in an effort to reduce project costs. The plan is to rebid the project in December 2015 or January 2016, in anticipation of more favorable bids.

Chair Canepa inquired as to when the grant funds expire. Director Safstrom stated the funds are set to expire in 2017; however, there is the option to ask for an extension.

Director Safstrom stated the project is expected to be completed within budget. There is also the option to offer alternate bids for certain items. This may be a more cost effective option for the canoe/kayak launch.

Administrator Hofland explained to the board a few of the changes that were discussed during the meeting with the consultant; a change in the materials used on the shoreline, elimination of one river entry point, decreasing the length of the seat wall, and a \$70,000 bidder error. He further stated there is always the option to add items if the project bids are under budget.

J. Miller asked if MSA Professional Services plans to bring the changes to the board members. Director Safstrom stated he will show the members the new design, once completed, to the next meeting.

Motion by Trustee Krueger, seconded by Trustee Harbeck, to reject all bids related to the Veterans Memorial Park Riverwalk Project. Motion carried.

REVIEW AND CONSIDERATION TO PLACE FILL IN LIME KILN PARK

Administrator Hofland explained the Community Development Authority is coordinating the sale of the downtown site for the redevelopment of the former lumberyard site and adjacent residential properties into a new mixed use project. The developer has created a master grading plan for all phases associated with Lumberyard 1505. The plan identifies that there is approximately 8,000 cubic yards of extra soil that needs to be removed from the redevelopment site.

Due to the environmental test results identifying the presences of polyaromatic hydrocarbons (PAHs) in the soil of the redevelopment site, Village staff has begun the process of creating a short list of potential sites that could accommodate the PAH soils. One site is the northern (former) quarry area of Lime Kiln Park (south of the parking lot). There are alternative options; however, there would be tipping fees involved. The PAH soils need to be moved to an area designated by the Wisconsin Department of Natural Resources (WDNR). A formal application has been made to the DNR regarding the eligibility of this site.

Administrator Hofland discussed the exact fill location in the park, as well as, the amount of soils to be placed.

Trustee Krueger inquired if this space could be used as usable park space in the future. Administrator Hofland stated he is hopeful to use this as passive green space in the future.

Motion by Chair Canepa, seconded by Trustee Krueger, to recommend the Village Board authorize the use of the north quarry at Lime Kiln Park for fill associated with the Lumberyard 1505 project. Motion carried.

SUMMARY OF BENCHMARK MEASUREMENTS

Senior Coordinator/Recreation Supervisor Sevener gave an overview of the benchmark measurements. She explained a few programs were cancelled; however, the department added programs as well. Participation has increased with these new programs.

Administrator Hofland stated the pool revenues are exceeding last year's numbers at this time. Director Safstrom stated the totals reflect just the daily attendance fees, not the membership pass revenue.

Trustee Harbeck asked if this is due to the SuperPass option. Director Safstrom stated the SuperPass option has been well received; Grafton Parks and Recreation Department has sold significantly more SuperPass memberships than the other communities.

J. Miller questioned the reason for the low number of participants in the Get Ready Golf program. He inquired if the cost of the program is the reason for the low participation. J. Hildebrand agreed the cost of the program is expensive. Director Safstrom stated this program is taught by a PGA Certified Instructor at the Bog Golf Course, and the Instructor is the one that sets the price for the program. The Department receives a percentage of each participant; not a flat fee or hourly rate.

J. Miller suggested finding an alternative at a lower cost. Director Safstrom stated he would look into the matter further.

SENIOR REPORT

J. Wolf inquired about the toilets in the ladies room of the Multipurpose Senior Center. Senior Coordinator/Recreation Supervisor Sevener stated she has requested quotes to add this to the budget for 2016.

OLD BUSINESS

J. Miller inquired about the special warm weather bonus hours at the Family Aquatic Center. The flyer states if the temperature reads 90 degrees at 5:00 p.m., the Family Aquatic Center will be open to season pass holders and SuperPass holders from 8:00 – 10:00 p.m. He asked Director Safstrom if the time of day is flexible. Director Safstrom stated the timing of the temperature reading is flexible. If the weather is extremely warm, the pool will be open later in the evening, as long as, the pool is not reserved for a private party.

J. Hildebrand asked if this has occurred yet this season. Director Safstrom stated there was one day when the temperature was close to 90 degrees. This particular evening the Department held the Flick n' Float at the pool.

J. Miller questioned the spelling of Grafton on the signage for the Celebrate Grafton-sponsored Grillin' in Grafton event. Director Safstrom stated he, as a Board member of Celebrate Grafton, was aware of the error, and apologized. When the banners were taken in to have the dates updated for the 2015 event, the sign company removed the word Grafton to make the changes and when they were reprinted, the word "Grafton" was spelled incorrectly. Unfortunately, by the time this was noticed, the banners were already displayed. The company apologized for the error.

J. Hildebrand stated there were many cars parked on the baseball diamonds and in the park during the Grillin' in Grafton event. Director Safstrom stated this area was a designated parking area for the grilling teams during the event.

Trustee Harbeck inquired on the status of the vending machines in the park. Director Safstrom stated Coca Cola has put a freeze on this program at this time.

J. Hildebrand asked Senior Coordinator/Recreation Supervisor Sevener if she has had success reserving facilities with the new software system in the school district. Senior Coordinator/Recreation Supervisor Sevener stated the new scheduling system has been difficult to navigate. She had been working with the school district office staff, on this; however, most of the staff is out of the office until August. She stated she is able to enter dates and times, but has not receive confirmation. Director Safstrom stated he is hopeful this process will be streamlined once the office staff returns. He assured members he will contact Superintendent Lightner if needed.

NEW BUSINESS

Senior Coordinator/Recreation Supervisor Sevener informed the board of the new Yoga program. She explained this program will offer two free classes with the session beginning in September on Saturday mornings.

J. Hildebrand complimented Village staff on the new flooring at the Family Aquatic Center. Director Safstrom stated there are a few areas that need to be corrected. He contacted the company and a date has been scheduled this fall to correct the issues.

ADJOURN

Motion by Trustee Krueger, seconded by Chair Canepa, to adjourn at 7:00 p.m. Motion carried.