

## **VILLAGE OF GRAFTON**

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

**OCTOBER 21, 2015**

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

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

Members excused: Joe Hildebrand

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

#### **MINUTES**

Motion by Trustee Krueger, seconded by J. Wolf, to approve the September 23, 2015 Parks and Recreation Board meeting minutes as presented. Motion carried.

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

None.

#### **2015 FAMILY AQUATIC CENTER REPORT**

Director Safstrom gave an overview of the Family Aquatic Center's 2015 Season Report. He stated revenues, attendance, season pass sales and admissions were all higher than the previous year. He further stated there were very few days the pool closed, which is the reason operating expenses were also higher from the previous year.

Chair Canepa asked if the Department has plans to offer current Ozaukee Super Pass holders a discounted rate for next season. Director Safstrom stated staff is just beginning to discuss plans for next season.

J. Miller inquired why expenses were higher since the pool opened later than previous years. Director Safstrom stated the pool was being heated and chemicals were added even though the pool was not open to the public. Pool staff was also present working on cleaning and preparing for the opening.

#### **PARK AND RECREATIONAL FACILITIES IMPACT FEE STUDY**

Director Safstrom explained the current Village of Grafton Needs Assessment Study, Park and Recreational Facilities Impact Fees, was last updated in August 2009. The 2009 study included Impact Fees being distributed over 42 different Fee Districts and 15

different Service Areas divided into three categories (Community Parks, Neighborhood Parks and Vest Pocket Parks).

With the 2014 update of the Park and Open Space Master Plan and the elimination of the Vest Pocket Park designation, Director of Planning and Development Jessica Wolff worked closely with a summer intern to re-write this document. To better manage and utilize impact fee funds, the goal was to consolidate and simplify Fee Districts and Service Areas. He further explained in certain accounts the balances were very low; therefore, consolidating will allow more flexibility to work on larger projects.

Chair Canepa asked if the funds will continue to have to be spent in designated areas. Director Wolff stated the funds may only be used in new park development; the funds may not be used in existing parks.

Trustee Harbeck stated if the funds are only being used in new developments, it will be difficult for existing parks to improve. Director Safstrom stated there are funds in the Capital Improvement Program to repair or replace items in the existing parks.

Members discussed the Total Impact Fees in the Needs Assessment Study. Trustee Krueger asked for clarification on the expiration date of the funds. Director Wolff stated the accounts will be tracked by the Administrative Services Department and funds in the accounts will need to be expended in 10 years.

Trustee Krueger asked Director Wolff to confirm the Department of Administration's census figure in the study on page 4. Director Wolff stated she will check the number to be sure it is accurate and make the change if necessary.

J. Miller commended Director Wolff for her thorough job on the study. Members thanked her for her hard work.

Motion by J. Miller, seconded by Trustee Harbeck, to recommend the Finance Committee approve the Village of Grafton Park and Recreational Facilities Impact Fee Study dated September 9, 2015. Motion carried.

## **SUMMARY OF BENCHMARK MEASUREMENTS**

Senior Coordinator/Recreation Supervisor Sevenser gave an overview of the benchmark measurements. Director Safstrom stated staff is planning to review the current benchmarks and may make revisions to better represent the Department before the beginning of the year. For example, the Department has increased the amount of contracted services, which is not included in the benchmark measurements.

J. Miller inquired as to why the attendance at the indoor pool is low. Senior Coordinator/Recreation Supervisor Sevenser stated the pool opened a week later than the previous year and attendance will increase with the remaining months in the year.

## **OLD BUSINESS**

Senior Coordinator/Recreation Supervisor Sevenser stated the communities of Grafton, Cedarburg, Port Washington, and Mequon-Thiensville will be presented with the 2015 Silver Star Award from the Wisconsin Park and Recreation Association (WPRA) at the annual conference in November for the Ozaukee Super Pass program. Board members congratulated the staff.

Director Safstrom informed members the company that installed the floor at the pool is no longer in business; therefore, they are not honoring the warranty. He reminded members when the floor was installed, the floor did not dry properly. Director Safstrom explained the floor should have dried in 48 hours; however, days later the floor was still soft. The soft areas attracted dirt and are now unsightly. The installation company did not take responsibility for the issues with the floor; they stated humidity was the reason the floor did not dry properly.

Trustee Krueger stated he had a company install a similar product in his garage. He also experienced problems and needed to order a repair kit. Director Safstrom stated he is in the process of contacting businesses familiar with the product for suggestions on the best way to make the repairs to the pool floor.

## **NEW BUSINESS**

None.

## **SENIOR REPORT**

Senior Coordinator/Recreation Supervisor Sevenser informed members of the new art classes offered at the Multipurpose Senior Center. She further stated members of the Senior Center held a bake sale at the Pumpkin Fest.

## **ADJOURN**

Motion by J. Miller, seconded by J. Wolf, to adjourn at 6:42 p.m. Motion carried.