

## VILLAGE OF GRAFTON

### PARKS AND RECREATION BOARD MEETING MINUTES

**AUGUST 19, 2009**

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

Members Present: Meg Canepa, Susan Meinecke, Jim Miller, Joseph Hildebrand, Gigi Hafemann and Fran Betz

Members Absent: Scott Volkert

Staff present: John Safstrom Parks and Recreation Director, Sheryl Prohuska Administrative Secretary and Karin Sevensen Senior Coordinator/Recreation Supervisor

Others: Diane Thoune, Crispell-Snyder, Inc., Germantown, WI; Dorothy Smith, 1511 12th Avenue; Dorothy Andrews, 1709 11th Avenue; William Nelson, 642 Maple Street; Celia Albers, 2101 Chateau Court; Marion Meganek, 1765 White Pine Court, Sue Bendix, 2118 Chateau Court; Vivian Sherman, 1765 White Pine Court; and (attached) sign-in sheet

#### **MINUTES**

Motion by Gigi Hafemann, seconded by Trustee Meinecke, to approve the May 20, 2009, Parks and Recreation Board meeting minutes, as presented. Approved unanimously.

Board members welcomed new Senior Representative, Fran Betz, to the Parks and Recreation Board.

#### **HEAR PERSONS WISHING TO BE HEARD**

None

#### **PARK AND RECREATIONAL FACILITIES IMPACT FEES**

Diane Thoune, Crispell-Snyder, Inc. of Germantown, WI, outlined the main points of the first draft of the Needs Assessment Study – Parks and Recreational Facilities Impact Fees.

Ms. Thoune explained the impact fee calculations were based on the same service standards utilized in the previous 2002 study. While some fees have increased, other fees have been eliminated, such as those for future vest pocket parks. The Village will no longer be developing vest pocket parks.

The existing 2009 fees range from \$1,638.66 - \$2,456.28 depending on the location of the park.

The proposed 2009 fees range from \$2,525.12 - \$4,643.78 depending on the location of the park.

Motion by Trustee Meinecke, seconded by Joseph Hildebrand, to recommend the Village Board approve an ordinance to adopt the park and recreational impact fees as recommended in the Needs Assessment Study. Approved unanimously.

### **GRAFTON LIONS PARK SHELTER CONSTRUCTION SCHEDULE**

Board members reviewed and discussed a timeline for the construction of an open-air shelter/restroom facility in Grafton Lions Park. The timeline begins on September 10, when the Architectural Review Board will review the facility, and ends on May 21, 2010 with completion of the project.

### **MULTI-PURPOSE SENIOR CENTER MEMBERSHIP FEE**

Director Safstrom provided background information on how the Grafton Multi-purpose Senior Center was built with Federal and State grants through the Office on Aging in 1982. Federal regulations and rules require that federally funded Senior Center facilities be monitored for 20 years following new construction projects. With these grants, the Village of Grafton has made the building accessible to all senior citizens in Ozaukee County free of charge.

Currently, the Senior Friendship Club has a \$5.00 annual fee for members. Director Safstrom stated the 2009 operating budget of the Multi-purpose Senior Center is \$83,277.00. This covers salaries, part-time wages, office supplies, repairs and maintenance and utilities. In an effort to generate revenue to offset the operating costs of the Multi-purpose Senior Center, it is being recommended that a membership fee of \$25.00 per participant be implemented. Of this annual \$25.00 fee, \$20.00 would be allocated to the Village and \$5.00 would continue to go to the Senior Friendship Club (for miscellaneous expenses not covered by the budget). Revenues generated by the Senior Center and deposited to the Village are approximately \$4,500.00.

Director Safstrom stated a survey was conducted with other Senior Centers across the state regarding how their finances are handled. Based upon the results of the survey, the Village would like to implement a change in usage fees in an attempt to close the gap between the \$4,500.00 in annual revenues and the \$83,277.00 operating budget. An increase in fees would show that an effort is being made to ease the cost of running the building.

Director Safstrom summarized revenues and expenditures for the parks, recreation and aquatics budgets.

Dorothy Smith, 1511 12th Avenue, questioned how much revenue would be gained by raising the membership fee to \$25.00. Director Safstrom responded that if everyone paid, it would be approximately \$5,000.

Dorothy Andrews, 1709 11th Avenue, questioned whether a resident and a non-resident fee would be imposed. She stated everything else seems to have a resident or a non-resident fee. She would recommend that a distinction be made between the two types of residencies.

William Nelson, 642 Maple Street, asked how everyone was notified. Director Safstrom replied that notification must be posted in three places throughout the Village. He stated those places are typically the Village Hall, U.S.S. Liberty Public Library, Police Station, and the public service board near the intersection of Wisconsin Avenue and Seventh Avenue.

Dorothy Smith stated this announcement should have been placed in a prominent spot in the newspaper. She said this is not a typical thing; it is village wide and will affect a lot of people's finances.

Mrs. Hafemann stated that when the Parks and Recreation Board has an agenda item that is specific to a group or to an area, they make an extra effort to notify those people. The agenda always has an item that someone is going to feel strongly about. Director Safstrom stated that he met with Senior Representative, Fran Betz, prior to this meeting, and she did a great job in notifying many seniors who frequent the Multi-purpose Senior Center. This is proven by the large turn-out at tonight's meeting.

Celia Albers, 2101 Chateau Court, asked how much revenue from the proposed \$25.00 membership fee would stay at the Senior Center. Director Safstrom replied that \$5.00 would go to the Senior Center; \$20.00 would go to the Village toward the operating budget.

Marion Meganek, 1765 White Pine Court, questioned why \$5.00 stays at the Senior Center. Director Safstrom replied that amount helps cover miscellaneous items to maintain the Senior Center, such as door prizes for parties. Director Safstrom stated there are people that utilize the Senior Center every day that have not paid \$5.00 toward their membership fee.

Dorothy Smith asked what is going to be done about people that do not live in the Village that come for programming. Will they be charged or will just Village residents be charged?

Director Safstrom replied that both residents and non-residents will be charged. The present system is an honor system. He stated that many seniors have religiously paid their \$5.00 membership every year. He stated that Senior Coordinator Karin Sevenser will meet with staff to create a procedure that will focus on better monitoring and enforcement.

Sue Bendix, 2118 Chateau Court, asked if the \$25.00 fee per participant is the final decision. She stated that \$50.00 is a lot of money for couples. If you are having trouble collecting \$5.00, then how are you going to collect \$50.00. Director Safstrom replied that the Parks and Recreation Board must make a recommendation to the Village Board. It is at the Village Board level that a final decision will be made.

A suggestion was made to issue a membership card to each paid member that can be presented when entering the building.

Ms. Betz suggested a slight increase in fees this year and then review the fee structure a year later.

Mrs. Canepa suggested fees be raised to \$10.00 per person and \$15.00 for couples.

Mr. Miller stated the seniors have a legitimate complaint. He said the proposed fee is a 250 percent increase from what they are paying now. He said that creating a resident and a non-resident fee is a good point. He would be in favor of a slight increase and made a suggestion of \$12.00 for a single resident and \$17.00 for a non-resident. Senior Coordinator Karin Sevener stated that the Senior Center has approximately 70 percent Village resident members and 30 percent non-resident members.

Trustee Meinecke asked about raising fees for particular activities that people are taking advantage of. Director Safstrom replied that programming which requires an instructor are charged fees that go back to the Village. Other activities that do not require an instructor are collected through the Senior Center account.

Mr. Miller stated staff needs to come up with an enforceable policy for collecting membership fees. It is not fair to those that pay their fees while others are contributing nothing.

Vivian Sherman, 1765 White Pine Court, asked if other groups are charged a fee when using the facility. Senior Coordinator Karin Sevener replied groups are charged a fee according to four different group categories. She stated there are thirteen groups that use the building which accounts for approximately \$2,000 in revenues.

Mr. Miller asked Senior Representative Fran Betz if she thought raising the fee to \$10.00 per person and \$15.00 per couple would cause a decline in the number of seniors attending the Senior Center. Ms. Betz replied no. She stated those fees would be reasonable. She stated many people thought that \$50.00 per couple was too high.

It was the consensus of the Board that they would review a resident and non-resident fee next year.

Motion by Jim Miller, seconded by Gigi Hafemann, to recommend the Village Board implement an annual membership fee of \$10.00 per single participant and \$15.00 for couples for both residents and non-residents of the Multi-purpose Senior Center, beginning with January 2010 memberships of which \$5.00 is allocated to the Senior Friendship Club. Approved 5-1 (S. Meinecke – nay).

## **PARKS AND RECREATION OFFICE RELOCATION**

Director Safstrom reported that with the impending relocation of the Parks and Recreation Department's office to the new Municipal Services Facility (Spring 2010), staffing of the Parks and Recreation Department/Multi-purpose Senior Center operations were evaluated by staff. The goal of the evaluation was to maintain a high level of customer service for both locations. Although hours of operation are being recommended for reduction at the Multi-purpose Senior Center, the hours being eliminated are slow to no-use hours.

Director Safstrom stated that the Senior Coordinator/Recreation Supervisor's salary is based upon a percentage between the Multi-purpose Senior Center and Parks and Recreation. He stated she will staff the Senior Center for 65 percent of the time, and the remaining 35 percent of her time will be at the Parks and Recreation Department office. Director Safstrom stated he has worked in the Senior Center building for over 17 years, and very seldom do senior citizens visit the building between the hours of 8:00 a.m. to 9:00 a.m. and 3:30 p.m. to 4:30 p.m. Presently, there are four senior citizens that play cards on Friday afternoons. He stated the Village is faced with serious financial decisions, and the Department will need to do their part. He also stated the School District has shut down all district buildings on Friday's during the summer in an effort to curtail energy costs. Director Safstrom stated he anticipates significant cost savings on a year-round basis with a reduction of 11.5 hours of weekly operation.

Director Safstrom reported that a part-time person will be hired to cover the hours of 1:00 p.m. to 3:30 p.m. Monday through Thursday.

Ms. Betz questioned why the Senior Coordinator position will not have afternoon hours at the Senior Center. Senior Coordinator Karin Sevener explained that more activities occur in the mornings such as trips, exercise classes, art classes and chorus. The afternoons are primarily occupied with card groups, which basically are self-run. Director Safstrom stated the new part-time position would have a maximum of 599 hours. These hours would also include coverage time for trips, meetings, vacation and sick time.

Mr. Miller asked if members of the Senior Center are aware of the change in hours. Ms. Betz replied she was made aware and does agree with the reduction in hours coinciding with the hours when the facility is used the least. An effort will be made at the September Friendship Club meeting to notify seniors of the proposed changes in hours of operation.

Motion by Trustee Meinecke, seconded by Gigi Hafemann, to recommend the Village Board approve the following change in hours of operation for the Multipurpose Senior Center to coincide with the Parks and Recreation Department's move into the new Municipal Services Facility.

Monday – Thursday: 9:00 a.m. to 3:30 p.m.  
Friday 9:00 a.m. to 1:00 p.m.

Approved unanimously.

Motion by Trustee Meinecke, seconded by Meg Canepa, to recommend the Village Board approve the creation of 1 part-time (0.28 FTE) Senior Center Assistant position in Pay Grade 8, effective Spring 2010.  
Approved unanimously.

**FALL PUMPKIN FESTIVAL EVENT – CROSS COUNTRY STYLE BIKE RACE IN LIME KILN PARK**

As part of the Fall Pumpkin Festival, the Celebrate Grafton Committee would like to offer a Cyclo Cross Bike Race (cross country style bike race) to be held in Lime Kiln Park (Saturday, October 10) from 10:00 a.m. to 5:00 p.m. Events being planned in the park for this event are music, food and beverage (beer) sales. A local bike team will organize and host this event in conjunction with the Celebrate Grafton Committee. The park would be closed to disc golf and pavilion rentals for this date, as the entire park will be utilized for this event.

Mrs. Canepa asked what age group is involved. Director Safstrom replied this is a sanctioned event for adults.

Mrs. Hafemann asked if there would be any damage to the grass. Director Safstrom stated some grass may become matted down. He does not anticipate any more damage than what usually occurs during a community event in the park.

Motion by Jim Miller, seconded by Trustee Meinecke, to approve a Cyclo Cross Bike Race event to be held at Lime Kiln Park on October 10, 2009.  
Approved unanimously.

**SUMMARY OF BENCHMARK MEASUREMENTS**

Board members had no questions regarding the summary of the Department's monthly benchmark measurements.

**PARK AND OPEN SPACE FUND/PARK AND RECREATIONAL FACILITIES FUND REPORT**

No comments.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**OTHER BUSINESS**

Director Safstrom reported that some summer programs have experienced a slight drop in revenues but does not anticipate any drastic changes from 2008.

Mr. Miller asked if the Family Aquatic Center closed at all during this summer using the new closure guidelines. Director Safstrom reported the facility closed a few times due to low attendance.

**ADJOURN**

Motion by Meg Canepa, seconded by Trustee Meinecke, to adjourn at 7:12 p.m. Approved unanimously.