

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

MARCH 16, 2011

The Parks and Recreation Board meeting was called to order at 6:03 p.m. by Chair Meg Canepa

Members present: Meg Canepa, Sue Meinecke, Gigi Hafemann, Joseph Hildebrand and Fran Betz

Members absent: Jim Miller and Lisa Harbeck

Staff / Officials present: Director of Parks and Recreation John Safstrom and Administrative Secretary Sheryl Prohuska

Others: Dave Antoine, 1016 17th Avenue

MINUTES

Motion by Gigi Hafemann, seconded by Trustee Meinecke, to approve the January 19, 2011 Parks and Recreation Board meeting minutes, as presented. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

PROGRAM FEE ADJUSTMENTS

Director Safstrom reported that as the Parks and Recreation Department nears implementation of its newly purchased software package, decisions need to be made regarding fees as they relate to online registration and payment methods. The software package includes the ability for customers to register online and also use credit cards for payments.

Director Safstrom stated the annual maintenance for the software is \$3,500. Estimated fees for credit/debit card transactions will be 3 percent for each transaction. Also, he is projecting up to 50 percent of all transactions will be credit/debit card transactions over the next 3 to 5 years.

In an effort to recover the estimated 3 percent fee plus the \$3,500 annual maintenance fee, Director Safstrom is proposing the following fee increases:

YOUTH RECREATION PROGRAMS (Includes all swim lessons)

Residents:	\$1.00 increase for all programs
Non-residents:	\$2.00 increase for all programs

ADULT RECREATION PROGRAMS

Residents: \$1.00 increase for all programs
Non-residents: \$2.00 increase for all programs

FAMILY AQUATIC CENTER

Pool Rentals \$2.50 increase per resident rental
\$5.00 increase per non-resident rental

Season Passes \$5.00 increase per resident
\$10.00 increase per non-resident

PARK SYSTEM RENTALS

Residents \$2.50 increase for all rental levels
Non-residents \$5.00 increase for all rental levels

Estimated revenues generated from recommendations are projected at \$4,715.

Gigi Hafemann questioned whether the proposed fee increases will actually cover the costs associated with the new software. She stated the Board may want to take this opportunity to raise fees a little higher to insure the costs are covered.

Director Safstrom responded he is confident the credit card transaction fees will be recovered by raising program fees by \$1.00 and \$2.00. He increased a few other fees (pool rentals, season passes, park system rentals) by \$2.50 and \$5.00 to assist in recovering the ongoing maintenance fees (\$3,500 per year).

Chair Canepa asked if the Department offers assistance for families that are experiencing hardship. Director Safstrom responded the Department has offered a fee reduction for unemployed adult village residents with small children and will continue to do so for 2011.

It was the general consensus of the Parks and Recreation Board to implement the proposed fee increases and reassess fees for 2012.

Motion by Gigi Hafemann, seconded by Joseph Hildebrand, to recommend the Village Board approve the Parks and Recreation Department increase fees as listed above. Approved unanimously.

CENTENNIAL PARK USE REQUEST – GRAFTON GLADIATORS

Board members reviewed a request from the Grafton Gladiators Youth Football Program to use Centennial Park Monday through Friday from 5:30 – 7:30 p.m. beginning Monday, August 15 and ending Thursday, September 1.

Director Safstrom stated he is proposing the outfield of the unlit ball diamond be considered for this usage. He stated the group would like to paint lines on the turf to mark one field. The Parks and Recreation Department utilizes this area for its Youth Flag Football Program in September thus reducing Department costs for striping the field.

Joseph Hildebrand questioned if maintenance costs would be incurred with this usage such as garbage refuse and restroom maintenance. Director Safstrom responded the Department will monitor this usage.

Motion by Chair Canepa, seconded by Joe Hildebrand, to allow the Grafton Gladiators to use Centennial Park's unlit ball diamond outfield Monday through Friday, August 15 through September 1, 2011. Approved unanimously.

CLASSIFICATION STRUCTURE FOR SEASONAL EMPLOYEES ADJUSTMENT

Board members reviewed a request by Director Safstrom to reclassify the Golf Instructor position. At the present time, the Golf Instructor position is classified as Pay Grade 8 of the Classification Structure for Seasonal Employees. The current instructor is scheduled to be compensated at Step 5, \$18.20 per hour. This instructor has just received the highest level certification for instruction that the Professional Golf Association (PGA) has to offer and commands \$50.00 to \$100.00 for one-half hour sessions.

Director Safstrom stated that due to this instructor's experience and certification, he is recommending that compensation be moved to Pay Grade 9 (\$17.53 - \$20.51 per hour). He stated the financial impact to the Department's golf program would be \$166.00. In 2010, the revenues minus expenses for this program were positive at \$553.00.

Motion by Trustee Meinecke, seconded by Gigi Hafemann, to recommend the Village Board approve the addition of Golf Instructor – Certified to Pay Grade 9 of the Classification Structure for Seasonal Employees. Approved unanimously.

NEW PROGRAM REQUEST – WATER POLO TEAM

Board members reviewed a request to offer a Water Polo Team for girls in grades 7 through 12 at the Family Aquatic Center. This program would be offered Monday and Wednesday evenings from 7:00 – 8:15 p.m. The program would be run by the Grafton High School Girl's Swim Coach.

Director Safstrom stated that because this program will be offered during open swim on Mondays and Wednesdays, it will not incur additional lifeguard costs. Trustee Meinecke questioned if the coach would be the sole adult at the program. Director Safstrom replied a lifeguard would also be present for the duration of the program.

Motion by Gigi Hafemann, seconded by Fran Betz, to recommend the Village Board approve the Parks and Recreation Department offer a Water Polo Team for girls in grades 7 through 12 at a cost of \$35.00 for Village residents and non-residents. Approved unanimously.

COMMUNITY GARDEN IN VILLAGE PARK

Director Safstrom provided an update regarding resident interest in a community garden. This item was discussed at the August 18, 2010 and January 19, 2011 Parks and Recreation Board meetings. At the January 11, 2011, meeting, discussion focused on designating Mole Creek Park (2 acres) as the location. The Parks and Recreation Board tabled action on supporting the recommendations of Village staff until neighbors of the proposed site could provide input. Approximately 30 property owners who live near Mole Creek Park were notified for the March 16 meeting.

Director Safstrom stated he received input from two residents in the area. One resident was unopposed to the project. The other resident expressed concern that some children have taken up playing baseball at the north end of the park in recent years.

Due to the high visibility from adjacent public streets, low intensity of park use, distance from play equipment, limited number of and close proximity of adjacent houses, and no serious concerns from residents in the adjacent neighborhood, Director Safstrom is recommending the north side of Mole Creek Park be designated as a community garden.

Motion by Trustee Meinecke, seconded by Joe Hildebrand, to recommend the Village Board authorize the Parks and Recreation Board to establish a community garden at Mole Creek Park. Approved unanimously.

BENCHMARK MEASUREMENTS

Director Safstrom reported the Department has implemented some new measurements in monthly benchmark statistics. Some enhancements include the use of Survey Monkey to gather information regarding satisfaction with park pavilion rentals and quality of ball diamond maintenance.

Gigi Hafemann requested a correction be made to the percentage goal for number of accidents at the Family Aquatic Center. The goal should be set at 0%.

Joseph Hildebrand inquired how the Family Aquatic Center is utilized prior to 12:00 noon. Director Safstrom responded swim lessons are held from 8:00 a.m. until 12:00 noon, Monday through Friday. Joseph Hildebrand stated it would be beneficial if parents could have some pool time with young children in the mornings. Gigi Hafemann requested that Director Safstrom research other communities that allow toddlers in the water during swim lessons. Director Safstrom responded that as long as a parent is required to be in the water with their child, this option may be manageable. He will provide further information at the April meeting.

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

There were no comments on the monthly report.

OLD BUSINESS

None.

NEW BUSINESS

None.

OTHER BUSINESS

Director Safstrom reported that implementation of the new on-line registration software will not allow residents the option to register earlier than non-residents as previously managed through a mail-in procedure. Trustee Meinecke asked if early registration could still be advertised through the Recreation Booklet. Director Safstrom responded the programs most affected by this restriction would be youth swimming lessons due to the limited number of participants per class. He stated the Department uses many different types of media to notify Village residents of upcoming programming. He will request staff to monitor the registration process regarding this issue.

Fran Betz stated the Senior Friendship Club is looking forward to the implementation of the new software at the Senior Center.

ADJOURN

Motion by Chair Canepa, seconded by Gigi Hafemann, to adjourn at 7:44 p.m. Approved unanimously.