

VILLAGE OF GRAFTON

COMMUNITY ACTIVITIES COMMISSION MEETING MINUTES

FEBRUARY 18, 2009

The Community Activities Commission meeting was called to order by Chair Meg Canepa at 6:00 p.m.

Members Present: Meg Canepa, Susan Meinecke, Jim Miller, Joseph Hildebrand and Gigi Hafemann (6:47 p.m.)

Members Absent: Scott Volkert and Betty Sarg

Staff present: John Safstrom, Community Activities Director, Sheryl Prohuska, Administrative Secretary and Karin Sevener, Senior Coordinator/Recreation Supervisor

Others: Jeff Higgins, Rods-N-Relics Car Club; Peter Raymond, Grafton Blues Association; Jeff Holmes, Grafton Rugby Club; Luke Mattias, Special Needs Tae Kwon Do Instructor

MINUTES

Motion by Trustee Meinecke, seconded by Commissioner Hildebrand, to approve the regular December 17, 2008 Community Activities Commission meeting minutes and the December 17, 2008 Joint Board of Public Works and Community Activities Commission meeting minutes, as presented. Approved unanimously.

HEAR PERSONS WISHING TO BE HEARD

None

ACCEPT DONATION – OUTDOOR ART STUDIO

The Village has received a request from North Shore Academy of the Arts (NSAA) to construct and donate an outdoor art studio on the northeast corner of the Timothy Wooden Community Center property, 1111 Broad Street. The proposal includes an area to display art work, a flower bed with a tree and plaque, tables for art classes and an area for reflection. The studio would be dedicated to the memory of an NSAA student.

Director Safstrom reported that Village Administrator Darrell Hofland met with the group regarding their proposal. Director Safstrom stated the group wants to cordon off a small grassy area with landscaping to use as an outdoor teaching area. Picnic tables and benches would be placed within this area. No fencing or permanent fixtures would be used. Director Safstrom also stated the group wants to display moveable art work along the side of the building.

Director Safstrom stated that NSAA developed this concept in honor of a former student, Felix Boller, who passed away last summer. Trustee Meinecke said Felix was a wonderful little boy and a very talented artist.

Commissioner Miller questioned whether this item should be tabled until a NSAA representative could be present to answer questions the Commission may have. Trustee Meinecke stated she is aware of Planning and Development Director Mike Rambousek's involvement with getting all the details worked out. She stated it is going to be a great addition and feels confident moving ahead with the project.

Motion by Chair Canepa, seconded by Trustee Meinecke, to recommend the Village Board approve an addendum to the lease agreement with the North Shore Academy of the Arts for an outdoor art studio at the Timothy Wooden Community Center, as proposed. Approved unanimously.

PARK USE REQUEST

Jeff Higgins, President of Rods-N-Relics, and Peter Raymond, Grafton Blues Association, are requesting permission to utilize Lime Kiln Park and the Robert P. Zaun Pavilion on Friday evening, June 26 (set-up) and Saturday, June 27, 8:00 a.m. to 10:00 p.m. for the annual Rods-N-Relics car show. The show has previously been included with the annual Holiday celebration. It is anticipated that approximately 200-300 people may attend this event throughout the day and evening.

The itinerary for the show on Saturday, June 27, is as follows:

9:00 a.m. – 5:00 p.m.	Car Show (Rods-N-Relics)
9:00 a.m. – 10:00 p.m.	Concessions (including alcohol sales – Grafton Blues Association)
5:00 p.m. – 10:00 p.m.	3 Blues Bands (Grafton Blues Association)

Rods-N-Relics and the Grafton Blues Association personnel will be responsible for clean-up of the park to accommodate a party scheduled for Sunday, June 28.

Director Safstrom stated these groups have used the park in the past and have done a great job cleaning up after their events. He stated car shows are very popular and said the Club donated money for the resurfacing of the road in the park for the purpose of their car show.

Jeff Higgins, President of Rods-N-Relics, said they have decided to try a new strategy this year and have separated their car show from the annual 4th of July celebration. He stated more members will be available to help with the event since it is not in direct competition with the holiday.

Commissioner Miller stated it appears these groups have gone through the proper channels for this event.

Motion by Commissioner Miller, seconded by Commissioner Hildebrand, to authorize Rods-N-Relics Car Club and the Grafton Blues Association to host a car show/music event on June 26 and June 27, 2009, in Lime Kiln Park. Approved unanimously.

NEW PROGRAM – YOUTH RUGBY (FLAG)

The Community Activities Department has received a request from Grafton Rugby Club coach Jeff Holmes to offer a Youth Rugby Program for boys and girls in grades 6 – 8. The 6-week program is scheduled to run evenings from 5:30 – 7:00 p.m. beginning in April and ending mid-May. The program is proposed for open space at Centennial Park. In order to keep program costs to a minimum, parent volunteers along with flag football equipment will be utilized.

Coach Jeff Holmes stated he will start the program with basic instruction and schedule games during the last 4 weeks. Several parents have volunteered to referee. Coach Holmes stated this program would be a flag version of the game.

Chair Canepa questioned whether participation will be limited. Coach Holmes replied he will need to monitor registration in the beginning as he does not know how heavy the turn-out may be.

Chair Canepa questioned if this program would conflict with the Grafton Soccer Club's practices. Director Safstrom said the Club is willing to use any space available. Right now, he does not anticipate any conflict.

Chair Canepa questioned if goal posts will be installed. Coach Holmes replied goal posts are not needed for this level of play.

Commissioner Hildebrand questioned the gender of participants. Coach Holmes replied the program will be open to both boys and girls.

Motion by Commissioner Miller, seconded by Trustee Meinecke, to recommend the Village Board approve offering a youth Rugby (Flag) program for boys and girls, grades 6 – 8, at a cost of \$8 for residents and \$16 for non-residents. Approved unanimously.

FACILITY USE REQUEST

Luke Mattias is requesting permission to utilize the Multipurpose Senior Center to teach Tae Kwon Do for adults and children with special needs. The program is scheduled to meet three evenings per week and possibly Saturday mornings for approximately 2.5 hours.

Director Safstrom indicated that the Department currently has a similar program at the Multipurpose Senior Center from 5:00 – 8:00 p.m. on Tuesday evenings (Kid-Safe America). The agreement with this group is \$1 per student per class with the instructor

providing the Village with a Certificate of Liability Insurance. Seven hundred sixty dollars (\$760) in revenues was realized from this group in 2008.

Director Safstrom is proposing that the requested special-needs program be handled in the same manner with a \$1 per student per class and the filing of a Certificate of Liability Insurance on an annual basis. Due to smaller class sizes, he is recommending that the fees owed do not exceed \$100 per month.

Director Safstrom said the program is presently being offered in another facility but they are looking for a little more flexibility. It would be affordable for the people that are in the program. Typical class size ranges from 5 - 12 participants, so the Multipurpose Senior Center is the perfect size and is handicap accessible with the elevator. Director Safstrom stated he set Department revenues for this program at \$100 per month because the class size is much smaller than the current Kid-Safe America program. This would keep the program affordable for the group and still generate revenue for the Department.

Chair Canepa questioned if Mr. Mattias would need extra help if the class would grow to 30 participants. Mr. Mattias responded that he tries to keep class sizes to a maximum of 13 participants in order to provide more personal attention for students. He does have additional instructors available who are willing to help.

Commissioner Hildebrand asked Mr. Mattias how he defines a special needs student. Mr. Mattias responded he accommodates anyone with a diagnosed disability whether it is mental or physical. He teaches many students who have Down's Syndrome, ADD or ADHD. Most of his students do not require an additional guardian to be with them but he would require it, if necessary.

Motion by Chair Canepa, seconded by Commissioner Miller, to recommend the Village Board allow Luke Mattias to utilize the Multipurpose Senior Center for a martial arts program for special-needs children at a cost of \$1 per student per class and not to exceed \$100 per month contingent upon submittal of a Certificate of Liability Insurance.
Approved unanimously.

FAMILY AQUATIC CENTER – HOURS OF OPERATION

The hours of operation for the Family Aquatic Center were reviewed. Aquatic Center Manager Cathy Prieto is recommending that the 6:30 a.m. – 7:30 a.m. lap swim be eliminated due to lack of participation. This change would realize a savings of \$476 in 2009. A review of evening swim hours and revenues shows the average revenues to be \$33.39 per evening (Monday – Thursday). Average revenues for Thursday evening swim alone are \$13.92. Director Safstrom is recommending the elimination of the Thursday evening open swim which would result in a savings of approximately \$1,346 (\$1,513 salaries minus \$167 revenues) in 2009.

Director Safstrom stated he put this item on the agenda due to discussion held at the end of the 2008 season. At that time, Commissioner Miller requested that hours of operation

be reviewed for the 2009 season. Director Safstrom stated that due to great weather, the Aquatic Center was not closed one day this past summer. Typically, the pool would be closed an average of 5 – 10 days during a season. Due to increased hours of operation, the pool budget was significantly over budget.

Director Safstrom stated he is recommending the elimination of one operational day to help operate the pool more efficiently. He anticipates a couple thousand dollars in savings without significant loss in revenue.

Commissioner Miller stated he was looking for specific numbers, particularly, how to determine if a lack of patrons in the pool warrants a decision to shut it down. Director Safstrom responded that if there are less than 10 patrons in the pool, staff will inform them the pool will remain open for another half an hour to an hour to allow them to make arrangements for a ride home. He stated other communities typically make a decision due to temperature versus number of patrons.

Director Safstrom stated he could create a policy based upon numbers. Commissioner Miller questioned that if the pool experienced a long stretch of hot weather, would he consider extending the closing time? Director Safstrom stated staff could inform patrons of extended hours throughout the day.

Commissioner Miller stated he would really like to see a policy stating that the pool will close if there are 10 or less patrons in the water. Director Safstrom responded that he will talk with Pool Manager Cathy Prieto and also advertise the policy in the summer booklet.

Commissioner Hildebrand suggested posting some type of sign at the front entrance to inform patrons when weather conditions warrant an early or extended closing.

Motion by Trustee Meinecke, seconded by Chair Canepa, to approve the 2009 Family Aquatic Center hours of operation as follows:

2009 open swim hours of operation for the Family Aquatic Center:

Monday – Wednesday:	12:00 Noon – 4:00 p.m. and 6:30 – 8:00 p.m.
Thursday:	12:00 Noon – 4:00 p.m.
Friday and Saturday:	12:00 Noon – 5:00 p.m.
Sunday:	12:00 Noon – 5:00 p.m. and 6:30 – 8:00 p.m.

2009 lap swim hours of operation for the Family Aquatic Center:

Monday through Friday:	11:30 a.m. – 12:30 p.m.
Monday, Wednesday and Friday:	5:30 – 6:30 p.m.
Sunday:	5:30 – 6:30 p.m.

Approved unanimously.

SUMMER PROGRAM REVENUE/EXPENDITURE SUMMARY

Commission members reviewed two programs that did not meet cost recovery guidelines.

Director Safstrom explained that cost recovery for youth programming is at 70 percent and at 100 percent for adult programming. Director Safstrom said the Department's philosophy is to make programs efficient yet affordable.

Director Safstrom explained that the Girl's Basketball program was overstaffed which led to a net of \$569. Director Safstrom stated that Coach Maronde encourages his team's involvement and that the ratio of staff to participant got out of hand. Director Safstrom will set guidelines for the ratio of staff to participant for this program in the future.

Director Safstrom explained he needed to hire more Program Directors to run the Day Camp program due to vacation absences which led to a net of \$1,384.

Commissioner Hildebrand questioned if fees could be raised for these programs as he feels they are still quite affordable. Both Chair Canepa and Trustee Meinecke expressed concerns raising fees based upon the current economy.

Director Safstrom stated he will closely monitor staffing levels this summer.

REVISE CHAPTER 2.26 OF THE GRAFTON VILLAGE MUNICIPAL CODE

Director Safstrom presented revisions to Chapter 2.26 of the Village of Grafton Municipal Code relating to the duties of the Community Activities Commission. He indicated that the proposed amendment includes the renaming of the Commission and the Department to "Parks and Recreation Board" and "Parks and Recreation Department".

Director Safstrom informed the members that Chapter 2.26 has not been fully reviewed and/or revised in over 17 years and is outdated.

Director Safstrom stated one of the main codes changes is renaming Community Activities to Parks and Recreation.

Commissioner Hafemann questioned the language regarding length of service for Commission members. It appears that a member would need to reapply each year. Director Safstrom stated he will speak to Village Clerk Teri Dylak regarding the discrepancy. Commission members agreed this item should be tabled and reviewed.

Motion by Commissioner Hafemann, seconded by Trustee Meinecke, to table action regarding approval of an Ordinance repealing and recreating Chapter 2.26 of the Village of Grafton Municipal Code. Approved unanimously.

BUDGET REQUEST

The 2008 Budget included an allocation for the development of a Master Plan for the future South Side Park near Falls Road and Port Washington Road, \$15,000 (Park and Recreation Facilities Fund). Also allocated within this budget was \$7,000 for the review and amendment of Impact Fees for Parks and Recreation Facilities. These projects were not completed nor were the expenditures recognized in the 2009 budget. Director Safstrom indicated that because this is a Special Revenue Fund, dollars remained in the Fund Balance and is available in 2009 but is not recognized as an expenditure for 2009.

Director Safstrom stated he was not able to spend the funds in 2008 but said could be transferred into the 2009 budget. He said action on this item would create a line item within the budget that will allow him to proceed with the projects.

Motion by Trustee Meinecke, seconded by Chair Canepa, to recommend the Village Board designate unspent 2008 funds to be expensed in 2009 in the amount of \$7,000 for the review and amendment of Impact Fee Study for Park and Recreational Facilities in the Park and Recreational Facilities Fund, and to recommend the Village Board designate unspent 2008 funds to be expensed in 2009 in the amount of \$6,000 for the development of a Master Plan for the future South Side Park in the Park and Recreational Facilities Fund. Approved unanimously.

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

Commissioner Hafemann questioned a line donation of \$30,000 and asked where it is coming from. Director Safstrom replied he is also unsure as it appears it may be Village funding for projects that is showing up as a donation or it could be funding from the Zaun Memorial Foundation. He will find out and email Commissioner with an explanation.

Commissioner Hildebrand questioned if funds are available for a basketball court in Centennial Park. He stated an activity is needed for older children as a way to keep them from using the playground equipment inappropriately. Commission members agreed a basketball court is needed on the east side of the Village.

Trustee Meinecke questioned if funds were allocated because of the loss of the basketball court due to the Department of Public Works project. If so, the funds could be used for a court in Centennial Park. Director Safstrom will look into this and also place this project into the 5-Year Capital Improvement Plan.

BENCHMARK MEASUREMENTS

Commission members had no questions regarding the Department's monthly benchmark measurements. Director Safstrom stated the report's format will change and become more detailed occasionally throughout the year.

OLD BUSINESS

None

NEW BUSINESS

Chair Canepa stated she just received a flyer distributed through the school system that stated the Department will no longer mail out the summer recreation booklet. Director Safstrom replied the directive came from Village Hall and he should have put it on an agenda. He apologized for not informing the Commission of this decision.

Trustee Meinecke stated the decision may have been made in conjunction with the Village's sustainability program; to save paper by going green.

Commissioner Hildebrand stated the summer booklet is the Department's bible. Commissioner Miller and Chair Canepa agreed that the Department should have a printed booklet. Commissioner Miller said the Commission should have had the opportunity to be involved with the decision not to mail out the booklet.

Director Safstrom stated this decision happened at budget time. He stated he anticipates having a computer available for the public to view the booklet at the Department office.

Chair Canepa again expressed her disappointment that the Commission was not informed about this decision before it was made.

Commissioner Hildebrand asked if the Department may want to offer a National Archery program. This would be a program that is held indoors during the school year. Director Safstrom replied the Department's current summer archery program is well attended and felt a national program would be well received. Commissioner Hildebrand will provide additional information to Director Safstrom.

OTHER BUSINESS

Senior Coordinator Karin Sevenser reported on past and future activities being held at the Senior Center. She also reported on a no-school day field trip being offered for middle school students in March.

Director Safstrom distributed the new Park and Open Space Plan to each Committee member.

Motion by Trustee Meinecke, seconded by Commissioner Miller, to adjourn at 7:34 p.m. Approved unanimously.