

VILLAGE OF GRAFTON

COMMUNITY ACTIVITIES COMMISSION MEETING MINUTES

MARCH 18, 2009

The Community Activities Commission meeting was called to order by Chair Canepa at 6:10 p.m.

Members Present: Meg Canepa, Scott Volkert, Joseph Hildebrand and Gigi Hafemann

Members Absent: Susan Meinecke, Jim Miller and Betty Sarg

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

MINUTES

Administrative Secretary Sheryl Prohuska stated a typo appeared on the agenda regarding the date of the last meeting. She will amend the agenda for the record.

Motion by Commissioner Hafemann, seconded by Trustee Volkert, to approve the February 18, 2009, Community Activities Commission meeting minutes, as presented. Approved unanimously.

HEAR PERSONS WISHING TO BE HEARD

None

REVISE CHAPTER 2.26 OF THE GRAFTON VILLAGE MUNICIPAL CODE

Commission members reviewed revisions to Chapter 2.26 of the Village of Grafton Municipal Code as it pertains to the Community Activities Commission. Within these changes is the renaming of the Commission and Department to "Parks and Recreation Board" and "Parks and Recreation Department" respectively.

Last month, there was a question regarding term limits for Commission members. Director Safstrom reported the Code has been amended to reflect term limits of 3 years with alternating years for multiple members.

Director Safstrom stated Chapter 2.26 has not been reviewed or revised in over 17 years. Many of the stated responsibilities are outdated or do not exist.

Motion by Commissioner Hafemann, seconded by Chair Canepa, to recommend the Village Board approve changes to Chapter 2.26 of the Village of Grafton Municipal Code as presented. Approved unanimously.

FAMILY AQUATIC CENTER – INCLEMENT WEATHER CLOSING

At the present time, the Family Aquatic Center closes for the following reasons: lightning is observed; rain and 5 patrons or less in the water; air temperature is 65 degrees or cooler and 5 patrons or less in the water; and 5 patrons or less in the water at opening – wait one hour.

Director Safstrom stated he conducted a survey throughout the State regarding facility closing policies involving inclement weather. The survey showed closing procedures ranged from 10 – 50 patrons before closing with the closing temperature almost always at 65 degrees. Director Safstrom is proposing the following criteria be utilized for closing the facility during the 2009 season:

- Lightning is observed
- 10 patrons or less in the water 1 hour after opening
- Air temperature is 60 degrees or cooler at scheduled opening – facility will remain closed

Director Safstrom stated he has reviewed the proposed changes with Facility Manager Cathy Prieto, and she has endorsed the recommended changes.

Commissioner Hildebrand questioned what the water temperature is kept at. Director Safstrom responded the temperature of the water at the Family Aquatic Center is kept at 80 degrees.

Motion by Commissioner Hafemann, seconded by Trustee Volkert, to implement the recommended facility closing criteria for operation of the Family Aquatic Center for 2009. Approved unanimously.

NAMING OF NEW PUBLIC WORKS/COMMUNITY ACTIVITIES FACILITY

Commission members reviewed naming suggestions for the new Public Works / Community Activities building. Director Safstrom reported that Village Administrator Darrell Hoffland sent an e-mail to his peers for naming suggestions or identification of existing similar named municipal facilities. The following suggestions were received:

- Municipal Services Building
- Village Services Facility
- Public Services Facility
- Municipal Services Facility

Village Engineer Dave Murphy and subsequently, the Board of Public Works, have recommended the name – Municipal Services Facility.

Commissioner Hafemann stated there should be signage indicating specifically the departments that are housed within the building. She stated that if she was driving by and is trying to find a particular service, a building named Municipal Services Facility does not designate the specific Village service that she would be trying to locate.

Trustee Volkert agreed that in addition to the main signage that is planned for the facility, two smaller signs designating both the Department of Public Works and Parks and Recreation should be placed near or on the same signage.

Motion by Trustee Volkert, seconded by Commissioner Hafemann, to recommend the Village Board establish the planned joint Community Activities / Public Works facility, to be named Municipal Services Facility, with specific signage for the Parks and Recreation Department and Public Works Department. Approved unanimously.

SUMMARY OF BENCHMARK MEASUREMENTS

Director Safstrom reported that, at least three times a year, he will present a more comprehensive report of specific programming comparisons. At this meeting, Commission members reviewed benchmarks in the following areas: Administration, Adult Senior Services and Aquatics.

Director Safstrom identified that programming that has experienced a significant change in numbers would be highlighted. He said this comprehensive report will give Commission members a better understanding as to why numbers have changed and also serve as a tool to spot a developing trend.

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

Director Safstrom stated that last month, the Commission questioned a \$30,000 figure that appeared in the Park and Open Space Fund. He reported the figure was earmarked for the Robert P. Zaun Pavilion; \$25,000 from the Zaun Memorial Foundation and the remaining \$5,000 from Grafton State Bank (Harris Bank).

OLD BUSINESS

Chair Canepa asked if Director Safstrom spoke with Administrator Hofland regarding the Commission's disappointment in learning the summer recreation booklet will no longer be mailed to residents but available online only. Chair Canepa stated she has heard from many parents that are unhappy regarding this decision. Commissioner Hafemann questioned if this decision will impact program attendance. Director Safstrom stated \$1,100 in funding is available for printing booklets that can be distributed throughout the school system and other Village departments. Director Safstrom stated Administrator Hofland briefly discussed this at budget time when concessions were needed to balance the budget. Administrator Hofland also eliminated the mailing budget for the quarterly Village Messenger. Commissioner Hafemann suggested distributing booklets through the school system for families with children in kindergarten through third grade. Director Safstrom stated he will keep Commission members updated regarding the distribution of printed booklets. Commissioner Hildebrand stated that the City of Port Washington is also posting their booklet online as an alternative to mailing.

Chair Canepa asked if patrons will have the option to pay registration fees online. Director Safstrom responded the Finance Department is looking into the ability for patrons to pay by credit card. This option will be available in person but not on line.

NEW BUSINESS

Director Safstrom reported the Department will be placing funds into the 5 Year Capital Improvement Program for replacing the current registration software because of its limited capabilities.

Trustee Volkert requested that the current 6:00 p.m. Commission meeting time be placed on the next agenda for discussion. The Commission has acquired some new members and Trustee Volkert felt it would be beneficial to discuss whether the 6:00 p.m. meeting time works for all members.

Director Safstrom stated the Village has a new website that will be up and running by March 20. The Department's summer recreation booklet will be available on the website by April 20.

OTHER BUSINESS

Both Chair Canepa and Commissioner Hafemann stated they would not be available for a Commission meeting the week of April 13.

Senior Coordinator Karin Sevener reported the Senior Center recently held a St. Patrick's Day party that was well attended.

ADJOURN

Motion by Chair Canepa, seconded by Trustee Volkert, to adjourn at 6:35 p.m. Approved unanimously.