

VILLAGE OF GRAFTON

PARKS AND RECREATION BOARD MEETING MINUTES

FEBRUARY 22, 2012

The Parks and Recreation Board meeting was called to order at 6:02 p.m. by Chair Meg Canepa

Members present: Meg Canepa, Sue Meinecke, Dave Antoine, Jim Miller, Gigi Hafemann and Fran Betz

Absent: Joe Hildebrand

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

Others: Dave Mauer, Representative from Grafton Lions Club

MINUTES

Motion by Jim Miller, seconded by Trustee Antoine, to approve the January 18, 2012 Parks and Recreation Board meeting minutes.
Approved unanimously.

PERSONS REQUESTING TO BE HEARD

Grafton Lions Club member, Dave Mauer, reported the Lions Club has a few projects to complete at the Grafton Lions Park pavilion and is looking for consensus from the Board if they should proceed with the projects.

Mr. Mauer reported he has received several requests that a baby changing unit be installed in both the women's and men's restrooms.

Mr. Mauer inquired as to when the park sign would be delivered. Director Safstrom replied that the vendor assured him delivery would be made to the Parks and Recreation Department by April, for installation.

Mr. Mauer reported that in conjunction with the installation of the park sign, the Lions Club would like to install a 500 pound lion statue next to the sign. Mr. Mauer stated the statue will need a slab, and the Club has offered to complete the installation. Mr. Mauer was seeking a consensus to install the statue next to the park sign. Mr. Mauer stated he had a conversation with Village Administrator Darrell Hofland on the project.

Mr. Mauer reported that before the ceiling can be finished in the utility room at the Grafton Lions Pavilion, roof vents are needed in both of the restrooms. Director Safstrom reported he spoke to Koenig Construction in January and told them the shelter is ready for this project. Director Safstrom will follow up with Koenig Construction.

Mr. Mauer reported the Lions Club has received a donation of two metal benches. He indicated the Club would like to place the benches in close proximity to the shelter. Mr. Mauer inquired if concrete slabs are required to anchor the benches. Director Safstrom replied the benches are very heavy and it would take two strong people to move them even a short distance. Jim Miller felt that given the park's secluded location, the benches should be anchored. Director Safstrom stated he will take a look at the benches to determine if they can be anchored. Mr. Mauer stated his Club will complete the work for this project.

Mr. Mauer reported the Lions Club received a \$100 donation toward the purchase of a tree, and they would like to plant it next to one of the benches in Grafton Lions Park. Director Safstrom stated he will make arrangements for the Village to dig the hole. Mr. Mauer stated the Club will take care of planting the tree once the hole has been prepared.

Mr. Mauer reported the Lions Club will soon be meeting with Recognition Specialists to create a bronze plaque that will be installed on one of the walls underneath the roof the Grafton Lions Park pavilion. Mr. Mauer indicated that he has spoken with Village Administrator Darrell Hofland and did not receive any objection to this project. The Lions Club will complete the installation of the plaque.

Mr. Mauer reported the Lions Club would like to hold a Grand Opening at the Lions Park pavilion, for the public, in May. The first weekend in May was discussed. Director Safstrom stated the Parks and Recreation Department could offer their Walkabout Grafton program in conjunction with the Grand Opening. Mr. Mauer stated the Club will finalize a date for the Grand Opening as soon as possible.

Mr. Mauer requested the Board allow the Lions Club to use the Lions Park pavilion at no charge for an occasional Club event. He stated the Club would continue to use Veterans Memorial Park for larger, public events.

It was the general consensus of the Parks and Recreation Board to allow the Grafton Lions Club to work with the Parks and Recreation Department on all of the above mentioned projects.

Trustee Antoine commended Mr. Mauer and the Grafton Lions Club for their time and commitment with the various projects in Grafton Lions Park.

COMMUNITY GARDEN

Director Safstrom provided members with a brief summary of past discussions by the Parks and Recreation Board dating from August 2010, through May 2011, regarding the steps taken to establish a community garden.

Director Safstrom reported the Grafton Little League will no longer be pursuing construction of a baseball facility on Village-owned property at River Bend and Lakefield Roads. Presently, there are no other plans for this property. Director Safstrom is recommending the Board consider the northwest corner of this property for the community garden project.

Director Safstrom stated a letter will be sent to neighbors near the site to advise them of this project.

Trustee Liss stated the Grafton Little League had contracted with a neighbor of the property for mowing and upkeep. Trustee Liss suggested that Director Safstrom follow-up with this neighbor.

Motion by Gigi Hafemann, seconded by Trustee Meinecke, to recommend the Village Board approve creation of a one-half acre community garden on Village-owned property at Lakefield and River Bend Roads. Approved unanimously.

PARK SYSTEM FEE STRUCTURE

Director Safstrom presented proposed pavilion rental fee increases for Veterans Memorial Park, Centennial Park and the two pavilions in Lime Kiln Park (Robert P. Zaun Pavilion and the Octagon open-air shelter).

Director Safstrom explained the goal is to eliminate the different fees for groups that are larger or smaller than 25 patrons. He stated the majority of groups that rent park facilities are larger than 25 patrons, and the cost to maintain them is the same regardless of the number of people. He stated that the west pavilion in Centennial Park will continue to have a reasonable fee for small groups.

Motion by Jim Miller, seconded by Gigi Hafemann, to recommend the Village Board approve the recommended changes to the Park System Fee Structure as presented. Approved unanimously.

PROGRAMS AND ACTIVITIES FEES POLICY

Director Safstrom reported that ,with the approval of a Programs and Activities Fees Policy at the November 2011 meeting, along with approved fee increases for nineteen Level 2 youth programs at the December 2011 meeting, he is requesting the Board review Level 2 Aquatic programs, Level 3 Adult Recreation and Level 3 Aquatic programs.

Director Safstrom explained how the fee increases will be spread out evenly for the next 5 years. In order to alleviate a substantial increase each year, he is recommending that another level be implemented.

Board members concurred with Director Safstrom's recommendation, and this item will be placed on the March agenda for further discussion.

GRAFTON LIONS PARK PAVILION RENTAL FEE

Director Safstrom reported that with the impending completion of the pavilion in Grafton Lions Park, a usage fee needs to be determined for this facility. Director Safstrom presented a fee structure for the Park System.

The following fees are being recommended:

FAMILY PICNICS

Resident/Resident Non-profit \$125 - \$50 returned
Non-resident/Non-resident Non-profit \$165 - \$50 returned

COMPANY PICNICS

Resident Company \$250 - \$100 returned
Non-resident Company \$355 - \$100 returned

Motion by Trustee Meinecke, seconded by Gigi Hafemann, to recommend the Village Board approve the fees for Grafton Lions Park pavilion as presented. Approved unanimously.

Gigi Hafemann and Fran Betz both excused themselves from the meeting at 6:45 p.m.

PROGRAM SPONSORSHIP

Director Safstrom reported Visual Image Photography (VIP), Cedarburg, WI, which specializes in youth sports photography, is interested in partnering with the Parks and Recreation Department to provide their services at no cost to the Department or participant. VIP’s services are 100 percent voluntary and they have offered \$300 toward the Department's youth sports programs to help with purchasing T-shirts.

Trustee Meinecke inquired if this opportunity was offered to any Grafton-based photographers. Director Safstrom replied that VIP approached the Department directly. Jim Miller stated he is familiar with their work. Trustee Liss stated that Grafton Little League uses their services and they do a very good job.

Motion by Jim Miller, seconded by Trustee Antoine, to allow Visual Image Photography to offer their services to participants in the Parks and Recreation Department’s youth sports programs. Approved unanimously.

Motion by Jim Miller, seconded by Trustee Antoine, to recommend the Village Board accept a donation from Visual Image Photography in the amount of \$300. Approved unanimously.

FAMILY AQUATIC CENTER EVALUATION AND PROJECT PRIORITY LIST

Board members were presented with a list of recommended improvements to the Family Aquatic Center as proposed in the 2009 study completed by Water Technology, Inc. of Beaver Dam, Wisconsin. Director Safstrom presented his recommendations for all Priority Two items which should be placed into the 2013 – 2017 Capital Improvement Program for consideration.

Director Safstrom requested a consensus of the Priority List recommendations as presented.

Trustee Antoine questioned if the Priority Two recommendations will be implemented over a period of 5 years. Director Safstrom replied that each year, an item or two will be included in the 5-Year Capital Improvement Program.

Director Safstrom stated the next step in the process is to obtain accurate quotes for each project. Trustee Meinecke requested that Director Safstrom try to obtain quotes on a local level. Director Safstrom stated that depending upon the size of the project bids may have to be sent out.

Motion by Trustee Meinecke, seconded by Trustee Antoine, to recommend improvements for the Family Aquatic Center be placed into the 2013 – 2017 Capital Improvement Program as presented. Approved unanimously.

2011 ANNUAL REPORT

The Department's annual report was presented for review.

FAMILY AQUATIC CENTER – NANNY PASS

Director Safstrom reported the Department has received requests to include babysitters (Nanny Pass) on Family Pass purchases. The City of Cedarburg has implemented a Nanny Pass program charging \$25 Resident and \$50 Non-Resident fees. This allows a family to add a babysitter to their Family Pass. The City of Port Washington has expressed interest in implementing this pass also. The current Family Aquatic Center pass fees are as follows:

	<u>Youth</u>	<u>Adult</u>	<u>Senior</u>	<u>Family</u>
Resident	\$45.00	\$45.00	\$25.00	\$95.00
Town of Grafton/Grafton School District	\$45.00	\$45.00	\$45.00	\$95.00
Resident				
Non-Resident	\$70.00	\$70.00	\$70.00	\$145.00

Director Safstrom is proposing to add a Nanny Pass to the current Family Pass fees which would allow a Nanny Pass to be purchased at a cost of \$25. The following guidelines would apply to the Nanny Pass:

1. Pass must be purchased at same time Family Pass is purchased
2. Pass can only be used when with a family member
3. Pass holder must be age 11 or older (Red Cross Babysitter Training Age)

Motion by Jim Miller, seconded by Trustee Meinecke, to recommend the Village Board approve the addition of a Nanny Pass to the Family Aquatic Center Fee Structure at a cost of \$25 per pass. Approved unanimously.

BENCHMARK MEASUREMENTS

Board members had no comments regarding the Department's monthly benchmarks report.

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

Board members had no comments regarding the Department's monthly report.

OLD BUSINESS

Trustee Antoine stated he received new correspondence from Village resident Mike Behlen, expressing concerns over the trimming of brush along Cedar Creek in Grafton Lions Park. Director Safstrom replied there is no more brush to cut and that the project is complete.

Director Safstrom stated he recently received information from the YMCA regarding management of the Family Aquatic Center and will place this matter on the March agenda.

NEW BUSINESS

Director Safstrom requested to move the March 21 Parks and Recreation meeting to March 14, in order to place several items on the Village Board's March 19 meeting agenda.

OTHER BUSINESS

None

ADJOURN

Motion by Jim Miller, seconded by Trustee Antoine, to adjourn at 7:08 p.m. Approved unanimously.