MINUTES OF THE PARK AND RECREATION BOARD MEETING HELD IN GREENFIELD CITY HALL ROOM #204, ON THURSDAY, 08/27/15 AT 7:00PM

1 The meeting was called to order by Chairperson Denise Collins at 7:00PM

ROLL CALL:

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| Denise Collins | Present |
| Scott Jaquish | Present |
| Nancy Zaborowski | Excused |
| Cheryl Bailey | Present |
| Patricia Forget | Present |
| Ald. Shirley Saryan | Present |
| Sue Wilson | Excused |
| Troy Chowanec | Present |
| Rob Hansen | Present |

Also in attendance, Ms. Karen Malecki and Ms. Renee Vanselow.

2 There was no citizen commentary. **Citizen Commentary**

3 A motion was made by Ms. Forget, seconded by Ms. Bailey, to approve the 07-16-15 Parks and Recreation Board Meeting minutes. **Motion to approve 07-16-15 Minutes**

Motion approved unanimously.

4 Ms. Saryan, on behalf of the Common Council, wanted to thank everyone involved in the 08-15-15 Mini-golf invitational and congratulations for its continued success. A special thanks to the Greenfield Partners of Park and Recreation. **Common Council Report**

5 Ms. Collins reported at the last school board meeting there was a rememberance for Mr. Cich. This was an extremely wonderful tribute recognizing his contributions to the community throughout the years. **Board Chairperson Report**

6 Ms. Collins had no Planning Commission Report. **Planning Commission Report**

7 Mr. Hansen advised orientation with the teachers was held in preparation for the start of the new school year. **GSD Report**

8 Ms. Zaborowski had no Whitnall School District Report. **WSD Report**

9 Mr. Jaquish recognized Mr. Cich for his involvement in the Park and Recreation Board. At the next Partner's meeting, a tree will be planted in Mr. Cich's honor at Honey Bear Park, which is the park closest to his house. Further details will be provided when determined. **Director's Report**

July and August are busy times. Earlier this month met with John Dargle and Guy Smith from Milwaukee County Parks, along with Mr. Swenson and Mr. Sokol. We discussed the expectations from all parties and to prioritize maintenance projects, present and future. This should be on the 09-15-15 County Parks Committee meeting. This will then go to the County Board for approval. Mayor Neitzke to discuss that evening at the Common Council meeting as Council needs to approve the lease. We hope to get some work done on the fields/park for spring Little League. National Night Out at Konkel Park went very well and continues to grow.

Falcon Ridge Trail is currently being paved. Some minor restoration and concrete work, then proceed to technical issues such as safety crossings/ push button, lighting, etc and then signage. The goal is to finish before school starts. Mr. Heinz is no longer with Bloom as he went to another firm. We have met with the new people at Bloom. The next phase will be to get reimbursement from the DNR.

The mini-golf at River Falls was held on 08-15-15. We had 20 teams registered, with a record number of donors/door prizes/income, with a total revenue of $12,900 and a net revenue of $11,500. A big thank you to all who helped out and/or participated.

Jansen and Konkel Park garage ad for bids were in the paper. Tonight will go through the Jansen Park playground bids and award the contract to lowest responsible bidder. Hopefully to Common Council on 09-15-15 and try to complete projects this year.

The Recreator is at the printer and we should receive it soon and get to all the schools.

Regarding the 2016 Budget, we have some items on the agenda tonight and some will be at next months meeting. Still in process of gathering information and approval, then to Common Council.

In the fall we will revisit the policies and procedures for the Greenfield Community Center and the fee structure. Anticipate at next months meeting that any recommendations/updates will be presented.

Konkel Park continues to progress in regards to the amphitheater. Need to mark for the electrical and the return. Proceeding into the next plase and to return for final approval and then the structure can be ordered.

The volleyball courts will be moved in the fall and ready for the spring season. The grading of the former volleyball courts/cement and infrastructure will also be done in the fall.

10 Mr. Jaquish advised Ms. Malecki and Ms Vanselow were unable to attend last months meeting and are here this evening to present their reports. Ms. Vanselow advised last February she attended the San Diego conference presented by the Association of Aquatic Professionals. She was able to attend on a scholarship and looks forward to next years as the conference is excellent. In regards to aquatics, where other area departments are struggling for staff we have been very fortunate. Our numbers are constant through spring and fall. In regards to dance, we had two dance recitals, one for Ballet/tap and one for Stephpanie Marie dance classes. Due to the number of kids this needed to held as two separate shows. In regards to arts and enrichment, this was a rough winter due to weather and many cancellations. Numbers will increase as the weather warms. We lost our fitness program coordinator last semester and Amanda took over. The American Heart Association classes are being offered. Discussion was held over swim classes, staffing/pay scales. Ms. Malecki provided information on the senior programs, advising the numbers have been good with no large issues anywhere. There have been some newer events, one of which was the Thank you to our Veteran's held before Memorial Day. This was a fabulous event and very emotional. Culver's sponsored the ice cream for this event. The trips have been meeting the minimum requirements and everyone is keeping active. We have a great new yoga instructor. AARP classes are being promoted by our new instructor and through AARP we won a national award for our participation as our numbers have doubled this year. Through the Hunger Task Force (Stockbox) we received our highest rating this year. All our volunteers are great. The Recreator is a major endeavor with increased green sheet pages. Discussion over the awards and possible entries for future/additional awards.

**Discussion/Decision**
**Winter/Spring**
**Seasonal Reports**

11 Mr. Jaquish advised the proposed plan is largely for replacement items. The first item, the copy machine, has been pushed back the last 2 years. Our current machine has been a work horse and very reliable. The second item, the Ranger, is the single most used piece of park equipment, small and compact and retro-fitted for a spreader. Exmark is the front deck mower. Toro Workman is the infield groomer used daily on the fields and in the park. Delay the larger John Deere tractor, still in fine shape and no need to replace. One new piece of equipment, an additional Gator to help around Kulwicki and Konkel Park. A quick run-down when an item is purchased as to life span from an actuarial standpoint with monies in replacement fund account through the years, so money is already allocated.

**Discussion/Decision**
**Proposed 2016 Capital**
**Equipment Items**

Motion made by Mr. Chowanec to approve the Capital Equipment plan for 2016. Motion seconded by Ms. Forget On a roll call vote, the motion passed unanimously.

12 Mr. Jaquish advised the one item presented has a modification since printed, Item #2, City Hall south entrance improvement project. In speaking with Mayor Neitzke the project is still being proposed but as a maintenance item and go into the City Hall maintenance budget. $15,000 is for material and DPW is doing the work. Discussed the project with current and future items.

**Discussion/Decision Proposed 2016 Capital Improvement Items**

Item #1, is next years block grant project. Probably will not happen next year but the following year. Capture 2017 block grant money, approximately $75-80,000/year for the east end of Konkel Park project. $50,000 is for replacing the Greenfield Community Center roof. The estimate was for $225,000. This is the original roof and has had minimal maintenance done.
The trail pathway park improvement portion is part of Konkel Park and continual upgrades of the paths. We are providing the material and DPW is doing the labor with their "zipper". In one pass, this machine takes the asphalt down, tears it up to rubble, puts it back down, rolls it out and provides a solid base to pave over, eliminating 2-3 steps.
Discussion over Pond View park and maintenance/updates.

> Motion made by Mr. Hansen to approve the 2016 Capital improvement items. Motion seconded by Ms. Bailey. On a roll call vote, the motion passed unanimously.

13 Mr. Jaquish advised the cover is the snapshot prepared to show the running years. Additional pages look different due to new software. Consulting is for the Recreation plan and that is the final amount there. Equipment maintenance is mostly the RecTrac software program, licensing and maintenance. Office supplies are higher due to an internal transfer to the individual departments to purchase their own ink and toner supplies. Reviewed the items and how to read the detailed information. A new position is being added for before and after school care program with both school districts. We anticipate approval and will be partially funded with the school districts. This will be a city employee working in our Department. There are minor increases across the board for park staff. Discussion over design of ADA parks and costs versus benefits.

**Discussion/Decision Proposed 2016 Tax Based Operational Budget Dept. of Parks and Recreation**

> A motion was made by Ms. Bailey to approve the 2016 Tax Based Operational Budget. Motion seconded by Ms. Forget. On a roll call vote, the motion passed unanimously.

14 Mr. Jaquish advised this is an annual item. As Ms. Malecki advised, we are one of the higher performing sites year after year. This is staffed by volunteers but a contractual agreement that needs Park and Recreation Board approval

**Discussion/Decision Contract for Continuation Stock Box Program**

first, then to Common Council next month.

A motion was made by Ms. Bailey to approve the contract for the continuation of the Stock Box program. Motion was seconded by Mr. Hansen. On a roll call vote, the motion passed unanimously.

15 Mr. Jaquish advised the packet has copies of the official notice to five bidders. One bid was returned due to the funding being part of block grant monies. Requirements are for prevailing wage, 20% of cost must be minority work force, and 5% woman owned business, which can exclude known vendors. One bid submitted was from Bluemels, as they are still a MBE and WBE company. Mr. Jaquish reviewed the plans and the job requirements.

**Discussion/Decision Award of Contract Dan Jansen Park Playground reconstruction Project**

A motion was made by Ms. Bailey to approve the award of contract to Bluemels for the Dan Jansen Park reconstruction project. Mr. Hansen seconded the motion. On a roll call vote, the motion passed unanimously.

16 Mr. Jaquish reviewed funding for this project. Monies are spent up front and then we are reimbursed.

**Discussion/Decision Fund Transfer Fund #114-PR-9801 to Fund #PR-1502 Dan Jansen Park Playground reconstruction Project**

A motion was made by Ms. Bailey to approve the Fund Transfer for the Dan Jansen Park Playground reconstruction project. Motion was seconded by Ms. Forget. On a roll call vote, the motion passed unanimously.

17 Motion was made by Mr. Hansen, seconded by Ms. Bailey, to adjourn the meeting. The motion passed unanimously. Meeting adjourned at 8:18pm.

**Motion to Adjourn Next meeting 9/24/2015**

Respectfully submitted,
Donna C. Kruck, Administrative Assistant