

MINUTES OF THE PARK AND RECREATION BOARD MEETING HELD IN GREENFIELD CITY HALL
ROOM #204, ON THURSDAY, 11/19/15 AT 7:00PM

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

ROLL CALL:

Denise Collins	Present
Scott Jaquish	Present
Nancy Zaborowski	Present
Cheryl Bailey	Present 7:02pm
Patricia Forget	Present
Ald. Shirley Saryan	Present
Sue Wilson	Present
Troy Chowanec	Present
Rob Hansen	Present

Also in attendance, Ms. Karen Malecki, Mr. Nick Buerger, Mr. Erik Swenson
and Ms. Renee Vanselow

- 2 There was no citizen commentary.

Citizen Commentary

- 3 A motion was made by Mr. Hansen, seconded by Ms. Forget, to approve the
08-27-15 Parks and Recreation Board Meeting minutes.

**Motion to approve
08-27-15 Minutes**

Motion approved unanimously.

Ms. Zaborowski and Ms. Wilson abstained.

- 4 Ms. Saryan reports the Greenfield city budget was approved on Tuesday night.

**Common Council
Report**

- 5 Ms. Collins had no report.

**Board Chairperson
Report**

- 6 Ms. Collins advised nothing to report at this time.

**Planning Commission
Report**

- 7 Mr. Hansen advised they recently appointed Jim Sabinash to fill Mr. Cich's
seat. Mr. Spahn resigned and a meeting was held last night to appoint a
new member and it is in a tie between two people, so going back to the
Board on Monday.

GSD Report

8 Ms. Zaborowski advised they formed a citizen committee to look at the facility issues that did not pass in the referendum. Continue to meet monthly and divided into separate groups. All reports due August 2016. Continuing to look at creative financing options/ideas.

WSD Report

9 Mr. Jaquish brought to the Board's attention and congratulated Ms. Vanselow on her Silver Star Award received at the WPRA Convention for programming excellence with her mermaid swim program. A round of applause for Ms. Vanselow.

Director's Report

Mr. Jaquish gave some quick updates on the fall. Programs going well and a lot of programs are wrapping up as we head into the holiday season. Falcon Ridge trail project is almost done and will be working with the DNR for reimbursement of approximately \$45,000.

Dan Jansen Park, we received an additional \$5,000 donation from Dan Jansen Family Fest and an additional \$5,000 donation from the Partners of Park and Recreation. This was put directly into the project to enhance the playground. Passed around photos of the playground.

The Konkel Park garage is underway, working with DPW, received the building permit from the inspection department, weather dependent. Gas service not till after April 1st. Removal of the volleyball courts and relocation to the southeast corner of Konkel Park is in the works.

DPW will continue working over the winter on the light poles/retro fit with LED light kits and painted.

DPW has been busy on the amphitheater. Passed around pictures of the final design/layout. Permits in the process of being issued.

WE Energies to be there next week for changes and new service to the volleyball courts/shelter.

Mr. Jaquish advised the budget was adopted. The major affect for our Department is an additional staff person, mainly responsible for the before and after school program. Funded through the Greenfield School District of \$20,000 toward this position. Hoping to hire and be ready to go by April 1st, starting Fall 2016.

Kulwicki Park is at a standstill. Hoping to have as an agenda item on the County Board meeting in December. This item is very important to Greenfield Little League as the fees charged by the County are impacting their survival along with maintenance/safety issues. Lastly, a meeting is scheduled for December and would like to keep that date. As a reminder, February 2016 we would have nominations and elections for Chair and Vice-Chair at our Board level.

10 Mr. Jaquish asked Supervisors are here for a brief report on the summer. Mr. Buerger provided highlights from the summer: small fry t-ball was up, basketball beginnings was high due to camps with Rob Graetz,

Discussion/Decision
Summer Seasonal
Reports

the girls varsity basketball coach, from Greenfield High School. Tennis instruction was good in spite of our high turnover in staff. Private tennis lessons were offered and were well received. Adult sports had our best year in adult softball since I started. Sand volleyball remained well, hopefully will improve next year with the new courts. Teen programs and community events included four movies in the park, which were highly attended. Family camp-out remains low. Harvey Kuehn baseball league was extremely successful. Ms. Malecki reviewed her older adult events. Seniors are all doing well and enjoying their events/trips. Our fitness staff are wonderful toward the seniors and they enjoy that. Ms. Vanselow provided information on swim, which included mermen not just mermaids. Lessons continue to be popular and in demand. We participated in the world's largest swim lesson again. The drama department wanted a class/performance which went well and will be continued next summer with some minor adjustments. Dance programs skyrocketed with new offerings. Arts and enrichment included glee club/Broadway kids classes which were well attended. Playgrounds is always popular during the summer, which also include field trips and the Safety City program. Programs continue to be popular and could use more space for many of our programs. Mr. Jaquish advised Mr. Swenson's report is in the paperwork received. Mr. Swenson provided information on summer maintenance in the parks. Community Center saw 35 paid rentals, all set-up and cleaned by park staff and larger rentals were supervised by our parks staff. Additional events included elections, older adult and other various banquets. Most systems working properly, concentrate on maintenance. The parks had 67 paid rentals during the summer. Parks also include softball/volleyball/youth soccer/t-ball/baseball/summer playgrounds/movies in the park/National Night Out/4th of July/farmer's market. A split rail fence was installed on the new trail. Parks staff also mow/maintain City Hall, Law Enforcement Center and fire station. Fall will be a busy time also with new projects. Mr. Jaquish commended his staff in all their efforts.

- 11 Mr. Jaquish advised due to the Recreator time-line, we are looking at the winter/spring fees and charges. Discussion over classes and ability to offer variety of classes.

Discussion/Decision
Winter/Spring 2016
Fees and Charges

Motion was made by Ms. Zaborowski to approve the 2016 Winter/Spring fees and charges. Motion was seconded by Ms. Wilson. On a roll call vote, motion passed unanimously.

12 Mr. Jaquish advised this has become an annual discussion to make sure we are on track for the year and keep Board updated. Reviewed this information and by divisional breakdown staff would review.

Ms. Malecki advised regarding the Senior Resource guide, in the works and hopes to finish by February. Our volunteer recruitment got a few new volunteers. Older Adult programs had some additions that all are doing well. Seminars were offered but not well attended. Spanish version of the Community Center rental was completed and is available on line as well as in the office. Our association with The Hunger Task Force and AARP for the safe driver program does very well. Mr. Buerger reviewed his 3 main goals. Research/implementation of new adult sport league management software program. Fall next year will go to RecTrac and obtain training in the fall. Second goal was to increase program enrollments which has been met. Finally, expand sport team/special events which was met as programs were offered at most age levels.

Ms. Vanselow reviewed her goals. Need additional WSI's and found an instructor to offer these classes. Our goal in working with the school districts and our summer school program/playground was again accomplished this year and will continue to be an on-going goal. Research was done on the American Heart CPR and first aid program and we now offer these classes as required by various departments/groups. The goal for increasing enrollments was met. Still working on additional classes to offer. The goal for a junior lifeguard program came together and was able to offer several classes.

Mr. Swenson reviewed his goals, first off was the Beloit Glide Trail, accomplished. Continuing to improve the aesthetics of the parks was accomplished across the board. Review of the park and user fee schedule saw no changes in 2015. Evaluated all park and community center policies, rules and ordinances for any change or updates. No changes for 2015 but will suggest as needed. Mr. Jaquish provided additional information on park maintenance, practices and procedures.

**Discussion/Update
Parks and Recreation
2015 Goals**

13 Mr. Jaquish reviewed this is done every year. This last item is for mutually agreed upon projects with the school districts. This year we decided to take on a few projects with Whitnall and Greenfield on 2 separate projects, that are in our interest as well. Whitnall is for re-doing the infield at the middle school. Greenfield project involves updating fields at the middle school to replace the ones being lost at Chapman. Due to some great weather, the projects were completed at Greenfield Middle School.

**Discussion/Decision
Fund Transfer from
Special Revenue Fund to
PR1505**

Motion was made by Ms. Zaborowski to transfer \$20,000 from the Special Revenue Fund to PR1505. Motion was seconded by Ms. Bailey. On a roll call vote, the motion passed unanimously.

14 Mr. Jaquish reviewed the dates for meetings in 2016.

Discussion/Decision

Motion was made by Mr. Chowanec to approve the 2016 meeting schedule for the Park and Recreation Board.
Motion was seconded by Ms. Bailey. The motion passed unanimously.

**2016 Meeting Schedule
Parks and Recreation
Board**

- 15 Motion was made by Mr. Hansen to adjourn the meeting. The motion was seconded by Mr. Chowanec. The motion passed unanimously.
Meeting adjourned at 8:35pm .

**Motion to Adjourn
Next Meeting 12-10-15**

Respectfully submitted,
Donna C. Kruck, Administrative Assistant