

MINUTES OF THE PARK AND RECREATION BOARD MEETING HELD IN GREENFIELD CITY HALL
ROOM #204, ON THURSDAY,08/31/17 AT 7:03PM

1 The meeting was called to order by Chairperson Denise Collins at 7:03PM

ROLL CALL:

Denise Collins	Present
Scott Jaquish	Present
Nancy Zaborowski	Present
Cheryl Bailey	Excused
Patricia Forget	Present
Ald. Shirley Saryan	Present
Troy Chowanec	Present
Rob Hansen	Present
Todd Fabos	Excused
Zach Marshall	Present

2 There was no citizen commentary.

Citizen Commentary

3 A motion was made by Mr. Hansen, seconded by Ms. Forget, to approve the 7/27/2017 Parks and Recreation Board Meeting minutes.

Motion to approve
07-27-17 Minutes

Motion approved unanimously. Ms. Zaborowski and Mr. Marshall abstained

4 Ms. Saryan advised road construction on Edgerton was to be finished by Thanksgiving, but they are behind schedule due to some issues with the water main.

Common Council
Report

5 Ms. Collins advised on activities at The Amp, Tuesdays and Fridays with music, beer, food trucks, draws a nice mixed crowd. This is an extremely good opportunity for the community to attend.

Board Chairperson
Report

6 Ms. Collins had no report.

Planning Commission
Report

7 Mr. Hansen advised on Tuesday, September 12th is the ribbon cutting at Edgewood at 6:00pm. There have been a variety of projects in the district. A 10-year plan has been implemented which will improve many areas within the schools and bring them current. Glenwood will be on September 14th at 6:00pm and the high school will be on September 15th at 5:30pm. On September 25th at 5:45pm is the new work place clinic at the high school. Mr. Hansen provided additional information on this clinic. On September 28th at ElmDale at 6:00pm is their ribbon cutting. Glenwood Woods project is still in the works and hoping to have an October ribbon cutting date.

GSD Report

8 Ms. Zaborowski advised they are continuing discussions on how to proceed on another referendum. Sending a survey to the community and including all the schools, as previously was just the high school. School is starting soon and there are a few new administrators, new high school and middle school principals and athletic director.

WSD Report

9 Mr. Jaquish recognized and welcomed Mr. Marshall to the Park and Recreation Board. Also at this evening's meeting is Ms. Vanselow and Ms. Malecki from the office. The new Konkel Park shelter is still in the works and hope to be completed shortly. National Night Out was held earlier this month, which involved the police and fire department along with public works, which was a huge turnout. The Recreator is in the mail and delivered to the schools shortly. The food truck Friday was a huge turnout. The Tuesday series wrapped up on August 22nd with the Britins which had a huge crowd. Clement Manor was in attendance at the last Brews and Bites concert series. They presented a ceremonial check in the amount of \$9,000 for their sponsorship of the Tuesday concert series. Cobalt Partners was in attendance on August 18 for the presentation of a ceremonial check in the amount of \$25,000 for their sponsorship of the 5 food truck Friday's and larger special events. Saturday September 9th is the car show and October 7th is Oktoberfest with ou Trick or Trot Walk/Run. DPW will be having their expo on October 5th. This past Saturday, August 19th, was the 20th annual mini-golf invitational. This year we raised over \$15,000.

Director's Report

10 Mr. Jaquish advised in the packet is the introduction letter and background information on the KEFA project. Mr. Beckman is in attendance to provide additional information on their request. This event would be a fund-raising dinner, tickets will be sold in advance and donations will be requested during the event. Items will be available for donation/purchase. There will also be videos and speakers during the event. Food and drinks will be brought in from a caterer.

**Discussion/Decision
Special use Request for
use of Greenfield
Community Center -
KEFA Project
March 3, 2018**

Motion was made to approve the special use request from the KEFA project for March 3, 2018 by Ms. Zaborowski. Motion was seconded by Mr. Hansen. On a roll call vote, the motion passed unanimously.

11 Mr. Jaquish advised Ms. Vanselow and Ms. Malecki are here for their seasonal reports. Ms. Malecki advised graphics have become a large part of her duties and provided several examples. The Fall was a productive time, classes are doing well, volunteers are awesome, trips were well received. Regarding Winter/Spring, programs went well, very few cancelled, trips were all a go including one in the summer with Oak Creek. Stockbox program continues to do well and part of the agenda for this evening. Tax program was huge as always at the Library. Ms. Vanselow reviewed her list of activities. Very busy in aquatics, hosted a day long

**Discussion/Update
Winter/Spring
Seasonal Reports**

work shop which was well attended including a private training for our staff. All our lifeguards were re-certified. Large increase in learn to swim numbers, which will need lifeguards. Dance recitals were held in youth and adult program areas. We had issues with Stephanie Marie dance recital which were resolved as the night progressed but she is no longer one of our instructors. The DNR boating safety, which is normally a large class, has seen extremely low numbers this year which we attribute to on-line learning. Fitness had a Kidnastics recital at Greenfield High School which was very successful. Our land fitness classes remain popular.

- 12 Mr. Jaquish advised this is an annual renewal item. Ms. Malecki has been the administrator on this program for many years and we are one of the larger sites for this food distribution program through the Hunger Task Force.

**Discussion/Decision
Continuation Stockbox
Program**

A motion was made by Mr Chowanec to allow for the continuation of the Stockbox program. Motion was seconded by Ms. Forget.
On a roll call vote, the motion passed unanimously.

- 13 Mr. Jaquish advised our department is part of many city budgets. This budget is not related to full-time staff salary wages and benefits. The increase is in four main areas, communication has seen a large increase as we supply staff with cell phone and data packages, including some seasonal and park staff. Park salaries which is our seasonal park staff, includes a modest increase and additional hours, due to increased events within the city. Park equipment/maintenance and park operations is included in this budget. Some smaller items in this budget include flags at all the parks. Mr. Jaquish reviewed the items and additonal descriptions for them.

**Discussion/Decision
2018 Tax Based
Operational Budget**

A motion was made by Mr. Hansen to approve the 2018 Tax Based Operational Budget. Motion was seconded by Ms. Zaborowski.
On a roll call vote, the motion passed unanimously.

- 14 Mr. Jaquish reviewed the information on the document in the packets. This includes program related goals for supervisors, adding and tracking of data. For Park/Facilities, this includes next years project of an additional shelter at Konkel Park, possible rental and use during Amp and Farmer Market activities. Under Operational related goals, this involves our software program, Vermont Systems, working through issues and challenges. All rentals need to be monitored and any necessary changes made in regard to Konkel Park and the Community Center.

**Discussion/Decision
2018 Parks and
Recreation Department
Goals**

A motion was made by Mr. Chowanec to approve the 2018 Parks and Recreation Department Goals. Motion was seconded by Ms. Forget.
On a roll call vote, the motion passed unanimously.

- 15 Mr. Jaquish advised this budget is a projected dollar amount so the numbers are projections based on historical references. Revenues and expenses are estimated. There have been no major additions or deletions nor transfer to/from other funds.

Discussion/Decision
2018 Special Revenue
Budget

A motion was made by Ms. Forget to approve the 2018 Special Revenue Budget for the Parks and Recreation Department. Motion was seconded by Ms. Zaborowski. On a roll call vote, the motion passed unanimously.

- 16 A motion was made by Mr. Marshall to adjourn the meeting at 8:35pm. Motion was seconded by Mr. Chowanec. Motion passed unanimously.

Motion to Adjourn
Next meeting
9/28/2017

Respectfully submitted,
Donna C. Kruck, Administrative Assistant