

Minutes are not official until formally approved by the Park and Rec Board at the next scheduled meeting.

MINUTES OF THE PARK AND RECREATION BOARD MEETING HELD IN GREENFIELD CITY HALL
ROOM #204, ON MONDAY, 08/06/18 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
Patricia Forget	Present
Ald. Shirley Saryan	Excused
Troy Chowanec	Present
Michelle Haugen	Excused
Todd Fabos	Excused
Zach Marshall	Present
David Schilz	Present

2 There was no citizen commentary.

Citizen Commentary

3 A motion was made by Ms. Zaborowski, seconded by Ms. Forget, to approve the 06/28/2018 Parks and Recreation Board Meeting minutes.

**Motion to approve
06-28-18 Minutes**

Motion approved unanimously. Mr. Chowanec abstained.

4 Ms. Saryan had no report.

**Common Council
Report**

5 Ms. Collins advised she had attended the Amp event with the boy band night. The event was well attended, the music was fantastic and everyone had a good time. Staff did an excellent job in organizing this large event.

**Board Chairperson
Report**

6 Ms. Collins advised there is a large apartment building going up at 118th and Beloit, which will be over 40 units. Previously was planned for condo's but in the city of Greenfield, condo's are not popular. This will provide approximately \$70,000 into the park development account.

**Planning Commission
Report**

7 Ms. Haugen had no report.

GSD Report

8 Ms. Zaborowski advised they will be interviewing for construction managers at the end of August and then move forward with the project.

WSD Report

9 Mr. Jaquish provided information on a couple items. Our annual 4th of July event was held at Konkel Park, events were well attended, staff were monitoring the weather, we chose to proceed with the fireworks and the show was fantastic. This is our last year of the contract with Spielbauer, so will negotiate moving forward and attempt to reach a long term agreement. The Amp events have been going very well, unfortunately the one event, Kids A Palooza was cancelled due to poor weather, but is reschedule for August 24th. The Beats & Brews and Country event is August 17th. There are two Tuesday events left, August 14th and August 21st. The car show will be September 8th and Oktoberfest on October 6th, which will wrap up the 2018 schedule at the Amp. The Fall Recreator was done ahead of schedule, copies were provided, we received in the office today and should be mailing in the next couple days. Residents should get in the next 10 days. National Night Out will be held tomorrow at the Amp. Mini-golf will be held on August 25th. Invites were made available for those that needed one.

Director's Report

10 Mr. Jaquish advised due to the Recreator being finished, adaptations could be made on-line or directly into the RecTrac system. The fees and charges proposed in the packet, have very few increases or changes, staff does a good job keeping these current. Staff are here to answer any questions.

**Discussion/Decision
Proposed 2018 Fall
Season Fees & Charges**

A motion was made by Ms. Zaborowski to approve the proposed 2018 Fall Season Fees and Charges. Motion was seconded by Mr. Marshall. On a roll call vote the motion passed unanimously.

11 Mr. Jaquish provided information to the Board regarding the winter/spring programs. In the packet are the written reports from several of our staff. Mr. Buerger advised we had a good winter/spring, information provided on several of the programs, regarding enrollment and net revenues, for both kids and adults. All community events were well attended. Ms. Chatterton provided information on the Kids Connection regarding enrollment and revenue along with several of the activities the kids were involved in. A monthly newsletter was added which goes out to all the parents in the Kids Connection, highlighting what is going on at all locations. K4 wrap is no longer offered as K4 is now all day at the schools for the Fall. Ms. Schwab provided information on the Older Adult programs and events.

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

Mr. Jaquish provided further information on some of the events as there has been a transition from one employee to another, in organizing these events.

- 12 Mr. Jaquish provided information on this staff request. Much time was spent researching the current hours and how to make the change. This would make the hours the same as city hall. Would like to make the change effective January 1, 2019, which would allow time to notify residents of the change in hours.

Discussion/Decision
Change in Office Hours
Dept. of Parks & Rec

A motion was made by Mr. Chowanec to approve the change in office hours for the Department of Parks and Recreation as proposed.
Motion was seconded by Ms. Forget. Motion passed unanimously.

- 13 Mr. Jaquish advised in the packet is the breakdown of each line item and footnote, for the tax based portion of our Park and Recreation budget. The main focus is the breakdown in the increases and how it looks globally. At this level, we don't look at full time staff wages and benefits, as this is handled at the Finance and Common Council level. Mr. Jaquish reviewed the numbers and clarification on the increase.

Discussion/Decision
2019 Tax Based
Operational Budget

A motion was made by Mr. Marshall to approve the proposed 2019 Tax Based Operational Budget. Motion was seconded by Ms. Zaborowski. On a roll call vote, the motion passed unanimously.

- 14 Mr. Jaquish advised this is always a challenge as we try to project what will be as none of this is tax based. This covers items related to the recreation programming and operations, including some park related expenses. Mr. Jaquish reviewed the items and provided additional information as it related to the item.

Discussion/Decision
2019 Special Revenue
Budget

A motion was made by Mr. Chowanec to approve the proposed 2019 Special Revenue Budget. Motion was seconded by Ms. Forget.
On a roll call vote, the motion passed unanimously.

- 15 Motion was made by Mr. Chowanec to adjourn the meeting at 7:40pm.
The motion was seconded by Ms. Collins. The motion passed unanimously.

Motion to Adjourn
Next Meeting 08-30-18

Respectfully submitted,
Donna C. Kruck, Administrative Assistant