

**TOWN OF CEDARBURG
PARK & RECREATION COMMITTEE MINUTES
Town Hall
December 6, 2011**

Present: David Salvaggio, Thomas Esser, Carol Boettcher, John Bishop

Excused: Larry Lechner

Also Present: Town Administrator, Jim Culotta, Director of Recreation & Planning, Eric Ryer

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Salvaggio called the meeting to order at 5:05 p.m. The meeting began with the Pledge of Allegiance.

2. MINUTES OF PREVIOUS MEETINGS:

a. Approving November 1, 2011 Park & Recreation Committee Minutes

Carol Boettcher moved for approval of the minutes of November 1, 2011. Tom Esser seconded, and the motion passed unanimously.

3. OLD BUSINESS

a. Update, discussion, and possible motion on Town recreational programs

Director of Recreation & Planning Ryer summarized the status of the Town's self-supporting recreation programs and other recreation related topics including Cedarburg Little League, Cedarburg Flag Football League, deep water toning, sponsorships and pickle ball. The Town will host the winter meeting for the five community youth softball league at Town Hall on January 11th at 6pm. The Town, City, and Maxwell's softball will be merging in 2012, with a press release to be out soon. A few finishing touches will be completed on the concessions stand at the Fields at Five Corners in the near future to winterize the structure. The Eagle Scout that donated the stand to the Town will trim out the windows and top corners of the stand, and Supervisor Salvaggio has volunteered to caulk the structure to make it water tight.

The fee for the upcoming spring 2012 deep water toning season has been set at \$48. We are anticipating no need for new equipment for the spring, but will add a second lifeguard. There is nothing new to report for Cedarburg Flag Football League, pickle ball or cabbage ball. Fundraising stands at a total of **\$18,278**; to date, \$17,948 has been collected.

b. Update and discussion on Town parks

Staff noted there were no major updates regarding Town parks aside from the improvements that were completed at the Fields at Five Corners, which were finished within budget.

c. Discussion and possible motion on park maintenance costs

The Parks Committee had previously discussed maintenance costs for Town parks to better understand how time and money are spent maintaining the parks, as well as staff recommendations on what could be reduced in terms of mowing. The Committee requested staff provide detailed per park maintenance costs for this December meeting. The Committee discussed total maintenance cost per park. Chairman Salvaggio suggested trying to expand on the number of weeks during which seasonal labor mowed the grass to reduce costs (reducing the

number of weeks full-time staff mowed the grass). Administrator Culotta said staff will try to maximize the number of weeks seasonal labor performs mowing at the parks in 2012. Staff will also more closely track the number of hours it takes to maintain parks in 2012.

d. Update on winterizing the shelter at Pleasant Valley Nature Park

At the November Parks meeting, the Committee discussed electrical costs associated with Town parks, particularly in regards to Hamilton Park and Pleasant Valley Nature Park. Part of this discussion zeroed in on closing and winterizing the bathrooms at Pleasant Valley Nature Park over the winter months (January-April) in order to reduce electrical costs. The Committee was in favor of closing and winterizing the bathrooms to realize these savings, and wanted to touch on this item again in December.

Based on the direction of the Parks Committee, the public works crew winterized and closed down the bathrooms at PVNP to realize significant savings in electrical costs. Administrator Culotta noted that although the shelter is closed down and winterized, the mechanical room which has computer equipment will still be heated to maintain a certain temperature to avoid equipment failure. Staff will track the electrical bills throughout this winter and provide the information to the Committee so they are aware of how the bills fluctuate as a result of the winterization of the bathroom portion of the shelter.

John Bishop noted the flag light at Hamilton Park is functioning again. Staff explained the light pole in the Hamilton parking lot was put up at Town request at some point; the Town pays a flat monthly fee to rent the pole, and does not pay for electrical costs. John Bishop said he would check on and provide the serial number on the light poles at the Hamilton Bar and Turn Halle to verify who owns the poles. Town staff can then follow through with the utility company to determine ownership.

4. NEW BUSINESS

a. Discussion on future meetings

The next meeting will be held on January 3rd at 5pm at Town Hall.

5. ADJOURNMENT

Carol Boettcher moved to adjourn the meeting. Tom Esser seconded the motion. The motion carried unanimously, and the meeting adjourned at 5:35 p.m.

Respectfully submitted,

Eric Ryer
Director of Recreation & Planning