

**PARKS, RECREATION AND FORESTRY BOARD**  
**September 2, 2015**

**PARK20150902-1**  
**UNAPPROVED**

A regular meeting of the Parks, Recreation & Forestry Board, City of Cedarburg, Wisconsin, was held on Wednesday, September 2, 2015 at 6:30 p.m. The meeting was held at City Hall, W63 N645 Washington Avenue, lower level, room 2.

Meeting was called to order by James Schara at 6:30 pm.

Roll Call: Present - Council Member Mitch Regenfuss, James Schara  
Glenn Herold, Terry Wagner

Excused- Scott King, Dave Polacek, Craig Rausch

Also Present - Director of Parks, Recreation & Forestry Mikko Hilvo  
Superintendent of Parks & Forestry Kevin Westphal  
Recreation Supervisor Maggie Bultman  
Senior Center Director Carol LaFontaine  
Parks, Recreation and Forestry Assistant Ellen Beck

**STATEMENT OF PUBLIC NOTICE**

James Schara acknowledged that the Park and Forestry Board Agenda was posted and distributed in compliance with the Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion made by Glenn Herold, seconded by Council Member Regenfuss, to approve the minutes of the July 1st meeting with the correction on page 7 to read: Council Member Regenfuss suggests ~~the City~~ Select Baseball speak with the church. Motion carried without a negative vote.

**COMMENTS & SUGGESTIONS FROM CITIZENS** - None

**REPORTS**

Senior Center Director LaFontaine handed out the latest newsletter. She stated they hired a new water color instructor for their class. Ozaukee County is offering flu shots again. The Senior Center is hosting a power of attorney session with a local attorney. September is National Senior Center month.

**NEW BUSINESS**

**Discuss 2016 Parks, Recreation & Forestry Preliminary Budget; and Action Thereon**  
Director Hilvo went over the budget in detail.

Glenn Herold asked Superintendent Westphal if he could reuse the stakes and straps for trees. Superintendent Westphal stated he reuses stakes but has to buy new ones every year due to rusting. He stated he will look at the numbers to see what they needed to buy last year.

Superintendent Westphal stated he might be able to reduce replacement trees from 139 down to 100.

Glenn Herold wondered about having memorial trees in parks with dedications by the tree. Director Hilvo stated that program is already in place. The cost is \$350 per tree. It is part of the Legacy Tree and Bench program instilled in 2008. This program has raised \$40,000 for trees and park benches.

Council Member Regenfuss inquired where the supply expenses were at for EAB issues. Superintendent Westphal stated the cost will go up a little each year due to increasing diameter of trees every year. The treatment is 90-95 percent effective although we will be losing some trees. He thinks the expenses will stay relatively flat.

Glenn Herold wondered about the weed mowing fees for complaints. Director Hilvo stated that Superintendent Westphal checks out the property then has Supervisor Beck send out a letter to the owner. Once they receive the letter they have 5 days to fix the issue or Superintendent Westphal sends out a crew or contracts La Rosa to cut it. Glenn Herold asked if it was usually with residences. Superintendent Westphal stated yes, it is lawns exceeding 8 inches of grass or noxious weed issues. It will go against their tax rolls for the City to be reimbursed.

Glenn Herold asked if the purpose of purchasing a chip timing system was so the Department doesn't have to hire someone to do it for events. Director Hilvo stated yes, and we could also rent it out as well.

**Discuss 2016 Parks, Recreation & Forestry Capital Improvement Budget; and Action Thereon**

Director Hilvo discussed in detail the Capital Improvement Budget.

Discussion ensued.

The Board recommends looking into saving trees as much as possible by boring underneath.

**Discuss 2016 Celebrations Budget; and Action Thereon**

Director Hilvo discussed the Celebrations Budget.

Council Member Regenfuss asked if extra lights for the tree for Christmas were needed.

Director Hilvo stated that this year the Council asked for the big tree to be lit up. Superintendent Westphal stated they might have some extra lights to use.

Director Hilvo passed around information on tennis courts in the area. He stated the amount of courts we have is adequate but access to them is the problem. James Schara stated a yearly maintenance agreement instead of the large sum from the City would be better.

**Discuss 2016 Senior Center Budget; and Action Thereon**

Director LaFontaine stated a few of the 2015 accomplishments were continuing to promote van ridership which has increased, hopefully grading the front entrance way and possibly installing an automatic door opener. They are using the mail and City website for notifications and communication. They encourage people to become investors so there is not a membership charge. They receive donations ranging from \$5-\$100 per person. This year they have received about \$1,700 from participants. The Senior Center is also working on getting sponsors to cover the cost of the newsletters. The cost went down this year because we can now print in house.

A few goals for 2016 are the addition of a van driver and number of office volunteers. They do not have budgeted staff on days when she and Sharon, Senior Center Assistant Director, are away from the office so they need volunteers to answer phones and supervise the office. They are also hoping to increase the distribution sites of the newsletters

The Council asked for a 0 percent increase in the Budget and that is what was accomplished. New phone system is estimated to be reduced and same amount for next year which brings the operating budget down.

Council Member Regenfuss inquired how many different individuals attend the Center each day. Director LaFontaine stated that some people come in for lunch and then also stay for a program so they would be counted for both those events that day. She stated every day brings in a different group. The lunch program has a core group of 4 or 5 that attend every day. She estimated about 600 to 700 people come but some individuals might only be there for the tours once a year.

**Director of Parks and Recreation- Update on Projects**

Next meeting will be on October 7, 2015.

Director Hilvo informed the Board that Willowbrooke Park now has dog silhouettes which are used to deter the geese problem. Other communities have used them and have been successful but after a while the geese get used to it and then you have to try a new idea. We will try light flashers next. They emit a little light so it does not allow geese to sleep. They will be in the pond and shouldn't be a nuisance to anyone living in the area.

Director Hilvo stated that the Zeunert parking lot should be done in October.

**Recreation Supervisor- Update on Recreation Programs**

Supervisor Bultman stated that the only program going on right now is Youth Flag Football. The Fall/Winter/Spring activity guide is now online. There will be a few new programs offered this season. North Shore Poms, family dodgeball on Friday nights, volleyball program, and a tot costume party will be some of the new additions. There will also be jersey sponsorships implemented for the youth basketball program this year.

**Superintendent of Parks and Forestry- Update on Projects**

Superintendent Westphal stated that in addition to routine work there has been work done at Willowbrooke ball diamond. The crews put turf down there and have also done work on the pitcher's mound at Behling Field. The crews have spent a large amount of time at Prairie View Park due

to the finding of bedrock an inch or two below the topsoil. They will need to regrade the entire field in order to have 8 inches of topsoil over the bedrock which will then be covered in dormant seeding so grass comes up in the spring. The City has 13 areas of managed turf which includes boulevards, athletic fields, Community Pool, City Hall, Police Department, etc.

He informed the Board that the crews removed 50 street trees which the majority were from the dead tree survey. This coming month the crews have 96 stumps to grind. 100 trees will be replaced next spring. They are also busy with service requests for pruning. Six wasp nests were also removed this month by the crews.

Superintendent Westphal reviewed a few of the upcoming projects. He will be demoing a new big lift. They will also be moving 300 to 400 yards of topsoil to Prairie View Park. The department will also be hiring a horticulturist. Interviews will be coming up soon.

Director Hilvo stated that there will be a meeting on Friday for the bandshell project so he will have more information on the time frame for it then. They are hoping to have it built by May 2016.

He also stated a current Eagle Scout project is to fix up the benches that are out in front of City Hall and between the Community Gym. The Scout will remove them, pressure wash and varnish them before returning them back to their spots. This project should be completed in October.

### **ADJOURNMENT**

Motion made by Glenn Herold, seconded by Council Member Regenfuss, to adjourn at 8:09 p.m.  
Motion carried without a negative vote.

Ellen Beck  
Parks, Recreation and Forestry Assistant