

Meeting
Brown Deer Park and Recreation Committee
Tuesday, December 1, 2015
7:00 p.m., Room B13, Village Hall



PLEASE TAKE NOTICE that a meeting of the Brown Deer Park and Recreation Committee will be held at the Village Hall of the Village of Brown Deer, 4800 W. Green Brook Drive, Brown Deer, Wisconsin, at which time and place the following items of business will be considered and possibly acted upon.

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes
 - A) October 21, 2015
- IV. Unfinished Business
- V. New Business
 - A) Approval of 2016 Fairy Chasm Permit Fees
- VI. Administrative Report
 - A) Department Update
- VII. Committee Members Reports
- VIII. Scheduling of Next Meeting
 - A) February 2, 2016
- IX. Adjournment

Dated: November 18, 2015

By Jill Kenda-Lubetski
Jill Kenda-Lubetski, Village Clerk

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING.

**BROWN DEER PARK AND RECREATION COMMITTEE
OCTOBER 6, 2015 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order at 7:02 p.m.

I. Roll Call

Present: Richard Goehre, Elissa Retkowski, Marie Lieber

Absent: Gary Springman

Also Present: Chad Hoier, Park and Recreation Director
Mark Thompson, Recreation Supervisor
Fernando Moreno, Planning and Zoning Specialist

II. Persons Desiring to be Heard

III. Consideration of Minutes: September 1, 2015

It was moved by Ms. Lieber and seconded by Mr. Goehre to approve the minutes of the September 1, 2015 meeting as presented. The motion carried.

IV. Unfinished Business

V. New Business

A) Review and Recommendation of 2016-2021 Comprehensive Outdoor Recreation Plan

Mr. Moreno reviewed and answered questions with Committee regarding the Comprehensive Outdoor Recreation Plan. The plan will be used help with Village Staff apply for projects and grant funding that may be available for Park and Recreation Departments, an example of this is the Wisconsin DNR Stewardship Program.

It was moved by Mr. Goehre and seconded by Ms. Retkowski to recommend that the Village Board approve the 2016-2021 Comprehensive Outdoor Recreation Plan. Motion passed.

B) 2015 Village Park Permit Fees and Approval

Mr. Hoier reviewed the proposed 2016 Village Park Permit Fees, Village Park Permit Policies and Procedures, Village Park Regulations. Consideration of the policies is needed prior to issuing correspondence to contact persons for the scheduling of picnics in 2016.

The department is not recommending any changes to 2016 Park Permit Fees, the Village Park Permit Policies and Procedures, Village Park Regulations, and Village Pond Regulations at this time.

It was moved by Mr. Goehre and seconded by Mr. Hawes to approve the recommended 2016 Village Park Permit Fees as presented. Motion unanimously passed.

C) 2015 Pond Admissions and Membership Fees Review and Approval

Mr. Hoier reviewed the history of Pond daily admissions and membership fees, recommending that fees not be increased in 2016. Discussion followed.

It was moved by Ms. Lieber and seconded by Ms. Retkowski to approve the recommended the Pond daily admissions and membership fees for the 2016 swimming season as presented. Motion passed.

D) 2015 Lois and Tom Dolan Community Center Fees Review and Approval

Mr. Hoier reviewed the proposed rental permit fee increases for the Lois and Tom Dolan Community Center with the proposed fees reflecting research done by the Park and Recreation Director and Recreation Supervisor.

Staff is recommending each permit fee category be increased by \$25.00 including sales tax for the initial 5 hour maximum for the permit. Staff is not recommending an increase in the \$25.00 per hour rate that the renters can pay to add additional rental hours for their event. Discussion followed

It was moved by Ms. Retkowski and seconded by Mr. Goehre to approve the recommended 2016 Lois and Tom Dolan Community Center rental permit fees as presented. Motion passed.

VI. Administrative Report**A) Department Update**

Mr. Hoier and Mr. Thompson reviewed the projects and programs they had been working on during the month of September. Questions and comments followed from the Committee.

Mr. Hoier highlights the Fairy Chasm Building roofing project that is to be completed later in the month, the Departments Budget Workshop with the Village Board on October 15 and the post season work to be completed in Village Park.

VII. Committee Reports.

Mr. Goehre reported on the Senior Citizens Club and Senior Meal Program upcoming events.

VIII. Scheduling of Next Meeting

A) December 1, 2015

Committee agreed to schedule its next meeting for Tuesday, December 1.

VIII. Adjournment

Upon proper motion, the meeting was adjourned at 8:20 p.m.

Chad Hoier, Park and Recreation Director



REQUEST FOR CONSIDERATION

COMMITTEE: Park and Recreation Committee

ITEM DESCRIPTION: 2016 Fairy Chasm Park Fees and Permit Policies & Procedures

PREPARED BY: Chad Hoier, Park and Recreation Director

REPORT DATE: December 1, 2015

RECOMMENDATION:

To approve the proposed the 2016 Fairy Chasm Park Permit Fees and the Fairy Chasm Permit Policies and Procedures.

EXPLANATION:

Attached for your consideration are the proposed 2016 Fairy Chasm Park Permit Fees. Also attached is a copy of the Fairy Chasm Park Permit Fee History and Fairy Chasm Park Permit Policies and Procedures.

The department is recommending a \$0.00 permit increase for seasonal Youth Athletic Groups using Fairy Chasm Park for the 2016 calendar year. No changes are recommended to the Fairy Chasm Policies and Procedures.

The proposed fees are reflected in the 2016 Fairy Chasm Park Revenue Budget.

BROWN DEER PARK AND RECREATION DEPARTMENT

Fairy Chasm Park Permit Fees

Groups	2007 Plus Tax	2008 Plus Tax	2009 Plus Tax	2010 Plus Tax	2011 Plus Tax	2012 Plus Tax	2013 Plus Tax	2014 Plus Tax	2015 Plus Tax	2016 Plus Tax
<u>Youth Athletic Groups</u>										
Resident Groups / Seasonal Use	\$70/Team	\$70/Team	\$80/Team	\$80/Team	\$80/Team	\$80/Team	\$80/Team	\$90/Team	\$100/ Team	\$100/ Team
Resident Groups / Occasional Use	\$15/Hour									
Nonresident Groups / Occasional Use	\$30/Hour									
<u>Clinics/Special Events</u>										
Resident Groups	\$50/Day									
Nonresident Groups	\$100/Day									
<u>Use of Play Space</u>										
Resident Groups	\$50/Day									
Nonresident Groups	\$100/Day									

FAIRY CHASM PARK
PERMIT POLICIES AND PROCEDURES

Permit Groups

1. Permits will be issued on a first-come, first-served basis for both seasonal and occasional use by youth athletic groups only.
2. Although informal recreation and play shall be encouraged, permitted groups shall have priority over other groups.
3. No permits will be issued for adult athletic games or practices.
4. Brown Deer Junior Baseball and Brown Deer Soccer will have scheduling priority over other resident groups and nonresident groups, prior to these specified deadlines.

April 15 - for games and/or practices to be
scheduled during April through July

August 15 - for games and/or practices to be
scheduled during August through November

Residency shall be determined by the geographic location of the group or organization. Resident groups are defined as groups or organizations located within the Village of Brown Deer. Nonresident groups are defined as groups or organizations located outside the Village of Brown Deer.

5. Permits for Clinics/Special Events may be issued prior to April 15 each year if advanced scheduling is required.

Permit Dates

1. Permits will be issued for all dates beginning April 15, weather permitting, and continuing through November 1. No permits will be issued for dates prior to or after these specified dates.
2. Permits will be issued for weekdays, and one or two weekend days each week, at the discretion of the Park and Recreation Department.

Permit Restrictions

1. No groups may engage in any organized athletic game or practice without a permit.
2. Permits will be issued for games and/or practices to be conducted on weekdays between the hours of 8:30 a.m. and 8:00 p.m., on Saturdays between the hours of 9:00 a.m. and 8:00 p.m., and on Sundays between the hours of 12:00 p.m. and 8:00 p.m.

3. Permits will be issued for the designated athletic facilities only. No permits will be issued for the entire Fairy Chasm Park facilities.
4. Permits will be issued for no more than two concurrent games and/or practices. Exceptions will be made only at the discretion of the Park and Recreation Department.
5. Permits will be issued only for games and/or practices serving youth, who are seventeen years of age or younger at the time of program registration.
6. Soccer permits will be issued for open space locations to be designated by the Park and Recreation Department.
7. The number of permits for Clinics/Special Events issued per season will be determined at the discretion of the Park and Recreation Department.
8. No group will be permitted to provide site maintenance, to include dragging and marking of fields, without written permission of the Village Manager or his designee.
9. Permit groups may not sell food or beverages at any game or practice without a food or beverage license obtained through the Village of Brown Deer.
10. Issued permits may be canceled by the Park and Recreation Department, if field conditions or other circumstances necessitate. Park and Recreation Department personnel will be responsible for determining field conditions. Information on field conditions will be recorded on the Park and Recreation Department's Program Information Line **(414-371-3071)**. This line is to be used by team managers and officials only.
11. Master permits issued for seasonal use will require written confirmation of scheduled games and practices to include assigned teams, dates and times. Games will have priority over practices within Master Permits issued.

Permit Fees

1. Permit fees will be established by the Village of Brown Deer according to the following schedule.

Youth Athletic Groups

A. Resident Groups - Seasonal Use

Resident Groups using site for five (5) or more occurrences each season.
\$100 per team plus tax.

B. Resident Groups - Occasional Use

Resident Groups using site for fewer than five (5) occurrences each season.
\$15/hour per diamond or field plus tax.
3 Hour Maximum

C. Nonresident Groups - Occasional Use

Nonresident Groups using site for fewer than five (5) occurrences each season.
\$30/hour per diamond or field plus tax.
3 Hour Maximum

Clinics/Special Events - 5 Day Maximum

A. Resident Groups

\$50/day per diamond or field plus tax.
3 Hour Maximum per Session

B. Nonresident Groups

\$100/day per diamond or field plus tax.
3 Hour Maximum per Session

Use of Play Space

Use of open space and athletic fields, which have not been permitted.
Weekdays, 8:30 a.m. to 4:00 p.m. only.

A. Resident Groups

\$50 per day plus tax.
3 Hour Maximum

B. Nonresident Groups

\$100 per day plus tax.
3 Hour Maximum

2. Permit fees must be paid in full at the time the reservation is filed. Each group shall provide the Village of Brown Deer with a Certificate of Insurance.
3. Refunds of Permit Fees, for cancellations other than in the event of severe inclement weather, will be issued only if a written notice is received by the Park and Recreation Department ten (10) days or more prior to the permit date.
4. In the event severe inclement weather prevents use of the site facilities, a written request for refund must be submitted to the Park and Recreation Department before a refund will be authorized by the Park and Recreation Director.

Facilities

1. Fairy Chasm Park facilities include two youth baseball diamonds, three soccer fields, an outdoor basketball court, a playstructure, and open space.

Parking

1. According to the Park Regulations, parking is limited to clearly marked parking areas during the established park hours.

Staffing

1. The Fairy Chasm Park facilities are supervised by Park and Recreation Department personnel.

Approved: February 6, 1991; Permit Fees Approved: March 6, 1991
Revisions Approved: February 1, 1995; December 3, 1997; January 6, 1999;
January 5, 2000; December 6, 2000; December 5, 2001; December 4, 2002; January 7,
2004; December 2, 2008 and December 7, 2010

BROWN DEER PARK AND RECREATION COMMITTEE