

Meeting
Brown Deer Park and Recreation Committee
Tuesday, June 4, 2013
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) May 15, 2013
- IV. Unfinished Business
- V. New Business
 - A) Review and Approval of Community Center Rental Fees
 - B) Tour of Pond Chemical Building Set Up
- VI. Administrative Report
 - A) Department Update
- VII. Committee Members Reports
- VIII. Scheduling of Next Meeting
 - A) August 6, 2013
- IX. Adjournment

Dated: May 29, 2013

By _____
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
MAY 7, 2013 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order at 7:00 p.m.

I. Roll Call

Present: Richard Goehre, Mike Hawes, Gary Springman, Marie Lieber

Also Present: Chad Hoier, Park and Recreation Director
Mark Thompson, Recreation Supervisor

II. Persons Desiring to be Heard

Noah Freuler presented his Eagle Scout project to the Committee. Noah is building three new lifeguard chairs for the Pond and stringing all the buoys to the ropes for the new swimming configuration.

III. Consideration of Minutes: April 2, 2013

It was moved by Ms. Lieber and seconded by Mr. Hawes to approve the minutes of the April 2, 2013 meeting as presented. The motion carried.

IV. Unfinished Business

V. New Business

A) Update on Junior Baseball and Algonquin Park

Mr. Hoier informed the Committee that he and Nate Piotrowski, Director of Community Development for the Village had met with representatives from the Brown Deer Junior Baseball Board of Directors. Details discussed at the meeting were upgrades for the Fairy Chasm ball diamonds and representative from Junior Baseball discussed that they have conversation with Milwaukee County Parks about developing new diamonds at Algonquin Park.

Mr. Hoier informed the Committee that he has requested money in the upcoming Capital Improvement Plan to have the diamonds at Fairy Chasm reconditioned with them being re-crowned to improve drainage, removal of lips around the skinned area where turf meets the diamond mix. Mr. Hoier would also like to have both diamonds top dressed.

Mr. Hoier also stated that if it is possible Junior Baseball would like to see an outfield fence installed on the National League diamond.

B) Update on Facility and Program Registration Software

Mr. Hoier and Mr. Thompson updated the Committee on the Facility and Program Registration Software that the Department will be switching to later this summer. Participants will now have the abilities to register on-line and pay for programs using credit cards. Comments and questions followed.

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

Mr. Hoier distributed the April Department Update prepared by himself and Mr. Thompson. Discussion followed.

Mr. Hoier commented on the preseason work that was in progress at Village Park and Fairy Chasm Park.

Mr. Thompson commented on Pond staffing levels and Youth Program staffing Levels.

VII. Committee Reports.

Mr. Springman informed Committee about the ongoing project and developments in the Village.

Mr. Goehre reported on the Senior Citizens Club 2012 Citizen of the Year Ceremony.

Ms. Lieber reported on the Deer Run and the wonderful day the Foundation finally had for the event.

VIII. Scheduling of Next Meeting**A) June 4, 2013**

Committee agreed to schedule its next meeting for Tuesday, June 4.

VIII. Adjournment

Upon proper motion, the meeting was adjourned at 8:45 p.m.

Chad Hoier, Park and Recreation Director



REQUEST FOR CONSIDERATION

COMMITTEE: Park and Recreation Committee

ITEM DESCRIPTION: 2013 Community Center Gathering Hall Permit Fees

PREPARED BY: Chad Hoier, Park and Recreation Director

REPORT DATE: May 29, 2013

MANAGER'S REVIEW/COMMENTS:

- No additional comments to this report.
- See additional comments attached.

RECOMMENDATION:

To approve the proposed 2013 Community Center Gathering Hall Permit Fees and Rental Conditions.

EXPLANATION:

Attached for your consideration are the proposed 2013 Community Center Gathering Hall Permit Fees and Rental Conditions.

The department is recommending the fees as presented.

The proposed fees are reflecting research done by the Park and Recreation Director and Recreation Supervisor.

2013 COMMUNITY CENTER GATHERING HALL PERMIT FEES

Number of Persons	Resident Permit Fee	Clean Up Deposit Fee
Less than 50	\$100.00	\$ 50
51 - 75	150.00	75
76 - 100	200.00	100

This multipurpose room is large enough to accommodate gatherings and meeting for up to 100 people. The room may be used for family gatherings, receptions, showers, classes, meetings etc.

Please read the following terms and conditions for rental of the Community Center

The Village of Brown Deer Park and Recreation Department reserves the right to change, adjust, or delete any rules or regulations found in this permit agreement. The Department also reserves the right to close down any event, which poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

RENTAL CONDITIONS

1. Rental requests and dates are accepted on a first-come, first –serve basis.
2. Tables and chairs must be returned to their original configuration at the end of your event.
3. Smoking is prohibited inside and outside the building.
4. You provide food, beverage service, dishes, silverware, utensils, tablecloths, dishtowels etc.
5. Permits will not be approved for applicants under the age of 21.
6. Permits cannot be transferred, assigned or sublet.
7. Animals are not permitted inside the building (except for service animals).
8. Parking availability is not guaranteed and on occasion may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for:
 - a. The removal of all decorations and all other items brought in
 - b. The placement of all tables and chairs to their original locations
 - c. The placement of all trash in the appropriate receptacles
11. Because the building is used by various community groups, some of the rooms may-be off-limits for safety, storage and program reasons. These rooms will be pointed out during a walk-through before your event.

PERMITS, FEES, DEPOSITS AND REFUNDS

1. Permits will not be issued to any persons under 21 years of age.
2. Permits will be issued for all dates beginning January 1 of the current calendar year. No permit dates will be accepted outside the current calendar year.
3. Refunds will only be issued if notice is received in writing by the Park and Recreation Department 30 days or more prior to the event.
4. Permit groups may not sell food or beverages at their event.