

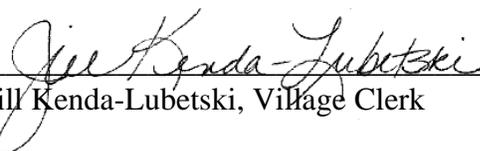
Meeting
Brown Deer Park and Recreation Committee
Tuesday, December 3, 2013
7:00 p.m., Room B13, Village Hall



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) October 1, 2013
- IV. Unfinished Business
- V. New Business
 - A) Review Fence Proposal from Brown Deer Junior Baseball for the National League Diamond
 - B) Approval of 2013 Fairy Chasm Permit Fees and Policies and Procedures
 - C) Review of Community Center Rental Fees and Procedures.
- VI. Administrative Report
 - A) Department Update
- VII. Committee Members Reports
- VIII. Scheduling of Next Meeting
 - A) January 7, 2014
- IX. Adjournment

Dated: November 20, 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
OCTOBER 1, 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

III. Consideration of Minutes: September 10, 2013

It was moved by Mr.Hawes and seconded by Mr. Goehre to approve the minutes of the September 10, 2013 meeting as presented. The motion carried.

IV. Unfinished Business

V. New Business

A) 2014 Village Park Permit Fees

Mr. Hoier reviewed the proposed 2014 Village Park Permit Fees along with the Park Permit Policies and Procedures with no increase in fees or changes to the Policies and Procedures.

It was moved by Ms. Lieber and seconded by Mr. Hawes to approve the 2014 Village Park Permit Fees along with the Village Park Permit Policies as presented. The motion passed.

B) 2014 Pond Admission Fees and Membership Fees

Mr. Hoier and Mr. Thompson reviewed the 2014 the proposed Admission Fee and Membership Fees for the 2014 swimming season. The changes that were recommended were under the category of non-resident seasonal memberships. The changes are designed to increase the up-front revenue for the pond by making the price more attractive to our non-resident customers. The recommend changes for non-resident members are; family \$100.00, family-plus \$115.00 and individual \$60.00. Discussion followed.

It was moved by Mr. Goehre and seconded by Ms. Lieber to approve the 2014 Pond Admission fees and Membership fees as presented with the changes to the non-resident membership fees. The 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 August. Questions and comments followed from the Committee.

Mr. Springman also commented on the condition of the turf on the U8 soccer field at Fairy Chasm Park. Mr. Hoier stated that he was aware of the turf condition and would look into the options of relocating the field on the property for the spring soccer season.

VII. Committee Reports.

Mr. Goehre reported on the Senior Citizens Club upcoming events and stated that currently there are 178 people registered in the Senior Meal Program.

Mr. Springman reported on the ongoing projects going on in the Village highlighting the construction in the old village and Wal-Mart.

VIII. Scheduling of Next Meeting

A) December 3, 2013

Committee agreed to schedule its next meeting for Tuesday, December 3.

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: 2014 Fairy Chasm Park Fees and Permit Policies & Procedures

PREPARED BY: Chad Hoier, Park and Recreation Director

REPORT DATE: November 20, 2013

RECOMMENDATION:

To approve the proposed the 2014 Fairy Chasm Park Permit Fees and the Fairy Chasm Permit Policies and Procedures.

EXPLANATION:

Attached for your consideration are the proposed 2014 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 \$10.00 permit increase for seasonal Youth Athletic Groups using Fairy Chasm Park for the 2014 calendar year. Department is also seeking approval of the Fairy Chasm Policies and Procedures.

The proposed fees are reflected in the 2014 Fairy Chasm Park Revenue Budget and the last fee increase was 2009.

BROWN DEER PARK AND RECREATION DEPARTMENT

Fairy Chasm Park Permit Fees

Groups	2006 Plus Tax	2007 Plus Tax	2008 Plus Tax	2009 Plus Tax	2010 Plus Tax	2011 Plus Tax	2012 Plus Tax	2013 Plus Tax	2014 Plus Tax
<u>Youth Athletic Groups</u>									
Resident Groups / Seasonal Use	\$60/Team	\$70/Team	\$70/Team	\$80/Team	\$80/Team	\$80/Team	\$80/Team	\$80/Team	\$90/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								

BROWN DEER PARK AND RECREATION DEPARTMENT

Phone: (414) 371-3070

FAIRY CHASM PARK
2014 PERMIT FEES

5.6% SALES TAX TO BE ADDED

Youth Athletic Groups

Permit Fee

Seasonal Use - Five (5) or More Dates
Fee Per Team

Resident

\$ 90.00

Occasional Use - Fewer than Five (5) Dates
Fee Per Hour
3 Hour Maximum

Resident

\$ 15.00

Nonresident

30.00

Clinics/Special Events
Fee Per Day
3 Hour Maximum Per Session

Resident

\$ 50.00

Nonresident

100.00

Use of Play Space

Fee Per Day
3 Hour Maximum Per Session
Weekdays, 8:30 am to 4:00 pm Only

Resident

\$ 50.00

Nonresident

100.00

Approved: _____

BROWN DEER PARK AND RECREATION COMMITTEE

BROWN DEER PARK AND RECREATION DEPARTMENT
Phone: (414) 371-3070

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.
\$80 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



REQUEST FOR CONSIDERATION

COMMITTEE: Park and Recreation Committee

ITEM DESCRIPTION: 2014 Community Center Gathering Hall Permit Fees

PREPARED BY: Chad Hoier, Park and Recreation Director

REPORT DATE: November 20, 2013

RECOMMENDATION:

To approve the proposed 2014 Community Center Gathering Hall Permit Fees and Rental Conditions.

EXPLANATION:

Attached for your consideration are the proposed 2014 Community Center Gathering Hall Permit Fees and Rental Conditions.

The department is recommending the fees as presented.

The proposed fees are reflect 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 meetings 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, add, 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 cannot be transferred, assigned or sublet.
6. Animals are not permitted inside the building (except for service animals).
7. Parking availability is not guaranteed and on occasion may be limited.
8. Young children must be under direct supervision/control of an adult 18 years of age or older.
9. After the event, you are responsible for:
 - a. The removal of all decorations and all other items brought in.
 - b. The placement of all trash in the appropriate receptacles.
10. 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.
11. **No decorations may be hung on the walls or from the ceiling.**

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.