

CITY OF DELAFIELD PARK & RECREATION MINUTES

CALL MEETING TO ORDER

Chairperson B. Leonard called the meeting to order at 7:03 p.m.

ROLL CALL

Present

Diri Curtis Costa
Marily Gardner
Julie Kita
Beth Leonard
John Mau
Michelle Shea

Absent

Sean Heinzl

Also Present

Cate Rahmlow

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

1. APPROVE MINUTES OF FEBRUARY 5, 2004

M. GARDNER MOTIONED TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2004 MEETING. M. SHEA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. D. CURTIS COSTA ABSTAINED. FIVE WERE IN FAVOR. MOTION CARRIED.

2. PUBLIC COMMENTS

No citizens were present.

3. OLD BUSINESS

- a. FIVE YEAR PARK & RECREATION PLAN – REVIEW DRAFT DOCUMENT

This document was distributed to all of the commissioners. It has been revised to reflect input from previous meetings and is the most current document in terms of plan of action. A meeting with Sarah will take place this Friday to put it into final format. The final format will be available in March for consideration by the Plan Commission. The demands on Park & Recreation after Geason Park is up and running may create a need for more recreational programming which in turn may result in the need to expand the Park & Rec Coordinator position; this

CITY OF DELAFIELD PARK & RECREATION MINUTES

document does not reflect this need. Page 8 of the Five Year Plan could be revised to put this in. It would read as follows:

- II. **Administrative & Program Plan**
- A. Administration
 - 1. Annually review/evaluate the Park & Rec Coordinator position and hours to determine if the position is meeting the required needs or if the hours need to be expanded.
 - 2. Annually determine whether Park & Recreation should be a "department" within the City.
- B. Maintenance (continue with the rest of the document, but re-number)

Any comments should be addressed to C. Rahmlow. This will be reviewed again at the next Park & Rec meeting.

Resolving the fireplace issue at the ice skating warming house will be included in the Five Year Plan.

b. 2004 PARK & RECREATION BUDGET – CIP PROJECT FUNDING & IMPLEMENTATION SCHEDULES

This was mailed to the commissioners and was briefly reviewed. This will be included in the Five Year Plan. Projects should be coordinated through C. Rahmlow. If there is anything that should be included in the Five Year Plan or the Budget that is not, C. Rahmlow should be contacted.

c. VETERANS MEMORIAL RIVERWALK PROJECT UPDATE

M. Gardner stated that they are waiting for the final design. The Mod-u-Dock design has been approved by the PWC. Railings for the boardwalk and footbridges have been decided upon. Chapter 30 is in the 30 day waiting period. Clearing of pathways can begin. Since it is an existing path, DPW could perform the clearing. A meeting took place with people willing to volunteer for the clearing portion of the project. Funding is being sought for the bridge. The path route has changed to eliminate steps and to reroute a portion of the path. Commercial/Corporate bricks will be placed outside of the entrance. A \$500 brick has been added. A grant application to the Bradley Foundation has been submitted for the signs. The Sierra Club has offered to put the need for assistance in cleaning up the river in their national publication.

CITY OF DELAFIELD PARK & RECREATION MINUTES

4. NEW BUSINESS

a. CITY FORESTER PRESENTATION – GRANT APPLICATIONS

S. Schmidt was not present. This will be put on the next meeting agenda. C. Rahmlow will get a copy of the grants to include with the commissioner's packets for the next meeting.

b. RECREATIONAL PROGRAMS - PARTNERSHIP UPDATE

C. Rahmlow stated that April 1, 2004 is the Communicator deadline and summer recreational opportunities should be included. The Town of Delafield baseball is set. The Village of Hartland is in the process of interviewing for their recreational position. They have stated that they are pleased with the way last year's pilot project worked with the City of Delafield. The Waukesha Y is interested in providing the bitty sports. Once Hartland's Park & Rec person is hired, coordination will take place. C. Rahmlow will try to get the agreement with Hartland replicated, but if that is not possible, the YMCA at Pabst Farms will be approached. The County offers swim lessons at Nagawaukee for two weeks – the City can promote this and residents can sign up with the City for less than if they sign up through the County. The County would be interested in working with the City using either Nashotah or Nagawaukee Parks.

c. BALL FIELD SCHEDULES FOR 2004

A spreadsheet was created showing the parks, users, days and times was distributed. More requests were received this year than last. No negative results have occurred due to the change in user fees.

d. DISCUSSION OF POLICY FOR NAMING STREETS, PARKS AND OTHER PUBLIC AREAS IN THE CITY OF DELAFIELD

M. GARDNER MOTIONED THAT WHEN THE CITY POLICY IS IMPLEMENTED ON THE NAMING STREETS, PARKS & OTHER PUBLIC AREAS IN THE CITY OF DELAFIELD, THAT THE PARK & RECREATION COMMISSION HAVE THE RIGHTS OF REFUSAL AND OF ACCEPTANCE ON ANYTHING INVOLVING LAND UNDER THE JURISDICTION OF THE PARK & RECREATION COMMITTEE TO THEN BE PASSED ONTO THE COUNCIL FOR APPROVAL. M. SHEA SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

e. DISCUSSION OF POLICY FOR FACILITY RESERVATION PROCEDURES

Different scenarios for reserving facilities were discussed. C. Rahmlow suggested that if someone is using a facility for a profit, they need to rent

CITY OF DELAFIELD PARK & RECREATION MINUTES

the facility from the City. She will work on the development of verbiage. This will be discussed at the March meeting.

ADJOURNMENT

M. GARDNER MOTIONED TO ADJOURN FROM THE MEETING. J. MAU SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:08 P.M.

Minutes Prepared By:

Accurate Business Communications, LLC