

CITY OF DELAFIELD PARK & RECREATION COMMISSION MINUTES

CALL MEETING TO ORDER

Chairperson B. Leonard called the meeting to order at 7:35 p.m.

ROLL CALL

Present

Diri Curtis Costa
Julie Kita
Beth Leonard
John Mau

Absent

Marily Gardner
Sean Heinzl
Michelle Shea

Also Present

Cate Rahmlow, Park & Recreation Coordinator
Shantelle Schmidt, City Forester
Sarah Gaskell, Intern

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

1. APPROVE MINUTES OF FEBRUARY 23, 2004

No minutes had been distributed to the commissioners. This was deferred to the next meeting.

2. PUBLIC COMMENTS

None.

3. OLD BUSINESS

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

Sarah Gaskell, Intern was present at the meeting and reviewed the Five Year Park & Recreation Plan. In addition to the changes suggested in M. Czubkowski's memo, the following changes will be made:

- Acknowledgements page: C. Rahmlow will be listed as a non-voting member, and Julie Kita will be moved up to be listed underneath the Chair, B. Leonard.
- Page 4, the second-to-last bullet will be changed from "Preserve Primary Environmental Corridors" to "Conserve

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Primary Environmental Corridors". The third bullet will change from "Veteran's" to "Veterans".

- Page 5, under "City of Delafield Parks and Recreation Goals", item I should read "Conserve and Improve Existing Park Facilities....." A new item will be added to Item I – G and will state "Apply and obtain available grants."
- Page 6, Item V. D. "Preserve" will be changed to "Conserve".
- A good map indicating the location of the City's parks will be worked on by B. Leonard. The Lois Jenson Nature Preserve will be included on the map. Signage for the Lois Jenson Nature Preserve will be included on the agenda for the next meeting.
- Page 8, a sentence will be added under Nagawauke County Park stating "Golfing is available at the Nagawauke County Golf Course."
- Page following Page 10, "Facilities and Conditions" sheets – The medium colored dot will be changed to another shape on the so that it is easily distinguishable. "Dickten Park" in Nashotah will be added.
- Page following Page 11, "Other Agency Current Facilities Matrix" – "Lake County School" will be changed to "Lake Country School".
- The tables on Page 16 will have borders and lines. The notation at the bottom of the page should read, "It is important to note that the classification totals for the City owned properties include the Geason property." The tables will be labeled and will be added to the table of contents. The top table will refer to the "Lois Jenson Preserve". Wisconsin Veterans Memorial Riverwalk and the Equestrian Trails will be added to the top table under "Special Use".
- Page 17 – The tables need to be compared with the original document to ensure correct printing.
- Page 21, Item A – an addition will be made. #2 will state: "Address Fireplace Insert at Warming Shelter".
- It was noted that everywhere "VMR" is listed, the word "Wisconsin" will be inserted in front of it.
- Page 22, Item II, B, 7, the word (new) will be deleted.
- Page 23, under St. John's, add: "Address Fireplace Insert at Warming Shelter".
- Page 25, second bullet, "PRBHC" will be changed to "PRC".
- Page 26 – The City of Delafield Capital Improvements Budget will be replaced with the current one.
- Page 22 – The items listed on Page 6, (Items III, D, E, and F) will also be inserted on Page 22 under Item II, C (Community Involvement).
- Cover Photo – A photo of Fort Cushing will be taken and sent to S. Gaskell for use on the cover of the report.

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J. KITA MOTIONED TO RECOMMEND APPROVAL TO PLAN COMMISSION OF THE FIVE YEAR PARK & RECREATION PLAN CONTINGENT ON COMMENTS FROM THE ABSENT PARK AND RECREATION COMMISSION MEMBERS. J. KITA WITHDREW HER MOTION.

J. MAU MOTIONED TO RECOMMEND APPROVAL OF THE FIVE YEAR PARK & RECREATION PLAN FOR 2004-2009 TO THE PLAN COMMISSION AS AMENDED. J. KITA SECONDED. DISCUSSION TOOK PLACE REGARDING COMMISSIONERS ABSENT FROM THIS MEETING. THEY WILL BE NOTIFIED OF THIS VOTE AND IF THEY WISH TO PROMOTE CHANGES IT WILL BE PUT ON THE NEXT AGENDA. ALL WERE IN FAVOR. MOTION CARRIED.

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

No action was taken.

- c. VETERANS MEMORIAL RIVERWALK PROJECT UPDATE

No discussion took place.

4. NEW BUSINESS

- a. CITY FORESTER PRESENTATION – GRANT APPLICATIONS

S. Schmidt was present. She stated that the City already has a grant. It was accepted in December 2003 (50/50 split) for the year 2004. The total project cost is approximately \$22,000. The Commissioners did not have the grant handout in their packets. S. Schmidt explained the following projects and various components of each:

- Conduct a tree risk assessment survey – for the street trees
- Manage and assess the downtown trees and produce a 5 year action plan
- Public awareness – trees
- Urban Forestry Staff Training/Education
- Tree Ordinance Revisions
- Parks Tree Inventory (\$1,600 has been designated)

She stated that the DNR website would be helpful in planning. The website is: www.dnr.state.wi.us/org/land/forestry/uf/

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Gypsy moth information should be given to the City Clerk's office.

There are workshops that could be attended and paid for by the DNR grant.

S. Schmidt can be reached at 262-567-8964 or by calling the Delafield City Hall. Her email is: ShantelleSchmidt@hotmail.com. She will be able to assist the Park & Recreation Committee in determining whether a project or certain aspects of a project qualify for the above grant. She stated that she would contact the Park & Recreation Committee with any projects that she sees in the City that may qualify for using this grant.

b. GEASON PARK LAND – LEASE REQUEST

The farmer who has leased in the past would like to lease the land again.

D. CURTIS-COSTA MOTIONED TO APPROVE THE LEASE TERM NOT TO EXCEED NOVEMBER 1, 2004. J. KITA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

c. EQUESTRIAN TRAIL – POLICE CHIEF MEMO

No discussion took place.

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

No discussion took place.

e. DISCUSSION OF POLICY FOR FACILITY RESERVATION PROCEDURES

J. KITA MOTIONED TO DEFER THIS ITEM TO C. RAHMLow AND ASK THAT THE CITY STAFF WORK WITH HER TO MAKE THE CORRECTIONS FOR THE POLICY FOR FACILITY RESERVATION PROCEDURES. D. CURTIS-COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Discussion took place on the formation of the agenda. It was the consensus of the board that the chairperson of the Park & Recreation Commission should have sole control of the formation of the agenda.

f. BALL FIELD SCHEDULES FOR 2004 – SCHEDULE ATTACHED

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No discussion took place.

g. APPROVE CONTRACT FOR PORTABLE TOILETS

C. Rahmlow will work with M. Williams on this.

J. MAU MOTIONED TO DELEGATE THIS TO STAFF. J. KITA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

h. ARBOR DAY CELEBRATION

No discussion took place.

i. PLACEMENT OF SODA MACHINES IN PARKS

This was deferred to the next meeting.

5. ADJOURNMENT

J. MAU MOTIONED TO ADJOURN FROM THE MEETING. D. CURTIS-COSTA SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:40 P.M.

Minutes Prepared By:

Accurate Business Communications LLC