

CITY OF DELAFIELD PARK & RECREATION MINUTES

CALL MEETING TO ORDER

Chairperson B. Leonard called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Marily Gardner
Evelyn Headley
Julie Kita-(entered 7:30 p.m.)
Beth Leonard
Andrea Schrednick
Chris Smith

Absent

Diri Curtis Costa

Also Present

Marilyn Czubkowski, City Clerk

1. APPROVE MINUTES OF AUGUST 22, 2005

C. SMITH MOTIONED TO APPROVE THE MINUTES AS PRESENTED. M. GARDNER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

M. GARDNER MOTIONED THAT ITEM 4B BE MOVED UP TO THE NEXT AGENDA ITEM. C. SMITH SECONDED. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

B. Leonard stated that without objection 3b would be moved up in the agenda and would be discussed as soon as J. Kita arrived. There was no objection.

2. PUBLIC COMMENTS

None.

3. OLD BUSINESS

a. NEW COMMUNITY PARK UPDATE

New maps of the park showing the latest revisions were distributed to the committee members. Dave Burch will attend the next Plan Commission meeting. C. Smith stated that it would nice to let the church know that another soccer field is needed. The approval process for the park was discussed.

b. BOSTROM PARK

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1) TENNIS COURT RESERVATION FEES

Discussion took place in June regarding reserving court times for tennis lessons at Bostrom Park. A call was received from Laura Ottosh, in attendance at the meeting, who wanted to reserve the courts for her informal tennis league. Discussion took place as to whether there should be fees, tiered fees, or no fees for reservations for profit (lessons) and reservations for recreational purposes that were not-for-profit (neighborhood groups). L. Ottosh stated that she formed an informal tennis league and wanted to reserve the court for this reason, but did not feel that the fee should be applicable. She was felt that there should be some sort of time limit, perhaps two hours, as to how many hours could be reserved at a time. General discussion took place. M. Czubkowski stated that reserving court time was a first time venture and it was on a trial basis. J. Kita stated that the tennis instructor had originally stated that she wanted to give something back to the tennis court in way of improvement (wind screen and/or landscaping to help with the functionality of the court). M. Czubkowski reviewed what other communities do with their tennis courts. M. Gardner stated that developing guidelines and policies for the tennis court should be put on a future agenda. L. Ottosh will email one of the commissioners with suggested rules for the tennis courts.

It was the consensus of the commissioners that if tennis lessons were offered next year it should go through the City Park and Recreation.

Staff will send a letter to the tennis instructor, Tina Hanson, collect the fees, and find out what and when improvements will be made to the tennis courts.

2) RESTROOMS

A handout regarding portable restrooms was given to the committee members. This is on this week's Plan Commission's agenda. Other parks with similar restrooms include Cushing Memorial Park, the baseball/soccer fields, Bleeker Street Boat Launch, and the Town Park in the Town of Delafield. The location of the restroom was discussed. The consensus of the committee members was that the shelter should remain in the proposed location and the restroom should be located by the tree line along the far side of the path.

J. KITA MOTIONED TO APPROVE THE PORTABLE RESTROOM WITH SCREEN FENCE AROUND IT, LOCATED TO THE WEST OF THE PATHWAY AND SOUTH OF THE PLAYGROUND WITH THE SHELTER

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REMAINING WHERE IT IS SHOWN ON THE SITE PLAN. E. HEADLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.

c. 2006 BUDGET

1) CAPITAL

The Park & Rec capital budget was reviewed:

- Cedar Valley Park tree planting – M. Czubkowski will check with the City Forester to see if this has taken place this year
- Walkways by Nagawicka Road – if there is an available ROW, walkways should be added
- Joint Venture with Town of Delafield on Cushing Park Road – projected costs will be followed up
- Construction & Design of the Bleeker Street Boat Launch – should be put into 2006.
- Open Space Conservancy Program would entail hiring a student intern to do a study identifying areas with potential to preserve as open space, show what other communities are doing, and suggest a way for the City to carry out the suggestions.
- A written report of 2005 activities will be requested from the City Forester.
- Equestrian Trail – It was clarified that the trail allows pedestrian access. Trail maintenance (clearing, grading, etc.) including signage needs to take place.

2) OPERATING

- Add funds for a summer intern (\$2,500) – will be put under Park & Rec Coordinator and notated as a summer intern.
- Tree Forestry in the amount of \$2,000 (for trees and parks) will be added.
- Cushing Park – Additional funds in the amount of \$2,000 will be added for playground equipment maintenance.
- The description under 100-55-55200.390 will be changed to reflect that signage will be included.
- Funds for grading the soccer fields will be added at the Fish Hatchery Park and Cushing Memorial Park.
- Funds in the total amount of \$500 will be added back into the Publications/subscriptions (\$150), Travel/professional (\$350).

Discussion took place as to why parkland dedication fees are not part of the Park & Rec budget. Funds are in the account and M. Czubkowski can provide the total amount available. B. Leonard would like to see what the past years' actual amounts were and notated as funds available for the Park & Rec and Fire Departments

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use on the budget. Past Impact Fees available to Park & Rec should also be notated. It needs to be understood what are permitted expenditures for these funds.

Allocation of Salaries and Benefits – reallocating the time of the three employees is shown in the full budget.

M. GARDNER MOTIONED TO ACCEPT THE BUDGET AS DISCUSSED AND TO PASS ON FOR APPROVAL AT THE NEXT BUDGET MEETING. E. HEADLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

d. CUSHING PARK RESTROOMS

M. Czubkowski reported that the restrooms are almost complete and are on schedule.

4. NEW BUSINESS

a. DISCUSSION OF ORDINANCE FOR DOGS IN PARKS

This will be discussed at the next meeting.

b. FORT CUSHING PROJECT– SCHEDULE WEEKEND IN OCTOBER

M. Gardner stated that Ft. Cushing needs regular maintenance. Scout Brian Fillmore, of Oconomowoc reviewed his maintenance plan for the park for his Eagle Scout project. M. Gardner stated that there is a great deal of work that needs to be done.

M. GARDNER MOTIONED TO ACCEPT THE PROPOSED PROJECT DESCRIPTION AS DOCUMENTED TO TAKE PLACE IN OCTOBER. E. HEADLEY SECONDED THE MOTION. M. GARDNER STATED THAT THERE ARE FUNDS AVAILABLE TO COVER THE COSTS OF THE MATERIALS. C. SMITH EXPRESSED HIS APPRECIATION TO BRIAN FILLMORE. IT WAS MR. FILLMORE'S RECOMMENDATION TO REPAIR THE POSTS WITH EPOXY FILL. DISCUSSION OF PREVENTATIVE MAINTENANCE TOOK PLACE. ALL WERE IN FAVOR. MOTION CARRIED.

Copies of the proposal will be made for the committee members.

c. WAUKESHA COUNTY MUNICIPAL PARK AND RECREATION CONTACT INFORMATION

A spreadsheet was distributed to the commissioners showing contacts in other municipalities. A completed sheet will be available by the next Park & Rec meeting. Appreciation was expressed to E. O'Brien for her work on this project.

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d. WATERLEAF SUBDIVISION – BARK RIVER TRAIL

This will be discussed at the next meeting.

e. DISCUSSION ITEMS

1) SUMMER BASEBALL

M. Czubkowski and E. O'Brien met with the YMCA at Pabst Farms. They have a very extensive program and also work with the Oconomowoc Park & Rec department. The YMCA has been asked to provide additional information to the City of Delafield. After the city's budget approval, a decision should be made due to the YMCA's schedule.

The City will also contact Hartland and Town of Delafield regarding summer baseball.

2). TOWN OF OTTAWA REPORT ON WATER

The Town of Ottawa field is completely irrigated.

5. ADJOURNMENT

A. SCHREDNICK MOTIONED TO ADJOURN FROM THE MEETING. M. GARDNER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:29 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications LLC