

CITY OF DELAFIELD PARK AND RECREATION COMMISSION MEETING MINUTES

CALL TO ORDER

C. Smith called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Christopher Smith
David Brabson
Julie Kita
Therese Lusic
Darrell Pope
Ald. Tim Aicher

Absent

Patricia Barwig

Also present:

Tom Hafner

1. APPROVE MINUTES OF JANUARY 25, 2010

T. AICHER MOVED TO APPROVE THE JANUARY 25, 2010 PARK AND RECREATION MEETING MINUTES AS PRESENTED. D. BRABSON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. PUBLIC COMMENTS

Russ Meidenbauer and Jean Vincze were present as representatives of Hartland's Sportmen's Club. Their purpose in attending the meeting was to introduce themselves and to offer to partner with the City in working with any events or programs that would be compatible with the Sportmen's Club. History of the organization was noted as well as numerous community programs offered, including Hunter Education, Youth Trap Leagues, Refuse to be a Victim program and training for personal protection and basic handguns. Members of the organization had also noted surveys distributed to city residents noted the need for additional adult activities in the area. To that end, the Club was offering to integrate their programs with any City events or activities.

J. Vincze stated she was the Public Relations person for the Sportsmen's Club. There were many programs for women as well, including archery, trap shooting, and shot gun classes. Many partnering possibilities were available including working with area youth via school clubs etc. She can be reached at 262-510-6745 or Jeanne.Vincze@yahoo.com.

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On behalf of the Commission, C. Smith thanked J. Vincze and R. Meidenbauer for attending the meeting. He also suggested the Club contact the City of Hartland Park and Recreation Department for inclusion in an upcoming catalog of community programming. J. Kita suggested a variety of community resources for communication purposes for the organization.

3. OLD BUSINESS

A. 5 YEAR PARK PLAN

i. Status

C. Smith explained while no Commission meeting had been held last month, he had met with T. Aicher regarding final revisions for the 5 Year Park Plan. He noted the plan had been submitted to the Council in recent weeks and received with great enthusiasm. He outlined the process required for formal approval of the plan in future months. Public input would be gathered prior to final submission to the Council for approval. Discussion ensued regarding the possibility of utilizing the plan for grant funding from various agencies.

C. Smith thanked all present for assistance in bringing the Park Plan to fruition.

ii. Grant Opportunities

C. Smith noted the Village of Hartland had completed a park plan that included a list of grant opportunities. This list could be utilized to assist in grant opportunities for the City of Delafield as well. Efforts would be undertaken to work with the Department of Public Works Staff regarding any future grant funding.

B. DISCUSSION OF PARKS

i. Lois Jensen – parking, trails

C. Smith stated the 2010 Capital Improvement Program had been distributed as part of the Commission packet of information for the meeting. T. Hafner reminded the Commission of the need to begin planning for the 2011 Capital Improvement Program as the formal budgeting process often began in June for the upcoming year.

With regard to Lois Jensen, D. Brabson reported the park had gotten lots of use over the winter from ice fisherman accessing the lake. Lake Country School representatives were still interested in working with the City regarding trail clearing, grubbing, and chipping. He had been working with City Staff regarding plans for the spring season related to trail placement. Additional parking spaces had been discussed as well. He was not opposed to additional parking spaces places on the west side of the guardrail; however there was concern about impacts to the

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drainage culvert with any placement of parking spaces. He would continue to work with Staff to determine feasibility and placement of these stalls if appropriate.

Trail markers had been included in the budget for this year as well. T. Hafner requested that markers chosen should be consistent with other markers and/or signage in other city parks in order to create a cohesive look.

Discussion ensued regarding the need for boundary markers at Lois Jensen Park. C. Smith distributed a map of the area noting surrounding property owners. Additional discussion ensued regarding the need to visit the culvert washout areas around the park to determine if anything could be done about the runoff going to the lake. It was noted the wetland areas at the lake provided filtration for the runoff naturally. No problems had been noted in the past with the structures of the ditches in the area. D. Brabson will provide a report on this matter at the next meeting of the Commission.

ii. Fireman's – new playground equipment

C. Smith thanked City Staff for the landscaping and new look of the building located in the park.

T. Hafner noted a new well would be required for the park. City Staff was in process of reviewing all of the parks for maintenance and repairs to equipment. Concern was expressed for a lack of parking currently. Discussion ensued regarding where parking spaces could be added to this park in the future. This item will be placed on a future agenda for additional discussion and consideration.

J. Kita and D. Brabson will work together on future equipment needs for the park.

iii. Cedar Valley – new playground equipment

T. Aicher noted dead trees needed to be removed in this park. Neighborhood input was also required as the park had heavy area residential use. Park signage and equipment enhancements were also slated for consideration by the Commission in planning for the park. It was determined the park should have a more comprehensive plan developed including neighborhood input. This item would be discussed on a future agenda.

Alderperson Michelle DeYoe and T. Aicher will work together on the neighborhood needs for the park. T. Aicher will report on this matter at an upcoming meeting of the Park and Recreation Commission.

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iv. Fish Hatchery – breezeway

C. Smith discussed the need for a breezeway with City Staff at the Fish Hatchery building. He likened the style of the breezeway to the one at nearby Kurt's Steakhouse. T. Aicher stated he thought a structure of cedar posts would work with the architecture of the building. C. Smith will work with P. Zellner on this item.

T. Hafner noted several tables were to be replaced this year as well.

v. American Legion – bleachers, and pad

C. Smith explained the broken items on the play equipment had been replaced by the American Legion. Staff recommended a concrete pad be placed beneath the bleachers upon installation. J. Kita will confirm whether additional work is needed. The backstop still required repair.

vi. Oakwood Park - trails

C. Smith talked to City Staff about the temporary signage near the parking area at Oakwood Community Park. Oakwood Community Park was the name to be placed on the temporary signage. Dog walking was permitted in the park and a dog station had been placed at the park. J. Kita suggested information be placed on the signage noting dogs should be leashed.

Discussion ensued regarding delineation of the trails for walking purposes. T. Hafner will walk the trail with D. Pope and others regarding trail location. It was suggested that the trail be optimized for distance. J. Kita asked that future use of the sledding hill be considered so that trail markers were not in the middle of the hill. Also the back side of the hill would be utilized for disc golf at some point in the future.

Monies remained in the budget for a topographical survey after the dredging project was determined. Discussion ensued regarding the process necessary for the park design. Phase 1 would include infrastructure needs, such as stormwater pipes, sewer, grading, utilities, and drainage. With a conceptual plan, the next step in the process would be to have detailed engineering plan and a bidding process would be needed. A detailed survey has not yet been done. An RFP process would need to be utilized.

Discussion ensued regarding how to utilize past conceptual plans and maximize potential volunteer efforts available. It was suggested that consensus building be utilized for the conceptual portions of the park plans in the future. Challenges would exist to provide amenities requested by survey information at a reasonable cost. The Commission agreed to walk the site before the next meeting and have this item be placed on a future agenda for more specific information and additional consideration.

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D. Brabson noted Cushing Park maintenance, including staining and sealing, was still required. D. Pope stated he would explore coordination of volunteer opportunities for providing the maintenance needed for this park. He will provide an update at the next meeting.

A fundraising activity was needed if the construction of a gazebo at Bostrom Park was to take place.

With regard to the Lake County bike route, T. Hafner noted the trail would be paved this summer all the way into Waukesha, and would connect to the City's paved trail. T. Hafner will call the County representatives regarding signage for the county bike trail.

Discussion ensued regarding whether conceptual plans and alternative locations for a power washing station and restroom facilities were needed at Bleeker Street in the future. The Commission agreed this item was not needed immediately and could be discussed when related to long term planning.

D. Pope questioned whether the signage purchased to complete the Veteran's River Walk had been installed. T. Hafner will check on this matter.

4. NEW BUSINESS

A. DISCUSS DPW REQUESTED ACTIVITIES FOR 2010 WITH TOM HAFNER

This matter had been discussed as part of each agenda item.

B. PLANNING PROCESS FOR OAKWOOD PARK

This item was discussed as part of Item 3biv.

C. PARK SIGNAGE

C. Smith noted information had been distributed prior to the Commission meeting regarding the purchase for park signage. This signage would complete the City's goal of providing consistent signage for all City parks. The proposed signage was reviewed. Signs would be purchased from the same manufacturer as last year. Supplemental signage would be placed regarding park regulations as well.

5. CORRESPONDENCE

None.

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6. ADJOURNMENT

D. POPE MOTIONED TO ADJOURN THE MARCH 22, 2010 PARK AND RECREATION MEETING AT 9:16 P.M. T. LUSIC SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED.

Minutes prepared by:

Accurate Business Communications, Inc.

DRAFT