



**CITY OF DELAFIELD  
MEETING AGENDA  
PARK & RECREATION COMMISSION**

*Chair: Michael Byrnes*

*Members: Pat Barwig, David Brabson, Dan Cahalane, Sherrie Flemming, Tim Turnock, Ald. Mark Schaefer*

Monday, April 25, 2022

6:00 PM  
(or immediately following the Tree Board)

City Hall, Council Chambers  
500 Genesee St.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Special Order of Business**
  - A. Election of Park and Recreation Commission Officers. (Chairperson, Vice Chairperson and Secretary)
- 5. Approve minutes of [March 28, 2022](#)**
- 6. Citizen's Comments**
- 7. Unfinished Business**

Discussion and possible action on the following items:

  - A. Park Walk Schedule/Agenda (All)
  - B. Free Fishing Day for Kids – May 21<sup>st</sup> (Brabson)
  - C. Lake Nagawicka access and Cushing Park Erosion Plans (Turnock)
  - D. Stage at Liberty Park timeline
  - E. VMR viewing platform and plan for cleared area around the platform (Turnock)
- 8. New Business**

Discussion and possible action on the following items:

  - A. Bark River Trail Easement on North Side of River through St. John's/Hendircks property (Turnock)
  - B. Memorial benches along the Bark River – Jan Turnock memorial donations (Turnock)
  - C. Plan Commission Update (Cahalane)
  - D. Deer management update (Turnock)
  - E. Financial Statements, Capital Projects Update (February and March 2022)

**8. Discussion and review of the condition of parks and trails**

Parks and Trails in the City of Delafield						
Byrnes	Turnock	Barwig	Brabson	Flemming	Cahalane	Schaefer
Lake Country Recreation Trail	Bostrom Park	Cushing Memorial Park	Lois Jensen Nature Preserve	Fish Hatchery	Oakwood Park	Liberty Park
Ice Age Trail	VMR Trail	St. John's/Genesee Park	Fireman's Park	Fish Hatchery Sports Complex	Bleeker Street Boat Launch	
Bostrom Park	Paul Sandgren Recreation Trail			Cedar Valley Park	Oak Street Park	
	Cushing Memorial Park					

**9. Requests for Future Agenda Items**

*Note: No discussion on requested items*

**10. Correspondence**

**11. Adjournment**

All meetings of the Park & Recreation Commission are public meetings. The meeting of the Commission is a working session for the Commission itself, and discussion by those in attendance is limited to Commission members, staff and others that may be a party to the matter being discussed.

**AMERICANS WITH DISABILITIES ACT NOTICE:** Upon reasonable notice (at least 72 hours in advance) the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**NOTICE OF POSSIBLE QUORUM:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Clerk: MG	Posted: 04/22/22	<input checked="" type="checkbox"/> City Hall Bulletin Board	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Notified Media
-----------	------------------	--	---	--

**9. Requests for Future Agenda Items**

*Note: No discussion on requested items*

**10. Correspondence**

**11. Adjournment**

All meetings of the Park & Recreation Commission are public meetings. The meeting of the Commission is a working session for the Commission itself, and discussion by those in attendance is limited to Commission members, staff and others that may be a party to the matter being discussed.

**AMERICANS WITH DISABILITIES ACT NOTICE:** Upon reasonable notice (at least 72 hours in advance) the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

**NOTICE OF POSSIBLE QUORUM:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Clerk: MG	Posted: 04/22/22	<input checked="" type="checkbox"/> City Hall Bulletin Board	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Notified Media
-----------	------------------	--	---	--

City of Delafield  
 Capital Projects Summary 2022-02.xlsx  
 02.28.22 PRC

CIP Year	Project	Project Budget	Total Expenditures to 02/28/2022	Under / (Over) Budget	Status
2017	VMR Signage - Sandgren Trail/War on Terror	6,500.00	2,643.00	3,857.00	Active
2022	Fish Hatchery Building - Roof Maint. & Repairs	25,000.00	-	25,000.00	Active
2022	Fish Hatchery - Replace Existing Banquet Tables	4,500.00	-	4,500.00	Active
2022	Cushing Memorial Park - Fort Cushing - Staining	15,000.00	-	15,000.00	Active
2022	Fireman's Park - Level & Resurface Basketball Court & New Hoops	35,000.00	-	35,000.00	Active
2022	Liberty Park Band Shell - Engineering, Design & Planning	50,000.00	-	50,000.00	Active
		<b>136,000.00</b>	<b>2,643.00</b>	<b>133,357.00</b>	

CITY OF DELAFIELD

**Fund Balance Reserved for Park Use (as of 02/28/22)**

---

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Dick's Bait and Tackle Fundraiser at Hogg Alley (2014)	\$ 1,669.00	Fish Hatchery south boardwalk fishing pier
Jan Turnock Memorial Donations	\$ 4,353.40	Fort Cushing, VMR, Tree Fund
<b>Total Reserved Funds for Park Use</b>	<b><u><u>\$ 6,022.40</u></u></b>	100-00-31730-000-000 Balance

CITY OF DELAFIELD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-51400-110-000	1,623.48	3,232.92	22,825.60	19,592.68	14.2
100-55-51400-130-000	241.41	480.81	3,294.34	2,813.53	14.6
100-55-51400-135-000	330.80	661.60	7,684.27	7,022.67	8.6
100-55-51610-211-000	.00	.00	1,500.00	1,500.00	.0
100-55-51610-220-000	807.51	1,322.08	6,068.00	4,745.92	21.8
100-55-51610-350-000	686.58	1,809.91	13,050.00	11,240.09	13.9
100-55-51610-350-100	15.71	32.51	1,692.00	1,659.49	1.9
100-55-51620-220-000	65.25	108.60	660.00	551.40	16.5
100-55-51620-350-000	.00	.00	200.00	200.00	.0
100-55-53100-110-000	427.20	836.04	5,429.07	4,593.03	15.4
100-55-53100-130-000	75.54	147.85	822.18	674.33	18.0
100-55-53100-135-000	60.31	120.49	848.32	727.83	14.2
100-55-53300-110-000	1,961.19	3,818.18	26,684.81	22,866.63	14.3
100-55-53300-130-000	338.36	657.96	4,746.95	4,088.99	13.9
100-55-53300-135-000	541.92	1,128.76	9,331.55	8,202.79	12.1
100-55-53500-110-000	465.13	971.51	34,262.50	33,290.99	2.8
100-55-53500-130-000	51.81	108.22	3,816.84	3,708.62	2.8
100-55-55200-343-340	.00	.00	450.00	450.00	.0
100-55-55200-390-000	1,372.69	1,455.96	11,885.00	10,429.04	12.3
100-55-55201-390-000	98.00	98.00	3,000.00	2,902.00	3.3
100-55-55202-220-000	.00	.00	200.00	200.00	.0
100-55-55204-220-000	105.64	189.13	2,840.00	2,650.87	6.7
100-55-55204-390-000	.00	.00	2,135.00	2,135.00	.0
100-55-55206-220-000	19.59	103.76	968.00	864.24	10.7
100-55-55206-390-000	.00	.00	1,300.00	1,300.00	.0
100-55-55208-340-000	.00	.00	588.00	588.00	.0
100-55-55210-340-000	.00	.00	1,140.00	1,140.00	.0
100-55-55212-340-000	219.83	219.83	4,050.00	3,830.17	5.4
100-55-55216-340-000	.00	.00	100.00	100.00	.0
100-55-55218-340-000	60.06	200.06	3,180.00	2,979.94	6.3
100-55-55219-340-000	.00	.00	2,000.00	2,000.00	.0
100-55-55300-340-000	2,760.00	3,210.00	6,600.00	3,390.00	48.6
TOTAL PARKS AND RECREATION	12,328.01	20,914.18	183,352.43	162,438.25	11.4
TOTAL FUND EXPENDITURES	12,328.01	20,914.18	183,352.43	162,438.25	11.4
NET REVENUE OVER EXPENDITURES	( 12,328.01)	( 20,914.18)	( 183,352.43)	( 162,438.25)	( 11.4)

City of Delafield  
 Capital Projects Summary 2022-03.xlsx  
 03.31.22 PRC

CIP Year	Project	Project Budget	Total Expenditures to 03/31/2022	Under / (Over) Budget	Status
2017	VMR Signage - Sandgren Trail/War on Terror	6,500.00	2,643.00	3,857.00	Active
2022	Fish Hatchery Building - Roof Maint. & Repairs	25,000.00	-	25,000.00	Active
2022	Fish Hatchery - Replace Existing Banquet Tables	4,500.00	-	4,500.00	Active
2022	Cushing Memorial Park - Fort Cushing - Staining	15,000.00	-	15,000.00	Active
2022	Fireman's Park - Level & Resurface Basketball Court & New Hoops	35,000.00	-	35,000.00	Active
2022	Liberty Park Band Shell - Engineering, Design & Planning	50,000.00	-	50,000.00	Active
		<b>136,000.00</b>	<b>2,643.00</b>	<b>133,357.00</b>	

CITY OF DELAFIELD

**Fund Balance Reserved for Park Use (as of 03/31/22)**

---

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Dick's Bait and Tackle Fundraiser at Hogg Alley (2014)	\$ 1,669.00	Fish Hatchery south boardwalk fishing pier
Jan Turnock Memorial Donations	\$ 4,353.40	Fort Cushing, VMR, Tree Fund
<b>Total Reserved Funds for Park Use</b>	<b><u><u>\$ 6,022.40</u></u></b>	100-00-31730-000-000 Balance



CITY OF DELAFIELD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-51400-110-000	GEN ADMIN SALARY	389.22	3,622.14	22,825.60	19,203.46 15.9
100-55-51400-130-000	GEN ADMIN BENEFITS - FICA ETC	362.11	842.92	3,294.34	2,451.42 25.6
100-55-51400-135-000	GEN ADMIN BENEFITS-HEALTH	496.20	1,157.80	7,684.27	6,526.47 15.1
100-55-51610-211-000	PARK & REC ENGINEERING EXPENSE	.00	.00	1,500.00	1,500.00 .0
100-55-51610-220-000	FISH HATCHERY BLDG UTILITIES	834.55	2,156.63	6,068.00	3,911.37 35.5
100-55-51610-350-000	FISH HATCHERY EXP	97.66	1,907.57	13,050.00	11,142.43 14.6
100-55-51610-350-100	FISH HATCHERY SPORTS AREA	16.80	49.31	1,692.00	1,642.69 2.9
100-55-51620-220-000	VISITOR CENTER UTILITIES	67.61	176.21	660.00	483.79 26.7
100-55-51620-350-000	VISITOR CENTER BLDG EXPENSE	.00	.00	200.00	200.00 .0
100-55-53100-110-000	HWY ADMIN SALARY	627.03	1,463.07	5,429.07	3,966.00 27.0
100-55-53100-130-000	HWY ADMIN BENEFITS-FICA ETC	110.88	258.73	822.18	563.45 31.5
100-55-53100-135-000	HWY ADMIN BENEFITS HEALTH	91.40	211.89	848.32	636.43 25.0
100-55-53300-110-000	HWY STREETS SALARY	4,255.25	8,073.43	26,684.81	18,611.38 30.3
100-55-53300-130-000	HWY STREET BENEFITS-FICA	732.84	1,390.80	4,746.95	3,356.15 29.3
100-55-53300-135-000	HWY STREET BENEFITS-HEALTH	1,262.57	2,391.33	9,331.55	6,940.22 25.6
100-55-53500-110-000	DPW SEASONAL SALARY	876.88	1,848.39	34,262.50	32,414.11 5.4
100-55-53500-130-000	DPW SEASONAL FICA	97.68	205.90	3,816.84	3,610.94 5.4
100-55-55200-343-340	LEGION PARK EXPENSE	.00	.00	450.00	450.00 .0
100-55-55200-390-000	PARK & REC EXPENSE	21.24	1,477.20	11,885.00	10,407.80 12.4
100-55-55201-390-000	DEER MANAGEMENT EXPENSES	49.00	147.00	3,000.00	2,853.00 4.9
100-55-55202-220-000	FIREMEN'S PARK UTILITIES	.00	.00	200.00	200.00 .0
100-55-55204-220-000	ST JOHN'S PARK UTILITIES	110.27	299.40	2,840.00	2,540.60 10.5
100-55-55204-390-000	ST JOHN'S PARK EXPENSE	75.18	75.18	2,135.00	2,059.82 3.5
100-55-55206-220-000	CUSHING PARK UTILITIES	21.29	125.05	968.00	842.95 12.9
100-55-55206-390-000	CUSHING PARK EXPENSE	.00	.00	1,300.00	1,300.00 .0
100-55-55208-340-000	BLEEKER STREET EXPENSE	.00	.00	588.00	588.00 .0
100-55-55210-340-000	BOSTROM PARK EXPENSE	119.98	119.98	1,140.00	1,020.02 10.5
100-55-55212-340-000	VMR EXPENSES	.00	219.83	4,050.00	3,830.17 5.4
100-55-55216-340-000	LOIS JENSEN NATURE PRESERVE	.00	.00	100.00	100.00 .0
100-55-55218-340-000	OAKWOOD COMM PARK EXPENSES	203.06	403.12	3,180.00	2,776.88 12.7
100-55-55219-340-000	OAK STREET PARK EXPENSES	.00	.00	2,000.00	2,000.00 .0
100-55-55300-340-000	RECREATION PROGRAMS	.00	3,210.00	6,600.00	3,390.00 48.6
	<b>TOTAL PARKS AND RECREATION</b>	<b>10,918.70</b>	<b>31,832.88</b>	<b>183,352.43</b>	<b>151,519.55 17.4</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>10,918.70</b>	<b>31,832.88</b>	<b>183,352.43</b>	<b>151,519.55 17.4</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,918.70)</b>	<b>( 31,832.88)</b>	<b>( 183,352.43)</b>	<b>( 151,519.55) ( 17.4)</b>