



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

Chair: "Vacant"

Members: Gloria Trinastic, Dan Cahalane, Sherrie Flemming, Tim Turnock, Thomas Schlaefer, Leslie Donovan, Ald. Mark Schaefer

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May 22, 2023

**5:30 PM**

(Or immediately following the Tree Board)

City Hall, Council Chambers  
500 Genesee St.

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**Regular Meeting**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Welcome new members: Thomas Schlaefer and Leslie Donovan**
5. **Special Order of Business**
  - A. Election of Park & Recreation Commission Officers. (Chairperson, Vice Chairperson & Secretary)
  - B. Recommendation for representative on the Plan Commission
  - C. Recommendation for representative on the Deer Management Committee
6. **Minutes**

Discussion and possible action on the following minutes:

  - A. Approval of minutes of the [February 27, 2023](#) Regular Meeting
7. **Citizen's Comments**
8. **Unfinished Business**

Discussion and possible action on the following items:

  - A. Stage at Liberty Park Update and Access/Fees (Schaefer)
9. **New Business**

Discussion and possible action on the following items:

  - A. Lucky Duck Veterans River Race Waiver (Sherri Ritz)
  - B. Delafield Chamber of Commerce request to have their fees waived in perpetuity for use of the Fish Hatchery for the Annual Block Party and Breakfast with the Reindeer, and for use of Liberty Park for the Block Party and DelaSpring (Megan Braatz)
  - C. Fishing Clinic on May 20, 2023 (All)
  - D. Park Walk Review (All)
  - E. 5-Year Plan and Oakwood Park Discussion (All)
  - F. Rental Fee Structure for Liberty Park (Schaefer)
  - G. Presentation of a proposal for a memorial feature in honor of the late Mayor McAleer with possible discussion and action to approve the concept and general location in Firemen's Park
  - H. Pickleball/Tennis Court Proposal (TBD)
  - I. Plan commission update (Cahalane)
  - J. Deer Management update (Turnock)

- K. Review financial statements (All)
- L. Discuss potential shift to earlier meeting time (All)

**10. Assign leads to review conditions of parks and trails on an ongoing basis**

Parks and Trails in the City of Delafield						
TBD	Turnock	TBD	Trinastic	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					

**11. Requests for Future Agenda Items**

*Note: No discussion on requested item*

**12. Correspondence**

**13. 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: MS	Posted: 05/18/2023	<input checked="" type="checkbox"/> City Hall Bulletin Board	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Notified Media
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## Dottie Cox

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**From:** Sherrie Flemming <s\_gosbee@yahoo.com>  
**Sent:** Wednesday, May 17, 2023 10:18 AM  
**To:** Dottie Cox; Molly Schneider  
**Subject:** Fw: Laserfiche Document: Lucky Ducky Veterans River Race

Hello, could you add this email to the e-packet and notify Sherri about the updated start time?

Mobile: 262-303-1236

----- Forwarded Message -----

**From:** TIM TURNOCK <tturnock@aol.com>  
**To:** Sherrie Flemming <s\_gosbee@yahoo.com>  
**Sent:** Friday, May 5, 2023 at 09:50:40 AM CDT  
**Subject:** Fwd: Laserfiche Document: Lucky Ducky Veterans River Race

FYI.  
Tim

Sent from my iPad

Begin forwarded message:

**From:** Sherri Ritz <thecracker@wi.rr.com>  
**Date:** May 5, 2023 at 7:35:25 AM CDT  
**To:** Jennifer Townsend <adminclerk@ci.delafield.wi.us>  
**Cc:** Molly Schneider <mschneider@ci.delafield.wi.us>, Tim Turnock <tturnock@aol.com>  
**Subject:** Re: Laserfiche Document: Lucky Ducky Veterans River Race

Yes I understand. I am searching for someone to attend the park and rec meeting on May 22nd since I am out of town on an ice age trail project. Please confirm if the meeting starts at 6:30?

Thank you,  
Sherri

Sent from my iPhone

On May 4, 2023, at 4:10 PM, Jennifer Townsend <adminclerk@ci.delafield.wi.us> wrote:

Hi Sherri,

Just a reminder that the Park & Rec Commission will need to supply you with a waiver for Liberty Park.

Thank you,

## Jenny Townsend

Administrative Support Assistant



500 Genesee Street • Delafield, WI 53018

Phone: (262) 646-4511

Fax: (262) 646-6223

[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)

[cityofdelafield.com](http://cityofdelafield.com)

Population: 7,185

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*Elected Officials and Members of Committees, Commissions and Boards: In order to comply with Wisconsin Open Meetings Law requirements, please limit replies to the sender of this communication.*

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**From:** Jennifer Townsend  
**Sent:** Thursday, May 4, 2023 2:32 PM  
**To:** Sherri Ritz <thecracker@wi.rr.com>  
**Cc:** Molly Schneider <mschneider@ci.delafield.wi.us>  
**Subject:** Laserfiche Document: Lucky Ducky Veterans River Race

Hi Sherri,

The Lucky Ducky Veterans River Race has been approved by all department heads. Please let me know if you have any changes for the event.

Thank you,

## **Jenny Townsend**

Administrative Support Assistant

<image001.jpg>

500 Genesee Street • Delafield, WI 53018

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Fax: (262) 646-6223

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## Dottie Cox

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**From:** Megan Braatz <info@delafieldchamber.com>  
**Sent:** Tuesday, May 9, 2023 1:04 PM  
**To:** Molly Schneider  
**Cc:** Dottie Cox; Jennifer Townsend  
**Subject:** Re: Chamber Events 2023

Yes, let's ask for Perpetuity for these two events, and if that changes we will let you know ASAP.

When is the meeting?

Megan

On Tue, May 9, 2023 at 1:01 PM Molly Schneider <[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)> wrote:

Hello Dottie,

Please update this to include the Liberty Park fee waiver for the Block Party for 2023.

Megan, do you anticipate utilizing Liberty Park in perpetuity for DelaSpring and the Block party? Would you like those fees requested in perpetuity as well?

Thank you,

**Molly Schneider**

City Clerk



500 Genesee Street • Delafield, WI 53018

Phone: (262) 303-4513

Fax: (262) 646-6223

[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)

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**From:** Dottie Cox <[utilityclerk@ci.delafield.wi.us](mailto:utilityclerk@ci.delafield.wi.us)>

**Sent:** Tuesday, May 9, 2023 12:55 PM

**To:** Megan Braatz <[info@delafieldchamber.com](mailto:info@delafieldchamber.com)>; Jennifer Townsend <[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)>; Molly Schneider <[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)>

**Subject:** RE: Chamber Events 2023

Megan,

You have been on the agenda for this for the past two months, however, the last two meetings were cancelled. You will be on the May agenda:

**1. New Business**

Discussion and possible action on the following items:

- A. Rental Fee Structure for Liberty Park (Barwig/Schaefer)
- B. Delafield Chamber of Commerce request to have their fees waived in perpetuity for use of the Fish Hatchery for the Annual Block Party and Breakfast with the Reindeer
- C. 5-Year Plan and Oakwood Park Discussion (All)
- D. Pickleball/Tennis Court Proposal (Byrnes)
- E. Fun Run Proposal in Delafield (Cahalane)
- F. Park Walk Date and Schedule (All)
- G. Plan commission update (Cahalane)
- H. Deer Management update (Turnock)

I. Review financial statements (All)

*Thank you.*

*Dottie Cox*

Administrative Support Specialist

City of Delafield

Waukesha County – Wisconsin

500 Genesee St – Delafield, WI 53018

262-646-6220

[www.cityofdelafield.com](http://www.cityofdelafield.com)

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**From:** Megan Braatz <[info@delafieldchamber.com](mailto:info@delafieldchamber.com)>

**Sent:** Tuesday, May 9, 2023 9:59 AM

**To:** Jennifer Townsend <[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)>; Dottie Cox <[utilityclerk@ci.delafield.wi.us](mailto:utilityclerk@ci.delafield.wi.us)>; Molly Schneider <[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)>

**Subject:** Re: Chamber Events 2023

Dottie,

Can you please get me on the next Park and Rec for any requests I'd need for the remainder of 2023.

Liberty Park: Delafield Block Party July 12-17

Fish Hatchery: Breakfast with Reindeer December 2nd

Thank you!

Megan



On Tue, May 9, 2023 at 8:33 AM Jennifer Townsend <[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)> wrote:

Hi Megan,

You had food trucks listed on your reservation application. I will take them off.

Payment will be due for any parks you use unless you get a waiver. I am coping Dottie in so she can work with you to get on the Park & Rec meetings.

Your sign has to be approved due to the fact that your event is on a different weekend. Please see the attached email from Molly for reference.

If you can do the form that will be great. An updated image can be supplied when it's ready.

Thanks,

*Jenny Townsend*

Administrative Support Assistant



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**From:** Megan Braatz <[info@delafieldchamber.com](mailto:info@delafieldchamber.com)>  
**Sent:** Monday, May 8, 2023 5:29 PM  
**To:** Jennifer Townsend <[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)>  
**Cc:** Molly Schneider <[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)>  
**Subject:** Re: Chamber Events 2023

Food trucks for Block Party? None.

If there is a payment for Liberty Park than I'll need to go in front of Park and ask for a waiver. I'd like to do this waiver for all events through 2023 if needed one time due to living an hour away and meetings being on my day off.

We are reworking the sign and I won't have anytime before DelaSpring to do that.

Attached is the sign we've used for years, it'll be very similar with different dates and businesses at bottom.

I'm can fill out the form and submit this image and do an updated image when it's reworked if that helps at all?

Megan



# DELAFIELD BLOCK PARTY FOOD & MUSIC FESTIVAL

**FRI. JULY 8 & SAT. JULY 9 5PM TO MIDNIGHT**

**LIVE BANDS • GREAT FOOD • NO COVER**



On Mon, May 8, 2023 at 2:57 PM Jennifer Townsend <[adminclerk@ci.delafield.wi.us](mailto:adminclerk@ci.delafield.wi.us)> wrote:

Hi Megan,

Can you please submit the Temporary Sign Permit for the Block Party? I'd like to get this event sent out for Department Head Approvals.

Also, I still need payment for Liberty Park.

Do you know which Food Trucks you will be having?

Thank you,

*Jenny Townsend*

Administrative Support Assistant



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**From:** Jennifer Townsend  
**Sent:** Thursday, May 4, 2023 1:35 PM  
**To:** Megan Braatz <[info@delafieldchamber.com](mailto:info@delafieldchamber.com)>  
**Cc:** Molly Schneider <[mschneider@ci.delafield.wi.us](mailto:mschneider@ci.delafield.wi.us)>  
**Subject:** Chamber Events 2023

Hi Megan,

Attached is the spreadsheet for your events. All missing items are in RED. Please let me know if you have questions.

Thank you,

*Jenny Townsend*

Administrative Support Assistant



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**Megan M. Braatz**

***Executive Director***

Delafield Area Chamber of Commerce

262-370-3861

**Information Regarding Upcoming Events-**

**Visit our website: [www.delafieldchamber.com](http://www.delafieldchamber.com)**

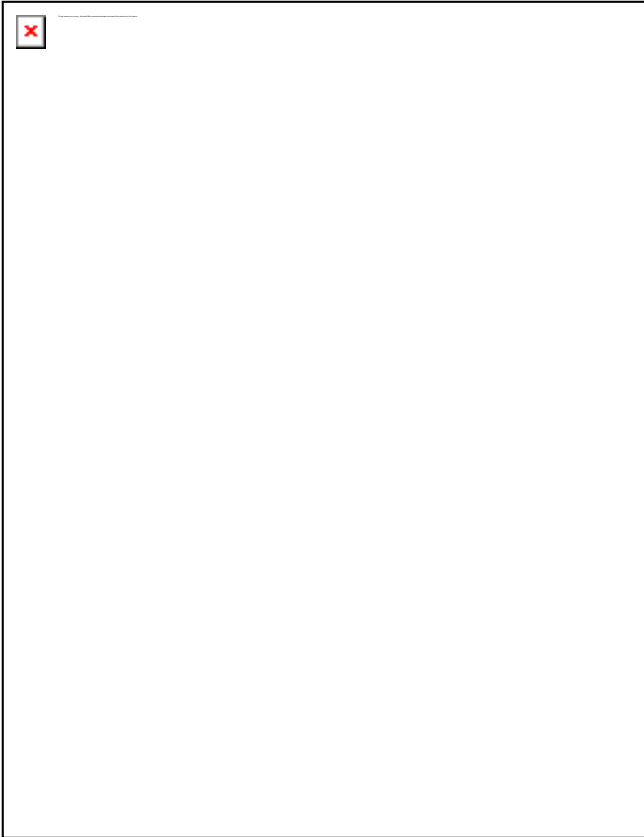


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**Megan M. Braatz**  
*Executive Director*  
Delafield Area Chamber of Commerce  
262-370-3861

**Information Regarding Upcoming Events-**

**Visit our website:** [www.delafieldchamber.com](http://www.delafieldchamber.com)



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**Megan M. Braatz**  
*Executive Director*  
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**Information Regarding Upcoming Events-**  
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