



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

*Chair: Ald. Mark Schaefer*

*Members: Gloria Trinastic, Dan Cahalane, Sherrie Flemming, Tim Turnock, Thomas Schlaefer, Leslie Donovan,*

September 25, 2023

**6:00 PM**

(Or immediately following the Tree Board)

City Hall, Council Chambers  
500 Genesee St.

**Regular Meeting**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Minutes**  
Discussion and possible action on the following minutes:
  - A.** Approval of minutes of the [August 28, 2023](#) Regular Meeting
- 5. Citizen’s Comments**
- 6. Unfinished Business**  
Discussion and possible action on the following items:
  - A.** Sign for kayak launch at St. John’s Park (All)
  - B.** Location and capital budget request for Pickleball Courts (All)
  - C.** Liberty Park entertainment Series – review of lessons learned
- 7. New Business**  
Discussion and possible action on the following items:
  - A.** Delafield/Hartland Recreation Agreement
  - B.** Proposed lighting for Riverwalk/Liberty Park
  - C.** Bike rack request
  - D.** 5-Year Plan (All)
  - E.** Review financial statements (All)
  - F.** Fall Park Walk Invitation – October 14, 9am, starting at Oakwood Park
- 8. Monthly updates on conditions of parks and trails (All)**

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

**9. Requests for Future Agenda Items**

*Note: No discussion on requested item*

**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: MS	Posted: 09/21/2023	<input checked="" type="checkbox"/> City Hall Bulletin Board	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Notified Media
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City of Delafield  
Capital Projects Summary 2023-07.xlsx  
07.31.23 PRC

CIP Year	Project	Project Budget	Total Expenditures to 07/31/2023	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	9,440.00	4,210.00	5,230.00	Active
2022	Cushing Memorial Park - Fort Cushing - Staining	15,000.00	-	15,000.00	Active
2022	Liberty Park Band Shell - Engineering, Design & Planning	50,000.00	8,216.92	41,783.08	Active
2023	Fish Hatchery - Exterior Painting	10,000.00	-	10,000.00	Active
2023	Fish Hatchery - Electornic door locks & security cameras	16,100.00	-	16,100.00	Active
2023	Fish Hatchery - Repaint Sports Complex Pavilion	5,500.00	-	5,500.00	Active
2023	Cushing Memorial Park - Restroom Upgrades	6,300.00	3,512.50	2,787.50	Active
2023	Fireman's Park - Replace Pavilion Floor	10,000.00	10,108.08	(108.08)	Closed
2023	Fireman's Park - Replace shed	700.00	-	700.00	Active
2023	2023 Public Space Tree Planting	5,250.00	-	5,250.00	Active
		<b>134,790.00</b>	<b>28,690.50</b>	<b>106,099.50</b>	

CITY OF DELAFIELD

**Fund Balance Reserved for Park Use (as of 07/31/23)**

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<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Jan Turnock Memorial Donations	\$ 4,353.40	Fort Cushing, VMR, Tree Fund
August 2022 Home Depot Expense	\$ (195.43)	
December 2022 Victor Stanley Expense	\$ (2,942.00)	
<b>Total Reserved Funds for Park Use</b>	<b><u><u>\$ 1,215.97</u></u></b>	100-00-31730-000-000 Balance

CITY OF DELAFIELD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-48500-100-000 DONATIONS-MAYOR MCALEER MEM.	1,470.00	1,470.00	.00	( 1,470.00)	.0
TOTAL PARKS AND RECREATION	1,470.00	1,470.00	.00	( 1,470.00)	.0
TOTAL FUND REVENUE	1,470.00	1,470.00	.00	( 1,470.00)	.0

CITY OF DELAFIELD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-51400-110-000	1,794.28	11,140.12	23,370.50	12,230.38	47.7
100-55-51400-130-000	255.11	1,827.47	3,435.57	1,608.10	53.2
100-55-51400-135-000	563.97	4,491.03	7,335.68	2,844.65	61.2
100-55-51610-211-000	.00	.00	1,500.00	1,500.00	.0
100-55-51610-220-000	238.78	2,944.66	6,068.00	3,123.34	48.5
100-55-51610-350-000	1,005.85	4,688.48	14,250.00	9,561.52	32.9
100-55-51610-350-100	576.22	2,405.92	4,454.00	2,048.08	54.0
100-55-51620-220-000	24.64	244.87	600.00	355.13	40.8
100-55-51620-350-000	.00	.00	200.00	200.00	.0
100-55-53100-110-000	431.60	3,237.01	5,564.79	2,327.78	58.2
100-55-53100-130-000	78.00	584.60	1,067.37	482.77	54.8
100-55-53100-135-000	66.91	466.12	868.13	402.01	53.7
100-55-53300-110-000	3,007.71	23,549.84	27,176.87	3,627.03	86.7
100-55-53300-130-000	513.80	3,878.34	4,981.56	1,103.22	77.9
100-55-53300-135-000	944.01	6,175.19	9,549.40	3,374.21	64.7
100-55-53500-110-000	7,004.63	18,836.27	34,380.00	15,543.73	54.8
100-55-53500-130-000	780.32	2,098.35	3,939.26	1,840.91	53.3
100-55-55200-343-340	132.24	251.53	550.00	298.47	45.7
100-55-55200-390-000	736.14	9,561.81	14,825.00	5,263.19	64.5
100-55-55201-390-000	358.41	407.41	3,000.00	2,592.59	13.6
100-55-55202-220-000	46.50	93.00	200.00	107.00	46.5
100-55-55202-340-000	.00	49.26	.00	( 49.26)	.0
100-55-55204-220-000	380.48	1,299.29	2,960.00	1,660.71	43.9
100-55-55204-390-000	521.46	570.72	5,340.00	4,769.28	10.7
100-55-55206-220-000	75.18	487.88	968.00	480.12	50.4
100-55-55206-390-000	6,943.00	7,313.39	1,500.00	( 5,813.39)	487.6
100-55-55208-340-000	214.00	453.00	588.00	135.00	77.0
100-55-55210-340-000	298.00	763.18	970.00	206.82	78.7
100-55-55212-340-000	.00	1,915.00	4,600.00	2,685.00	41.6
100-55-55218-340-000	465.50	788.50	2,680.00	1,891.50	29.4
100-55-55300-340-000	.00	905.33	3,000.00	2,094.67	30.2
<b>TOTAL PARKS AND RECREATION</b>	<b>27,456.74</b>	<b>111,427.57</b>	<b>189,922.13</b>	<b>78,494.56</b>	<b>58.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>27,456.74</b>	<b>111,427.57</b>	<b>189,922.13</b>	<b>78,494.56</b>	<b>58.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 25,986.74)</b>	<b>( 109,957.57)</b>	<b>( 189,922.13)</b>	<b>( 79,964.56)</b>	<b>( 57.9)</b>

City of Delafield  
 Capital Projects Summary 2023-08.xlsx  
 08.31.23 PRC

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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	9,440.00	4,210.00	5,230.00	Active
2022	Cushing Memorial Park - Fort Cushing - Staining	15,000.00	-	15,000.00	Active
2022	Liberty Park Band Shell - Engineering, Design & Planning	50,000.00	8,913.92	41,086.08	Active
2023	Fish Hatchery - Exterior Painting	10,000.00	-	10,000.00	Active
2023	Fish Hatchery - Electornic door locks & security cameras	16,100.00	-	16,100.00	Active
2023	Fish Hatchery - Repaint Sports Complex Pavilion	5,500.00	-	5,500.00	Active
2023	Cushing Memorial Park - Restroom Upgrades	6,300.00	3,512.50	2,787.50	Active
2023	Fireman's Park - Replace Pavilion Floor	10,000.00	10,108.08	(108.08)	Closed
2023	Fireman's Park - Replace shed	700.00	980.71	(280.71)	Closed
2023	2023 Public Space Tree Planting	5,250.00	-	5,250.00	Active
		<b>134,790.00</b>	<b>30,368.21</b>	<b>104,421.79</b>	

CITY OF DELAFIELD

**Fund Balance Reserved for Park Use (as of 08/31/23)**

---

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Jan Turnock Memorial Donations	\$ 4,353.40	Fort Cushing, VMR, Tree Fund
August 2022 Home Depot Expense	\$ (195.43)	
December 2022 Victor Stanley Expense	\$ (2,942.00)	
<b>Total Reserved Funds for Park Use</b>	<b><u><u>\$ 1,215.97</u></u></b>	100-00-31730-000-000 Balance



CITY OF DELAFIELD  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-48500-100-000 DONATIONS-MAYOR MCALEER MEM.	1,500.00	2,970.00	.00	( 2,970.00)	.0
100-55-48501-000-000 PARK & REC DONATIONS	3,152.00	3,152.00	.00	( 3,152.00)	.0
TOTAL PARKS AND RECREATION	4,652.00	6,122.00	.00	( 6,122.00)	.0
TOTAL FUND REVENUE	4,652.00	6,122.00	.00	( 6,122.00)	.0

CITY OF DELAFIELD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS AND RECREATION</u>					
100-55-51400-110-000	2,624.85	13,764.97	23,370.50	9,605.53	58.9
100-55-51400-130-000	373.84	2,201.31	3,435.57	1,234.26	64.1
100-55-51400-135-000	563.97	5,055.00	7,335.68	2,280.68	68.9
100-55-51610-211-000	.00	.00	1,500.00	1,500.00	.0
100-55-51610-220-000	307.78	3,252.44	6,068.00	2,815.56	53.6
100-55-51610-350-000	909.20	5,597.68	14,250.00	8,652.32	39.3
100-55-51610-350-100	16.91	2,422.83	4,454.00	2,031.17	54.4
100-55-51620-220-000	40.17	285.04	600.00	314.96	47.5
100-55-51620-350-000	.00	.00	200.00	200.00	.0
100-55-53100-110-000	647.40	3,884.41	5,564.79	1,680.38	69.8
100-55-53100-130-000	116.69	701.29	1,067.37	366.08	65.7
100-55-53100-135-000	66.91	533.03	868.13	335.10	61.4
100-55-53300-110-000	7,123.73	30,673.57	27,176.87	( 3,496.70)	112.9
100-55-53300-113-000	69.75	69.75	.00	( 69.75)	.0
100-55-53300-130-000	1,242.28	5,120.62	4,981.56	( 139.06)	102.8
100-55-53300-135-000	1,328.35	7,503.54	9,549.40	2,045.86	78.6
100-55-53500-110-000	9,413.26	28,249.53	34,380.00	6,130.47	82.2
100-55-53500-130-000	1,048.67	3,147.02	3,939.26	792.24	79.9
100-55-55200-343-340	.00	251.53	550.00	298.47	45.7
100-55-55200-390-000	696.54	10,258.35	14,825.00	4,566.65	69.2
100-55-55201-390-000	59.99	467.40	3,000.00	2,532.60	15.6
100-55-55202-220-000	.00	93.00	200.00	107.00	46.5
100-55-55202-340-000	.00	49.26	.00	( 49.26)	.0
100-55-55204-220-000	253.00	1,552.29	2,960.00	1,407.71	52.4
100-55-55204-390-000	.00	570.72	5,340.00	4,769.28	10.7
100-55-55206-220-000	32.80	520.68	968.00	447.32	53.8
100-55-55206-390-000	.00	7,313.39	1,500.00	( 5,813.39)	487.6
100-55-55208-340-000	39.99	492.99	588.00	95.01	83.8
100-55-55210-340-000	.00	763.18	970.00	206.82	78.7
100-55-55212-340-000	96.12	2,011.12	4,600.00	2,588.88	43.7
100-55-55218-340-000	.00	788.50	2,680.00	1,891.50	29.4
100-55-55300-340-000	.00	905.33	3,000.00	2,094.67	30.2
TOTAL PARKS AND RECREATION	27,072.20	138,499.77	189,922.13	51,422.36	72.9
TOTAL FUND EXPENDITURES	27,072.20	138,499.77	189,922.13	51,422.36	72.9
NET REVENUE OVER EXPENDITURES	( 22,420.20)	( 132,377.77)	( 189,922.13)	( 57,544.36)	( 69.7)