



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

Chair: "Vacant"

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

May 22, 2023

5:30 PM

(Or immediately following the Tree Board)

City Hall, Council Chambers
500 Genesee St.

Minutes

1. Call to Order

Sherrie Flemming called the Park & Recreation Commission meeting to order at 5:31 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present: Dan Cahalane
Leslie Donovan
Sherrie Flemming
Mark Schaefer, Ald., D2
Thomas Schlaefer

Members Absent: Gloria Trinastic
Tim Turnock

Also Present: Sally DuPont, Recording Secretary

4. Welcome New Members: Thomas Schlaefer and Leslie Donovan

Flemming recognized the years of service former Park & Recreation Commission members Pat Barwig and Mike Byrnes contributed to the city and Flemming thanked them for all the work they have done for the community.

Flemming welcomed new members Thomas Schlaefer and Leslie Donovan to the Park & Recreation Commission.

5. Special Order of Business

A. Election of Park & Recreation Commission Officers (Chairperson, Vice Chairperson & Secretary)

Motion by Sherrie Flemming, seconded by Leslie Donovan, to approve Mark Schaefer as Chairperson of the Park & Recreation Commission.

All in favor. Motion carried.

Motion by Mark Schaefer, seconded by Leslie Donovan, to approve Sherrie Flemming as Vice Chairperson of the Park & Recreation Commission.

All in favor. Motion carried.

Motion by Leslie Donovan, seconded by Sherrie Flemming, to approve Leslie Donovan as the Secretary of the Park & Recreation Commission.

All in favor. Motion carried.

B. Recommendation for Representative on the Plan Commission

Motion by Sherrie Flemming, seconded by Mark Schaefer, to approve Dan Cahalane as representative on the Plan Commission.

All in favor. Motion carried.

C. Recommendation for Representative on the Deer Management Committee

Motion by Sherrie Flemming, seconded by Dan Cahalane, to approve Tim Turnock as representative on the Deer Management Committee.

All in favor. Motion carried.

6. Minutes

Discussion and possible action on the following minutes:

A. Approval of Minutes of the February 27, 2023 Regular Meeting

Motion by Dan Cahalane, seconded by Sherrie Flemming, to approve the minutes of the February 27, 2023 regular meeting.

All in favor. Motion carried.

7. Citizen's Comments

Mary Daniel, 309 Wisconsin Avenue, Delafield, WI. Mary spoke about Plugging Along the Bark and said the next work date is June 10, 2023 at 8:00 AM along the Bark River. Mary said they cut down the standing winter growth, now it is starting to renew itself, and they are pulling invasive weeds. Mary then spoke about the pickleball/tennis court proposal. Mary said the proposal should provide for where, who will manage it, and how many people are projected to use this. Mary said noise should be considered and it should be in a city park property. Regarding the Park & Recreation Commission's 5-Year Plan, Mary said the commission should have a plan for Oakwood Park and said it should have a covered, shade area. Mary thanked the commission for their time.

Suzie Thompson, 700 Milwaukee Street, Delafield, WI. Suzie spoke about the park walk and was impressed by the amount of acreage that is mowed by the Public Works Department each week. Suzie was also impressed by how in-depth the park walk was this year. Suzie said the gravel parking lot in Oakwood Park should be asphalted and said the park will have nice possibilities with the new subdivision coming. Suzie said she agrees there should be a more detailed plan for Oakwood Park.

8. Unfinished Business

Discussion and possible action on the following items:

A. Stage at Liberty Park Update and Access/Fees (Schaefer)

Susie Austin, Delafield Arts Foundation, thanked the Park & Recreation Commission for their support with the Summer Concert Series at Liberty Park. Susie went over the summer concert series dates and acts. Susie said they have posters at some businesses and are advertising the series on Facebook.

Christine Anderson, Delafield Arts Foundation, asked the commission if they would give the Delafield Arts Foundation another representative now that Pat Barwig has retired. Christine said they have been making an effort to advertise the series this year.

9. New Business

Discussion and possible action on the following items:

A. Lucky Duck Veterans River Race Waiver (Sherri Ritz)

Mary Steinmueller, Auxiliary Vice President, Delafield American Legion, said she is representing Sherri Ritz. Mary said August 6, 2023 is the Lucky Duck Race. Mary said every year the permit fee for the Lucky Duck Race is waived, and Sherri Ritz found out this year there will be an \$85 fee for the use of Liberty Park. Mary said they are a non-profit and asked the Park & Recreation Commission to waive the \$85 fee.

Sarah Reardon, Sergeant at Arms, Delafield American Legion, was also present. Sarah mentioned they leave the river cleaner after the race because they pick up trash in the river as they man the event.

Motion by Mark Schaefer, seconded by Sherrie Flemming, to waive the fees for the Lucky Duck Veterans River Race.

All in favor. Motion carried.

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)

Flemming said annually the Delafield Chamber of Commerce comes in for this renewal and the Park & Recreation Commission wanted to make it easier.

Dawn Geeleher and Katelynn Cutts, Delafield Chamber of Commerce, said they are representing Megan Braatz. Dawn said normally they have gotten these events approved on an annual basis, but since these events are set every year, they thought having their fees waived in perpetuity would be an easier way to take a step out of the process. Dawn said every year there are packets they need to submit to the city to get approval for the events.

Donavan asked if fees can be waived in perpetuity.

Cahalane said they are always looking for ways to take out the bureaucracy.

Schaefer said he has a conflict with 'in perpetuity' because things can change.

Katelynn suggested having a timeframe, i.e., so many years, so it is not indefinite. Schlaefer asked if the burden is heavy, and Dawn said they do go through a lot each year and the packets they submit to the city are very detailed.

Schaefer liked the idea of a timeframe.

Motion by Mark Schaefer, to waive the Delafield Chamber of Commerce fees 2023, 2024, and 2025 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.

Cahalane amended the motion to be for 2023 and 2024.

Motion by Thomas Schlaefer, seconded by Mark Schaefer, to waive the Delafield Chamber of Commerce fees during the 2023 and 2024 calendar year 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.

All in favor. Motion carried.

C. Fishing Clinic on May 20, 2023 (All)

Flemming said Hartland sets up a fishing clinic at the Fish Hatchery for 6–12-year-olds that are registered. Flemming said the turnout was decent and the kids had a fun time. They are

looking at more publicity for it next year. Flemming recognized Turnock's work on the fishing clinic.

D. Park Walk Review (All)

Schaefer said the Park & Recreation Commission went on their annual park walk to look for any maintenance or improvement opportunities in the parks. Schaefer reported the commission members agreed having two names for the park and plaza was not necessary and they liked the idea of a single name. The dam intake structure needs work, the new steps at Cushing Park look great and are being used, the Lion's storage shed at Firemen's Park needs work, but that repair project is already on the city's books. Flemming said Trinastic will look into better marking in the crosswalk by the Lion's storage shed because it presents a safety issue. Schaefer said that should be referred to Public Works to do. The Park & Recreation Commission will wait to see what the new development will do before they decide on what should be done with Oakwood Park.

Donovan asked if Oakwood Park can be considered as part of the negotiations for the new development in order to develop the park.

Schaefer suggested maybe the commission can have a couple of park walks each year because it is hard to fit them all in. Flemming suggested doing half of the parks in the Spring and half of the parks in the Fall.

E. 5-Year Plan and Oakwood Park Discussion (All)

Schaefer said the Park & Recreation Commission 5-Year Plan is up for revision. Flemming said she needs to speak to the City Clerk about using a shared electronic site. Schaefer said there is a detailed five-year plan for each of the parks. Schaefer said each commission member should go through the five-year plans for their respective parks and then the Park & Recreation Commission can discuss what needs to be done.

F. Rental Fee Structure for Liberty Park (Schaefer)

Schaefer said they previously talked about revising the rental fee for Liberty park for people that want to reserve the park and use the stage, outside of the Delafield Arts Foundation events and Chamber of Commerce events. Schaefer was tasked with coming up with a rental fee suggestion. Schaefer looked at the stage, portable toilets, and electricity costs and it comes out to about \$300/day.

Motion by Mark Schaefer, seconded by Dan Cahalane, to implement a \$300 per day rental fee for Liberty Park stage.

Flemming asked if non-profit and community groups would be able to request a fee waiver for the rental fee. Schaefer said it would work the same as any of the other park fees.

All in favor. Motion carried.

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

Lynda Holton, 485 Lillian Court, Delafield, WI. Lynda said they are not asking for funding of any kind but rather permission and placement. Funding is to be determined by the Common Council, upon the Park & Recreation Commission's approval of placement. The goal is to be completed by this Fall, to mark the anniversary of Ed McAleer's passing in October. Their effort is to mark and acknowledge both the history of Delafield and to mark Ed McAleer's unprecedented 7 terms as mayor. Lynda said the selection of Firemen's Park was because of Ed McAleer's role of initiator of LCFR. Lynda spoke about how instrumental Ed McAleer was in the community. They are asking for a marker/acknowledgement to be placed at the northeast corner of Firemen's Park.

Noel Aicher, 211 E. Laurel Circle, Delafield, WI. Noel spoke about Fire Chief Fennig's agreement that Firemen's Park would be the appropriate place for the

marker/acknowledgement. Noel said the location they are recommending is the general vicinity, but the precise location can be determined by city staff.

Schaefer said he spoke with Tom Hafner about the location and Hafner said he did not see a problem with the location.

Motion by Schaefer, seconded by Schlaefer, to approve the concept and general location in Firemen's Park of a memorial feature in honor of the late Mayor McAleer.

All in favor. Motion carried.

H. Pickleball/Tennis Court Proposal (TBD)

Flemming said Mike Byrnes was originally steering this and Flemming requested this be removed from future agendas and to address this in the 5-Year Plan. The commission members agreed.

I. Plan Commission Update (Cahalane)

Cahalane spoke about the St. Johns development. Cahalane said it will be a well done, higher end development where the trees have been incorporated into the plan.

J. Deer Management Update (Turnock)

No report.

K. Review Financial Statements (All)

No report.

L. Discuss Potential Shift to Earlier Meeting Time (All)

Schaefer asked the commission members how they feel about the potential 5:30 p.m. meeting time and earlier Tree Board meeting time of 5:00 p.m.

Flemming said the earlier time may affect citizens being able to make the meeting and quorum. Schaefer agreed.

Cahalane suggested leaving the meeting time at 6:00 p.m. and if there are special circumstances, then an earlier meeting can be called.

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					

Flemming asked if St. John's /Genesee Park can be referenced as St. John's Park in the chart for next meeting.

Flemming suggested the new members look over the chart and they can discuss the park assignments at the next meeting.

11. Requests for Future Agenda Items

Note: No discussion on requested item(s)

- A. Representative to the Delafield Arts Foundation**
- B. 5-Year Plan**
- C. Review Financial Statements**
- D. Assign Leads to Review Conditions of Parks and Trails on an Ongoing Basis**

12. Correspondence

13. Adjournment

Having no further business, Chair Schaefer adjourned the meeting at 6:47 p.m.