



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

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

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September 25, 2023

**6:00 PM**  
(Or immediately following the Tree Board)

City Hall, Council Chambers  
500 Genesee St.

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**Minutes**

**1. Call to Order**

Chair Schaefer called the Park & Recreation Commission meeting to order at 6:01 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

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

**Members Absent:** Dan Cahalane  
Gloria Trinastic  
Tim Turnock

**Also Present:** Sally DuPont, Recording Secretary

**4. Minutes**

Discussion and possible action on the following minutes:

**A. Approval of Minutes of the August 28, 2023 Regular Meeting**

*Motion by Leslie Donovan, seconded by Thomas Schlaefer, to approve the minutes from the August 28, 2023 regular meeting.*

*All in favor. Motion carried.*

**5. Citizen's Comments**

Mary Daniel, 309 Wisconsin Avenue, Delafield, WI gave an update on Plugging Along the Bark. Mary said Thursday will be the final work day of the year. Mary also suggested that as the commission prepares their budget, they do their due diligence in explaining how the temporary pickleball courts will be used and how the moveable net will be moved around.

Susie Austin, 411 Bleeker Street, Delafield, WI, spoke on behalf of the Delafield Arts Foundation. Susie said in 2024 they would like to have a higher caliber of bands. Susie said they are already starting to book bands for the 2024 series and they have booked Pat McCurdy for opening night. Susie said they are looking at starting earlier, opening the grounds at 5:00 p.m. and having music starting at 5:30 p.m., and also having more vendors and food trucks. The

Arts Foundation decided to hold the events every other Thursday to help with consistency. Susie said the start of the series will be June 13, 2024 and it will end on August 22, 2024.

Hearing no one further who wished to speak, citizen comments were closed at 6:16 p.m.

## 6. Unfinished Business

Discussion and possible action on the following items:

### A. Sign for Kayak Launch at St. John's Park (All)

The members in attendance agreed to move this agenda item to next month's meeting.

### B. Location and Capital Budget Request for Pickleball Courts (All)

Schaefer said there is money in the budget request for two temporary pickleball courts at Fireman's Park and he believed it would be a good idea to incorporate a request for permanent pickleball courts.

Donavan expressed concern about moving forward without a master plan or input from a citizen survey. Flemming suggested doing a citizen survey on Election Day which they have done in the past.

Flemming said a commission member had looked into accessible playgrounds as an option for Oakwood Park and grant funding may be available.

Schaefer mentioned he received approval to put a QR code in the next *Communicator* that will link to a parks and recreation survey.

Schlaefer noted the commission should consider if pickleball is here to stay or if it is just a trend.

### C. Liberty Park Entertainment Series – Review of Lessons Learned

Schaefer said he and Tim Turnock met with the Delafield Arts Foundation to discuss the music series. Schaefer said they are considering not using the speaker wings with the stage for 2024. Schaefer said they are relying on the acts to provide sound and lighting due to cost. Schaefer said they have \$20,000 allotted in the budget request for the 2024 season for the stage, electrical, and Porta Potty rentals.

Donavan mentioned that signage would be helpful to remind residents about the series and to partner with local businesses to promote the series.

## 7. New Business

Discussion and possible action on the following items:

### A. Delafield/Hartland Recreation Agreement

Schaefer said the city gives the Village of Hartland Recreation Department \$2,500 a year for free use of the Fish Hatchery for some of the classes and in return city residents get a resident rate for recreation classes. Hartland said they want to renegotiate the recreation agreement. There are 2,800 participants a year and the city residents represent about 10%, with 285 people.

Hartland would like to raise their fee from \$2,500 a year to \$6,500 a year. Schaefer asked Hartland if there were other facilities they would like to use in the city to help offset the cost.

Hartland said they would like to use the volleyball courts at Cushing Park, the disc golf course, and if the city gets pickleball courts they would be interested in using those as well.

Schaefer said Hartland prints their recreation catalog three times a year which costs over \$20,000. Schaefer suggested to Hartland not to send out their course catalog but to use postcards with a QR code to save significantly on cost.

Flemming noted it is a worthwhile investment to partner with the Village of Hartland for the service it provides the community without the city having to provide the programs without a Park & Recreation Department. Flemming said the city will continue to grow and more young families will be coming to area and the services are needed.

The members present agreed they should go back to the Village of Hartland with a revised recreation agreement proposal. Schaefer suggested the commission propose the city pay a rate of \$15 per participant, Hartland could use the volleyball courts and disc golf course, but Hartland should not use the recreation catalog.

**B. Proposed Lighting for Riverwalk/Liberty Park**

Schaefer said he will move this agenda item to next month's meeting.

**C. Bike Rack Request**

Schaefer said he received a request for bike racks in the clock tower square from Clear Water Outdoor. Schaefer said the city does not own the property and suggested the tenants speak to the landlord about the bike racks. Schaefer said bike racks are needed around the city.

**D. 5-Year Plan (All)**

Schaefer said he would like to keep this on the agenda as a reminder.

**E. Review Financial Statements (All)**

Schaefer said there were no significant changes this month. Schaefer noted the Josh Davies memorial bench will be installed in 2023 and included in the 2023 budget.

**F. Fall Park Walk Invitation – October 14<sup>th</sup>, 9:00 a.m., Starting at Oakwood Park**

Schaefer said anyone is welcome to join the commission members as they walk the parks.

**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(s)*

- A. Sign for Kayak Launch at St. John's Park**
- B. Park and Recreation Survey**
- C. Proposed Lighting for Riverwalk/Liberty Park**

**10. Correspondence**

**11. Adjournment**

Having no further business, Chair Schaefer adjourned the meeting at 7:19 p.m.

Respectfully submitted,

Sally DuPont  
Recording Secretary