



**A PERFECT ENVIRONMENT**

**Residential ♦ Recreational ♦ Responsible**

**Chair**  
Larry Krause  
**Supervisors**  
Pete Van Horn  
Christopher Smith  
Edward Kranick  
Ron Troy  
**Clerk/Treasurer**  
Mary Elsner

**Park & Recreation Commission Meeting**  
**Monday, August 13, 2018, 7:00pm**  
**N14W30782 Golf Rd., Delafield, WI - (HIGHWAY GARAGE)**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of May 14, 2018 Meeting Minutes
4. Special order of Business
  - a. Recognition of service – Dan Dupies
  - b. Election of Officers
5. Unfinished Business
  - a. Discussion of Baseball update and 2018 Baseball/Softball Wrap-up Report for Town Board
6. New Business
  - a. Discussion and action on Commission Owned Fright Hike Assets and props
  - b. Discussion of Park Maintenance Update
  - c. Discussion and action on 2019 Park Maintenance Requests for DPW Budget Planning
  - d. Discussion and action on North Shore Park path connection across KE
  - e. Discussion of Park and Recreation Planning Process
7. Adjournment

Mary T. Elsner, CMC, WCMC  
Town Clerk/Treasurer

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. The Town Board may take action on any item on the agenda. 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 Town Board of Supervisors. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Elsner, Town Clerk, at W302 N1254 Maple Avenue, Delafield, WI 53018-7000. Posted – 8/9/2018

TOWN OF DELAFIELD PARK & RECREATION COMMISSION

Meeting Minutes

Monday, May 14, 2018 – 7:00 PM

Supervisor Kranick was in attendance. Members present: Dan Dupies, David Felkner, Brian Wilson, John Ruf and Dave Johnson. Others Present: Alyssa Vaughan

**CALL TO ORDER**

Chairman Dan Dupies called the regular meeting of the Town of Delafield Park and Recreation Commission to order at 7:00 PM.

**SECOND ORDER OF BUSINESS**

Pledge of Allegiance

Supervisor Kranick stated that this will be the last meeting he will attend as Liaison, due to the fact that Chairman Krause has appointed him as the Highway Department Liaison. Christopher Smith will now serve as the Park and Recreation Liaison.

**THIRD ORDER OF BUSINESS – APPROVAL OF APRIL 9, 2018, MEETING MINUTES**

Chairman Dupies stated that the April 9 minutes will be addressed at the next meeting.

**MOTION MADE BY JOHN RUF, SECONDED BY DAVE JOHNSON TO TAKE ITEM 4B OUT OF ORDER.  
MOTION CARRIED.**

**FOURTH ORDER OF BUSINESS – NEW BUSINESS**

b. Rachel Crockford tree planting request

Chairman Dupies stated that the Crockford property is located immediately west of the DelTown baseball field. Since they built several years ago, they have had issues with people trespassing on their property. As a means of trying to avoid this, they have planted trees (on Town property). The Crockfords send the Town a donation check, the Town works with the landscaper and pays them with the donation money. The Crockfords would like to continue planting this year, and Rachel will contact Dan when they are ready. The Town is not responsible for maintenance of the trees.

d. Proposed Hartland Lakeside Connection to North Shore Park

Supervisor Kranick summarized the request by Hartland Lakeside School District to make a connection across KE to the school and path on the north side of KE to North Shore Park at the intersection of Old School House Road. The school district will work with Waukesha County re: flashers. The proposed project will begin in the fall of this year or spring of 2019. The Town will be responsible for minimal costs re: paving and culvert installation.

**MOTION MADE BY JOHN RUF, SECONDED BY DAVE JOHNSON IN SUPPORT OF THE CONNECTION.  
MOTION CARRIED.**

c. Concrete Skatepark Background Information

Chairman Dupies directed attention to the subject information he provided to the Commission referencing Brookfield, Wauwatosa, West Allis, Lake Geneva and Sheboygan concrete skateboard parks. An advocacy group was formed in Brookfield to help provide design concepts implemented at the park and also fundraising. Most of the sites that he researched looked larger than the Town's current skateboard park. Does the current location and footprint work for a concrete structure? As there is no available room to grow, would it be better placed at North Shore Park?

Supervisor Kranick reiterated that the Commission needs to provide a 5-10 year vision plan to the Town Board.

**a. Written Baseball Program Report.**

Alyssa stated that the teams are in their 3<sup>rd</sup> week of practice. Brewer's Little League Night will be held on June 26, and 225 tickets have been sold. Team pictures will be taken on May 29 between the hours of 5:00 and 7:00 p.m. and on June 2 between the hours of 9:00 and 11:00 a.m. Games begin the 1<sup>st</sup> week of June. She informed the commission of confusion with teams on the fields when they have not scheduled or paid to reserve them. She is of the opinion that, in order to keep track of the fields and avoid Don and his crew from having to re-line them, we need to purchase and install "reserved" or "not available" signs. She will work with the DPW on this matter. She discussed updates to the park shelter reservation form and on-line registration for next year to include a policy a no refund policy after a certain date. The commission requested that Alyssa provide an inventory of future equipment needs for 2019 budgeting purposes.

**FIFTH ORDER OF BUSINESS – APPRECIATION DINNER**

Due to hectic summer schedules, the commission will research September dates for the dinner.

**SIXTH ORDER OF BUSINESS – ADJOURNMENT**

A motion to adjourn the meeting was made by Brian Wilson and seconded by John Ruf. The motion passed unanimously. (8:50 pm)

Respectfully submitted, Mary Elsner, Town Clerk/Treasurer

	2016		2017		BUDGET	2018		TOTAL	2019 BUDGET	% CHANGE
	ACTUAL	BUDGET	ACTUAL	BUDGET		1ST 6 MOS ACTUAL	LAST 6 MOS ESTIMATE			
<b>PARKS AND RECREATION</b>										
10 55200 120 WAGES: FULL-TIME	0	29,120	0	0	29,120			0		-100.00% #DIV/0!
10 55200 125 WAGES: PART-TIME	8,730	0	17,909	0	0			0		-100.00% #DIV/0!
10 55200 128 WAGES: OVERTIME	0	0	0	0	0			0		-100.00% #DIV/0!
10 55200 129 OTHER HRS: HWY DEPT	0	0	593	0	0			0		-100.00% #DIV/0!
10 55200 130 PERSONAL INSURANCE	0	0	0	0	0			0		-100.00% #DIV/0!
10 55200 131 SOCIAL SECURITY	260	2,473	1,443	2,473	0			0		-100.00% #DIV/0!
10 55200 150 RETIREMENT BENEFIT	0	3,203	0	3,203	0			0		-100.00% #DIV/0!
10 55200 221 ELECTRICAL SERVICE	212	200	156	200	81			81		-100.00% #DIV/0!
10 55200 223 SANITATION	3,815	4,500	3,609	4,500	1,713			1,713		-100.00% #DIV/0!
10 55200 345 VEHICLE EXPENSES	3,175	3,000	3,416	3,000	49			49		-100.00% #DIV/0!
10 55200 345 GROUNDS MAINTENANCE	4,202	5,000	4,324	5,000	2,667			2,667		-100.00% #DIV/0!
10 55200 355 BASEBALL FIELDS	0	1,500	0	1,500	477			477		-100.00% #DIV/0!
10 55200 356 OTHER SUPPLIES AND EXPENSES	446	850	1,752	850	137			137		-100.00% #DIV/0!
10 55200 390 PARK EQUIPMENT	0	1,000	0	1,000	0			0		-100.00% #DIV/0!
BUDGET AMENDMENT	0	0	0	0	0			0		-100.00% #DIV/0!
	20,840	54,406	33,202	54,406	5,124			5,124		-100.00% #DIV/0!

	2016		2017		2018		2019		% CHANGE
	ACTUAL	BUDGET	ACTUAL	BUDGET	1ST 6 MOS ACTUAL	LAST 6 MOS ESTIMATE	TOTAL	BUDGET	
<b>PARKS AND RECREATION CONTINUED:</b>									
<b>RECREATION</b>									
10 55300 119 RECREATION DIRECTOR	17,940	17,940	17,574	17,940	5,949		5,949		-100.00% #DIV/0!
10 55300 125 WAGES: PART-TIME	0	0	0	0	0		0		-100.00%
10 55300 131 SOCIAL SECURITY	1,372	1,372	1,344	1,372	541		541		-100.00%
10 55300 222 TELEPHONE	974	800	702	800	345		345		-100.00%
10 55300 294 COUNTY LEAGUE FEES	2,426	3,000	2,978	3,000	3,050		3,050		-100.00%
10 55300 330 MILEAGE REIMBURSEMENT	236	300	217	300	0		0		-100.00%
10 55300 341 UNIFORMS	5,200	6,000	5,710	6,000	6,126		6,126		-100.00%
10 55300 346 BALL EQUIPMENT	1,714	1,500	922	1,500	1,550		1,550		-100.00%
10 55300 347 FIELD EQUIPMENT	800	2,000	1,792	2,000	0		0		-100.00%
10 55300 380 OTHER SUPPLIES AND EXPENSES	1,418	2,000	1,426	2,000	204		204		-100.00%
10 55300 386 PICNICS	12	400	394	400	416		416		-100.00%
10 55300 397 SUMMER YOUTH PROGRAM BUDGET AMENDMENT	0	0	0	0	0		0		-100.00% #DIV/0!
	32,092	35,312	33,059	35,312	18,181		18,181		-100.00%
<b>TOTAL PARKS AND RECREATION</b>	52,932	89,718	66,261	89,718	23,305		23,305		-100.00%

TOWN OF DELAFIELD  
 2019 BUDGET  
 DETAIL OF CAPITAL EXPENDITURES - GENERAL FUND

	2016		2017		2018		2019 BUDGET
	ACTUAL	BUDGET	1ST 6 MOS ACTUAL	LAST 6 MOS ESTIMATE	TOTAL		
<b>PARKS AND RECREATION</b>							
<b>PARKS</b>							
10 55200-392 &	6,395	0	0		0		
LANDSCAPING	0	56,000	0		0		
PARK MOWER	2,850	2,850	0		0		
PICNIC SHELTER REPAINTING	0	3,000	0		0		
ASPHALT PATH REPAIR	2,284	0	0		0		
ELMHURST PARK IMPROVEMENTS	0	0	0		0		
BASEBALL FIELD UPGRADES	0	1,340	0		0		
SANDGREN TRAIL MEMORIAL SIGN	0	0	0		0		
SKATE PARK MEMORIAL BENCH	0	0	0		0		
TREES	0	2,900	0		0		
CONCRETE REPAIR SC PARK SHELTER	0	0	0		0		
PAD/FENCE PORT-A-JOHN @ NS PARK	0	0	0		0		
PLAYGROUND PLANNING/DESIGN @ NS	0	0	0		0		
MASTER PLAN	0	0	0		0		
NORTH SHORE PARK PAVING	0	11,823	0		0		
TOTAL OF ITEMS UNDER \$500	286	309	0		0		
BUDGET AMENDMENT	0	0	0		0		
<b>TOTAL PARKS</b>	<b>11,815</b>	<b>78,222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION</b>							
10 55300-810	0	0	0		0		
SC ANCHOR BLEACHERS	0	0	0		0		
SC GRILL	0	1,393	0		0		
SC BATTING CAGE NET	0	0	0		0		
LAPHAM PEAK BIKE PATH	0	0	0		0		
BUDGET AMENDMENT	0	0	0		0		
<b>TOTAL RECREATION</b>	<b>0</b>	<b>1,393</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PARK &amp; RECREATION</b>	<b>11,815</b>	<b>79,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>