

TOWN OF DELAFIELD PARK & RECREATION COMMISSION

Meeting Minutes

Wednesday, March 14th, 2016 – 7:00 PM

CALL TO ORDER

Park Commission Chair, Dan Dupies, called the regular meeting of the Town of Delafield Park and Recreation Commission to order at 7:00 PM. Members present: Brian Wilson, John Ruf, and Tammy Sherman. Park and Recreation Coordinator, Angela Lorbach was in attendance. Visitor, Tim Barbeau, Town Engineer /R.A. Smith.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

THIRD ORDER OF BUSINESS

Approval of February 17th, 2016 Meeting Minutes. *John Ruf moved to approve the February 17th, 2016 minutes; Tammy Sherman seconded. Motion passed unanimously.*

Brian Wilson made a motion to take item 4a, Improve communications with Town Board – Park and Recreation quarterly updates, out of order to allow guest Tim Barbeau to present item 5a, Update regarding North Shore Park; John Ruf seconded. Motion passed unanimously.

FIFTH ORDER OF BUSINESS – UNFINISHED BUSINESS

- a. Update regarding North Shore Park.** Tim Barbeau, R.A. Smith, shared the public bids received from contractors for phase one development of North Shore Park. Bids were opened at 10:00 am on March 8th, 2016 at the Delafield Town Hall. Bidders included Blaze Landscaping at \$140,500.00, All-Ways Contractors at \$83,865.00, and Western Contractors at \$140,500.00. Town Engineer Tim Barbeau recommended awarding the contract to the lowest bidder, Western Contractors in the base amount of \$72,721.00, with the understanding that there may be additional costs for watering if needed. There may also be a fee imposed by Waukesha County Department of Public Works for inspection of the work entrance to the site.

John Ruf moved to make a recommendation to the Town Board to award the lowest bidding contractor, Western Contractors, to begin construction on North Shore Park for the sum of \$72,721.00; Brian Wilson seconded. Motion passed unanimously.

The budget for the anticipated improvements was set at \$150,000. Because the bid is lower than expected, the Park and Recreation Commission discussed using remaining available funds to begin planting trees at North Shore Park in the fall of 2016.

The Park and Recreation Commission also discussed applying for a grant to assist in trail development at North Shore Park. Lorbach has submitted our comprehensive outdoor recreation plan for review and eligibility approval and is awaiting a response from the DNR.

FOURTH ORDER OF BUSINESS – NEW BUSINESS

- a. Improve Communications with Town Board – Park and Recreation quarterly updates.** Kranick was not present at the meeting but had suggested developing some metrics that we can deliver to the Town Board on a Quarterly Basis so they have a better understanding of the impact on the community. For example; number of people signed up for the baseball program, number of games played, number of community events, attendance of those events, number of resident contacts, etc. Ed believes this will help tell our story come budget time and will be especially helpful with the newer members of the Town Board. Lorbach will make an effort to communicate this information with the Town Board on a quarterly basis.
- b. Fright Hike Meeting Recap.** Lorbach, Dupies, Lapham Peak Staff /Friends, and annual volunteers met at Trecker Lodge in Lapham Peak Park on February 24th at 9am. The purpose of this meeting was to discuss ways to improve the safety and enjoyment of our annual Lapham Peak Fright Hike fundraising event, triggered by an overwhelming increase in community attendance over the past couple years. Lorbach gave a brief overview of the topics discussed at last month's meeting. We plan to meet again in May, date yet to be determined.
- c. Volunteer Appreciation Dinner – April 15th, 6pm.** Lorbach reminded Commission members to RSVP and save-the-date for the Volunteer Appreciation Dinner to be held at the Seven Seas Restaurant, Hartland.

FIFTH ORDER OF BUSINESS – UNFINISHED BUSINESS

b. Update regarding March 26th Community Egg Hunt.

Lorbach is in the process of organizing the 2nd Annual Community Egg Hunt in partnership with the Delafield Chamber of Commerce – Destination 83 Business group. Lorbach is making necessary last minute preparations for the event. Sherman, Dupies, and Wilson confirmed their attendance and volunteer roles on March 26th.

c. Update regarding Baseball/Softball Season. Lorbach. Town of Delafield

Baseball registration is steady and many parent coaches have come forward this year. The registration deadline is March 23rd, 2016. A free Umpire Clinic will be held for those interested in summer positions on Saturday, April 30th from 9-1pm at the Waukesha YMCA Youth Gym. Umpires must be 14 and older.

d. Update regarding Park Maintenance – Skate Park Repair and Tree Donation Program. Lorbach. Construction on the Sports Commons Skate Park is projected

to begin in April. Landscaping and trees will be needed at North Shore Park in the near future prompting the Park and Rec Commission to implement a tree and bench donation program for the Town of Delafield Parks. Lorbach has advertised park donation and volunteer opportunities in the Town Crier. Lorbach was also asked to design park donations signs to post at the upcoming Community Egg Hunt on March 26th. Town Supervisor, Peter VanHorn, has inquired about assisting with possible improvements to Elmhurst Park in his late wife's honor.

SIXTH ORDER OF BUSINESS – ADJOURNMENT

A motion to adjourn the meeting was made by Tammy Sherman; seconded by Brian Wilson. The motion passed unanimously. (8:48PM)

Respectfully submitted,

Angela Lorbach

Park and Recreation Coordinator

