

**Town of Delafield  
Park and Recreation Commission  
Meeting Minutes  
May 12, 2014 – 6:30 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 6:41 PM. Members present: Supervisor Larry Krause, Meribeth Sullivan and Dawn Thomson. Park and Recreation Coordinator, Kelley Woldanski was in attendance. Present in the audience were Chairman Paul Kanter and Sue Urban-Miller. Chairman Dupies took a minute to introduce Sue to the Commission as she is to be appointed to the Commission at the end of this month.

**Second Order of Business**

Pledge of Allegiance

**Third Order of Business**

Approval of Minutes from April 14, 2014. ***D. Thomson moved to approve the April 14, 2014 minutes; seconded by M. Sullivan. Motion passed unanimously.***

**Fourth Order of Business – New Business**

- a. Discussion regarding the role and relationship between the Park & Recreation Commission and the Coordinator.*** Chairman Kanter addressed the Commission. He stated that he believes the role of the Commission is to plan including new park sites, ones we have and to coordinate opportunities with our State Park, the western portion of Pewaukee Lake, our County Park and launch as well as with our area School Districts. The Commission also assists with the budget preparation and writing policy. Essentially it boils down to planning, policy and giving general advice. He continued that the Coordinator oversees all the day-to-day activities and should not be micromanaged by the Commission mostly because it is inefficient to do so. He stated that the 7 page document that was created (Commission Guidelines) is an outstanding document and does not go against the Town Ordinance in any way. He stated he felt the document should be tweaked and given to the Town Board as well for their use. Lastly he stated that by the Town providing for the hiring of a Coordinator, it would be inconsistent to have the Commission responsible for the daily operation of the Department. He then thanked the Commission for their outstanding work and their time serving the Town.
- b. Choosing date for annual appreciation dinner.*** The Commission chose Saturday, May 31, 2014 for their annual appreciation dinner.
- c. Duties for Commission after Coordinator departure.*** K. Woldanski asked how the Commission would like to handle her duties if a new Coordinator is not hired by the time of her departure. Discussion including having rentals go through the Clerk's office and a Commission member handle the baseball/softball rainout/field issues until the new person is acclimated.

**Fifth Order of Business – Unfinished Business**

- a. Update regarding proposed fire station.*** Supervisor Krause stated that the plan for the Town Hall has changed somewhat to accommodate more parking. Specifically this included a one way drive from the Town Hall parking lot down to the skatepark parking lot for overflow parking. This will also include a walkway. With this change, some trees will need to be moved within the park that the Commission will need to determine where to have them transplanted. This can be discussed at a future meeting. M. Sullivan stated she would like to see some

different stormwater efforts made on behalf of the Department such as installing a rain garden which can be done after the construction is complete. She will look into possible grants for this project and this too can be discussed in more detail at a future meeting.

- b. *Update regarding the 2014 baseball/softball season.*** K. Woldanski stated that the Town fielded 18 teams this year – similar to past years. She continued that all teams have been assembled, coaches found and shirts ordered. She stated that game schedules are almost complete and shirts will be in next week. She stated that by the time she leaves, most everything will be complete for the program except someone will need to organize Picture Day on June 14<sup>th</sup> and someone will need to handle rainout/reschedule issues until a new person is hired.
- c. *Update regarding replacement for Coordinator position.*** Supervisor Krause, Chairman Dupies and D. Thomson will be the hiring Committee and plan to meet the following Monday to discuss the pool of applications that have been turned in which there were 15 as of this meeting and to setup interviews. The deadline to apply is May 14, 2014.

#### **Sixth Order of Business - Adjournment**

***A motion to adjourn the meeting was made by M. Sullivan, seconded by D. Thomson. The motion passed unanimously.  
(8:01 PM)***

Respectfully submitted,  
Kelley Woldanski  
Park and Recreation Coordinator