



A PERFECT ENVIRONMENT

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

Park & Recreation Commission Meeting
Monday, June 11, 2018, 7:00pm
W302N1254 Maple Avenue, Delafield, WI

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of April 9, 2018 and May 14, 2018 Meeting Minutes
4. Special order of Business
 - a. Recognition of service – Dan Dupies
 - b. Election of Officers
5. Unfinished Business
 - a. Baseball update
6. New Business
 - a. Park Maintenance Update
 - b. Discussion of Park and Recreation Planning Process
 - c. Approval of Concession Wagon Proposal
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 – 6/8/2018

TOWN OF DELAFIELD PARK & RECREATION COMMISSION

Meeting Minutes

Monday, April 9, 2018 – 7:00 PM

Supervisor, Ed Kranick was in attendance. Members present: Sue Urban Miller, David Felkner, Brian Wilson, John Ruf and Dave Johnson. Others Present: Alyssa Vaughan and Supervisor Elect Chris Smith

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.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Dave Johnson provided a brief summary of his personal and professional background.

THIRD ORDER OF BUSINESS – APPROVAL OF MARCH 12, 2018, MEETING MINUTES

A motion made by John Ruf and seconded by Brian Wilson to approve. The motion was passed unanimously.

FOURTH ORDER OF BUSINESS – NEW BUSINESS

a. Appreciation Dinner Update.

May 4 was tentatively selected to hold the appreciation dinner.

c. Review of North Shore Park Development Plan and Costs.

Chairman Dupies stated that RA Smith assisted in the planning process of the North Shore Park Development Plan. The Park and Recreation Commission determined, at that time, to develop in phases and to be a “passive” park. He provided a detailed history of all proposed phases. Discussion followed on whether or not ideas/plans have changed since the project began in 2014 and what will happen next. The concern re: dead trees was presented. Chairman Dupies will contact the former Park and Recreation Coordinator to obtain information on the status of warranties.

Supervisor Kranick stated the importance of cleaning up the tree line on the north/south segment of the trail on the west side. He will contact the Highway Department to ask if they could complete the project. This was proposed as Phase 1.

Chairman Dupies presented the questions: Is the path, on the south segment, the next logical choice for one part of the package? Should the north segment be eliminated, due to water issues? The general consensus of the Commission is that the path should also be part of the package, as one complete phase, to include installation of trees. This was proposed as Phase 2.

Discussion followed on installation of additional trees and the “nature based” play area being proposed as Phase 3.

Chairman Dupies requested that the commission members visit the subject site to evaluate and offer opinions for proposals of a long range plan.

b. Written Baseball Program Report.

Alyssa stated that we have a total of 17 teams: 1- girls slow pitch (ages 9-12), 1 - fast pitch (ages 12-14), 6 - t-ball, 4 - coach pitch, 3 - boys (ages 8-12), 2 -- boys (ages 11-12). She has received 17 sponsorships. Due to lack of coaches, she has worked on ways to resolve the issue of large teams. Discussion followed on the option of offering on-line registration for the 2019 season.

FIFTH ORDER OF BUSINESS – NONE

SIXTH ORDER OF BUSINESS – ADJOURNMENT

A motion to adjourn the meeting was made by Dave Johnson and seconded by John Ruf. The motion passed unanimously. (8:46 pm)

Respectfully submitted, Mary Elsner, Town Clerk/Treasurer

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 3rd 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 1st 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

27.08 City park board, powers.

- (1) Every city may by ordinance create a board of park commissioners subject to this section, or otherwise as provided by ordinance. Such board shall be organized as the common council shall provide.
- (2) The board of park commissioners is empowered and directed:
 - (a) To govern, manage, control, improve and care for all public parks, parkways, boulevards and pleasure drives located within, or partly within and partly without, the corporate limits of the city, and secure the quiet, orderly and suitable use and enjoyment thereof by the people; also to adopt rules and regulations to promote those purposes.
 - (b) To acquire in the name of the city for park, parkway, boulevard or pleasure drive purposes by gift, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property, or any incorporeal right or privilege; except that no lands may be acquired by condemnation for the purpose of establishing or extending a recreational trail; a bicycle way, as defined in s. 340.01 (5s); a bicycle lane, as defined in s. 340.01 (5e); or a pedestrian way, as defined in s. 346.02 (8) (a). Gifts to any city of money or other property, real or personal, either absolutely or in trust, for park, parkway, boulevard or pleasure drive purposes shall be accepted only after they shall have been recommended by the board to the common council and approved by said council by resolution. Subject to the approval of the common council the board may execute every trust imposed upon the use of property or property rights by the deed, testament or other conveyance transferring the title of such property to the city for park, parkway, boulevard or pleasure drive purposes.
 - (c) Subject to the approval of the common council to buy or lease lands in the name of the city for park, parkway, boulevard or pleasure drive purposes within or without the city and, with the approval of the common council, to sell or exchange property no longer required for its purposes. Every city is authorized, upon recommendation of its officers, board or body having the control and management of its public parks, to acquire by condemnation in the name of the city such lands within or without its corporate boundaries as it may need for public parks, parkways, boulevards and pleasure drives. The power of condemnation may not be used for the purpose of establishing or extending a recreational trail; a bicycle way, as defined in s. 340.01 (5s); a bicycle lane, as defined in s. 340.01 (5e); or a pedestrian way, as defined in s. 346.02 (8) (a).
 - (d) To change or improve all parks, parkways, boulevards or pleasure drives within the city limits, controlled by the board, at the expense of the real estate to be benefited thereby, as provided in s. 27.10 (4).
- (3) In any city having no board of park commissioners its public parks, parkways, boulevards and pleasure drives shall be under the charge of its board of public works, if it has such last named board; otherwise under the charge of its common council. When so in charge, the board of public works or the common council may exercise all the powers of a board of park commissioners.
- (4) In every city having no city plan commission under s. 62.23 (1), the common council may provide that the board of park commissioners, if there be such board in the city, shall have the powers enumerated in s. 62.23 (2) and (17). The territory over which the city is given platting jurisdiction by s. 236.10 (1) (b) 2. shall for street, park, parkway, boulevard, pleasure drive and platting purposes be extended to 3 miles beyond the city limits. For the purpose of carrying out s. 62.23 (2) in said extended zone the common council may appropriate out of any available fund a sufficient sum to be used by said board for hiring engineers, surveyors and draftsmen, and other necessary help and assistants in making a comprehensive map of the said city and zone so as to put in concrete form the ideas of the said board as to how future dedications, openings and plattings of streets, highways, boulevards, pleasure ways and parks, or other public improvements or thoroughfares, shall be made; which said map, when adopted by the common council, shall serve as an advisory guide to the said board of park commissioners in making recommendations to the common council in the future as to approving plats, and shall not be departed from except in cases of necessity or discovered error therein.

(5) Whenever the common council of any city determines to improve any street, avenue or boulevard, the board of public works, or if there be no such board, the officer or officers authorized to make such improvement, may, as a part thereof set aside a portion of such street, avenue or boulevard for park purposes, and determine, subject to the approval of the board of park commissioners, if there be such a board, in what manner the portion so set aside shall be improved. The damages and benefits resulting from such entire improvement, including the cost of the improvement of the part of such street, avenue or boulevard so set aside shall be assessed to the several parcels of land affected thereby as provided by law in such city for such assessments. Any report required to be made and filed respecting such improvement shall include a detailed statement of said determination and the approval thereof by said board.

(6)

(a) The board of park commissioners of any city may conduct public concerts within its public parks and pay the expenses thereof out of the park fund. A fee for admission may be charged for the purpose of defraying such expenses in whole or in part.

(b) The board of park commissioners of any city of the 1st class where there has been hitherto established a driving club or similar organization in connection with any park under the direction of said board of park commissioners may conduct horse races and driving exhibitions within its public parks and pay the expenses and cost of trophies therefor out of the park fund. A fee for admission may be charged for the purpose of defraying such expenses in whole or in part. Chapter 562 does not apply to any race under this paragraph.

History: 1985 a. 225 s. 100; 1987 a. 354; 2017 a. 59.

Cross-reference: See also ss. NR 47.01, 47.10, and 47.30, Wis. adm. code.

A county has full power and control over county park lands even though they are located within the limits of a city. 60 Atty. Gen. 282.

A city may not delegate its powers under ss. 27.08 and 27.09 to a county park commission created under s. 27.02, et seq. 61 Atty. Gen. 229.

27.09 City forester, duties; tree planting.

- (1) The board of park commissioners of every city may employ a city forester to take charge of and direct, subject to its supervision and control, all of the work authorized to be done under this section. It may also designate a municipal employee to perform the duties of city forester.
- (2) The common council shall include in its annual budget such sum as it deems necessary, if any, to meet all expenses of doing said work during the following fiscal year, including the salary of the city forester and the compensation of employees assisting the city forester, but not including amounts assessable to abutting property; and the taxes levied to provide for such expense shall be in addition to all other taxes for park and boulevard purposes.
- (3) The board may plant, transplant, remove, trim, spray and otherwise care for and protect all trees and shrubs on or in that part of every street, the grade of which has been established, lying between the lot line and the curb, or in the center or side plots in all boulevards and parkways, and in all public parks or grounds belonging to the city and control all such planting and transplanting by others. The board may guard all trees within the city so as to prevent the spread of disease or pests and to eliminate dangerous conditions, and may proceed pursuant to subs. (4) to (7).
- (4) Whenever the board proposes the setting out, planting or removing of any such living shade tree, it shall give 2 weeks' written notice to the owner of the lot or parcel of land on which such tree stands or will stand, or the owner's agent, or, if neither is known and there be a tenant occupying said property, then to such tenant, of a time and place at which said contemplated work will be considered by the city forester, specifying in detail the street, avenue or boulevard and portion thereof, upon or from which trees are proposed to be planted or removed, and the general nature and character of the changes and improvements contemplated. After such hearing, the city forester, subject to the direction of the board shall abandon said work or proceed with it as the city forester believes the best interest of the public requires.
- (5) The entire or any part of the cost of protecting, trimming, spraying, planting, renewing and removal of trees and shrubs between the lot line and the curb in front of any lot or parcel of land abutting on a street, avenue or boulevard may be chargeable to and assessed upon such lot or parcels of land. The governing body shall hold a public hearing on the proposed assessment, and shall give notice thereof in such city or village, by publishing a class 2 notice, under ch. 985.
- (6) The board shall keep a strict account of the cost of planting, protecting, renewing, removing, trimming, spraying and caring for trees and shrubs in front of each lot or parcel of land abutting on any street, avenue, or boulevard, and prior to November 10 in each year, shall make a report to the comptroller in

BOARD OF ZONING APPEALS. The Board of Zoning Appeals shall consist of such members and have such powers and duties as are set forth in the Zoning Code.

1.17 HIGHWAY COMMISSION. See §8.01.

1.18 ARCHITECTURAL CONTROL COMMISSION. The Architectural Control Commission shall be appointed by the Town Board and shall advise the Board, Plan Commission and Building Inspector on matters pertaining to aesthetics and related matters as designated by the Board.

1.19 ECONOMIC DEVELOPMENT COMMITTEE. (Adopted 5/27/97 ord. 97-435)

The Economic Development Committee is hereby established and shall consist of four members appointed by the Town Chairman subject to confirmation by the Town Board, and the Town Chairman or his/her designee. The Economic Development Committee shall be responsible for researching, investigating and identifying economic activities and economic plans for the Town of Delafield and its environs and to provide information and input to the Plan Commission and Town Board upon their request.

1.20 PARK AND RECREATION COMMISSION. (Adopted 8/26/97 ord. 97-441)

- (1) **CREATION.** A Park and Recreation Commission is hereby created which shall have the powers as shall be granted herein pursuant to the authority granted in section 27.08 and 27.13, Wis. Stats.
- (2) **PURPOSE.** The purpose of the Park and Recreation Commission shall be to plan, implement and supervise the park and recreational needs of the Town of Delafield. The Commission will provide for the park and recreation programs for the citizens of the Town of Delafield within the limitations of the funds made available therefor by the Town Board.
- (3) **MEMBERSHIP.** The Commission shall consist of 8 members. The Commission shall be comprised of one Town Supervisor and seven citizen members. The Commission members shall be appointed by the Town Chair, subject to confirmation by the Town Board. The seven citizen members' terms shall be staggered terms of four years beginning on the first Monday in May of each year. The Town Supervisor member shall serve a one year term beginning on the first Monday in May of each year and shall act as a liaison between the Town and the Commission. The Town Supervisor member shall only have voting rights in the instance of a tie vote on the Commission. Commencing on September 1, 1997, 2 citizen members shall be appointed to serve for a term expiring on the first Monday of May, 1999; 2 citizen members shall be appointed to serve for a term expiring on the first Monday of May, 2000; 2 citizen members shall be appointed to serve for a term expiring on the first Monday of May, 2001; and 1 citizen member shall be appointed to serve for a term expiring on the first Monday of May, 2002. Thereafter all citizen members' terms shall be for 4 years. All members shall be residents of the Town.
 - (a) **Officers.** The Commission shall elect a chairperson and a vice-chairperson. The Town Clerk or Town Clerk's designee shall act as secretary and record minutes of Commission meetings.
 - (b) **Official Oath.** Official oaths shall be taken by all members in accordance with section 19.01, Wis. Stats., within 10 days of receiving written notice from the Town Clerk of their appointment.
 - (c) **Vacancies.** Vacancies on the Commission shall be filled by appointment by the Town Chair and confirmed by the Town Board. Such an appointee shall serve the balance of the term of the member that the appointee replaces.
- (4) **ORGANIZATION.** The Commission may make such other bylaws and regulations for its own government not inconsistent with this section as it may deem necessary. Meetings shall be held monthly and at the call of the chairperson, and shall be open to the public. Minutes shall be kept showing all actions taken and a copy shall be filed with the Town Clerk as a public record. A quorum shall be 4 members. All actions shall majority vote. Minutes of each Park and Recreation meeting shall be available within ten days of each meeting.
- (5) **POWERS.** The Commission shall have only the following powers:

- (a) To recommend to the Town Board the purchase, lease, sale or exchange of park or recreation lands, facilities and equipment.
 - (b) To recommend to the Town Board the acquisition of any park or recreation lands or facilities or equipment, or any other interest, right or privilege in real or personal property, whether by gift, grant, devise, bequest or condemnation.
 - (c) To govern, manage and control the use of all public parks or recreational lands and recreational activities of the Town and to adopt the necessary rules and regulations for this purpose. All rules and regulations so adopted shall be approved by the Town Board and, if necessary, enforcement ordinances shall be adopted by the Town Board.
 - (d) To employ, with the agreement of the Town Board, all staff and personnel necessary to conduct the recreational programs subject to such limitations as may be set for the appropriations made by the Town Board.
 - (e) Additional powers as may be assigned by the Town Board.
- (6) DUTIES.
- (a) To plan for the location, layout and equipping of all parks and recreational lands.
 - (b) To recommend to the Town Board all recreational equipment needed to equip said parks and recreational lands.
 - (c) To plan for, implement and manage all recreational activities of the Town of Delafield as may be assigned to the Commission. To hire and supervise all personnel necessary to carry out the recreational programs of the Town in coordination with the Town Administration.
 - (d) To recommend to the Town Board any purchases necessary unless the Town Board has approved said purchase in the budget.
 - (e) To spend only within the budget limits set by the Town Board. No budgetary amount shall be exceeded unless specifically authorized by the Town Board.
 - (f) To recommend to the Town Board all contracts necessary to make capital improvements, maintenance and repair to the parks, park equipment, recreational lands and recreational equipment.
 - (g) To request of the Town Board all use of Public Works Department personnel and equipment needed for maintenance in the parks and recreational lands. The Town Highway Superintendent shall direct when and what equipment and personnel will be utilized for maintenance on parks and recreational lands.
 - (h) To maintain records of all Commission meetings and to keep accurate records and accounts of recreation program costs and income and to segregate those expenses and funds from those of other departments. Said records shall be filed with the Town Clerk on a regular basis.
- (7) FINANCES. The Commission shall submit to the Town Board by October 1 of each year a proposed program and budget for the ensuing year. The Park and Recreation Commission shall not contract any liability in excess of the budget appropriated unless specifically authorized by the Town Board. All monies received for the purpose of the Commission, whether from the general fund or from approved donation, or from such reasonable fees as may be charged for activities, facilities or services shall be deposited in the general fund of the Town and segregated on the books of the Town. The Town Treasurer shall act as Treasurer of the Commission without additional compensation. All expenditures shall be made only upon approval of the Town Board and by the issuance of an order for the expenditure by the Town Clerk.

- (8) **REPORTS.** The Commission shall issue an annual written report of its findings and activities and an inventory of all its public parks, recreational lands, facilities and equipment, to the Town Board by March 31 of each year.

ELECTIONS

1.22 APPOINTMENT OF ELECTION OFFICIALS. (Cr. #92-313)

- (1) The Town Board provides for the selection of 2 sets of officials to work at different times on election day.
- (2) Any such additional officials shall be employed in such a manner that the total number of officials is an odd number and the predominant party under §7.30(2), Wis. Stats., is represented by one more official than the other party.
- (3) The current and future provisions of §7.30, Wis. Stats., are adopted and made a part of this section by reference.

1.25 REGISTRATION OF VOTERS.

(1) **STATE STATUTES ADOPTED .** The statutory provisions describing and defining the registration of electors in the following enumerated sections of the Wisconsin Statutes are hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this section:

- (a) 6.28 When to Register
- (b) 6.30 How to Register
- (c) 6.33 Registration Forms
- (d) 6.35 Filing Registration Cards
- (e) 6.36 Official Registration List
- (f) 6.40 Transferring Registration
- (g) 6.45 Registry Lists Public
- (h) 6.48 Challenging Registration
- (i) 6.50 Revision of Registration List
- (j) 6.55 Failure to Register; Rights
- (k) 6.57 Registry List for School & Special Elections
- (l) 6.77 Place for Voting
- (m) 6.78 Poll Hours
- (n) 6.79 Recording Electors

(2) **REGISTRY.** The Town Clerk shall have control of elector registration within the Township and shall prepare, continue and revise the registry, and is required to proceed with the registration of voters, all in the manner provided by law.

Mary Elsner

From: George Niedermayer <gniedermayer@wi.rr.com>
Sent: Tuesday, June 05, 2018 11:37 AM
To: mary.elsner@townofdelafield.org
Subject: concession wagon
Attachments: C. Wagon Open View 1.jpg

AGENDA ITEM

JUN 11 2018

ITEM #6C PAGE 1 of 2

Hello Mary: I just had a conversation with Tim Barbeau regarding a concession at some of our local sporting venues. He said to forward a picture of my wagon to you to give you a flavor (pun intended) of what I would like to do. Currently there are no concessions served at these locations. I offer simple things such as carbonated beverages, water, gatorade, hot dogs, nachos, pretzels, pop corn, ice cream bars. I live in Wales and our sport commons concessions proceeds go to the various team organizations when it is open. If I can answer any questions, I would be happy to come in and talk.

Thank you

George Niedermayer
G-Force Events LLC

George

262-490-4538
gniedermayer@wi.rr.com

