

**Town of Delafield
Park and Recreation Commission
Meeting Minutes
March 11, 2013 – 6:30 PM**

Call To Order

Cindi Duchow called the regular meeting of the Town of Delafield Park and Recreation Commission to order at 6:37 PM. Members present: Shawn Kramlich, Tammy Sherman, Supervisor Cindi Duchow, Meribeth Sullivan, and Patti Chasteen. Park and Recreation Coordinator, Kelley Woldanski was in attendance.

Second Order of Business

Pledge of Allegiance

Third Order of Business

Approval of Minutes from February 11, 2013. ***T. Sherman moved to approve the February 11, 2013 minutes; seconded by P. Chasteen. Motion passed unanimously.***

Fourth Order of Business – New Business

- a. Discussion and possible action regarding field maintenance proposal. S. Kramlich reviewed his proposal with the Board. The project includes maintenance on the batting cage, creating bullpens for warm up pitching and working on the 3rd base dugout – all at the Sports Commons. The total project cost will not exceed \$3,500 of the \$4,500 field maintenance budget. D. Thomson stated she would like to see the Board make a maintenance plan during budget time regarding items like these so they are prepared ahead of time. M. Sullivan stated she thought the project was a good idea especially as it appears to be a safety concern. P. Chasteen wanted a breakdown of costs as she felt it was lot of money – S. Kramlich reviewed the expenses. T. Sherman commented that the bleachers need to be replaced there which was a project listed in the park master plan. ***M. Sullivan made a motion to approve of the proposed field maintenance projects; seconded by T. Sherman. The motion passed 5-1; P. Chasteen opposed the projects.***
- b. Discussion regarding changes for the Town's website. K. Woldanski stated she was informed that the Town is working on updates on the website and she asked for the Board's input on any changes they would like to see made to the Parks page. Suggestions included: include the Elmhurst walking path distance; update pictures of the parks; make it easier to search for something – appears difficult; general information updates. Discussion also included online registration however K. Woldanski stated she didn't think it would be worth the cost just for the baseball/softball program.
- c. Discussion regarding evaluation of Coordinator. K. Woldanski stated she was looking for feedback on her performance from the Board. She stated she asked the Town Clerk for an evaluation form however the Town has not or does not evaluate their employees currently. K. Woldanski put together an evaluation and asked that at the next meeting the Board adjourn into closed session to discuss her performance and then Chairman Dupies will review the Board's comments with her at a separate time. The Board asked for K. Woldanski to provide them with information including how her time is spent and tasks she's doing.

Fifth Order of Business – Unfinished Business

- a. Update on replacement of trees at Sports Commons. D. Dupies was not in attendance therefore there was no update.
- b. Continued discussion regarding Fright Hike and hiring professional to assist with scenes. K. Woldanski stated she secured someone to assist with setting up scenes for the Fright Hike. K. Woldanski was looking for direction from the Board as to how many scenes they were looking for

and how much they were willing to spend. Discussion included that the person K. Woldanski secured was not going to charge a per hour fee, the Board will need to determine a stipend later. Discussion also included that the barn needs to be cleaned out in spring so props can be tossed and/or fixed prior to Fright Hike. ***After further discussion, S. Kramlich made a motion to commit up to \$5,000 on props and displays for the Fright Hike; seconded by T. Sherman. The motion passed unanimously.***

Sixth Order of Business - Adjournment

***A motion to adjourn the meeting was made by M. Sullivan, seconded by D. Thomson. The motion passed unanimously.
(7:33 PM)***

Respectfully submitted,
Kelley Woldanski
Park and Recreation Coordinator