

**MINUTES OF THE REGULAR MEETING
CITY OF OAK CREEK PARKS, RECREATION & FORESTRY COMMISSION
WEDNESDAY, MAY 10, 2018**

Chairperson Fluegel called the meeting to order at 6:00 p.m. The following members were present at roll call: Alderman Guzikowski, Michael Read, Steve Bautch, Mike Theys, Leah Shreiber Johnson and Janet Fluegel. Anne Beyer was excused. Also present: Ted Johnson, Director of Public Works; Peter Wagner, Zoning Administrator/Planner; and Mary Jane Trate, Recreation Department Manager.

2. Approval of Minutes – March 8, 2018

Alderman Guzikowski motioned to approve the minutes of the March 8, 2018 meeting. Mr. Theys seconded. On roll call: all voted aye. Motion carried.

3. New Business

a. Election of Commission Chairperson & Secretary

Pete Wagner stated that every year (by ordinance) a chairperson and secretary must be elected. The term will now start June 1, 2018 and end May 9, 2019. The new chairperson and secretary will assume their duties at the next meeting. Anne Beyer will continue to be secretary until June 1, 2018. The next term will end May 9, 2019, which will be the second Thursday of the month which is our regularly scheduled meeting date. Ms. Fluegel asked why it was changed. Mr. Wagner responded that before they had the term period from June 30 to May 1. Now it will coincide with the new meeting schedule of every other month. This way, a meeting will not have to be held for the exclusive reason of holding an election.

Mr. Wagner asked for nominations for chairperson. Mr. Theys nominated Janet Fluegel. Ms. Fluegel accepted the nomination. Hearing no other nominations, Mr. Wagner declared the nominations for chairperson closed.

Mr. Wagner asked for nominations for secretary. Ms. Fluegel nominated Mike Theys. Mr. Theys accepted the nomination. Hearing no other nominations, Mr. Wagner declared the nominations for chairperson closed.

Mr. Wagner called for a motion to elect Mike Theys as Secretary and Janet Fluegel as Chairperson for the term starting June 1, 2018 and ending May 9, 2019. Alderman Guzikowski so moved, Mr. Read seconded. All voted aye. Motion carried.

b. Resident/Non-Resident Fee Structure

Mary Jane Trate, Recreation Manager, provided an overview of the staff report.

There is a resident in Oak Creek that could not take advantage of the resident fees because the children she cares for a couple of times per week do not live in Oak Creek. There are several policies in place that address that and these were explained to her. The resident insisted that the matter be taken up with a higher authority and that is why this item is being brought before the Parks, Recreation and Forestry Commission.

Ms. Trate's recommendation is that the policy not be changed or waived, especially since the children the resident wants to enroll she only babysits two days per week. Also, this sets precedence for exceptions to be made and establishing the cutoffs for special allowances would get very complicated. This person has contacted the Recreation Department annually for the last five years to complain about fees and comparing them to other communities. Ms. Trate added that current policy states that if a resident of Oak Creek has guardianship of a child, then they come under the residential fee. This is not the case with this resident.

Mr. Theys agreed with Ms. Trate that the fees for non-residents should stay as-is.

Mr. Wagner stated that if nothing is going to change to the fee schedule, no action needs to be taken.

c. Recreation Report

Ms. Fluegel stated she just received her copy of the Acorn. Where it says Civic Center and end of the arrow, it would have been nice to put a dot or a circle or something around that. Ms. Trate responded that she will contact Leslie Flynn and have her adjust that.

Ms. Fluegel asked for comments from the Commissioners. There were none.

d. Parks Report

Mr. Wagner gave an overview of the staff report.

(i) Lake Vista Park

Mr. Wagner stated the City hired a contractor to do the landscaping. Landscaping will be starting next week. Trees are not allowed in the park because of the cap, but there will be annuals and perennials that will be installed throughout the park. It is a \$60,000 project. The park sign has been installed and there will be a flower bed around it, the playground and the building. The buildings are essentially complete, but there are some last minute punch list items that need to be closed out.

Rentals will begin July 6, 2018. This will allow for the planted grass to take. The ribbon cutting ceremony will be August 23, 2018 to coincide with the Beer Garden event at 3:00 p.m. at the overlook. There will be a financial partner appreciation segment because

there were a number of different funding sources. The Mayor and Alderman will be speaking about the origins of the site and what it has become present day.

There will be walk over to the pavilion where the ribbon cutting ceremony takes place with elected officials giving speeches.

Ted Johnson gave an overview of the ordering of the trash bins and associated costs and making sure that money well spent on quality products. Mr. Wagner added that these purchases were budgeted for (\$300,000) and these purchases will be handled in-house rather than hiring a consultant. Mr. Johnson stated that some trash bins are going to be placed within the next week to keep the area clean.

Alderman Guzikowski asked what time of the day the opening will take place. Mr. Wagner responded that the Beer Garden starts at 4:00, but at 3:45, they hope to have the ribbon-cutting ceremony. The partner recognition is being planned for 3:00.

A pig roast is being considered for Sunday. Kristin Kowaleski, Destination Marketing Specialist, is still working out the idea. Last year, Sunday was the lightest attendance, but with the added event of a pig roast, maybe attendance will increase. Since the City's annual pig roast is no longer held, this event will not be in conflict with anything the Celebrations Committee has planned.

(ii) Lake Vista Facility Rental Fees

Mr. Wagner stated that right now, the rental fee for Miller Park is \$150 for the day. The Lake Vista facility is a newer facility and instead of just picnic tables, there will be chairs and tables with a kitchen area that has room for hot boxes so food can be catered in. When considering rental fees, it was compared to Milwaukee County rental fees, which are between \$60 and \$75 per hour with a minimum of a 4-hour rental. The reason why rentals are being considered by day and not hourly is because there are not enough Parks staff to clean it up after, say 4 hours, and set up for the next rental. Mr. Johnson has looked into having a contractor do the clean-up instead of City staff.

Regarding the search for a clean-up contractor, Mr. Johnston stated that an Oak Creek business was sought. There are two residents that own custodial companies. One of them charges \$90 per occurrence. They do a lot of airplane clean-up so they have crews running 24/7. One of the companies charges an extra \$20, they would do the exterior bathrooms too while they were there. This is much more cost effective than using City staff, and the contractor brings their own supplies and equipment. The City would supply paper products for the bathrooms.

Mr. They asked how far out someone can book the venue. Mr. Wagner responded 90 days. That is done so that the same people cannot hold the rental indefinitely many years in a row.

Mr. Johnson stated that during winter, there are gates on the roads for a reason. Sometimes when the wind picks up, they can't keep the plow on that road enough to keep it open and the area has a history of numerous cars getting stuck.

Heather Ryan confirmed that the pavilion is locked, so that once a renter is done with it, it is locked up again and can't be used by someone that did not reserve it.

Mr. Wagner stated that the staff's suggested motion is that the Commission approve the facility fee at Lake Vista Park as proposed. Alderman Guzikowski so moved. Steve Bautch seconded. All voted aye. Motion carried.

(iii) Review Candidates for Abendschein Park Master Plan Update

Mr. Wagner stated there were four applicants that submitted proposals for the master plan update. This update is a component of the City's strategic plan. Since the last update, three phases have been completed at the park. Phase 1: On the east side of the park a skate park, a cricket pitch, a playground, and an open air shelter were constructed. Phase 2: parking lot, retention pond, two bridges, and concession stand. Phase 3: trails leading all around the south end of the park wrapping around with a bridge that connect now over the creek.

Mr. Wagner stated that there has been a lot of discussion about implementing future phases of this park. Since the 2008 plan, wetlands have been discovered on the property, and that has dictated what occurred in Phase 3.

Things have changes since the last plan such as the splash pad at DTS and pavilion and a playground at Lake Vista.

Staff would now like to consider a full update to the plan with community input. The budget for this new plan is \$60,000. The lowest bid was from Ayres at \$12,280. The highest bid was from SEH at \$62,000. The level of detail varies by bidder. Ayres is proposing a kick-off meeting with staff and the Commission. They will design two concept plans and once they are drafted after the kick-off meeting and site tour, they will hold a public open house in which they will present the two concepts. They will then draft a preferred concept plan as a result of this input and present that to the Commission for review and comments. They will then prepare a master plan that will lay out the costs and phasing of the plan. They would present that before the Common Council. Their timeline is approximately 2½ months.

Mead and Hunt submitted a proposal for \$33,439. They would meet staff online (skype) and have a kick-off meeting. They would then have a site tour and analysis. Their plan is to attend events in Oak Creek and ask questions, show concepts and amenities and get input from the community. They would then present their draft concepts. Part of their proposal includes attending as many key meetings with Commission and Council as needed, but they do give a specific amount of meetings as being part of their proposal. For an additional cost, they will provide 3-D modeling. They would meet with

the Commission to present their final plan. They did not indicate they would then present the plan to the Council, so that would be on staff to do.

Stantec presented a proposal for \$58,850. They are proposing five working meetings with the Parks Commission. After public input, they will present that input to the Commission for their input. They are going to provide three design concepts and also a social media plan. They have a website, use survey monkey, Facebook, Snapchat, Instagram and work with staff and the Commission as to what level the City wants this worked into social media. They will then draft a master plan with costs and phasing. They will present to Council and predict a 4 or 5 month timeline. While this is an increase by the last proposal of \$33,439, there is a definite increase in public engagement.

The last proposal is from SEH, who came in with a proposal of \$62,000. They would start off with a kick off meeting and a site tour. They are proposing three design concept plans. Then they will come before the Commission for review, comments and then refine that further to the final draft master plan. They will present to the Common Council and are looking at a six month timeline. There will be two focus group meetings and then having six stakeholder meetings. Mr. Wagner stated that this proposal exceeds the budget and questioned if the extra cost is worth the three extra stakeholder meetings.

Ms. Fluegel asked how much the consultants would work with the DNR. She would like to see their involvement upfront rather than making a plan and finding out later it can't be done. Mr. Wagner responded that as part of their initial task in all of their projects, they will do analysis of the site with wetland delineation on file. They will be supplied that information along with the GIS layers that show the floodplain, flood fringe, and conservancy land (if any). Three out of the four are planning on doing a site analysis. SEH actually pointed out some of the stream bank erosion that the Oak Creek has going through the park and making part of development of the park to stabilize it. Part of streambank was stabilized as part of Phase II by the ball diamond.

Mr. Wagner stated that the city has had experience with Stantec in the past when they provided engineering services for the bridges. They stayed within budget and the bridges are a positive addition to the park. There was a good working relationship with the Engineering Department.

Zoning Administrator/Planner Wagner mentioned that MMSD is hoping to close on a piece of Abendschein park property at the end of the month, and then donate it to the City in 2019. That 12 acres will be incorporated into the master plan and incorporate whatever trails or other amenities can be incorporated into the park.

Mr. Wagner stated that to the west is an open farm field and he will be identifying that to the consultant that that area can be potential parkland.

Alderman Guzikowski stated he agrees with staff recommendations. Social media is very powerful and he thinks that is only one element. He sees engaging the public to be very important.

Zoning Administrator/Planner Wagner added that the funding for this is a combination of strategic planning funds and park impact fees.

Ms. Ryan asked where the park impact fees come from. Zoning Administrator/Planner Wagner responded that they are generated through development. For example, when a single family dwelling comes in, there are general impact fees and parts of those are for parks. Every time there is a single family home constructed, a one-time fee is made to the park system. Mr. Wagner continued that a fee is also charged for apartment complexes. A fee per bedroom is generated when the apartment building is constructed.

Discussion ensued on generation of park impact fees and how those funds are spent.

Mr. Wagner stated he is looking for a motion to recommend the proposed rental fees for Lake Vista Park. Alderman Guzikowski so moved. Mr. Bautch seconded. All voted aye. Motion carried.

(IV) Memorandum of Understanding for cost-sharing for Abendschein Park Basement Facility

Zoning Administrator/Planner Wagner stated that this was supposed to be taken off the agenda because there is no information available to update the City on. The City Administrator and City Attorney are in the process of drafting an MOU. There was a discussion about which way to go. 1) Is part of the 2012 MOU with the school district with the larger sharing of facilities and maintenance agreements, or to write up an MOU and then deal with the cost-sharing of the baseball diamond at that time, or 2) write up an MOU now just for the score tower, basically saying if there is any cost issues, the school district would pay for it.

Mr. Wagner stated anything that gets constructed and donated to the City, we have no obligation to replace if it gets destroyed. The idea was to go with the MOU just for the score tower and see if the school district would be willing to do that knowing in December the larger negotiations were going to go through. That way the score tower permit can go through. One of the conditions before building permits would be issued for the tower is the MOU for cost sharing would be in place. The way the current MOU is written, the school district doesn't have to pay any rental fees or maintenance costs for the ball diamond.

e. Forestry Report

Mr. Johnson gave an overview of the Forestry report provided by Rebecca Lane, City Forester via email.

f. 2018 Commission Park Tour

Mr. Wagner stated that the tours typically start at 6 p.m. and the initial meeting is at Miller Park. There will be an appreciation event between 5:30 and 6:00. Some of the ideas for destination during the tour include Lake Vista, Shelter No. 1, WE Energies fishing pier, Emerald Preserve, Drexel Town Square, the splash pad, and Abendschein Park. Rebecca Lane may have a forestry project as part of the tour as well.

The next meeting will be July 19, 2018 from 6 p.m. to 8 p.m. Details to follow.

Mr. Theys moved to adjourn the meeting at 8:01 p.m. Seconded by Leah Shreiber Johnson. All voted aye. Motion carried.

Prepared by


Peter Wagner, AICP
Zoning Administrator/Planner

Respectfully Submitted by

Anne Beyer
Secretary