



Lake Vista Room
8040 S. 6th Street
Oak Creek, WI 53154
(414) 766-7000

PARKS & RECREATION COMMISSION

November 2, 2023
6:00 P.M.

Leah Schreiber-Johnson, Chair
Anne Beyer – Secretary
Steve Bautch
Mike Theys
Alderman Chris Guzikowski
Jerry Krist
Nicole Druckrey

The City's Vision

Oak Creek: A dynamic regional leader driving the future of the south shore.

1. Call Meeting to Order/Roll Call
2. Approval of Minutes – August 3, 2023
3. Relevant Common Council Actions Report
4. New Business
 - a. Discussion on offer to dedicate parkland– 2231 W. Puetz Rd.
 - b. Information Item – Oak Creek Health Department park & trail map project
 - c. Information Item – 2024 Parks budget
5. Adjournment

Dated this 26th day of October, 2023

Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6th Street, Oak Creek, Wisconsin 53154.

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 governmental body specifically referred to above in this notice

**MINUTES OF THE REGULAR MEETING
CITY OF OAK CREEK PARKS & RECREATION COMMISSION
August 3, 2023**

1. Call Meeting to Order/Roll Call

Commissioner Steve Bautch called the meeting to order at 6:02 pm, seconded by Alderman Guzikowski. The following members were present at roll call: Commissioner Steve Bautch, Alderman Guzikowski, Commissioner Jerry Krist, and Commissioner Mike Theys. Chairperson Schreiber-Johnson, Secretary Beyer and Commissioner Druckrey were excused.

Also present was Director of Community Development Doug Seymour, Zoning Administrator/Planner Sylvia Brueckert, Director of Public Works Matthew Trebatoski and Oak Creek Recreation Director Heather Ryan.

2. Approval of Minutes - July 6, 2023

Commissioner Krist made the motion to approve the minutes of the July 6, 2023, meeting. Alderman Guzikowski seconded. All voted aye. Motion carried.

3. Significant Common Council Actions Report

Director Seymour stated the Common Council only met once last month and there is no report.

4. New Business

a. 2023 Condition of City Parks Report

Director Trebatoski went over the condition of city parks briefly (see report for details).

Director Seymour asked if there were any parks that need more attention. Director Trebatoski answered that the tennis and basketball courts at Meadowview and Chapel Hills Park need repairs. There have been requests for update on play structures, but they are all in pretty good shape and not looking to replace any.

Commissioner Theys asked about why the Johnstone Park amount is highlighted on the budget list. Director Trebatoski said that the park was in the plan a few years back when the development to the west was proposed and still would like to work with the developers. At this time, it is unknown when the project will go forward. The greatest concern for the park is the walking path which needs be reconfigured to help with drainage and the asphalt need to be replaced.

Director Trebatoski stated that he is considering having the two tennis courts be replaced with one court and creating two pickle ball courts.

Heather Ryan stated that she is happy that more pickle courts is being consider because it is highly requested and a very popular sport.

b. 2024 Capital Budget Priorities

The 2024 Capital Budget Priorities was merged with the last item.

Director Seymour brought up the Abenchein Park's pavilion redesign and the north bluff design phase one.

Alderman Guzikowski makes a motion to approve the 2024 Capital Budget Priorities. Commissioner Theys seconded. All voted aye. Motion carried.

Director Ryan commended the Department of Public Works on fulfilling the Recreation's requests when it comes to the Kickers Creek Park and asked exactly when the contract expires. Director Trebatoski responded May 1, 2026.

c. Report on recreation programs - OCFSD

Director Ryan went over the report. Below are the highlights based on the 2022-2023 school year:

- 7,287 registered for the programs
- Provide a wide variety of activities.
- Weekends and evenings are popular
- Seniors like having programs during the day
- Have Co-op programs with Franklin, South Milwaukee, Saint Francis, and Cudahy.
- 293 Employees:
 - Vast majorities are seasonal/part-time program staff.
 - 5 full-time staff:
 - Custodian
 - Works in the evening to help set up programs and oversee the facility reservations.
 - Receptionist
 - Administrative Assistant
 - 2 Coordinators
 - Summer camps and child-care programs
 - Sports and Wellness and Aquatics programs
- Trainings such as cardiac arrest, online trainings and staff trainings
- Facilities:
 - Schools
 - City Hall

- District office
- Off-site for certain types of activities
- Measuring Impact:
 - Implemented scorecards to determine participation of activities since the year 2020. At first offered a range of activities and narrowed it down to the desired activities.
 - The before and after care program and summer camps is the most popular part of the program.
 - The number for care during school days off went down and found that parents usually take off from work or work from home.
 - Aquatics attendance have slowly increased because of the programs that are offered since they are not part of the American Red Cross certified programs.
 - League programs are increasing.
 - Senior programs declined a bit due to a loss of staff that was able to run the program. They were able to find someone who qualify and will be offering programs in the fall.
 - Facilities can have an impact on some of the programs that are provided. Sometimes it is too small, too loud, not available or not the proper space.
- Facility rentals and open gym are always popular.
- Looking into local groups to help provide additional facilities during the day along with staffing issues.

d. Discussion on parkland dedication – 2231 W. Puetz Rd.

Zoning Administrator/Planner Brueckert requested to move the discussion on the parkland dedication to the September meeting. No objection from the Commission.

5. Adjournment

Alderman Guzikowski made a motion to adjourn. Commissioner Krist seconded. All voted Aye. The meeting adjourned at 6:37 pm.

Prepared By:

Respectfully Submitted,

Doug Seymour
Director of Community Development

Anne Beyer
OCPR Secretary

PARKS & RECREATION COMMISSION

Agenda Item:	Discussion on parkland dedication – 2231 W. Puetz Rd.
Proposed by:	HeyDay Development and City of Oak Creek
Description:	Discussion of proposed parkland dedication at 2231 W. Puetz Rd
Suggested Motions:	That the Parks and Recreation Commission recommend the acceptance of dedication of property at 2231 W. Puetz Rd to the Plan Commission and Common Council.

Background:

On April 25, 2023, the Plan Commission approved site and building plans for a residential development on portions of the properties at 2231 W. Puetz Rd. 8843 S. 13th St., and 8950 S. 20th St. The development is known as Heyday Oak Creek and includes 22 single-story residential buildings with a total of 130 units.

As part of this development, the Zoning Code requires the submission of a tree inventory and replacement plan. The developer has proposed preservation of a 12-acre wooded lot in lieu of this requirement, as shown in the attached site plan. The intent is for this preserved area to become a natural resource park. This area features high quality wetlands and areas of quality woodlands. The proposed landscape plan for the Heyday Oak Creek development is designed to blend into the surrounding woodlands, protect the existing stream, wetland areas, and exceed landscape requirements per Code. Staff believes that the proposed preservation of 2231 W. Puetz Rd would exceed the city's tree preservation requirements and recommended acceptance of this proposal to the Plan Commission.

The Plan Commission approved site and building plans for the development with the following condition: "That Lot 3 of the CSM to be recorded is preserved through dedication, deed restriction, or conservation easement in lieu of a full tree inventory and replacement plan for Lots 1 and 2." To move forward, Plan Commission and Common Council must accept this dedication of land in lieu of a tree preservation plan for the property.

This is being brought forward for consideration by the Parks and Recreation Commission to evaluate the proposed dedication and to determine whether it would be appropriate for dedication as a public park.

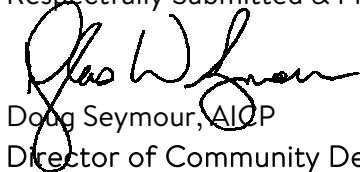
Options:

The Commission could recommend that the dedication be accepted by the Plan Commission and Common Council, in which case this property would be transferred into public ownership and included as a public park in the forthcoming update to the Parks and Open Space Plan.

Should the Commission not recommend acceptance of this dedication (and subsequently the Plan Commission and Common Council) staff would proceed with the property owner to record appropriate easements and/or deed restrictions to fulfill this condition of approval.

In any case, this proposal will be brought forward to the Plan Commission (November 14th) and Common Council.

Respectfully Submitted & Prepared By:



Doug Seymour, AICP
Director of Community Development

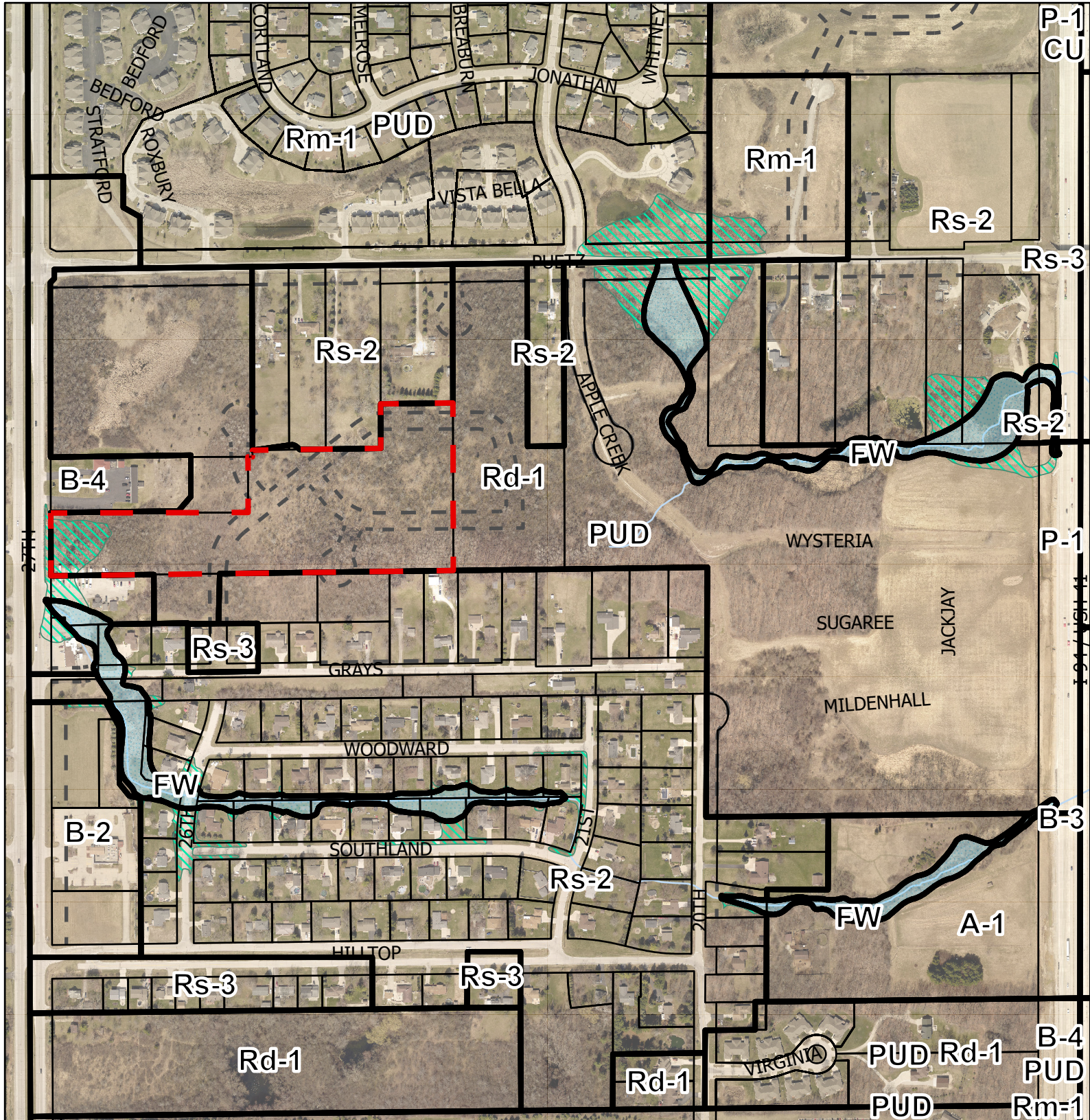
Attachments:

Location Map (1 page)

HeyDay Site Plan (1 page)

Location Map

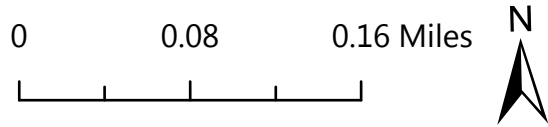
2231 W. Puetz Rd.

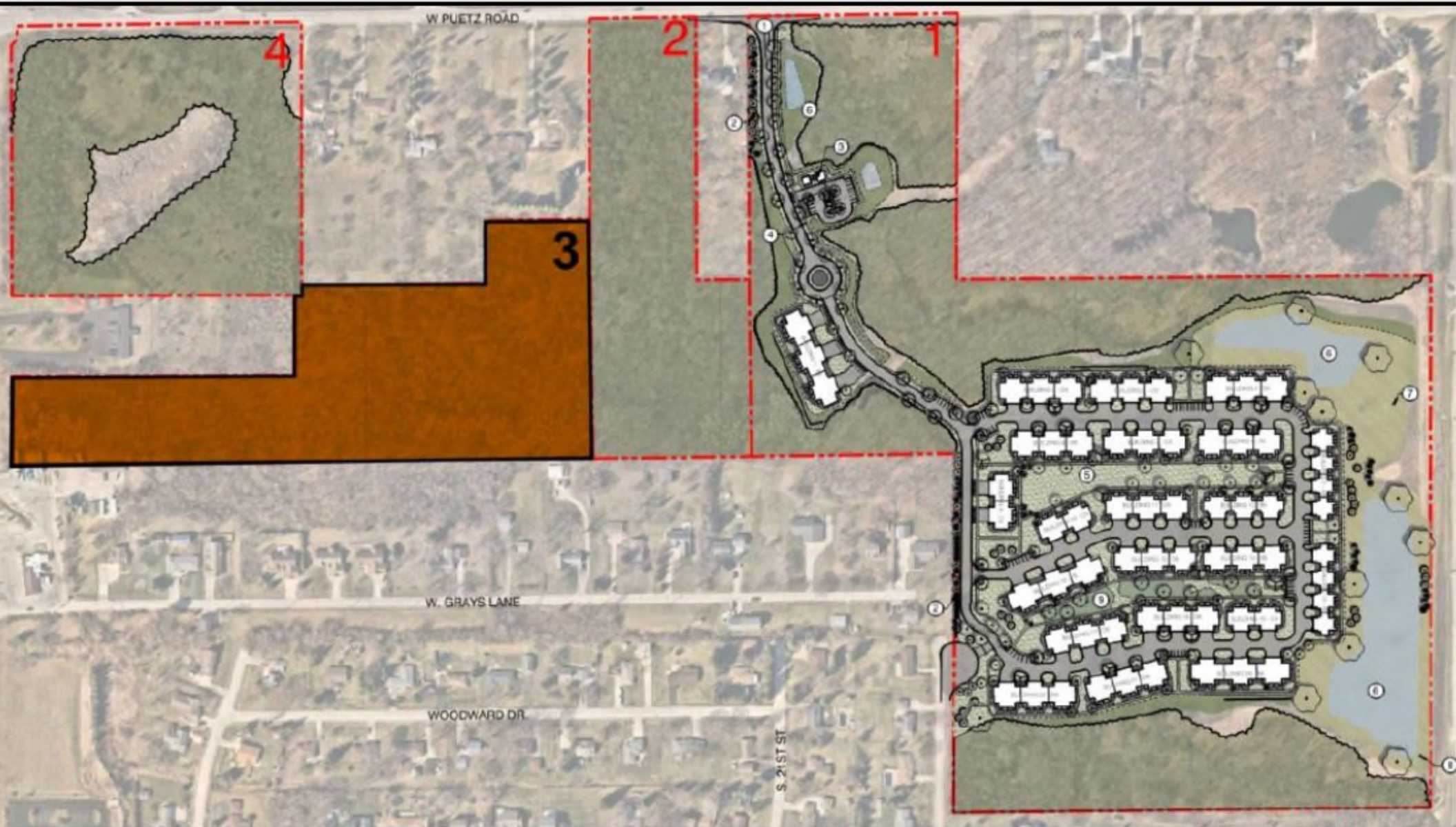


This map is not a survey of the actual boundary of the property this map depicts

Legend

- Zoning
- Flood Fringe
- Official Street Map
- Parcels
- Floodway
- 2231 W. Puetz Rd







Meeting Date: September 7, 2023

Item No.

PARKS & RECREATION COMMISSION

Agenda Item: Information Item – 2023 Parks & Open Space Maintenance Budget Overview

Proposed by: City of Oak Creek (Director of Public Works, Matthew J. Trebatoski)

Description: Review of the 2023 Operations Budget

Suggested Motions: None – no action needed.

Background:

Attached are the pages from the 2023 City Operating Budget for Parks & Open Space Maintenance. The first two pages (203-204) include detail information for each of the expense accounts. The final three pages (205-207) provide a history of account activity as well as the dollars budgeted for 2023. City staff will be on hand to review the document with the commission and to answer any questions.

Respectfully Submitted & Prepared By:

A handwritten signature in black ink, appearing to read "M. Trebatoski", with a horizontal line extending from the end of the signature.

Matthew J. Trebatoski
Director of Public Works

Attachments:

2023 Parks & Open Space Maintenance Budget (5 pages)



DEPARTMENT: PUBLIC WORKS
DIVISION: PARKS & OPEN SPACE MAINTENANCE

DEPARTMENTAL DETAIL INFORMATION

200 TRAVEL/TRAINING	\$2,600
Maintenance workshops for maintenance supervisor, technician & staff	
205 RECRUITMENT/TESTING/PHYSICALS	\$1,000
Classified ads for part-time maintenance, hearing tests, CDL license & physicals	
215 UNIFORMS & CLOTHING	\$1,500
Coveralls, rain gear, gloves, staff shirts & uniforms	
300 ELECTRICITY	\$12,700
305 WATER & SEWER	\$4,473
310 NATURAL GAS	\$9,200
Heating for Miller Park pavilion & two garages located at 800 W. Puetz Rd.	
315 TELEPHONE	\$1,000
Cellular phone - Parks Supervisor	
400 OFFICE SUPPLIES	\$200
Folders, markers, labels, pens, binders, ink, ribbons, steno pads, staplers, printer cartridges, stationery, envelopes, paper, and other misc. supplies needed to conduct daily business as well as special forms	
415 POSTAGE	\$50
Mailings & UPS charges	
420 DUES AND PUBLICATIONS	\$600
440 MEDICAL AND SAFETY	\$2,500
Reimbursement for safety shoes/safety glasses/first aid supplies	
460 MINOR EQUIPMENT	\$3,000
Office, grounds, buildings, vehicle, equipment & tools	
495 MISCELLANEOUS SUPPLIES	\$100



DEPARTMENT: PUBLIC WORKS
DIVISION: PARKS & OPEN SPACE MAINTENANCE

DEPARTMENTAL DETAIL INFORMATION

615 GROUNDS MAINTENANCE	\$67,500
Picnic tables, paint, fertilizer, lumber, herbicide, baseball infield mix, Round-Up, Aqua Shade, Miller Pond water management, city hall complex flowers/shrubs & sidewalk salt, park signs, wood chips, topsoil, seeds, trees, etc. & other supplies/materials needed for maintenance of public grounds. Use of Border Collies to remove Canada Geese from Miller Park pond. Acrylic crack filling court surfaces. Veterans Memorial Park maintenance	
620 BUILDINGS MAINTENANCE	\$6,000
Paint, insulation, lumber fire extinguishers, keys, plumbing supplies, wire, Plexiglas, cement, shelving, supplies, etc. & other supplies/materials/equipment needed for maintenance of public building. Fire protection system inspection/testing for cold storage building	
635 FACILITY/EQUIPMENT RENTAL	\$16,500
Port-a-john unit rental for various park sites, road signs, and miscellaneous equipment rentals	
665 BOULEVARD MAINTENANCE	\$6,000
Puetz Road and Howell Avenue Boulevard maintenance	
700 VEHICLE MAINTENANCE	\$10,000
Supplies/repairs on Department trucks	
705 VEHICLE EQUIPMENT MAINTENANCE	\$13,000
Maintenance and service on mowers, tractors, power tools, plows, power equipment, trailers, etc. Supplies/materials/equipment such as nuts, bolts, springs, saw blades, etc., needed to perform maintenance tasks	
710 GAS & OIL	\$30,900
715 TIRES	\$3,000
Vehicle/equipment tires	
Total	\$191,823

**CITY OF OAK CREEK
2023 ADOPTED BUDGET**

GL NUMBER	DESCRIPTION	2020	2021	2022	2022	2023	ORIGINAL AMT CHANGE	ORIGINAL % CHANGE
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	ORIGINAL BUDGET		
APPROPRIATIONS								
Dept 89 - PUBLIC WORKS - PARKS & OPEN SPACE MAINT								
DIRECT EMPLOYEE COSTS								
10-89-41-10000 * *	SALARIES - FULL TIME	205,184	205,085	200,088	189,027	207,488	7,400	3.70
10-89-41-10500 * *	SALARIES - PART TIME	94,992	97,699	92,213	95,055	121,600	29,387	31.87
10-89-41-11000	SALARIES - OVERTIME	6,392	13,523	5,000	7,000	5,000	-	-
10-89-41-13000	RETIREMENT	16,765	18,195	13,021	15,274	17,165	4,144	31.83
10-89-41-13500	SOCIAL SECURITY	22,685	24,765	22,379	22,268	25,175	2,796	12.49
10-89-41-14500	UNEMPLOYMENT COMPENSATION	618	2,934	-	-	-	-	-
10-89-41-15000	INSURANCE - ACTIVE HEALTH	28,981	28,981	28,981	28,981	28,981	-	-
10-89-41-16000	INSURANCE - WORKMANS COMP	7,922	9,629	9,122	9,122	11,153	2,031	22.26
10-89-41-16500	INSURANCE - DISABILITY	728	794	900	900	900	-	-
10-89-41-17000	INSURANCE DENTAL	3,168	3,168	3,168	3,168	3,168	-	-
10-89-41-17500	INSURANCE - GROUP LIFE	850	1,061	900	1,200	1,200	300	33.33
10-89-41-18500	SECTION 125 EXPENSES	130	96	150	100	100	(50)	(33.33)
DIRECT EMPLOYEE COSTS		388,415	405,930	375,922	372,095	421,930	46,008	12.24
INDIRECT EMPLOYEE COSTS								
10-89-42-20000	TRAVEL/TRAINING	736	1,312	2,600	2,600	2,600	-	-
10-89-42-20500	RECRUITMENT/TESTING/PHYSICALS	358	429	1,000	1,500	1,000	-	-
10-89-42-21500	UNIFORM/CLOTHING	1,407	1,069	1,500	1,500	1,500	-	-
INDIRECT EMPLOYEE COSTS		2,501	2,810	5,100	5,600	5,100	-	-
UTILITY COST								
10-89-43-30000	ELECTRICITY	12,866	14,047	12,700	15,200	12,700	-	-
10-89-43-30500	WATER AND SEWER	4,086	4,398	3,100	4,500	4,473	1,373	44.29
10-89-43-31000	NATURAL GAS	6,058	8,936	9,200	9,200	9,200	-	-
10-89-43-31500	TELEPHONE	1,214	1,266	1,000	1,300	1,000	-	-
UTILITY COST		24,224	28,647	26,000	30,200	27,373	1,373	5.28

**CITY OF OAK CREEK
2023 ADOPTED BUDGET**

GL NUMBER	DESCRIPTION	2020	2021	2022	2022	2023	ORIGINAL AMT CHANGE	ORIGINAL % CHANGE
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	ORIGINAL BUDGET		
SUPPLIES								
10-89-44-40000	OFFICE SUPPLIES	179	199	200	200	200	-	-
10-89-44-41500	POSTAGE	4	204	50	50	50	-	-
10-89-44-42000	DUES AND PUBLICATIONS	225	544	600	600	600	-	-
10-89-44-44000	MEDICAL & SAFETY	2,471	2,375	2,500	2,500	2,500	-	-
10-89-44-46000	MINOR EQUIPMENT	3,000	3,000	3,000	3,000	3,000	-	-
10-89-44-49500	MISCELLANEOUS	75	106	100	100	100	-	-
	SUPPLIES	5,954	6,428	6,450	6,450	6,450	-	-
MAINTENANCE								
10-89-46-61500	GROUNDS MAINTENANCE	59,292	59,755	60,000	60,000	67,500	7,500	12.50
10-89-46-62000	BUILDING MAINTENANCE	5,604	5,533	6,000	6,000	6,000	-	-
10-89-46-63500	FACILITY/EQUIPMENT RENTAL	14,482	16,203	14,000	16,000	16,500	2,500	17.86
10-89-46-66500	BOULEVARD MAINTENANCE	6,000	6,000	6,000	6,000	6,000	-	-
	MAINTENANCE	85,378	87,491	86,000	88,000	96,000	10,000	11.63
VEHICLES								
10-89-47-70000	VEHICLE MAINTENANCE	8,663	10,083	10,000	10,000	10,000	-	-
10-89-47-70500	EQUIPMENT MAINTENANCE	11,620	12,981	13,000	13,000	13,000	-	-
10-89-47-71000	GAS AND OIL	13,003	24,351	30,900	28,300	30,900	-	-
10-89-47-71500	TIRES	3,000	2,196	3,000	3,500	3,000	-	-
	VEHICLES	36,286	49,611	56,900	54,800	56,900	-	-
Totals for dept 89 - PUBLIC WORKS - PARKS & OPEN SPACE MAINT		542,758	580,917	556,372	557,145	613,753	57,381	10.31

**CITY OF OAK CREEK
2023 ADOPTED BUDGET**

GL NUMBER	DESCRIPTION	2020	2021	2022	2022	2023	ORIGINAL AMT CHANGE	ORIGINAL % CHANGE
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	ORIGINAL BUDGET		

41-10000	SALARIES - FULL TIME							
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THE COMMON COUNCIL APPROVED MARKET ADJUSTMENTS FOR VARIOUS DPW POSITIONS THAT WERE NOT REFLECTED IN THE 2022 BUDGET AND ARE NOW INCLUDED IN THE 2023 BUDGET.

41-10500	SALARIES - PART TIME							
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THE 2023 BUDGET RIGHT-SIZES PART-TIME SALARIES FOR THE PARK DIVISION TO COMPLETE NECESSARY GROUNDS MAINTENANCE AT CITY PARKS.