



PARKS & RECREATION COMMISSION

June 6, 2024
6:00 P.M.

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

Leah Schrieber Johnson - Chair
Anne Beyer - Secretary
Steve Bautch
Nicole Druckrey
Mike Theys
Ald. Chris Guzikowski
Jacquelyn Damask
Darin Grabowski

The City's Vision

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

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes – March 26, 2024 & May 2, 2024
4. New Business
 - a. Review and Approve 2024 Parks and Recreation proposed fee changes.
 - b. Information Items
 - i. Update on Oak Creek Highschool/Community Pool Project.
5. Adjournment.

Dated this 29 day of May, 2024

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 414-766-7000, by fax at 414-766-7976, or by mail at 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 attend 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

Visit our website at www.oakcreekwi.org for the agenda.

**MINUTES OF THE REGULAR MEETING
CITY OF OAK CREEK PARKS & RECREATION COMMISSION
March 21, 2024**

1. Call Meeting to Order/Roll Call

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

Also present: Senior Planner Kari Papelbon, Planner Melanie Perez, Director of Public Works Matthew Trebatoski, and Oak Creek Recreation Director Heather Ryan.

Chairperson Schreiber-Johnson welcomed new Commissioner Jacquelyn Damask to the Commission. Commissioner Damask stated she has been an Oak Creek resident for the past 30 years.

2. Approval of Minutes - November 2, 2023

Commissioner Theys made a motion to approve the minutes of the November 2, 2023 meeting. Secretary Beyer seconded. All voted aye, except Chairperson Schreiber-Johnson, who abstained. Motion carried.

3. New Business

a. Introductions and update on Planning Department Staff

Senior Planner Papelbon introduced Planner Melanie Perez as the new O CPR Commission staff liaison. Kristi Porter has been named the new Director of the Department of Community Development. The department is currently fully staffed, except for an intern. A new Development Services Coordinator position was created, and has been filled by Shar Drulia (previously Administrative Support staff).

b. Review and Discuss Relevant Common Council Actions Report

Senior Planner Papelbon provided an overview of recent Common Council actions. Not all were directly related to the commission, however, Senior Planner Papelbon expressed the need to keep the Commissioners informed of land transactions that could potentially impact future park planning.

- The first was a Certified Survey Map at the corner of Howell Avenue and College Avenue. This corner is earmarked for redevelopment of light manufacturing.
- The Certified Survey Map from CR Devco was near the area of land donation that previously occurred, and will be something the Commission will be discussing in the future.

- The Peter Cooper vat house demolition project and the lakefront bluff stabilization and revetment projects were awarded, and the North Bluff Planning Study was accepted.
- The Planned Unit Development and the Condominium Plat for the properties at 9102, 9120, and 9140 S. 27th Street were approved; they have not heard anything from the developer. This area is part of the southwest quadrant of the City and is in need of another parklike area.
- A Certified Survey Map was proposed by Highgate at the property near Texas Roadhouse.
- Approval of the amendments for the design contract of Abendschein Park Pavilion, which included widening the opening to the road and redoing and expanding the parking area using pavers.
- A Certified Survey Map for 140 E. Rawson was for the development to obtain frontage road from the County.
- The community garden plots, which Milwaukee County and the University of Madison Extension already had in place, received Conditional Use approval to ensure the program meets the City Code.
- An amendment to the Official Map related to the proposed development of a manufacturing facility at the end of Ridgeview Dr.

Senior Planner Papelbon stated if this was more information than the Commission needed, she could provide less going forward. The consensus was to keep the information like it is.

c. Review and discuss Sec. 2.68 of the Municipal Code, Parks, and Recreation Commission

Senior Planner Papelbon stated the legal responsibilities of the Commission are codified in Sec. 2.68 of the Parks and Recreation Commission section of the Municipal Code. Although the Commission is an advisory committee, they are responsible for:

- Park Plans – Master Park and Open Space Plan, plans for each individual park
- Park improvements
- Planning for the parks
- Making formal recommendations to Boards where appropriate

Chairperson Schrieber-Johnson stated that a couple of years ago they were given chapters of the Park and Open Space Plan to review, and nothing further came of it. Chairperson Schrieber-Johnson stated that when she sees the word “develop,” she questions the intent of the Commission. Should the Commission create documentation for the items, or will they be provided with documentation upon which to make their recommendations? Senior Planner Papelbon replied that some of those concerns will be addressed further on in the meeting.

d. Park Name discussion and recommendation on a name for the public park at 8430 S. Orchard Way

Senior Planner Papelbon stated that in 2022, the Commission took formal action to name this park Orchard Way Micro Park. Next steps should have been Common Council adoption of the recommendation if they agreed with the naming convention. That never happened.

Secretary Beyer moved that the Parks and Recreation Commission recommends Common Council adoption of Orchard Hills Micro Park as the official name for the park at 8430 S. Orchard Way. Alderman Guzikowski seconded. On roll call: all voted aye, motion carried.

e. Information items

i. Oak Creek-Franklin Joint School District programs and community pool survey

Director Heather Ryan, Oak Creek-Franklin Joint School District, provided updates on the recreation program, including enrichment programming, child care and development, sports and wellness, and community and facility access.

Director Ryan discussed the community pool survey that went out to all Oak Creek households. Four (4) options were provided:

1. Proposed Natatorium Plans One
2. Proposed Natatorium Plans Two
3. Existing Pool Renovation
4. Do nothing.

Director Ryan stated that if the survey results reflect either option one (1) or two (2), the current pool location would be modified so it would be a usable space. Investment strategies for each survey option were presented.

If either option one (1) or two (2) is selected, the pool would be constructed in the current staff parking lot between the ninth (9th) grade center and the 10-12 grade building. The addition of the pool facility would allow the two (2) buildings to be connected by an indoor hallway.

Director Ryan informed Commissioners all of the pool information is visible on the school district's website.

ii. Information Item – Abendschein Park entrance work anticipated schedule.

Senior Planner Papelbon stated that the City is improving the west entrance to the park. It will be widened, repaved, and extended to the expanded parking lot. The parking lot will be done with permeable pavers. The work will be done in several phases: expanded parking lot first, reconstruction of existing parking lot second, and reconstruction of entrance road last (this may require a temporary road closure). All work must be completed by August 1.

Commissioner Bautch questioned why the work is being done before the Pavilion construction. Senior Planner Papelbon answered the pavilion project is on hold.

Secretary Beyer asked if the project could be redesigned to fit the budget. Senior Planner Papelbon stated the pavilion would basically need to be redesigned from scratch. The project is on hold under the direction of Administration. Senior Planner Papelbon will gather information as to how to get the project restarted.

iii. Information Item – Anticipated Parks and Open Space Plan update schedule

Commissioner Bautch asked for an accounting of park impact fees. Senior Planner Papelbon stated that she will gather the information for the next meeting.

Senior Planner Papelbon stated that she would like to bid out contract services by late summer to assist with updating the Parks and Open Space Plan. This will likely entail a budget or CIP request.

Chairperson Schrieber-Johnson asked if such a plan was the standard required to apply for state grants. Senior Planner Papelbon replied a portion of the plan, called a Comprehensive Outdoor Recreation Plan (CORP), would need to be adopted. The full plan will include a park inventory, park conditions, connectivity factors, alternative recreation types, and recommendations.

Senior Planner Papelbon asked the Commissioners to review the 2013 Parks and Open Space Plan to determine what they think is useful. If the Commission would only like to proceed with updating the CORP, that will be the direction for the RFP. If the Commission would like to proceed with updating a more robust plan, staff will proceed accordingly.

f. Schedule Annual Meeting – June 2024 (Election of Chair and Secretary)

The Commission is required to hold an annual meeting in June to elect a Chair and a Secretary. A park tour could be part of a future meeting. Chairperson Schrieber-

Johnson noted there is already a meeting scheduled for June 6th.

The next regularly scheduled meeting will be on May 2, 2024.

4. **Adjournment**

Secretary Beyer moved to adjourn. Commissioner Damask seconded. All voted Aye. The meeting was adjourned at 7:34 pm.

Prepared By:

Respectfully Submitted,

Kari Papelbon
Senior Planner
Community Development

Anne Beyer
OCPR Secretary

DRAFT

**MINUTES OF THE REGULAR MEETING
CITY OF OAK CREEK PARKS & RECREATION COMMISSION
May 2, 2024**

1. Call Meeting to Order/Roll Call

Chairperson Schreiber-Johnson called the meeting to order at 6:05 pm. The following members were present at roll call: Secretary Beyer, Commissioner Steve Bautch, and Commissioner Druckrey and Commissioner Damask. Commissioner Theys, Alderman Guzikowski and Commissioner Grabowski were excused.

Also present: Senior Planner Kari Papelbon, Planner Melanie Perez, Community Development Director Kristi Porter.

2. Approval of Minutes - March 26, 2024

The Minutes for March 26, 2024 are held over to the June 6, 2024 meeting.

Secretary Beyer asked how she would be signing the minutes going forward. Planner Papelbon stated that once the minutes are approved, the digital signature will be used. Secretary Beyer acknowledge that she understood.

3. New Business

a. Review and Discuss Relevant Common Council Actions Report.

Planner Perez provided an overview of the report. (see attached report).

b. Review status of park impact fees.

Senior Planner Papelbon introduced Community Development Director Kristi Porter.

Senior Planner Papelbon provided an overview of the report. There are roughly \$1.9 million park impact fees and a portion of the fees will go towards the Abendschein Park Pavilion project.

Commissioner Bautch asked about the parking lot expansion. Senior Planner Papelbon stated that the plan has been completed and moving forward.

Senior Planner Papelbon mentioned that Commissioner Darin Grabowski was appointed by the school board and is replacing Commissioner Jerry Krist.

c. Discuss scheduling the Parks Tour.

Senior Planner Papelbon stated that she is not sure how transportation was provided in the past since the commission does not have a budget. Suggested that

the tour happen at the end of September to give time to coordinate. Stated that if the commission goes together, it would be a quorum. The tour would be a public meeting an agenda with specifics. Mentioned that nothing is preventing the people of the Commission to do the tour on their own.

Discussion about transportation and the tour.

Senior Planner Papelbon suggested that the Commission limit the number of parks to visit. Secretary Beyer suggested Lake Vista and Abendschein Park.

Chairperson Schreiber-Johnson suggested that a city staff have any suggestions on what needs to be updated and see those things in person. Stated that where the Commission's input is the really needed.

Chairperson Schreiber-Johnson mentioned how they were told that they would have the chance to give input and/or recommendations on the lakefront.

Senior Planner Papelbon explained the process of the project at the lake front. At some point the Commission will have a chance to give their recommendations on what they would like to see at the lakefront.

Chairperson Schreiber-Johnson brought up the Abendschein Park Pavilion and said that the plans are hard to visualize how and where the pavilion will be.

Senior Planner Papelbon stated that the project at Abendschein Park should be completed by August 1, 2024. Recommended to involve Jeff Wendt, Parks Maintenance Supervisor, to give suggestions on which parks and what needs are a priority. Possibly have Parks Supervisor Wendt stake out where the pavilion could go. Senior Planner Papelbon suggested to have the tour in late September.

Commissioner Bautch asked about seeing the equipment that the Parks have.

Secretary Beyer stated volleyball court at Willow Heights Park have been a popular amenity.

d. Information Items

i. Review Photos of the completed Orchard Hills Micro Park

Planner Perez provided a slide show of the park (see attached report)

ii. Discussion of existing sections of the Parks and Open Space update

Senior Planner Papelbon stated that she is requesting a request for proposal (RFP) to oversee the changes of the sections. Asked the Commission to provide recommendations on what they would like to see changed, what to keep or eliminate, and how to organize.

Chairperson Schreiber-Johnson says that they have not referred to this information in her years on the commission.

Secretary Beyer stated that it would have been helpful to make decisions.

Chairperson Schreiber-Johnson asked about comparisons with other similar size city and their recommendations.

Secretary Beyer said that some sections do not make any sense and wondered if they supposed to know or understand the sections.

Senior Planner Papelbon explained in more details of the sections and stated that the sections should be updated every five years to qualified for state funding. Updating the sections could be arranged in any way the Commissions would like to see and base the needs for the City of Oak Creek.

Secretary Beyer questioned how the updating would be done. Senior Planner Papelbon said that the overall updating to the sections would need help from a consultant. There are funds budgeted to get a consultant to help with updating and the cost would be based on what is requested. There would be an implementation plan that would give a checklist of what needs to be completed and a timeline.

Senior Planner Papelbon stated that the sections can be created dependent on the Commission needs and how it will be useful for the Commission. The sections could be simple or complex according to how the Commission sees fit for the city. This section is the masterplan for the whole city whereas there is a masterplan for each park.

Conversation about funding was inaudible.

Senior Planner Papelbon stated that the neighborhood plan needs to be updated and it covers the whole neighborhood regarding the infrastructure, housing, and future development. Mentioned that usually the plan is really meant for a big city and for a small city like City of Oak Creek, the comprehensive plan covers this.

Conversations about how to give the community awareness about what infrastructure is, how Community Development operates and how to get the community involved.

Senior Planner Papelbon stated that if there are any ideas or suggestions is to email her or Planner Perez.

Chairperson Schreiber-Johnson stated that she had visited a park in Lakeland, Florida and they had a blast.

4. Adjournment

Chairperson Schreiber-Johnson moved to adjourn. Secretary Beyer seconded. All voted aye. The meeting was adjourned at 7:00 pm.

Prepared By:

Respectfully Submitted,

Kari Papelbon
Senior Planner
Community Development

Anne Beyer
OCPR Secretary

DRAFT



Meeting Date: June 6, 2024

Item No. 4a

PARKS & RECREATION COMMISSION

Agenda Item:	Proposal for Consideration
Proposed By:	Paula Nevarez, Leisure Services Assistant
Description:	Proposed change to 2024 fees for park facilities.
Suggested Motion(s):	That the Parks Commission approve the proposed adjustments to the 2024 list of park facility fees.

Background: The list of recreation fees and charges are reviewed and approved for recommendation annually by the Plan Commission and subsequently submitted for Common Council approval. Any proposed adjustment of fees should be done with intent to address conflicts between current revenue versus direct expenses. Careful consideration should be taken during the development and approval process so adjustments do not negatively affect community participation, use, or perception of recreation programs and park facilities.

Please see Exhibit 1 for proposed adjustments.

Process to amend the list of recreation fees and charges:

1. Parks Commission approves the proposed motion and recommends that the motion be presented to the Common Council for consideration.
2. Staff will present the motion to the Common Council. *
3. Staff will present the fee change to the Common Council via memo. *
4. Provided there are no written objections to the proposed fee changes within 15 days, the fees are enacted.

*These two action items are considered at the same meeting.

Respectfully Submitted & Prepared By:

Melanie Pérez

Melanie Pérez
Planner

**EXHIBIT 1
OAK CREEK RECREATION FEE ADJUSTMENTS 2022**

Permits	CURRENT FEES-2023		FEES-2024	
	Oak Creek Resident	** Non-resident	Oak Creek Resident	** Non-resident
Ballfields: EXCEPT locations listed below-per hour fee (Practice Fields Only)	\$8.00	\$16.00	No change	No change
Ballfields: Abendschein , Shepard Hills ball & Meadowveiw diamonds	\$10.00	\$20.00	No change	No change
NOTE* Meadowveiw Ball diamond will be used for game play in 2023	\$10.00	\$20.00	No change	No change
Soccer/Cricket/Football Fields-per hour fee	\$10.00	\$20.00	No change	No change
Tennis Courts- per hour fee	\$8.00	\$16.00	No change	No change
Picnic areas -per hour fee	\$8.00	\$16.00	No change	No change
Abendschein Concession Stand (flat fee per day)	\$50.00	\$100.00	No change	No change
Abendschein Concession Security Deposit	\$50 (cash/credit card)	\$50 (cash/credit card)	No change	No change
Open Air Shelter - (1-4 hours flat fee, except Abendschein Park)	\$20.00	\$40.00	No change	No change
Open Air Shelter (over 4 hours-except Abendschein Park) - per hour*	\$8.00	\$12.00	No change	No change
Open Air Shelter - Abendschein Park Only. (1-4 hours flat fee)	\$30.00	\$60.00	No change	No change
Open Air Shelter (over 4 hours-Abendschein Park Only) - per hour*	\$8.00	\$16.00	No change	No change
Open Air Shelter - Lake Vista Bluff Shelter Only. (1-4 hours flat fee)	\$30.00	\$60.00	No change	No change
Open Air Shelter (over 4 hours-Lake Vista Bluff Shelter Only.) - per hour*	\$9.00	\$18.00	No change	No change
Beer & Wine permit - daily	\$25.00	\$25.00	No change	No change
Lake Vista Park Pavilion (Change - no more winter/summer rate change)				
	CURRENT FEES-2023		FEES-2024	
	Oak Creek Resident	** Non-resident	Oak Creek Resident	** Non-resident
Rental (Daily) Monday through Thursday	\$30.00 per hr (4 hr min)	\$60.00 per hr (4 hr min)	\$30.00 per hr (6 hr min)	\$60 per hr (6 hr min)
Rental (Daily) Friday through Sunday	\$475.00 per day	\$700.00 per day	\$475 per day	\$700.00 per day
Security Deposit	\$200.00	\$200.00	No Change	No Change
Rental Fee Holidays (daily)	N/A	N/A	\$525.00	\$750.00
Miller Park Pavilion				
	CURRENT FEES-2023		FEES-2024	
	Oak Creek Resident	** Non-resident	Oak Creek Resident	** Non-resident
Rental (Daily) Monday through Thursday	\$60 per day	\$115.00	\$70.00 per day	\$125.00 per day
Rental (Daily) Friday through Sunday	\$150 per day	\$300 per day	\$175.00	\$325.00
Security Deposit	\$100.00	\$100.00	No Change	No Change
Rental Fee Holidays (daily)	N/A	N/A	\$225.00	\$375.00
Rentals - Ballfields, Equipment for League Play, Tournaments, Special Events				
	FEES - 2023		FEES - 2024	
	For league play, tournaments and special events, see athletic sports field & facilities permit policy			
Ballfield/Football/Soccer - Unlighted (8 a.m. to dusk)			No Change	
Ballfield - Lighted (8 a.m. to 10 p.m.)			No Change	
Abendschein Ballfield (8 a.m. to dusk)			No Change	
Security Deposit (all locations)	\$200 (cash or credit card)		No Change	
Abendschein - Scoreboard Use	\$10/hour		No Change	
Special Event Fee (fund raisers, etc.) Park Use Only (facilities, equipment are an additional fee)	\$200.00		No Change	

Equipment Rental-Daily	CURRENT FEES-2023	FEES-2024
Bleachers (each) - per day plus labor costs	\$25.00	No Change
Picnic Tables (each) - per day plus labor costs	\$10.00	No Change
Set of bases	\$18.00	No Change
Screen drag	\$8.00	No Change
Spike Drag	\$8.00	No Change
Batter's box	\$8.00	No Change
Volleyball Set (Weekend: Fri/Sat/Sun)	\$12.00 weekend or \$6 daily weekdays. \$6.00 per day late fee. \$30.00 cash/credit card security deposit.	No Change
Picnic Pack Set - (Weekend: Fri/Sat/Sun)	\$18.00 weekend or \$7.00 daily weekdays. \$6.00 per day late fee. \$30.00 cash/credit card security deposit.	No Change

Maintenance Services**	CURRENT FEES-2023	FEES-2024
Ball Diamond - Game Day Set Up (includes 3 hours rental)	\$110	No Change
Sports Field-Game Layout (Inc. 2 hrs. rental)	\$110	No Change
Initial set up	Labor/ Materials	No Change

POLICIES:

1. Special Activities & Events--Fees & charges will be assessed to activity/event costs necessary to conduct the activity/event.
2. State Tax--Fees & charges will include state sales tax as required by law.