

**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 Papellon*

Kari Papellon  
Senior Planner  
Community Development

*Anne Beyer*

Anne Beyer  
OCPR Secretary

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