

**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 Papellbon
Senior Planner
Community Development



Anne Beyer
OCPR Secretary

DRAFT