



PARKS & RECREATION COMMISSION

August 1, 2024
6:00 P.M.

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

Leah Schreiber Johnson - Chair
Anne Beyer – Secretary
Steve Bautch
Nicole Druckrey
Mike Theys
Ald. Chris Guzikowski
Jacquelyn Damask
Mike Dudzik

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 – June 6, 2025 and July 18, 2024
4. New Business
 - a. Review Field Rental Policy.
 - b. Informational Items
 - i. Discuss the National Fitness Campaign opportunity.
5. Adjournment.

25 JUL AM 9:05

Dated this 25th day of July, 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
June 6, 2024**

1. Call Meeting to Order/Roll Call

Chairperson Schreiber-Johnson called the meeting to order at 6:00 pm. The following members were present at roll call: Alderman Guzikowski, Commissioner Druckrey, Commissioner Theys and Commissioner Damask. Commissioner Bautch, Commissioner Grabowski and Commissioner Beyer were excused.

Also present: Planner Melanie Perez, Director of Public Works Matthew Trebatoski, Oak Creek Recreation Director Heather Ryan and Blaise Paul, Chief Business & Finance Officer, Oak Creek-Franklin School District.

2. Approval of Minutes - March 21, 2024 & May 2, 2024

Commissioner Theys made the motion to approve the minutes of the March 21, 2024, meeting. Alderman Guzikowski seconded. All voted aye. Motion carried.

Commissioner Druckrey made the motion to approve the minutes of the May 2, 2024, meeting. Commissioner Damask seconded. All voted aye. Motion carried.

3. New Business

a. Review and Approve 2024 Parks and Recreation proposed fee changes.

Director Trebatoski stated that the changes to the hours and fees being made are to be in line with other communities and to cover overtime costs for cleaning up after holiday rentals.

Commissioner Druckrey stated that they approved the league play, tournaments, and special events policies back in 2021 but doesn't know if it was finalized or what the current fees are.

Chairperson Schreiber-Johnson stated that they approved those two (2) years ago or so and no changes seems appropriate.

Commissioner Druckrey responded that the charges were \$8.00, \$16.00, and large tournaments may charge additional fees.

Director Trebatoski responded that he does not have this policy, this would be something Paula Nevarez, Leisure Services Assistant, would have. He stated that the fees are \$10 per hour, \$110 for prep time with a minimum of 3 hours. He will research and get back to the Commission at the next meeting.

Chairperson Schreiber-Johnson stated she would like to revisit this issue at the next meeting.

Director Trebatoski suggested that they approve the motion with the understanding that will review the league play, tournaments, and special events policies at the next meeting.

Commissioner Druckrey made the motion that the Parks Commission approve the proposed adjustments to the 2024 list of park facility fees except for the league play, tournaments, and special events policies review at the July meeting. Chairperson Schreiber Johnson seconded. All voted aye. Motion carried.

b. Information Item

i. Update on Oak Cree High School/Community Pool Project

Director Ryan stated how this project came about and went over what choices they made and how they came to those choices. They now need to work with the City about their parking issues. They would like to use a small portion of Miller Park to allow 50 parking spaces.

Mr. Paul presented the different options for long-term financing and the benefits. One of the challenges is the need for new parking spaces at Miller Park since the expansion is going to replace the current parking. They did meet the Senior Planner and others with this idea and was agreed upon some of those parking spaces would be for Miller Park and for the pool. They would need the approval of this Commission to move that portion of the project forward when they go to present these changes to the Common Council.

Director Ryan went over the timeline they are currently working with. By August 2024, the Board of Education would prepare the Referendum resolution to be ready for the November 2024 elections. If approved, they would complete the detailed design between November 2024 through April 2025. It would then go for bids in May of 2025 with the goal to start the work in June/July 2025. This project should take roughly 15 months to complete and be ready for the 2026 school year. At that time, they would begin to work on the existing pool, converting it to some type of exercise area.

Mr. Paul stated that the referendum would need their approval before the final referendum is presented on August 12, 2024.

Commissioner Theys asked if they know what will happen if the referendum doesn't pass.

Mr. Paul stated that they do not, and this is something they will have to work with.

Chairperson Schreiber-Johnson stated that they need people to understand what shape the pool is in and to show people the existing

pool. Maybe have an event to bring people in, so that they can see what shape the pool is in.

Director Ryan stated what are the next steps. What does the city need from them to move ahead with the Miller parking spaces.

Planner Perez explained the steps the city is working on, and this timeline could be tight.

As a group, they agreed to tentatively meet again on July 18, 2024, if the School District can provide the Miller parking spaces presentation to this Commission.

4. **Adjournment**

Commissioner Druckrey moved to adjourn. Alderman Guzikowski seconded. All voted aye. The meeting was adjourned at 7:09 pm.

Prepared By:

Respectfully Submitted,

Melanie Pérez
Planner
Community Development

Anne Beyer
OCPR Secretary

**MINUTES OF THE SPECIAL MEETING
CITY OF OAK CREEK PARKS & RECREATION COMMISSION
July 18, 2024**

1. Call Meeting to Order/Roll Call

Chairperson Schreiber-Johnson called the meeting to order at 6:22 pm. The following members were present at roll call: Secretary Beyer, Commissioner Steve Bautch, Commissioner Theys, Commissioner Dudzik. Alderman Guzikowski, Commissioner Druckrey and Commissioner Damask were excused.

Chairperson Schreiber-Johnson introduced the School Board Representative Commissioner Mike Dudzik.

Also present: Planner Melanie Perez, City Engineer Matt Sullivan, Oak Creek Recreation Director Heather Ryan, and Blaise Paul, Chief Business & Finance Officer.

2. Approval of Minutes - June 6, 2024

The Minutes for June 6, 2024 are held over to the August 1, 2024 meeting.

3. New Business

a. Consideration of potential use of a portion of Henry Miller Park for a parking lot to support recreational purposes, pending Oak Creek Franklin School District referendum approval in November 2024.

School Board Commissioner Dudzik provided an overview of the project.

Commissioner Theys talked about the established oak trees and hope that there will be minimal removal of the oak trees. Mr. Blaise stated that the information from the last meeting was taken into consideration to minimize taking down trees. Also the suggested walking path to the pavilion will be considered in the concept plan.

Director Ryan stated that the few trees that will need to be taken down are not oak trees except for one that is not as mature as the others.

Secretary Beyer asked if the trees could be incorporated in the parking lot, and it was said that the trees would go in the middle of the parking lot.

Commissioner Bautch asked about the driveway access to Knights Place.

City Engineer Sullivan commented that this is a conceptual plan, and things can be added to the plan later. Explained the responsibility and the role of the Commission for this plan and any other plans would go through.

Secretary Beyer asked if the parking lot would take away any amenities of the park. City Engineer Sullivan responded that it is an open greenspace and there are no future plans for the use of this park.

Commissioner Bautch ask who would be responsible for building the parking lot since it is City property. City Engineer Sullivan stated that is dependent on the terms and conditions with the School Board. The Commission will make that determination and come up with the terms and conditions if this plan does go forward. But the Common Council will have the final say.

Secretary Beyer asked about the Art in the Park event. Director Ryan stated that the paths and parking lot would help with the event. City Engineer Sullivan stated that the Commission can make recommendation on how the future use of the parking lot can be utilized. The parking lot is part of the park and will follow the park rules.

Commissioner They asked if there was any discussion on materials that will be used. City Engineer Sullivan said the project would follow the green infrastructure requirements because it being over 5,000 square feet and the retention pond will not be needed. Also stated that there are different ways to incorporate the green infrastructure

Secretary Beyer wondered if this would help with the parade routes.

Commissioner Bautch asked about a potential retention pond. City Engineer Sullivan stated that there may not be a retention pond as big. There are several different ways that can be created with the green infrastructure ways to incorporate that would look and work really well.

Commissioner Bautch mentioned the tree replacement ratio. City Engineer Sullivan stated that there is a tree replacement ordinance that must be followed.

Commissioner Bautch moved that the Parks and Recreation Commission recommends that the Common Council consider conceptual use of that portion of Henry Miller Park as depicted on Exhibit A for future recreational use. Seconded by Commissioner Dudzik. All voted aye.

All agreed that this may bring attention to the park. City Engineer Sullivan stated that this will go to the August 5th Common Council meeting.

4. Adjournment

Secretary Beyer moved to adjourn. Commissioner Theys seconded. All voted aye. The meeting was adjourned at 6:39 pm.

Prepared By:

Respectfully Submitted,

Melanie Perez
Planner
Community Development

Anne Beyer
OCPR Secretary

OAK CREEK ATHLETIC FIELD RENTAL POLICY

Athletic field rental permits are required for the use of any sport field. Sport fields include: baseball, soccer, cricket, volleyball, tennis, basketball, and pickleball courts. Sports fields permits are issued for any individual, organized practice, game, league or tournament play.

General Policy Guidelines

The use of these athletic fields by private groups, clubs, and organizations to promote basic community needs should be permitted within established guidelines. A permit system for use by an individual and/or group with the appropriate fees meets these objectives for both the public and private user. A permit system provides order to the use of the athletic fields and returns needed monies to the city for underwriting and annual operational and maintenance costs.

Athletic field rental permits are issued to both resident and non-resident individuals.

Priority is given to Oak Creek residents and organizations when requesting an athletic field rental permit.

Permits may be revoked in the interest of City sponsored activities.

Sport fields are permitted on an "as is" basis.

Permits are only good for the date(s), location(s), permit holder(s), and time(s) listed on the permit.

No field reservations can start prior to 8 am and must conclude no later than 10pm.

Permit holder(s) have priority in case of conflict: have your permit with you.

All requests for tournament/ league/ special event athletic field rental permits are subject to review and approval by the City of Oak Creek.

No tournaments, leagues, games, or practices will be scheduled prior to April 1st (weather permitting) and all fields will close for the season on or before October 30th (weather depending).

No tournaments or leagues are allowed in the neighborhood parks.

No individual, group, or organization may utilize any sports field for personal profit. This includes, but is not limited to clinics, lessons, tournament/league entry fees, or the sale of concessions. If you are requesting a permit for the purpose of raising monies for proposed

projects/programs that benefit the Oak Creek communities needs and interests, you must inform in writing of how the anticipated profits will be spent.

Monies raised or personal donations to the City of Oak Creek or any of its departments does not give the permit requester any kind of sport field rental priority. Current or future.

All athletic sport field maintenance (i.e. raking, lining, alterations, fencing, additions or materials etc.) must be done by Oak Creek Parks staff only.

All athletic sport field events, participants and guests, shall abide by all city ordinances and rules governing the parks. Permits may be revoked immediately at the discretion of the coordinator or local authorities, if the terms of permit are misrepresented, violated, or when public safety is threatened. Permits revoked for failure to abide by ordinances will result in forfeiture of all fees.

Vehicles are prohibited from parking or driving on grass, athletic fields, park walkways or trails. Any damage done to fields/grass/turf caused by an event is the responsibility of the permit holder to pay for all restoration costs.

Permitting Process

Sport Field Priority

1. City of Oak Creek events and Oak Creek School District Sports and Recreation Programs
2. Any returning resident individual or team (51% of participants must be Oak Creek Residents) that used athletic fields the year prior for GAMES will have first priority to request the same fields for the current year. Games only.
3. New Oak Creek resident individuals or teams (51% of participants must be Oak Creek Residents).
4. Non-resident, returning or new, individuals or teams

Baseball/Softball Rental (Games Only) – Shepard Hills and Abendschein ball diamonds only.

Game requests must be submitted to Paula Nevarez, Leisure Services Assistant by mail to 8040 S. 6th Street or by email to Rentals@oakcreekwi.gov by the dates listed below.

Game requests only for the use of Shepard Hills must be submitted no later than 1st Monday in January for requests starting April 1st (weather permitting).

Game requests for the use of Abendschein ball diamond must be submitted no later than the 1st Monday in January for requests starting May.

Each individual or team will be awarded six (6) game days from their requests, once all individual and teams have been awarded their six (6) games, any leftover requested game dates will enter into a lottery draw for the remaining open dates. If there are still open dates then

game requests will be taken, first come, first serve for new Oak Creek individuals and teams followed by non-resident individuals and teams.

Individuals and teams will be notified of awarded game dates by the 2nd Friday in January and payment for permits must be made by 5pm on the last Friday of January- Any payment not received by the last Friday in January by 5pm will incur cancellation of requested game dates.

Baseball/Softball Field Rental (Practice only)- Ball diamond athletic field rental permit requests for individual practices are first come, first serve and need be done no more than 90 days for residents/60 days for non-residents and no less than 1 day prior to the event. No same day rentals are allowed. -Games will take precedence over practices at Shepard Hills, Meadowveiw and Abendschein ball diamonds.

Other Athletic Field Rental (Games and Practices) - Athletic field rental permit requests for individual games/practices are first come, first serve and need be done no more than 90 days for residents/60 days for non-residents and no less than 1 day prior to the event. No same day rentals are allowed.

Athletic Field Rental Fees

Individual residents, groups, organizations, etc. of the City of Oak Creek (must be verified) will pay a discounted resident rate for athletic field permits. Groups and organizations must have 51% resident membership to qualify for resident rate.

Individual non-residents etc. will pay double the resident rate for an athletic field permit.

Sport Fields (except Shepard, Meadowveiw and Abendschein Ball Diamonds)

Resident - \$8.00 per hour

Non-Resident \$16.00 per hour

Shepard Hills Ball Diamond, Meadowveiw and Abendschein Ball Diamond

Resident -\$10.00 per hour

Non-Resident -\$20.00 per hour

Field set-up, i.e. lines or equipment, are available for an additional fee for games only. Please contact for pricing.

Large tournaments/ special events/leagues may incur additional special event fees. An application for Special Event must be filed with the City Clerk, Catherine Roeske.

Cancellation policy:

No refunds are given for field rental permits! Transfers will be made, contingent on field availability or fees applied to your city permit account upon requests made the next business day following rain outs or wet field cancellations.