



**CITY OF DELAFIELD
MEETING MINUTES
PARK & RECREATION COMMISSION**

*Chair: Ald. Mark Schaefer
Vice-Chair: Leslie Donovan
Members: Dan Cahalane, Louise Crowley, Sherrie Flemming, Andrew Hillmann, Tim Turnock*

March 23, 2026

6:00 PM
(Or immediately following the Tree Board)

City Hall, Council Chambers
500 Genesee St.

**Minutes
DRAFT**

1. Call to Order

Chair Schaefer called the Park & Recreation Commission meeting to order at 6:05 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present: Dan Cahalane (arrived at 6:06 p.m.)
Louise Crowley
Andrew Hillmann
Mark Schaefer, Ald., D2
Tim Turnock

Member(s) Absent: Leslie Donovan
Sherrie Flemming

Also Present: Sally DuPont, Recording Secretary

4. Minutes

Discussion and possible action on the following minutes:

A. Approval of Minutes of the January 26, 2026 Regular Meeting

The January 26, 2026 minutes were approved at the February 23, 2026 meeting.

5. Citizen Comments

Seeing no one who wished to comment, citizen comments were closed at 6:06 p.m.

6. Unfinished Business

Discussion and possible action on the following items:

A. Proposed Signage for St. John's Park Public Pier

Schaefer spoke with the Police Chief about the proposed signage and he had no issue with Park & Rec posting the new signage. Schaefer said there is no ordinance and the hours are not strictly enforceable because they are not in the Municipal Code yet but are a guideline.

Turnock believed two signs should be posted, one to address the public pier hours and one to address the parking hours. Hillmann suggested combining the proposed signage so both the public pier hours and the parking hours can be listed on the same sign.

Motion by Mark Schaefer, seconded by Louise Crowley, to post the sign at the public pier that states, "3-hour parking limit, public pier closed 10:00 p.m. – 6:00 a.m."

All in favor. Motion carried.

Schaefer said if Park & Rec wants to go any further with the guidelines for the public pier, they should include the Lake Welfare Committee.

B. Memorial Bench Request Process – Review Proposed Locations for Memorial Bench Requests

The members went over the proposed memorial bench sites:

Bostrom Park

Site 1 – Northeast side of park, along trail

Site 2 – East side of park, along trail

Motion by Tim Turnock, seconded by Louise Crowley, to approve the memorial bench sites at Bostrom Park.

All in favor. Motion carried.

Riverwalk

Site 5 and Site 6 – Between river and Fish Hatchery Sports Complex

Site 7 – Cushing Park parking lot area

Site 8 – Cushing, along north side of river

Site 9 – Cushing, along north side of river

Site 10 – Vietnam War Memorial (East end of river boardwalk)

Motion by Louise Crowley, seconded by Mark Schaefer, to approve the memorial bench sites identified along the Riverwalk and along the river at Cushing Park.

Turnock wanted to add an additional memorial bench site along the Riverwalk, between the first bench by the Post Office and the second bench by Liberty Park, where the gravel walkway goes into Liberty Park. Schaefer said they can discuss that location at the next meeting after they have looked at the location.

Hillman wanted to clarify if the Riverwalk Site 8 is the same as the Cushing Park Site 2. Schaefer said it was the same site and they can approve the Riverwalk Site 8 and delete the Cushing Park Site 2 off the list.

All in favor. Motion carried.

Cushing Park

Site 1 – Cushing Memorial hilltop

Site 2 – DELETED

Site 3 – Gulf Wars Memorial

Motion by Mark Schaefer, seconded by Andrew Hillmann, to approve the Cushing Park memorial bench sites 1 and 3.

Turnock wanted to clarify that the memorial benches will be the same metal benches the city has been installing the last several years. Schaefer said yes, they will be the same benches.

All in favor. Motion carried.

Oakwood Park

Site 1 – First tee

Site 2 – Seventh tee

Motion by Dan Cahalane, seconded by Louise Crowley, to approve the memorial bench sites at Oakwood Park.

All in favor. Motion carried.

St. John's Park

Site 1 – Middle of berm, facing lake or pond

Site 2 – Between the pond and the river, east of Genesee Street

Site 3 – Between Genesee Street and the pond shoreline

Motion by Mark Schaefer, seconded by Andrew Hillmann, to approve the three St. John's Park memorial bench sites.

All in favor. Motion carried.

Fireman's Park

Site 1 – End or side of basketball/pickleball court

The members agreed the bench cannot be installed too close to the court.

Motion by Tim Turnock, seconded by Louise Crowley, to approve the bench site near the court at Fireman's Park.

All in favor. Motion carried.

7. New Business

Discussion and possible action on the following items:

A. Wildlife Protection – Education Article for the *Communicator*

There have been occasional complaints about people interfering with wildlife in the parks. Schaefer and Jackie Valde wrote an educational piece for the June *Communicator* on the topic. Schaefer asked the members to get any comments or additions to him before the May 1st deadline.

Crowley suggested mentioning the human dangers in the article.

B. Clear Water Outdoor – St. John's Park Rental and Sign Placement Request

Clear Water plans on putting their kayak/paddleboard rental in St. John's Park again this year. Clear Water has submitted the paperwork for signage and payment has been received for the sign permit. Only the park rental fee would need to be paid.

Motion by Mark Schaefer, seconded by Andrew Hillmann, to approve Clear Water's use of St. John's Park from May – September at the seasonal rate of \$300.

All in favor. Motion carried.

8. Review Monthly Financials

Schaefer said the spreadsheet has not been updated yet with a couple of capital equipment expenses they added, but they are in the city budget. The monthly expenses were typical.

9. Monthly Updates on Conditions of Parks and Trails

Schaefer said he will follow up on the new railing installation on the slide at Fireman’s Park. The skating rink is closed for the season and there have been some people playing disc golf at Oakwood Park.

Parks and Trails in the City of Delafield

Crowley	Turnock	Donavan	Hillmann	Flemming	Cahalane	Schaefer
Lake Country Recreation Trail	VMR Trail	Cushing Memorial Park	Lois Jensen Nature Preserve	Fish Hatchery	Oakwood Park	Liberty Park
Ice Age Trail	Paul Sandgren Recreation Trail	St. John’s Park	Bostrom Park	Fish Hatchery Sports Complex	Bleeker Street Boat Launch	
Fireman’s Park	Cushing Memorial Park			Cedar Valley Park	Oak Street Park	

10. Requests for Future Agenda Items

Note: No discussion on requested items

None

11. Correspondence

12. Park & Recreation Commission Future Meeting Dates

Schaefer announced this will be his last meeting as an Alderman and is hoping to continue with the Park & Recreation Commission as a citizen member.

A. Next Park & Rec Meeting: April 27, 2026

13. Adjournment

Having no further business, Chair Schaefer adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Sally DuPont
 Recording Secretary