



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**PARKS & RECREATION COMMISSION HELD ON MONDAY  
FEBRUARY 4, 2019 AT 7:00 P.M. IN THE COMMON COUNCIL  
CHAMBERS, 2000 NORTH CALHOUN ROAD, BROOKFIELD,  
WISCONSIN**

MEMBERS PRESENT: Alan Nosbusch, Ald. Jerry Mellone, Michael Davis, Mark Tushaus, Liza LeClaire

MEMBERS EXCUSED/NOT PRESENT: Donald Kurth

OTHERS PRESENT: Bill Kolstad, Director, Gary Majeskie, Parks and Forestry Superintendent, Diana Smeltzer, Recording Secretary

1. Chairman Nosbusch noted a quorum present and called the Parks & Recreation Commission to order at 7:00 p.m.
2. Minutes
  - a. January 7, 2019 minutes

***Motion by Ms. LeClaire, second by Mr. Davis, to approve the minutes of the January 7, 2019, Parks and Recreation Commission meeting. Motion carried 4-0.***

3. Unfinished Business
  - a. Resolution recommending approval of a Temporary Construction Easement Agreement with Hidden Lake Conservancy, Inc. pertaining to the Hidden Lake Trail Project.

Mr. Kolstad briefly described the location, scope and purpose of the Temporary Construction Easement Agreements referenced in agenda item 3a and 3b pertaining to the Hidden Lake Trail project. He indicated that the agreements were required in order for the City to complete the trail construction which is primarily on private property under two different ownerships. He referred the Commission to the clause in the agreements that stipulated that when the City completes the trail project the parties would agree to convey the temporary easement into a permanent non-exclusive easement (approximately 30' in width) for a permanent public recreation trail.

***Following discussion Mr. Davis moved, seconded by Ald. Mellone, approval of the Resolution\* recommending Common Council approval of the Temporary Construction Easement Agreement with Hidden Lake Conservancy, Inc. pertaining to the Hidden Lake Trail Project. Motion carried 4-0.***

- b. Resolution recommending approval of a Temporary Construction Easement Agreement with Hidden Lake Estates, LLC, pertaining to the Hidden Lake Trail Project.

***Mr. Davis moved, seconded by Ald. Mellone approval of the Resolution\* approving the Temporary Construction Easement Agreement with Hidden Lake Estates, LLC pertaining to the Hidden Lake Trail Project. Motion carried 4-0.***

4. New Business

a. Annual report from Elmbrook United Soccer.

Mr. Kolstad introduced Rich Waple, President, and Adam Consiglio, Vice President, of Elmbrook United Soccer to present the Annual Report\*. Mr. Waple stated that the 2017 and 2018 seasons presented some growth challenges due to the merger of Brookfield Soccer Association and Elm Grove Soccer and that the overall organization is now solidified and operating effectively. Mr. Waple proceeded to briefly present and summarize operations for the 2018 program/season and highlighted several informational items contained in the report. The Commission began to discuss the report and Ms. LeClaire asked whether the significant variances in the organization budget from 2016 to 2017, and ultimately 2018 were the result of the merger of the two organizations. Mr. Waple responded that the merger was the reason for the significant increases in both revenue and expenses and that the net loss shown for 2018 was anticipated by the organization. In response to a question from Chairman Nosbusch regarding the condition of the field in Elm Grove Village Park, Mr. Waple stated that the organization has been focusing on a short and long-term strategy to significantly improve the field conditions for future use.

*Following discussion Mr. Davis moved, seconded by Mr. Tushaus acceptance of the Annual Report from Elmbrook United Soccer. Motion carried 4-0.*

5. Announcements/Reports

- a. The next regularly scheduled meeting is March 4, 2019
- b. Staff Reports and Correspondence

**Office:**

Ms. Smeltzer reported on the following items:

- Ongoing training of the recently hired Office Services Assistant.
- Adult Softball Registration began February 4, and the office is accepting new and returning teams until February 15.
- Youth Baseball/Softball registration will begin February 11.

**Parks & Forestry Division:**

Mr. Majeskie reported on the following items:

- The Park Maintenance staff has been working on snow and ice removal the last two weeks of January.
- Off-season painting/maintenance is ongoing at the Wiberg Aquatic Center.

**Administration**

Mr. Kolstad briefly updated the Commission relative to the Hidden Lake Trail Project and that it has been advertised for bids with quite a bit of interest from contractors. He indicated that in an effort to accelerate the construction schedule, staff is hoping to forward a bid award to the Common Council at their February 19 meeting. He stated that he would like to schedule a Special Meeting of the Commission for Wednesday February 13 at 5:00 p.m. to consider the bids and make a recommendation to the Council for award of contract. The Commission agreed to the meeting and Mr. Kolstad stated he would distribute a meeting notice accordingly.

Mr. Kolstad referred the Commission to correspondence\* received from Waukesha County announcing a Public Information Meeting regarding a proposed project to replace the CTH YY (Pilgrim Road) bridge over Underwood Creek to be held on February 13 from 5:00 to 7:00 p.m. in the Public Safety Building. He indicated that he plans to attend and encouraged Commission members to attend as well as there is the potential for the County to pursue acquiring additional right-of-way within Wirth Park as an element of the project.

***Motion by Mr. Davis seconded by Mr. Tushaus to adjourn the Parks and Recreation Commission meeting. Motion carried 4-0. Meeting adjourned at 7:30 p.m.***

\*Documents are on file at the Department Office for public review.