



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**PARKS & RECREATION COMMISSION HELD ON MONDAY,  
JANUARY 6, 2020 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, Donald Kurth, Mark Tushaus, Liza LeClaire

MEMBERS EXCUSED/NOT PRESENT:

OTHERS PRESENT: John Kelliher, 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. December 2, 2019 minutes

***Motion by Ald. Mellone, second by Ms. LeClaire to approve the minutes of the December 2, 2019, Parks and Recreation Commission meeting. Motion carried 6-0.***

3. Unfinished Business
  - a. None
4. New Business
  - a. Elmbrook Historical Society Annual Report

Mr. Kelliher introduced Linda Thayer, past President, and Susan Schweda, new President of the Elmbrook Historical Society (EHS) to the Commission. He thanked Ms. Thayer for her past contributions and welcomed Ms. Schweda in her new role.

Ms. Thayer summarized the Annual Report\* by stating that EHS is a non-profit, educational organization. The Dousman Inn was moved about ½ mile from its original location and is still on the original tract of land. They try to “bring history alive” through lectures, student field trips, scout events and the operation of the Dousman Inn Museum and Park. There are three different field trip themes to choose from: 1) A Day in the Life of a Civil War Soldier; 2) Underground Railroad; and 3) Days Gone By: Daily Life in the 1860’s.

The Dousman Inn has hosted three main fundraising events each year: 1) Civil War Days (discontinued due to lack of volunteers); 2) Halloween at the Haunted Inn; and 3) Christmas at the Inn. Other fundraising includes the 1860’s Afternoon Tea that earns a profit of \$300 - \$400 per tea.

The building is 175 years old and constant maintenance is required. The bell tower was the biggest project this year. The master gardeners take care of the gardens along with

UW Waukesha Extension volunteers. There were no City-funded projects for 2018-2019. EHS is applying to the City for funds to help pay for the repair of the Inn's 26 windows.

Ms. Thayer concluded her report by stating how appreciative the Society is of the Parks and Recreation and the Facilities Maintenance Departments for their support in keeping up the grounds and buildings.

***Following a brief discussion, Mr. Davis moved, seconded by Ms. LeClaire acceptance of the Elmbrook Historical Society Annual Report. Motion carried 6-0.***

b. 2020 Pay Plan for Department Seasonal and Part-Time Employees

The Parks and Recreation Commission historically approves the annual pay plan in January. Beginning in 2020, the Pay Plan for Seasonal and Part-Time Employees will be presented to the Commission in August as a component of the annual budget process. The Commission will recommend the pay plan to the Common Council for consideration as part of the Salary Ordinance Addendum and Positions Ordinance Amendments.

Mr. Kelliher summarized the 2020 pay plan and stated that wages are reviewed by department staff annually with the goal to remain competitive with surrounding communities. As a result, pay class SC-3 was increased for all sports officials and umpires from \$25/game to \$30/game. All wages identified within the pay plan are in the approved 2020 annual budget.

***Mr. Davis moved, seconded by Ald. Mellone acceptance of the 2020 Pay Plan for Department Seasonal and Part-time Employees. Motion carried 6-0.***

c. \*Resolution to accept the "Agreement for Purchase and Sale of Real Estate" of City owned lands located adjacent to Wirth Park South (parcel 25, 16200 W. North Avenue) to Waukesha County for the reconstruction of North Avenue.

Waukesha County will be reconstructing and expanding North Avenue from 124<sup>th</sup> Street to Calhoun Road in the City of Brookfield in 2020. In order to accommodate the new and expanded roadway improvements, Waukesha County has to acquire additional Right-of-Way.

Southern Wisconsin Appraisal submitted an appraisal for parcel 25 on behalf of Waukesha County for City review. Department staff and the City Assessor reviewed the appraisal and determined the compensation amount for parcel 25 was appropriate.

Staff recommends approving the resolution to accept the "Agreement for Purchase and Sale of Real Estate" of parcel 25 – 16200 W. North Avenue and forward to the Common Council for consideration.

***Ald. Mellone moved, seconded by Mr. Kurth approval of the Resolution to accept the "Agreement for Purchase and Sale of Real Estate" of City owned lands located adjacent to Wirth Park South (parcel 25, 16200 W. North Avenue) to Waukesha County for the***

***reconstruction of North Avenue and forward to Common Council for consideration. Motion carried 6-0.***

- d. \*Resolution to accept the “Agreement for Purchase and Sale of Real Estate” of City owned lands located adjacent to Wirth Park South (parcel 35, 16200 W. North Avenue) to Waukesha County for the reconstruction of North Avenue.

Waukesha County will be reconstructing and expanding North Avenue from 124<sup>th</sup> Street to Calhoun Road in the City of Brookfield in 2020. In order to accommodate the new and expanded roadway improvements, Waukesha County has to acquire additional Right-of Way

Southern Wisconsin Appraisal submitted an appraisal for parcel 35 on behalf of Waukesha County for City review. Department staff and the City Assessor reviewed the appraisal and determined the compensation amount for parcel 35 was appropriate.

Staff recommends approving the resolution to accept the “Agreement for Purchase and Sale of Real Estate” of parcel 35 – 16200 W. North Avenue and forward to the Common Council for consideration.

***Ald. Mellone moved, seconded by Mr. Kurth approval of the Resolution to accept the “Agreement for Purchase and Sale of Real Estate” of City owned lands located adjacent to Wirth Park South (parcel 35, 162000 W. North Avenue) to Waukesha County for the reconstruction of North Avenue and forward to Common Council for consideration. Motion carried 6-0.***

- e. Consideration of land division from 1 lot to 3 lots relative to parkland/wetland dedication requirements south of Gebhardt Road (SE ¼ of Section 22).

Mr. Kelliher referred the Commission to the Brookfield Municipal Code Chapter 16.165 – Design Standards which identifies the requirements for public sites and open space and required wetland dedication.

The Parks and Open Space plan adopted by the Parks and Recreation Commission and Common Council does not identify the need for parkland dedication at this location. Staff recommends the collection of parkland fees for two dwelling units (\$747 each) in the amount of \$1,494 per Chapter 15.28.010 Impact Fees.

The current Wetland Acquisition Plan identifies this parcel for acquisition. Wetland Dedication requires one (1) acre of wetland dedication for every eight (8) dwelling units. This land division is establishing two (2) new dwelling units, therefore .25 acres of wetland dedication is required. Outlot 2 meets the dedication requirement and is adjacent to existing wetland owned by the City of Brookfield. Staff recommends acceptance of the Outlot 2 for wetland purposes.

Staff recommends approval of the Certified Survey Map accepting Outlot 2 for wetland purposes and accepting the parkland fee in the amount of \$1,494.00.

***Following a brief discussion, Mr. Davis moved, seconded by Ms. LeClaire acceptance of the parkland fees and the dedication of wetland of .25 acres. Motion carried 6-0.***

\*Item to be forwarded to the Common Council for action at the January 21, 2020 meeting.

5. Announcements/Reports

- a. The next regularly scheduled meeting is Monday, February 3, 2020
- b. Staff Reports and Correspondence

**Office:**

Ms. Smeltzer reported the following items:

- The first business day of the year, January 2, the office processed 40 reservations. Comparatively, the office processed 26 reservations on the first business day last year.
- On the first day of Winter/Spring registration, 417 registrations were processed on the web and in the office.

**Parks & Forestry Division:**

Mr. Majeskie reported on the following:

- Fall clean-up was completed on December 23 and 26.
- Park Maintenance and Highway staff are currently removing diseased ash trees.

6. Adjournment

***Motion by Mr. Davis seconded by Ald. Mellone to adjourn the Parks and Recreation Commission meeting. Motion carried 6-0. Meeting adjourned at 8:00 p.m.***

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