



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, February 1, 2021, 7:00 p.m.  
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Common Council Chambers

Members Present: Alan Nosbusch, Ald. Jerry Mellone, Michael Davis, Don Kurth, Mark Tushaus, Liza LeClaire, Cynthia Rigsby

Members Excused:

Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Todd Willis, Economic Development Coordinator; Diana Smeltzer, Recording Secretary

### 1. Roll Call

- a. Chairman Nosbusch noted a quorum present and called the meeting to order at 7:00 p.m.

### 2. MINUTES

- a. November 2, 2020 minutes

***Motion by Ms. LeClaire by Ald. Mellone to approve the minutes of the November 2, 2020, Parks and Recreation Commission meeting. Motion carried 7-0.***

### 3. UNFINISHED BUSINESS

- a. None

### 4. NEW BUSINESS

- a. Resolution to Approve Temporary and Perpetual Pedestrian Path Easement and Intergovernmental Cooperative Agreement for the Fox River Trail Extension at North Hills Plat.

Mr. Kelliher referred the Commission to the Agenda Item 3.A attachments and the Intergovernmental Cooperation Agreement between the City of Brookfield and Waukesha County regarding the construction and maintenance of the Fox River Trail, Trailhead and Connector Trail. Using the GIS mapping program, he educated the commission on the location of the easement areas needed for construction of the Fox River Trail.

***Following discussion Mr. Davis moved, seconded by Ms. LeClaire approval of the Intergovernmental Cooperative Agreement between the City of Brookfield and Waukesha County for the construction and Maintenance of the Fox River Trail, Trailhead, and Connector Trail. Motion carried 7-0.***

- b. Resolution to Approve Parking and trail Access Easement for the Fox River Trail Extension at Lot 8 of North Hills Plat.

Mr. Kelliher introduced Todd Willis, Economic Development Coordinator for the City of Brookfield, to the Commission. Mr. Willis explained that the original design for Lot 8 included twenty (20) parking stalls to be constructed during the development of the lot. It was determined that 10 additional parking spots should be included with the scope of the construction project. It was requested that the City cover 50% of the ten additional stalls. The estimated cost for the ten additional stalls is \$25,000. Because the proposed development on Lot 8 will serve as a trailhead for the Waukesha County pedestrian path, the City is allocating \$12,500 for the parking stalls using Greenway Trail Corridor Funds.

***Following discussion Mr. Kurth moved, seconded by Ald. Mellone approval of the Parking and Trail Access Easement for the Fox River Trail Extension at Lot 8 of North Hills Plat. Motion carried 7-0.***

- c. Resolution to Approve Release of Pedestrian Easement Affidavits of Correction to a Plat and CSM, and a New Perpetual Pedestrian Pathway Easement for the Property located at 21365 Gateway Court.

Using the GIS mapping program, Mr. Kelliher showed the current 10' easement and the proposal of a new 30' easement through the perpetual pathway easement agreement allowing for the development of a future greenway trail segment.

***Following discussion Ms. Rigsby moved, seconded by Mr. Kurth approval to Release Pedestrian Easement Affidavits of Correction to a Plat and CSM and a New Perpetual Pedestrian Pathway Easement for the Property Located at 21365 Gateway Ct. Motion carried 7-0.***

## 5. ANNOUNCEMENTS

- a. The Next Regularly Scheduled meeting is Monday, March 1, 2021 at 7:00 pm
- b. Staff Reports and Correspondence

### Office

- Ms. Smeltzer stated that Youth Baseball and Softball registration will begin on February 8, 2021 and that Adult Softball registration will begin on February 15, 2021.
- Our office staff continues training and education of upgraded software for recreation program registration, facility reservations, and parks maintenance operation tracking.

### Parks and Forestry

- Park Maintenance staff have been involved with snow removal and Ice rink maintenance.
- The staff have marked about 800 trees for removal and are about 60% through with their survey for this process.
- Maintenance continues with the Wiberg Aquatic Center and park equipment.
- The Parks and Forestry group continue to keep staff safe from COVID-19 using the recommended protocols (social distancing, masks/gators, and staggered lunches).

## 6. ADJOURNMENT

***Motion by Ms. LeClaire seconded by Ald. Mellone to adjourn the meeting at 7:30 p.m. Motion carried 6-0.***

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

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director