



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, March 6, 2023, 7:00 p.m.  
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Common Council Chambers  
Members Present: Alan Nosbusch, Ald. Jerry Mellone, Don Kurth, Amy Zimmerman  
Members Excused: Michael Davis, Mark Tushaus, Sean Parkinson  
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; John Conrad, Parks Operations and Events Manager; Diana Smeltzer, Recording Secretary

### 1. Roll Call

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

### 2. Announcements

a. The Next Regularly Scheduled meeting is Monday, April 10, 2023, at 7:00 pm

### 3. MINUTES

a. January 9, 2023, minutes

***Motion by Mr. Kurth second by Ald. Mellone to approve the minutes of the January 9, 2023, Parks and Recreation Commission meeting. Motion carried 4-0.***

### 4. RECOGNITION OF BOY SCOUTS WHO COMPLETED EAGLE SCOUT PROJECT IN VARIOUS PARKS IN 2022.

The following individuals completed projects for the City of Brookfield that allowed them to earn their Eagle Scout rank.

- Arthur Dickson – Hidden Lake Park Cleanup
- Maxwell Estrada – Mound Zion Park Trail Restoration
- Joseph Hansen – Fox River Cleanup
- Owen McNamee – Rolling Meadows Park Trail Restoration
- Danny Reiner – Wirth Park Trail Restoration

### 5. UNFINISHED BUSINESS

a. None

### 6. NEW BUSINESS

a. Consider Weston Hills Park Playground Proposals

Mr. Kelliher explained the criteria for evaluating the bid proposals for playground:

- 1) Cost – the total bid is not to exceed \$35,000.
- 2) Play Value – quality vs. number of components.

- 3) Layout/Design – accessible features and access, variety of play events, circulation.
- 4) Maintenance – durability/performance – use of recycled materials.
- 5) Safety – fall zones, platform heights, slide design, play components, enclosures, circulation patterns.
- 6) Overall impression and visual appeal of proposal and equipment.
- 7) Warranty and insurance.

Staff Recommends MN/WI Playground D11622R based on the criteria and scoring.

***Motion by Mr. Kurth second by Ms. Zimmerman to approve the Weston Hills Park Playground Proposal submitted by MN/WI Playground Design (D11622R). Motion carried 4-0.***

- b. Consider Mary Knoll Park Playground Proposals

Staff recommends MN/WI Playground D11624R based on the criteria and scoring.

***Motion by Mr. Kurth second by Ald. Mellone to approve the Mary Knoll Park Playground Proposal submitted by MN/WI Playground Design (D11624R). Motion carried 4-0.***

- c. Discuss future Wirth Park Brookfield Jaycees Tot Lot Project

Mr. Kelliher shared a PowerPoint presentation discussing the future of the Wirth Park Tot Lot. Wirth Park Tot Lot is 28 years old and is identified for replacement in the 2024 Capital Improvement Budget. Typical playground replacement schedule is 20-25 years.

The focal point for today's community playgrounds is inclusivity: Social, Independence, Active Motion, Imagination, and Graduated Complexity. Mr. Kelliher showed the Commission several playgrounds comparable in size to the Tot Lot that were completed in the area.

Staff is recommending establishing a Playground Committee for this project. Committee will include seven members. Common Council Representative (1) Parks & Recreation Commission Representative (1) and Citizen members (5). The Director and assigned department staff will participate and facilitate the committee requirements.

The Committee will make recommendations to the Parks and Recreation Commission and complete the following tasks:

- Develop Request for Proposals to select consultant.
- Review consultant proposals and recommend selected consultant to Parks & Recreation Commission.
- Work with staff and consultant to facilitate community input sessions, playground design, budget, and promotional materials.
- Establish a budget recommendation for the Commission to include in the 2024 budget.
- Recommend Fund Raising initiatives and events for Commission consideration.
- Implement Fund Raising initiatives.

## STAFF REPORTS

### a. Staff Reports and Correspondence

#### Office

Ms. Smeltzer reported that the:

- Baseball Softball registration numbers are at 645 as of March 6. Registration closes March 10.
- Adult Softball team registration are at 14 teams to date.
- Office staff is participating in training sessions for the new recreation software database.

#### Special Events

Lakewood Assisted Living has reached out to Mr. Conrad to sponsor the Family Fest Main State in the amount of \$500.

#### Parks and Forestry

Mr. Majeskie indicated that Park Maintenance staff is involved with pathway clearing, buckthorn removal, painting the Wiberg Aquatic Center. Tree removal is complete, and now staff is focused on cutting back brush throughout the community. Spring cleanup will be starting soon, and then will be collaborating with the contractor for the Calhoun planting project.

## 7. ADJOURNMENT

***Motion by Ms. Zimmerman seconded by Mr. Kurth to adjourn the meeting at 7:50 p.m. Motion carried 4-0.***

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

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director