



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission
Date and Time: Monday, April 10, 2023, 7:00 p.m.
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Senior Community Center, Multi-Purpose Room North
Members Present: Alan Nosbusch, Michael Davis, Ald. Jerry Mellone, Don Kurth, Amy Zimmerman
Members Excused: Mark Tushaus, Sean Parkinson
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; 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, May 1, 2023, at 7:00 pm

3. MINUTES

a. March 6, 2023, minutes

Motion by Ald. Mellone second by Ms. Zimmerman to approve the minutes of the March 6, 2023, Parks and Recreation Commission meeting. Motion carried 5-0.

4. UNFINISHED BUSINESS

a. None

5. NEW BUSINESS

a. Elmbrook United Soccer Club – Annual Report

Mr. Kelliher introduced Rich Waple, President of Elmbrook United Soccer Club (EBU), who has been with the Club for about five years. He highlighted several points that are included in the Annual Report.

- EBU is a volunteer, non-profit organization. The club manages a recreational academy and select/competitive soccer programs. The Board is made up of all volunteers, each with a significant position within the organization (i.e., Nets, Field Drawing, Adult program, etc.).
- The Club has experienced approximately 25% growth in the last two years. The program has 2,614 players registered.
- Within the month of April, they will be installing a turf field at the Voigt Soccer Park.

Motion by Mr. Davis second by Mr. Kurth to approve the Elmbrook United Soccer Club – Annual Report. Motion carried 5-0.

c. Consider Perpetual Recreational Trail Easement Agreement – Brookside Baptist Church, Inc.

Mr. Kelliher handed out Exhibit B Easement Area for the Commission’s discussion and consideration.

Motion by Ald. Mellone second by Ms. Zimmerman to approve and recommend the Perpetual Recreational Trail Easement Agreement between the City of Brookfield and Brookside Baptist Church, Inc. to forward to the Common Council for their consideration. Motion carried 5-0.

d. Consider Perpetual Recreational Trail Easement Agreement – McKinley Masonic Lodge #307 F&AM, Brookfield Masonic Lodge #370 F&AM

Mr. Kelliher handed out Exhibit B Easement Area for the Commission’s discussion and consideration.

Motion by Ms. Zimmerman second by Mr. Davis to approve and recommend the Perpetual Recreational Trail Easement Agreement between the City of Brookfield and McKinley Masonic Lodge #307 F&AM, Brookfield Masonic Lodge #370 F&AM to forward to the Common Council for their consideration. Motion carried 5-0.

e. Consider Perpetual Recreational Trail Easement Agreement – Unity Lutheran Church

Mr. Kelliher handed out Exhibit B Easement for the Commission’s discussion and consideration.

Motion by Mr. Davis second by Mr. Kurth to approve and recommend the Perpetual Recreational Trail Easement Agreement between the City of Brookfield and Unity Lutheran Church to forward to the Common Council for their consideration. Motion carried 5-0.

f. Consider low bid and recommendation for award of contract for the Underwood Creek Trail Segment M-N, Construction Project #PK-231

Mr. Kelliher said the city received five bids for the project. Blaze Landscape Contracting was the low bid contractor.

Motion by Mr. Kurth second by Mr. Mellone to approve the low bid and recommendation for award of contract for the Underwood Creek trail Segment M-N, Construction Project #PK-231 to Blaze Landscape Contracting, Inc. in the amount of \$345,645.00 for Common Council consideration. Motion carried 5-0.

g. Consider Recreation Program Eligibility Policy Amendment

Mr. Kelliher explained the new policy for program registration purposes:

- Residents are defined as those residing within and paying residential property taxes to the City of Brookfield and can register for programs one week prior to non-residents. Residents will receive a 33% discount in fees to all recreation programs.
- Non-residents are defined as those residing outside of the City of Brookfield and are eligible to participate in recreation programs. Non-residents register one week after the established resident registration date. Non-resident registrations will be accepted on a space available basis only.
- Falsified resident clause. The Department will remove any registration and forfeit fees for a non-resident who used a City of Brookfield resident’s address.

Motion by Mr. Davis, second by Mr. Kurth, to approve the amended Recreation Program Eligibility Policy. To modify the definition of non-residents the method for applying a program discount for City of Brookfield residents. Motion carried 5-0.

- i. Consider Youth Team Sports Program Policies and Procedures Amendments

Motion by Ms. Zimmerman second by Ald. Mellone to approve the amended Youth Team Sports Program Policies and Procedures. Motion carried 5-0.

- j. Discuss Krueger Park Pickleball construction estimate and project timeline.

Mr. Kelliher provided the Commission with an update on the Krueger Park Pickleball Complex sharing raSmith’s Engineer’s Opinion of Probable Construction Cost. The project will soon be advertised for bid.

This item was supplied for informational purposes only, and no action was taken.

STAFF REPORTS

- a. Staff Reports and Correspondence

Office

Ms. Smeltzer reported that the:

- Staff moved all facility reservations from our Vermont Systems, Inc. RecTrac database to our new Amelia SmartRec database.
- Ms. Smeltzer transferred all household balances from RecTrac to SmartRec.
- Our Office Services Assistant – Registration is entering all our summer activities into SmartRec for our registration that begins on May 6.
- Our soft roll out of SmartRec with Pool Pass Memberships began the week of April 3. About 20 Family Pass Memberships and 1 Senior Pool Membership have been bought by clients to date.

Parks and Forestry

Mr. Majeskie indicated that Park Maintenance staff is involved with spring cleanup, installing tennis nets.

6. ADJOURNMENT

Motion by Ald. Mellone seconded by Mr. Davis to adjourn the meeting at 8:00 p.m. Motion carried 5-0.

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

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director