



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: May 3, 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, Mark Tushaus,  
Members Excused: Don Kurth, Liza LeClaire, Cynthia Rigsby  
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Lisa Glenn, Recreation Supervisor; John Conrad, Parks Operations and Events Manager; 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. February 1, 2021 minutes

***Motion by Ald. Mellone seconded by Mr. Davis to approve the minutes of the February 1, 2021, Parks and Recreation Commission meeting. Motion carried 4-0.***

### 3. UNFINISHED BUSINESS

- a. None

### 4. NEW BUSINESS

- a. Recognition of Boy Scouts who completed Eagle Scout projects in various parks in 2020

Mr. Conrad highlighted past and current Eagle Scout projects and awarded the following scouts with a recognition plaque for their outstanding achievement.

Liam Hughes, Camelot Park Trail Restoration

Joseph Walters, Wirth Park Trail Restoration

Jacob Reiner, Mary Knoll Park Trail Restoration

Jonathan Roth, Endicott Trail Restoration. .

- b. Consideration of wetland dedication and parkland dedication for the Northern Oaks of Brookfield Preliminary Plat.

Mr. Kelliher provided background to the Commission that any new development in the City of Brookfield requires parkland and wetland dedication based on the 2035 Parks and Open Space Plan as well as in the City Comprehensive Land Use Plan. If the development area does not have parkland identified in the 2035 Parks and Open Space Plan or if wetland dedication is not possible, the developer must pay parkland or wetland fees in lieu of dedication. He referred the Commission to the Northern Oaks – Proposed Site Plan to show the changes that staff are recommending to be given to the Plan Commission for their review and approval.

#### Parkland 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 is recommending the collection of parkland fees for 47 dwelling units (\$891 each) for \$41,877 per Chapter 15.28.010 Impact Fees.

#### Wetland Dedication

Wetland Dedication requires one (1) acre of wetland dedication for every eight (8) (dwelling units. The site plan identifies 47 residential units therefore 5.88 acres of wetland dedication is required. Outlot 8 meets the dedication requirement. Staff recommends acceptance of the Outlot 8 for wetland purposes.

#### Staff Recommendation

Recommend to the Plan Commission approval of Northern Oaks Preliminary Plat in Section 5 accepting parkland fees for 47 units (\$891 each) for \$41,877 and accepting 5.88 acres of wetland dedication with the following wetland modifications. Reconfigure the layout of outlots 7 and 8 so Outlot #7 does not border any single family lots and Outlot #8 still meets the wetland dedication requires of 5.88 acres.

***Following discussion Mr. Davis moved, seconded by Mr. Tushaus the recommendation to the Plan Commission approval of the Northern Oaks Preliminary Plat in Section 5 accepting parkland fees for 47 units in the amount of \$41,877 and accepting 5.88 acres of wetland dedication with modifications to the layout of 7 & 8 so Outlot #7 does not border any single family lots and Outlot #8 still meets the wetland dedication requirements of 5.88 acres. Motion carried 4-0.***

- c. Consideration of the Proposals for Concession Operations at the Wiberg Aquatic Center.

Mr. Kelliher outlined to the Commission that concession operations had been provided by the same company for more than 20 years and was no longer able to renew their contract. Staff created a request for proposals in seeking a concessions vendor. The Department received two proposals and have chosen “Buddy’s Pool Bungalow”; based on their past experience, menu items, business operations/presentation, references, and ability to obtain needed permits and licenses.

***Following discussion Mr. Mellone moved, seconded by Mr. Davis approval to contract with “Buddy’s Pool Bungalow” for a three year lease agreement with an option for the City to extend the lease for additional years for Concession Operations at the Wiberg Aquatic Center. Motion carried 4-0.***

## 5. ANNOUNCEMENTS

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

### Office

- Ms. Smeltzer stated that the office staff are currently preparing for summer registration that will occur on May 15, 2021.
- The staff are also preparing for the Youth Baseball/Softball coach's meetings that are scheduled this week. Games will begin first week of June.

### Parks and Forestry

- Mr. Majeskie stated that major improvements are occurring at the aquatic center to include composite surfacing, basket drainage, and playground repairs.
- Park Maintenance, ball diamond preparation, and spring clean up occurring over the last several weeks.
- The Forestry division has removed close to 1,100 trees. The dry spring has allowed them to remove some trees that have difficult accessibility.
- Mr. Majeskie also indicated that they are short summer staff and ongoing recruitment will continue.

### Recreation

- Ms. Glenn stated that she is hiring staff and preparing for summer.
- She indicated that many people are returning to the Senior Center as more of them are vaccinated and feeling more comfortable with group activities.

### Special Events

- Mr. Conrad stated Arbor Day celebration was held in person at Wisconsin Hills Middle School.
- He continues to focus on the July 4<sup>th</sup> parade and associated festivities.

### Administration

Mr. Kelliher shared with the Commission that the Hidden Lake Greenway Trail Project has won the APWA-Wisconsin Chapter Project of the Year Award which recognizes the strong alliance between the managing agency, the consultant/architect/engineer and the contractor to effectively complete public works projects.

## 6. ADJOURNMENT

**Motion by Mr. Davis seconded by Mr. Tushaus to adjourn the meeting at 7:30 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