



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, May 4, 2020, 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, Donald Kurth, Mark Tushaus  
Members Excused: Liza LeClaire  
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Lisa Glenn, Recreation Supervisor, Julie Zych, Recreation Supervisor; John Conrad, Parks Operations and Event 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

- b. None

### 3. UNFINISHED BUSINESS

- a. None

### 4. NEW BUSINESS

- a. Consider amendment to the Online Registration Eligibility Policy allowing non-residents to utilize the online registration process.

Mr. Kelliher reminded the Commission of current Parks, Recreation & Forestry Online Registration Policy that allows residents and Elmbrook School District residents to register on line. Staff is recommending the Commission approve an amended Online Registration Policy to include non-residents (those residing outside the City of Brookfield or Elmbrook School District) to utilize the online registration process one week prior to the start of any class as long as openings are available and allowing non-residents to be placed on a wait list for youth team sports programs effective May 5, 2020.

***Motion by Ald. Mellone, seconded by Mr. Kurth to approve the amended Online Registration Policy allowing non-residents to utilize the online registration process one week prior to the start of any class as long as openings are available and allowing non-residents to be placed on a wait list for youth team sports programs effective May 5, 2020. Motion carried 5-0.***

- b. Discuss proposed Parks & Recreation Services Phasing Plan

Mr. Kelliher discussed the components of the Governor's Badger Bounce Back program. Currently the State is in the "Safer at Home" (no gathering) stage. Services available include use of the Greenway Trails System, Mitchell Park Dog Park, and General Park Use (walking, running, and biking). Using the Plan as a guide, staff created a Parks and Recreation Services Phasing Plan.

The Service Plan is a chart of services offered by the Department and how each they fit into the guidelines of the Badger Bounce Back Plan. Kelliher described each program/service and the associated Phase that would allow them to begin.

The Commission briefly discussed some key points:

Restrooms – Ongoing evaluation should be considered for opening of restrooms. As CDC guidelines are established, staff should determine the impacts to opening the sites as soon as possible and make adjustments to open when appropriate.

Wiberg Aquatic Center

The CDC will provide guidelines for public pool operations. The State will utilize these guidelines to provide expectations and criteria for pool operators. Staff will evaluate the impacts associated with the States criteria and determine if the Wiberg Aquatic Center can operate is some capacity.

Special Events: 4<sup>th</sup> of July, Family Camp Out, Concert Series.

Social distancing requirements will be difficult to enforce at large community events. Input from the Police Department on overall event management should be considered.

The Commission provided support for the Parks & Recreation Services Phasing Plan as presented and recommend staff utilize the plan for promoting our summer services. The plan will be placed on the City web site and used in communication with staff and customers.

- c. Consider establishing June 1, 2020 as the date to determine if any Independence Day Activities will be held in the City of Brookfield.

Mr. Kelliher and staff have been in communication with the various contract service providers for the Independence Day Activities. Recently we were notified that several marching bands and entertainment providers will not participate in the parade or Family Fest due to COVID-19.

Mr. Kelliher has also been in discussion with our Fireworks provider after the Commission agenda item was established. They have indicated that a decision will need to be made by the City whether to offer or cancel the Fireworks display by May 15, 2020.

The Badger Bounce Back Plan guidelines prohibit groups larger than 50 people from occurring until we reach Phase 3. Based on the plan, the unknown stage of the plan on July 4<sup>th</sup>, and service provider contracts / payment requirements, staff recommends establishing May 15, 2020 as the last date to determine if the 2020 Independence Day Activities will be held.

***After brief discussion, Mr. Kurth moved, seconded by Mr. Davis to establish May 15, 2020 as the last date to determine if any 2020 Independence Day Activities are to be held in the City of Brookfield. Motion carried 5-0.***

- d. Consider guidelines and opening dates of tennis and pickleball courts in City Parks.

Mr. Kelliher shared with the Commission a letter sent to Mayor Ponto and Chairman Nosbusch requesting the City to open up tennis courts in our park system. It was suggested that these activities do not require direct person-to-person contact, so that individuals can play by practicing social distancing. Staff developed guidelines and a phasing plan for recreational use of tennis and pickleball courts for

consideration. Staff is recommending we install tennis nets on 50% of the courts at each tennis facility location and install signage at the entrance of each set of tennis courts with the guidelines and recommendations for court use during Safer at Home and Phase 1 of the Badger Bounce Back Plan to open by May 8.

***Motion by Mr. Davis, seconded by Ald. Mellone to open 50% of the courts at each tennis facility location by May 8, with the installation of signage of the guidelines and recommendations for court use during Safer at Home and Phase 1 of the Badger Bounce Back Plan. Motion carried 5-0.***

## 5. ANNOUNCEMENTS

- a. The Next Regularly Scheduled meeting is Monday, June 1, 2020 at 7:00 pm
- b. Staff Reports and Correspondence

### Office

Ms. Smeltzer indicated that she has processed many refunds for facilities/activities/trips due to COVID-19.

### Park Maintenance and Forestry

Mr. Conrad indicated that on Arbor Day, a tree was planted in the Civic Plaza. Mr. Majeskie stated that seasonal staff is starting now. New protocols are in place due to COVID-19 requiring facemasks or neck gators when working in close proximity or with the public. They are spending time sanitizing the Parks office, garage, and trucks. Park maintenance is occurring to include horticulture, grass cutting, tree restoration. About 1400 trees have been cut down this year mostly due to of Emerald Ash Borer but also other disease.

### Administration

Mr. Kelliher indicated that the Farmer's Market will be moved to Brookfield Central's back parking lot to improve social distancing and will begin on Saturday, May 16, 2020.

## 6. ADJOURNMENT

***Motion by Mr. Davis, seconded by Mr. Tushaus to adjourn the meeting at 8:30 p.m. Motion carried 5-0.***

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director