



MINUTES OF AN OFFICIAL MEETING

Regular Meeting of: Parks and Recreation Commission

Date and Time: Monday, July 10, 2023, at 7:00 pm

Location: Senior Center Activity Room, 2000 N. Calhoun Road, Brookfield, WI 53005

Members Present: Alan Nosbusch (Chair), Alderman Jerry Mellone, Michael Davis, Donald Kurth, Mark Tushaus, Amy Zimmerman, Sean Parkinson

Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Diana Smeltzer, Recording Secretary

Members Absent/Excused:

7/10/2023 - Minutes

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 August 14, 2023.

3. Approval Of Minutes

- a. Minutes Of The June 5, 2023 Parks And Recreation Commission Meeting.

Motion by Ald. Mellone second by Ms. Zimmerman to approve the minutes of the June 5, 2023, Parks and Recreation Commission meeting. Motion carried 7-0.

4. Unfinished Business

- a. None.

5. New Business

- a. Elmbrook Historical Society Annual Report.

Mr. Kelliher introduced Linda Thayer, Treasurer and Curator of Elmbrook Historical Society (EHS), who in turn introduced Pam Epple, President; and Jessica Allen, Vice Present and Membership Chair. Ms. Thayer presented the Annual report.

- EHS is a non-profit, educational organization. Their mission is the collection, preservation and dissemination of materials and information relating to the City of Brookfield, the Village of Elm Grove, the Town of Brookfield and the County of Waukesha to “bring history alive” for the public.
- The Society has approximately 175 members, 90% from Brookfield and Elm Grove.
- The budget year between May 1, 2022 - April 30, 2023, broke even with income and expenses. Fundraising activities include the Annual Dinner, afternoon teas, membership dues, Halloween at the Inn, Christmas at the Inn. The expenses relate to maintaining the Inn: 1) Repair and paint two bedrooms, repair, sand and paint/stain the front porch of the Inn, two pest management treatments, new refrigerator.

This report was providing for informational purposes only and no action was taken.

b. Consider Special Event Application For Skate Jam

Mr. Kelliher introduced Jonathan Knutson, applicant for the special event, "Skate Jam" to be held at the Wirth Park Skate Park. Mr. Knutson explained his event is for skaters to get together for some friendly competition. Prizes will be awarded for the "best trick." Food and beverages will be sold.

The following conditions must be met:

1. The skate park must remain open for general use during the event.
2. Alcohol cannot be consumed or sold at the site.
3. The renter is responsible for clean up of all garbage, etc.
4. Facility Rental fee of \$100 and Security Deposit of \$100 must be paid prior to the event.
5. A Certificate of Liability insurance listing the City as an additional insured to be obtained prior to the event.

Motion by Mr. Kurth second by Mr. Parkinson to approve special event, “Skate Jam.” to be held at the Skate Park in Wirth Park as long as the required conditions are met. Motion carried 7-0. .

c. Consider Low Bid And Recommendation For Award Of Contract For Pathway Maintenance Replacement Project.

Mr Kelliher explained the rationale for the 2023 Pathway Maintenance Replacement Project Numbers BP-23-02, PK-23-04, and PK-23-6. The project consists of furnishing labor, equipment, materials and work necessary in the construction of 6 foot wide asphalt pathway erosion control and restoration, tree clearing and removal, excavation and grading, traffic control, and other miscellaneous work that includes control handicap ramps and storm sewer.

The low bidder was Blaze Landscaping Contracting, Inc. in the amount of \$489,024.00.

Motion by Ald. Mellone second by Mr. Davis to approve and recommend the award of contract for Pathway Maintenance Project to Blaze Landscaping, \$439,024.00. Motion carried 7-0.

d. Budget Principles/Guidelines And Calendar For 2024

Mr. Kelliher summarized the 2024 Budget Guidelines and Calendar which includes the guidelines, initiatives and parameters established by the Finance Committee. Some points of discussion were the levy limit restrictions placed by the State of Wisconsin, the expenditure restraint program (ERP), which limits the growth in the general fund operating budget and inflation. It is a 3% budget increase this

year.

Staff will develop the budget, capital improvement plan, and budget reduction strategies for Commission consideration at the August Commission meeting. This information was provided for informational purposes only and no action was taken.

e. Preliminary Review Of 2024-2031 Capital Improvement Program

Mr. Kelliher presented a preliminary draft of the Capital Improvement Program 2024-2031 and the justification for the timing of each of those capital improvements. This information was provided for informational purposes only and no action was taken.

f. Discuss Pickleball Court Project And Pickleball Courts In Neighborhood Parks.

Mr. Kelliher provided the Commission handouts of potential scenarios for future pickleball courts at existing neighborhood park facilities. Implementation would occur during crack filling and color coating is updated. After review with bidding contractors for the pickleball court project at Krueger Park, staff is recommending a redesign of the layout to implement cost savings opportunities. Staff will communicate with engineer on potential cost implications of the re-design and return to the Commission with details at the next meeting.

g. Discuss Fundraising Concepts For Capital Projects.

Mr. Kelliher shared a handout with the Commission listing different levels of fundraising possibilities for Parks, Recreation & Forestry projects (i.e., Krueger Park Pickleball Courts and Wirth Park Tot Lot). This item was presented for discussion only and no action was taken.

6. Staff Reports

Office

Ms. Smeltzer indicated that Flag Football registration closed on June 30. Limited space is available in several grades.

Parks and Forestry

Mr. Majeskie summarized the park maintenance activities that have occurred this summer:

1. Tree planting on Calhoun is going very well.
2. Park staff spent time in preparing for the July 4th parade, Family Fest and Fireworks.
3. Ball diamond work and aquatic center maintenance is ongoing.

Administration

Mr. Kelliher indicated the following:

1. Discussions have occurred that Rolling Meadows pond needs to be dredged. The Engineering department is looking for a location to place the removed sediment material.
2. Mr. Kelliher reported that the July 4 activities went very well with no incidents. He thanked the park staff and the Brookfield Police Department for their efforts.

7. Adjournment

Motion by Mr. Tushaus seconded by Ms. Zimmerman to adjourn the meeting at 8:30 p.m. Motion carried 7-0.

Respectfully Submitted: John Kelliher - Parks, Recreation & Forestry/Director

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