



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission
Date and Time: Monday, July 12, 2021, 7:00 p.m.
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Senior Community Center Activity Room

Members Present: Alan Nosbusch, Ald. Jerry Mellone, Michael Davis, Donald Kurth, Mark Tushaus
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; 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. ANNOUNCEMENTS

The Next Regularly Scheduled meeting is Monday, August 2, 2021 at 7:00 pm

3. MINUTES

- a. June 7, 2021 minutes

Motion by Mr. Davis, second by Mr. Kurth to approve the minutes of the June 7, 2021, Parks and Recreation Commission meeting. Motion carried 5-0.

4. UNFINISHED BUSINESS

- a. None

5. NEW BUSINESS

- a. Request by Sharon Lynne Wilson Center for the Arts to amend the Master Site Plan for the Lynn Chappy Arts Park.

Mr. Kelliher presented to the Commission the description of the project, revised master site plan, and a copy of the Lynn Chappy Arts Park Agreement.

Motion by Mr. Davis second by Ald. Mellone to recommend to the Planning Department consideration of the amended Lynn Chappy Arts Park the Master Site Plan and installation of a garden bed and two metal horse sculptures. Motion carried 5-0.

- b. Request by The Dog Nest to host a Wagging for Wishes special event at Mitchell Park to benefit Kadens Wish granted by the Make A Wish Foundation.

Mr. Kelliher explained the background of The Dog Nest's past fundraising experience and provided the following to the Commission: 1) Memo describing request for use of Mitchell Park, 2) Facility Use Application and 3) Special Event Permit Schedule/Conditions.

Motion by Mr. Kurth second by Mr. Tushaus to approve the request for The Dog Nest to host a Wagging for Wishes Special Event at Mitchell Park on May 21, 2022 to benefit Kaden's Wish. Motion carried 5-0.

c. Budget Principles/Guidelines and Calendar for 2022

Mr. Kelliher summarized the 2022 Budget Process and Calendar, which included the following:

- An initial review and discussion with the Commission regarding guidelines, initiatives and parameters established by the Finance Committee.
- Staff development of the budget utilizing Commission input.
- Presentation to the Commission in August and recommendation to the Mayor and Finance Committee.

He proceeded to review the documents* distributed to the Commission which included the 2022 Budget Calendar, Budget Principles/Guidelines developed by the Commission for guidance to staff, and 2022 Budget Guidelines as outlined by Robert Scott, Director of Finance and Administration.

This was provided to the Commission for information purposes only and no action was taken.

d. Preliminary review of 2022-2029 Capital Improvement Program. No action needed.

Mr. Kelliher referred the Commission to the table* detailing the Recommended Capital Improvement Program for 2022-2029 and specifically addressed projects not previously recommended for 2022, which included the following:

- Greenway Trail System Construction
- Greenway Trail System Design
- Mitchel Park Fireplace/Chimney Repair
- WAC Sand Filter Replacement in both the Zero-Depth and Main pools.
- Wirth Park Skate Park – Coping Repair and Replacement

This was provided to the Commission for information purposes only and no action was taken.

6. STAFF REPORTS

Office

- Ms. Smeltzer stated that registration for summer activities began on May 15 and is ongoing. Many classes filled with waiting lists. We are accommodating the waitlists as space and staff allow.
- Flag football registration began on May 17 and ended on July 2 with 210 participants. Teams have been formed in all but the 3rd grade. We have emailed families with children of that grade to remind them of the program. There are still limited openings in all grade levels
- Our office staff continue to registering participants for activities, pool passes, and facility reservations. Overall we have approximately 285 pool pass memberships sold this year (188 resident Families and 13 non-resident families) Some families appear to enjoy the value of the pass type, Family Plus 1 (43 resident families and 3 non-resident families).

Parks and Forestry

- Mr. Majeskie indicated that Park Maintenance staff have been involved with baseball diamond preparation, maintenance with the Wiberg Aquatic Center, and landscape maintenance.
- Benches have been installed at Hidden Lake
- Park staff have planted about 75 trees (mix of deciduous and evergreen).

Administration

Mr. Kelliher reported that the July 4th activities went well. He thanked John Conrad, Mr. Majeskie and the Park Maintenance staff as well as many other departments in the citywide event.

7. ADJOURNMENT

Motion by Mr. Tushaus seconded by Mr. Kurth to adjourn the meeting at 7:40 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