



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, August 2, 2021, 7:00 p.m.  
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Common Council Chambers

Members Present: Alan Nosbusch, Ald. Jerry Mellone, Don Kurth, Mark Tushaus, Cynthia Rigsby  
Members Excused: Michael Davis  
Others Present: John Kelliher, Director; Lisa Glenn, Recreation Supervisor; Julie Zych, 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. Announcements

The Next Regularly Scheduled meeting is Monday, October 4, 2021 at 7:00 pm

### 3. MINUTES

- a. July 12, 2021 minutes

***Motion by Ald. Mellone, second by Mr. Tushaus to approve the minutes of the July 12, 2021, Parks and Recreation Commission meeting. Motion carried 5-0.***

### 4. UNFINISHED BUSINESS

- a. None

### 5. NEW BUSINESS

- a. Consideration of the 2022 Parks, Recreation and Forestry Department Budget

Mr. Kelliher referred the Commission to the PowerPoint presentation\* which provided an overview of Parks, Recreation & Forestry, staffing and activity measures, and content of the overall budget document and described the process followed by staff in developing the budget. He stated that the preliminary proposal follows the 2022 budget guidelines\* as established by the Finance Committee and has been prepared based upon the Budget Principles/Guidelines\* as reviewed by the Commission at the July 12, 2021 meeting. He briefly summarized the budget narratives\* and components of the two different funds (General Fund and the Self-Supporting Recreation Programs Fund) that comprise the overall Departmental budget.

General Fund:	Total Expenditures	\$2,915,209 (Increase \$90,633, 3.1%)
	Total Revenue	\$448,292 (Increase \$30,664, 6.8%)
Self-Support Fund:	Total Expenditures	\$428,940 (decrease \$15,841, 3.7%)
	Total Revenue	\$397,109(decrease \$6,291, 1.6%)

Mr. Kelliher referred to the budget exhibits\* to include:

- a) Capital Outlay Budget including the budget detail for the Vehicle/Equipment Replacement Fund
- b) Revenue Budget Summary
- c) Proposed Fee Schedule (with proposed increases highlighted)
- d) Guidelines for Establishing Recreation Program Fees
- e) Parks and Recreation Trust Fund
- f) Friends of Parks & Recreation Fund

Mr. Kelliher concluded his review of the budget by referring the Commission to the budget summary portion of the narratives for the General Fund and Self Supporting Fund which identified significant impacts and changes to the budget as indicated below:

### **General Fund Budget Summary**

1. The Finance Committee has adopted an operating budget parameter of 2.5%. The overall increase of the operating budget as proposed is 2.4%
2. Natural gas (570001) and electricity (570002) budgets are developed utilizing the WE Energies forecasting tool. Estimates for these costs are based upon historical consumption and the WE Energies pricing predictions provided by the Finance Department.
3. Fleet Maintenance and gasoline costs are provided by the Finance Department using historical data.

### **Self - Supporting Fund Budget Summary**

1. Significant budget variances:

<b>Account</b>	<b>Amount</b>	<b>Explanation</b>
23103006-556000: Youth Instructional – Contractual	(\$30,000)	KidsSports, LLC is out of business. The funds are shifted to a salary account. Youth instructional sports are now provided by hired staff.
23103206-560000	(\$7,000)	Gform Fitness is not offering adult fitness classes on a contractual basis.

***Following discussion Mr. Tushaus moved, seconded by Mr. Kurth approval of the preliminary budget documents with overall recommendation to the Mayor and Finance Committee for approval. Motion carried 5-0***

- b. Consideration of the 2022-2029 Capital Improvement Program.

Mr. Kelliher the Commission to Exhibit A in the Budget book and briefly reviewed the 2022 recommended projects, which included the following:

Park Equipment New (614000)	Cost
Replacement for 60355 (Felling Trailer)	11,000
Replacement for 60390 Scag Turf Tiger mid mount zero turn mower	\$16,500
<b>Sub Total:</b>	<b>\$27,500</b>

Park/Improvements/Renovations (615000)	Cost
Mitchell Park Fireplace/Chimney Repair	\$12,500
Wiberg Aquatic Center – Replace Sand Media in Zero Depth Pool	\$10,000
Wiberg Aquatic Center – Replace Sand Media in Main pool	\$12,000
Wirth Park Skate Park – Coping Repair & Replacement	\$8,000
<b>Sub Total:</b>	<b>\$42,500</b>

<b>TOTAL</b>	<b>\$70,000</b>
--------------	-----------------

***Following brief discussion by the Commission, Ald. Mellone moved, seconded by Ms. Rigsby approval of the recommendation to the Mayor, Common Council and Finance Committee of the recommended Capital Improvement Program for 2022. Motion carried 5-0.***

c. Consideration of the 2022 Recreation Associate Pay Plan

Mr. Kelliher provided an overview of the pay plan and the process of developing appropriate and competitive wages for our part time and seasonal staff.

***Following brief discussion by the Commission, Mr. Tushaus moved, seconded by Ald. Mellone approval of the 2022 Pay Plan for Department Seasonal and Part-Time Employees and recommendation to the Human Resource Department to include in the 2022 Salary Ordinance. Motion carried 5-0.***

d. Consideration of the Supplemental Budget Request.

Mr. Kelliher explained the need for the addition of another full-time staff member due to the following:

- The increase in the development or expansion of City parks from 1,947 acres in 2017 to 1,963 acres in 2022.
- The increased snow removal of arterial pathways and Greenway trails throughout the City along North Avenue, Calhoun Road, Bluemound Rd., Capitol Dr., and Greenfield Ave., etc. from 77.6 miles in 2017 to 88.18 miles in 2022.
- New responsibilities because of median and right-of-way landscaping throughout the City.
- Support services for recreation programs specifically in the area of community special events.

***Motion by Ms. Rigsby seconded by Ald. Mellone to recommend to the Finance Committee and Human Resources the 2022 Supplemental Budget Request. Motion carried 5-0***

## 6. STAFF REPORTS

### a. Staff Reports and Correspondence

#### Office

- Ms. Smeltzer stated that the office prepared 107 gift bags (contained their trophy, a baseball replica shirt, gum, and thank you card) for K5 T-ball players who had the opportunity to play in the Complex on Friday night, July 30.
- The office staff are reviewing the Fall/Winter/Spring Activity Guide to be published and sent to residents by the end of August. Registration for fall activities commences on Monday, September 13.

#### Recreation Division

- Ms. Zych stated that gift bags were prepared for July 30 K5 T-Ball Tail-Gate event.
- Teams have been formed for Flag Football. The coach's meeting will be in two weeks.
- Ms. Glenn stated that the Wiberg Aquatic Center opened with new staff, new managers, new POS system, and new maintenance staff. In spite of all of that, the community is pleased to have the pool back in operation after last year's closure.

#### Special Events

- Mr. Conrad indicated that Family Camp Out went well, and that Wednesday, August 4 will be the last noon concert.

#### Parks and Forestry Division

- Park staff has been replacing the wood fiber at some of our playgrounds, mulching, weeding and removing stumps.
- Maintenance staff has also been cleaning up trees that have fallen because of a recent storm.
- Summer laborers will soon be going back to college.

## 7. ADJOURNMENT

**Motion by Mr. Kurth, seconded by Mr. Tushaus to adjourn the meeting at 8:10 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