



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission
Date and Time: Monday, August 3, 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, Don Kurth, Mark Tushaus, Liza LeClaire
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Lisa Glenn, Recreation Supervisor; Julie Zych, Recreation Supervisor

1. Roll Call

- a. Chairman Nosbusch noted a quorum present and called the meeting to order at 7:00 p.m.

2. MINUTES

- a. July 6, 2020 minutes

Motion by Ms. LeClaire, second by Mr. Kurth to approve the minutes of the July 6, 2020, Parks and Recreation Commission meeting. Motion carried 6-0.

3. UNFINISHED BUSINESS

- a. None

4. NEW BUSINESS

- a. Consideration of the 2021 Parks, Recreation and Forestry Department Budget
Mr. Kelliher referred the Commission to the cover letter* which summarized the organization 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 2021 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 6, 2020 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	\$2,823,554 (Increase \$61,312, +2.2%)
	Total Revenue	\$344,628 (Increase \$58,628, 17.0%)
Self-Support Fund:	Total Expenditures	\$444,781 (Increase \$17,472, 3.9%)
	Total Revenue	\$401,900 (Increase \$19,200, 4.8%)

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 2.3%.
2. Natural gas (570001) and electricity (570002) budgets have been 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. The budget increase for Aquatic Program Rental Expense (560005) has increased by \$2,508 due to additional new charges implemented by the Elmbrook School District for COVID-19 cleaning responsibilities after a recreation program is conducted with a school building.
4. Fleet Maintenance and gasoline costs are provided by the Finance Department using historical data.
5. Capital Outlay consists of the following items:

Park Equipment New (614000)	Cost
Play Structure at Beverly Hills Park	\$32,000
WAC Strainer Replacement	\$16,000
Sub Total:	\$48,000

Park/Improvements/Renovations (615000)	Cost
Park Maintenance Building – Replace Entry Door	\$10,000
Sub Total:	\$10,000

TOTAL	\$58,000
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Self - Supporting Fund Budget Summary

1. Minor revenue increase is primarily the result of increase program fees to offset additional expenses for new cleaning charges applied by the Elmbrook School District for COVID-19 cleaning protocols and new pay adjustments for supervisor/umpires in our Youth Baseball and Softball program.

2. The Department is recommending a salary increase to \$15.00/hour for Youth Baseball/Softball Supervisors/Umpires to put our rates at a competitive level with surrounding organizations.
3. Significant budget variances:

Account	Amount	Explanation
23102501-501000: Youth Baseball/Softball Salaries	\$2,513	Per hour pay increase for baseball /softball supervisors & umpires

Following discussion Mr. Tushaus moved, seconded by Ald. Mellone approval of the preliminary budget documents with overall recommendation to the Mayor and Finance Committee for approval. Motion carried 6-0.

- b. Consideration of the 2021-2028 Capital Improvement Program

Mr. Kelliher introduced the subject and stated that the recommended budget reflects the discussion that occurred during the July 6, 2020 Commission meeting and briefly described the projects that would be included for the years indicated and reviewed the 2021 recommended projects which included the following:

Park Vehicles/Equipment requests are listed and considered in priority order. Fleet Department works closely with us to determine what needs can be accommodated on a yearly basis.

Following brief discussion by the Commission, Ms. LeClaire moved, seconded by Mr. Kurth approval of the recommendation to the Mayor, Common Council and Finance Committee of the recommended Capital Improvement Program for 2020-2026. Motion carried 6-0.

- c. Consideration of the 2021 Pay Plan for the Department Seasonal and Part-Time Employees

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. Kurth moved, seconded by Mr. Tushaus approval of the 2021 Pay Plan for Department Seasonal and Part-Time Employees and recommendation to the Human Resource Department to include in the 2021 Salary Ordinance. Motion carried 6-0.

- d. Consideration of appraisal and acquisition of Imperial Park property.

**The Commission may go into closed session for this item. The reason for a closed session is to conduct public business regarding acquisition of property due to competitive or bargaining reasons as authorized under 19.85(1)(e) Stats., specifically the purchase of the parcel located in the City of Brookfield. If it becomes necessary to convene in closed session, the Commission Chairman will announce to all those present the purpose and following announcement, upon motion duly made and seconded and acted upon by the majority of the members present as required under 19.85(1)(a), Stats., the closed session may take place. You are further notified that at the conclusion of a closed session, the Commission will convene in open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matter discussed in closed session or further business on the Agenda. Persons attending closed session would be appointed Commission members, elected officials, and staff from the City of Brookfield.

Following brief introduction of closed session procedures by Chairman Nosbusch, Mr. Davis moved, seconded by Ms. LeClaire to enter closed session. Motion carried 6-0. Mr. Kurth removed himself from meeting due to potential conflict of interest due to his position of Athletic Director at Brookfield Central High School.

At the conclusion discussion in closed session, Ald. Mellone moved, seconded by Ms. LeClaire to reconvene into open session. Motion carried 6-0.

Moved by Ald. Mellone, seconded by Ms. LeClaire to recommend the Common Council to acquire the Imperial Park property from the School District of Elmbrook for the ongoing purpose of providing a neighborhood park consistent the guidance provided in closed session. Motion carried 6-0.

5. ANNOUNCEMENTS

The Next Regularly Scheduled meeting is Monday, October 5, 2020 at 7:00 pm

- a. Staff Reports and Correspondence
No Reports

6. ADJOURNMENT

Motion by Mr. Davis, seconded by Ms. LeClaire to adjourn the meeting at 8:05 p.m. Motion carried 6-0.

*Documents are on file at the Department Office for public review.

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director