



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, August 8, 2022, 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, Don Kurth, Mark Tushaus, Cynthia Rigsby, Amy Zimmerman

Members Excused: Michael Davis

Others Present: John Kelliher, Director; Lisa Glenn, Recreation Supervisor; Julie Zych, Recreation Supervisor; 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, September 12, 2022 at 7:00 pm

### 3. MINUTES

- a. July 11, 2022 minutes

***Motion by Ald. Mellone second by Mr. Tushaus to approve the minutes of the July 11, 2021, Parks and Recreation Commission meeting. Motion carried 6-0.***

### 4. UNFINISHED BUSINESS

- a. None

### 5. NEW BUSINESS

- a. Elmbrook Historical Society Annual Report

Mr. Kelliher introduced Fran Luebke, President and Linda Thayer, Treasurer, from the Elmbrook Historical Society (EHS) to the Commission. Linda summarized the EHS mission, programs and operations over the last 12 months. They try to “Bring history alive” for the public, through lectures, student field trips, scout events and the operation of the Dousman Stagecoach Inn Museum and Park. The Dousman Inn has several gardens on the property that are maintained by master gardeners. This report was for informational purposes only and no action was taken.

- b. Consider request from Elmbrook United to extend Voigt Soccer Park Lease Agreement

Mr. Kelliher presented background on Elmbrook United Soccer (EHS) and their lease agreement of Voigt Soccer Park with the City of Brookfield. The current lease expires on 2043. EHS would like to extend this lease to 2063 as they are planning to invest approximately \$800,000 to convert a grass field to artificial turf as well as other future investments.

***Motion by Mr. Kurth seconded by Ald. Mellone to authorize staff to work with the City Attorney to develop an extension to the Elmbrook United Voigt Soccer Park lease agreement to the year 2063, and bring the lease back to the Parks & Recreation Commission for further consideration. Motion carried 6-0.***

c. Consider Beverly Hills Playground Proposals

Mr. Kelliher presented two playground proposals to the Commission. Projects are evaluated and rated based on the following considerations: a) cost, b) play value, c) layout/design, d) maintenance, e) safety, f) overall impression and visual appearance of the proposal and equipment, and g) warranty and insurance.

***After discussion and review Mr. Kurth moved, seconded by Mr. Tushaus to accept Beverly Hills Playground Proposal 145-156409-1. Motion carried 6-0.***

Consider Wiberg Aquatic Center 2023 New Evening Swim Lesson Programs and Open Swim Hours

Mr. Kelliher presented the background of the Parks, Recreation & Forestry Department swim lesson format. Swimming lessons are provided during the summer season with the majority of the lessons occurring during weekday mornings, with a small number of additional lessons occurring in the evenings and Saturday mornings. The demand for evening lessons has increased due to parent's work and busier schedules.

The Department is proposing the following schedule modifications in order to facilitate additional evening lessons:

1) Eliminating evening open swim in the main pool on Tuesday and Thursday evenings for 8 weeks, a total of 16 days; 2) Providing a new swim lesson offering in its place – two, four-week sessions during the 6:00-8:00 p.m. time period; 3) The Zero Depth Pool will remain open to the public, similar to the morning open swim sessions.

***Motion by Mr. Tushaus second by Ald. Mellone to approve the 2023 New Evening Swim Lesson Programs and open Swim Hours. Motion carried 6-0.***

Consideration of the 2023 Parks, Recreation and Forestry Department Budget

Mr. Kelliher provided the Commission 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 2023 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 11, 2022 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	\$3,177,496 (Increase \$196,868 6.2%)
	Total Revenue	\$605,490 (Increase \$94,698, 15.6%)
Self-Support Fund:	Total Expenditures	\$499,496 (increase \$70,556, 14.1%)
	Total Revenue	\$551,370 (increase \$155,061 28.1%)

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 4%. The overall increase of the operating budget as proposed is 4.5%
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 and national forecasting models.

**Self - Supporting Fund Budget Summary**

1. Significant budget variances:

Account	Amount	Explanation
556000: Contractual Services	(\$35,000)	1) Spring Sportz is offering instructional soccer and ninja classes on a contractual basis. This money was shifted out of the salary account in 2021.  2) Previous contractor for adult fitness is no longer offering classes.

***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 6-0.***

d. Consideration of the 2023-2030 Capital Improvement Program.

Mr. Kelliher the Commission to Exhibit A in the Budget book and briefly reviewed the 2023 recommended projects, which included the following:

Park/Improvements/Renovations (615000)	Cost
Replace Sand Media in Main Pool at the Wiberg Aquatic Center	18,320
Repair leaky filter housing in the Main pool at the Wiberg Aquatic Center	3,210
<b>Sub Total:</b>	<b>\$21,530</b>

Park Vehicles/Equipment (614000)	Cost
Replacement for 60243 (Chevrolet 3500 1-ton Dump with Stahl Back Pak)	82,000
Replacement for 60244 (GMC 3500 1-ton Dump with fold down sides)	74,000
<b>Sub Total:</b>	<b>\$156,000</b>
<b>TOTAL</b>	<b>\$177,530</b>

***Following brief discussion by the Commission, Ald. Mellone moved, seconded by Ms. Zimmerman approval of the recommendation to the Mayor, Common Council and Finance Committee of the recommended Capital Improvement Program for 2023. Motion carried 6-0.***

e. Consideration of the 2023 Seasonal Laborer and 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, Ald. Mellone moved, seconded by Mr. Tushaus approval of the 2023 Pay Plan for Department Seasonal and Part-Time Employees and recommendation to the Human Resource Department to include in the 2023 Salary Ordinance. Motion carried 6-0.***

f. Consideration of the Supplemental Budget Request.

Mr. Kelliher shared that the Community Survey identified a need for more events to enhance the sense of community in Brookfield. The following programs have been developed for this purpose.

Special Event #1: Summer Send off or Fall Kick Off Party at Wirth Park to include a) live music, b) food/beer vendors, c) backyard game tournaments (i.e., bags, ladder toss, Frisbee golf/Kan Jam and horseshoes) A portion of food and beer sales will be given to Parks, Recreation & Forestry. Team fees to be collected for backyard tournament games.

Special Event #2: Family Bike or Run/Walk) bike or walking route established along the Greenway Trail, b) various stops along the route where a playing card is dealt to each group, c) trail ends at a park filled with food trucks, d) group with winning card game hand is given a donated prize, e) live music/entertainment/beer.

Expenditures/Revenues will net equally.

***Motion by Ms. Zimmerman seconded by Mr. Kurth to recommend to the Finance Committee and Human Resources the 2023 Supplemental Budget Request. Motion carried 6-0***

## 6. STAFF REPORTS

### a. Staff Reports and Correspondence

#### Office

- Ms. Smeltzer stated that the office prepared 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 29.
- 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 12.

#### Aquatics Division

- Ms. Glenn indicated that the pool closes in two weeks.

#### Rec Division

- Ms. Zych indicated that teams have been formed for Flag Football. The coach's meeting will be in August 17, 2022.

#### Administration

- Mr. Kelliher provided information to the Commission that Menomonee Falls is detaching a parcel of land to the City of Brookfield. This parcel will be dedicated as perpetual trail easement to extend to Lannon Road in the future. Work is proposed to begin as soon as possible. This will require a Special Commission meeting next Monday, August 15 in order to recommend this action to the Common Council on Tuesday, August 16. Mr. Kelliher suggested Monday, August 15, 2022 at 4 p.m. if necessary after speaking to the City attorney.

## 7. ADJOURNMENT

***Motion by Mr. Tushaus seconded by Ald. Mellone to adjourn the meeting at 9:00 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