



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission
Date and Time: Monday, October 5, 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, Cynthia Rigsby
Others Present: John Kelliher, Director; Gary Majeskie, Parks and Forestry Superintendent; Lisa Glenn, 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.
- b. Welcome and Introduction of Cynthia Rigsby as new Commission member. Cynthia is a five-year resident, lawyer, and a frequent user of parks, walk and bike trails.

2. MINUTES

- a. August 3, 2020 minutes

Motion by Ms. LeClaire second by Mr. Kurth to approve the minutes of the August 3, 2020, Parks and Recreation Commission meeting. Motion carried 7-0.

3. UNFINISHED BUSINESS

- a. None

4. NEW BUSINESS

- a. Consideration of updated General Information, Fees, Policies and Procedures for Wiberg Aquatic Center Annual Passes.

Ms. Glenn stated due to COVID-19, staff developed policy revisions to minimize direct staff/customer face to face interaction and reduce large lines of patrons waiting to enter the facility. The policy has been revised to allow non-residents to purchase annual pool passes at double the resident rate on a one-year trial basis.

Following discussion Ms. LeClaire moved, seconded by Mr. Davis approval of the updated General Information, Fees, Policies and Procedures for Wiberg Aquatic Center Annual Pass to Give Non-Residents the Option to Purchase Pool Passes on a One-Year Trial Basis. Motion carried 7-0.

- b. Consideration of updated General Information, Policy, Fees/Charges for Reservation and Use of Park Buildings, Shelters, Picnic Areas.

Mr. Kelliher stated that policy revisions have been made to provide clarity and additional details based on common questions received by the office staff. Additions include time of day, time of the year, and more specific information on restroom availability. The following areas are specific changes to our existing policy:

- Wirth Park Area 6 is rented as a stand-alone shelter instead of one that can be rented as two half shelters (two separate parties in one shelter).
- Mitchell Park will have four rental options: 1. Entire Pavilion, 2. North Shelter & Lodge, 3. Lodge Only, 4. South Shelter. The new policy eliminates the ability to rent the North Shelter only to ensure privacy of the Lodge party.
- City of Brookfield businesses may rent facilities for “client functions” Monday – Thursday only.

Following discussion Ms. LeClaire moved, seconded by Mr. Kurth approval of the updated General Information, Fees, Policies and Procedures for Use of Park Buildings, Shelters, Picnic Areas. Motion carried 7-0.

5. ANNOUNCEMENTS

- a. The Next Regularly Scheduled meeting is Monday, November 2, 2020 at 7:00 pm
- b. Staff Reports and Correspondence

Office

- Ms. Smeltzer stated that Youth Basketball for Grades 3 – 8 started today. Currently we have 239 enrolled.
- The office staff is training for an upgraded recreation software scheduled for installation the week of November 16-20. Our provider, Vermont Systems, Inc., is slowly phasing out support for the current software. The new version will work better with Windows 10, is browser based, and will help with financial processing.

Parks and Forestry Division

- Mr. Majeskie indicates that Park staff are transitioning from summer to fall projects.
- The staff are continuing landscape maintenance, dead tree survey, and stump grinding/removal.

Administration

Mr. Kelliher shared a Power Point presentation of Hidden Lake Park. The trail length from the parking lot to 131st Street is 0.9 miles. Recent interaction with park tour participants, residents and park users has been very positive.

6. ADJOURNMENT

Motion by Ms. LeClaire seconded by Mr. Kurth to adjourn the meeting at 7:30 p.m. Motion carried 7-0.

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

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director