



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Parks and Recreation Commission  
Date and Time: Monday, November 7, 2022, 7:00 p.m.  
Location: City Hall, 2000 N. Calhoun Rd., Brookfield, WI, Senior Community Center  
– Multi-Purpose Room North

Members Present: Alan Nosbusch, Ald. Jerry Mellone, Michael Davis, Amy Zimmerman  
Members Excused: Don 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 7:05 p.m.

### 2. Announcements

The Next Regularly Scheduled meeting is Monday, December 6, 2022 at 7:00 pm

### 3. MINUTES

- a. September 12, 2022 minutes

***Motion by Ald. Mellone second by Mr. Davis to approve the minutes of the September 12, 2022, Parks and Recreation Commission meeting. Motion carried 4-0.***

### 4. UNFINISHED BUSINESS

- a. None

### 5. NEW BUSINESS

- a. Elmbrook Swim Club Annual Report

Mr. Kelliher introduced Jeff Miller, President of the Elmbrook Swim Club (EBSC), and shared the EBSC PowerPoint presentation with the Commission. Some highlights of the PowerPoint are as follows:

1. EBSC Mission is “Empowering community members to achieve excellence in life through swimming.”
2. EBSC’s Guiding principles include creating a fun experience for the participants, promotes self-discipline, time management and goal setting skills.
3. The EBSC Staff has great coaching staff that provides Competitive Programming, Auxiliary Programming, and Lesson Programming.
4. The Auxiliary Programming includes Pre-competitive Swim Camp, High School Summer program and Masters Swim Club.
5. EBSC currently has 183 participants (75% City of Brookfield residents, 20% Elmbrook School District residents, and 5% out of district).
6. The Club is financially healthy. Mr. Miller explained they retain Clifton Larson Allen to perform two accounting reviews annually and to file 990’s. There is a balanced approach to budgeting.

Income is generated through Swim Meets, Fund Raising, Swim Lessons, and Registration fees. After expenses, the Club had a net income of \$1,299.

7. The Club has received an Accredited Level IV USA Swimming Club Recognition for three years in a row and has received the Accredited Gold Medal USA Swimming Club Excellence award, USA Swimming Safe Sport Recognition, and five of the club members have been recognized for Scholastic All America (SAA) USA swimming and competitive excellence.

*The report was provided for informational purposes only, and no action is required.*

- b. Consider Preliminary Plat of Sunrise of Brookfield Wetland Dedication

Mr. Kelliher explained the requirement for one acre of wetland dedication for every eight dwelling units to the Commission. The site plan identifies nine residential units requiring 1.136 of wetland dedication to be made. The preliminary plat identifies Outlot #2 to be dedicated to the City.

***Motion by Mr. Davis second by Ald. Mellone to approve the Preliminary Plat of Sunrise of Brookfield Outlot #2 to be accepted as Wetland Dedication pursuant to the Brookfield Municipal Code. Motion carried 4-0.***

- c. Consider Preliminary Plat of Carpenter Road Subdivision Wetland Dedication and Multi-Purpose Trail and access easement.

Mr. Kelliher shared the Preliminary Plat map of Carpenter Road Subdivision with the Commission. Outlot #3 identifies Wetland Dedication and north of Outlot #3 is a 30' public access easement and pedestrian trail. This project requires a wetland dedication of two (2) acres of wetlands or a fee of \$96 per lot in lieu of any fraction not dedicated. In addition, Outlot #2 will include a trail easement connecting to Mary Knoll Park and the Subdivider will construct the trail per City specifications at the Subdivider's expense.

***Motion by Mr. Davis second by Ms. Zimmerman preliminary Plat of Carpenter Road Subdivision Wetland Dedication and Multi-Purpose Trail and Access Easement to accept Outlot #3 as wetland dedication and \$1,405 fee in lieu of dedication pursuant to the Brookfield Municipal Code.***

***In addition, the Commission accepts that as part of the City granting the Planned Development District zoning of the property, the Subdivider shall grant a recreational trail easement to the City through a separate document. The Subdivider shall construct an asphalt path through Outlot #2 within the said easement to the specifications established by the City's Director of Parks, Recreation and Forestry prior to the issuance of building permits for any lot other than Lot 1. Motion carried 4-0.***

- d. Consider Revised General information, Policy, Fees for Reservation and Use of Park Buildings, Shelters, Picnic Areas.

Mr. Kelliher stated that changes to the fees listed in the General Information, Policy, Fees for reservation and Use of Park Buildings, Shelters, Picnic Areas are required because of the 2023 budget. Other changes include: 1) the addition of a security deposit taken at the time of reservation, 2) allowing non-residents to reserve a facility one month prior to their requested date at the double the fee established for residents, and 3) a change to a rolling calendar for reservation requests beginning October 2, 2023.

***Motion by Mr. Davis seconded by Mr. Mellone to revise the General Information, Policy, Fees for Reservation and Use of Park Buildings, Shelters, Picnic Areas. Motion carried 4-0.***

## 7. STAFF REPORTS

### a. Staff Reports and Correspondence

#### Office

- Ms. Smeltzer stated that Youth Basketball registration ended on October 28. We currently have 550 participants, and teams have been formed. Any openings still available are available for registration on the Web. High School Basketball registration has begun, and we currently have four teams registered. The deadline for that program registration is November 18.

#### Parks and Forestry

- Mr. Majeskie's team has transitioned to winterizing activities. Tennis nets have been left up due to unseasonably warm weather but will be taken down in the next week or two. Maintenance has been working on ball diamond restoration and stump removal. One of maintenance area's next focus will be with the new playground at Beverly Hills Park.

#### Administration

- Mr. Kelliher stated we will have a new staff member starting next week in the Maintenance area. He has a great skill set working with machinery. He is also a factory-trained certified repair person.

## 8. ADJOURNMENT

***Motion by Mr. Davis seconded by Ald. Mellone to adjourn the meeting at 7:50 p.m. Motion carried 4-0.***

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

Respectfully Submitted:

John Kelliher

Parks, Recreation & Forestry/Director