



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**PARKS & RECREATION COMMISSION** HELD ON MONDAY  
**JANUARY 7, 2019** AT 7:00 P.M. IN THE SENIOR COMMUNITY  
CENTER MEETING ROOM, 2000 NORTH CALHOUN ROAD,  
BROOKFIELD, WISCONSIN

MEMBERS PRESENT: Alan Nosbusch, Ald. Jerry Mellone, Donald Kurth, Michael Davis, Mark Tushaus, Liza LeClaire

MEMBERS EXCUSED/NOT PRESENT:

OTHERS PRESENT: Bill Kolstad, Director, Gary Majeskie, Parks and Forestry Superintendent, Diana Smeltzer, Recording Secretary

1. Chairman Nosbusch noted a quorum present and called the Parks & Recreation Commission to order at 7:00 p.m.
2. Minutes
  - a. December 3, 2018 minutes

***Motion by Mr. Kurth, second by Ald. Mellone, to approve the minutes of the December 3, 2018, Parks and Recreation Commission meeting. Motion carried 5-0.***

3. Unfinished Business
  - a. Consideration of resolution approving the updated 2035 Park and Open Space Plan (PLAN) for the City of Brookfield and recommendation to the Plan Commission and Common Council to adopt the PLAN as a component of, and an amendment to, the 2035 Comprehensive Plan.

Mr. Kolstad referred the Commission to the 2035 Park and Open Space Plan (Plan) update schedule and briefly summarized the activities conducted over the past year, as contained in the 11/5/18 meeting minutes,\* that subsequently led to preparation of the resolution approving the Plan. He stated that following approval of the resolution by the Commission, the recommendation would be forwarded to the Plan Commission to request scheduling a public hearing with subsequent adoption of the Plan by the Plan Commission and the Common Council in April/May. He referred the Commission to the resolution attachment\* which provided a summary of the Plan including Inventory Findings, Framework for Plan Development, Specific Plan and Implementation Recommendations, and maps depicting the Plan and the recommended trail system.

***Mr. Davis moved, seconded by Mr. Kurth, approval of the Commission Resolution\* approving the update to the Plan and requesting the Plan Commission schedule a public hearing for the Plan and recommendation to the Plan Commission and Common Council to approve the Plan as a component of, and an amendment, to the City of Brookfield Comprehensive Plan. Motion carried 5-0.***

4. New Business

a. 2019 Pay Plan for Department Seasonal and Part-Time Employees

Mr. Kolstad introduced the subject and indicated that the Pay Plan\* is reviewed on annual basis as part of the budget process and again at the beginning of the year which includes an analysis of all existing positions and review of surrounding communities comparable pay rates. The Commission briefly discussed the proposed Plan and, specifically, the continuing shortage of aquatic employees and the need to maintain a competitive pay rate for recruitment and retention of these employees as well as all other seasonal recreation and park/forestry employees.

***Ald. Mellone moved, seconded by Ms. LeClaire, approval of the recommended Pay Plan for Department seasonal and part-time employees for 2019. Motion carried 5-0.***

a. Facility Use Request from the City of Brookfield's Professional Fire Fighters to host a state softball tournament on Saturday, August 10, 2019, at Wirth Park.

Mr. Kolstad reviewed the staff report\* pertaining to this item and indicated that the tournament is annually awarded to host fire departments on a bid basis with teams participating from throughout the state and is used as a local fundraiser. He stated that the Commission approved a similar request in 1989, 1994, 1999, 2006, 2009 and 2012 based on the following:

- a) The number of summer softball tournaments at Wirth would not exceed five total.
- b) The tournament would not be an annual event.

He further stated that the experience from previous tournaments has been positive and the requested date does not conflict with other community recreation programming. He stated that the staff is recommending approval of the tournament with conditions as outlined in the report.

***Ms. LeClaire moved, seconded by Mr. Tushaus, approval of the permit for 2019 as per the staff recommendation. Motion carried 5-0.***

5. Announcements/Reports

- a. The next regularly scheduled meeting is February 4, 2019
- b. Staff Reports and Correspondence

**Office:**

Ms. Smeltzer reported on the following items:

- Picnic shelter/area reservations began on January 2, 2019 with approximately 48 reservations done the first day.
- On-line Winter/Spring Registration began on January 7th, and staff was able to attend to normal Parks and Recreation business while registering people in-person.

**Parks & Forestry Division:**

Mr. Majeskie reported on the following item:

- Off-season painting/maintenance is ongoing at the Wiberg Aquatic Center.

6. Adjournment

***Motion by Ms. LeClaire, seconded by Mr. Davis, to adjourn the Parks and Recreation Commission meeting. Motion carried 5-0. Meeting adjourned at 7:20 p.m.***

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