



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE  
**PARKS & RECREATION COMMISSION HELD ON MONDAY  
MARCH 4, 2019 AT 7:00 P.M. IN THE COMMON COUNCIL  
CHAMBERS, 2000 NORTH CALHOUN ROAD, BROOKFIELD,  
WISCONSIN**

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

MEMBERS EXCUSED/NOT PRESENT: Mark Tushaus

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. February 13, 2019 Special Meeting minutes

***Motion by Ms. LeClaire, second by Mr. Davis, to approve the minutes of the February 13, 2019, Special Parks and Recreation Commission meeting. Motion carried 4-0.***

3. Unfinished Business - None

4. New Business

- a. Recognition of Boy Scouts who completed Eagle Scout projects in various parks in 2018.

Mr. Majeskie welcomed the residents in attendance and summarized the collaborative planning process conducted between staff and scouts, the location and scope of the projects, and how these projects contribute to achieving the rank of Eagle Scout. He stated that there were four projects completed in the parks in 2018 with a total of 167 projects completed over the past 26 years. He reviewed each project and introduced the scout responsible for the coordination and completion as indicated below:

Jacob Archibald - Wirth Park Garlic Mustard Removal.

John Boschek, Camelot Park Trail Restoration

Nolan Kriel - Krueger Park Buckthorn Removal.

Michael Crivello - Mitchell Park Pet Exercise Area Trail Restoration.

Each scout was presented with an individual plaque by Chairman Nosbusch in recognition and appreciation of their accomplishment and contribution to the community. Mr. Majeskie also referred to large plaques mounted in the hallway outside the Parks and Recreation office that recognized every scout and project completed in the past. Following the presentation, the Commission thanked the Eagle Scouts and parents present at the meeting for their efforts and contributions to the City's park system.

- b. Review and comment regarding Waukesha County project to replace the CTH YY (Pilgrim Road) Underwood Creek Structure.

Mr. Kolstad introduced Kevin Yanny, Waukesha County Project Engineer/Manager and Philip Bain, Design Leader/Project Manager from Ayres and Associates and briefly summarized the staff report\* related to the item that included the following materials:

1. Correspondence from Waukesha County Department of Public Works inviting interested parties to attend a public informational meeting for the project that was held on Wednesday, February 13, 2019.
2. Public Involvement Meeting Handout pertaining to the project.
3. An Overview of Alternatives and corresponding maps.

Mr. Yanny described the location of the proposed project and provided background information regarding Waukesha County's approach to evaluating alternatives for the replacement of the structure which is in poor condition. He stated that the roadway and structure were originally built and maintained by the City of Brookfield with jurisdiction of the structure and roadway transferred to Waukesha County in 2006. He further stated that the project will be completed with County funds and that the roadway will remain a two-lane facility with 12' lanes and 10' shoulders. He indicated that, while Pilgrim Road will remain a two-lane facility, it has been identified in the Southeastern Wisconsin Regional Planning Commission's long-range plan as a future four-lane facility and preliminary design will investigate how the structure built today could accommodate a future expansion. He stated that a four-lane expansion of Pilgrim Road is not programmed in the County's five-year capital plan.

Mr. Yanny and Mr. Bain proceeded to review the three structure replacement alternatives and the identified impacts to Wirth Park and the surrounding residential areas as follows:

### **1. Underwood Creek in Existing Location**

This alternative would maintain Underwood Creek in its existing location along the east side of CTH YY (Pilgrim Rd) north of Fieldstone Dr. The retaining walls defining the creek would also remain in the existing location. CTH YY (Pilgrim Rd) would shift to the west.

### **2. Underwood Creek Moved East**

This alternative would relocate Underwood Creek east of the existing creek location. The new creek alignment would be established in order to accommodate a future 4-lane expansion. Therefore, the creek would need to be placed outside of the highway right-of-way within a drainage easement. This alternative would construct new retaining walls along the west side of the creek. As it does today, the east side of the creek would be graded (sloped) back to match into the abutting property. CTH YY (Pilgrim Rd) would stay on its existing alignment.

### **3. Underwood Creek Moved West**

This alternative would propose to relocate Underwood Creek to the west side of CTH YY (Pilgrim Rd). The new creek alignment would be established in order to accommodate a future 4-lane expansion. The stream crossing of CTH YY (Pilgrim Rd) would be moved north. The crossing would occur south of Esser Ct where Underwood Creek flows to the east within an existing drainage easement. This alternative would remove the existing retaining walls and backfill Underwood Creek along the existing alignment. CTH YY (Pilgrim Rd) would remain on its existing alignment.

The Commission began to discuss the proposed alternatives and the potential impacts to Wirth Park. Mr. Davis asked if there was an estimate of how much land would need to be acquired from Wirth Park for each of the alternatives. Mr. Yanny responded that land acquisition has yet to be determined and will depend on the amount of right-of-way proposed to be acquired and stated that some of the necessary right-of-way for the 120'-wide corridor is already in place through the project area. Ms. LeClaire asked about the potential costs and impacts to the park and/or residents to the east from the proposed creek relocation. Mr. Bain responded that more detailed information regarding costs/impacts would also be provided as the study proceeds.

Ald. Mellone stated that based on existing jurisdiction of Pilgrim Parkway and Pilgrim Road through Elm Grove and Brookfield, it is unlikely that expansion of the two-lane road to four lanes will occur in the foreseeable future and that he would support leaving the bridge in its present location and keeping the road corridor to two lanes.

Mr. Kolstad noted that Wirth Park currently has two ingress/egress points from Pilgrim Road with the primary access north of Esser Ct. and the secondary access being the Tot Lot parking lot north of Fieldstone Dr. He stated should the secondary access be removed due to the creek and structure relocation, he has indicated to Mr. Yanny and Mr. Bain that this would result in a significant impact to the park that will need to be addressed by the City and the County as this project moves forward. He suggested that a potential option would be to create a secondary access on the west side of the park off Pleasant Dr. He stated that this alternative has been analyzed in the past and would result in wetland and floodplain impacts and additional planning/permitting would be needed for this to be a viable option. He further suggested that any funds that the City receives from right-of-way acquisition for the Pilgrim Road widening and replacement of the structure could be directed to the creation of the secondary access in the future.

Mr. Yanny briefly summarized the proposed project schedule and indicated that the design team will be evaluating comments received from the public and the Commission as the alternative investigation continues and it is anticipated that a preferred alternative will be selected in late spring or early summer 2019. He stated that final plans for the project are anticipated to be submitted in January 2020 with construction taking place in summer 2020 pending coordination with other area road projects to include North Ave. widening.

The report was for informational and discussion purposes only and no action was taken by the Commission.

- c. Review and approval of bid proposal to provide design, materials and installation for the development of a playground area at Hidden Lake Park.

Mr. Kolstad summarized the bid process and indicated that two vendors had responded to the request for bid proposals\* to provide design, materials and installation for the development of the playground area in Hidden Lake Park. He stated that due to the wide variation and design of the play structure components and materials associated with these types of products the bid proposals were evaluated by staff based on the following considerations that were stipulated in the bid requirements and conditions:

1. Cost – A total bid ceiling was established as a not to exceed figure of 20,000 to provide design, materials and installation of a modular play structure and/or free standing equipment appropriate for ages 5-12, required swings, related equipment/materials, signage, and surfacing. An Alternate Bid was requested to provide design and materials only (City to install) for a modular structure and/or freestanding equipment appropriate for ages 2-5 with a bid cost ceiling of \$10,000.
2. Play Value – quality vs. number of components (including any proposed freestanding equipment).
3. Layout/Design – variety of play events, accessible features and method of access, circulation, expandability, and utilization of shade elements.
4. Maintenance – durability/performance and use of recycled materials
5. Safety – fall zones, platform heights, slide design, play components, enclosures, and circulation patterns.

He referred the Commission to the bid tabulation summary\* and worksheets\* utilized by staff to review and compare the proposals. He indicated that based on the overall rating the vendor proposals were ranked accordingly and referred the Commission to the displays of each vendor's drawings/plans.

***Following discussion Ald. Mellone moved, seconded by Mr. Davis approval of the bid proposal from Lee Recreation, LLC. to provide design, materials and installation for the development of a playground area at Hidden Lake Park. Motion carried 4-0.***

- d. Discussion with Director of Human Resources regarding the process and timetable pertaining to the recruitment and hiring for the position of Director of Parks, Recreation and Forestry.

Chairman Nosbusch welcomed Jim Zwerlein, Director of Human Resources, to the meeting who proceeded to review the recruitment timetable\* and materials\* related to the recruitment process that included the Job Posting, Supplemental Questionnaire, and Recruitment Profile as prepared by the Human Resources department.

He indicated that the process would entail three phases as summarized below.

**Phase 1** – The creation of a screening panel with the task of reviewing and evaluating each application packet to narrow the number of applications down to a selected number to be forwarded on for interviews by an oral board panel. Mr. Zwerlein indicated that the Parks and Recreation Commission could perform this function to provide the appropriate

government oversight and suggested that the Commission could utilize their next scheduled meeting on April 1 to review the applications.

**Phase 2** – An oral board panel would conduct interviews with the finalists who were invited to participate in this phase of the process that would conclude with a recommendation of potentially three finalists invited to meet with the Mayor for his consideration. He further stated that a member or members of the Commission could also be involved in the oral board process.

**Phase 3** – The final candidate(s) would meet with an organizational psychologist to assess management style and how that person might interact with other City employees and the public. In addition, interviews would be conducted with the Mayor and Human Resources Director and Parks and Recreation Department staff would have the opportunity to meet the candidates as well.

Mr. Zwerlein is hopeful that the process can be completed by the end of April with an offer of employment accepted and Mayoral appointment for approval to the Common Council in early May.

5. Announcements/Reports

- a. The next regularly scheduled meeting is April 1, 2019
- b. Staff Reports and Correspondence

**Office:**

Ms. Smeltzer reported on the following items:

- Ongoing training of the recently hired Office Services Assistant.
- Trip to Badger Band Concert Tour filled on the first day of registration (this is the last year that Conductor Lekrone will be leading the band) which likely is the reason for the increased interest.
- Adult Softball Registration has 29 teams currently registered (36 in 2018).
- Youth Baseball/Softball registration has 388 participants registered with two more weeks remaining to register.

**Parks & Forestry Division:**

Mr. Majeskie reported on the following items:

- The ice skating rink at Wirth Park has been opened and is in good condition.
- Employee evaluations are in the process of being conducted for full-time division employees.
- The furnace replacement at the Wiberg Aquatic Center has been completed.
- John Conrad indicated that he and Mr. Majeskie met with staff at Dixon Elementary in preparation for the Arbor Day celebration.

6. Adjournment

***Motion by Ms. LeClaire seconded by Mr. Davis to adjourn the Parks and Recreation Commission meeting. Motion carried 4-0. Meeting adjourned at 8:25 p.m.***

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