



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE **PARKS & RECREATION COMMISSION** HELD ON MONDAY, **JULY 8, 2019** AT 7:00 P.M. IN THE MEETING ROOM OF THE SENIOR COMMUNITY CENTER, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

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

OTHERS PRESENT: John Kelliher, Director, Gary Majeskie, Parks and Forestry Superintendent, Lisa Glenn, Recreation Supervisor, Julie Zych, Recreation Supervisor, John Conrad, Parks Operations and Events Manager, 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. Introduce New Director of Parks, Recreation & Forestry – John Kelliher
3. Minutes
 - a. April 1, 2019 minutes
Ms. LeClaire moved, seconded by Mr. Davis to approve the minutes of the April 1, 2019, Parks and Recreation Commission meeting. Motion carried 5-0.*
4. Unfinished Business – None.
4. New Business
 - a. Budget Principles/Guidelines and calendar for 2020.
Mr. Kelliher summarized the overall budget process and timetable that included the following:
 1. An initial review and discussion with the Commission regarding guidelines, initiatives, and parameters established by the Finance Committee.
 2. Staff development of the budget utilizing Commission input.
 3. Presentation to the Commission in August and recommendation to the Mayor and Finance Committee.He proceeded to review the documents* distributed to the Commission which included the 2020 Budget Calendar, Budget Principles/Guidelines developed by the Commission for guidance to staff, and the 2020 guidelines and instructions prepared by the Finance Department as directed by the Finance Committee.

Ald. Mellone presented a proposal to the Commission for future consideration to build a small visitor center, public restrooms, bike racks near the trail head and paving the parking lot at the Dousman Stagecoach Inn. As the City evaluates this proposal, he encourages staff to contact Elm Grove to share expenses since

although the City owns the property, Elm Grove owns the right-of-way on Pilgrim Road.

The staff prepared report and documents were for informational purposes only and direction for staff in preparation of the budget and no action was taken.

- b. Preliminary review of the 2020-2026 Capital Improvement Program.
Mr. Kelliher referred the Commission to the table* detailing the recommended Capital Improvement Program for 2020-2026 and specifically addressed projects not previously recommended for 2020 which included the following:
 - Parks Garage – Replace Office Furnace / AC (\$14,000)

The Commission briefly discussed the proposed Capital Improvement Program and Mr. Kelliher stated the report is for informational purposes and comments only and staff will provide a revised Capital Improvement Program for consideration at the August meeting.

5. Announcements/Reports

- a. The next regularly scheduled meeting is August 5, 2019.

- b. Staff Reports and Correspondence

1. Department 2018 Annual Report

The Annual Report* was distributed through the meeting packet and Mr. Kelliher summarized the contents and provided an overview of the department vision and the benefits of our services to our residents.

- Special Events - Mr. Conrad was appreciative of the support and the good model for coordinating the Parade and Family Fest. He also shared overview of the statistical data on all special events.
- Recreation Programs – Mrs. Glenn and Ms. Zych provided an overview of the program statistical data. In general our recreation programs continue to provide a quality of life benefit to our residents. Focus on new nature based programs has been received well. Senior Center services continue to have over 1,400 members.
- Urban Forestry - Mr. Majeskie provided an overview of the forestry operations. He indicated that the Department cut down approximately 1500 Ash trees this year. The Highway Department helps during their less busy times. In addition we partnered with the US Dept. of Agriculture (USDA). The USDA is developing parastoids to eliminate Emerald Ash Borer using the larvae from diseased trees. The USDA cut down about 400 trees, a savings to the City of approximately \$100,000. The Department has been planting trees along Elm Grove Rd and replacing trees in parks.

- Park Maintenance – Mr. Majeskie provided an update on the Hidden Lake Trail and Hidden Lake Park projects. Trail completion is on schedule and should be completed by early fall. Park final punch list items will be completed soon.

The pool heater and forced air furnaces were replaced at Wiberg Aquatic Center. There was also a lot of electrical work performed at the Aquatic Center mainly due to the corrosiveness of the chlorine used at the pool. Ms. LeClaire asked if there was any discussion about using salt water vs. chlorine, and Mr. Majeskie responded that there may discussion regarding this soon.

Eagle scouts projects were fewer than usual partly due to the retirement of Marty Will. Most projects that were completed were invasive species control or trail maintenance. Looking for a new commission member.

Office – Ms. Smeltzer reported the following:

- The office staff continues serving citizens with rainout notifications, summer registrations, WPRA ticket sales and pool pass sales.
- Flag Football registration ended on July 7 with a total of 210 participants. Teams are currently being formed.

Parks & Forestry Division- Mr. Majeskie reported the following:

- The Independence Day Parade Family Fest/Fireworks events were successfully organized and administrated by Mr. Conrad and other Department staff.
- Division staff is continuing to perform regular Wiberg Aquatic Center mowing, landscape maintenance, and ball diamond maintenance/preparation on a daily basis and has also been providing staff and resources for weekend softball and baseball tournaments as scheduled.

6. Adjournment

Motion by Ms. LeClaire, seconded by Mr. Davis to adjourn the Parks and Recreation Commission meeting. Motion carried 5-0. Meeting 8:00 p.m.

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