



MINUTES OF A REGULARLY SCHEDULED MEETING OF THE
PARKS & RECREATION COMMISSION HELD ON MONDAY
AUGUST 5, 2019 AT 7:00 P.M. IN THE COMMON COUNCIL
CHAMBERS, 2000 NORTH CALHOUN ROAD, BROOKFIELD,
WISCONSIN

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

MEMBERS EXCUSED/NOT PRESENT: Michael Davis, Mark Tushaus

OTHERS PRESENT: John Kelliher, Director, Gary Majeskie, Parks and Forestry Superintendent, Lisa Glenn, Recreation Supervisor, Julie Zych, Recreation Supervisor, 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. July 8, 2019 minutes

Motion by Mr. Kurth second by Ald. Mellone, to approve the minutes of the July 8, 2019, Parks and Recreation Commission meeting. Motion carried 4-0.

3. Unfinished Business
None
4. New Business

- a. Consideration of the 2020 Parks, Recreation and Forestry Department Budget.

Mr. Kelliher referred the Commission to the cover letter* which summarized the organization and content of the overall budget document and described the process followed by staff in developing the budget. He stated that the preliminary proposal follows the 2020 budget guidelines* as established by the Finance Committee and has been prepared based upon the Budget Principles/Guidelines* as reviewed by the Commission at the July 8, 2019 meeting. He briefly summarized the budget narratives* and components of the two different funds (General Fund and the Self-Supporting Recreation Programs Fund) that comprise the overall Departmental budget.

General Fund:	Total Expenditures -- \$2,765,302 (Increase \$45,152, +1.7%)
	Total Revenue -- \$286,000 (Decrease \$5,000, - 1.7%)
Self-Support Fund:	Total Expenditures -- \$425,700 (Decrease \$3,700, - 0.9%)
	Total Revenue -- \$384,700 (Decrease \$19,400, - 4.8%)

Mr. Kelliher referred to the budget exhibits* to include:

- a) Capital Outlay Budget including the budget detail for the Vehicle/Equipment Replacement Fund
- b) Revenue Budget Summary
- c) Proposed Fee Schedule (with proposed increases highlighted)
- d) Guidelines for Establishing Recreation Program Fees
- e) Parks and Recreation Trust Fund
- f) Friends of Parks & Recreation Fund

Mr. Kelliher concluded his review of the budget by referring the Commission to the budget summary portion of the narratives for the General Fund and Self Supporting Fund which identified significant impacts and changes to the budget as indicated below:

General Fund Budget Summary

1. The Finance Committee has adopted an operating budget parameter of 2.5%.
2. Natural gas (570001) and electricity (570002) budgets have been developed utilizing the WE Energies forecasting tool. Estimates for these costs are based upon historical consumption and the WE Energies pricing predictions provided by the Finance Department.
3. The budget increase for sewer and water has increased by 82.1% provided by the Finance Department.
4. Fleet Maintenance and gasoline costs are provided by the Finance Department using historical data.
5. Capital Outlay consists of the following items:

Park/Improvements/Renovations (615000)	Cost
Park Maintenance Garage – Replace furnace and AC for office’s and break room area	\$14,000
Mitchell Park Pavilion – Replace Tables	\$3,500
Wiberg Aquatic Center – Replace wood decking	\$9,000
Subtotal:	\$26,500
TOTAL	\$26,500

Self - Supporting Fund

1. Minor revenue decrease is primarily the result of three-year estimate of programming participation numbers. Summer school offerings have an impact on available participants during a three-week segment of the summer.

2. The Department is recommending a salary increase for Youth Basketball referees contractual services and Adult Softball umpires to increase their rates from \$25 per game to \$30 per game to put our rates at a competitive level with surrounding organizations.
3. Significant budget variances:

Account	Amount	Explanation
2312606-56000: Youth Basketball Contractual	\$4,450	Per game pay increase for basketball officials
231 0-501000: Adult Softball – Salaries	\$2,110	Per game pay increase for umpires
23104206-501000: Youth/Adult Tennis – Salaries	\$3,200	Added private lessons to offering in Tennis Program

Following discussion Mr. Kurth moved, seconded by Ald. Mellone approval of the preliminary budget documents with overall recommendation to the Mayor and Finance Committee for approval. Motion carried 4-0.

- c. Consideration of the 2020 Capital Improvement Program and recommended 2020 projects.

Mr. Kelliher introduced the subject and stated that the recommended budget reflects the discussion that occurred during the July 8, 2019 Commission meeting and briefly described the projects that would be included for the years indicated and reviewed the 2020 recommended projects which included the following:

Park Vehicles/Equipment requests are listed and considered in priority order. Fleet Department works closely with us to determine what needs can be accommodated on a yearly basis.

Following brief discussion by the Commission, Ms. LeClaire moved, seconded by Mr. Kurth approval of the recommendation to the Mayor, Common Council and Finance Committee of the recommended Capital Improvement Program for 2020-2026. Motion carried 4-0.

5. Announcements/Reports
 - a. The next regularly scheduled meeting is October 7, 2019
 - b. Staff Reports and Correspondence

Office

Ms. Smeltzer indicated the office staff has been reviewing the Fall/Winter/Spring Activity Guide, forming Flag Football teams and processing WPRA tickets.

Recreation:

Ms. Zych stated that Youth Flag Football Program coach meeting will be on August 14, and practices will start the following weekend.

Aquatics

- Ms. Glenn stated the Aquatic Center is closing on August 18.
- The Fall/Winter/Spring Activity Guide will be sent to residents the last week of August.

Parks & Forestry Division:

Mr. Majeskie reported that staff continues to work on stump removal in front of residences, site obstruction through code enforcement, storm events involving live trees, ball diamond maintenance, landscape maintenance, and National Night Out support.

Administration

Mr. Kelliher indicated that Hidden Lake Park is progressing well. The playground will be installed this fall, and trail work is starting soon.

Mr. Majeskie added the barrier fence by the overlook is beginning this week.

Adjournment

Motion by Ms. LeClaire, seconded by Ald. Mellone to adjourn the Parks and Recreation Commission meeting. Motion carried 4-0. Meeting adjourned at 7:45 p.m.