

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, January 14, 2008

Please note: Minutes are unofficial until approved by the Parks, Recreation and Forestry Commission at their next regularly scheduled meeting.

CALL TO ORDER; ROLL CALL; DECLARATION OF QUORUM:

The regular meeting of the Parks, Recreation and Forestry Commission was called to order by Chairman Bill Christel at 6:35 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Paul Gihring, Rick Kocchi, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

Also Present: Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Michelle Della

PUBLIC NOTICE:

This meeting was noticed on January 10, 2008 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Gihring to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of December 10, 2007. Seconded by Commissioner Radtke and carried unanimously.

CORRESPONDENCE:

BILLS AND FINANCIAL REPORTS:

Director Mark Schroeder reported the December Financial reports will be presented to the Commission next month when the end of year totals are available.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – The Plan Committee has met on December 18th and January 9th and is working on the Milham Conceptual Plan and the Park and Open Space Plan. These items will be discussed under Updates and the Director's Report.

Golf Course Committee – No Report

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on Park Restroom Projects - As of January 10th, the new restroom buildings at Lions and Valley View Parks have the exterior masonry block, roof trusses, sheathing, and shingles installed, as well as the pre-finished metal soffit and fascia. The interior concrete block has been installed and insulated, and a majority of the plumbing pipes are roughed in. Contractors are in the process of completing the interior electrical work. Due to the cold and/or wet weather, the building has to dry out before the interior block and concrete floor can be painted.

Also the restroom renovation projects for Buena, Calhoun, and Valley View Parks had final inspection on December 20th. The contractor has been sent the final inspection punch list items.

Update on Milham Park conceptual layout plan - Bonestroo is currently working on the conceptual plan summary report. The subcommittee will tentatively be meeting later this month to review this report including the CIP Budget/project phasing. It is the goal of the subcommittee and consultant to present this information to the full commission at the February 2008 meeting.

Update on Community Center Project - The Senior Citizen's Club moved into the facility on December 18th, with senior programs resuming on Monday, January 14th. The dedication/ grand opening will be held on Saturday, January 19th from 10 AM through noon. Interested groups may begin picking up rental application forms on January 15th, with applications accepted starting on February 1st. Commissioner Radtke reported the Seniors are very happy with their new home. There were six new members attending for the first time on Monday, January 14th.

Update on T-Mobile Wireless Communications Facility at Lion's Park - T-Mobile is currently working on project plan details for the formal zoning application. The food pantry has received architectural approval for the design of the storage facility, and has applied for the zoning and building permits. Staff is in the process of setting up a meeting with T-Mobile, food pantry representatives, and planning staff to coordinate the cell tower design submittal with the food pantry project.

DIRECTOR'S REPORT:

2008 Parks, Recreation and Forestry Department Budget - The Common Council approved the 2008 Operating Budget on November 27th. The Commission received a copy of the adopted budget. The budget includes funding for all current staff positions, and all existing programs and services along with the additional funds allocated for employee health insurance and the school facility use fees. The 2008 CIP Budget was approved at the January 8th council meeting. The Malone Park tennis and basketball court projects were eliminated from the 2008 Budget, with \$75,000 approved for vehicles and equipment including a 1 Ton Dump Truck, Cargo Van, and a Zero Turn Mower. The vehicles that will be replaced are 16 to 17 years old.

New Berlin School District Agreement for Use of School Facilities –Review and Recommendation - At the November 19th meeting, the commission made a motion to recommend to the Common Council to approve the new “Agreement for Use of School Facilities” with the New Berlin School District, with the inclusion of the language from City Attorney Mark Blum.

On December 10th, the Board of Education approved the agreement with the requested language revisions. The item has been tabled by the Common Council at meetings held on December 11th and January 8th. It is anticipated the City will receive the final agreement from school district legal counsel in time for review and approval at the January 22nd council meeting.

Park & Open Space Plan – Review and Recommendation on Park and Recreation Survey - In May 2007, the plan committee discussed the public opinion survey that was conducted in 2000 by the Waukesha County UW Extension Office and incorporated in the 2003 Park & Open Space Plan Update. The committee was in agreement that citizen input is very important to the planning process. Two proposals were received from Waukesha County Extension for approximately \$14,500, and the University of Wisconsin – Milwaukee Center for Urban Initiatives and Research for approximately \$9,600. The main reason for the increase in UW-Waukesha County Extension fees are related to the drastic Waukesha County budget cuts and therefore, the cost has to be passed on to the clients. UW-Milwaukee will also send the survey to 3,000 random households vs. 1, 500 households by Waukesha County. UW – Milwaukee will also send two mailings vs. three mailings by UW – Waukesha County Extension Office. This will save on postage costs.

The committee reviewed these proposals at meetings held over the last three months. The committee met on Monday, January 14th and is recommending to contract with UW-Milwaukee Center for Urban Initiatives and Research. Motion by Commissioner Gihring, Seconded by Commissioner Moore to approve the contract with UM-Milwaukee to perform a random sample city-wide survey for the Park and Open Space Plan development in the amount not to exceed \$11,000. Motion carries unanimously.

The surveys will be mailed in March with results in May or June. UW-Milwaukee will be present at the July Parks, Recreation and Forestry Commission Meeting to present the results and to answer any questions.

NEXT MEETING: February 18, 2008

ADJOURNMENT:

Motion by Commissioner Kocchi to adjourn at 7:09 p.m. Seconded by Commissioner Radtke and carried unanimously.

Respectfully submitted by Cheryl Bowers for
Allison R. Thompson, Secretary
Parks, Recreation and Forestry Commission

ART/cb