

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, March 10, 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, Michelle Della (arrived at 6:40), Paul Gihring, Darrell Standish (departed at 8:15), Allison Thompson, and Council Representative Bill Moore.

Also Present: Dave Totten, President of the New Berlin Historical Society; June Pelkola, Director of the New Berlin Historical Society and member of the First Freewill Baptist Church Foundation, Ken Weston from the Weston Antique Apple Orchard Foundation; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Chuck Bedwell, Rick Kocchi, and Vern Radtke

**PUBLIC NOTICE:**

*This meeting was noticed on March 4, 2008 in accordance with Open Meetings law.*

**MINUTES:**

Motion by Commissioner Moore, seconded by Commissioner Standish to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of January 14, 2008. Motion carries with Commissioner Della voting present.

Motion by Commissioner Gihring to advance the agenda to the review and discussion of the Preserve America Grant Application, under the Director's Report, to accommodate the visitors present. Seconded by Commissioner Moore and carried unanimously.

**DIRECTOR'S REPORT:**

**Preserve America Grant Application – Review & Discussion** - Preserve America is a federal initiative that encourages and supports community efforts to preserve cultural and natural heritage. With grant writing assistance from the State of Wisconsin Historical Society, the City received the Preserve America designation in April 2007.

In addition to the various promotional benefits, communities have an opportunity to apply for Preserve America Grants. The grants are awarded on a competitive, matching fund basis to help communities develop sustainable management strategies for the continued preservation of historic assets. The grants support research, planning, marketing, and training efforts, but cannot be used for construction related projects.

A committee of community volunteers has been meeting to discuss various historical projects for application for grant program funding. These include Audio and Video Tours of the City and the Historic Settlement District, and Historic Theater performances in the First Freewill Baptist Church.

All grant applications must include a resolution of support from the governing council demonstrating support and commitment to the project. Since the project ideas will be developed around the City's Historic Park facilities, the Parks, Recreation and Forestry Commission has been asked to review the grant proposal(s) before going to the Common Council.

Representatives of the committee; Dave Totten, President of the New Berlin Historical Society; June Pelkola, Director of the New Berlin Historical Society and member of the First Freewill Baptist Church Foundation, and Ken Weston from the Weston Antique Apple Orchard Foundation reported to the Commission the project goals, budget, timeline, and identified what resources may be requested from the City. The grant application is a work in progress and may include:

**Project Goals:**

- In kind services from the City (labor hours)
- Installation of a pathway in Historic Park
- Create a video to promote New Berlin's History to be viewed at schools when studying history
- Create an audio tour of sites for people to visit site when Park/Buildings not open (would include both Historic Park and the Orchard)

**Funding – total cost \$45,000 (50% matching grant):**

- Reduced rate for video/audio cost from vendor (\$12,000)
- City Park workers to install handicap ramp (in kind labor services)
- New Berlin Historical Society – funding/promotion/volunteers
- New Berlin Landmarks Commission – funding
- Apply for City of New Berlin Room Tax Grant

It was the consensus of the Parks, Recreation and Forestry Commission to support the ideas for the Preserve America grant application without commitment of funds or manpower which would need to be approved by the Common Council to endorse the City's commitment.

**CORRESPONDENCE:** None

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the December 2007 Expenditure Detail in the amount of \$40,498.35. They also reviewed the copies of the December Revenues and Expenditures. Director Schroeder reported that the Department ended the year with \$29,702 over the projected revenues and \$20,993 under the estimated expenses. The Recreation Division revenue increases were due to new programs such as Zumba with 172 participants and an increase of participation in the Playground and Adult Dance programs. The Park Division had an increase in Park permits from 192 in 2006 to 218 in 2007. The increases were due to the first year of park rentals for ProHealth Park with 32 rentals and the rate structure change for park shelters. After a brief discussion, motion by Commissioner Moore to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously.

The Commission reviewed the January 2008 Expenditure Detail in the amount of \$4,532.88. They also reviewed the copies of the January Revenues and Expenditures. After a brief discussion, motion by Commissioner Della to approve these financial documents. Seconded by Commissioner Thompson and carried unanimously.

The Commission reviewed the February 2008 Expenditure Detail in the amount of \$18,903.80. They also reviewed the copies of the February Revenues and Expenditures. After a brief discussion, motion by Commissioner Standish to approve these financial documents. Seconded by Commissioner Della and carried unanimously.

**COMMITTEE REPORTS:**

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – The Committee met on January 14 & 24; February 5, 12, & 21; and March 5<sup>th</sup> to discuss the Park & Open Space Plan which will be discussed under 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** - Due to the weather conditions, construction work has slowed on the new restroom building projects. However, the water and sewer laterals have been installed at Valley View Park, and the utility connections have been made at Lions Park. The electrical service has also been installed at Lions Park. Director Schroeder indicated there is a need to exercise Bid Alternate No. 2 at Lions Park to provide materials and labor to install a new 2" water supply line; and abandon the exiting 1" line. The contractor tested the pressure needed to operate the new flush valves and the 2" line is needed to operate the system. This was verified with the City Inspection Department.

The restroom renovation projects for Buena, Calhoun, and Valley View Parks received final inspection on December 20<sup>th</sup>. The contractor will complete the punch list items in spring.

**Update on Milham Park conceptual layout plan** - Staff is awaiting completion of the conceptual plan summary report from Bonestroo. The Parks, Recreation and Forestry Planning Subcommittee will be meeting in March 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 April 2008 meeting.

**Update on T-Mobile Wireless Communications Facility at Lion's Park** - Staff held a meeting with T-Mobile, food pantry representatives, building maintenance, and community development staff in late January to coordinate the cell tower design submittal with the food pantry project.

In late February, T-Mobile completed project plans, and submitted the zoning application to the community development department for review at the April 7<sup>th</sup> Plan Commission meeting.

The Commission was presented with the construction drawings, and plan of operations for the project. While the project is in the plan review process, department staff will be working with T-Mobile, and the City Attorney on the draft lease agreement. The Commission also received correspondence from T-Mobile regarding the use of a wind tower in lieu of a stealth flag pole for the cell tower. T-Mobile had concerns regarding the wind tower, and is not interested in pursuing "such unfamiliar and controversial territory at this time."

It was the consensus of the Commission for T-Mobile to supply a light and flag for the stealth flag pole cell tower.

**Update on 2008 Greens Fees for New Berlin Hills** - On January 22<sup>nd</sup>, the Common Council approved the 2008 Greens Fees as recommended by the Golf Committee, and Parks, Recreation and Forestry Commission. The Commission received the 2008 rate schedule

**Update on Tree City USA Award for 2007** - The department was recently notified the City will be receiving the Tree City Award for 2007 from the National Arbor Day Foundation. This is the 6<sup>th</sup> consecutive year the City has received this award. Director Schroeder expressed his appreciation to Parks & Forestry Supervisor Dave Jeske and his staff for a job well down.

**Update on Facility Use Agreement with the New Berlin School District** - On February 12<sup>th</sup>, the Common Council approved the Agreement for Use of School Facilities for 2007-2008. This agreement expires on August 31, 2008. The Commission received the signed agreement. Discussion on a new agreement for 2008-2009 will be presented at a future meeting to discuss the impact on programs due to possible increased rates.

**Update on the Park & Recreation Survey Project** - At the January 14<sup>th</sup> Parks, Recreation & Forestry Commission meeting, approval was given to contract with the University of Wisconsin - Milwaukee Center for Urban Initiatives and Research for professional services to conduct the Parks and Recreation Survey at a cost not to exceed \$11,000.

The professional services contract has been reviewed by City legal counsel, and signed by both parties. The Plan Committee has met twice with UWM staff to develop the survey instrument. The goal is to finalize the survey, cover letter, and reminder postcard in the next two – three weeks. The target date to send the survey mailing to 3,000 randomly selected resident households is April 1<sup>st</sup>. The Commission received the survey and was instructed to contact Director Schroeder with comments prior to the March 12 meeting of the Planning Committee. Director Schroeder reported that UWM was very cooperative and helpful in forming questions from the committee's ideas. UWM will process the results and will present a report in July, to the Commission.

#### **DIRECTOR'S REPORT:**

**Park & Open Space Plan – Review and Recommendation on Professional Services Agreement with Planning & Design Institute (PDI)** - In 2007, the Commission discussed the process to update the City's Park & Open Space Plan. A prerequisite for applying for outdoor recreation grant funding is to have a current local comprehensive parks and open space plan that has been adopted by the City and submitted to the Wisconsin Department of Natural Resources (WDNR) for review and approval. The current plan was officially adopted by the Common Council in May 2003, with the grant eligibility date for New Berlin through December 31, 2007. The WDNR does offer interim eligibility status for communities that are working on a plan update.

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) has prepared the most recent City park plan updates. Due to a heavy project workload including the preparation of Comprehensive Plans for several communities in SE Wisconsin, the earliest New Berlin's plan update could be started was 2009.

In December 2007, the Plan Committee reviewed a proposal from Planning & Design Institute (PDI) for professional services to update the Park & Open Space Plan. PDI is currently under contract with the City to update the City's Comprehensive Master Plan to meet state Smart Growth Planning requirements. The Park and Open Space Plan is one component of the City Master Plan. While this comprehensive master plan update will include park and open space planning elements, it will not address all the necessary requirements of the WDNR. However, the committee felt the City would realize some economies of scale by working with PDI on both projects.

The Plan Committee met with PDI staff to review and modify the scope of services proposal at meetings held in January and February. Pending approval by the Parks, Recreation and Forestry Commission, the proposal

would go before the Common Council for review and approval in April. The goal would be to execute a contract, and commence work on the park plan update by June 2008, with an estimated project completion in Spring/Summer 2009.

At the February 21, 2008 Plan Committee Meeting, a motion was made by Commissioner Christel, and seconded by Commissioner Moore, to recommend to the Parks, Recreation & Forestry Commission to contract with Planning & Design Institute (PDI) for professional services to develop the state required Park & Open Space Plan for the City of New Berlin per the submitted scope of services at a cost not to exceed \$25,230. Motion carried unanimously. Monies to come from the Public Site & Open Space Account.

Motion by Commissioner Standish, seconded by Commissioner Gihring to recommend to the Common Council to approve contracting with Planning & Design Institute (PDI) for professional services to develop the state required Park & Open Space Plan for the City of New Berlin per the submitted scope of services at a cost not to exceed \$25,230. Motion carried unanimously. Monies to come from the Public Site & Open Space Account.

**2007 Annual Report – Parks, Recreation & Forestry Department** – The Commission received the Department's Annual Report for 2007. Director Schroeder thanked; Parks and Forestry Supervisor Dave Jeske and the Park & Forestry staff of Mark Alexander, Terry Blessing, Paul Fliss, Rick Hoffmann, Tim Nieskes, Steve Ropella, and Geno Wichihowski; Recreation Supervisor Jon Stolz, Administrative Coordinator Cheryl Bowers, Program Special Tanya Tridle, and Clerk-Typists Monica Hanneman and Cheri Smith for a great 2007. Director Schroeder thanked Administrative Coordinator Cheryl Bowers for putting the report together.

The Commission inquired about additional tree plantings in 2008. Director Schroeder reported that there is a lack of funding available but he will research the possibility of the Department of Community Development (DCD) funding the plantings and maintenance through the Tree Replacement Fund. Staff at the current level is not able to continue to take on additional responsibilities in the parks and forestry area.

Commissioner Moore thanked Parks and Forestry Supervisor Dave Jeske and his staff for help on removing invasive plants in the Weatherstone Park neighborhood.

**NEXT MEETING:** April 14, 2008

**ADJOURNMENT:**

Motion by Commissioner Thompson to adjourn at 8:23 p.m. Seconded by Commissioner Moore and carried unanimously.

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

ART/cb