

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, June 9, 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 6:36 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Michelle Della, Paul Gihring, Rick Kocchi, Vern Radtke, and Council Representative Bill Moore.

Also Present: Steven Schultz, P.E. Rueckert/Mielke Principal/Water Supply Department Head; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Darrell Standish and Allison Thompson

PUBLIC NOTICE:

This meeting was noticed on June 5, 2008 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Bedwell, seconded by Commissioner Radtke to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of May 12, 2008. Motion carried unanimously.

Motion by Commissioner Kocchi, seconded by Commissioner Gihring to advance the agenda to the review and approval of professional services proposal from Rueckert Mielke for Water Supply System Evaluation at New Berlin Hills Golf Course under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

New Berlin Hills – Review & Approval of Professional Services Proposal from Ruekert & Mielke for Water Supply System Evaluation - The water supply/irrigation system is the life blood of golf course operations. Since 2004, golf course staff, as well as the Golf Course Committee, have invested considerable time and monies on operation and maintenance of the existing system.

In April 2004, Layne/Northwest performed well pump hydraulic performance testing, installed a new well pump control valve, and also brought the pump house wiring up to code. In June 2004, the City contracted with Reinders to purchase and install a computerized control system "Rain Bird II" to control water flow, and manage water distribution to allow watering of designated areas of the course.

In Fall 2005, following a late summer well pump breakdown, Crown Golf contracted with TJ Emmerich & Associates, to complete an irrigation system evaluation including wells, pump house, pond, and irrigation system. This report, which was completed in April 2006, was presented to the Golf Course Committee, and contained the following summary points:

- Irrigation system, for the most part, is sound and functional. With the exception of some areas, the coverage is acceptable to golf course staff.

- Major issues were a failing pump station discharge pipe, an 18 year old pump station operated with 50 year technology, and an inadequate water supply.

In the consultant's opinion, the most critical issue with the irrigation system is the inadequate water supply. Preliminary cost estimates of up to \$250,000 were given, as well as the recommendation for further research and evaluation.

In late summer of 2006, the pump by the pond blew the motor. The City decided to hold off on immediate repair, and operated through the balance of the 2006 season on the second, older well. In May/June 2007, following a period of dry weather, the City approved a contract with Guthrie Well & Pump, to replace this submersible pump and section of drop pipe.

In Fall 2007, Crown Golf and department staff met with the City utility department to discuss options for addressing the long term water supply needs for New Berlin Hills. These discussions led staff to contact the engineering firm of Ruckert-Mielke. R&M has extensive knowledge of the City's water system, and has worked with the City on numerous issues including connection to Milwaukee water, and also design of water systems including the neighboring subdivision to NB Hills.

The Commission reviewed the proposal for professional services from R&M to conduct a complete water system evaluation for New Berlin Hills. Steve Schultz P.E. Water and Wastewater Division of R&M reported on the Scope of Services that would be performed. R&M would collect information on the existing irrigation system, the pond, and evaluate the equipment regarding its age and type. R&M will also interview and work with the drillers and pump installers that worked on the system in the past. Following review and evaluation of the current operating system, R&M will recommend changes (if any) that may be of immediate use to improve system operations. The study will evaluate future water supply options such as connection to City water, reconstruction of existing wells, drilling of new wells, or a combination of these options. Evaluation parameters will include capital costs/phasing plan, reliability, operation and maintenance costs, implementation timeline, and impacts to service/course. A timeline/work schedule has also been included that would provide for completion of the analysis and summary report for use in capital improvement project planning for 2009/2010 Budgets. The initial study will be completed by August 15, 2008. Steve Schultz will make a presentation at a future Commission meeting.

Staff is recommending to contract with R&M since staff at the Golf Course, Water Utility nor the Parks, Recreation and Forestry Department have the expertise to evaluate the Water System at New Berlin Hills. The study will include some levels of water conservation recommendations in management of the system.

At the May 13th Golf Course Committee Meeting, a motion was made by John Hopkins, seconded by Chuck Bedwell, to recommend to the Parks, Recreation & Forestry Commission to contract with Ruckert – Mielke for professional engineering services to conduct the Irrigation System Evaluation for New Berlin Hills per outlined scope of services dated May 5, 2008, at a cost not to exceed \$12,850. Motion carried unanimously. Monies to come from the Golf Course Reserve Fund.

Motion by Commissioner Moore, seconded by Commissioner Kocchi, to contract with Ruckert – Mielke for professional engineering services to conduct the Irrigation System Evaluation for New Berlin Hills per outlined scope of services dated May 5, 2008 to include water conservation recommendations, at a cost not to exceed \$12,850. Motion carried unanimously.

CORRESPONDENCE:

Communication from the New Berlin Soap Box Derby Commission regarding Valley View Park Soap Box Derby Track Improvements – will be discussed under the Director's Report

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the May 2008 Expenditure Detail in the amount of \$29,494.11. They also reviewed the copies of the May Revenues and Expenditures. The 2008 fuel funds are rapidly depleting due to the unexpected fuel cost increases. Currently monies are budgeted in the Streets Department for fuel costs for all departments and monies may need to be allocated from the contingency fund to cover increased fuel costs. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Kocchi to approve these financial documents. Motion carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – Commissioner Bedwell reported that the 2008 season has experienced a decrease in rounds played to date due to the 2 week delay in course opening caused by the weather. On the positive note, there was minimal damage from the June 7th flooding. Also the food and beverage sales have increased; improvements have been made in the area of the 15th tee box, and the shelter/gazebo has been rebuilt.

CHAIRMAN'S REPORT: - Chairman Christel reported that “Hard Stop”, a predetermined ending time to a meeting, will be placed on the July agenda for discussion.

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on Park Restroom Projects - Both Lion’s and Valley View Park Restrooms are nearing completion. The epoxy finish for the concrete floors was installed the week of May 26th. The contractor finished installation of the restroom fixtures, partitions, accessories, and hardware June 2nd – 5th. Both sites have been graded and seeded. The final inspection is scheduled for Friday, June 6th.

Update on T- Mobile Wireless Communications Facility at Lion’s Park -This item was tabled at the May 5th Plan Commission Meeting to allow time for the applicant to address the City Code requirements and also to respond to the information requested at the public hearing. The applicant completed soil borings on May 29th, as part of the structural analysis for the project.

Update on the Park & Recreation Survey Project - The survey was mailed to 3,000 randomly selected resident households on April 14th. As of May 23rd, a total of 1,015 surveys (34%) had been returned. UWM will now begin the analysis and report writing with a target completion date of June 30th.

Update on Park & Open Space Plan - PDI and the City have made final modifications to the consultant services contract which should be ready for signature by both parties the week of June 9th.

Update on Milham Park Concept Master Plan - The Park Plan Committee has scheduled a Public Informational Meeting prior to the July Parks, Recreation and Forestry Commission Meeting to review the master plan, and gather public input. Bonestroo has been asked to help facilitate the public input process. The Commissioners received a draft letter that will be sent to neighboring property owners and organizations. An article has also been placed in the City Newsletter.

Update on New Berlin Community Center – Mr. Schroeder thanked Recreation Supervisor Jon Stolz for putting the information together. Jon Stolz is the department contact person for reserving the Community Center rooms and works with building maintenance and park staff. The center opened for community rental in early February. The Commission reviewed a brief summary report including building usage, revenue totals, etc. for the first four months of operations. There was concern the rates may be too high for the Cleveland Room. A 2008 rate review with staff recommendations for the 2009 rates will be presented to the Commission at the November meeting. It was also recommended to place the Community Center information in the New Berlin "NOW", allow food in the Lions Conference Room with a deposit, and update the website with a video.

DIRECTOR'S REPORT:

Valley View Park – Review & Approval to accept donation of materials and labor from the New Berlin Soap Box Derby commission for facility improvements - The New Berlin Soap Box Derby Commission is requesting permission to make improvements to the Soap Box Derby track. These improvements would include the widening of the track. Concerns would include blending the old and the new track together but the department will work closely with City Engineering and Inspection Staff to make sure the City Codes are followed. Commissioner Christel thanked the Soap Box Derby Commission (SBDC) for the great job they do both with the facility improvements and with conducting the event. Funding would be the responsibility of the SBDC. Staff would recommend approving this request as the commission has a great "track record" of working with our department to make ongoing improvements to this facility as outlined in the proposal. The SBDC has signed an Access & Improvement Agreement for this project.

NEW BUSINESS: None

NEXT MEETING: July 14, 2008

ADJOURNMENT:

Motion by Commissioner Kocchi, seconded by Commissioner Moore to adjourn at 8:08 p.m. Motion carried unanimously.

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

ART/cb