

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, January 15, 2007

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, Nancy Duff, Paul Gihring, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore (left at 8:00 PM).

Also Present: James Kavemeier, Waukesha County Park System Manager; Rich Blum of Architectural Workshop, LLC; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Chuck Bedwell and Dick Kinney

PUBLIC NOTICE:

This meeting was noticed on January 11, 2007 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Radtke to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 13, 2006. Seconded by Commissioner Gihring and carried unanimously.

Motion by Commissioner Duff to advance the agenda to the review and recommendation on the financial contribution to Waukesha County for project construction of the Minooka Park Dog Exercise Area, under the Director's Report, to accommodate the visitors present. Seconded by Commissioner Standish and carried unanimously.

DIRECTOR'S REPORT:

Minooka Park Dog Exercise Area – Review & Recommendation on financial contribution to Waukesha County for project construction – The Commission received a letter and site plan from Waukesha County requesting the City consider a one-time contribution of \$5,000, to the county park system for the construction of an 18-acre fenced in dog exercise area at Minooka Park. The park, which is partially located in the City of New Berlin, would include separate areas for both large and small breeds. There will be a picnic area with restrooms to provide socialization for people as well as dogs.

Currently the Waukesha Kennel Club and the City of Waukesha have agreed to contribute \$5,000 to the project. The issue of a dog exercise park is not new to the City. In 2003, the Parks & Facilities Committee met with City residents, and evaluated several potential sites for locating a dog park. It was determined at that time that Minooka Park was a better site for consideration than various City park locations.

It is staff's recommendation that the City contribute monies to this project. Dog exercise parks are very popular throughout the country, the State and in our area. Facilities such as this are better suited for county parks where typically more land area can be dedicated to these facilities with less impact to surrounding neighbors. The City would be making a one-time, relatively small contribution to a project that would benefit City residents with a quality facility, while the county would be responsible for the operation, maintenance, liability, and any future development costs associated with this project. Waukesha County will be collecting an entrance fee to pay for the maintenance of the facility. Staff would recommend using monies from the Public Site & Open Space Account which is used by the City to fund new park acquisition and development. A positive recommendation will need to go before the Common Council for final action.

Motion by Commissioner Radtke, seconded by Commissioner Duff to recommend to the Common Council to approve a one-time contribution of \$5,000 to Waukesha County to be used for the construction of a Dog Exercise Area at Minooka Park, with funds coming from the Public Site and Open Space Account. Motion carried unanimously.

CORRESPONDENCE:

Communication from James Kavemeier, Waukesha County Park System Manager, regarding a Dog Exercise

Area at Minooka Park - A letter and site plan was received from Waukesha County for the proposed Dog Exercise Area at Minooka Park. This item was discussed under the Director's Report for official review and action.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the November 2006 Expenditure Detail in the amount of \$31,291.63. They also reviewed the copies of the November Revenues and Expenditures. Mark Schroeder reported that both the Parks and Recreation divisions generated more revenues than were projected. After a brief discussion, motion by Alderman Moore to approve these financial documents. Seconded by Commissioner Standish and 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 – The Committee met on January 4th to discuss the monument sign and the plans for the 100th anniversary event and logos. An anniversary dinner is being planned for May or June. The 2007 Greens Fees were approved by the Council in December. Additional information will be discussed under the director's report.

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on ProHealth Care Park - The project punch list items for the restroom/shelter building were addressed by the contractor in late October. Following final inspection by city staff, final acceptance was granted in November for this project, and the two year warrantee period has started. The department has kept a retainer for the project to help insure all site restoration/landscaping items will be addressed promptly by the contractor in spring 2007.

Update on 2007 Parks, Recreation & Forestry Department Budget - The Common Council approved the 2007 Operating Budget on November 28th. The approved department operating budget for 2007 is \$1,557, 270, an increase of \$29,869 or just under the State imposed 2% tax levy limit.

On December 12th, the Common Council approved the 2007 Capital Improvements Budget. The 2007 CIP Budget for the Parks, Recreation and Forestry Department. totals \$625,000, and includes the following project items; Park Restroom Upgrades, Lion's Park Tennis Court Resurfacing, and Parks Equipment replacement including two trailers, a lawn mower and parks utility vehicle.

Update on Quarry Park - Site restoration ended in early November with the last of the seeding and mulching operations on the west side of the site. All side slopes of the west lake have now been seeded and mulched. Alderman Moore inquired what the cost would be to plant prairie grasses and wildflowers in lieu of grass. Mark Schroeder reported that more information on the size of the proposed area would be required in order to project the cost for the prairie grasses and wildflowers. The water level in the west lake continues to slowly rise.

Staff has continued to meet with Bonestroo and the DNR to discuss the design and construction of the earthen dam structure for the eastern lake. Bonestroo is currently working on the analysis and design of this structure. The process will also include material selection and compaction testing. This structure will be installed in spring as soon as the weather permits. Johnson Sand and Gravel will be responsible for assisting the City with construction of the earthen dam structure in addition to site restoration and repair activities in 2007.

With major site reclamation and grading activities completed, Johnson Sand and Gravel requested final payment from the City. The Commission received correspondence stating the City will hold a retainer of \$25,000 until the earthen dam structure is completed.

Update on Community Center proposal for the Former Library Building - Since this item was referred to the Parks,

Recreation and Forestry Commission in September, several meetings have been held with representatives from Senior and Youth Advisory Boards to gather input for development of a conceptual plan for community use of this facility. Following the December 11th meeting, department staff presented a draft conceptual plan to the City Building Facilities Manager. Currently the conceptual plan is being reviewed by a registered architect. It is the goal of staff to present the plan to the Parks, Recreation and Forestry Commission at the February meeting. The presentation will include an overview of the proposed floor plan, along with discussion on the various community programs and activities that could be scheduled in the building. Once the conceptual plan is approved, the City can start work on the building renovations. Soon thereafter department staff can begin developing policies and procedures and a fee schedule for building rental.

Update on the Mary Ella Milham property acquisition - At the October 24th meeting, the Common Council gave unanimous approval of the Agreement of Donation of Real Estate for the Milham property for a future park site. Since that time staff has coordinated the following projects related to this property acquisition:

- Bloom Consultants was hired to prepare the Certified Survey Map for the two-lot land division which includes the park property and the approximately 5-acre parcel for the future home site.
- A Phase 1 Environmental Site Assessment was completed in November by United Engineering Consultants.
- Badgerland Soil Testing was hired to complete soil borings for the future residential site.

The results of the Phase I ESA indicate the property is clean, Waukesha County has verified the residential site is suitable for a mound type sewage system, and the Certified Survey Map was completed in time for Plan Commission and Common Council review and approval in December. The CSM was approved contingent on the wetlands being delineated, and then rezoned to conservancy. Staff contacted SEWRPC to perform the wetland delineation work, which due to the extremely mild weather, was able to be completed by December 21st.

On January 3rd, the City closed on the property with the deed held in escrow until such time that the rezoning of the wetlands on lot #1 (residential site) is completed and the City verifies that the required building envelop exists on lot #1 (the lot has already been approved for a mound system). The rezoning approval process should be completed in March. Staff expressed our gratitude to Ms. Milham for her generous gift. Plans will be made to fabricate a sign "Future Home of Milham Park" to be placed on the site in conjunction with an official sign unveiling at the site when Ms. Milham returns to the City in late May/early June.

Update on 2007 Greens Fees for New Berlin Hills Golf Course - On December 12th, the Common Council approved the 2007 Greens Fees as recommended by the Golf Course Committee.

Update on the Monument Sign Project for New Berlin Hills - The Golf Course Committee has been working on the design of a monument sign for installation along 124th Street south of the 8th teebox. The cost will be approximately \$10,000 to build and erect the sign. On January 4th, the Golf Course Committee approved the final sign design, and contracted with Design Craft Signs to fabricate and install the sign. The sign should be delivered in late February, and weather permitting should be installed in March. The berm construction and landscape work will be completed by Golf Course staff in April. The Commission received a colored scaled drawing of the sign, along with site and landscape plans for this project. Staff has submitted the required paperwork with the Department of Community Development for the sign permit.

Update on Karrington Woods Trail Boardwalk Project - The Karrington Woods Trail is an existing wood chip trail segment that runs south from High Grove Park to Karrington Woods Subdivision. The trail was installed several years ago by City parks crews at the time the subdivision was developed. A portion of the trail crosses through a low area that at times can be hard to access. Staff contacted SEWRPC in June 2006 to complete a delineation of the wetlands. The wetlands were delineated and surveyed in July and August. Utilizing trail impact fees, a boardwalk system was ordered in fall. The materials were delivered in early January, and installed by the City parks crew. A future path will go to Elmwood School.

Update on the New Berlin Athletic Association – Commissioner Darrell Standish - Commissioner Standish provided a general update on current activities of the NBAA. Commissioner Standish thanked the department for their support and thanked Recreation Supervisor Jon Stolz and Parks and Forestry Supervisor Dave Jeske for all of their hard work to help make the program a success.

The NBAA sent out approximately 900 surveys to the participants and 400 were returned. A focus group will be created to evaluate what is right and what is wrong with the current program. Some concerns included the imbalance of the teams regarding the players' skill levels. Currently, the teams are formed in seven zones; participants are placed on teams with kids from their own schools. The New Berlin West coaching staff has offered to assist with the coaches training. The NBAA wants to improve the quality

of the program by being more competitive but remaining recreational.

Mark Schroeder commended Commissioner Standish and the NBAA for the quality service they provide the community.

DIRECTOR'S REPORT:

Park Restroom Projects at Lion's & Valley View Parks – Review and Approval of Professional Services Contract with Rich Blum of the Architectural Workshop LLC - Monies were recently approved in the 2007 CIP Budget in the amount of \$400,000 for improvements to park restroom facilities. This includes the replacement of the restroom building at Lion's Park, and a new restroom near shelter #1 at Valley View Park.

To complete these construction projects, the department will require professional architectural/engineering services on all phases of the project from the development of plans and specifications to construction inspection and administration. The Commission received a proposal for professional services from Rich Blum of the Architectural Workshop, LLC. Mr. Blum is a Registered Architect who was the architect and project manager for the ProHealth Care Park restroom/shelter project. Staff is recommending to contract with the Architectural Workshop for services for both of these projects. Staff is confident the City will receive the same level of quality professional service and expertise as with the ProHealth Care Park project, but at a lower cost due to reduced overhead costs.

Motion by Commissioner Gihring to contract with The Architectural Workshop LLC as outlined in Tasks 1-7 of the contract in the amount not to exceed \$11,600 for basic services plus direct project expenses not to exceed \$2,300 for completing the Valley View Park restroom. Seconded by Commissioner Radtke and approved unanimously.

Motion by Commissioner Gihring to contract with The Architectural Workshop LLC as outlined in Tasks 1-7 of the contract in the amount not to exceed \$14,900 for basic services plus direct project expenses not to exceed \$2,500 for completing the Lion's Park restroom. Seconded by Commissioner Standish and approved unanimously.

NEXT MEETING: February 12, 2007

ADJOURNMENT:

Motion by Commissioner Duff to adjourn at 8:20 p.m. Seconded by Commissioner Thompson and carried unanimously.

Respectfully submitted by Cheryl Bowers for
Nancy Duff, Secretary
Parks, Recreation and Forestry Commission

ND/cb