

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, February 12, 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 6:33 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell (arrived at 6:45 PM), Nancy Duff, Paul Gihring, Dick Kinney, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

Also Present: Mike Devine of Sunbird Inc., Maintenance Facilities Director Bob Schulpius, Director of Parks, Recreation and Forestry Mark Schroeder, Recreation Supervisor Jon Stolz, and Administrative Coordinator Cheryl Bowers.

**PUBLIC NOTICE:**

*This meeting was noticed on February 8, 2007 in accordance with Open Meetings law.*

Motion by Commissioner Kinney to advance the agenda to the review and recommendation on the Community Center Conceptual Plan for former Library Building, under the Director's Report, to accommodate the visitors present. Seconded by Commissioner Duff and carried unanimously.

**DIRECTOR'S REPORT:**

**Community Center plan for former library building – Review and Recommendation on conceptual plan - Project Background** – In July 2004, the Common Council approved a contract with Zimmerman Design Group to complete an assessment of the former library facility, and provide options as to possible uses of this facility. This feasibility study, which was presented to the Common Council in November 2004, included input received from meetings with the Mayor, Department of Community Development, Parks, Recreation & Forestry Department, as well as the Senior Citizen's Club, and Youth Advisory Board. The following conclusions were made:

According to the report, "The Senior Citizen's Club, Teen Center, and various other programs for the rest of the community should all be able to find a home at the old library building. The footprint of the building easily lends to the separation between the different groups that is being sought after by the Senior Citizen's Club. It also appears to be large enough to house all of the required activities without the need of building an addition. Due to the schedules of the various groups regular activities, some of the rooms could be shared by all of the groups without causing conflicts. In the case of these shared spaces, locking cabinets or closets could be built to store each group's property separately."

The study presented three cost options for renovation of the facility as a multi use community center. The costs ranged from \$1,288,250 to \$1,450,450, including architectural/engineering fees. The study was presented to council as part of the 2005 CIP Budget process. While the council had concerns with the cost of these proposals, they did approve \$581,000 in funds. A total of \$200,000 was set aside for service drive and parking lot repairs, and \$381,000 for building improvements.

During the last two years, the city explored various uses for the facility including use by the New Berlin School District for administrative offices and training center, as well as the option of moving the Parks, Recreation & Forestry Department to this building. The school district turned down the offer. The Parks, Recreation and Forestry Department staff spent some time in early 2006 analyzing the potential move to this facility, but this proposal was pulled from the table as quickly as it surfaced as talk again resumed on use of the building as a Community Center.

In May 2006, the city completed a city wide survey of residential and business property owners. Some questions in the survey focused on gathering input for planning future city services. To assist the city in determining the future use of the old library facility, respondents were asked to indicate their preference on use of the old library. The most popular option was a multi-purpose community center for all ages (40%).

Based on these survey results and an overview of building use areas, Parks, Recreation and Forestry staff reiterated that there were a variety of recreational and educational programs and activities that could be scheduled at this facility. In addition, community organizations and the public could rent portions of the building for meetings, and related social functions providing the city with revenues to help offset some of the building operating expenses. The site was also felt desirable for use as a community center with its park setting and close proximity to the sport courts, athletic fields, and passive use recreation areas found in Lion's Park. An anonymous donor also surfaced that was willing to contribute monies to relocate and operate the Food Pantry currently located at Hickory Grove Center.

In August 2006, city staff went forward to the Common Council with a Requested Action Statement to approve the use of the former library building as a Community Center/Food Pantry. On August 22, 2006, the Common Council gave approval to use the former library as a Community Center/food pantry and refer back to the Facilities (staff) committee and the Parks, Recreation & Forestry Commission.

Current Project Status & Staff Recommendation: Since this item was referred to the Parks, Recreation and Forestry Commission in late August, several meetings have been held with representatives from Senior and Youth Advisory Boards to gather input for development of a community center conceptual plan. A draft conceptual plan was presented to Doug Barnes, a registered architect with Zimmerman Design Group, at a site visit held on January 12<sup>th</sup>. Revisions were made to the floor plan to meet building codes. The Building Committee reviewed the floor plan in late January. While the floor plan was approved, the committee stressed that any planned use by the Seniors, Teens, and the community programs could potentially be impacted as the former library is under consideration as a future location of city administrative offices. No specific timeframe was given for this potential type of move, but that the city needed the flexibility to meet future office space needs.

What to do with the facility now and in the future is ultimately up to the Common Council. In 2004, the Council approved monies to renovate the facility as a multi use community center. In August 2006, the Council again approved the community center concept. The rationale behind sending this to the commission is that the Parks, Recreation and Forestry Department is involved with community programming including Senior Activities, and would eventually handle facility scheduling, building rentals, policies and procedures, and the commission would approve fees for use of the facility. The Parks, Recreation and Forestry Department would also work with the Building & Facilities Department for set up and maintenance.

Jon Stolz, Recreation Supervisor and Mark Schroeder presented an overview of the proposed floor plan, along with discussion on the various community programs and activities that could be scheduled in the building. Bob Schulpus, City Building Facilities Manager, reported on the scope of work and the overall project budget, along with building security and maintenance issues. It is staff's recommendation that the Parks, Recreation and Forestry Commission recommend to Council the approval of the community center conceptual plan as presented. The footprint of the building easily lends to the separation between different groups, and allows for multi-purpose use. The conceptual plan provides for future use by the Seniors, Teens, community recreation programs, the food pantry, and rental by community organizations and the public.

By Consensus of the Commission, the public was allowed to voice their opinion:

Megan Hugdahl, of 1616 South 170<sup>th</sup> Street, Chairman of the Youth Advisory Board was concerned about the amount of space that the teens would have access to.

Arelene Reed of 16450 West Coffee Road was concerned about the number of tables in the smaller rooms and the inability of the Seniors to move them on their own.

Gilbert Reback of 3085 South Russell Road congratulated Jon Stolz and Mark Schroeder for the outstanding job they did on the project they were given. Mr. Reback was concerned that a decision has not been made to permanently move the Seniors to the old library location. There are concerns that the Seniors may be moved out in two years and then may not have a place to meet.

Helen Morrissey of 14900 West Kingsway Drive, the President of the New Berlin Senior Citizens' Club, also stated her concerns about being displaced in two years and would like a commitment that this will be their new home and not a temporary place.

Commissioners Moore and Standish voiced concerns regarding the Food Pantry being moved to the old library and would like that designated area to be used for the teens with the Food Pantry remaining at Hickory Grove.

Motion by Commissioner Duff to recommend to Council to approve the Community Center Conceptual Plan for the Former Library Building as presented, with the recommendation that the building be declared as a permanent Community Center and with the recommendation that the Food Pantry not be included as a tenant. Seconded by Commissioner Bedwell. Motion passes with Commissioner Radtke voting present.

Mark Schroeder thanked the Commission for their involvement. Once the Council approves the conceptual plan, the City can continue with the building renovations. Soon thereafter department staff can begin developing policies and procedures and a fee schedule for community rental.

Motion by Commissioner Radtke to advance the agenda to the review and recommendation on the contract with Mike Devine, Sunbird Inc., for the Lions Park Tennis Court Project, under the Director's Report, to accommodate the visitors present. Seconded by Commissioner Gihring and carried unanimously.

**DIRECTOR'S REPORT:**

**Lion's Park Tennis Court Project – Review and Approval of Professional Services Contract with Mike Devine, Sunbird Inc.** - Monies were recently approved in the 2007 CIP Budget in the amount of \$175,000 for reconstructing the Lion's Park tennis courts. To complete this project, the department will require professional services on all phases of the project from the preparation of plans, specifications and bid documents through project inspection. The Commission received a proposal for professional services from Mike Devine of Sunbird Inc. Sunbird Inc. is the consulting firm the City utilized in 2005 with the Buena Park Tennis/Basketball Court project. Mike Devine has many years of successful experience building recreational facilities for municipalities, school districts, and the State of Wisconsin. Staff is confident the City will receive the same level of quality professional services and expertise as with the Buena Park project.

The current six courts will be condensed to four courts which will be enough to fulfill the demand from the public. The plan is that the two abandoned courts would be converted to green space.

Motion by Commissioner Gihring to approve the contract with Sunbird Inc. for the amount of \$14,500 for professional consulting services related to the construction of the tennis facility at Lion's Park. Seconded by Commissioner Duff and carried unanimously.

**MINUTES:**

Motion by Commissioner Radtke and seconded by Commissioner Gihring, to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of January 15, 2007. Motion carries with Commissioners Bedwell and Kinney voting present.

**CORRESPONDENCE:** None

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the December 2006 Expenditure Detail in the amount of \$20,435.82. They also reviewed the copies of the December Revenues and Expenditures. Mark Schroeder reported that the revenues for 2006 were approximately \$16,000 more than projected and the department came in 3% under budget! After a brief discussion, motion by Commissioner Kinney to approve these financial documents. Seconded by Commissioner Radtke and carried unanimously.

The Commission reviewed the January 2007 Expenditure Detail in the amount of \$4,920.92. They also reviewed the copies of the January Revenues and Expenditures. After a brief discussion, motion by Commissioner Radtke to approve these financial documents. Seconded by Commissioner Kinney and carried unanimously.

**COMMITTEE REPORTS:**

Council Representative – No Report

Recreation Program Committee – Commissioner Duff reported that the Committee met on January 29<sup>th</sup> to discuss the athletic field usage fees and policies. The Committee plans to meet again and it is a work in progress.

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

**CHAIRMAN'S REPORT:** No Report

**PLAN COMMISSION MEMBER REPORT:** No Report

**UPDATES AND CONCERNS:**

**Update on the Mary Ella Milham property acquisition** - The Certified Survey Map (CSM) was approved by the Plan Commission and Common Council in December contingent on the wetlands being delineated, and then rezoned to conservancy. Due to the mild December weather, SEWRPC completed the field delineation work which was surveyed by Bloom Consultants.

On January 3<sup>rd</sup>, 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 wetland mapping and legal description have been completed. In addition, the City has verified that the required building envelope exists for lot #1. The rezoning of the wetlands is scheduled for the March 5<sup>th</sup> Plan Commission meeting. At this time the rezoning request will only apply to the residential property. The City will hold off on rezoning the parkland to allow the Parks, Recreation and Forestry Commission the opportunity to develop a park master plan for the site.

At an earlier meeting, the commission recommended continuing the land lease with the tenant farmer until such time that park development would commence. A lease agreement has been prepared by the city attorney to protect the City's interests. The same lease rates would apply as in the past, with the lease applicable for the 2007 growing season only. The lease could be extended with the written consent of both parties.

**Update on Park Restroom Projects** - The Parks, Recreation and Forestry Commission approved contracting with Rich Blum for architectural design and inspection services at the January Meeting. Department staff is currently working with City legal counsel on the professional services agreement. Work will begin on the project design later this month.

**Update on Tree City USA Award for 2006** - In late January, the department was notified the City will be receiving a Tree City Award for 2006 from the National Arbor Day Foundation. This is the 5<sup>th</sup> consecutive year the City has received this award.

**Update on Class Recreation Registration & Facility Reservation Software Programs** - In May 2006, the department began using the Recreation Registration software. The implementation of this software has gone very well from both the registration processing and financial accounting side. In fall 2006, department staff completed training on the Facility Reservation software. This program was put into use with the reservation process starting in January. The last phase of the project is implementation of online registration services. The Active Network (Class) will be on site in March and April with training for Parks, Recreation and Forestry and IT staff. The plan at this time is to implement online registration for selected programs for summer 2007, then work out any of the "bugs" in the process for full implementation of online registration starting with fall 2007 programs. Kudos to Cheryl Bowers and Jon Stolz for coordinating this project with both the Finance and Information Technology Departments!

**NEW BUSINESS:** None

**NEXT MEETING:** March 12, 2007

**ADJOURNMENT:**

Motion by Commissioner Duff to adjourn at 9:30 p.m. Seconded by Commissioner Radtke and carried unanimously.

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

ND/cb