

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, April 9, 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, Chuck Bedwell, Nancy Duff, Paul Gihring, Dick Kinney, 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.

**PUBLIC NOTICE:**

*This meeting was noticed on April 5, 2007 in accordance with Open Meetings law.*

**ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS:**

**The floor was open for nominations for Chairman of the Commission.** Commissioner Christel was nominated by Commissioner Gihring and seconded by Commissioner Duff. Motion by Commissioner Radtke to close the floor for nominations and seconded by Commissioner Kinney. Motion by Commissioner Gihring and seconded by Commissioner Duff to elect Commissioner Christel as Chairman of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

**The floor was open for nominations for Vice Chairman of the Commission.** Commissioner Gihring was nominated by Commissioner Moore and seconded by Commissioner Duff. Motion by Commissioner Kinney to close the floor for nominations and seconded by Commissioner Radtke. Motion by Commissioner Moore and seconded by Commissioner Duff to elect Commissioner Gihring as Vice Chairman of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

**The floor was open for nominations for Secretary of the Commission.** Commissioner Duff was nominated by Commissioner Radtke and seconded by Commissioner Kinney. Motion by Commissioner Thompson to close the floor for nominations and seconded by Commissioner Standish. Motion by Commissioner Radtke and seconded by Commissioner Kinney to elect Commissioner Duff Secretary of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

**COMMITTEE APPOINTMENTS:**

**Sub-committee Appointments** - The Sub-committees only meet when additional research is needed on a project or concern. Committee Appointments – Chairman Christel made the following appointments to the Parks, Recreation and Forestry Commission Committees:

- New Berlin Hills Golf Course Committee – Chuck Bedwell
  - Parks and Facilities Committee – Chuck Bedwell, Vern Radtke\*, and Darrell Standish
  - Plan Commission Representative – Paul Gihring
  - Plan Committee – Bill Christel, Paul Gihring\*, and Bill Moore
  - Recreation Committee – Nancy Duff\*, Allison Thompson, and vacant
- (\*) indicates chairman

**MINUTES:**

Motion by Commissioner Duff to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of March 12, 2007 with the correction of *chin link fence to chain link fence* under Calhoun Park Ball Diamond under the Director's Report. Seconded by Commissioner Standish and carried unanimously.

**CORRESPONDENCE:**

**Communication from Sportsman's Warehouse regarding Valley View Park Archery Range** – will be discussed under the Director's Report.

**Communication from Anida Rose, Chairperson of the Fourth of July Commission regarding naming of Malone Park Shelter #1** - will be discussed under the Director's Report.

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the March 2007 Expenditure Detail in the amount of \$20,079.28. They also reviewed the copies of the March Revenues and Expenditures. After a brief discussion, motion by Commissioner Radtke to approve these financial documents. Seconded by Commissioner Thompson and carried unanimously.

**COMMITTEE REPORTS:**

Council Representative – No Report

Recreation Program Committee – The Committee met on March 14 to discuss the athletic field use fees and policies. It is a work in progress and updates will be brought to the Commission.

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

**CHAIRMAN'S REPORT:**

Chairman Christel reported that Commissioner Kinney has resigned from the Commission and thanked him for his time and service to the Commission.

**PLAN COMMISSION MEMBER REPORT:** No Report

**UPDATES AND CONCERNS:**

**Update on the Mary Ella Milham property** -The Certified Survey Map was recorded for the property which means the City can now record the Warranty Deed. Staff was contacted by the tenant farmer in early March noting he received the lease agreement. He is in the process of changing insurance carriers, but should be sending the lease agreement and certificate of insurance later this month. The department will be purchasing and installing the "Future Home of Milham Park" sign sometime in May. When Ms. Milham returns in early summer, a dedication ceremony will be scheduled to officially recognize and thank her for the donation.

**Update on Park Restroom Projects** - The professional services agreement with Architect Rich Blum has been finalized and is being signed by the City. The kick off meeting for project design is tentatively scheduled for the week of April 16<sup>th</sup>. The Commission will be presented with the proposed designs at an upcoming meeting. Late, this summer the Commission will review the project bids for recommendation to the Common Council.

**Update on Lion's Park Tennis Court Project** - The professional services agreement with Mike Devine and Sunbird Incorporated has been signed. The first project design meeting is scheduled for the week of April 9<sup>th</sup>. The Tennis Court Project will be done in the same general time frame as the restroom project.

**Update on New Berlin Athletic Association Survey Questionnaire Results** – The Commission received the NBAA questionnaire results and focus group recommendations for review. Commissioner Standish reported that these recommendations were reviewed by the NBAA Board of Directors on April 4<sup>th</sup>. The recommendations were made by a 25 member focus group.

**Field recommendations were:**

- Work to get Malone Sports Complex for the youth or build a youth baseball complex
- Improve existing game fields
- Move squirts/minis fields from Glen Park
- Fix up practice fields
- Build additional practice fields
- Communication of facility issues by one voice to the City or Schools

**Team Selection Recommendations:**

- After 3<sup>rd</sup> grade – coaches rate players
- Spread out talent
- Classmates on same team with goal of maximum of half the team members from one school; Holy Apostles in a separate zone

**Coaching & Training:**

- Train coaches with skills DVD's, videos, and clinics
- Stress sportsmanship & coach's feedback

**Baseball/softball:**

- Increase the number of games
- Consistent practice times so parents can plan for practices
- No stealing of bases in Girls' Minor program

**The following were actions taken by NBAA Board:**

- Communication of facility issues by one voice to the City and/or Schools
- \$25,000 invested in 2002 to improve the diamond at Malone Park. The diamond is being used for soccer and kickball by adults. A chain link fence should be installed to prevent unauthorized use.
- Move squirts/minis fields from Glen Park to Malone Park behind City Hall
- Work to get Malone Sports Complex for the youth or build a youth baseball complex

**Update on Community Center Conceptual Plan for the Former Library Building** - At the March 27<sup>th</sup> Common Council Meeting, the council approved the recommendation from the Parks, Recreation and Forestry Commission 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. It was approved to include the Food Pantry as a tenant in the area designated in the East Pod.

The Building Maintenance staff is proceeding with installing the walls, drywall, and painting. Carpet and floor tile have been ordered, and will be installed later in the month. Work can then begin on the kitchen facilities. The city engineering department has completed the design of the roadway, and the project was sent out for bid. The roadway project is anticipated to start in late May/early June. Parks, Recreation and Forestry Dept. staff will now begin to develop policies/procedures, and a fee structure for use of the community center. Staff is tentatively looking at presenting this information for review by the Commission in July or August, with a goal to open the Community Center in fall.

It was by consensus of the Commission for Alderman Moore not to present a Requested Action Statement (RAS) to the Council regarding the creation of an Ad-Hoc Committee to study the use and occupants of the Community Center. The Commission would like to see the plans for the addition to the building by the Food Pantry. A sub-committee will meet to review and recommend the policies and fees for the Community Center, and present it to the full Commission.

**DIRECTOR'S REPORT:**

**Valley View Park – Review and approval to accept the donation of materials and labor from Sportsman’s Warehouse for facility improvements to the Archery Range** - Sportsman’s Warehouse has offered to donate materials and labor to upgrade the Archery Range at Valley View Park. Staff is supportive of this project, but official Commission approval is needed to accept the donation and proceed with the project. With the assistance of city legal counsel, staff has developed hold harmless waiver forms and a lease agreement for these types of volunteer projects. The Recreation Division staff is also interested in meeting with Sportsman’s Warehouse staff to discuss programming opportunities.

Motion by Commissioner Duff and seconded by Commissioner Standish to accept the donation of Sportman’s Warehouse of material and labor to upgrade the Archery Range at Valley View Park including appropriate signage. Motion carries unanimously.

**Malone Park – Review and Recommendation on proposal to name the shelter “The Schoeneck Pavilion”** – The Commissioners received the Requested Action Statement (RAS) from the Fourth of July Commission recommending naming the park shelter at Malone Park, “The Schoeneck Pavilion.”

Schoeneck Containers have been the major sponsor of the 4<sup>th</sup> July celebration for the last eight (8) years. Schoeneck’s \$30,000 donation in 2007 will be used to sponsor mainstage bands, fireworks, and marching band. This does not include the many in-kind items they donate to the city and to non-profits.

Motion by Commissioner Moore, seconded by Commissioner Radtke to table the RAS from the Fourth of July Commission recommending naming the park shelter at Malone Park, “The Schoeneck Pavilion.” Motion fails 5-3 with Commissioners Gihring, Standish, Duff, Kinney, and Bedwell voting no.

Motion by Commissioner Standish, seconded by Commissioner Kinney to recommend to the Common Council to approve naming the Malone Park shelter “The Schoeneck Pavilion”. Motion carries 5-2 with Commissioners Duff and Gihring voting no, and Commissioner Moore abstaining.

The Commission would like the Parks and Facilities sub-committee to review the Park Naming Policy. Motion by Commissioner Gihring, seconded by Commissioner Duff for the Parks and Facilities sub-committee to review the Park Naming policy and bring a recommendation to the full Commission. Motion carries unanimously. Any suggestions should be forwarded to Mark Schroeder or Commissioner Radtke.

**New Berlin Athletic Association – Review and discussion on Board of Directors recommendations** - The following were recommendations by NBAA Board to the Parks, Recreation and Forestry Commission:

- \$25,000 invested in the 2002 to improve the diamond at Malone Park. The diamond is being used for soccer and kickball by adults. A chain link fence should be installed to prevent unauthorized use.
- Move squirts/minis fields from Glen Park to Malone Park behind City Hall
- Work to get Malone Sports Complex for the youth or build a youth baseball complex

Motion by Commissioner Moore, seconded by Commissioner Duff to refer the NBAA Board recommendation related to Ball Diamond projects at Malone Park to the Parks and Facilities Committee for review. Motion carries with Commissioner Standish voting present/abstaining.

Motion by Commissioner Moore, seconded by Commissioner Duff to refer the NBAA Board recommendation related to Youth Baseball/Softball Complex to the Plan Committee for review. Motion carries with Commissioner Standish voting present/abstaining.

**Park & Open Space Plan Update – Review and Recommendation** - Last year, the Commission briefly discussed updating the Park & Open Space Plan. A prerequisite for applying for outdoor recreation grant funding is to have a current local comprehensive outdoor recreation plan that has been adopted by the City and submitted to the 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 our plan could be started is 2009. Another option is contracting with a private consulting firm to assist with the plan update. Many communities go this route. In addition, as part of the last plan update the City incorporated a public opinion survey, a copy of which was distributed last year.

Staff would recommend sending this item to the Park Planning Subcommittee for review and discussion. The committee would discuss the timeline for plan development, the process for contracting out for this work, and development and implementation of a public opinion survey.

Motion by Alderman Moore and seconded by Commissioner Standish to send the Park and Open Space Plan update to the Plan Committee for review and discussion. The committee would discuss the timeline for plan development, the process for contracting out for this work, and development and implementation of a public opinion survey. Motion carries unanimously.

**2006 Annual Report – Parks, Recreation & Forestry Department** – Mark Schroeder reported that this item is on the agenda should the Commission have any questions or comments regarding the 2006 Annual Report. Chairman Christel thanked the department for an outstanding job on the report.

**NEXT MEETING:** May 14, 2007

**ADJOURNMENT:**

Motion by Commissioner Kinney to adjourn Si Dine at 9:35 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