

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, May 14, 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, Paul Gihring, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

Also Present: Rich Blum of The Architectural Workshop LLC, Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Nancy Duff

Absent: Chuck Bedwell

PUBLIC NOTICE:

This meeting was noticed on May 12, 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 April 9, 2007. Seconded by Commissioner Standish and carried unanimously.

CORRESPONDENCE:

Communication from the New Berlin Athletic Association (NBAA) regarding Malone Park ball diamond projects – from the NBAA acknowledging the organization's willingness to invest monies to construct three youth baseball/softball diamonds at Malone Park, this item will be discussed under the Director's Report.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the April 2007 Expenditure Detail in the amount of \$40,955.14. They also reviewed the copies of the April Revenues and Expenditures. After a brief discussion, motion by Commissioner Thompson to approve these financial documents. Seconded by Commissioner Radtke and carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – The Committee met on May 1 to discuss the ball diamond projects at Malone Park and the Park Naming Policy. The Malone projects will be discussed under the Director's Report and the Park Naming Policy is a work in progress.

Planning Committee – The Committee met on May 9 to discuss the Park & Open Space Plan and a youth baseball/softball complex. Both items 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 - A project kick off meeting was held on April 11th with Architect Rich Blum and city staff including planning and water utility departments. Building design plans have been completed. Soil borings, along with site survey work for the Lion's Park project are scheduled to be completed in the next few weeks. Following approval of the building design plans, the projects will need Use, Site and Architectural Approval from the Plan Commission. A tentative project schedule has been developed with Parks, Recreation and Forestry Commission design approval in May, Plan Commission approval in early July, completion of plans and specifications by Mid August with Bid Opening in late August. Following the bid approval process in September, the projects are proposed to start in late September.

Update on Lion's Park Tennis Court Project - The project kick off meeting was held on April 25th at the park site. The project scope will include reconstruction of the four tennis courts, demolition of the two easterly tennis courts, and construction of related connecting pathways. Site survey work will be scheduled in the next two weeks in conjunction with the survey work for the park restrooms. The engineer will complete project plans and specifications by mid June with Bid Opening scheduled for late June. Following the necessary bid approvals in July, the work could start in mid August.

Update on Online Recreation Registration Services - The Active Network (Class) completed training for the Parks, Recreation and Forestry Department and IT staff in March and April. On May 9th, online registration began for a limited number of Summer 2007 programs. The department is planning to implement online registration for all programs for Fall 2007. Even if the residents are not interested in registering online, the web site <https://online.activecommunities.com/newberlin> displays all the programs that are offered with the dates and times. Thanks to the efforts of Administrative Coordinator Cheryl Bowers, the city web site has several links to access online registration. In addition to the city web site, page 5 of the Summer Brochure provides residents with the online registration procedures. In addition, staff mailed post cards to those families previously enrolled in the programs selected for summer online registration. Another batch of post cards will be mailed to participants in the summer programs announcing the new service, and also providing families with their Login ID and Account Pin Numbers which are needed to access and register online. All receipts will include this user information as well. Kudos to Cheryl Bowers and Recreation Supervisor Jon Stolz for coordinating this exciting project!!

Cheryl Bowers reported that the first day of on-line registrations went very well. The amount of registrations was approximately \$450 and there were no problems.

Update on Community Center Project - The Building Maintenance staff has completed a majority of the interior painting. Carpet and floor tile have also been installed in many of the rooms. Work will then begin on the kitchen facilities. The City Council awarded the contract for the roadway reconstruction project on May 8th. The project will include pulverizing and repaving of the parking lot as well.

On May 14th, the Senior Citizen's Club voted to move to the Community Center. Parks, Recreation and

Forestry Department staff will soon start on developing 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.

DIRECTOR'S REPORT:

Lion's & Valley View Parks – Review and approval of park restroom design plans – The Commission received the Site Plans, and Building Floor and Elevation Plans for the restrooms at Lion's and Valley View Parks. The building designs, floor plans, and site locations were developed following meetings with city staff. These restrooms are designed with materials comparable to the ProHealth Care Park shelter.

Architect Rich Blum discussed the project plans, and reviewed the exterior color scheme selected by city staff for each of these buildings. He worked with Parks & Forestry Supervisor Dave Jeske and City staff on the layout of the building, which will contain bathrooms and storage areas. The buildings will be low maintenance and use vandal resistant materials. Following approval by the commission, the projects will go before the Plan Commission for Use, Site and Architectural Approval.

Motion by Commissioner Radtke, seconded by Commissioner Standish to approve the design plans for restroom facilities at Lions and Valley View Parks. Motion carries unanimously.

Malone Park – Review and Approval to accept financial assistance from the New Berlin Athletic Association (NBAA), and to proceed with the ball diamond improvement projects - On May 1st, the Parks & Facilities Committee met to discuss two projects for Malone Park. The first project is to complete fencing and install gates on all entrances to diamond #3. Staff has received a cost proposal for this project from Century Fence for \$4,996, and will solicit at least one other proposal. In addition to the NBAA, the New Berlin Magic has verbally offered to commit funding to this project. The Parks & Facilities Committee voted to install the fencing and locked gates.

Motion by Commissioner Standish, seconded by Commissioner Thompson to install sideline fencing, and locked gates at all entrances and to allow use of the diamond only by community organizations/teams through a permit from the Parks, Recreation and Forestry Department. Motion carried unanimously.

The second project discussed for Malone Park is to construct three youth baseball/softball diamonds on the parkland just south of City Hall which would allow the NBAA to relocate the Minis/Squirts programs from Glen Park School. The NBAA is willing to invest up to \$40,000 for this project. The Parks & Facilities Committee voted to accept the donation from the NBAA to construct the youth diamonds at Malone Park.

Motion by Commissioner Gihring, seconded by Commissioner Radtke to accept the donation from the New Berlin Athletic Association to construct three youth baseball/softball diamonds at Malone Park to replace the minis/squirts game fields at Glen Park School, while retaining the ability to practice soccer in the fall. Motion carried unanimously.

Park & Open Space Plan Update – Review and Recommendation - This item was discussed at the May 9th Plan Committee Meeting. The committee discussed conducting a public opinion survey as part of the plan update process, and also various approaches to updating the Park and Open Space Plan.

The Department of Community Development is interviewing consultants for updating 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, the process will not address all the necessary requirement of the WDNR. However, the department could realize some economies of scale by retaining the services of the selected consultant to complete the full update to the Park and Open Space Plan. After discussion it was the general consensus of the committee to

go with this option.

It was also the general consensus of the committee to recommend moving forward with conducting a public opinion survey in 2007/2008, and to work with the selected Comprehensive Master Plan Consulting Firm to retain their services to update the Park & Open Space Plan to fully meet the WDNR requirements. The committee requested Director Schroeder to contact the WDNR to make sure this approach, commitment, and timeline would translate into interim grant eligibility status for the City. Staff was also asked to contact the UW Extension Office and UW Milwaukee regarding the costs and timeline to conduct the public opinion survey.

The Plan Committee will bring updates to the Commission at a future meeting.

Milham Park – Review and recommendation to proceed with conceptual layout plan for a Youth Baseball/Softball Complex - This item was also discussed at the May 9th Plan Committee Meeting. Following review and discussion on potential sites for this facility, it was the general consensus of the committee to recommend to the Parks, Recreation and Forestry Commission to have staff contact Bonestroo to proceed with developing a conceptual layout plan for developing a baseball/softball complex at the Milham park site.

Motion by Commissioner Gihring, seconded by Commissioner Standish, to direct staff to proceed with developing a conceptual layout plan for developing the Milham Park site in an amount not to exceed \$4,000. Motion carried unanimously.

Mark Schroeder reported that the land lease has been executed with the farmer. Attorney T. Michael Schober has stated that Mary Ella Milham's health is poor and she will not be back in Wisconsin in May but a photo can be sent to her of the installed sign. The sign should be installed in June.

NEXT MEETING: June 11, 2007

ADJOURNMENT:

Motion by Commissioner Moore to adjourn at 8:35 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