

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, June 11, 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, Michelle Della, Paul Gihring, 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 June 7, 2007 in accordance with Open Meetings law.

Chairman Christel welcomed Michelle Della as the newly appointed Commissioner to the Commission.

ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS:

Due to the resignation of Nancy Duff, the position of Secretary is now vacant and the committee appointments need to be revised.

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

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 vacant
- Plan Commission Representative – Paul Gihring
- Plan Committee – Bill Christel, Paul Gihring*, and Bill Moore
- Recreation Committee – Michelle Della, Darrell Standish*, and Allison Thompson

(*) indicates chairman

MINUTES:

Motion by Commissioner Gihring to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of May 14, 2007. Seconded by Commissioner Radtke and carried unanimously with Commissioner Della voting present.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the May 2007 Expenditure Detail in the amount of \$31,188.20. They also reviewed the copies of the May Revenues and Expenditures. After a brief discussion, motion by Commissioner Standish to approve these financial documents. Seconded by Commissioner Thompson 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 – No Report

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on Park Restroom Projects -The commission reviewed and approved the restroom building design plans at the May meeting. Site survey work was completed on May 17th. Soil borings should be completed in the next two weeks. The Commission received the project plans and related information that staff submitted to the Department of Community Development for the required Use, Site and Architectural Approval. These projects will go before the Architectural Review Committee in late June and the Plan Commission (PC) on July 9th. Following PC approval, design plans and construction documents will be completed with project bidding/award in August, and start of construction in September.

Planning has some concern that wetland delineation maybe necessary for the park or area of the restrooms even though no wetlands are around it. If wetland delineation is required, it could be time consuming and costly.

Update on Lion's Park Tennis Court Project - Site survey work was completed on May 17th. The project scope will include a Base Bid for the reconstruction of the four tennis courts, demolition of the two easterly tennis courts, and construction of an asphalt pathway from Parkside Drive to the tennis courts and parking area. Add/Alternates will be taken for 1) asphalt connecting pathways to the restrooms, play areas and north parking lot, and 2) milling and resurfacing of the south parking lot. The engineer will complete project plans and specifications by June 21st, with Bid Opening scheduled for July 6th. The Parks, Recreation and Forestry Commission is scheduled to review and make a recommendation on July 16th, with Common Council award of contract on July 24th. The project is scheduled to start in mid August, and be completed by mid October.

Update on Milham Park conceptual layout plan - At the May commission meeting, it was the general consensus for staff to contract with a consulting firm to develop a conceptual layout plan for the site. Staff is currently working with Bonestroo to finalize a scope of services contract for the project. Staff will be working with the Plan Committee on this project, and report back to the commission at a future meeting.

Update on Community Center Project - The Building Maintenance staff has finished installation of carpeting and floor tile in the northwest and southwest pods. Doors are now being installed. Work is scheduled to begin on the kitchen facilities. A pre-construction meeting for roadway reconstruction project is scheduled for June 8th. The project will include pulverizing and repaving of the parking lot as well.

On June 6th, city staff met with representatives of the Senior Citizen's Club to begin planning of the relocation to the community center from Hickory Grove. Parks, Recreation and Forestry Dept. staff has started the process of creating 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.

Update on Malone Park ball diamond projects - Commissioner Standish and city staff met on May 17th to review the three diamond construction project. The NBAA will provide funding, and has contracted with Liban Landscaping for the project. Weather permitting; the work should start in the next two weeks. At the May commission meeting, approval was also given to complete the fencing work for diamond #3. Staff is reviewing cost proposals for this project.

DIRECTOR'S REPORT:

New Berlin School District Facility Use Fees – Review and Recommendation - On May 18th, staff was contacted by Tony Goedheer, District Business Manager, informing us that the Board of Education voted to begin charging the department for facility use for all recreational programs held within district facilities. These fees would go into effect on starting July 1, 2007. The school district is estimating these fees would generate an additional \$67,000 in revenue. This is over and above the approximately \$45,000 currently paid to the district for weekend custodial and pool chemical costs. It appears the department is the only Group 2 Non-Profit organization that will be charged these facility fees.

The impact of these charges could be crippling to the department, and result in the elimination of several programs including NBAA basketball, Swim Club, and youth swim lessons. There are no monies included in the 2007 department budget to account for these costs. In addition, it will be very difficult for the city to appropriate monies in the 2008 budget based on the tax levy limits we have been required to adhere to. The Commission receive the Fee Rental Schedule, an Economic Impact Report outlining the potential program fee increases, and pages from the School District budget report for their review.

Staff has contacted representatives from the various affiliated groups to begin contacting the school board members to object to these charges. Staff has also scheduled a meeting with the organizations for June 12th to prepare a unified message to present to the Board of Education at the June 18th budget meeting.

Motion by Commissioner Moore, seconded by Commissioner Radtke, for the City of New Berlin to reject the requirement from the New Berlin School District to pay increases in facility rental fees. Motion carries with Commissioner Standish voting no.

Commissioner Gihring thanked Mark Schroeder and Recreation Supervisor Jon Stolz for the report they presented to the Commission.

NEXT MEETING: July 16, 2007

ADJOURNMENT:

Motion by Commissioner Standish to adjourn at 7:50 p.m. Seconded by Commissioner Gihring and carried unanimously.

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

ART/cb