

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, July 16, 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 4:15 p.m. at Malone Park Shelter #1.

Present: Commissioners; Bill Christel, Chuck Bedwell, Paul Gihring, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

Also Present: Dick Kinney, Rick Kocchi, and guests; and Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Absent: Michelle Della

PUBLIC NOTICE:

This meeting was noticed on July 12, 2007 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Gihring to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of June 11, 2007. Seconded by Commissioner Radtke and carried unanimously.

CORRESPONDENCE:

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the June 2007 Expenditure Detail in the amount of \$17,870.10. They also reviewed the copies of the June Revenues and Expenditures. Mark Schroeder reported that the Recreation Account 1592.4000.55030 is used to pay 25% of the transportation costs associated with Senior Citizens' Club day trips. After a brief discussion, motion by Alderman Moore 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 – No Report

Planning Committee – No Report

Golf Course Committee – A meeting was held on June 27. The monument sign was installed and landscaped. The maintenance staff is working with Guthrie Plumbing to repair the well. Work is continuing on the bunkers and the condition of the course is very good. Revenues from the month of May are the greatest ever. The Lease agreement between Crown Golf and Kemper is currently in negotiations.

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. On July 9th, the Plan Commission granted Use, Site, & Architectural Approval for both the Lion's and Valley View Park projects. There was a snag with the zoning code. There is C2 on the Lions Park property that may require delineation of the area if the restroom is located in the new location. However, if the restroom is reconstructed in the current location, delineation of the area is not necessary. If the restroom stays in the same location, it will also save cost to relocate the utilities but a variance for a 50' setback is required. Work will now resume on the building plans and construction documents, with project bidding/award in early September, and start of construction later that month.

Motion by Commissioner Radtke to advance the agenda to move the Update on the School Facility Use Fees to the end of the agenda. Seconded by Commissioner Thompson and carried unanimously.

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 has finalized a scope of services contract with Bonestroo for the project. As soon as the contract has been executed, staff will begin 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 have also been installed. The kitchen cabinets are scheduled to be delivered on July 12th. The contractor has pulverized the asphalt surface, and re-graded the base material for the roadway and parking area. Concrete curb and gutter have been installed, with paving scheduled for later this month. The entrance drive light poles are scheduled to be re-installed the week of July 16th. Rental fees and policies will be presented by staff next month.

Update on Malone Park ball diamond projects - The fencing work for diamond #3 has been completed. The Magic and Heat organizations have each agreed to contribute \$500 toward this project. Work began the week of July 9th on construction of the three baseball/softball diamonds. As of July 11th, the topsoil has been stripped for the infield, and the drain tile installed. Installation of the ball diamond mix, and backstops will follow.

DIRECTOR'S REPORT:

Lion's Park Tennis Court Reconstruction Project #PRF-01-07 – Review and Recommendation on Project Bids - Monies (\$175,000) were included in the 2007 CIP Budget for this project, which includes materials and labor to reconstruct the existing four tennis court facility, and demolish the easterly bank of two tennis courts. The project base bid includes removal of fencing, installation of the stone base course material and drainage system, new asphalt surface, color coat surfacing, fencing, tennis standards, and relining of the courts. Budget monies are also available to complete Alternate #1 which is the construction of asphalt pathways.

Bid opening was held on July 6th. A total of three companies bid on the project. The Commission received a copy of the bid results. Both staff and consultant Mike Devine with Sunbird Incorporated is recommending to contract with Black Diamond Inc. for this work. The common council would award the contract on July 24th, with the project tentatively scheduled to start on August 13th and be completed by October 15th.

Motion by Commission Bedwell, seconded by Commissioner Gihring, to recommend to the Common Council

to award the contract to Black Diamond, Inc., in the amount of \$160,941 for materials and labor for the Lions Park Tennis Court Reconstruction Project #PRF-01-07. Motion carried unanimously.

Update on School District Facility Use Fees – 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 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.

On June 18th, staff as well as representatives of NBAA, and the Swim Club attended the School Board Meeting to share a unified message regarding the fairness of the facility fees, and how these charges would negatively impact program participation.

A follow up meeting was held on July 2nd with department staff as well as Mayor Chiovero, and Council President Harenda in attendance. One outcome from the meeting was agreement that the facility fees need to be applied fairly to all “outside groups”. In this way the \$67,000 in direct costs to operate the facilities can be distributed to all groups and the impacts reduced to department programs. In addition, staff stated that after a baseline of costs are mutually agreed upon, the city will want an escalator tied to the rate of inflation so any annual increases (say 2-3%) will be much more manageable in the future.

The next step is for city and school district staff to determine the actual use of all buildings by outside groups, and to come to an agreement on the numbers. The Commission received a copy of the agreement for use of the school facilities. On July 9th, the School Board voted to table discussion on amending the agreement to allow both groups to work together on this issue.

It was the consensus of the Commission for the Chairman to compose a letter to the New Berlin School Board requesting the Commission be included in the negotiations.

NEXT MEETING: August 13, 2007.

ADJOURNMENT:

Motion by Commissioner Radtke to adjourn at 5 p.m. Seconded by Alderman Moore and carried unanimously.

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

ART/cb