

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, September 17, 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 7:05 p.m. at the New Berlin Community Center.

Present: Commissioners; Bill Christel, Chuck Bedwell, Michelle Della (arriving at 7:15 PM), Paul Gihring, Darrell Standish, and Allison Thompson.

Also Present: Director of Parks, Recreation and Forestry Mark Schroeder.

Excused: Rick Kocchi, Vern Radtke, and Council Representative Bill Moore.

PUBLIC NOTICE:

This meeting was noticed on September 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 September 5, 2007. Seconded by Commissioner Bedwell with Commissioners Gihring voting present.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the July 2007 Expenditure Detail in the amount of \$41,795.51. They also reviewed the copies of the July Revenues and Expenditures. After a brief discussion, motion by Commissioner Standish to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously.

The Commission reviewed the August 2007 Expenditure Detail in the amount of \$28,319.38. They also reviewed the copies of the August Revenues and Expenditures. After a brief discussion, motion by Commissioner Thompson to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – Meeting held on September 11th regarding the Milham Park Conceptual Layout Plan – to be discussed under Updates & Concerns

Golf Course Committee – No Report

CHAIRMAN'S REPORT: New Berlin Hills will be holding their 100th Anniversary Golf Outing and celebration dinner to be held on September 27th. All the Commissioners are invited to attend both the golf outing or just the dinner if desired.

Adams County Buckhorne Park is managed by Park and Recreation employees. It would be interesting to inquire how this park is managed by the county.

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on Lion's Park Tennis Court Project #PRF-01-07 - The Common Council awarded the contract to Black Diamond on July 24th. A pre-construction meeting was held on August 8th with the project starting on August 14th. To date, the contractors have demolished the two court facility, removed the asphalt and stone to sub grade for the four court facility, installed the perimeter drainage system, installed the stone base on the trails, and tennis courts, and on September 5th and 6th completed the paving of the tennis courts and trails. On September 10th, the fencing contractor started installing the fence posts and fabric which now is complete. Weather permitting, the landscape work should be completed the week of September 17th with the color coating system scheduled for installation the week of September 24th following the required 15 days of required asphalt curing time. Black Diamond was the contractor in 1998 and again this time as the low bidder.

Update on Park Restroom Projects - On September 11th, the Common Council approved the commission's recommendation and awarded the park restroom contracts to Ray Stadler Construction, Inc. Staff is currently preparing the contracts for execution. A pre-construction meeting has been scheduled for September 25th with the start of construction to follow the last week of the month. The new restrooms at Lions Park will be facing a different direction but in the same location. The contractor will be directed to use Overland Trail instead of Parkside Drive so the newly installed trails are not damaged.

Update on Milham Park conceptual layout plan - On September 11th, the Plan Committee met with Bonestroo to review two conceptual layout plan alternatives for the park site. The committee selected a preferred plan and included some suggestions which the consultant will incorporate in a revised plan which would include 15 acres of active use and over 50% of the park would remain a passive area. The next park planning meeting will be held on October 23rd. It is the goal of the subcommittee and consultant to present a plan to the full commission at the November or December meeting.

Update on Community Center Project - The Building Maintenance staff has finished installation of carpeting, floor tile, lighting, security system, etc., as well as the painting of all rooms in the northwest and southwest pods. On September 7th, the contractor finished the paving of the parking lot and entrance drive with striping scheduled for the end of the week. The parks department will be working on the landscaping around the building this fall.

Staff is continuing work on proposed usage policies and rental fee structure for review and approval by the commission in October or November.

The Senior Citizens' Club is planning on moving to the Community Center in December. Some recreation programs are scheduled to be held in the Community Center for fall.

Update on Minooka Park Dog Exercise Area - Waukesha County is completing construction on the dog exercise area. At the request of Waukesha County, the City donated \$5,000 toward the dog exercise area since

Minooka Park is partially located in the City of New Berlin. The City of Waukesha and the Waukesha Kennel Club also donated \$5,000 for the project. A grand opening event is scheduled for 10:00 a.m. on Wednesday, October 17th. More details to follow.

Update on New Berlin Hills 100th Anniversary Golf Outing & Dinner - Just a reminder to register soon for this event! Special invitations have been mailed to all Commission members.

DIRECTOR'S REPORT:

2008 Parks, Recreation and Forestry Department Budget – The Commission was presented with a copy of the 2008 Operating and CIP Budget Document along with budget summary. The Committee of the Whole will begin discussing department budgets on September 24th. Staff looked at 0%, 2% and 4% budgets and how it would effect the department. The 4% budget is what was submitted to be able to maintain the services as they are currently. A 0% Budget would translate into cuts in the areas of the 4th of July, NBAA, the loss of some seasonal park employees, and the reduction of hours of part-time office staff. The department goal is to maintain current staffing levels. The School Facility Fees were not included in the submitted budgets since the fees were not available at that time. The fees are now known and would increase the budget from 4% to 5.3%. It is the plan to increase recreation fees to offset these new fees. The NBAA is going to raise the fees for basketball and softball/baseball by an additional \$10 not to exceed \$25 per family, to cover these new fees. It was the consensus of the Commission to support the budget as submitted.

Quarry Park – Review and Recommendation on option to extend Lease Agreement with Johnson Sand & Gravel, Inc. - In 2007, work on Quarry Park consisted mainly of site stabilization activities as well as construction of the spillway/outlet structure. The Commission was presented with a memo from Bonestroo certifying the spillway structure was constructed per plan. The spillway has been topsoiled by Johnson Sand & Gravel and is now ready for fall seeding. In addition, there are several washouts on the slopes of both the east and west lakes. Johnson Sand & Gravel is providing materials, equipment and labor to assist the city with stabilization and repair of these washout areas again for fall seeding.

As in 2006, Johnson Sand & Gravel is interested in leasing the buildings for another year. Staff would again recommend the city look at exercising the option to extend the lease agreement with Johnson Sand & Gravel for an additional year through December 2008. This relationship will continue to be a win-win situation for both parties as Johnson Sand & Gravel could continue office and maintenance operations at the site, and the city would benefit from additional cash flow from the building rental in addition to maintaining a landlord to oversee the site, and assist the city with the continued site repair and restoration on an as needed basis.

The Commission was presented with the Addendum to the Lease Agreement which was approved by the city last year. If the commission is in agreement on exercising the lease option, staff will work on the details of the lease extension with City Attorney Mark Blum for Common Council approval in late September or early October.

Motion by Commissioner Bedwell, seconded by Commissioner Standish, to recommend to the Common Council to approve exercising the option to extend the Addendum to Lease Agreement between the City of New Berlin and Johnson Sand and Gravel for Quarry Park to December 31, 2008. Motion carries unanimously.

New Berlin School District Agreement For Use Of School Facilities –Review and Recommendation
On August 27th, the Board of Education took action to terminate the existing facility use agreement with the City of New Berlin. The district is exercising the 60 day cancellation option.

The Commission was given a copy of the new "Agreement for Use of School Facilities" as well as the

revised fee schedule. While the letter states that the fees are effective September 1, 2007, the School District cannot put these fees into effect until the 60 day cancellation period is over. Therefore, the new fees will begin on November 1st. The language contained within this new agreement is very similar to the previous document.

The Commission was also presented with an economic impact fee chart based on the revised fee schedule. The impact to recreation programs as well as NBAA youth basketball is significant, but considerably less than originally anticipated. This is due in great part to the school district applying the facility fees to all "outside groups".

Parks, Recreation and Forestry is in the Community Group of priority which includes private recreation groups, boy scouts, little league, and church groups.

It was the consensus of the Commission to present the following input on the agreement to the Mayor and the City Attorney.

- Insert "Commission" as appropriate.
- Terms and Conditions of Use regarding swimming pools should follow State codes.
- Custodial Services, materials & charges will be reviewed by the School District, City, & Commission annually with a **mutually agreed** upon increase/decrease **based on economic industries standards**.
- School District employees should not be covered under the City's liability insurance.
- Agreement signatures should include School District, Mayor, City Clerk, Parks, Recreation and Forestry Director, and Parks, Recreation and Forestry Commission Chairman.

The agreement will be on the agenda at the October meeting for review and a recommendation to the Common Council.

NEXT MEETING: October 8, 2007

ADJOURNMENT:

Motion by Commissioner Gihring to adjourn at 9:20 p.m. Seconded by Commissioner Della and carried unanimously.

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

ART/cb