

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, February 20, 2006

***Please note: Minutes are unofficial until approved by the Parks, Recreation and Forestry Commission at their next regularly scheduled meeting.***

The regular meeting of the Parks, Recreation and Forestry Commission was called to order by Chairman Bill Christel at 7:04 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Chuck Bedwell, Nancy Duff, Paul Gihring, James Gradel, Dick Kinney, Rick Kocchi, and Vern Radtke.

Also Present: Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Council Representative Paul Gallagher

*This meeting was noticed on February 10, 2006 in accordance with Open Meetings law.*

**MINUTES:**

Motion by Commissioner Duff to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of January 16, 2006. Seconded by Commissioner Radtke and carried unanimously.

**CORRESPONDENCE:** None

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the End of Year Revenues and Expenditures. Mark Schroeder informed the Commission that the department ended the year 1% or approximately \$12,000 under budget. After a brief discussion, motion by Commissioner Kocchi to approve these financial documents. Seconded by Commissioner Kinney and carried unanimously.

The Commission reviewed the January 2006 Expenditure Detail in the amount of \$3,824.14. They also reviewed the copies of the January Revenues and Expenditures. After a brief discussion, motion by Commissioner Kocchi to approve these financial documents. Seconded by Commissioner Kinney 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 ProHealth Care Park** - The initial field inspection was held on December 1st, with verification of the footing and foundation elevations. In mid-January, the parks department installed a French drain system to divert the underground water source from reaching the construction site. On January 31st, the plumbing sub-contractor completed the sewer and water rough-ins to inside the building. This work was inspected by the city inspection department.

A site meeting was held on February 3rd with the architect, mason, electrician, plumbing and mechanical sub-contractors to coordinate the rough-ins to masonry walls and room layout. The mason was on site February 3rd to construct the

scaffold/visqueen shelter with heat for frost protection. Shop drawings for wood beams, decking, and trusses have been approved and the materials ordered.

Bonestroo is finishing the design of the rain gardens and landscape plan for the area around the shelter building. Staff is also working on the playground area design and the plans for the basketball court.

**Update on Weston Apple Orchard Barn Roof Replacement Project** - Originally it was anticipated the barn roof wouldn't need replacing for 3-4 years. However, several shingles have blown off over the winter, and based on review by city inspection, it was determined the roof needs replacement sooner than first thought. Five bids were received for this work. A summary of the bid proposals is enclosed. After review of bids with inspection, the city has contracted with River Valley Improvements for \$10,407 for this project. There is no money in the 2006 Parks Budget for this work. Ken Weston has graciously offered to pay for 50% of the cost with the Room Tax Building Maintenance Fund paying for the balance.

**Update on Freewill Baptist Church Donation Agreement** - The closing documents have been sent by the city attorney for review by the foundation/society. The closing for this transaction should take place in early March.

**Update on Tree City USA Award for 2005** - The department was recently notified that the city will be receiving the Tree City USA Award for 2005 from the National Arbor Day Foundation. This is the 4th consecutive year the city has received this award. Chairman Christel thanked staff for the great work done to obtain this recognition.

#### **DIRECTOR'S REPORT:**

**Review and recommendation on Park Master Plan for Stormy Acres Park** - In January 2000, the Common Council approved the dedication of 21 acres for a neighborhood park as part of this subdivision development in Section 31 in the SW corner of the city. Monies are currently listed in the 5-Year Capital Improvements Plan for park development in 2007 and 2008. The first step in the process is to develop a park master plan.

During the development of design plans and construction documents for ProHealth Care Park, questions surfaced regarding the selection of consultants and the costs associated with these types of professional services. The Commission was presented with a Request for Statement of Qualifications for professional services related to the planning of Stormy Acres Park. The information was based on the Qualification Based System (QBS process) where firms are interviewed and selected based on qualifications, and then the department would negotiate the final scope of services and cost with the firm selected by the Commission.

The Commission recommended the Park Planning Committee meet to discuss the master planning process for Stormy Acres Park. As homes have been built near the park site, the department has received additional calls on the status of this park project. Monies would be available in the Public Site & Open Space Fund to assist with park development costs along with any CIP monies allocated. There may also be passive use facilities such as trails that could be eligible for DNR grant funding. However, with additional parkland will come more maintenance duties, and the parks division is already short on parks maintenance staff. These are some of the issues that will be discussed by the Committee.

Motion by Commissioner Kocchi to refer the Park Master Plan for Stormy Acres to the Park Planning Committee. Seconded by Commissioner Radtke and carried unanimously.

**NEXT MEETING:** March 20, 2006

#### **ADJOURNMENT:**

Motion by Commissioner Kocchi to adjourn at 8:01 p.m. Seconded by Commissioner Gradel and carried unanimously.

Respectfully submitted by Cheryl Bowers for  
Nancy Duff, Secretary  
Parks, Recreation and Forestry Commission

ND/cb