

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, March 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 7:03 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Nancy Duff, Paul Gihring, James Gradel, Dick Kinney, and Rick Kocchi

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

Excused: Chuck Bedwell, Vern Radtke and Council Representative Paul Gallagher.

This meeting was noticed on March 15, 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 February 20, 2006. Seconded by Commissioner Gradel and carried unanimously.

CORRESPONDENCE:

Communication from Waukesha County regarding the Park & Open Space Planning Summit. Waukesha County has invited the department and the Commission to attend the initial meeting of the county park and open space plan update process. Mark Schroeder asked the Commissioners to contact him if they would like to attend.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the February 2006 Expenditure Detail in the amount of \$13,883.13. They also reviewed the copies of the February Revenues and Expenditures. Mark Schroeder explained the \$480 payment to Marine Biochemists was for a permit to the DNR to allow treatment of the park ponds. 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 – Commissioner Duff reported that the Committee met on March 1 to discuss the opening of the Disc Golf Course at Valley View Park for the 2006 season. After much discussion about disc golf at Valley View Park, it was decided that the Department of Parks, Recreation and Forestry will continue to provide disc golf at this location. It was further decided that the Department will continue to maintain all park signage, continue to provide a porti-potti on both the western and eastern sides of the course, and to continue working with the Disc Golf Association especially by encouraging their presence on the course and their promotion of positive play.

Based on the park staff's observation of less litter in the park and in the park's receptacles during last summer and fall, it is believed that the number of disc golfers involved in league play decreased this last year due in part to new disc golf courses opening in the area. It is believed because of these new courses, the New Berlin course will receive less use and therefore have fewer problems. It is also believed that the Disc Golf Association has had a positive impact when it comes to disc golfers abiding by the rules of the park.

It is expected that the New Berlin Police Department will continue to maintain routine patrols in the area, much like they do in other community parks. The Department of Parks, Recreation and Forestry will continue to monitor this park as it does parks throughout New Berlin.

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 - 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. The mason worked on installation on the block through February 15th. Due to the weather and the waiting time for materials to be ordered and delivered, the project has been on hold since that time.

Shop drawings for wood beams, decking, and trusses have been approved and the materials ordered. Delivery of materials should be in the next two – three weeks. The next inspection date for the project is anticipated in mid to late April for the timber/roof framing.

Bonestroo has completed the preliminary design of the rain gardens and landscape plan for the area around the shelter building for engineering staff review. Staff is completing review of the playground area design and will be working on specifications for the basketball court so this project item can be bid out.

The fields should be available for use in the Fall of 2006.

Update on Weston Apple Orchard Barn Roof Replacement Project - Staff has signed a contract with River Valley Improvements for \$10,407 for the project. Staff also contacted the State Historical Society to discuss the review and approval process required as the barn is listed on the National Register of Historic Places. The State has given a verbal approval for the project, but Mark Schroeder is waiting for written confirmation. Ken Weston has already donated \$5,200 towards the project, with the Room Tax Building Maintenance Fund to fund the balance.

Update on Freewill Baptist Church Donation Agreement - The closing documents have been sent by the City Attorney for review and approval by the foundation/society. They are now ready for City execution.

Update on Stormy Acres Park Master Plan - At the last meeting, the commission referred this item to the Park Planning Committee for review. Staff would like to schedule the meeting for April. In addition to the site visit/meeting for Stormy Acres Park, discussion could include an update on the Rustic Ridge Park site, and the Milham property.

Update on cell tower flag pole light at Hickory Grove Center - This item was last discussed at the November Commission meeting. At that time, in an effort to address residents concerns, the department reduced the wattage of the flag pole floodlight from 400 to 175 watts, and also adjusted the aiming angle and installed a shroud around the light fixture. Since this did not fully address the residents' concerns, staff removed the floodlight and flag while options could be researched. Last fall staff met with a lighting consultant to discuss lighting options to provide a more narrow focus spotlight with increased efficiency but lower wattage. A suggestion was also made to look into erecting a flag on the sound end of the building on a standard flag pole and abandoning the flag and light on the cell tower. Consensus of the Commission for staff to continue gathering cost information on both proposals.

Update on Class Recreation Registration & Facility Reservation Software System - Staff met last week with the IT Department on the project status. All of the software training was completed in January with the exception of the on-line system training which will be scheduled later in the year. IT has installed and tested the software, both program and payment servers are running, and the data conversion and link to the financial software in place. In addition, credit card and report writing systems are working. Staff will now begin entering the household information for summer program registrations as the system will be in operation for summer program registration in May.

DIRECTOR'S REPORT:

Park & Open Space Plan Public Opinion Survey Discussion - At the last meeting discussion was held on the Park & Open Space Plan. A prerequisite for applying for outdoor recreation grant funding is to have a current local comprehensive outdoor recreation plan that has been adopted by the City and submitted to the WDNR for review and approval. The grant eligibility date for New Berlin is December 31, 2007. The WDNR does offer interim eligibility status for communities that are working on a plan update. However it is not too soon to start thinking about the plan update process. As part of the last plan update the City incorporated a public opinion survey. The Commission received the survey report from 2000 for their review. The current plan was officially adopted by the Common Council in May 2003.

2006 Athletic Field Usage Fees – Review and recommendation on Mikro Soccer Program - The Milwaukee Kickers have requested the use of Valley View Park as one of the locations to hold their Mikro Soccer Program. Mikro soccer is an instructional program for three to five year olds and serves as a feeder program for children interested in playing soccer in the New Berlin Soccer Club and the NBAA. The program would run for six weeks (1x per week) in the spring and fall. The program does not require any set up by the Parks Department as the program is not held on the lined soccer fields (open lawn area is used), and portable goals are set up and taken down weekly by the instructors. In looking at the 2006 Athletic Field Use Fee Schedule, there isn't a current fee category that fits this type of facility use. Therefore the department is recommending creating the Soccer Open Space Private Club Fee which consists of an administrative fee of \$69 plus a participant fee of \$50 for less than 20 participants or \$100 for more than 20 participants. There is no field use conflict since the Mikro Soccer Program does not need to use the soccer fields but can use open space.

Motion by Commissioner Kocchi to approve the Soccer Open Space Private Clubs Fees as presented. Seconded by Commissioner Gihring. Motion carries with Commissioner Gradel voting no.

Valley View Park Disc Golf Course – Review and Recommendation from the Recreation Program Committee - In October, the police department provided a summary of 2005 police activity at Valley View Park, as well as all City parks. The Recreation Program Committee was asked to review the disc golf season for 2005, as had been done following the 2004 season. Based on this review the committee feels the disc golf course provides more positives to the community than negatives, and therefore is recommending this activity be maintained at Valley View Park for 2006.

Motion by Commissioner Gradel to approve the opening of the Disc Golf Course at Valley View Park for the 2006 season. Seconded by Commissioner Kinney. Motion carried unanimously.

2005 Annual Report – Parks, Recreation & Forestry Department – Mark Schroeder distributed the 2005 Parks, Recreation and Forestry Annual Report to the Commission. Mark Schroeder reported that 2005 was a challenging year due to the budget cuts. He also thanked Administrative Coordinator Cheryl Bowers for the nice job of putting the report together. Commission Chairman Bill Christel thanked staff for their outstanding work and that they are a great asset to the City.

NEW BUSINESS: None

NEXT MEETING: Since the next regular meeting of April 17 will be during spring break, and a quorum may not be obtained, the Commission decided to cancel the meeting. The next regular meeting will be on May 15, 2006.

ADJOURNMENT:

Motion by Commissioner Kocchi to adjourn at 7:45 p.m. Seconded by Commissioner Duff and carried unanimously.

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

ND/cb