

## NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, August 21, 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 7:05 p.m. in the Common Council Chambers at New Berlin City Hall.

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

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

Excused: Nancy Duff

Resigned: Rick Kocchi

*This meeting was noticed on August 17, 2006 in accordance with Open Meetings law.*

### INTRODUCTION & WELCOME TO NEW COMMISSIONER DARRELL STANDISH

Chairman Christel welcomed Darrell Standish as the Parks, Recreation and Forestry Commission's new member.

### COMMITTEE APPOINTMENTS

**Sub-committee Appointments** - The Sub-committees only meet when additional research is needed on a project or concern.

Committee Appointments – Chairman Christel made the remaining appointments to the Parks, Recreation and Forestry Commission Committees as follows:

New Berlin Hills Golf Course Committee – Chuck Bedwell

Parks and Facilities Committee – Chuck Bedwell, Vern Radtke\*, and Darrell Standish

Plan Commission Representative – Paul Gihring

Plan Committee – Bill Christel, Paul Gihring\*, and William Moore

Recreation Committee – Nancy Duff\*, Dick Kinney, and vacant position

(\* indicates chairman)

### MINUTES:

Motion by Commissioner Gihring to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of June 19, 2006. Seconded by Commissioner Radtke and carried unanimously with Chairmen Kinney and Standish voting present.

### CORRESPONDENCE:

**Correspondence from Jim Doyle, Governor State of Wisconsin regarding Act 477 and changes to the Impact Fee Law** – The Commission received a copy of the response letter from the Governor's office regarding Act 477. This item is on the agenda under Director's Report for discussion purposes.

**Communication from Jackie Jenson regarding Kelly Lake Park** –The Commission received an email from resident Jacqueline Jenson, of 4830 South Courtland Parkway, regarding access to Kelly Lake Park. Staff would recommend referring this item to the appropriate subcommittee for research and recommendation to the full commission at a future meeting. It was the consensus of the Commission for the Parks and Facilities subcommittee to meet to discuss this matter.

**Communication from Mark Nennig, New Berlin Soccer Club, regarding parking for the New Berlin Soccer Club Tournament** - The Commission received a letter from the NBSC requesting permission to charge a parking fee for the tournament held in September at Valley View Park. This item is on the agenda under Director's Report for discussion purposes.

### BILLS AND FINANCIAL REPORTS:

The Commission reviewed the June 2006 Expenditure Detail in the amount of \$17,105.56. They also reviewed the copies of the June Revenues and Expenditures. After a brief discussion, motion by Alderman Moore to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously. The Commission reviewed the July 2006 Expenditure Detail in the amount of \$43,148.54. They also reviewed the copies of the July Revenues and Expenditures. After a brief discussion, motion by Commissioner Radtke 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 – The Commission was distributed copies of the *New Berlin Citizen* article on New Berlin Hills and the successful private/public relationship between Crown Golf and the City of New Berlin. The General Manager of New Berlin Hills, John Rader, was awarded the General Manager of the Year and New Berlin Hills was awarded the golf course of the year for 2005 by Crown Golf Properties, LP. The committee met on July 20 to discuss the reorganization of Crown Golf.

**CHAIRMAN'S REPORT:**

Chairman Christel thanked Rick Kocchi for his years of dedicated service to the Parks, Recreation and Forestry Commission.

**PLAN COMMISSION MEMBER REPORT:** No report

**UPDATES AND CONCERNS:**

**Update on ProHealth Care Park** - The restroom/shelter building is nearing completion. The restrooms have been dry walled, the floors, walls, and ceilings have been painted, and the rough plumbing installed. Locks and hardware are on the doors, and all the plumbing and light fixtures have been delivered. Installation of the fixtures should be completed in the next week. The shelter has been painted and stained, and the outlets installed. Light fixtures should be installed in the next week. WE Energies has scheduled the electrical service installation for the week of August 21<sup>st</sup> to 25<sup>th</sup>. A final inspection meeting for the shelter building has been scheduled for August 30<sup>th</sup>.

In addition, the playground equipment was installed on July 24<sup>th</sup>, and the resilient rubber surfacing finished on August 4<sup>th</sup>. The parks crews will be installing the 2 park benches for the play area.

Work started on the basketball court project on August 2<sup>nd</sup> with excavation and placement of the stone base. Paving was completed on August 9<sup>th</sup>. Drain tile and the basketball standards have also been installed. Following the required asphalt curing time, the color surfacing system will be installed. This project should be completed by September 1<sup>st</sup>.

The gazebo materials were delivered on August 15<sup>th</sup>, and the concrete slab was installed on August 16<sup>th</sup>. The parks crew will follow with installation of the gazebo in late August or early September. Soccer goals have also been placed on the fields. Staff is also working on construction of the baseball diamond, backstop and fencing. Installation is scheduled for mid to late September.

Remaining site work for the general contractor to complete in August and September includes site grading and installation of the rain gardens adjacent to the shelter building, installation of the connecting paths to the shelter and play area, installation of the parking lot light poles, paving of the parking lot, and trail system, and site restoration and landscaping.

There remains a considerable amount of work to be coordinated in the next month and a half, but the department would like to schedule a ribbon cutting/grand opening ceremony for mid October. The Commission agreed on a tentative Grand Opening ceremony date of October 11<sup>th</sup>.

**Update on Valley View Park Disc Golf Course** - The parks crew relocated the disc golf baskets the last week in July. The Commission received a copy of the aerial photo map showing the new layout.

**Update on Quarry Park** – Mark Schroeder informed the Commission that the presentation by Dave Burch of Bonestroo has been postponed since Dave has been in a serious bike accident. Mark Schroeder will give the Commissioners a tour whenever they would like to see Quarry Park. A great deal of work has been accomplished on the reclamation since last August. During that time Johnson had completed work on the Phase I area (ball diamonds), graded and seeded the berm along I-43, removed the sand and continued shaping the eastern lake, constructed the Phase 2 parking area, installed the roadway which leads around the west side of the east lake to the picnic area, and graded and seeded the north slope of the eastern lake. Johnson also began grading around the area for the future spillway/overflow structure which will need to be installed on the eastern lake.

In early fall of 2005, Bonestroo set benchmark elevations for Phase 3 (western lake area) and Johnson continued grading in this area as weather permitted. In October, the Common Council approved an Addendum to the Lease Agreement which extends the reclamation completion date until December 31, 2006. In April, Johnson hired Mann Brothers to assist with the grading of the west lake area. The northern slopes of the west lake were verified by staff and Bonestroo on June 8<sup>th</sup>. Johnson started spreading topsoil on June 16<sup>th</sup>. Seeding of the North Slope was completed on July 8<sup>th</sup> and 9<sup>th</sup>. Johnson finished placing topsoil on the west slope on August 3<sup>rd</sup>, with these areas seeded and mulched on August 7<sup>th</sup>. Approximately 50% of the lake slopes on the west side have now been graded, seeded, and mulched. Weather permitting all side slopes of the west lake will be top soiled and seeded by mid September.

Staff and Bonestroo has also met on June 8<sup>th</sup> with city engineering to review storm water management for the site, and recently Bonestroo met with the DNR to discuss the design of the spillway/overflow structure. A punch list has been completed for all remaining work that Johnson needs to complete by the end of the year.

**Update on New Berlin Recreation Trail Ribbon Cutting Ceremony** - Waukesha County has scheduled a ribbon cutting ceremony to mark the reopening of the New Berlin Recreation Trail for Monday, August 28<sup>th</sup> at 9:00 a.m.

**Update on the Mary Ella Milham Property** - Staff has been in contact with the attorney for Ms. Milham, and is working on the final plans for a meeting date.

**Update on ball diamond renovation projects for 2006** - The NBAA and the parks department will be continuing with the second year of the partnership to upgrade park ball diamonds in 2006. The NBAA will provide the monies for the materials including drain tile, baseball mix, and pro-choice field conditioner while the parks crew will provide the labor. Last year, two fields were renovated at Calhoun Park. This year the department is planning to complete projects at Malone Park, Valley View Park and possibly Buena Park. Commissioner Standish thanked Mark Schroeder, Parks and Forestry Supervisor Dave Jeske and his crew for an excellent job on the Calhoun north diamonds. Even after two days of rain, practices could still be held on these diamonds.

**Update on Freewill Baptist Church Dedication Ceremony** - The church dedication ceremony was held on Sunday, July 23<sup>rd</sup>. Special thanks to the Historical Society, and Prospect Hill Restoration Foundation for putting together an excellent program. The Church is now part of Historic Park.

**Update on Historic Day activities including the Centennial Anniversary for the Weston Barn** – The Commission was given a flyer for activities scheduled at Historic Park in September and October.

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

**Stormy Acres Park – Review and Recommendation on Park Master Plan process** - Following the June informational meeting, staff has received additional correspondence from four city residents. The comments were similar to those made at the meeting; no development or just walking trails. Based on the comments of the neighborhood, staff is recommending not hiring a consultant to assist in the development of a park master plan at this time.

In regard to the washout in the park, staff met with the storm water engineering staff in July. The Water Resource Management Utility has placed this project on the schedule for as early as next year. The Parks department will be removing the silt fence and installing signs to address the use of motorized vehicles on park property as soon as the work schedule allows.

Motion by Commissioner Gihring to not develop Stormy Acres Park at this time. Signs should be erected stating no motorized vehicles are allowed and the silt fence should be removed. Seconded by Commissioner Radtke and carried unanimously.

**New Berlin Soccer Club – Review and recommendation on request to charge parking fee for fall soccer tournament** - Chapter 184 of the Municipal Code, Parks & Parkways states a permit is required for advertising or sales within a park. Therefore staff feels that commission approval is required to allow the soccer club to charge a parking fee on public park

property. The only other example of a parking fee is during the Fourth of July celebration with the New Berlin Magic.

Motion by Commissioner Standish to allow the New Berlin Soccer Club to request donation parking at Valley View Park with the exception that park users not attending the soccer tournament on September 16 and 17<sup>th</sup> not be charged a parking fee. Seconded by Commissioner Kinney and carried unanimously.

**Update on 2007 Parks, Recreation & Forestry Department Budget** – The Commission received a copy of the 2007 CIP and Operating Budgets. The department operating budget will again be limited to the 2% tax levy limit which is a very difficult target considering the rising costs for health insurance, union contract and non-represented staff wage increases, and the high cost of fuel.

The number one priority in the parks and administrative division budgets is to maintain all existing full and part time staff. The Park Staff remains at the same level as in 1990. The crews are not able to cut grass, plant, or weed as frequent as it is needed. Commissioner Gihring commented on his amazement that the parks look so well with such a small staff. Chairman Christel suggested the Commission support the purchase of new and replacement equipment to help offset the fact that the department is not able to add staff due to budget restrictions. Alderman Moore stated he would take support, to the Common Council, the approval of the Parks Division Budget with no additional staff cuts.

The recreation division is targeting potential reductions in programs with low enrollment figures. Recreation Supervisor Jon Stolz and Program Specialist Tanya Tridle have done a great job with the Recreation Budget and covering costs with user fees. Staff has discussed the potential for budget cuts with both the NBAA and 4<sup>th</sup> of July Commission.

For 2007, staff is targeting the following capital projects for inclusion in the budget; Park Restroom Upgrades, Lion's Park Tennis Court Resurfacing, and Parks Equipment replacement including two trailers, a lawn mower and parks utility vehicle.

Mark Schroeder informed the Commission that he was instructed to look into privatization of parks maintenance. Summer work is currently done by college students at a reasonable rate. A report will be presented to the Commission at a future meeting. Alderman Moore stated he is not in support of privatization. Commissioner Standish stated the response time of the Parks staff is unbelievable and privatization will not be able to do this.

The Budget will go before Council in late September. The Commission will receive an update in October.

**Wisconsin Act 477-Impact Fee Law – Review and discussion** - This Act limits the types of public facilities that can be financed with impact fees, and prevents municipalities from charging fees in lieu of land dedications as a condition of approving a subdivision. This item was requested to be placed on the agenda at the June meeting so the commission can make a formal recommendation to the common council to officially contact their legislators in opposition to this bill.

In June, Attorney Mark Blum provided a summary of the impacts of this new legislation. Based on his review of this statute, he made three recommendations; 1) the Finance Department examine the impact fees that the city has collected and determine when the fees were received and whether any of the fees were unspent or have been held for in excess of the 7 year period, 2) the city work with their financial consultant to review the issue of the parkland acquisition impact fee if, based on our park and open space plan, the city believes that we have the need to acquire additional land for parks (note the new law prohibits use of impact fees for development), and 3) the city amend the zoning code references to the park and open space fees to delete the requirement for dedication of park lands or fee in lieu of dedication.

At this time, the Finance Department has completed the Impact Fee Analysis, and staff is working with Mark Blum to amend the zoning code related to park and open space fees and land dedication requirements. Staff is meeting with legal counsel on August 22<sup>nd</sup> to discuss the Impact Fee issue.

**Park Naming Policy – Review and discussion** - In 2004, during the review and approval process to re-name the Calhoun Park Pond the "Charles Schick Pond", the commission discussed the interest in revising the current Park Naming Policy. The Parks & Facilities Committee has not had the opportunity to meet so staff would recommend referral of this item to that committee.

**Commission Meeting Date – Review and discussion on potential change in monthly meeting date** - Alderman Moore has requested consideration of changing the commission's monthly meeting date.

Motion by Commissioner Kinney to change the Parks, Recreation and Forestry Commission meeting to the second Monday of the month at 6:00 PM to be in effect starting with the September 2006 meeting. Seconded by Commissioner Radtke and carried unanimously.

**NEW BUSINESS:** None

**NEXT MEETING:** September 11, 2006

**ADJOURNMENT:**

Motion by Commissioner Kinney to adjourn at 9:15 p.m. Seconded by Aldermen Moore and carried unanimously.

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

ND/cb