

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, October 9, 2006

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 6:33 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Nancy Duff (arrived 6:35), Paul Gihring, Dick Kinney, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

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

PUBLIC NOTICE:

This meeting was noticed on October 5 in accordance with Open Meetings law.

Chairman Christel welcomed the new School Representative member of the Commission, Allison Thompson.

MINUTES:

Motion by Commissioner Duff to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of September 18, 2006. Seconded by Commissioner Gihring and carried unanimously with Commissioners Kinney, Radtke, Standish, and Thompson voting present.

CORRESPONDENCE:

Communication from Waukesha County regarding a dog park at Minooka Park - The county has been interested in building a dog exercise park at two county parks for the past couple years. Lack of funding and low priority in the county budget has been the major obstacles to moving forward with this plan. Mark Schroeder was contacted to see if the city would be interested in partnering on this project. The preliminary plans call for a 25 acre fenced in dog exercise area. The county would be responsible for operation and maintenance costs, but is asking neighboring municipalities for assistance with funding a portion of the construction costs. Staff has requested written correspondence on the details of the project, but to date have not received further information.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the September 2006 Expenditure Detail in the amount of \$32,047.47. They also reviewed the copies of the September Revenues and Expenditures. After a brief discussion, motion by Commissioner Kinney to approve these financial documents. Seconded by Alderman Moore and carried unanimously.

COMMITTEE REPORTS:

Council Representative – Report on the Seattle Green Living Expo and visit to new development in West Seattle – Alderman Moore participated in a seminar in Seattle Washington on Green Living Expo. There is a new type of development to promote natural drainage methods which includes “pocket” parks and ponds. There is a limited use of pesticides and herbicides and use of energy saving pollution reducing lawn equipment.

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – (September 28th meeting) – To be discussed under the Director's Report

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on ProHealth Care Park - Work on the project continues in preparation for the grand opening on October 11th. With the exception of minor punch list items, the restroom/shelter building has been completed. The playground area is also completed including the installation of the 2 park benches. The parks crew has also installed 4 park benches along the trail system.

The basketball court project has been completed, as well as the construction of the baseball diamond backstop and fencing. Last week the parks crew finished installation of the gazebo along Field Pointe Drive.

Trees on the Move planted several trees near the shelter building and play area, and will be installing additional plantings near the parking area and gazebo. Weather permitting this work will be done for the grand opening. The contractor has installed the trail entrance gate, and the parking lot light poles should be installed this week.

The rainy weather has postponed the installation of the rain gardens and site restoration/landscaping work adjacent to the shelter building and play area. We are hoping for dry weather from October 5th -10th so the contractor can finish up these remaining project items.

Update on 2007 Parks, Recreation & Forestry Department Budget - The Common Council has reviewed the 2007 Operating Budgets at meetings held September 19th, 20th, 26th and October 4th. Following these review sessions, the department operating budget remains at \$1,557, 270, an increase of \$29,869 or just under the state imposed 2% tax levy limit.

The department included the following items in the 2007 CIP Budget; Park Restroom Upgrades, Lion's Park Tennis Court Resurfacing, and Parks Equipment replacement including two trailers, a lawn mower and parks utility vehicle. At the October 4th meeting, the council reviewed the CIP Budget with no modifications made at this time. The 2007 Budget has now been sent to Public Hearing.

Update on Quarry Park - During the last month work has continued at a slow pace on restoration of the west side of the site. Due to the rainy September weather, top soiling and seeding operations have been delayed. Additional seeding work has been scheduled for October 11th – 13th. The water level in the lakes continue to slowly rise. Johnson also continues to work on the various punch list items throughout the site that are not impacted by the wet weather.

The overall restoration work for the site is still on schedule for completion by the end of the 2006 construction season. The only question mark at this time is the exact schedule for construction of the spillway/outlet structure and settling basin, which will require analysis and design tied to the final water elevation of the two lakes. While the major grading is completed on the west side, and the water level has started to rise, it will take several weeks to reach the static water level. In addition, the DNR will be involved from a review and permitting standpoint which will add to the timeline and approval process. Johnson Sand & Gravel will be responsible for assisting with the grading necessary for construction of this facility.

At the September commission meeting a recommendation was made to the common council to approve exercising the option to extend the lease agreement with Johnson Sand & Gravel for use of the buildings through 2007. The council will be reviewing this issue at the October 10th meeting.

The Commissioners received a copy of the Requested Action Statement, the Addendum to the Lease Agreement, and correspondence from Attorney Mike Schober representing Johnson Sand & Gravel.

Update on Community Center proposal for the Former Library Building - At the August 22nd Common Council meeting, the Facilities Committee made a recommendation to the Common Council to approve the use of the former library as a city community center/food pantry. After considerable discussion, the council gave approval to use the facility as a community center and refer back to the Facilities (staff) Committee and the Parks, Recreation & Forestry Commission. The reasoning behind sending this back to the commission is that the Parks, Recreation and Forestry Department is involved with community programming including Senior Activities, and would eventually handle facility scheduling, building rentals, policies and

procedures, while the commission would approve fees for use of the facility. The Parks, Recreation and Forestry Department would also work with the Building & Facilities Department for set up and maintenance.

At the September commission meeting, this item was referred to the Parks & Facilities Committee to oversee the development of a conceptual plan for the facility. On September 25th, department staff met with representatives of the Senior Advisory Board to tour the facility. Follow up meetings will be scheduled as soon as possible. A meeting has been scheduled for October 17th with the Youth Advisory Board members to begin gathering input from the teens. The Parks & Facilities Committee will meet after the Senior and Youth meetings.

Update on Trail Inspection & Maintenance Policy - Staff is currently working on revisions to the draft inspection and maintenance policy per the comments from the September commission meeting. This item will be on the November agenda for review.

DIRECTOR'S REPORT:

Mary Ella Milham property - Review and recommendation on Land Donation Agreement – The Commission received a draft donation agreement for review and recommendation, prepared by City Attorney Mark Blum, and similar in format to the Weston Orchard and Freewill Baptist Church documents. The Commission also received a map of the property, and the minutes from the Park Plan Committee and Parks, Recreation and Forestry Commission meetings held in September 2005.

Some key points of the agreement from the city's perspective are as follows:

- The land to be donated is south of Cleveland Avenue less approximately 5 acres for a future home site.
- City would be responsible for the costs associated with the land division (certified survey, soil/percolation tests).
- City would be responsible for transaction costs, and also the Phase I Environmental Site Assessment.
- The agreement contains several provisions that protect the interests of the city.
- The city agrees to use the site only for park purposes; any other future use would require approval of Ms. Milham.

Based on the site analysis conducted by the Park Plan Committee (see minutes dated September 12, 2005), staff would recommend the commission approve the donation agreement as presented, and forward to the common council for approval at the October 24th meeting.

Half of the property is passive with woods and wetlands and the other half of the property can be used for active use. The active use area is currently being leased as cropland. Mark Schroeder was asked to check into continuing leasing the property as cropland until it can be developed into a park.

Staff is currently researching the timeline and costs associated with conducting the land survey, percolation tests, and Phase I ESA to determine if the closing date of December 31, 2006 needs to be modified. Funding for these items would come from the Public Site & Open Space Account.

Ms. Milham will be properly thanked for her generous donation to the City, when a temporary sign is erected at the site.

Motion by Commissioner Gihring, seconded by Commissioner Radtke to recommend to the Common Council to approve the Agreement for Donation of Real Estate for the Mary Ella Milham property. Motion carried unanimously.

New Berlin Hills Golf Course – Discussion and Action to accept the Golf Course Committee Recommendation to enter into a Lease Agreement with Kemper Sports/CK Golf Partners for management of New Berlin Hills Golf Course - On July 20th and September 28th, the Golf Course Committee met to discuss the future management and operations of New Berlin Hills. These discussions were necessary as Crown Golf Properties and the Crown Family have decided to exit the golf course management business.

The Commission received an overview on CK Golf Partners which is an affiliate of Kemper Sports Management and the minutes from the Golf Course Committee meeting of September 28th.

This new management company would replace Crown Golf Properties, and has indicated they will abide by all the terms and obligations contained within the current lease agreement. John Rader will continue at New Berlin Hills, along with his staff.

Following discussion, it was the unanimous recommendation of the Golf Course Committee to enter into a Lease Agreement with Kemper Sports/CK Golf Partners, for management of New Berlin Hills Golf Course, pending the review and approval of all legal and financial documents by the city legal counsel.

Currently, Mark Blum is reviewing the current lease agreement, and will be contacting Gary Binder, Senior Vice President of Kemper Sports and managing partner of CK Golf Partners to discuss the legal documents and paperwork required for assignment of the lease agreement. The city will also be requesting a copy of the financials/balance sheet of Kemper Sports to see how the company is capitalized to reinforce that the company can fully guarantee the obligations spelled out within the management contract.

Motion by Commissioner Standish, seconded by Alderman Moore to recommend to the Common Council to enter into a Lease Agreement with Kemper Sports/CK Golf Partners, LLC, for management of New Berlin Hills Golf Course. Motion carried unanimously.

NEW BUSINESS: None

NEXT MEETING: November 13, 2006

ADJOURNMENT:

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

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

ND/cb