

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, November 13, 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 6:35 p.m. in the Common Council Chambers at New Berlin City Hall.

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

Also Present: General Manager New Berlin Hills Golf Course John Rader, Golf Course Committee Chairman Ray McInerney, Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

PUBLIC NOTICE:

This meeting was noticed on November 7, 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 October 9, 2006 with the correction under Council Representative of the Committee Reports to read *Alderman Moore participated in "tours" in Seattle Washington....* not *"seminars"* as originally stated. Seconded by Alderman Moore and carried unanimously.

Motion by Commissioner Kinney to advance the agenda to the review and recommendation on the 2007 Greens Fees at New Berlin Hills Golf Course, under the Director's Report to accommodate the visitors present. Seconded by Commissioner Gihring and carried unanimously.

DIRECTOR'S REPORT:

New Berlin Hills Golf Course – Review and Recommendation on 2007 Greens Fees – John Rader, General Manager of New Berlin Hills and Golf Course Committee Chairman Ray McInerney reported that at the November 2nd Golf Course Committee Meeting, the committee reviewed the competitor rates comparison, and unanimously recommended to accept the fees schedule for 2007 as presented with increases recommended for Non-resident Junior/Senior Weekday 9-hole and Non-resident Weekend 18-hole rate categories. These increases would be the first increases in three (3) years. The Parks, Recreation and Forestry Commission recommendation will go before the Common Council for approval on December 12th.

Motion by Commissioner Bedwell to recommend Council approve the Parks, Recreation and Forestry Commission recommendation to approve the 2007 Greens Fees as recommended by the Golf Course Committee. Seconded by Commissioner Radtke and carried unanimously.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the October 2006 Expenditure Detail in the amount of \$45,359.97. They also reviewed the copies of the October Revenues and Expenditures. Mark Schroeder reported that revenues for both the Parks and Recreation Divisions were higher than projected. After a brief discussion, motion by Commissioner Radtke 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 – On October 16th the Committee toured Kelly Lake Park. In 1998, a plan was created and the DNR earmarked funds for construction of a fishing pier. Due to the negative response from the area neighbors, construction never began. Staff will investigate the costs to develop the park per the conceptual park plan, including constructing the fishing pier.

Planning Committee – No Report

Golf Course Committee – Mark Schroeder reported that on Nov. 2nd the Committee also discussed the pending move from Crown Golf Partners, LLC to Kemper Sports, i.e., CK Partners, LLC. The Committee is also on the final design of a monument sign to be installed along 124th Street. The Committee also reviewed the improvements/maintenance of the course in 2006, as well as discussing preliminary plans for the 100th anniversary in 2007.

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on ProHealth Care Park - The final site work for the project was completed in time for the grand opening on October 11th. The contractor was on site the week of October 30th to complete the remaining punch list items for the restroom/shelter building. The department will retain a sufficient level of monies on the project to help insure all site restoration/landscaping items will be addressed promptly by the contractor in spring 2007. Mark Schroeder thanked Parks and Forestry Supervisor Dave Jeske and his crews for completing the Gazebo in time for grand opening. Chairman Christel complimented Mark Schroeder and Cheryl Bowers for a great job on the coordinating the ceremony. It was well attended by ProHealth Care.

Update on 2007 Parks, Recreation & Forestry Department Budget - The Common Council has reviewed the 2007 Operating Budgets at meetings held September 19th, 20th, 26th, October 4th and October 24th. 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 that time.

The 2007 Budget Public Hearing was held on October 24th. The next budget meeting before the Common Council will be held on November 14th.

Update on Quarry Park - Work on site restoration has pretty much ended for the year. The west, south, and east slopes of the west lake were seeded and mulched between the dates of October 16th – 28th. The water level in the west lake continues to slowly rise.

Staff has met with Bonestroo and city engineering staff to discuss the design of the emergency spillway and outlet structure, which will require analysis and design tied to the final water elevation of the two lakes. In addition, the DNR will be involved from a review and permitting standpoint which will add to the timeline and approval process. The plan is to construct the emergency spillway yet this fall, analyze the water levels over the winter and into next spring, and then finish the design and construction of the outlet structure in 2007. Johnson Sand & Gravel will be responsible for construction of the emergency spillway.

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 gave unanimous approval on this recommendation at the October 10th meeting.

Update on Community Center proposal for the Former Library Building - 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. A second meeting with the Senior Advisory Board was held on October 23rd, with the next meeting scheduled for November 27th. On October 17th staff met with the Youth Advisory Board members to begin gathering input from the teens. A second meeting is scheduled for November 21st. It is the goal of staff to have a draft concept plan ready for presentation to the Parks & Facilities Committee in early 2007.

Update on the Mary Ella Milham property acquisition - At the October 24th meeting, the Common Council gave unanimous approval of the Agreement for Donation of Real Estate for the Milham property for a future park site. The closing on the property is contingent on the results of the Phase I Environmental Site Assessment which is currently in progress.

Staff is currently working with Bloom Consultants to prepare the Certified Survey Map for the 5-acre land division for the future home site. A site meeting was held on October 31st with the surveyor, Badgerland Soil Testing, and Waukesha County to complete and inspect the soil borings. The plan is to have the CSM completed for review and approval by the Plan Commission on December 4th, and the Common Council on December 12th. If the results of the Phase I ESA are positive, and the Certified Survey Map approved by both the PC and CC, in December, closing on the property can take place by December 31, 2006.

DIRECTOR'S REPORT:

New Berlin Hills Golf Course – Review and Recommendation on 2007 Greens Fees – Discussed earlier.

2007 Picnic and Athletic Field Usage Fees – Review and Approval of 2007 Fees – The Commissioners received for review the Picnic Site Rental Rates and Athletic Field Usage Rates both for 2006 and proposed for 2007. They also received the Picnic Shelter policies and procedures, and Athletic Field Use Guidelines. Staff is proposing a 5% increase in athletic field use rates which has been figured in the 2007 budget document. In regard to the picnic shelter rates, staff is proposing rate increases ranging from 3-25%. The wide range in proposed rate increases reflect going to a system of fees based not only on group size, but for the first time also looking at the various amenities each park and the specific shelters provide the user groups. Rates for the new shelter at ProHealth Care Park are also included.

Motion by Commissioner Kinney to approve the 2007 Athletic Field Usage Fees as presented with the recommendation to take the private and NBAA Select team fees to the Recreation sub-committee for review. Seconded by Commissioner Standish and carried unanimously.

Motion by Commissioner Gihring to approve the 2007 Picnic Fees as amended in the policies section. Seconded by Commissioner Radtke and carried unanimously.

Trail Inspection & Maintenance Plan – Review and Recommendation – The Commissioners received for review a draft Trail Inspection & Maintenance Plan. This plan would apply to all recreational trails within the city parks system, and could be included as part of the maintenance policy for sidewalks and side paths drafted by the Engineering Department and currently being reviewed by the Board of Public Works. Staff made some revisions following comments at the September commission meeting.

Motion by Alderman Moore to approve the Trail Inspection and Maintenance Plan as amended. Seconded by Commissioner Duff and carried unanimously.

NEW BUSINESS: None

NEXT MEETING:

Due to the holiday season, the December meeting has been canceled. The January meeting date will be announced at a later time.

ADJOURNMENT:

Motion by Commissioner Radtke to adjourn at 8:45 p.m. Seconded by Chairman Moore and carried unanimously.

Respectfully submitted by Cheryl Bowers for
Nancy Duff, Secretary

ND/cb Parks, Recreation and Forestry Commission