

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, December 20, 2004

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, Rick Kocchi, Michael McAdams, Vern Radtke and Council Representative Paul Gallagher.

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

This meeting was noticed on December 17, 2004 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Radtke to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 15, 2004. Seconded by Commissioner Gihring and carried unanimously.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the November 2004 Expenditure Detail in the amount of \$30,813.95. They also reviewed the copies of the November Revenues and Expenditures. Mark Schroeder reported that the Recreation revenues were close to meeting the projected goals even though the pool at New Berlin West High School had been closed for a period of time. However, the Parks projected revenue goals are lower than expected. The 4th of July expenses were over budget but a transfer from the 4th of July donation account would zero out the negative balance. After a brief discussion, motion by Commissioner Gradel 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 – 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 Weston's Antique Apple Orchard - The above ground storage tanks at the Weston Apple Orchard property were recommended to be located within a self-containment system to prevent possible release of petroleum products. The City has been reviewing the options and associated costs to address this issue. It was decided the best option is to upgrade the tanks to meet Department of Commerce standards versus installing new tanks, or just removing the tanks. At the property real-estate closing, the Weston's credited the City \$3,500 for the cost of this work which the City will complete in 2005. The property real-estate closing was signed on Friday, December 17, 2004. Mark Schroeder thanked Commissioners; Nancy Duff, Paul Gihring, and Vern Radtke for all their hard work and time commitment on this project.

Update on Verizon Wireless Cell Tower Proposal at Hickory Grove Center - The City issued the building permit and the construction of the equipment building is nearing completion. Verizon was hoping to have service available by the end of the year. The City has received the \$8,000 one-time payment, which was deposited in the Public Site & Open Space Account. Verizon is required to pay the initial monthly rental payment before final occupancy is given by the City. The use of the flag and the light will be monitored.

Update on Disc Golf Course at Valley View Park - This item was referred to the Recreation Committee for review of potential solutions to the problems outlined by the police department. The initial meeting of the committee was held on Friday, November 12th. Staff also met on site on November 16th with representatives of the Disc Golf Association to review potential changes to the course design to reduce the impact on neighboring properties. The next committee meeting is planned for January. The Commission will be updated at the next meeting.

Update on 2005 Greens Fees for New Berlin Hills Golf Course - At the December 14th meeting of the Common Council, the 2005 Greens Fees were approved as recommended by the Parks, Recreation & Forestry Commission and Golf Course Committee. The 2005 Greens Fees will remain the same as in 2004.

Update on 2005 Parks, Recreation & Forestry Department Budget - The Public Hearing for the 2005 Budget was held on November 16th. The Common Council approved the Operating Budget on November 23rd, and the CIP Budget on December 14th. Capital projects for 2005 include the Buena Park Tennis/Basketball Court Reconstruction, ProHealth Care Park Phase II Development, and playground upgrades at Calhoun and Valley View Parks. Mark Schroeder thanked Commissioner Paul Gallagher for his support, at the Council level, to the department. Although his request to increase the full-time Parks maintenance staff did not pass, the Council approved funding for part-time seasonal labor during the summer months.

Update on Chapter 235 Proposed Subdivision Ordinance - The Department of Community Development has been working with the Plan Commission over the last several months to update the Chapter 235 Subdivision Ordinance. The changes made to Amendment #5 would provide for formal review by the Parks, Recreation and Forestry Commission through the utilization of the Park Planning Subcommittee (see Step 2, Voluntary Sketch Plan & Site Visit on pages 4-6). Amendment #14 language has been modified to allow the City to more effectively utilize the dedication/land reservation option and/or the public site and open space fee option.

Commissioner Gihring reported that all subdivision applications are now subject to the step review procedure. Part of this process is to bring applications to the Parks, Recreation and Forestry Commission for review for trails and park land dedication. *Amendment #14 Dedication and Impact Fees – Use of fees. Public site, open space, and trail fees collected by the Director of Finance shall be placed in a separate account, and said funds shall be used exclusively for the acquisition of public land and development or preparation of public land or trails within the City consistent with approved plans or amendments.* The option of land dedication or payment of an open space fee will be recommended by the Parks, Recreation and Forestry Commission, not by the developer. This process will review the need for a designated park or trail in the area from the Park and open Space Plan which is also part of the City Master Plan. The Parks, Recreation and Forestry Commission – Planning Subcommittee will be involved in the site visit where applicable. This recommendation will be presented to the Plan Commission with final approval by the Common Council.

The Commission inquired if an area regarding trails, concerning the construction and maintenance, could be added to the process. Commissioner Gihring asked the Commission to send any comments or questions to him or to the Parks, Recreation and Forestry staff.

Update on Feasibility Study for the Old Library Building - In July, the Common Council approved a contract with Zimmerman Design Group to conduct a Needs Analysis/Feasibility Study for reuse of the Old Library Building. The Needs Analysis/Feasibility Study will assist City staff and elected officials in determining what is the best way to utilize this facility in the future. The study was completed on November 23, 2004. The scope of the study included an analysis of the existing structure, and building site, interior and exterior maintenance needs, an analysis of potential needs and uses, and costs to renovate the facility. Three cost options are included for the building renovation as well as the reconfiguration of the entrance drive. At the December 14, 2004 Common Council Meeting, approval was given to include in the 2005 CIP Budget, \$200,000 for roadway construction (Option B), and \$381,000 for building renovation. This would include upgrades to plumbing, HVAC, and electrical.

The Commission was concerned about the cost of changing the entrance drive. They felt there was not a visual problem with the existing driveway location off Cleveland Avenue. Could this concern be accomplished with turn lanes?

DIRECTOR'S REPORT:

New Berlin Parks, Recreation & Forestry Department – A Presentation on Department Programs, Services & Accomplishments - As part of this year's budget process, departments were asked to make presentations to Council on programs and services. Mark Schroeder thanked Jon Stolz and Cheryl Bowers for their work in putting the presentation together. After viewing the presentation, the Commission thanked staff for a job well done.

NEW BUSINESS: None

NEXT MEETING: January 17, 2005

ADJOURNMENT:

Motion by Commissioner Duff to adjourn at 8:55 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