

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, October 20, 2003

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: Wireless Facilities Representative Tim Klingman, New Berlin Historical Society Treasurer Don Herman, Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

MINUTES:

Motion by Commissioner Duff to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of September 15, 2003. Seconded by Commissioner Gallagher and carried unanimously with Commissioners Christel and Radtke voting present.

Motion by Commissioner Gradel to approve the minutes of the special Parks, Recreation and Forestry Commission Meeting of October 6, 2003. Seconded by Commissioner Gihring and carried unanimously with Commissioners Bedwell, Gallagher and Kocchi voting present.

CORRESPONDENCE:

Pastor David Meyer of the Living Word Apostolic Church has inquired if the City of New Berlin is interested in selling land to the church for the purpose of building a place of worship. Consensus of the Commission for Mark Schroeder to respond to Pastor Meyer that there is no land available for purchase.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the September 2003 Expenditure Detail in the amount of \$51,463.26. They also reviewed the copies of the September Revenues and Expenditures. Mark Schroeder reported that Recreation revenues are doing well. There has been an error in the budget disbursements of the Golf Course expense accounts of 596,221.02 Water & Sewer and 596,389.00 Other Supplies. This error will be corrected to offset the negative balance reflected in 596,389.00. Motion by Commissioner Kocchi to approve these financial documents. Seconded by Commissioner Radtke and carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – A meeting was held on September 25 to discuss the recreation brochure. The Committee was informed on the process of the brochure. Commissioner Kocchi will investigate if there is any way the school district's sports and facilities schedules could be more accessible during the summer months so the brochures may be sent out several days earlier.

Cheryl Bowers reported that the typesetting and publishing of the brochure has been completed in-house for the last five years. Prior to the staff being involved, an independent contractor performed the task. Due to the errors and the contractor retiring from the field, staff investigated the cost of publishing through another vendor or doing it in-house. Since the costs would dramatically increase and staff was skilled at desk-top publishing, the decision was made to create the brochure in-house. This enabled staff to have more control of the brochure and deadlines associated with the printer and delivery dates. Since then, there have been great compliments both from the public and other recreation departments.

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 - The contractor has completed the grading of the western portion of the park including the soccer fields, parking lot and construction of the storm water pond. The seeding and mulching of the athletic fields were completed on October 10th. The sewer and water utility laterals have been installed and tested. In addition, the two boardwalks and stone trail system have been completed. Work yet to be completed this fall includes the installation of stone for the parking area, seeding of the grassland and prairie areas, and installation of the landscape plantings. Department staff is working with ProHealth Care Inc. on design and construction of the park entrance sign.

Update on Weston's Antique Apple Orchard – The committee will be meeting with the Westons and the attorneys on October 20 to discuss the agreement and supporting information. The committee will present the final agreement to the Commission at a future date.

Update on National Avenue Side Path Landscaping Projects Phase I & II – The contractor for Phase I will be replacing the dead trees along National Avenue. The Common Council has awarded the contract for Phase II to Johnson Nursery to plant 74 trees. Some of the trees will be planted in the fall with the remainder planted in the spring of 2004. Phase II is being funded by a 50% DNR matching grant.

Update on New Berlin Hills Streambank Stabilization Project – This storm water project will begin in December of 2003 and the goal is for it to be completed prior to the start of the 2004 play season. A grant of \$124,570 was awarded to the department from the WDNR for an Urban Nonpoint Source & Storm Water Management Program.

Update on Calhoun Park Streambank & Pond Stabilization Project. – The project has been completed and has enhanced the park. This project has been awarded the 2003 Wisconsin Park & Recreation Association Park Design Award. The Calhoun Park Improvement Project was one of three statewide to be selected for an Award of Merit.

DIRECTOR'S REPORT:

Review and recommendation on site location for a Verizon Telecommunications Facility at Hickory Grove Center – Mark Schroeder reported that Tim Klingman of Wireless Facilities, Parks and Forestry Supervision Dave Jeske, and himself, met at Hickory Grove Center to determine the best area for the location of the stealth flag pole and facility. Wireless Facilities second choice but staff's recommendation was the area north of the south side parking lot. This area would reduce the damage to trees and the parking lot. It would also be a proper area to display the American flag. The Plan Commission will have architecture approval with recommendations from the Park staff and the Commission.

Motion by Commissioner Kocchi for Wireless Facilities to present the Commission with a site map, location, and architecture of building at a future meeting. Seconded by Commissioner Gallagher and carried unanimously.

2004 Parks, Recreation and Forestry Department Budget - A 0% tax rate increase is reflected in the revision of the 2004 Budget. The Budget has been decreased \$97,748 or 6.1% from the 2003 Budget. To achieve this, the Parks & Forestry division lost a vacant position, Recreation fees will be increased and some programs eliminated, the NBAA support will be reduced and their fees increased, and the 4th of July festival support was reduced and fees will be increased.

The Parks & Forestry Division has been the hardest hit with the elimination of one position. The budgeted expenses are lower than in 2002 but programs like the Gypsy Moth Suppression Program has increase in acres from 421 in 2003 to 880 acres in 2004.

Recreation Supervisor Jon Stolz was commended by Mark Schroeder for his work in finding additional revenues in rates in programs to be funded by user fees. His work saved additional positions from being eliminated from the budget.

Review and recommendation on Resolution authorizing submittal of a DNR Urban Forestry Grant - Staff is seeking a motion recommending to council to approve a resolution authorizing the submittal of a DNR Urban Forestry Grant. The department is applying for a grant totaling \$7,500 to continue the third phase of planting on National Avenue. The department has been successful in receiving grant monies in 2002 and 2003 for planting activities along the National Avenue corridor and development of the street tree inventory and management plan. Monies for the local match will come from staff time for plan development, project administration, and inspection, and staff training.

Motion by Commissioner Kocchi to recommend to Council to approve a resolution authorizing the application, acceptance and expending of a State of Wisconsin DNR Urban Forestry Grant Program in the amount of \$7,500 for the National Avenue Tree Planting Phase III. Seconded by Commission Gradel and carried unanimously.

Review and recommendation on Gazebo project for Historic Park, presentation by New Berlin Historical Society - Don Herman of the Historical Society discussed the proposal to place a Victorian Gazebo in Historical Park. A variance must go before the Plan Commission just like the log cabin, due to the close location to National Avenue. The Historical Society has raised gifts and pledges totaling \$9,500 with plans to generate the additional funds needed for the project. The gazebo is a recommendation of the recently adopted Park and Open Space Plan but due to budget cuts, it has been removed from the 2003 and 2004 budgets however, the Parks & Forestry division will supply the labor for site preparation and landscaping.

Motion by Commissioner Kocchi to recommend to the Plan Commission the location and design of the Historical Society donated gazebo in Historic Park. Seconded by Commissioner Radtke and carried unanimously.

NEW BUSINESS: None

NEXT MEETING: November 17, 2003

ADJOURNMENT:

Motion by Commissioner Gallagher to adjourn at 8:50 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