

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, April 12, 2010

***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, Rick Kocchi (arrived 6:45 p.m.), Vern Radtke, Bob Rafel, Darrell Standish, Allison Thompson, Geno Wichowski, and Council Representative Bill Moore.

Also Present: Fay Amerson representing the Little Muskego Lake Protection and Rehabilitation District; Little Muskego Lake District Representatives: Tom Reck and Howard Schneider; and Attorney Steve Schmuki representing the Little Muskego Lake Protection and Rehabilitation District; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

**PUBLIC NOTICE:**

*This meeting was noticed on April 8, 2010 in accordance with Open Meetings law.*

**MINUTES:**

Motion by Commissioner Moore, seconded by Commissioner Wichowski to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of March 8, 2010. Motion carried unanimously.

**CORRESPONDENCE:** None

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the March 2010 Expenditure Detail in the amount of \$34,727.64. They also reviewed the copies of the March Revenues and Expenditures. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Wichowski to approve these financial documents. Motion carried unanimously.

**COMMITTEE REPORTS:**

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – Met on March 9<sup>th</sup> to discuss Quarry Park Phase I Budget Grant Application, this item will be discussed under the Updates and Concerns. Met on March 22<sup>nd</sup> to discuss the Little Muskego Lake District Land Acquisition and the Calhoun Park Bridge Project. These items will be discussed under the Director's Report.

Golf Course Committee – Met on March 30<sup>th</sup> to discuss the Water Supply and Irrigation System Improvements. Item will be discussed under the Director's Report.

**CHAIRMAN/PLAN COMMISSION REPORT: No Report**

**UPDATES AND CONCERNS:**

**Update on Park & Open Space Plan** - On March 29<sup>th</sup>, the Plan Commission recommended approval of a resolution adopting the proposed amendments to the City's Comprehensive Plan including incorporating a new Park & Open Space Plan. The Plan Commission also forwarded the plan to the Common Council for their review and approval by Ordinance. The council meeting will be held on April 13<sup>th</sup>. The plan then must be approved by the Wisconsin Department of Natural Resources (WDNR) for compliance with department guidelines. Based on staff review comments, the plan contains all necessary elements for WDNR approval. Mr. Schroeder encouraged all Commission members to attend the April 13<sup>th</sup> Common Council Meeting.

**Update on Quarry Park Phase 1 Development Plan & WDNR Stewardship Fund Grant Application** - At the February commission meeting, approval was given to contract with Bonestroo & Associates for professional services to prepare the WDNR Stewardship Fund grant application for Phase I Development. Monies were included in the 2010 Public Site & Open Space Fund for consultant services for Quarry Park site planning & WDNR grant/permitting assistance. Monies have been identified (not approved) in the 2011 CIP for Phase 1 Development (trails, signage, fishing piers, shelter, parking improvements).

The Plan Committee met on February 17<sup>th</sup> and March 9<sup>th</sup> to review the Park Master Plan, Phase 1 cost estimates, and to finalize the Phase I Development Plan. The Committee added an additional fishing pier and picnic shelter. Mr. Schroeder thanked the Committee for their time. The plan is a well rounded use of the area. Mountain biking was also included in future phases of the plan. This request for local project funding will need to go before the Common Council on April 13<sup>th</sup> as the WDNR requires an adopted resolution supporting the grant application, and the commitment of local matching funds to complete the project.

**Update on Playground Equipment Projects at Calhoun & Valley View Parks** - Monies were included in the 2010 CIP Budget (\$75,000) for playground upgrades at these two parks. Staff mailed the Vendor Request for Proposals (RFP) for purchase and installation of this equipment to four playground companies. Proposals are due on April 16<sup>th</sup>. Interviews have been scheduled before the Parks & Facilities Committee on Thursday, April 22<sup>nd</sup>. Mr. Schroeder thanked the Committee members in advance for dedicating their time to this effort. Following review of proposals, the committee will make a recommendation to the commission for approval at the May 10<sup>th</sup> commission meeting.

**Update on Malone Park Tennis & Basketball Court Reconstruction Project** - Monies were approved in the 2010 CIP Budget (\$250,000) for this project. At the March Parks, Recreation and Forestry Commission meeting, a recommendation was made to contract with Edge Consulting Engineers, Inc. for engineering services at a cost not to exceed \$17,900. The scope of services will include project survey, design, and construction inspection services. The Common Council approved this recommendation on March 23<sup>rd</sup>. Contracts have been executed, and site survey work was completed on March 25<sup>th</sup>. The goal is to have the project design plans and construction documents prepared for public bidding in May. Bid review and contract award is planned for June, and July, with construction tentatively scheduled in late August/early September.

Motion by Commissioner Moore, seconded by Commissioner Kocchi to advance the agenda to the review and recommendation on the letter of support for WDNR Stewardship Fund Grant Application for the Muskego Lakes Conservancy, Little Muskego Lake District and Little Muskego Lake Association, under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

**DIRECTOR'S REPORT:**

**Muskego Lakes Conservancy, Little Muskego Lake District Land & Little Muskego Lake Association Land Acquisition Project – Review & Recommendation on Letter of Support for WDNR Stewardship Fund Grant Application** - At the December 2009 meeting, Fay Amerson, Environmental Consultant for the Little Muskego Lake District, spoke to the commission regarding the district's interest in purchasing the lands adjacent to and north of Calhoun Park. The district, along with the Muskego Lake Association and Muskego Lakes Conservancy, are working together to acquire the lands for watershed protection purposes.

Following discussion on project goals, WDNR grant funding opportunities, and other potential public outdoor recreation uses for the land, the commission referred this item to the Plan Committee for review. The Plan Committee met on March 22<sup>nd</sup>. Following discussion, it was the consensus of the Plan Committee to recommend to the Parks, Recreation and Forestry Commission to support the initiative to acquire the land north of Calhoun Park for watershed protection purposes including construction of a trail system. The Plan Committee is not recommending that monies be contributed to acquire this land, but that staff write a formal letter of support from the commission for the WDNR Grant Application of the Muskego organizations.

Fay Amerson, Environmental Consultant for the Little Muskego Lake District, reported to the commission that the land owners are still interested in selling the property. The Muskego organizations were before the Commission to request written support for the WDNR grant application and also to request funding support.

Attorney Schmuki representing the Little Muskego Lake District reported a memo of understanding between the Muskego groups to protect the water quality of the creek and lake. A letter of support from the City will be beneficial with the WDNR and the partnership will provide benefits to New Berlin residents through a recreational trail, protection of water quality through Calhoun Park and pond, and preserve open space. Mr. Schmuki also made a request for financial assistance.

Tom Reck reported he has lived on Little Muskego Lake for 13 years and is a member of the Little Muskego Lake District Board. The lakes are a crown jewel of the City of Muskego and support by the City of New Berlin would help to improve the watershed. Mr. Reck asked for the City's support as a neighbor both through a letter to the WDNR and through financial support.

There was a concern with the composting of weeds disturbing the nearby residents. The City would need to issue a conditional use permit in order for the Muskego group to compost the weeds on this property. The permit could be revoked if it became an obnoxious problem.

Motion by Commissioner Moore, seconded by Commissioner Wichihowski for the Parks, Recreation and Forestry Commission to recommend for staff to compose a formal letter of support for the WDNR Grant Application for the Little Muskego Lake District, Muskego Lake Association and Muskego Lakes Conservancy for the acquisition of the properties located at the southeast corner of Beloit Road and Calhoun Road. Motion carried with Commissioners Standish and Radtke voting no.

**New Berlin Hills Water Supply & Irrigation System Improvements – Review & Approval of Professional Services Agreement with TJ Emmerich Associates** - Monies are included in the 2010 Golf Course Reserve Fund for Phase 2 Design/Engineering Services. Phase 2 includes evaluation and design of a replacement irrigation pumping station and updated controls. On March 30<sup>th</sup>, the Golf Course Committee met with Irrigation Design Consultant Tom Emmerich. The committee reviewed the water source infrastructure & irrigation system design and construction process as well as the preliminary costs and timeline associated with the work.

Following discussion a motion was made by Commissioner Bedwell, seconded by Chairman McInerney to recommend to the Parks, Recreation & Forestry Commission to contract with TJ Emmerich Associates, Inc., to provide irrigation consulting services to complete a Master Irrigation Plan & GPS Mapping of the New Berlin Hills Golf Course at a cost not to exceed \$10,000. Motion carried unanimously. Monies to come from the Golf Course Reserve Fund.

The Golf Course Committee plans are to design the project in 2010, for potential construction in 2011. This project has been identified (not approved) in the 2011 CIP Budget.

Following discussion, a motion was made by Commissioner Standish, seconded by Commissioner Radtke to contract with TJ Emmerich Associates, Inc., to provide irrigation consulting services to complete a Master Irrigation Plan & GPS Mapping of the New Berlin Hills Golf Course at a cost not to exceed \$10,000. Motion carried unanimously. Monies to come from the Golf Course Reserve Fund.

**Calhoun Park Bridge Project – Review & Approval of Stewardship Fund Grant Application including Professional Services Agreement with Bonestroo & Associates** - Monies were included in the 2010 CIP Budget (\$75,000) for purchase and installation of a new pedestrian bridge and construction of connecting pathways for Calhoun Park. Staff met with Dave Burch and Brian Lennie of Bonestroo & Associates regarding site and permitting issues. Staff recommends submitting a WDNR Grant Application for this project. Depending on the level of engineering required including permitting, floodplain, and structural analysis, additional funding may be necessary to complete the project. The Plan Committee discussed this item at the March 22<sup>nd</sup> meeting. Following discussion, a motion was made by Commissioner Wichowski, seconded by Commissioner Christel to recommend to the Parks, Recreation & Forestry Commission to contract with Bonestroo & Associates in an amount not to exceed \$2,500 for preparation and submittal of a WDNR Stewardship Fund Grant Application for replacement of the bridge and installation of park pathways at Calhoun Park. Motion carried unanimously. Monies to come from CIP Account #04059100 61104 C2010.

Motion by Commissioner Rafel, seconded by Commissioner Standish to recommend to the Common Council to submit a grant application to the Wisconsin Department of Natural Resources for funding assistance for the Calhoun Park Bridge and Trail Project.

Motion by Commissioner Wichowski, seconded by Commissioner Radtke to contract with Bonestroo & Associates in an amount not to exceed \$2,500 for preparation and submittal of a WDNR Stewardship Fund Grant Application for replacement of the bridge and installation of park pathways at Calhoun Park. Motion carried unanimously.

Consensus of the Commission to remove the bridge as soon as practical.

**NEXT MEETING:** May 10, 2010

**ADJOURNMENT:**

Motion by Commissioner Wichowski, seconded by Commissioner Bedwell to adjourn at 8:15 p.m. Motion carried unanimously.

Respectfully submitted by Cheryl Bowers for  
Allison R. Thompson, Secretary  
Parks, Recreation and Forestry Commission

ART/cb