

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, May 10, 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 6:34 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Vern Radtke, Bob Rafel, Allison Thompson, Geno Wichowski, and Council Representative Bill Moore.

Also Present: Mayor Jack Chiovatero; Wisconsin Department of Natural Resources Urban Forestry Staff Randy Cooper; Parks and Forestry Supervisor Andy Reshel; Parks and Forestry Arborist Paul Fliss; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Rick Kocchi and Darrell Standish

PUBLIC NOTICE:

This meeting was noticed on May 7, 2010 in accordance with Open Meetings law.

PRESENTATION OF TREE CITY USA AWARD:

Randy Cooper, WDNR Forestry Staff presented Mayor Jack Chiovatero and Parks and Forestry Supervisor Andy Reshel and Parks and Forestry Arborist Paul Fliss with the 2009 Tree City USA Award for the eighth consecutive year. Mr. Cooper praised New Berlin for acknowledging the importance of trees and the forestry program.

Mr. Schroeder thanked Parks and Forestry Supervisor Andy Reshel and his staff for their work to maintain New Berlin's City trees; and Chairman Bill Christel thanked staff for a job well done.

PRESENTATION OF BIG TREE CONTEST AWARD WINNERS:

The purpose in sponsoring this contest is to draw the public's attention to the many fine trees in the City and to provide a fun activity for individuals and families of New Berlin. The tree species for the 2010 "Big Tree Contest" was a Willow tree. The tree was judged on the basis of the point system used by the American Forestry Association (AFA) in judging national Champion Big Trees. New Berlin Parks & Forestry Arborist, Paul Fliss; served as the judge for the contest. Mayor Chiovatero presented an Award of Recognition Certificate along with a gift certificate donated by Action Landscaping to the following record number of 20 contestants:

2010 Contest Results – Biggest Willow Tree

<u>Place</u>	<u>Address</u>	<u>Points</u>
1 st Place	15831 W. Mark Dr.	344.6
2 nd Place	2300 S. Springdale Rd.	310.25
3 rd Place	14310 W. Cleveland Dr.	301.2

2010 Contest Results – Biggest Willow Tree

<u>Place</u>	<u>Address</u>	<u>Points</u>
4 th Place	16628 W. Addison	299.75
5 th Place	2815 S. Sunny Slope Rd	295.9
6 th Place	5735 S. Aberdeen Dr.	283
7 th Place	13595 W. Forest Knoll Dr.	274.25
8 th Place	12960 W. Van Norman Ave	271.9
9 th Place	12950 W. Weather Creek Ct	256.9
10 th Place	13670 Paddock Pkwy	256
11 th Place	4793 S. Fairview Dr	255.4
12 th Place	1819C S. 124 th St.	248.5
13 th Place	5845 S. St. Andrews Dr.	233.25
14 th Place	4069 S. 124 th St.	230.25
15 th Place	3615 S. Loretta Ln.	221.9
16 th Place	13010 W. Park Ave	221
17 th Place	14355 W. Grange Ave	220.5
18 th Place	2324 S. Brookland Rd.	219
19 th Place	14730 W. Fleetwood Ln	212.4
20 th Place	15375 W. Glendale Dr.	200.25

Congratulations to all the winners!

MINUTES:

Motion by Commissioner Wichowski, seconded by Commissioner Rafel to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of April 12, 2010. Motion carried unanimously.

ELECTION OF OFFICERS & COMMITTEE APOINTMENTS

The floor was open for nominations for the Office of Chairman of the Commission. Commissioner Christel was nominated by Commissioner Radtke and seconded by Commissioner Moore for the Office of Chairman. Chairman Christel asked if there were any further nominations for the Office of Chairman. There were no additional

nominations for the Office of Chairman so nominations were closed. Motion by Commissioner Radtke and seconded by Commissioner Moore to elect Commissioner Christel as Chairman of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

The floor was open for nominations for Office of Vice-Chairman of the Commission. Commissioner Kocchi was nominated by Commissioner Wichowski and seconded by Commissioner Moore for the Office of Vice-Chairman. Chairman Christel asked if there were any further nominations for the Office of Vice-Chairman. There were no additional nominations for the Office of Vice-Chairman so nominations were closed. Motion by Commissioner Wichowski and seconded by Commissioner Moore to elect Commissioner Kocchi as Vice-Chairman of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

The floor was open for nominations for the Office of Secretary of the Commission. Commissioner Thompson was nominated by Commissioner Radtke and seconded by Commissioner Wichowski for the Office of Secretary. Chairman Christel asked if there were any further nominations for the Office of Secretary. There were no additional nominations for the Office of Secretary so nominations were closed. Motion by Commissioner Radtke and seconded by Commissioner Wichowski to elect Commissioner Thompson as Secretary of the Parks, Recreation and Forestry Commission. Motion carried unanimously.

COMMITTEE APPOINTMENTS:

Sub-committee Appointments - The Sub-committees only meet when additional research is needed on a project or concern. Committee Appointments – Chairman Christel made the following appointments to the Parks, Recreation and Forestry Commission Committees:

New Berlin Hills Golf Course Committee – Chuck Bedwell

Parks and Facilities Committee – Chuck Bedwell, Vern Radtke*, and Rick Kocchi

Plan Commission Representative – Bill Christel

Plan Committee – Bill Christel, Bill Moore* and Gene Wichowski

Recreation Committee – Bob Rafel, Darrell Standish*, and Allison Thompson

(*) indicates chairman

Chairman Christel appointed Ray McNerney as the Citizen Representative to the Golf Course Committee.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the April 2010 Expenditure Detail in the amount of \$26,366.75. They also reviewed the copies of the April Revenues and Expenditures. Mr. Schroeder reported that both revenues and expenses are tracking well. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Rafel to approve these financial documents. Motion carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – A meeting was held on April 22nd to discuss the playground equipment proposals for Calhoun and Valley View Parks. This item will be discussed under the Director's Report.

Planning Committee – No Report

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

Chairman Christel reported the Park and Open Space Plan was passed by the Common Council and the Commission should be very proud of this document. The Commission will be working on the Action Plans in the future for both active and passive areas. Mr. Christel also thanked everyone that participated to complete this project.

PRESENTATION ON EMERALD ASH BORER READINESS PLAN:

Mr. Schroeder reported that former Parks and Forestry Supervisor Dave Jeske worked with John Gall of Wachtel Tree Service to develop this plan. Since that time, Parks and Forestry Supervisor Andy Reshel and Parks and Forestry Arborist Paul Fliss have customized the Plan for the City of New Berlin.

Parks and Forestry Supervisor Andy Reshel and Parks and Forestry Arborist Paul Fliss reported on the Emerald Ash Borer (EAB) and the plan to enlighten the public on the infestation of the EAB, what trees are Ash trees, and which bugs are EAB. Additional information can be found at www.emeraldashborer.info or www.emeraldashborer.wi.gov.

Mr. Schroeder thanked Mr. Reshel and Mr. Fliss for customizing the EAB Plan for New Berlin and their passion for forestry that led them to do such an outstanding job. Mr. Schroeder also thanked Cheryl Bowers for putting the information together. The Commission will receive the Emerald Ash Borer Plan on a CD at the June meeting.

Chairman Christel thanked Mr. Reshel and Mr. Fliss for the update, wished them well on moving forward on the project, and asked to keep the Commission posted on any changes.

UPDATES AND CONCERNS:

Update on the Park & Open Space Plan - On April 13th, the Common Council approved Ordinance #2427 adopting the Comprehensive Plan Amendments including incorporating a new Park & Open Space Plan. GRAEF has incorporated the signed Resolution & Ordinance documents in the final plan which will be sent to the Wisconsin Department of Natural Resources (WDNR) this week for review/approval for compliance with department guidelines. Mr. Schroeder thanked the Commission for their efforts with this project.

Update on Quarry Park Phase 1 Development Plan & WDNR Stewardship Fund Grant Application - 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 17th and March 9th to review the Park Master Plan, Phase 1 cost estimates, and to finalize the Phase I Development Plan. On April 27th, the Common Council approved the resolution supporting the grant application, and the commitment of local matching funds to complete the project. The grant application materials were submitted to the WDNR by the May 3rd deadline. The WDNR received approximately 40 applications within southeastern Wisconsin, and the department will know later this summer if New Berlin will be awarded a grant.

Update on Calhoun Park Bridge & Trail Project & WDNR Stewardship Fund Grant Application - 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. On April 12th, the Parks, Recreation and Forestry Commission approved submittal of a WDNR Grant Application for this project. On April 13th, the Common Council approved the resolution supporting the grant application, and the commitment of local matching funds to complete the project. The grant application materials were submitted to the WDNR by the May 3rd deadline. The existing bridge was removed by the Parks & Forestry staff on May 4th.

Update on Malone Park Tennis & Basketball Court Reconstruction Project - Monies were approved in the 2010 CIP Budget (\$250,000) for this project. The Parks, Recreation and Forestry Commission and Common Council approved contracting with Edge Consulting Engineers, Inc. for engineering services (survey, design, and construction inspection services) at a cost not to exceed \$17,900. The site survey work was completed on March 25th. Staff met with the consultant on April 21st to visit the project site, review and discuss plans and specifications and set the project schedule. Project design plans and construction documents will be ready for bidders on May 24th, with Bid Opening Bid scheduled for June 8th. The Parks, Recreation and Forestry Commission will review project bids, and make a recommendation for contract award at the June 14th meeting. The Common Council will tentatively take action on the award of contract on June 22nd, with construction tentatively scheduled to start in mid to late August. The Parks workers are very talented and concerned with cost savings, therefore they will be removing the fencing to save on the cost for this item of the project.

Update on New Berlin Hills Water Supply & Irrigation System Improvements - Monies were 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 30th, 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.

At the April 12th meeting, the Parks, Recreation & Forestry Commission approved the Golf Committee's recommendation 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. Contracts have been signed, and GPS mapping work has been started.

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.

Update on Muskego Lakes Land Conservancy, Little Muskego Lake District Land & Little Muskego Lake Association Land Acquisition Project - 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 Land Conservancy, are working together to acquire the lands for watershed protection purposes.

At the April 12th meeting, the Parks, Recreation and Forestry Commission approved the Plan Committee recommendation to support the efforts of the Muskego organizations to acquire the land north of Calhoun Park for watershed protection purposes including construction of a trail system. The commission also directed staff to write a formal letter of support from the commission for the WDNR Grant Application of the Muskego organizations. Enclosed is a copy of the letter sent to the WDNR.

On April 28th, staff attended a Neighborhood Meeting hosted by Aldermen Ament and Harenda to help answer questions regarding this project. Fay Amerson, and representatives of the Muskego organizations were also in attendance.

DIRECTOR'S REPORT:

Calhoun Park & Valley View Park Playground Equipment Projects – Review & Recommendation on Contract Award - Monies were included in the 2010 CIP Budget (\$75,000) for playground upgrades at these two parks. Proposals were due on April 16th. Interviews were held before the Parks & Facilities Committee on Thursday, April 22nd. The committee reviewed the playground proposals and various playground equipment options. The four companies who made presentations were Miller & Associates, Gerber Leisure Products, Minnesota/Wisconsin Playgrounds, and Lee Recreation Company.

Motion made by Commissioner Kocchi, seconded by Commissioner Radtke to recommend to the Parks, Recreation, & Forestry Commission to award the playground equipment contract for Calhoun Park North to Gerber Leisure Products at a cost not to exceed \$39,998. Motion carried unanimously.

Motion made by Commissioner Radtke, seconded by Commissioner Kocchi to recommend to the Parks, Recreation, & Forestry Commission to award the playground equipment contract for Valley View Park East to Miller & Associates at a cost not to exceed \$34,961. Motion carried unanimously.

Mr. Schroeder thanked the Parks and Facilities members Commissioners Radtke and Kocchi along with Commissioner Rafel who is not on the committee but attended the interviews, and greatly contributed to the playground selection process. Mr. Reshel was also thanked for his expertise on the equipment. The commission recommendation will go before the Common Council for review and contract award on May 25th.

Motion made by Commissioner Rafel, seconded by Commissioner Wichowski to recommend to the Common Council to award the playground equipment contract for **Calhoun Park North** to Gerber Leisure Products at a cost not to exceed \$39,998. Motion carried unanimously.

Motion made by Commissioner Thompson, seconded by Commissioner Radtke to recommend to the Common Council to award the playground equipment contract for **Valley View Park East** to Miller & Associates at a cost not to exceed \$34,961. Motion carried unanimously.

Monies for both projects to come from Capital Improvement Projects (CIP) account #04059100-61101.

Commissioner Christel thanked the subcommittee for their dedication. Commissioner Radtke also thanked Commissioner Rafel and Mr. Reshel for their expertise and guidance.

Quarry Park – Review & Recommendation on Option to Extend Lease Agreement with Johnson Sand & Gravel, Inc. (JS&G) - In 2009 and 2010, work on Quarry Park consisted mainly of site stabilization activities, including the repair of washouts on the slopes of both the east and west lakes. For the balance of 2010, JS&G will assist the city with construction of the park trails.

As in years 2006-2010, Johnson Sand & Gravel is interested in leasing the buildings for another year. Staff would recommend the city exercise the option to extend the lease agreement with Johnson Sand & Gravel for an additional 1 year term through December 2011. This relationship will continue to be a win-win situation for both parties as JS&G would continue office and maintenance operations at the site, and the city would benefit from additional cash flow from the building rental in addition to maintaining a landlord to oversee the site, and assist the city with the continued site repair and restoration on an as needed basis. In addition, should the city be selected for a Stewardship Fund Grant later this year, 2011 will be a construction year. The business operations of JS&G will not conflict with park development activities.

If the commission is in agreement on exercising the lease option, staff will work on the details of the lease extension with City Attorney Mark Blum for Common Council approval at the May 25th meeting.

Motion made by Commissioner Radtke, seconded by Commissioner Moore to recommend to the Common Council to extend the Lease Agreement with Johnson Sand and Gravel by one year to expire December 31, 2011, and to direct the City Attorney to prepare the appropriate documents. Motion carried unanimously.

Consensus of the Parks, Recreation and Forestry Commission for the lease revenues to be credited in the Park & Open Space Account.

Parks, Recreation and Forestry Commission By-Laws - Review & Approval to Modify By-Laws to reflect the term of elected office from June 1st to May 31st - The by-laws state the *term of elected office shall be for one year commencing from May 1st and ending at the April Commission meeting*. The term for a commissioner appointed by the Mayor and approved by Council expires at the end of April. This causes a conflict when the Parks, Recreation and Forestry Commission elections are held in early April with the term of a Commissioner expiring at the end of April. In the past, elections have been held at the May meeting for this reason; however, according to the by-laws the term of elected office already expired in April. Staff recommends updating the by-laws to reflect past practice of the Commission: *Term of office shall be for one year commencing from June 1st to May 1st and ending at the May Commission Meeting*.

After a brief discussion, motion by Commissioner Moore, seconded by Commissioner Wichowski to amend the Parks, Recreation and Forestry Commission By-Laws to state: *Term of office shall be for one year commencing from the May meeting and ending at the following year's May Commission Meeting*. Motion carried unanimously.

NEXT MEETING: June 14, 2010

ADJOURNMENT:

Motion by Commissioner Wichowski, seconded by Commissioner Radtke to adjourn at 8:55 p.m. Motion carried unanimously.

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

ART/cb