

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, October 11, 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, Rick Kocchi, 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; Attorney Steve Schmuki representing the Little Muskego Lake Protection and Rehabilitation District; Dave Burch of Bonestroo and Associates; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

PUBLIC NOTICE:

This meeting was noticed on October 1, 2010 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Radtke, seconded by Commissioner Rafel to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of September 13, 2010. Motion carried with Commissioner Thompson voting present.

CORRESPONDENCE:

Communication from Attorney Steve Schumki representing the Little Muskego Lake District, Muskego Lakes Conservancy, and the Little Muskego Lake Association.

Motion by Commissioner Wichowski, seconded by Commissioner Kocchi to advance the agenda to the review and recommendation to the Common Council on Financial Assistance for purchase of property north of Calhoun Park under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

Little Muskego Lake District Land Acquisition – Review & Recommendation to Common Council on Financial Assistance for purchase of property north of Calhoun Park - 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.

The Muskego organizations have requested to be on the agenda for two purposes. One is to provide an update on what has been accomplished, and secondly to formally request the City of New Berlin to financially assist with this land acquisition. The project was recently selected for a WDNR Stewardship Fund Grant. The recommendation of the Parks, Recreation and Forestry Commission will be forwarded to the Common Council for review at the October 26th meeting.

Attorney Steve Schmuki representing the Little Muskego Lake Protection and Rehabilitation District reported the grant request to purchase the property to protect the Muskego Lake Water shed is a 50/50 Grant. The Little Muskego Lake District, the Muskego Lake Association, Muskego Lakes Land Conservancy, along with a private benefactor and the City of Muskego, have collected 95% of their half of the monies needed to purchase the property. The groups are requesting the remaining \$30,000 from the City of New Berlin. The purchase of the property will enhance the City of New Berlin with the extension of Calhoun Park; an opportunity to extend a future bike and walking trail; provide for affordable storm water retention, and preserve open space. It was pointed out that the city has a history of collaboration with other groups on the purchase of other properties such as the Deer Creek Sanctuary. The City of New Berlin will have an easement on the 40 acre property which will be attached to the property and not the owner, Muskego Lakes Land Conservancy. Due to the restriction of the WDNR Stewardship Grant Agreement, the sale of the property would be possible but not probable.

Fay Amerson representing the Little Muskego Lake Protection and Rehabilitation District reported there will be composting of weeds on one acre of the 40 acres. The compost will be used as fertilization and the management of the existing tree nursery. The group will still need to obtain a conditional use permit from the City of New Berlin. They have met with the neighbors and plan to meet with them again. The compost area will be in a designated area off of Calhoun Road.

Following discussion, a Motion was made by Commissioner Kocchi, seconded by Commissioner Wichowski, to recommend to the Common council to contribute \$30,000 from the Park Impact Fee Account #22186900-59070 toward the purchase of the properties located at the southeast corner of Beloit and Calhoun Roads (Tax Key #1259-997-0003 & #1259-998) by the Muskego Lakes Land Conservancy. As part of the contribution, the City of New Berlin will receive an easement on the properties for future development of a trail system. Motion carried unanimously.

Motion by Commissioner Radtke, seconded by Commissioner Thompson to advance the agenda to the review and recommendation on the Professional Services Agreement with Bonestroo Associates for the Calhoun Park Bridge & Trail Project under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

Calhoun Park Bridge & Trail Project – Review & Recommendation on 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. The WDNR has awarded the city with a Stewardship Fund grant that will cover 50% of the project engineering and construction costs. At the September commission meeting, approval was given to contract with Bonestroo & Associates to complete the wetland delineation for this project.

Dave Burch from Bonestroo & Associates reported on the professional services contract, and the scope of work associated with this project. The bridge will need to be high enough for the waterway, but designed to be ADA accessible. The Commission reviewed a professional services contract for additional engineering services (floodplain analysis, permit assistance, and project design) for this project. The plan would be to design, permit, and ultimately complete this project in 2011. Phase I will include the preliminary Plans and Floodplain Analysis which would not exceed \$13,500. Phase II will include Final Plans and Permitting; Phase III will be for Bidding & Contract Award

Recommendation. The cost for Phase II & III will be determined after Phase I is completed. Monies for engineering services would come from CIP Account #04059100 61104 C2010 with 50% of the costs covered through the WDNR grant.

Motion by Commissioner Rafel, second by Commissioner Kocchi to approve Phase I Preliminary Plans and Floodplain Analysis by Bonestroo & Associates for Calhoun Park Bridge & Trail Project in the amount not to exceed \$13,500.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the September 2010 Expenditure Detail in the amount of \$47,191.08. They also reviewed the copies of the September 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 – Commissioner Moore reported there will be an additional Common Council Meeting on October 12th to discuss the 2011 Budget. The Commission should be concerned and be able to support the department.

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – Met on September 28th to discuss the Park & Open Space Plan 5 year Action Plan along with the Park Impact & Public Site and Open Space Fees. These items will be discussed under the Director's Report.

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

The Common Council has decided to check into the prospect of outsourcing and privatization of City Services including the Parks division. Chairman Christel stated his experience with outsourcing and expressed his concern to proceed with extreme caution.

UPDATES AND CONCERNS:

Update on WDNR Stewardship Fund Grant Applications for Quarry Park Phase 1 Development & Calhoun Park Bridge & Trail Project - The WDNR notified the city that the Calhoun Park Bridge & Trail Project has been selected for grant funding in the requested amount of \$75,000. Staff is still waiting for a decision on the Quarry Park Phase 1 Development Project Grant Application.

Update on Calhoun Park & Valley View Park Playground Improvement Projects - The Calhoun Park Playground equipment installation was completed in mid August. The Valley View Park equipment was installed the week of September 27th. The rubber transfer point matting, accessible pathway, and site landscaping is in the process of being completed.

Update on Malone Park Tennis & Basketball Court Reconstruction Project - This project has progressed nicely due to the good weather. Paving of the courts was completed on August 27th. The fencing

contractor completed installation of the tennis court fencing, center net posts, and basketball standards in mid September. Color surfacing of both facilities was completed October 4th - 8th. The courts were lined on October 9th. Topsoil has been spread along the court edges, with final landscaping anticipated the week of October 11th. The prep work was completed for the trail rehabilitation on October 4th and paving completed on October 6th and 7th. Two tennis nets will be installed for the fall use.

Update on Prospect Parkway/Underwood Creek Rehabilitation Project Phase 2 -The removal of trees, grading, and installation of the stone rip rap on the west end of the parkway was completed on Wednesday, October 6th. Seeding of all areas should be completed by October 8th. Due to input from residents in the neighborhood adjacent to the parkway, the Water Resources Committee and Common Council approved elimination of the proposed pedestrian pathway that was included in the original project plans and contract. The council did approve monies for reconstruction of the existing north-south asphalt pathway that crosses the parkway. The contractor will be removing the existing asphalt, and preparing the stone base October 7th and 8th, with paving anticipated for the week of October 11th. The reforestation of the parkway will begin later this month with the first phase of tree planting.

Update on New Berlin Hills Water Supply/Irrigation System Improvements - At the April meeting, the Parks, Recreation & Forestry Commission approved the Golf Course 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.

The GPS data collection and base map of the golf course have been completed. With this data, record drawings were completed for the existing irrigation system. The consultant has also completed the second phase under this contract which includes the Master Irrigation and Water Source Infrastructure Plan. The Golf Course Committee will be meeting on October 19th to review the report recommendations, cost estimates and proposed timeline for this project. An update will be provided at the November commission meeting. Monies have been included in the 2011 CIP Budget for Phase 2 of the Water System Project which would include the design and construction of a new well house/irrigation pumping station and updated control system.

DIRECTOR'S REPORT:

2011 Parks, Recreation & Forestry Department Operating & Capital Budgets - The 2011 Mayor's Executive Budget has been reviewed with the aldermen at Committee of the Whole Budget Review Sessions held on September 20th, 29th, and October 5th. At this time, the 2011 Parks, Recreation & Forestry Operating Budget stands at \$1,743,759, which represents an increase of \$24,762 or 1.44% over the 2010 Parks, Recreation and Forestry Operating Budget. Based on direction at the October 5th COW meeting, it is anticipated that further reductions will be forthcoming in the areas of employee salaries and benefits. The 2011 CIP Budget currently stands at \$1,105,000 following review and approval by the Committee of the Whole on October 5th.

A RAS was submitted from Alderman Seidl to the Common Council requesting the Finance Committee explore outsourcing some city functions including Parks Operations & Maintenance. It was the consensus of the Commission that the Park staff is very conscientious with the public and their concern for their safety, a contractor would not be this concerned. The staff demonstrates a great deal of pride in their work. Some public or organizational issues need a quick response in which staff completes in a timely manner, a contractor would not. Control needs to remain in the hands of the City; privatizing Parks Maintenance would lose this control. There are only six full-time City of New Berlin Parks and Forestry employees, compared to the City of Racine that employs 20 workers. The division continues to have the same amount of staff as it did for the past 20 years.

Mr. Schroeder also reported that the Recreation services and revenues have increased while the expenses have decreased. Recreation Supervisor Jon Stolz and his staff are to be commended.

The department operates with limited resources and continues to do more with less.

Park Impact Fee – Review, Discussion & Possible Recommendation to Common Council - This item was referred to the Plan Committee at the September Parks, Recreation & Forestry Commission meeting for review and recommendation. At that meeting, Mr. Schroeder reviewed the status of this issue, and the recommendation of both the city attorney and city financial advisor that the city consider ceasing the collection of impact fees. This recommendation is based on the limited collection time, limitations on use of the monies based on recent changes to the state laws governing impact fees, and also the city spending history and support for use of these fees.

The Parks, Recreation and Forestry Commission has been asked to review the Park & Open Space Plan, and determine what capital projects would be recommended for completion in the next 5-7 years that would be eligible for funding by either Park Impact Fees or Public Site & Open Space Fees. The committee also discussed the need for an updated Impact Fees Study, and the pros and cons of Zoned Impact Fees versus continued citywide collection of impact fees and platting fees.

Motion by Commissioner Moore, seconded by Commissioner Kocchi to recommend to the Common Council to approve the following recommendations related to Park Impact Fees & Public Site & Open Space Fees.

- Park Impact Fees & Public Site & Open Space Fees shall continue to be collected, and shall be used to fund the following capital project items per the Park & Open Space Plan adopted by the Common Council on April 13, 2010. The following projects are listed on pages 61-70 of the Park & Open Space Plan 2010. High Grove Park – Kelly Lakes trail segment, Quarry Park Development, Stormy Acres Park Development, Deer Creek Park Development, Special Use Facilities, i.e. Youth Sports Complex, Splash pad, Aquatic Center, Malone Park land expansion, Section 35 Park Acquisition & Development, Rustic Ridge Park Development, Milham Park Development, Park Expansion (existing sites as noted in park plan), acquisition of land for neighborhood and community parks (see pages 67& 68 of the park plan), and Open Space Land Preservation (see pages 69 & 70 of the park plan).
- That the city completes an updated Impact Fees Study to determine if adequate funding levels are currently being collected.
- Based upon the information provided, the Parks, Recreation and Forestry Commission is reluctant to support the creation of a Zoned Impact Fee.

Motion carried unanimously.

New Berlin School District “Agreement for Use of School Facilities” – Review & Recommendation –The Commission reviewed the “Agreement for Use of School Facilities” for 2010-2011 as well as the Requested Action Statement for review and action by the Common Council. With the exception of the change in dates, the agreement is the same as the agreements approved by the city for the 2007-2008, 2008-2009, and 2009-2010 school years. The Fee Schedule remains the same as last school year. Staff is recommending approval of this agreement. Subject to approval by the Parks, Recreation and Forestry Commission, this item will go before the Common Council for review and approval on October 12th, 2010.

Motion by Commissioner Radtke, seconded by Commissioner Thompson to recommend to the Common Council to approve executing the “Agreement for the Use of School Facilities” between the City of New Berlin and the New Berlin School District for the period of September 1, 2010 to August 31, 2011. Motion carried unanimously.

Prospect Parkway Tree Planting – Review & Approval on Contract Award -The Parks, Recreation and Forestry Department solicited quotes from three (3) local nursery firms (J. Kasian & Sons, Trees on the Move, and Johnson Nursery) for materials and labor to plant 27 trees as the first phase of reforestation for the parkway. Only one nursery/landscape firm, J. Kasian & Sons, responded to the Request for Quote.

Motion by Commissioner Wichowski, seconded by Commissioner Kocchi to award the Phase I Prospect Parkway Tree Planting contract to J. Kasian & Sons, Inc. for materials and labor to plant 27 trees in the amount not to exceed \$6,806. Funds to come from the City Tree Replacement Fund.

New Berlin Parks System – Review & Recommendation on Park Hours - Staff was contacted recently regarding an inconsistency in the posting of hours of operation for city parks. For years, department staff has been informing the public that city parks are open until 9:00 p.m. with the exception of Malone Park which stays open longer for scheduled sports leagues and community events. In reviewing the New Berlin City Code, it states parks are open until 11:00 p.m. The Commission received a copy of the Municipal Code, as well as the minutes from the Parks, Recreation and Forestry Commission Meeting of July 1998 when park closing hours were approved for 9:00 p.m. with the exception of Malone Park. Staff would like the commission to review and formally approve the park hours so the Municipal Code, department policies, and park signage is consistent, as well as enforceable by the New Berlin Police Department.

Motion by Commissioner Radtke, seconded by Commissioner Moore to recommend to the City Attorney to revise Municipal Code 184-3(A) to reflect the parks closing at 9:00 PM with the exception of Malone. Motion carried unanimously.

NEXT MEETING: November 8, 2010

ADJOURNMENT:

Motion by Commissioner Standish, seconded by Commissioner Moore to adjourn at 9:05 p.m. Motion carried unanimously.

Respectfully submitted by Mark Schroeder for
Allison R. Thompson, Secretary
Parks, Recreation and Forestry Commission
ART/ms