

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, December 13, 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 6:30 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 Wicichowski, and Council Representative Bill Moore. Commissioners Rick Kocchi and Darrell Standish were excused.

Also Present: Mark Schroeder, Director of Parks, Recreation and Forestry, and John Rader, General Manager, New Berlin Hills Golf Course.

PUBLIC NOTICE:

This meeting was noticed on December 9, 2010 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Wicichowski, seconded by Commissioner Radtke to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 8, 2010. Motion carried unanimously.

MOTION TO ADVANCE AGENDA:

Motion by Commissioner Rafel, seconded by Commissioner Moore to advance the agenda to the New Berlin Hills Golf Course – Review & Recommendation on 2011 Greens Fees. Motion carried unanimously.

New Berlin Hills Golf Course – Review & Recommendation on 2011 Greens Fees

The Commission welcomed John Rader, General Manager of New Berlin Hills, who discussed the competitor rates comparison and background information provided to the Golf Course Committee at the December 7th meeting. Following discussion, a motion was made by Commissioner Radtke, seconded by Commissioner Wicichowski to recommend to the Common Council to approve the 2011 Greens Fees for New Berlin Hills Golf Course as recommended by the Golf Course Committee, with fee increases in Adult 18 Hole Resident & Non-Resident Weekday & Weekend Rates. Motion carried unanimously. This item will now go before the Common Council for review and approval at the January 11, 2011 meeting.

CORRESPONDENCE:

None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the November 2010 Expenditure Detail in the amount of \$22,117.27. They also reviewed the copies of the November Expenditures. Director Schroeder mentioned that posted revenues are actually through the end of October, but expenditures are accurate through the end of November. Motion by Commissioner Thompson, seconded by Commissioner Rafel to approve these financial documents. Motion carried unanimously.

COMMITTEE REPORTS:

Council Representative – Commissioner Moore expressed his disappointment that the commission

recommendation to reinstate the staff positions, and restore the Parks, Recreation & Forestry Department structure failed to receive council approval.

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – Met on December 10th to discuss the Quarry Park WDNR Stewardship Grant Award, and the 2011 proposed CIP Budget. These items will be discussed under the Director's Report.

Golf Course Committee – Met on December 7th to review the proposed 2011 Greens Fees, the 2010 season recap, plans for 2011 including the 2011 CIF, as well as discussion on the Water source Infrastructure Improvements Project.

CHAIRMAN/PLAN COMMISSION REPORT:

Chairman Christel indicated that Commissioner Kocchi has tendered his resignation from the commission. Chairman Christel stated that the city and the commission will miss his contributions, input and leadership. The commission extended thanks to Rick for his service, and wished him well in the future. Chairman Christel also mentioned he will be meeting with the Mayor on December 17th to discuss his vision for the future of the commission, and how we can work together in the future to benefit parks and recreation for the community. Lastly, he mentioned that the Conditional Use Permit for weed harvesting submitted by the Little Muskego Lake District was approved by the Plan Commission.

UPDATES AND CONCERNS:

Update on Calhoun Park Bridge & Trail Project

At the October meeting, the Commission approved a professional services contract for additional engineering services (Phase I would include floodplain analysis and preliminary project plans) in an amount not to exceed \$13,500. Staff met with Bonestroo on November 17th to begin work on this project. Monies for all engineering services would come from CIP Account #04059100 61104 C2010 with 50% of the costs covered through the WDNR grant. The plan is to design, permit, and ultimately complete this project in June 2011.

Update on Park Impact Fees & Public Site & Open Space Fees

This item was discussed at the Finance Committee meeting on December 9th. The committee will be recommending to the council to complete an updated Impact Fees Study to determine if adequate funding levels are being collected. This study would be completed by an outside firm; however the source of funding has not been identified.

Update on 2011 Parks, Recreation & Forestry Operating Budget

At the November 16th Public Hearing, many residents spoke in support of maintaining parks and recreation staff, programs and services. Following council review, approval was given to restore funding to support the recreation supervisory staff, as well as the \$100,000 that was eliminated for the part-time recreation program staff. In addition, the department received funding for one full-time clerk-typist position. Director Schroeder indicated that staff has recommended going with two part-time clerk-typists instead to provide more flexibility in scheduling, and completion of the department workload. Jay Gospodarek, who formerly worked in the Department of Community Development, started part-time work for the department in mid-November.

Update on New Berlin Hills Water Source Infrastructure Improvements Project

At the November 8th Parks, Recreation & Forestry Commission Meeting, approval was given to contract with TJ Emmerich Associates, Inc. for professional services for Final Project Design, Bid Documents, Project Bidding & Construction Observation Services for the Water Source Infrastructure Project for New Berlin Hills Golf Course for a total not to exceed

\$7,000. Staff met with golf course staff and Tom Emmerich on November 23rd to discuss the project design plans and overall schedule. Pending approval of the 2011 CIP Budget, project design will be completed, with the project bid in winter/spring for construction following the 2011 golf season.

DIRECTOR'S REPORT:

Quarry Park WDNR Stewardship Fund Grant – Review & Recommendation

The commission reviewed a letter from the WDNR indicating that the Quarry Park Phase I Development grant application was successful, and the city is being offered a Stewardship Fund Grant from the Acquisition & Development of Local Parks program in the amount of \$164,000. The commission also reviewed a letter from City Attorney Mark Blum verifying the specific projects the City can fund with the Park Impact Fee, as well as the Public Site & Open Space Fee Accounts for those costs not covered by the State of Wisconsin DNR grants. Following discussion, a motion was made by Commissioner Radtke, seconded by Commissioner Rafel to recommend to the Common Council to accept the ADLP Stewardship Fund Grant for the Quarry Park Phase I Development Project for \$164,000. Motion carried unanimously.

2011 CIP Budget – Review & Recommendation

The Plan Committee met on December 10th to review the 2011 CIP Budget for potential re-prioritization. The 2011 CIP Budget currently stands at \$1,105,000 following review by the Committee of the Whole on October 5th. Following discussion on each of the submitted projects, and sources of funding (tax levy, grants, Public Site & Open Space Fees, Impact Fees), a motion was made by Commissioner Moore, seconded by Commissioner Bedwell to recommend to the Common Council to modify the 2011 CIP Budget by moving back the Calhoun Park Holding Tank Replacement (\$20,000), and the Malone Park Ball Diamonds (\$50,000) Projects until later in the 2011-2015 CIP Budget. Motion carried unanimously.

Update on Muskego Lakes Land Conservancy Land Acquisition Project

At the October 11th, 2010 meeting of the Parks, Recreation & Forestry Commission, 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 & 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. The motion was carried unanimously.

The Common Council reviewed this item at meetings held on October 22nd and November 9th, with the item tabled until further discussion at the December 14th council meeting. The commission reviewed a letter from City Attorney Mark Blum regarding the \$30,000 contribution from the Park Impact Fee and/or the Public Site & Open Space Fee Account.

Director Schroeder distributed a map of Calhoun Park and the lands to the north, and outlined a recent city proposal for the acquisition of trail easement rights, as well as the potential acquisition of a five (5) acre parcel of the Sanfelippo property north of and adjacent to Calhoun Park. By purchasing this five acre parcel, the city would be able to develop active recreation facilities on this land in the future.

Following discussion, a motion was made by Commissioner Radtke, seconded by Commissioner Thompson to recommend to the Common Council to support the acquisition of approximately 5 acres of land north of and adjacent to Calhoun Park at an estimated cost of \$65,000 including the related land acquisition costs (i.e. survey, appraisal) which would also allow for future trail access on the balance of the property to be acquired by the Muskego Lakes Land Conservancy. Motion carried unanimously. Monies to come from the City Park Impact Fee Fund.

Milham Park Site – Review & Approval of Land Lease Agreement

The commission reviewed a copy of the land lease agreement for the Milham Park site. For the last four years, the city has leased the land to Paul Hartwig. Paul recently passed away, and the city was approached by Bob Stigler to continue leasing the land. With Paul's failing health in 2010, Bob actually farmed the land. The lease terms remain unchanged.

Following discussion, a motion was made by Commissioner Wichowski, seconded by Commissioner Rafel to approve the Land Lease Agreement with Bob Stigler for the Milham Park site for 2011. Motion carried unanimously.

Land & Water Conservation Fund (LAWCON) – Review & Approval of Resolution of Support

The Commission reviewed a resolution of support for the LAWCON program that was sent as part of a legislative alert by the Wisconsin Parks & Recreation Association. Parks and Recreation agencies in Wisconsin have many outstanding parks and outdoor recreation facilities in part because of funding assistance through the federal Land & Water Conservation Fund. This resolution supports a provision in the LAWCON reauthorization guaranteeing that 40% of the appropriated funds be directed to the State Assistance program for potential use by state, county, and local units of government. Following discussion, a motion was made by Commissioner Rafel, seconded by Commissioner Bedwell to approve the resolution supporting the Land & Water Conservation Fund State & Local Assistance Program. Motion carried unanimously. This resolution will be forwarded to the Wisconsin Park & Recreation Association.

2011 Parks, Recreation & Forestry Commission Meeting Schedule

The Commission received a copy of the meeting dates for 2011.

NEXT MEETING: January 10, 2011

ADJOURNMENT:

Motion by Commissioner Wichowski, seconded by Commissioner Rafel 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