

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, September 14, 2009

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 6:38 p.m. in the Common Council Chambers at New Berlin City Hall.

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

Also Present: New Berlin Historical Society representatives Oscar and June Pelkola; Alderman John Hopkins; Water Resource Division Engineer Nicole Hewitt; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Michelle Della and Rick Kocchi

PUBLIC NOTICE:

This meeting was noticed on September 10, 2009 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Radtke, seconded by Commissioner Wichowski to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of August 10, 2009. Motion carried unanimously.

CORRESPONDENCE:

The New Berlin Historical Society August 2009 Newsletter was sent to the Commission at an earlier date.

Motion by Commissioner Standish, seconded by Commissioner Moore to advance the agenda to the review and recommendation on both the Prospect Parkway Underground Stormwater Detention Conceptual Plan and the Fire Station #3 Lease Agreement with the New Berlin Historical Society, under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

Prospect Parkway Underground Storm water Detention Conceptual Plan – Review & Recommendation - Over the years, property owners in the Underwood Creek (NE New Berlin) area have experienced substantial flooding and subsequent property damage. The 2000 Storm Water Management Master Plan has included proposals to address flooding in this area.

Currently the engineering department and consulting engineers are looking into constructing underground detention on City property in Prospect Parkway. Nicole Hewitt, Water Resource Division Engineer reported on the project, the impacts to the parkway, and the potential re-development plans i.e. landscaping (trees, prairie area), park amenities (pathways, benches) that may be included with this storm water management project. This project would be similar to the project at Eisenhower High School. Alderman Hopkins added that the problem goes back to the 1970's and the properties in this area continue to be damaged by flooding.

New Berlin Water Resource Management will provide plantings and other amenities to make the parkway a more usable and low maintenance area after the construction of the underground detention. The City of Brookfield will be contacted to consider contributing to the cost since the water comes from both New Berlin and Brookfield. However, Brookfield has no plans in the near future to help to rectify the flooding problems in this area.

Motion by Commissioner Radtke, seconded by Commissioner Wicichowski to approve the water retention system proposal and to grant permission to use the land in Prospect Parkway for the stormwater management project for the Underwood Creek area (NE New Berlin) as presented, with the landscaping and trail plan to be presented to the Parks, Recreation and Forestry Commission for approval at a later date. Motion carried unanimously.

Fire Station #3 Lease Agreement with the New Berlin Historical Society – Review & Recommendation

- At the April 28, 2009 meeting, the Common Council approved including Fire Station #3 at 19885 West National Avenue as part of Historic Park, and to direct the City Attorney to draft an agreement for ongoing operation and maintenance of the building as part of Historic Park.

Staff met with representatives of the New Berlin Historical Society, and the City Attorney on September 8th to review a draft lease agreement relative to future use, operation, and maintenance of the fire station and grounds.

The Commission received the revised draft agreement, and a letter from City Attorney Mark Blum outlining the issues that were discussed, and need to be addressed before a final agreement is approved by the Common Council. Staff recommendation is for the Commission to review the agreement, and if deemed to be acceptable, provide a recommendation to Council for approval subject to addressing the outstanding issues. Again these include any potential future use by City departments, security and access, insurance coverage, and verification of available funding for ongoing operation and maintenance of the building.

Director Schroeder reported the contents in all the buildings are owned by the Historical Society. The artifacts have been appraised and are currently scheduled under the City property insurance fund. In addition, the liability insurance is covered under the City's CVMIC policy. It will be verified that the Fire Station #3 will also be covered under these policies. The utilities have been budgeted in 2010 by the Building Maintenance Department. The Septic system has been inspected and is in ok condition however, Port-a-Johns will continue to be rented for special events. The building locks will be re-keyed. The Historical Society is hoping to be the sole tenant in the building. The Building Maintenance Department has already moved their operations from the Station, but the Fire Department is still using some areas for storage. Building Maintenance Manager Bob Schulpius has inspected the building and has found it to be in good condition. There are no Capital Improvement Project (CIP) plans at this time.

The Historical Society is planning on using the building as follows:

- Premium Office Space
- Conference Room
- West Bay - Store Historic Fire Engine and exhibits for Fire & Police Departments
- East Bay – New Exhibits
- Small room – Gift Store
- Integrate the parking area with Historic Park Parking

Staff will meet with the Historical Society, CVMIC, City Attorney, and the Clerk's Office to discuss the insurance issues.

Motion by Commissioner Wicichowski, seconded by Commissioner Thompson to recommend to the Common Council to approve the Lease Agreement between the New Berlin Historical Society and the City of New Berlin for Fire Station #3 located at 19885 West National Avenue, subject to the following conditions:

- o Verification of insurance coverage for property/casualty, and liability.
- o Recommendation for exclusive use of the structure by the New Berlin Historical Society.
- o Confirmation of available City funding for annual utility and maintenance costs.

Motion carried unanimously.

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the August 2009 Expenditure Detail in the amount of \$43,043.99. They also reviewed the copies of the August Revenues and Expenditures. Director Schroeder reported the Recreation Revenues are \$9,000 higher than at this time in 2008. The Parks Revenues are just slightly lower than 2008, and the Community Center Revenues are ahead of projections. The Expenses are on track. After a brief discussion, motion by Commissioner Moore, seconded by Commissioner Radtke to approve these financial documents. Motion carried unanimously.

COMMITTEE REPORTS:

Council Representative – Commissioner Moore reported that the Paul Gihring Trail Dedication was a wonderful program conducted by Parks, Recreation and Forestry Director Mark Schroeder. The signs looked impressive, and Chairman Christel did a great job representing the Commission. It was a wonderful tribute to Paul.

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – The Committee met on August 25th to discuss the Park and Open Space Plan. This item will be discuss under the Director’s Report.

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

Chairman Christel reported the Parks staff did a great job with the sign and plantings for the Paul Gihring Trail Dedication. The program was well done.

DEFERRED, REFERRED & TABLED ITEMS:

Valley View Park – Disc Golf Tournament – Review & Recommendation on Fee Waiver Request by Applebee’s Restaurant - Applebee’s Restaurant had requested the Commission waive all or a portion of the \$325 tournament fee from the August 6th disc golf tournament. The tournament was a fundraiser for Children’s Hospital of Wisconsin. At the August meeting, the Commission deferred this item, and requested that staff contact Applebee’s to gather additional information. At this time, staff has not received a response, and therefore staff is recommending the Commission deny the waiver request.

Motion by Commissioner Moore, seconded by Commissioner Wichihowski to deny waiving the \$325 tournament fee for the Applebee’s Restaurant August 6th Charity disc golf tournament for Children’s Hospital. Motion carried unanimously.

UPDATES AND CONCERNS:

Update on New Berlin Hills Clubhouse Well & Irrigation Pond Maintenance Projects - Both of these projects were approved at the August 11th Common Council meeting. The contractor has completed the restoration work on the pond. Water Well Solutions is scheduled to remove the clubhouse well components on September 21st. City water utility staff will assist with inspecting the equipment on September 22nd, and make recommendations for

repair and/or replacement.

Update on Malone Park Parking Lot Re-surfacing Project - On August 11th, the Common Council approved the Parks, Recreation and Forestry Commission recommendation to contract with Road Fabrics for GlasGrid installation, and with Payne & Dolan for re-paving the parking lot and entrance drives. Since that time, the City Attorney has determined that the paving portion of the project will have to be re-bid per public bidding laws. The process staff had used was an invitational bidding process. Staff has prepared the required contract documents, has publicly noticed the project, with bid opening scheduled for September 30th. If the bids remain within the budget allocated for this project, the work would be scheduled for mid to late October following council review and approval on October 13th.

Update on Fall Recreation Program Registration - The first days of the fall registrations were a success with an increase in revenues from 2008. The first day of registrations consisted of internet registrations, the second day was internet plus mail/drop box, and fax registrations, and the third day included in-person plus internet, mail/drop box, and fax registrations. The following are the comparisons of the 2009 & 2008 fall registrations:

<i>First Day - On-line</i>	<i>Second Day-Mail/drop box</i>	<i>Third Day-In-person</i>
2009 \$9,471.00	2009 \$21,034.00	2009 \$7,990.00
2008 \$9,122.00	2008 \$16,680.00	2008 \$6,697.00

DIRECTOR'S REPORT:

2010 Parks, Recreation & Forestry Department Operating & CIP Budgets -The Mayor has completed his review of the 2010 Operating and CIP Budget Documents. The 2010 Executive Budget/CIP has been sent to the aldermen with the first budget review session scheduled for the Committee of the Whole Meeting scheduled for Wednesday, September 16th. No modifications have been made to the department operating budgets. The 2010 CIP Budget remains as presented with the exception that \$50,000 of the requested \$150,000 for department vehicle replacement has been moved back to 2011.

Park & Open Space Plan – Review & Discussion - The Park & Open Space Plan was available for public review and comment at the Comprehensive Plan Open Houses on September 9th and 10th. Staff and members of the Park Plan Committee were available to answer questions. Director Schroeder thanked Commissioners Moore and Wichihowski for their attendance. Staff met with Planning & Design Institute on August 27th to work on the capital project cost estimates. Staff has received information from the NBAA to assist in finalizing the needs assessment and standards related to baseball/softball and soccer programs and facility needs. Director Schroeder thanked Commissioner Standish for his assistance with the NBAA information. Staff is working with the NBSC for final numbers relative to this soccer program. Commissioners were asked to contact Director Schroeder with any corrections/changes to the Park and Open Space Plan. The Park Plan Committee will be scheduling one final plan review meeting in late September/early October, with the goal of sending the document forward to the full commission for final review and recommendation at the October meeting. This recommendation will be forwarded to the Plan Commission and Common Council for adoption in late 2009.

Hickory Grove Cell Tower Revenues – Review & Discussion - Earlier this year, as part of the review of city Impact Fees, City Attorney Mark Blum provided recommendations for continued accounting and use of the Hickory Grove cell tower lease revenues. First he noted the Public Site & Open Space Account should be solely for the deposit of impact fees and no other purpose. Therefore he is recommending that Council cease placement of the HG cell tower lease revenues in that account. Secondly, he recommended that these funds either be placed in the General Fund, or that a separate account for cell tower lease revenues is created, and these monies continued to be made available to the Parks, Recreation & Forestry Department for the originally intended purpose.

The Common Council referred this item to the Parks, Recreation & Forestry Commission for review and recommendation, and at the July 20, 2009 meeting, the Commission made the following recommendation. Motion by Commissioner Radtke, seconded by Commissioner Moore to recommend to the Finance Committee and Common Council that the Hickory Grove Cell Tower Revenues be placed in a separate reserve account from the Public Site & Open Space Fund, with the monies made available for continued use by the Parks, Recreation & Forestry Department to make upgrades/improvements to the city parks system. Motion carried unanimously.

At the September 10th meeting, the Parks, Recreation and Forestry Commission recommendation was approved by the Finance Committee. This recommendation will now go before the Common Council for review.

Malone Park Ball Diamond Renovation Project – Review & Recommendation on Cost Proposals - Monies were included in the 2009 CIP Budget for materials and labor to upgrade the three softball diamonds at Malone Park. The overall plan is to convert these three diamonds from grass to skinned infields. In addition to improving playability and safety for all users, the conversion to skinned infields will provide for better multi-age use by softball and baseball league and tournament play. Staff sent RFP's to three local landscape companies with cost proposals due on September 10th. Mick's Landscaping LLC of Muskego came in with the low proposal of \$13,500 for three fields which includes labor. The department will direct order all materials to save on the cost of the project that with materials is estimated to be approximately \$29,000. The source of funding will be \$25,000 from the approved CIP and \$4,000 from the Concession Stand fund.

Motion from Commissioner Standish, seconded by Commissioner Wichowski to approve the cost proposal from Mick's Landscaping LLC in the amount of \$13,500 for labor to upgrade the three softball diamonds at Malone Park. Motion carried unanimously.

October 2009 Meeting Date(s) – Review & Recommendation - Due to the city staff furlough day on Monday, October 12th, the Commission meeting date needs to be changed. Staff will also need the Commission to schedule a short meeting in early October for purposes of reviewing and making a recommendation on the Malone Park parking lot bids.

Consensus of the Commission to work with Director Schroeder in the next couple of weeks to decide on meeting dates.

NEXT MEETING: TBA

ADJOURNMENT:

Motion by Commissioner Wichowski, seconded by Commissioner Moore to adjourn at 8:37 p.m. Motion carried unanimously.

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

ART/cb