

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, November 9, 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 6:35 p.m. in the Common Council Chambers at New Berlin City Hall.

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

Also Present: Alderman Ted Wysocki, Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

PUBLIC NOTICE:

This meeting was noticed on November 3, 2009 and amended and re-noticed on November 6, 2009 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Radtke, seconded by Commissioner Wicichowski to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of September 14, 2009. Motion carried with Commissioner Kocchi voting present.

Motion by Commissioner Wicichowski, seconded by Commissioner Standish to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of October 5, 2009. Motion carried Commissioners Bedwell & Kocchi voting present.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the September 2009 Expenditure Detail in the amount of \$42,476.94. They also reviewed the copies of the September Revenues and Expenditures. Mr. Schroeder reported that the expenses are tracking well and the revenues for both Parks and Recreation divisions are higher than last year. After a brief discussion, motion by Commissioner Kocchi, seconded by Commissioner Moore to approve these financial documents. Motion carried unanimously.

The Commission reviewed the October 2009 Expenditure Detail in the amount of \$25,827.68. They also reviewed the copies of the October Revenues and Expenditures. Mr. Schroeder reported the Recreation Division Revenues are \$6,000 higher than 2008, the Parks Division has also increased over 2008. In October of 2008 the expenses were at 78%. In 2009 expenses are tracking at 75% of budget. After a brief discussion, motion by Commissioner Wicichowski, seconded by Commissioner Moore to approve these financial documents. Motion carried unanimously. Commissioner Moore thanked staff for their hard work at increasing the revenues.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

Chairman Christel reported that the City Comprehensive Plan will be going to Council for approval. Discussion will continue on trails and updates will be brought forward to future Parks, Recreation and Forestry Commission meetings.

UPDATES AND CONCERNS:

Update on New Berlin Hills Clubhouse Well & Irrigation Pond Maintenance Projects -OSRS, Inc. completed the pond restoration work in late August. Two large bags of sediment are now stored in the wooded area behind Holes #6 and #13. Water Well Solutions removed the clubhouse well components on September 23rd. All pump components were badly corroded which meant the entire pump unit, drop pipe, and power supply cable were replaced with new equipment and tested. A one-year warranty went into effect September 28th, 2009. New Berlin Hills Golf Course General Manager John Rader and his staff thanked the Commission for their continued support.

Update on Malone Park Projects (parking lot paving, ball diamond upgrades, storage/scorer's building) - On October 13th, the Common Council approved the Parks, Recreation and Forestry Commission recommendation to contract with Suburban Asphalt, Inc. for re-paving the parking lot and entrance drives. A Pre-Construction Meeting was held on October 21st. Work started October 23rd with milling of the existing pavement. The base course of asphalt was installed on October 28th, Glasgrid installed on October 29, with the paving work finished on October 31st. Due to some unacceptable work, City engineering staff met on site on November 3rd to discuss the work with the contractor. The unacceptable work has been completed to the satisfaction of the engineering staff. Mr. Schroeder thanked City Engineer JP Walker and Division Engineer – Construction Services Mel Corley for their help with the project. Commissioner Standish commented he would have preferred the parking lines were painted with angle parking instead of perpendicular parking slots for better traffic flow.

At the September Commission meeting, approval was given to contract with Mick's Landscaping, LLC, to upgrade diamonds #4, 5, and 6. To save monies, the department ordered the materials based on quantities estimated by contractor and staff. The project was completed on October 21st. All that is remaining for this year is to re-install the sideline and dugout fence, and to install the base anchors. The conversion from grass to skinned infields will improve playability and safety for all users, and provide for better multi-age use for softball and baseball league and tournament play.

At the July meeting, the Commission approved a proposal to work with the NBAA and New Berlin Magic to replace the storage/scorer's building at diamond #3. Funding for the City's share of the project (\$1,500), will come from the Malone Park Concession Stand Reserve Fund. Following completion of the 2009 baseball season in mid September, the parks crew demolished the old building. The new concrete slab was poured by volunteers on October 20th. It is anticipated the building will be constructed by mid November. Mr. Schroeder thanked Commissioner Standish for his work coordinating the Scorer's Hut project.

Update on Hickory Grove Cell Tower Revenues - 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. He recommended that these funds either be placed in the General Fund, or that a separate account for cell tower lease revenues be 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. The motion was carried unanimously.

At the September 10th meeting, the Parks, Recreation and Forestry Commission recommendation was approved by the Finance Committee by a 3-1 vote. On October 27th the Common Council voted 4-2 to place these revenues in the General Fund. This means the department will no longer be able to use these funds to make upgrades/improvements to the parks system. It was the consensus of the Commission they would not have approved a cell tower being placed at Hickory Grove knowing the Common Council would change the designation of the funds to the General Fund.

Update on Prospect Parkway Underground Storm water Detention Conceptual Plan - To help address the current flooding problems in the Underwood Creek (NE New Berlin) area, the engineering department and consulting engineers were looking into constructing underground detention on city property in Prospect Parkway. Nicole Hewitt, Water Resource Division Engineer reported at the September Commission meeting the proposed plan for 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.

Following discussion, the Commission approved the water retention proposal, and granted permission to use the land for storm water management purposes, with the landscaping and trail plans to be presented to the Commission for approval at a later date.

On October 19th, Nicole Hewitt informed staff that the plans as presented will not provide the required amount of storage. The proposed facility would provide 10 acre/feet of storage, and consulting engineers determined they would need approximately 52 acre/feet. Therefore, Water Resource Management (WRM) staff is looking at a combination of alternatives to address the problems which could include Prospect Parkway. The WRM staff will keep the Parks, Recreation and Forestry Commission informed of any new plan.

Update on Fire Station #3 Lease Agreement with the New Berlin Historical Society (NBHS) - On October 13th, the Common Council approved the lease agreement with the NBHS per the recommendations of the Parks, Recreation and Forestry Commission. As part of the continued insurance coverage review by city staff, Local Government Property Insurance Fund (LGPIF) staff confirmed that the City did not have contents/artifacts coverage for the adjacent park buildings even though the contents were scheduled on the city insurance report. LGPIF staff indicated that since the buildings were on the policy, they assumed the NBHS was part of City Government, and building contents owned by the City. LGPIF staff further verified that if the City included language in the lease agreement, they would insure building contents even though the NBHS was an independent entity, and owner of the contents/artifacts. Therefore, the lease agreement was sent back to Council for review and approval of updated language to address insurance coverage for contents/artifacts.

On October 27th, the Common Council unanimously approved an updated lease agreement with the NBHS. The

following language was added to the agreement to address contents/artifacts insurance. "The parties acknowledge that the City shall at its own expense obtain property damage coverage for artifacts and personal property which NBHS may maintain on the leased property. Said coverage shall be subject and limited to its expressed terms. In addition, the City shall have no obligation to insure property that has not been appraised and identified in writing with the City Clerk so that said property may be scheduled on the applicable insurance policy. "

The existing agreement between the City of New Berlin and the New Berlin Historical Society will need to be updated to also include the insurance coverage of the contents/artifacts.

DIRECTOR'S REPORT:

2010 Parks, Recreation & Forestry Department Operating & CIP Budgets - Following several Committee of the Whole Budget Review Sessions, the Common Council forwarded the 2010 Operating Budget for review at the public hearing scheduled for November 10th. The 2010 Operating Budget reflects a 0% increase over the 2009 Budget. At this time, there has been no further discussion regarding privatization of parks maintenance services, nor reductions to department staff, programs, or services. It appears the budget will include a salary freeze for at least all non-represented staff. Commissioners are asked to attend the budget hearing to support continued provision of all current and essential parks, recreation, and forestry staffing levels, programs, and services. The Budget will be balanced through early retirements, union discussion/salary freezes, and City staff lay-offs. The Commission received an Annual Donations Report reflecting revenues collected from by the private sector and residents to help off-set department expenses for particular programs.

The 2010 CIP Budget was reviewed and approved by the Common Council on October 27th with the following projects approved for the PRF Department.

- Calhoun Park Bridge and Trail \$75,000
- Malone Park Tennis & Basketball Court Reconstruction \$250,000
- Vehicle Replacements (3) \$100,000
- Playground Equipment Replacement \$75,000

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. Planning & Design Institute and department staff completed work on the capital improvements plan cost estimates the week of October 26th. The trail inventory was completed in early October. Staff is currently working with PDI to finalize the needs assessment and standards related to baseball/softball and soccer programs and facility needs. The Park Plan Committee will be scheduling one final plan review meeting in early to mid November, with the goal of sending the document forward to the full Commission for final review and recommendation at the December meeting. This recommendation will be forwarded to the Plan Commission and Common Council for adoption in early 2010.

New Berlin Community Center – Review & Approval of Policies & Procedures and 2010 Fee Schedule – Mr. Schroeder thanked Recreation Supervisor Jon Stolz for preparing the Community Center Rental Summary Report. Jon Stolz is the administrator for the Community Center and works with Facilities Manager Bob Schulpus and his staff to set up the building for scheduled events. The Commission received the building use policies and procedures, and proposed 2010 fee schedule. Staff is recommending no changes to the building policies/procedures. Staff is also recommending the same fees for 2010. Rental revenue to date for 2009 is \$11,119 which is an increase of \$3,013 over the 2008 total. Staff has budgeted \$11,865 for rental income in 2010.

Although the administration of the Community Center is currently working well, it was the consensus of the Commission for staff to monitor operations and if it gets to be too much to manage, staff should come to the Commission for help and support. One option would be to increase user fees and utilize revenues to hire staff to manage/supervise the Community Center.

Motion by Commissioner Kocchi, seconded by Commissioner Wicichowski to approve the New Berlin Community Center Policies, Procedures and 2010 Fee Schedule as presented. Motion carried unanimously.

New Berlin Picnic Shelter Fees – Review & Approval of Policies and 2010 Fee Schedule – Mr. Schroeder thanked Administrative Coordinator Cheryl Bowers for preparing the Picnic Shelter policies and procedures, and recommended 2010 Fee Schedule Report. Included was information comparing department rental fees to other area communities. Staff is recommending a 5% increase in picnic shelter rates which has been figured in the 2010 budget document. Staff is also recommending a change in the Payment Procedure Policy, and including policy information on electricity, insurance, and damages.

Motion by Commissioner Radtke, seconded by Commission Kocchi to approve the 2010 Picnic Shelter Rates and Policies as presented. Motion carried unanimously.

New Berlin Athletic Field Usage Fees – Review & Approval of Policies and 2010 Fee Schedule – The Commission received the proposed Athletic Field Usage Rates for 2010 and the Athletic Field Use Guidelines. For 2010, staff is recommending no changes to field use fees or policies.

Motion by Commissioner Standish, seconded by Commissioner Radtke to approve the 2010 Athletic Field Use Rates and the Athletic Field Use Guidelines as presented. Motion carries unanimously.

NBC 1235-999 Vacant Land near Observatory Road – Review & Recommendation on Potential land Acquisition – Waukesha County Treasurer's Office has informed the City that a parcel of land has been acquired through foreclosure. According to WI Stat 75.35(f), the taxing jurisdictions may purchase a tax-deeded property from the County by paying the sum of all unpaid general property taxes, special assessments, in-rem costs, transfer fees, penalties and interest that were levied against the property. This 20 acre vacant parcel is being offered for the unpaid taxes of \$558.36 to the City New Berlin prior to the property going to auction. The property has been assessed at \$3,200. The Common Council previously turned down the purchase of this property by 5-1 vote.

Commissioner Moore reported the 20 acre parcel could be used as a neighborhood park since there is not one designated in the area or just as a conservancy area. The Commission would have appreciated better communication by the County in noticing the City of the opportunity to purchase the property.

Resident Susan Larson of 18065 West Observatory Road stated she has lived in New Berlin for 40 years and this property is approximately five acres of farmland, one-third of it is wooded and the balance is overgrown by marshy vegetation. The property is landlocked and mostly surrounded by farmland. The property is in a low-lying area and most likely would not perk for a septic system. There are some neighbors that are interested in purchasing the property.

Motion by Commission Moore to Recommend to Council to purchase the property at NBC 1235-999 Vacant Land near Observatory Road for \$558.36 for future parkland to preserve as conservancy. Motion fails for lack of a second.

Chairman Christel recommended to remove this item from the agenda.

NEXT MEETING: December 14, 2009

ADJOURNMENT:

Motion by Commissioner Kocchi, seconded by Commissioner Wichowski to adjourn at 8:45 p.m. Motion carried unanimously.

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

ART/cb