

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, December 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 6:37 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Rick Kocchi, Vern Radtke, Bob Rafel, , Allison Thompson, and Geno Wichowski.

Also Present: John Rader, General Manager of New Berlin Hills Golf Course; Fay Amerson, Environmental Consultant for Little Muskego Lake District; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Darrell Standish and Council Representative Bill Moore

**PUBLIC NOTICE:**

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

**INTRODUCTION & WELCOME TO NEW COMMISSIONER BOB RAFEL:**

Chairman Christel extended a warm welcome on behalf of the Parks, Recreation and Forestry Commission to new Commissioner Bob Rafel. Mr. Rafel will complete the term of Michelle Della.

**MINUTES:**

Motion by Commissioner Radtke, seconded by Commissioner Kocchi to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 9, 2009. Motion carried with Commissioner Rafel voting present.

**CORRESPONDENCE:**

The Communication from Fay Amerson, Environmental Consultant for Little Muskego Lake District will be discussed under the Director's Report.

Motion by Commissioner Kocchi, seconded by Commissioner Radtke to advance the agenda to the review and recommendation on the 2010 Greens Fees, under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

**DIRECTOR'S REPORT:**

**New Berlin Hills Golf Course – Review and Recommendation on 2010 Greens Fees -** At the December 2<sup>nd</sup> Golf Course Committee Meeting, the committee reviewed the competitor rates comparison, and unanimously recommended to accept the greens fees schedule for 2010 as presented with no increases recommended for 2010.

John Rader, General Manager for New Berlin Hills reported that with today's economic climate it is very important to keep the rate structure competitive with the other nearby golf courses. Many courses have "specials" and have not raised their rates. New Berlin Hills want to continue to be perceived as a good value by providing good service and still turning a profit for the City of New Berlin. There were just fewer than 500 more rounds for 2009 than in 2008; however the greens fees were down slightly due to less golf outing rounds and less weekend rounds. The golf cart revenues were approximately the same in 2009 as in 2008, while the clubhouse shop item sales were down

4%. The Food & Beverage sales were up 40% through November with gross sales up 10%. This was due to lower operating costs.

Motion by Commissioner Radtke, seconded by Commissioner Wicichowski, to recommend to the Common Council to approve the 2010 Greens Fees for New Berlin Hills Golf Course as recommended by the Golf Course Committee. Motion carried unanimously.

The Parks, Recreation and Forestry Commission recommendation will go before the Common Council for final approval in January 2010.

Mr. Schroeder, on behalf of the Golf Course Committee, thanked John Rader and his staff for a great year. 2010 will be the first year of the next 5-year agreement with Crown Golf. Mr. Schroeder is looking forward to working together in 2010.

Motion by Commissioner Kocchi, seconded by Commissioner Wicichowski to advance the agenda to the review and discussion on the Little Muskego Lake District Land Acquisition, under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

#### **DIRECTOR'S REPORT:**

Fay Amerson, Environmental Consultant for the Little Muskego Lake District, reported on 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 Conservancy, are working together to acquire the lands for watershed protection purposes. Based on the recommendation in the City's Park & Open Space Plan, Ms. Amerson would like to discuss the City's future plans for development of a public recreation trail, and other potential public uses of these parcels. An urban stream that goes through the property involves Linnie Lac and Little Muskego Lake. The group is interest in applying for a DNR Stewardship Grant. The DNR will not approve the application if the City does not support the group in their efforts. The group will raise 50% of the DNR 50/50 grant. The group is turning to the City for support in the following areas:

- \* Support Grant Application
- \* City help with plan and development of dedicate land for trails (must have land use application included in grant application)
- \* Tree planting plans
- \* Preservation of open space
- \* Support the protection of the water shed

The Commission questioned whether the Little Muskego Lake District, Muskego Lake Association and Muskego Lakes Conservancy would consider soccer fields in this area or would it be strictly passive use? Ms. Amerson stated the DNR grant requirement is for the property to have public access and use. Ms. Amerson will meet with the Muskego group and they will discuss the following:

- \* Prairie Restoration
- \* Nature Trails
- \* A-2 for future active recreation use (i.e. soccer)
- \* Nature education with signage

Mr. Schroeder reported that the partnership between the Little Muskego Lake District, Muskego Lake Association and Muskego Lakes Conservancy with the City of New Berlin is an unique opportunity to work with another group with common interests. Staff's recommendation is to forward this item to the Plan Committee for further review.

Motion by Commissioner Bedwell, seconded by Commissioner Wicichowski to refer to the Plan Committee to review and discuss the Little Muskego Lake District, Muskego Lake Association and Muskego Lakes Conservancy proposal to acquire the land located at the southeast corner of Beloit Road and Calhoun Road through a successful DNR grant application. Also, to discuss the common goal of the preservation of open space and the potential park,

recreation and trail use of this area. Motion carried unanimously.

**COMMITTEE APPOINTMENTS:**

Chairman Christel appointed Commissioner Rafel to the vacant position on the Recreation Committee.

**BILLS AND FINANCIAL REPORTS:**

The Commission reviewed the December 2009 Expenditure Detail in the amount of \$28,983.73. They also reviewed the copies of the November Revenues and Expenditures. Mr. Schroeder reported the Recreation revenues have exceeded budget projections by \$12,000 and the Park revenues should be on track by year's end. The department's expenditures are at 83% compared to 87% at this same time last year. After a brief discussion, motion by Commissioner Kocchi, seconded by Commissioner Radtke to approve these financial documents. Motion carried unanimously.

**COMMITTEE REPORTS:**

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – Met on November 24<sup>th</sup> to discuss the New Berlin Historical Society Lease Agreement, this item will be discussed under the Director's Report.

Planning Committee – Met on November 19<sup>th</sup> and December 9<sup>th</sup> to discuss the Park & Open Space Plan and Section 35, these items will be discussed under the Director's Report.

Golf Course Committee – The Committee met on December 2<sup>nd</sup> to discuss the 2010 Greens Fees, maintenance and improvements of the course, and the results of the 2009 season. Mr. Schroeder reported the professionalism of the staff of New Berlin Hills has made the course a continued success for 2009. The food and beverage service has seen an increase in revenues for 2009. The accomplishments in 2009 included the water supply system improvements. The 2010 Capital Improvements Fund (CIF) projected plans include installing a Top Dressing Sand Bin; a Pond Aerator/Diffuser, Irrigation Computer System Warranty, Bunker design/construction on Hole #1, improvements to the house windows and porch, labor for erecting the gazebos/storm shelters, general sand bunker upgrades, replacement of 6 tables, adding 40 more banquet chairs and outside wedding chairs, shelving and freezer for the kitchen, upgrading the clubhouse speaker system, and upgrades to the men's restrooms. The Green Fees were discussed under the Director's Report.

**CHAIRMAN/PLAN COMMISSION REPORT:**

Chairman Christel reported that the City Comprehensive Plan was approved by Council. Chairman Christel thanked the Parks, Recreation and Forestry Department for their hard work during this difficult economic time. The Commission was also thanked for their dedication and hard work during this past year.

**UPDATES AND CONCERNS:**

**Update on 2010 Parks, Recreation & Forestry Operating and CIP Budgets** - The Common Council held the Public Hearing on the 2010 Budget on November 10<sup>th</sup>, with final approval of the operating budget on November 19<sup>th</sup>. The Approved 2010 Parks, Recreation & Forestry Operating Budget stands at \$1,718,997 an increase of \$36,493 or 2.17% over the 2009 Budget of \$1,682,504. The approved budget includes funding for all current staff positions, and all existing programs and services. The 2010 CIP Budget was approved at the October 27<sup>th</sup> Council meeting. Mr. Schroeder thanked the Commission and the Council for support of the department.

## **DIRECTOR'S REPORT:**

**Park & Open Space Plan 2010 – Review & Recommendation** – The Park and Open Space Plan started with a community survey followed by Open House Meetings and many meetings of the Plan Committee. A new portion of the plan is the goals and objections section. The main portion of the plan is the Action Plan consisting of short term and long term projects along with a five (5) year CIP. This is a planning document and not a budget document. At the December 9<sup>th</sup> meeting of the Plan Committee, a recommendation was made to the Parks, Recreation and Forestry Commission to approve the Park & Open Space Plan 2010, subject to final technical corrections and re-formatting. An email version of the document was sent to Commissioners on December 4<sup>th</sup>. Following review and approval by the Parks, Recreation and Forestry Commission, the plan will be forwarded to the Plan Commission and Common Council for adoption in early 2010. Chairman Christel thanked the committee for a great job producing a plan that is easy to read and follow. It is a document that has value.

Motion by Commissioner Radtke, seconded by Commission Thompson to approve the Park and Open Space Plan as presented with the formatting and technical changes, and forward to the Plan Commission and Common Council for review and adoption. Motion carried unanimously.

**New Berlin School District “Agreement for Use of School Facilities” – Review & Recommendation** – The Commission received for review the “Agreement for Use of School Facilities” as well as the Requested Action Statement for review/action by the Common Council. With the exception of the change in dates, the agreement is the same as the one approved by the City for the 2007-2008 and 2008-2009 school years. Effective September 8, 2008, the City shall pay Facility Use Fees per Schedule 1. The fees remain the same as last year. These facility use fees are over and above the fees currently paid to the school district for custodial services estimated at \$45,000 for 2010. However, these facility use fees will not be charged if recreation programs are held during “normal open” hours when custodians are on duty. In 2009, the department was not charged if recreation programs ended by 9:00 p.m. on weekdays, and 3:00 p.m. on Saturdays at the two high schools. Facility use fees did apply at the elementary schools for Saturday use. Extra custodial fees will apply for large events where special set up/take down services are required.

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 in January 2010.

Motion by Commissioner Kocchi, seconded by Commissioner Wichowski to recommend to the Common Council to approve executing the “Agreement for Use of School Facilities”, between the City of New Berlin and the New Berlin School District for the period of September 1, 2009 to August 21, 2010. Motion carried unanimously.

**Historic Park Lease Agreement with the New Berlin Historical Society (NBHS)** - The NBHS has been leasing the buildings at Historic Park to promote the history of the City since the early 1970's. This lease agreement will update the current version which dates back to 1982, and needs modification to accurately note the responsibilities of both the City and the NBHS, as well as address insurance coverage for premises liability, and property/casualty.

The responsibilities of both the New Berlin Historical Society and the City are outlined in the Lease Agreement. The City and the NBHS have enjoyed a cooperative relationship for many years. Some key points to this agreement include.

- City responsible for repair & maintenance of building exterior, grounds, as well as the repair of mechanical systems. City also responsible for cost of utilities.
- NBHS responsible for normal repair & maintenance of the interior of the buildings.
- Insurance coverage for premises liability and property/casualty will be provided under City's policies with the NBHS responsible for maintaining an updated inventory and appraisals for all building contents/artifacts.

The Commissioners received a copy of the draft lease agreement that was reviewed and recommended for approval by the Parks Facilities Committee on November 24th, as well as the Requested Action Statement for review/action by the Common Council. Following Parks, Recreation and Forestry Commission review and approval, the agreement will go before the Common Council for final approval in January 2010.

Motion by Commissioner Wichihowski, seconded by Commissioner Radtke to recommend to the Common Council to approve the Lease Agreement between the New Berlin Historical Society and the City of New Berlin for use of the park buildings and grounds at Historic Park located at 19750 West National Avenue. Motion carried unanimously.

**2010 Parks, Recreation & Forestry Commission Meeting Schedule** – The Commission received the tentative monthly meeting schedule for 2010. The only conflict with the Plan Commission is the July 12<sup>th</sup> meeting. The Commission will be informed of the meeting venue at a future date.

**NEXT MEETING:** January 11, 2010

**ADJOURNMENT:**

Motion by Commissioner Rafel, seconded by Commissioner Wichihowski to adjourn at 8:07 p.m. Motion carried unanimously.

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

ART/cb