

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, December 8, 2008

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 6:33 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell (arrived 6:40 PM), Michelle Della, Rick Kocchi, Vern Radtke, Darrell Standish, Allison Thompson, Geno Wichihowski, and Council Representative Bill Moore.

Also Present: John Rader, Manager of New Berlin Hills Golf Course; Jon Stolz, Recreation Supervisor; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

PUBLIC NOTICE:

This meeting was noticed on December 3, 2008 in accordance with Open Meetings law.

INTRODUCTION & WELCOME TO NEW COMMISSIONER GENO WICHIHOWSKI

Chairman Christel introduced the new Commission member Geno Wichihowski and welcomed him to the Commission.

COMMITTEE APPOINTMENTS

Sub-committee Appointments - The Sub-committees only meet when additional research is needed on a project or concern. Due to the Commission vacancy, Commissioner Standish had graciously volunteered for two Committees; the Plan Committee and the Recreation Committee. Since Commissioner Standish did not have a Committee preference and Commissioner Wichihowski preferred the Plan Committee, Chairman Christel made the following appointments to the Parks, Recreation and Forestry Commission Committees:

New Berlin Hills Golf Course Committee – Chuck Bedwell

Parks and Facilities Committee – Chuck Bedwell, Vern Radtke*, and Rick Kocchi

Plan Commission Representative – Bill Christel

Plan Committee – Bill Christel, Bill Moore*, and Geno Wichihowski

Recreation Committee – Michelle Della, Darrell Standish*, and Allison Thompson

(*) indicates chairman

MINUTES:

Motion by Commissioner Moore, seconded by Commissioner Kocchi to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of October 13, 2008. Motion carried unanimously with Commissioner Wichihowski voting present.

Motion by Commissioner Della, seconded by Commissioner Radtke to advance the agenda to the review and recommendation on the 2009 Greens Fees for New Berlin Hills Golf Course, and the review & approval of policies and 2009 fee schedule for the Community Center, both under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

New Berlin Hills Golf Course – Review & Recommendation on 2009 Greens Fees - At the November 20th Golf Course Committee Meeting, the committee reviewed the competitor rates comparison to similar courses in Milwaukee County, Waukesha County and Racine County; and unanimously recommended to accept the greens fees schedule for 2009 as presented with increases recommended for Resident Adult Weekday 18-hole, Resident Adult Weekend 18-hole, and Senior/Junior 9 & 18-hole Weekday rate categories. Since 70% of play is non-resident, it was recommended to keep competitive with neighboring courses and keep the 2009 non-resident rates the same as 2008. Non-resident rates categories have been increased the last several years. John Rader, General Manager for New Berlin Hills reported the number of rounds has lowered nationwide and some golf courses are being sold and converted to other uses and developments. Mr. Rader stated that New Berlin Hills needs to stay close in rate comparisons with neighboring courses or we will lose customers but also expenses need to be covered to be able to maintain the course.

Director Schroeder reported that the City and New Berlin Hills is very fortunate to have John Rader as the General Manager. The food and beverage service at the clubhouse is also doing very well.

Commissioner Radtke commented that he has only heard positive comments from nonresidents and residents regarding New Berlin Hills.

Motion by Commissioner Moore, seconded by Commissioner Radtke, to recommend to Council the 2009 Greens Fees for New Berlin Hills Golf Course as recommended by the Golf Course Committee with fee increases for Resident Adult & Senior/Junior Weekday 18 Hole, Resident Senior/Junior Weekday 9 Hole, and Resident Adult Weekend 18 Hole rates. Motion carried unanimously.

The Parks, Recreation and Forestry Commission recommendation will go before the Common Council for approval in January 2009.

New Berlin Community Center – Review & Approval of Policies & Procedures and 2009 Fee Schedule – The Commission received the building use policies and procedures, and proposed fee schedule. Recreation Supervisor Jon Stolz reported there were 69 rentals in 2008 which consisted of family groups, bridal showers, baby showers, family reunions, baptisms, civic groups, etc. Staff is recommending no changes to the building policies/procedures. Staff is recommending the same fees for 2009, with the exception of a new fee structure for the Cleveland Community Room. The Cleveland Community Room fee structure would charge a reduced hourly minimum from 8 hours to 4 hours with an hourly rate reduced to \$50 (was \$75) an hour for residents and \$68 (was \$102) an hour for non-residents. The fee structure will also include a table set-up fee of \$5 per table for additional tables (8 tables are included in the hourly rate). The rate changes are suggested to encourage an increase in rentals for the Cleveland Room.

Motion by Commissioner Kocchi, seconded by Commissioner Radtke to approve the New Berlin Community Center Polices, Procedures and 2009 Fee Schedule as presented. Motion carried unanimously.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the October 2008 Expenditure Detail in the amount of \$46,058.13. They also reviewed the copies of the October Revenues and Expenditures. Mr. Schroeder reported that the revenues have exceeded projections for both the Parks & Recreation divisions. The expenses are tracking well. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Moore to approve these financial documents. Motion carried unanimously.

The Commission reviewed the November 2008 Expenditure Detail in the amount of \$32,500.28. They also reviewed the copies of the November Revenues and Expenditures. Mr. Schroeder reported that the 4th of July

Coordinator salary needs to be processed which will deplete that account. Expenses for the Senior Citizen account were charged to a program supply account in error and will be corrected prior to the end of year. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Thompson to approve these financial documents. Motion carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – The Committee met on Oct. 28th & Dec. 3rd to discuss the Park & Open Space Plan. The Committee also met on Nov. 12th to discuss Milham Park. These items will be discussed under the Updates and Concerns; and the Director's Report.

Golf Course Committee – The Committee met on Nov. 20th and Dec. 2nd to discuss the 2009 Greens Fees, maintenance and improvements of the course, and the results of the 2008 season. Mr. Schroeder reported the professionalism of the staff of New Berlin Hills has made the course a continued success for 2008. The food and beverage service has seen an increase in revenues for 2008. The quality of the golf course and the rates determine success of a course and courses have been hit hard with the poor economy. On average, the courses in Wisconsin have seen a decrease of usage of 13% with New Berlin Hills seeing an increase of 8.5%.

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT:

Chairman Christel informed the Commission on current items the Plan Commission is working on. The Park and Open Space Plan is going to be included in the Growth and Development Plan. The Parks, Recreation and Forestry Commission will be kept updated as work on the Plans progress.

UPDATES AND CONCERNS:

Update on Park & Open Space Plan - The Plan Committee met with PDI on October 28th to begin discussion on preliminary development of goals and objectives. The committee also discussed overall plan goals such as balancing active and passive park uses, and developing acreage, facility, and service area standards. The committee also met on December 3rd to review sites for potential future community parks. The next committee meeting is scheduled with PDI for December 11th to review city maps and begin discussing short and long term recommendations for the parks and open space plan.

Motion by Commissioner Radtke, seconded by Commissioner Thompson to advance the agenda to the review and recommendation on the New Berlin School District "Agreement for Use of School Facilities", under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

New Berlin School District Agreement for Use of School Facilities –Review and Recommendation –
The Commission received 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 identical to the one approved by the City for the 2007-2008 school year. Effective September 8, 2008 through August 31, 2009, the City shall pay Facility Use Fees per Schedule 1. With the exception of new fees for use of the Weight Room and Stage/Balcony, and increased fees for the Little Theatre and Auditorium/Performing Arts Center, the fees remain the same as last year for athletic fields, pools, and gymnasiums. These facility use fees are over and above the fees

currently paid to the school district for custodial services estimated at \$54,000 for 2009. However, these building use fees will not be charged if recreation programs are held during "normal open" hours when custodians are on duty. Extra custodial fees will apply for large events where special set up/take down services are required. This is a change from previous policy.

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 December 9th.

Motion by Commissioner Radtke, seconded by Commission Standish, 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, 2008 to August 31, 2009. Motion carried unanimously.

2009 Parks, Recreation and Forestry Department Budget - The Common Council held the Public Hearing on the 2009 Budget on November 11th, with final approval of the operating budget on November 18th. The Approved 2009 Parks, Recreation & Forestry Operating Budget stands at \$1,659,614, an increase of \$21,678 or 1.3% over the 2008 Budget of \$1,637,936. The approved budget includes funding for all current staff positions, and all existing programs and services. The 2009 CIP Budget will be reviewed and tentatively approved at the December 9th council meeting.

Milham Park Conceptual Master Plan – Review & Recommendation - The Plan Committee met on November 12th to review the general themes from the input received at the July Public Information Meeting. The committee also discussed the pros and cons to moving forward with this plan, or modifying the plan. Following discussion, a motion was made by Commissioner Christel, seconded by Commissioner Standish to recommend to the Parks, Recreation & Forestry Commission that the Milham Park Concept Master Plan dated May 2008 not be adopted as presented. Motion carried unanimously.

It was the general consensus of the committee to recommend to the Parks, Recreation and Forestry Commission that the Plan Committee revisit developing a park master plan for Milham Park at a future date. This future master plan should have an active and passive use focus, with potential park facilities to include, but not be limited to, practice fields, picnic areas with shelters, parking areas, restrooms, play areas, and trail system. The committee noted that discussion on Milham Park will continue as work progresses on development of the next edition of the Park & Open Space Plan.

The Plan Committee also made a recommendation to evaluate all existing parkland as well as identifying potential new sites in the community for future development of a youth sports complex. The Plan Committee strongly believes a Youth Sports Complex should become a #1 priority for the Parks, Recreation & Forestry Commission starting with discussions as part of the Park & Open Space Plan Update process.

At that meeting, it was also noted that Paul Hartwig has made a request to lease the property for farming purposes in 2009 per the terms of the current land lease. A general consensus of the Plan Committee was to extend the lease agreement.

Motion by Commissioner Moore, seconded by Commissioner Standish to reject the Milham Park Concept Master Plan dated May 2008 as presented. Motion carried unanimously.

2009 Picnic Shelter Fees – Review & Approval of Policies and 2009 Fee Schedule –The Commission received the Picnic Shelter policies and procedures, and recommended 2009 Fee Schedule. Staff is recommending a

5% increase in picnic shelter rates which has been figured in the 2009 budget document. Staff is also recommending minor changes to the Cancellation and Picnic Kit policies. Mr. Schroeder thanked Administrative Coordinator Cheryl Bowers for compiling the information on the Picnic Shelter policies and rates. Ms. Bowers reported that this year staff did not do an extensive comparison of the surrounding municipalities and the rates they charge to rent out their picnic shelter. However, staff is recommending increasing the 2009 rates 5% from the 2008 rates. These increases were reflected in the 2009 Operational Budget Revenues submitted to Council. Policy changes included:

- Under the *Cancellation Policies* change two weeks notice to 30 days notice to receive a full refund. Also, increase the cancellation fee from \$30 to 50% of the picnic fee paid.
- Under the *Picnic Kits* change no refunds for kits not picked up to simply there are no refunds for kits.

It was the consensus of the Commission to change the "30 days" to "60 days" notice to receive a full refund and also change "no refunds 7 days prior to an event".

Motion by Commissioner Kocchi, seconded by Commission Della to approve the 2009 Picnic Shelter Rates and Policies as presented with Commission changes of "30 days" to "60 days" notice to receive a full refund and also "no refunds 7 days prior to an event". Motion carried unanimously.

2009 Athletic Field Usage Fees – Review & Approval of Policies and 2009 Fee Schedule – The Commission received the proposed Athletic Field Usage Rates for 2009. They also received the Athletic Field Use Guidelines. For 2008, the Commission approved the Recreation Committee recommendation to decrease the field use fee for independent baseball/softball teams from \$50/game to \$30/game. In addition, the recommendation was to charge the independent New Berlin Soccer Club \$20/team per season, or \$40/team per season dependent on who provides the labor to line the fields. The committee also modified the baseball/softball and soccer league restrictions to require participation on any independent team to be a minimum of 80% New Berlin resident players. For 2009, staff is recommending no changes to field use fees or policies.

Consensus of the Commission to increase the usage fee for the soccer private clubs from \$40/team per season for City lined fields to \$50/team effective with the Fall of 2009 season. The Commission understands that soccer groups are faced with rising costs however changes will be made within the next year toward covering the Parks, Recreation and Forestry costs for services provided to private clubs.

Motion by Commissioner Moore, seconded by Commissioner Kocchi to approve the usage fees from the 2009 Athletic Field Use Fees as presented with Commission changes to increase the soccer private clubs \$40/team per season for City lined fields to \$50/team per season effective with the Fall of 2009 season. Motion carries with Commission Standish abstaining.

2009 Parks, Recreation & Forestry Commission Meeting Schedule – The Commission received the tentative monthly meeting schedule for 2009. All meetings will be the 2nd Monday of the month for 2009.

NEXT MEETING: January 12, 2009

ADJOURNMENT:

Motion by Commissioner Wichihowski, seconded by Commissioner Radtke to adjourn at 8:58 p.m. Motion carried unanimously.

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

ART/cb