NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, January 16, 2006

Please note: Minutes are unofficial until approved by the Parks, Recreation and Forestry Commission at their next regularly scheduled meeting.

The regular meeting of the Parks, Recreation and Forestry Commission was called to order by Chairman Bill Christel at 7:03 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Chuck Bedwell (arrived 7:05), Nancy Duff, Paul Gihring, Dick Kinney, Rick Kocchi, Vern Radtke and Council Representative Paul Gallagher.

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

Excused: James Gradel

This meeting was noticed on January 12, 2006 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Gallagher to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of November 21, 2005, with the correction of the flag location at Hickory Grove. "Commissioner Radtke suggested erecting a flag in the *south end of the building facing Cleveland Avenue* on a standard flag pole and abandoning the flag on the Verizon pole. Staff will explore the option of *installing a flag pole on the south end of the building* and also continue to explore the costs of modifying the light with the vendor." Seconded by Commissioner Gihring and carried unanimously with Commissioners; Bedwell, Duff and Kinney voting present.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the November Expenditure Detail in the amount of $18,430.95. They also reviewed the copies of the November Revenues and Expenditures. The Commission reviewed the December Expenditure Detail in the amount of $37,365.46. They also reviewed the copies of the December Revenues and Expenditures. After a brief discussion, motion by Commissioner Kocchi to approve these financial documents. Seconded by Commissioner Kinney and carried unanimously.

COMMITTEE REPORTS:

Council Representative – No Report

Recreation Program Committee – Commissioner Duff reported that in response to the resident email message last fall, the Recreation Program Committee met in November and again January 10th with members of the NBAA Board to review guidelines and procedures used to administer the selection of NBAA teams, the scheduling of city diamonds for baseball/softball practice by department staff, and the fees charged to organizations for ball diamond preparation. One of the main questions posed pertained to why the Heat select baseball team which falls under the NBAA doesn't pay fees for league games.

Points made included:

- The NBAA is 36 years old and has had a select team for at least 25 years.
- The NBAA had a select team in the County Select League many years ago.
- During this time, the city paid for umpire fees.
- When the County League began to make changes, the NBAA switched leagues and created the Heat select team.
- At this time, the city stopped paying umpire fees.
- In 1995, the Magic select team was created and played in the state league.
- At that time, the baseball community decided to have the Magic use Lions Park for games.
- Also at the time, eight teams used Malone Park (2 Magic, several H.S. teams, Land of Lakes team, and the Heat).
- The only benefit the Heat teams receive is indirect services for field preparation.
- The Heat teams do pay for field preparation for tournament games.

- During a meeting in 2000, the Magic and Heat agreed to both charge comparable fees to participate on their select teams. The motion by the P&R in September 2000 also indicated that both select teams would pay for field preparation.
- There are now two County League select teams – the Devils and the Saints which were established in 2005 and consist of 2 age groups.
- In October 2002, the NBAA donated $25,000 toward Malone Park fields.
- The NBAA requested the Commission to waive any field usage fees in exchange for this money to improve the baseball diamonds.
- The P&R accepted this donation and agreed not to charge fees from 2003-2007.
- Within a period of five years, the NBAA donated $20,000 to the NB West HS field through registration fees, $25,000 to the Malone fields (as stated above), $7,500 to Calhoun fields, and $10,000 to Eisenhower HS fields.

Following review of all information relative to these items, the committee gave their support on the guidelines the NBAA currently uses to form teams, and also the procedures the department uses to schedule practice diamonds and administer field usage fees. All of these points will be noted in a letter to be sent to the resident who inquired about these items.

Chairman Christel thanked the NBAA for there service and support to the City. Mark Schroeder thanked Jon Stolz, Recreation Supervisor for his good job of scheduling fields with the different organizations.

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

CHAIRMAN'S REPORT: No Report

PLAN COMMISSION MEMBER REPORT: No Report

UPDATES AND CONCERNS:

Update on ProHealth Care Park - The contactor, Stadler Bros. Construction, began the excavation for the park shelter footings and foundation on November 2nd. The initial field inspection was held on December 1st, with verification of the footing and foundation elevations. Staff is currently working with Bonestroo on the paperwork for direct ordering the project materials to realize the tax savings. A water problem by the shelter area may be an underground spring. Work is being done to rectify the problem by installing a drain tile/French drain system to divert water to the wetland. In addition, Bonestroo is finishing the design of the rain gardens and landscape plan for the area around the shelter building. Staff is also working on the playground area design so equipment can be ordered and ready for installation in spring.

Update on Mary Ella Milham property - At the September commission meeting, unanimous approval was given for staff to proceed with negotiating an agreement to accept the donation by Mary Ella Milham for up to 35 acres of her property for a future park site. Staff has been in contact with her attorneys who have indicated a meeting will be scheduled as soon as Ms. Milham is back in Wisconsin.

Update on Freewill Baptist Church Donation Agreement with the Prospect Hill Restoration Foundation - At the September 27th Common Council Meeting, unanimous approval was given to accept the donation agreement for the Freewill Baptist Church. United Engineering Consultants completed the Phase I Environmental Site Assessment in late November, with no indication of potential environmental concerns. The closing for this transaction has been delayed. The title is currently in the name of the Prospect Aid Society and not the Prospect Hill Restoration Foundation.

New Berlin Hills Golf Course – Update on 2006 Greens Fees - At the December 13th meeting, the Common Council unanimously approved the Golf Course Committee and Parks, Recreation and Forestry Commission recommendation for the 2006 Greens fees to remain the same as in 2005.

Update on 2006 Parks, Recreation and Forestry Department Budget - The Public Hearing on the budget was held on October 25th, with council approval of the 2006 Operating Budget on November 8th. There were no changes made to the department operating budget. The council approved the 2006 Capital Improvements Budget at the December 13th meeting. No changes were made. A total of $171,000 was approved which included $100,000 for ProHealth Care Park, and $71,000 for two parks division trucks.

Update on Recreation Registration & Facility Reservation Software System - Last fall staff finished entering the recreation program class information and park facility information into the new software system. The initial goal was to have the system up and running for the start of winter program registration on December 14th. Due in part to staffing changes in the IT Department; project implementation was pushed back with staff registering participants on the existing system. The IT Department is completing work on the final data conversion and link to the financial software. The credit card system is now being tested, and a meeting scheduled for early February to begin setting up the online service. Now that the software has been tested, staff can start entering the household information in preparation for use of the Class software for summer program registrations.

DIRECTOR'S REPORT:

Review and discussion on Youth Baseball/Softball Guidelines and Procedures for Team Selection, Diamond Scheduling, and Field Usage Fees – Discussed under the Recreation Committee Report.

NEW BUSINESS: None

NEXT MEETING: February 20, 2006

ADJOURNMENT:

Motion by Commissioner Duff to adjourn at 7:38 p.m. Seconded by Commissioner Kinney and carried unanimously.

Respectfully submitted by Cheryl Bowers for
Nancy Duff, Secretary
Parks, Recreation and Forestry Commission

ND/cb