

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, February 8, 2010

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, Bob Rafel, Darrell Standish, Allison Thompson, Geno Wicichowski, and Council Representative Bill Moore.

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

Excused: Rick Kocchi and Vern Radtke

PUBLIC NOTICE:

This meeting was noticed on February 4, 2010 in accordance with Open Meetings law.

MINUTES:

Motion by Commissioner Rafel, seconded by Commissioner Wicichowski to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of December 14, 2009. Motion carried with Commissioners Moore and Standish voting present.

Motion by Commissioner Standish, seconded by Commissioner Wicichowski to advance the agenda to the Presentation on the Quarry Park Trail Plan & Phase I Development and the review & recommendation on the Quarry Park WDNR Stewardship Grant Application including professional services agreement, under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

DIRECTOR'S REPORT:

Quarry Park –

- Presentation on Presentation on Trail Plan & Phase I Development – Dave Burch, Bonestroo & Associates
- Phase I Stewardship Fund Grant Application – Review & Recommendation on WDNR Grant Application including Professional Services Agreement

In November 2008, the Parks, Recreation and Forestry Commission gave approval to contract with Bonestroo & Associates to develop a park trail plan, and to field locate future trail corridors for use by department staff and Johnson Sand and Gravel in beginning trail construction. Dave Burch of Bonestroo and Associates presented the trail plan, as well as potential Phase I Development projects. Dave Burch reported that in 2002 a tour of the site was taken and work began on the reclamation plan. Bonestroo and Associates worked with City staff on opportunities for year round multi-use trail corridors. Such uses may include; hiking, nature study, jogging, fishing, mountain biking, snow-shoeing, and cross-country skiing. A fishing pier would offer safe access to the water's edge and shelters would supply gathering places for park users. Overlooks would offer views along with interpretive education sign opportunities.

A funding opportunity may be obtained through the 50% match Stewardship Fund grant program administered by the WDNR. WDNR Stewardship Fund Grant Applications must be submitted by May 1, 2010. Monies have been identified (not approved) in the 2011 CIP for Phase 1 Development (trails, signage, fishing piers, shelter, parking improvements). Monies have also been included in the 2010 Park & Open Space Fund for consultant services for Quarry Park site planning & WDNR grant/permitting assistance.

The following is the projected schedule for the Phase 1 Development Plan:

- Master Plan – February 2010
- Updated Phase Plan & Cost Estimate – March 2010
- Grant Application Preparation – April 2010
- Grant Submittal – May 1, 2010

Consensus of the Commission to refer the Quarry Park Trail Plan & Phase I Development Plan and WDNR Grant Application to the Plan Committee for review and recommendation to the full Commission. Mr. Schroeder requested the Commission submit any questions or comments to him prior to the Plan Committee meeting.

Motion by Commissioner Standish and seconded by Commissioner Bedwell to proceed with the WDNR Grant Application preparation to be prepared by Bonestroo & Associates in an amount not to exceed \$3,000 which will be funded through the Public Site and Open Space Fund. Motion carried unanimously.

The request for local project funding will need to go before the Common Council in April as the WDNR requires the Common Council to adopt a resolution supporting the grant application, and committing local funds to complete the project.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the 2009 End of Year Financial Report. Mr. Schroeder reported that the department was under budget with expenses due to reduced spending to meet overall City revenue shortfalls, four (4) furlough days, and the temporary vacancy and lower salary range of the Parks & Forestry Supervisor position. Revenues in 2009 surpassed \$400,000 and exceeded projections for the Recreation Division by \$26,000; the Parks Division by \$2,100 and the Community Center by \$2,000. After a brief discussion, motion by Commissioner Standish, seconded by Commissioner Rafel to approve these financial documents. Motion carried unanimously.

The Commission reviewed the January 2010 Expenditure Detail in the amount of \$4,931.87. They also reviewed the copies of the January Revenues and Expenditures. After a brief discussion, motion by Commissioner Wicichowski, seconded by Commissioner Bedwell 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 – No Report

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

The Plan Commission has been reviewing the Park and Open Space Plan and there is interest in Quarry Park so the Parks, Recreation and Forestry Commission work on Quarry Park is very exciting and timely.

UPDATES AND CONCERNS:

Update on Park & Open Space Plan – The Commission received the Park & Open Space Plan 2010. The Park & Open Space Plan was presented to the Plan Commission on February 1st. A Public Hearing before the Plan Commission will be held on March 1st. Following the Public Hearing, the plan will go before the Plan Commission on March 29th for approval, followed by review and adoption by the Common Council on April 13th. The plan is currently being reviewed by WDNR staff for compliance with department guidelines.

Chairman Christel reported that at the Plan Commission questions have been brought up regarding the Park and Open Space Plan Survey. There is a misconception that the survey was sent to sports groups. The survey was not sent to sports groups, but to a random sampling of residents. The Commissioners were encouraged to attend the March 1, 2010 Public Hearing on the Park and Open Space Plan.

Update on New Berlin School District “Agreement for Use of School Facilities” -The Board of Education approved the facilities agreement in December. The Common Council approved the agreement on January 12th. Staff will plan on contacting the New Berlin School District Administration in the spring to initiate the agreement renewal process for the 2010-2011 school year.

Update on New Berlin Hills Golf Course –2010 Greens Fees - The Common Council approved the 2010 Greens Fees at the January 12th meeting.

Update on Historic Park Lease Agreement with the New Berlin Historical Society - The New Berlin Historical Society has leased the buildings at Historic Park since the early 1970's. The new lease agreement updates the previous version which dated back to 1982. Changes have been made to accurately note the responsibilities of both the City and the New Berlin Historic Society, as well as address insurance coverage for premises liability, and property/casualty. The agreement was approved by the Parks, Recreation and Forestry Commission in December and by the Common Council on January 12, 2010. The Commission received a copy of the approved agreement.

Update on Malone Park Tennis & Basketball Court Reconstruction Project - Monies were approved in the 2010 CIP Budget (\$250,000) for this project. Staff is currently working on the Request for Proposals (RFP) to send to engineering firms for project survey, design, and construction inspection services. Staff is hoping to review all proposals, and present a recommendation at the March Commission meeting. The goal is to have the project design plans and construction documents prepared for public bidding before May 1st. Contract award is planned for June, with construction tentatively scheduled for September and October.

Update on Playground Equipment Projects at Calhoun & Valley View Parks - Monies were included in the 2010 CIP Budget (\$75,000) for playground upgrades at these two parks. Staff is currently working on the Vendor Request for Proposals (RFP) for purchase and installation of this equipment. Staff is hoping to review all proposals, and present a recommendation to the Parks, Recreation and Forestry Commission at either the April or May meeting. Staff would like to utilize the services of the Parks & Facilities Committee to review project proposals, and make a recommendation to the Commission.

Update on New Berlin Hills Water System Improvements Phase 2 - In 2009, the City completed Phase 1

of water system improvements as recommended in the 2008 Ruekert Mielke Report. Phase 1 projects included the pond restoration work, and the upgrade of the clubhouse well components. Phase 2 would include evaluation and design of a replacement irrigation pumping station and updated controls. Monies are included in the 2010 Golf Course Reserve Fund for project design services. Golf course and department staff will be meeting next week to discuss project needs, and begin developing the Request for Proposals (RFP) for project design and engineering services. The Golf Course Committee plans are to design the project in 2010, for potential construction in 2011. This project has been identified (not approved) in the 2011 CIP Budget.

Update on Carleton Pointe Project - At the January 12th meeting, the Plan Commission approved sending to the Common Council a recommendation to rezone this parcel of land for a 40 unit condominium development. This property is located south of and adjacent to the New Berlin Hills Golf Course. The project was last discussed by the Parks, Recreation and Forestry Commission in 2004 with meetings held throughout the year with City staff and the Golf Course Committee. In an effort to address storm water issues for neighboring residential properties, the Parks, Recreation and Forestry Commission, at the November 15, 2004 meeting, approved a recommendation to the Plan Commission and Common Council to approve location of a storm water facility off the 16th fairway of New Berlin Hills Golf Course. This recommendation is subject to final approval of the design and construction methods by City Engineering; Parks, Recreation and Forestry; and New Berlin Hills Golf Course staff. An initial meeting with the developer and City Staff will be held in the next couple weeks.

Update on Little Muskego Lake District Land Acquisition - At the December meeting, Fay Amerson, Environmental Consultant for the Little Muskego Lake District, spoke to the Commission regarding 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 wanted to discuss the City's future plans for development of a public recreation trail, and other potential public uses of these parcels.

Following discussion on project goals, WDNR grant funding opportunities, and other potential public outdoor recreation uses for the land, the Commission recommended to refer this item to the Plan Committee to review and discuss with the Little Muskego Lake District, Muskego Lake Association, and Muskego Lakes Conservancy. The Lake District is scheduled to meet on February 4th to discuss the project and status of discussions with the property owners. A meeting of the Plan Committee is anticipated in the next 2 weeks.

Update on Malone Park Splashpad Project - Staff was contacted in early 2009 by the New Berlin Junior Woman's Club to express interest in making a donation toward a "permanent type" project for the parks system. Following meetings with City staff, the New Berlin Junior Woman's Club selected a community splash pad (water playground).

Staff recommended that the first step be to make a formal presentation to the Parks, Recreation and Forestry Commission to discuss the park location and any site opportunities/constraints, project design considerations, budget, maintenance, etc. Following discussion the Parks, Recreation and Forestry Commission recommended this item be sent to the Park Facilities Committee for review.

The Parks & Facilities Committee met in March and April with the New Berlin Junior Woman's Club and City staff. Representatives from the New Berlin Junior Woman's Club met with the Mayor in early summer to discuss the status of Milwaukee water negotiations, and the impacts to the Splashpad project. The New Berlin Junior Woman's Club contacted department staff in late 2009 to renew discussions on this project. The club has been setting aside funds for a community project, and needs to know if the Malone Park Splashpad Project is still a feasible one. If not, they will proceed in another direction. Staff would recommend scheduling another meeting of the Parks & Facilities Committee in the next two months to resume discussion on the following two goals:

- Continue to Research Splash Pad/Water Playgrounds & identify the purpose, and feasibility of providing this type of facility for the community.
- Make a formal recommendation to the Parks, Recreation & Forestry Commission, as well as presenting the future steps/actions/timeline in the process.

The Commission requested Dave Burch of Bonestroo to speak before the Commission on Splashpads. Dave reported that Splashpads are an alternative to waiting pools and are a cost effective way for kids to play and splash in the water. They come in a variety of colors and toys, such as animals, umbrellas, structures. There are two kinds of Splashpads, one that uses less than 50,000 gallons of water which does not require a fence or attendant, and the other uses more than 50,000 gallons of water which does require a fence and an attendant. The Splashpads should be in an easy access park/facilities. Funding can be raised through donations.

Staff would recommend targeting the May Parks, Recreation and Forestry Commission meeting for the presentation, and discussion on the future direction for this project.

NEXT MEETING: March 8, 2010.

ADJOURNMENT:

Motion by Commissioner Moore, seconded by Commissioner Thompson to adjourn at 8:03 p.m. Motion carried unanimously.

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

ART/cb