

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, March 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 6:32 p.m. in the Common Council Chambers at New Berlin City Hall.

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

Also Present: Nicole Hewitt, Water Resources Division Engineer; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

PUBLIC NOTICE:

This meeting was noticed on March 5, 2010 in accordance with Open Meetings law.

Motion by Commissioner Kocchi, seconded by Commissioner Radtke to advance the agenda to the update on the Prospect Parkway/Underwood Creek Rehabilitation Project Phase 2, under Updates/Concerns, to accommodate the visitors present. Motion carried unanimously.

UPDATES AND CONCERNS:

Update on Prospect Parkway/Underwood Creek Rehabilitation Project Phase 2 - To help address the current flooding problems in the Underwood Creek (NE New Berlin) area, the engineering department and consulting engineers have been working for the last few years on plans to improve water quantity reductions as well as water quality benefits. Nicole Hewitt, Water Resource Division Engineer reported to the Commission on the Prospect Parkway portion of this project which was recently awarded by the Common Council with construction possibly starting in the Spring with completion by the end of July. Parks and Forestry worker Paul Fliss flagged the trees that will be kept in Prospect Parkway. The grove of trees will remain untouched and pink flags mark other trees along the road and creek that will also remain. Seeding of a native seed mix along the creek will help stabilize the banks and promote habitat in the area.

Nicole Hewitt mentioned the Department of Community Development (DCD) has applied for a NOAA – Department of Commerce Grant for this project, but will not be informed of the results until July. This means the City will be working with the Contractor to determine portions of the project that may be able to be postponed until grant awards are announced. The completion date may be moved out to October 2010.

The Commission also had questions on the asphalt pathways, and access points. Nicole will check on potential access points on the east end of Prospect Parkway understanding there are going to be challenges due to the slopes in this area.

MINUTES:

Motion by Commissioner Wicichowski, seconded by Commissioner Moore to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of February 8, 2010. Motion carried unanimously.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the February 2010 Expenditure Detail in the amount of \$10,644.74. They also reviewed the copies of the February Revenues and Expenditures. After a brief discussion, motion by Commissioner Kocchi, 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 February 17th to discuss the Quarry Park Master Plan; Phase I Development Plan, and the Wisconsin Department of Natural Resources (WDNR) Grant Application; these items will be discussed under the Director's Report.

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT: No Report

UPDATES AND CONCERNS:

Update on Park & Open Space Plan - The Public Hearing before the Plan Commission was held on March 1st. Comments/questions were asked by two residents, with no one speaking in favor of, or in opposition to the plan. The plan will now go before the Plan Commission on March 29th for approval, followed by review and adoption by the Common Council on April 13th. The plan then must be approved by the WDNR for compliance with department guidelines. Based on staff review comments, the plan contains all necessary elements for WDNR approval.

Chairman Christel reported there were concerns on the survey regarding the phrasing of the questions and why it did not include how to fund the improvements. The questions were worded by the professionals at UW-Milwaukee that conducted the survey. There was a concern regarding which addresses received the survey. The surveys were random and the addresses of sports teams or arborists were not given to the professionals that conducted the survey. Chairman Christel stated he was proud of the document; it is easy to read and follow. The priorities outlined in the Plan are correct and it is a fair representation on how to proceed in the future.

Update on Quarry Park Phase 1 Development Plan & WDNR Stewardship Fund Grant Application - At the February Commission meeting, approval was given to contract with Bonestroo & Associates for professional services to prepare the WDNR Stewardship Fund grant application for Phase I Development. Monies were included in the 2010 Public Site & Open Space Fund for consultant services for Quarry Park site planning & WDNR grant/permitting assistance. Monies have been identified (not approved) in the 2011 CIP for Phase 1 Development (trails, signage, fishing piers, shelter, parking improvements).

The Plan Committee met on February 17th to review the Park Master Plan, and discuss park and recreation facilities to be included in the Phase I grant application. The committee will be meeting on March 9th to review cost estimates, and finalize the Phase I Development Plan. Staff and Bonestroo will then meet with the WDNR to discuss the project and grant application. This request for local project funding will need to go before the Common Council in April as the WDNR requires an adopted resolution supporting the grant application, and the commitment of local matching funds to complete the project.

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 will be mailing the Vendor Request for Proposals (RFP) for purchase and installation of this equipment the week on March 8th – 12th. Mr. Schroeder thanked Commissioner Rafel for sending the sample RFP from Racine. Proposals will be due on April 16th. Staff is planning to schedule a meeting of the Parks & Facilities Committee during the week of April 19th – 23rd to review the proposals, and make a recommendation to the Commission for approval at the May Commission meeting.

Update on New Berlin Hills Water System Improvements Phase 2 - Monies are included in the 2010 Golf Course Reserve Fund for Phase 2 Design/Engineering Services. Phase 2 includes evaluation and design of a replacement irrigation pumping station and updated controls. Golf course and department staff met in February to start discussing project needs, and begin developing a scope of services for project design and engineering. 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. The Golf Course Committee is planning to meet later in March to discuss this project.

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.

Following discussion on project goals, WDNR grant funding opportunities, and other potential public outdoor recreation uses for the land, the Commission recommended referring this item to the Plan Committee for review. The three Muskego groups met in early March to discuss moving forward with the project including meeting with New Berlin Parks, Recreation and Forestry. A meeting of the Plan Committee will be scheduled for either the week of March 15th or 22nd.

Update on Tree City USA Award for 2009 - The department was recently notified the City will be receiving the Tree City Award for 2009 from the National Arbor Day Foundation. This is the 8th consecutive year the City has received this award. Mr. Schroeder thanked Parks & Forestry Supervisor Andy Reshel and his staff for a great job overseeing and implementing the City's Forestry Program.

DIRECTOR'S REPORT:

Malone Park Tennis & Basketball Court Reconstruction Project – Review & Recommendation on Agreement for Engineering Services - Monies were approved in the 2010 CIP Budget (\$250,000) for this project. Staff sent Request for Proposals (RFP) to four engineering firms for project survey, design, and construction inspection services. Staff has reviewed the three proposals that were submitted, with a recommendation to contract with Edge Consulting Engineers, Inc. for engineering services at a cost not to exceed \$17,900. Mr. Schroeder stated the reason to contract with an outside engineering firm is to have the correct specifications and design for the contractor to follow to install a successful project. The Commission recommendation will go before the Common Council on March 23rd for approval. The goal is to have the project design plans and construction documents prepared for public bidding before May 1st. Bid review and contract award is planned for June, with construction tentatively scheduled in late August/early September.

Motion by Commissioner Wichowski, seconded by Commissioner Radtke to recommend to the Common Council to award the Professional Services Agreement for the Malone Park Tennis and Basketball Reconstruction

Project to Edge Consulting Engineers, Inc., in an amount not to exceed \$17,900. Motion carried unanimously. Monies to come from the CIP Account 04059100 61107 C2010.

2009 Annual Report – Parks, Recreation & Forestry Department – Mr. Schroeder thanked the Parks and Forestry crew for a great job while working with limited resources. Parks & Forestry Supervisor Dave Jeske moved on last year and Andy Reshel has stepped in as the new Parks & Forestry Supervisor and is doing a great job. The Recreation Division of Recreation Supervisor Jon Stolz and Program Specialist Tanya Tridle did an outstanding job with programs that generated revenues that exceeded last years. The Administrative Division of Administrative Coordinator Cheryl Bowers and Clerk-typists Monica Hanneman and Cheri Smith did a great job with serving our customers. Mr. Schroeder also thanked Cheryl Bowers for putting the report together.

It was the consensus of the Commission that the staff efforts are much appreciated.

NEXT MEETING: April 12, 2010

ADJOURNMENT:

Motion by Commissioner Wichowski, seconded by Commissioner Standish to adjourn at 7:24 p.m. Motion carried unanimously.

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

ART/cb