

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, September 13, 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 6:52 p.m. in the Common Council Chambers at New Berlin City Hall.

Present: Commissioners; Bill Christel, Chuck Bedwell, Vern Radtke, Bob Rafel, Darrell Standish, Geno Wichowski, and Council Representative Bill Moore.

Also Present: Water Resource Engineer Nicole Hewitt; Finance Director Ralph Chipman; City Attorney Mark Blum; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Rick Kocchi

Absent: Allison Thompson

PUBLIC NOTICE:

This meeting was noticed on September 9, 2010 in accordance with Open Meetings law.

Due to technical difficulties, there was no audio during the cable broadcast.

MINUTES:

Motion by Commissioner Moore, seconded by Commissioner Wichowski to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of August 9, 2010. Motion carried unanimously.

Motion by Commissioner Moore, seconded by Commissioner Rafel to advance the agenda to the Update on Prospect Parkway/Underwood Creek Rehabilitation Project Phase 2 under Updates/Concerns and Discussion and possible Recommendation to Common Council on the Park Impact Fees under the Director's Report, to accommodate the visitors present. Motion carried unanimously.

UPDATES AND CONCERNS:

Update on Prospect Parkway/Underwood Creek Rehabilitation Project Phase 2 – On August 24th, the city received the WDNR permit for Phase 2 of the project. Parks & Forestry staff has completed a preliminary tree planting plan, and is currently waiting for the engineering staff and consultant to complete the revised grading/site plan so final tree quantities can be determined. The engineering department held a neighborhood walk-thru on Wednesday, September 8th to review the revised site grading plan, discuss the plans for tree removal on the west side of the parkway, and review the preliminary tree planting plan. The tree planting project will follow the site work (currently in progress), and is tentatively scheduled in early to mid October.

Nicole Hewitt reported to the Parks, Recreation and Forestry Commission that the grading is complete on the eastside. The majority of the trees on the Westside were taken down today (September 13) with the exception of a cedar and spruce that they are trying to save. On the westside, the lining of stone in the toe area along the

streambank is being done, when it has been completed, then grading can begin. The new plan has less tree removals on the westside than the plan prior to the permitting by the WDNR. City Arborist Paul Fliss has selected canopy trees and has made minor changes in the tree type. There will not be as many trees replanted as there were removed to allow for ground cover to grow. There is no plan for a pathway in the southwest area so additional trees do not need to be removed.

Commissioner Moore reported he attended the last Water Resource Management meeting and brought up the reasons for the pathway. The pathway will be discussed at the September 21st Water Resource Management (WRM) meeting.

Mr. Schroeder reported that at the last public meeting some of the residents wanted the pathway and some did not. The existing pathway near the bridge needs repair. The department is in the process of soliciting bids for tree planting.

Motion by Commissioner Moore, seconded by Commissioner Wichowski to accept the plan, tree and prairie plantings, and eight foot pathway with repairs to the asphalt leading to the bridge as presented. It is under the spirit of cooperation for the parkway to be used for the purposes of water storage/floodway abatement, and to see the pathway, landscaping and trees installed for the benefit of the community. Motion carried unanimously.

DIRECTOR'S REPORT:

Park Impact Fee – Review, Discussion & Possible Recommendation to Common Council - In 2009, the Parks, Recreation and Forestry Commission reviewed the Report of Existing City Impact Fees as prepared by Ehlers & Associates as part of the City Comprehensive Plan Update. The council had requested that the specific board, commission, or committee that is directly related to each impact fee fund review the respective impact fees in order to provide recommendations to the Finance Committee and Common Council.

At that time, the commission reviewed the sections of the report pertaining to the Park Impact Fees, as well as the Public Site & Open Space Fees, and reviewed recent changes to the law. In addition to having a discussion on the allowable uses of these monies, staff made a recommendation to continue placement of the Hickory Grove cell tower revenues in the Public Site & Open Space Account. However, in October 2009, the Common Council approved the Finance Committee recommendation to instead place these revenues in the City's General Fund.

Last July the Finance Committee and Common Council approved discontinuation of the Bike Impact Fees and Trail Fees, and to reimburse those fees previously collected. This was based on the recommendation by the City Attorney, as these fees were no longer permitted under State Law. In addition, the Finance Committee and Common Council have recently approved to discontinue use of the Water & Sewer, and Police Impact Fees.

As part of the continued review of all city Impact Fees, the Finance Committee is requesting the Parks, Recreation & Forestry Commission review future capital project plans and the use of impact fees so the Finance Committee can make a recommendation to council on the future collection of these fees. The Commission received a memo from Ehlers & Associates from January 2010 that discusses both the Park Impact Fees and Public Site & Open Space Fees, and outlines some policy decisions/direction that is required. Currently the Finance Committee is considering the discontinuation of these fees as there are limitations on use based on state law, as well as a timeframe the city has to utilize these fees before refunding them. The Commission also reviewed a copy of the 2011 -2015 CIP Budget highlighting those projects proposed to be funded through the use of Park Impact or Public Site & Open Space fees. The Commission referenced the recently adopted Park & Open Space Plan relative to future land acquisition and development plans.

City Attorney Mark Blum and Finance Director Ralph Chipman reported that the Bike & Trail Impact Fees were discontinued by the Finance Committee and Council. There needs to be justification in order to continue the Park Impact Fees and the Public Site Open Space Fees. State statutes have been changed on how the collected fees can be spent and the monies need to be spent in a timely manner. The projects must be a capital expense and caused by new growth in the City. The Park Impact Fees can only be spent for the acquisition of parkland,

playgrounds, and lands for athletic fields. The Public Site and Open Space Fees can be used for the acquisition of land and the initial improvement of land for public parks which includes grading, landscaping, installation of utilities, construction of sidewalk, installation of playground equipment, and construction or installation of restroom facilities. The Park Impact Fees are similar to the Public Site and Open Space Fees with the exception of the time limit. The Park Impact Fees must be spent within seven years unlike the Public Site and Open Space Fee that has a longer expiration period.

Mark Blum also suggested another option would be to create a Zone Impact Fee that would identify an area such as Section 35 that would have new park development due to a new subdivision or other development. The Zone Impact Fees would only be available for seven years. An Impact Fee Needs Study has not been updated since 1999. There needs to be a rationale explaining the need to keep the impact fees. Ralph Chipman informed the Commission the balance in the Park Impact Fee account is \$116,937 with monies collected from 2003 to present. The Public Site & Open Space Fees account balance is \$1,206,000 with monies collected prior to 2003 to present.

Motion by Commissioner Moore to send the Park Impact Fees and Public Site and Open Space Fees to the Plan Committee for review of the policies and fees and send a recommendation to the Parks, Recreation and Forestry Commission. Motion carried unanimously.

Chairman Christel commented it will be difficult to envision the projects that qualify using the impact fee accounts with the limitations since the decision of the projects and the funding is recommended by the Parks, Recreation and Forestry Commission but approved by the Common Council.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the August 2010 Expenditure Detail in the amount of \$35,676.96. They also reviewed the copies of the August Revenues and Expenditures. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Bedwell to approve these financial documents. Motion carried unanimously.

Chairman Christel informed the Commission the expenses for the City Newsletter the *Leaflet* continue to be included in the Parks, Recreation and Forestry Annual Budget and has been for the last five plus years. This is not a Parks, Recreation and Forestry expense but is harbored in the Parks, Recreation and Forestry Budget.

COMMITTEE REPORTS:

Council Representative – Commissioner Moore reported that Budget time is amongst us and that the support and presence from the Parks, Recreation and Forestry Commission will be necessary.

Recreation Program Committee – No Report

Parks and Facilities Committee – No Report

Planning Committee – No Report

Golf Course Committee – No Report

CHAIRMAN/PLAN COMMISSION REPORT:

Chairman Christel reported of the embarrassment of the technology not working causing no audio during the Parks, Recreation and Forestry Commission broadcast.

UPDATES AND CONCERNS:

Update on WDNR Stewardship Fund Grant Applications for Quarry Park Phase 1 Development & Calhoun Park Bridge & Trail Project - Staff was contacted in late August by the WDNR. WDNR staff is still working on final review of all grant submittals. At this time, it appears that the Calhoun Park Bridge & Trail Project has the best chance for funding of the two projects. The Quarry Park Phase 1 Development is lumped with several other development projects at the cut off point for funding. This probably will translate into partial project funding, and review with the WDNR on an amended project scope.

Department staff held two informational meetings on August 18th with area residents to tour the Quarry Park site, and discuss the proposed improvements that would be included in Phase I Development Project should the city be selected for a WDNR Stewardship Fund Grant. The meetings were attended by a very small number of residents. Alderman Harenda has requested staff to schedule future meetings later in September. Mr. Schroeder thanked Chairman Moore for attending the meetings.

Update on Calhoun Park & Valley View Park Playground Improvement Project - The Calhoun Park Playground equipment installation was completed in mid August. The Valley View Park equipment was delivered on August 25th. Staff will begin removal of the existing equipment the week of September 13th. The installation of the new equipment should be completed by the end of September. Parks and Forestry Supervisor Andy Reshel and his crews did a great job on the Calhoun Park project.

Update on Malone Park Tennis & Basketball Court Reconstruction Project - This project includes materials and labor for demolition, grading, fence installation, construction of stone base and asphalt pavement for 4 tennis & 2 basketball courts, connecting pathways, site restoration and landscaping.

The Pre-Construction Meeting was held on August 9th. Parks & Forestry staff removed the existing tennis court fencing, backfilled the fence post holes with stone, and relocated the electrical for the lights. The contractor began construction with pulverizing of the existing court surface on August 13th. During the process of placing the stone base and proof rolling, it was determined that due to soft areas in the basketball court, geo-textile fabric would be added to help stabilize the courts. The drain tile systems were installed the week of August 16th, with paving of the courts completed on August 27th. The fencing contractor began installing the tennis court fencing, center net posts, and basketball standards on September 7th. Color surfacing and lining of the courts will follow. Landscaping and final project completion is anticipated by the end of September.

On August 24th, the Common Council approved staff's request to transfer approximately \$11,700 from the CIP Vehicle Replacement Account to the Malone Park Tennis/Basketball CIP Account to allow for the rehabilitation of the Malone Park pathways.

Chairman Christel complimented the Parks & Forestry Staff for a job well done.

DIRECTOR'S REPORT:

2011 Parks, Recreation & Forestry Department Operating & Capital Budgets - Copies of the 2011 Operating and CIP Budget Document along with budget summary were included in the August meeting packets. Staff met with the Mayor in late August to discuss the service impacts if the department was required to hold the operating budget to a 0% increase. The 2011 Mayor's Executive Budget has been sent to the aldermen with the first Committee of the Whole Budget Review Session scheduled for Monday, September 20th. This will be a challenging budget as reported by Commissioner Moore, participation by the Commission maybe necessary.

Recreation Program User Fees & Charges Guidelines – Review & Approval - During the 2011 Budget review process, staff was asked to explore opportunities for additional revenue generation. In reviewing the Recreation Program

Revenues, it was noted that the Parks, Recreation and Forestry Commission has not reviewed and discussed guidelines for determining recreation program fees and charges for many years.

The original guidelines, which dated back to the 1970's, included the goal that Adult Programs cover 100% of the Direct Program Costs (program staffing, supplies, and facility rental), and Youth Programs 50% of the Direct Costs with the understanding that three program areas (Playgrounds, Aquatics, and Seniors) were provided additional tax subsidy. In the early 1990's, the staff driven guidelines provided that all new programs cover 100% of the Direct Program Costs. This is still the current practice as staff develops new programs and activities.

During the late stages of the 2009 budget discussions, staff was requested to provide information analyzing the revenue and expenses for department sponsored recreation programs. The outcome was the Recreational Program Revenue/Expense Analysis prepared by Recreation Supervisor Jon Stolz that compared the revenues and expenses per program area for 2008. The report identified revenues with a comparison to the direct program expenses (direct costs are defined as employee wages, program supplies, & facility rental). Any program area that identified a Percent Return of 100% or higher, indicated that the program generated more revenues than direct expenses. The goal of the department was to make all new recreation programs 100% supporting through program fees. Program areas that fell below the 100% level were Aquatics at 59% (due to facility and custodial costs), Senior Programs (department subsidizes this program), and Special Events (department philosophy is not to cover costs in this area).

The department has initiated several revenue enhancements, as well as cost reductions over the last several years to meet budget directives. The majority of municipalities do not try to recoup indirect costs; i.e. administration, clerical and park employee salaries, etc.

The following numbers demonstrate the positive results that have been made since 2003 to reduce the taxpayer subsidy, and place more emphasis on user fees.

	2003 Actual	2011 Proposed
Recreation Budget Expenses	\$549,954	\$530,079
Recreation Budget Revenues	\$279,272	\$389,105
Subsidy	\$270,682	\$140,974

The results are a positive impact to the department budget of \$129,708. Today, the two program areas requiring subsidy are aquatics and the senior programs.

To support and give direction to the department in establishing program fees and charges, staff has developed written guidelines. This is the first step that staff is taking to review current practices. Staff is currently completing a survey of 12 area municipal department's Recreation Program User Fee Guidelines, as well as Program Price Structure to see how we compare to the market. In addition, staff will be reviewing the non-resident rates, as well as payment structure for independent contractors. All this research is being done to help address current and future budget challenges. While revenue generation should be a continued goal, the department and the Commission should not lose focus on the guiding principles that support public recreation services.

Commissioner Moore reported that recreation programs enhance the quality of life and this budget should be treated like the school budgets and the recreation benefits should be supported by the entire community. Recreation Supervisor Jon Stolz and Program Specialist Tanya Tridle should be commended for a job well done.

Motion by Commissioner Moore, seconded by Commissioner Wichihowski to approve the Recreation Program Fees and Charges Guidelines as presented with the revision to the Scholarship policy. Motion carried unanimously.

Calhoun Park Bridge & Trail Project – Review & Recommendation on Professional Services Agreement with Bonestroo Associates - Monies were included in the 2010 CIP Budget (\$75,000) for purchase and installation of a new pedestrian bridge and construction of connecting pathways for Calhoun Park. In April, the Common Council approved the Parks, Recreation and Forestry Commission recommendation to apply for a WDNR Stewardship Fund grant that potentially would cover 50% of the project engineering and construction costs. The commission also approved a contract with Bonestroo & Associates to help prepare the grant application materials.

The Commission reviewed a professional services contract for the wetland delineation. This is the initial engineering work that is required to move forward with this project. It is staff's recommendation to contract with Bonestroo & Associates subject to approval of the WDNR grant. The next steps will be to complete the floodplain analysis and the WDNR permit application process. In this manner, we would be ready to move forward with the process to design, permit, and ultimately complete this project in 2011. Monies would come from CIP Account #04059100 61104 C2010.

Motion by Commissioner Standish, seconded by Commissioner Radtke to approve the Professional Services Agreement with Bonestroo for the wetland delineation services for the Calhoun Bridge project not to exceed the lump sum amount of \$3,750 and to include the Calhoun Park Bridge & Trail Project in the agreement. Motion carried unanimously.

NEXT MEETING: October 11, 2011

ADJOURNMENT:

Motion by Commissioner Radtke, seconded by Commissioner Wicichowski to adjourn at 8:49 p.m. Motion carried unanimously.

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