

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, November 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 6:30 p.m. in the Common Council Chambers at New Berlin City Hall.

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

Also Present: Andy Reshel, Parks & Forestry Supervisor, Jon Stolz, Recreation Supervisor, Tanya Tridle, Recreation Program Specialist, and Mark Schroeder, Director of Parks, Recreation and Forestry.

PUBLIC NOTICE:

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

MINUTES:

Motion by Commissioner Kocchi, seconded by Commissioner Rafel to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of October 11, 2010. Motion carried unanimously.

CORRESPONDENCE:

None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the October 2010 Expenditure Detail in the amount of \$23,966.13. They also reviewed the copies of the October Expenditures. Director Schroeder mentioned that the department was unable to run the updated revenues, but will provide at the next meeting. After a brief discussion, motion by Commissioner Radtke, seconded by Commissioner Wicichowski 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 – Met on October 29th and November 8th to discuss the Impact of Recent Staff Reductions and the City Reorganization Plan, and the Impact to Programs and Services. These items will be discussed under the Director's Report.

Golf Course Committee – Met on October 19th to discuss the Watersource Infrastructure Improvements Project. This item will be discussed under the Director's Report.

CHAIRMAN/PLAN COMMISSION REPORT:

No report

UPDATES AND CONCERNS:

Update on Quarry Park WDNR Stewardship Fund Grant

No update from the WDNR on the Quarry Park Phase 1 Grant Application.

Update on Calhoun Park Bridge & Trail Project

At the September commission meeting, approval was given to contract with Bonestroo & Associates to complete the wetland delineation for this project. The wetland delineation site work and associated report findings were sent to the Army Corps of Engineers (ACOE) with the wetland delineation boundary approval letter received on October 29th.

At the October meeting, the Commission approved a professional services contract for additional engineering services (Phase I would include floodplain analysis and preliminary project plans) in an amount not to exceed \$13,500. Monies for all engineering services would come from CIP Account #04059100 61104 C2010 with 50% of the costs covered through the WDNR grant. Staff will be meeting with Bonestroo the week of November 8th to begin work on the Phase 1 portion of the project. The plan is to design, permit, and ultimately complete this project in 2011.

Update on Calhoun Park & Valley View Park Playground Improvement Projects

The Calhoun Park Playground equipment installation was completed in mid August. The Valley View Park equipment was installed the week of September 27th. Site landscaping has been completed for both park sites. Parks & Forestry Supervisor Andy Reshel and his crew should be commended for excellent work on both of these projects.

Update on Malone Park Tennis & Basketball Court Reconstruction Project

Color surfacing of both facilities was completed October 4th – 8th, with lining of the courts finished on October 9th. Final landscaping was completed on October 18th. Final inspection was completed on October 20th. Staff will be sending the project acceptance/warranty letter to Payne & Dolan with final payment less retain age for site landscaping. Suburban Asphalt completed the paving of the trail areas and entrance drive on October 21st. Therefore, all portions of the planned projects have been completed.

Update on Prospect Parkway/Underwood Creek Project

Grading and landscaping of all areas of the parkway was completed by October 9th. Reconstruction of the existing north-south asphalt pathway that crosses the parkway has also been completed. The reforestation of the parkway began on November 3rd with Kasian & Sons installing the first phase of trees. Additional trees will be planted next spring.

Update on Muskego Lakes Land Conservancy Land Acquisition Project

At the October 11th, 2010 meeting of the Parks, Recreation & Forestry Commission, a motion was made by Commissioner Kocchi, seconded by Commissioner Wichowski, to recommend to the Common Council to contribute \$30,000 from the Park Impact Fee Account #22186900-59070 toward the purchase of the properties located at the southeast corner of Beloit & Calhoun Roads (Tax Key #1259-997-0003 & #1259-998) by the Muskego Lakes Land Conservancy. As part of the contribution, the City of New Berlin will receive an easement on the properties for future development of a trail system. The motion was carried unanimously.

Enclosed is the RAS that was sent to the Common Council. On October 22nd, the council reviewed, but ultimately tabled the item for further discussion at the November 9th meeting.

Update on Park Impact Fees & Public Site & Open Space Fees

The Commission reviewed the memorandum summarizing the recommendations made by the commission at the October 11th meeting. The Finance Committee meeting was cancelled for October 21st, with this item to be discussed at a to be determined date.

Update on New Berlin School District “Agreement for Use of School Facilities”

On October 12th, the Common Council approved the PRF Commission recommendation and approved this agreement.

Update on New Berlin Parks System Park Hours

Per the commission’s recommendation, staff is currently working with the City Attorney to revise Municipal Code 184-3 to reflect the parks closing at 9:00 p.m. with the exception of Malone Park.

DIRECTOR'S REPORT:

2011 Parks, Recreation & Forestry Department Operating & Capital Budgets – As of the October commission meeting, the 2011 Parks, Recreation & Forestry Department Operating Budget stood at \$1,743,759, which represents an increase of \$24,762 or 1.44% over the 2010 PRF Operating Budget. On October 22nd, staff was informed that as part of the re-organization plan, the department budget was cut by \$464,533, and now stands at \$1,279,226. Effective October 25th, all 3 members of the office support staff and 2 parks workers positions have been eliminated. In addition, the Recreation Division Budget no longer includes monies to fund the two staff positions for all of 2011. Staff will also be impacted by additional responsibilities and departments to manage. The 2011 CIP Budget currently stands at \$1,105,000 following review and approval by the Committee of the Whole on October 5th. The Finance Committee Meeting scheduled for October 21st was cancelled so no discussions have take place regarding the outsourcing of Parks Operations & Maintenance.

Discussion & Possible Recommendation to the Common Council Regarding the Impact of the Recent Staff Reductions and Reorganization of the Department Formerly Known as the City of New Berlin Parks, Recreation & Forestry Department – Commissioner Moore indicated that the Plan Committee held two meetings to discuss the reorganization plan, staffing reductions, and the potential impacts to department programs and services. The commission expressed great concern that department staff and the commission were not involved in any plans or discussions regarding these issues. Following discussion, a motion was made by Commissioner Moore, seconded by Commissioner Rafel to recommend to the Common Council the following motion;

Whereas, the Parks, Recreation & Forestry Department and its employees have faithfully and with excellent quality discharged their duties as stewards in providing parks, recreation and forestry services for the City of New Berlin, in support of the Parks, Recreation & Forestry Mission Statement, which is to improve the quality of life in the city through the provision of a comprehensive year round recreation program in combination with a functional and aesthetic park system, and

Whereas, the City Council has charged the Department with those duties, and

Whereas, the City Council has recently approved the Comprehensive Plan, and the Park and Open Space Plan and charged the Department with doing its part in implementing the plans, and

Whereas, the current proposed budget would drastically reduce the number of employees in the department, reduce the size and scope of the department and reorganize it as parts of divisions of a new department,

Now therefore, the Parks, Recreation & Forestry Commission hereby requests that these positions and the original department be restored so that the City and the Parks, Recreation & Forestry Department can continue serving the needs of the citizens of the New Berlin. Motion carried unanimously.

New Berlin Hills Water Source Infrastructure Improvements Project – Review and Approval of Professional Services Agreement with TJ Emmerich Associates – In April, the Parks, Recreation & Forestry Commission approved the Golf Course Committee’s recommendation to contract with TJ Emmerich Associates, Inc. to provide irrigation consulting services to complete a Master Irrigation Plan & GPS Mapping of the New Berlin Hills Golf

Course. On October 19th, the Golf Course Committee met with the consultant to review the Master Irrigation and Water Source Infrastructure Plan, discuss report recommendations, cost estimates and proposed timeline for moving forward with this construction project.

The Commission reviewed the Golf Course Committee's recommendation to contract with TJ Emmerich for the final phase of work which consists of final project design, bid documents, project bidding, and construction observation services. Following discussion, a motion was made by Commissioner Kocchi, seconded by Commissioner Radtke to table a decision on moving forward with the professional services agreement until the future role of the commission and department has been determined. Motion fails by a 5-2 vote.

Motion by Commissioner Standish, seconded by Commissioner Wichowski, to approve the Golf Course Committee's recommendation to contract with TJ Emmerich Associates, Inc. for professional services for Final Project Design, Bid Documents, Project Bidding & Construction Observation Services for the Water Source Infrastructure Project for New Berlin Hills Golf Course for a total not to exceed \$7,000. Motion carried with Commissioner Kocchi voting no. Monies to come from the Golf Course Reserve Fund.

New Berlin Community Center – Review & Approval of Policies & 2011 Fee Schedule –The Commission reviewed the building use policies and procedures, and proposed 2011 Fee Schedule. Staff is recommending no changes to the building use policies and procedures. Staff is recommending a 5% increase in fees for 2011. Motion by Commissioner Moore, seconded by Commissioner Radtke to approve the New Berlin Community Center Policies, Procedures, and 2011 Fee Schedule as presented. Motion carried unanimously.

New Berlin Picnic Shelter Usage Fees – Review & Approval of Policies & 2011 Fee Schedule –The Commission reviewed the Picnic Shelter policies and procedures, and recommended 2011 Fee Schedule. Staff is recommending a 5% increase in rates. Staff is also recommending one change in the rental policies. As noted in the Payment Procedures, non-residents would be able to reserve a picnic site starting on the first Monday in March (changed from the first Monday in April). Motion by Commissioner Kocchi, seconded by Commissioner Wichowski, to approve the 2011 Picnic Shelter Rates and Policies as presented. Motion carried unanimously.

New Berlin Athletic Field Usage Fees – Review & Approval of Policies & 2011 Fee Schedule – The Commission reviewed the proposed Athletic Field Usage Rates for 2011, as well as the Athletic Field Use Guidelines. For 2011, staff is recommending no changes to the field use fees or policies. Commissioner Standish expressed a concern on booking tournaments with the loss of department staff. Following discussion, a Motion was made by Commissioner Kocchi, seconded by Commissioner Radtke, to approve the 2011 Athletic Field Use Rates and Guidelines as presented. Motion carried unanimously.

Recreation Program User Fees & Charges Guidelines – Review & Approval – The Commission reviewed a copy of the memorandum sent to Mayor Chiovatero and members of the Finance Committee regarding the recently adopted Recreation Program Fees & Charges Guidelines and Program Revenue/Expense Report. Staff has surveyed several area departments regarding their Program Pricing Structure to see how we compare to the market. This included a review of non-resident rates. Based on this research, staff is recommending a modification to the Fees & Charges Guidelines, Item IV, Letter G Non-Resident Fees. Motion by Commissioner Radtke, seconded by Commissioner Wichowski, to approve the Recreation Program User Fees & Charges Guidelines, with the change in Item IV, Letter G, Non-Resident Fee, to read as follows, Non-Resident fees for instructional programs will be 50% more than the published program rate, but not to exceed an additional \$20 (increased from \$12). Motion carried unanimously.

NEXT MEETING: December 13, 2010

ADJOURNMENT:

Motion by Commissioner Wichowski, seconded by Commissioner Moore to adjourn at 8:10 p.m. Motion

carried unanimously.

Respectfully submitted by Mark Schroeder for
Allison R. Thompson, Secretary
Parks, Recreation and Forestry Commission
ART/ms