

NEW BERLIN PARKS, RECREATION & FORESTRY COMMISSION MEETING

Monday, November 12, 2007

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 6:45 p.m. at the New Berlin Community Center.

Present: Commissioners; Bill Christel, Chuck Bedwell, Michelle Della, Paul Gihring, Vern Radtke, Darrell Standish, Allison Thompson, and Council Representative Bill Moore.

Also Present: New Berlin Soccer Club Representatives Becky Rolli and Melanie Gretzon; Director of Parks, Recreation and Forestry Mark Schroeder and Administrative Coordinator Cheryl Bowers.

Excused: Rick Kocchi

PUBLIC NOTICE:

This meeting was noticed on November 8, 2007 in accordance with Open Meetings law.

Motion by Commissioner Standish to advance the agenda to the Director's Report, to accommodate the visitors present. Seconded by Commissioner Gihring and carried unanimously.

DIRECTOR'S REPORT:

2008 Parks, Recreation and Forestry Department Budget - The Common Council reviewed the 2008 Operating Budget at Committee of the Whole Meetings throughout October. The only change to the department budget was to add \$11,000 to the Recreation Expense Budget for the School Facility Fees, which will be offset by \$11,000 in estimated program revenues. The Proposed 2008 Parks, Recreation & Forestry Operating Budget stands at \$1,630,815, an increase of \$73,545 or 4.7% over the 2007 Budget of \$1,557,270. This proposal represents only a net increase of \$31,238 or 1.9% in the last 6 years. The Common Council will hold the Public Hearing on the 2008 Budget on November 20th. The biggest challenge will be how to fund the full-time paramedic service proposed by the Fire Department.

New Berlin School District Agreement for Use of School Facilities –Review and Recommendation - At the September meeting, the commission reviewed the new "Agreement for Use of School Facilities" as well as the economic impact the new fee structure will have on recreation department programs. The Commission was presented with the letter sent by Mayor Chiovarero on October 9th along with the memo from City Attorney Mark Blum which summarizes the issues that have been discussed by staff and the commission. Mayor Chiovarero met with the School Superintendent on November 2nd to discuss a number of issues. The school district has extended the deadline for executing the agreement until December 1st. The Commission will need to meet for a special meeting when the new agreement is received to make a recommendation to the Common Council in order to meet the December 1st deadline.

Lion's Park Wireless Communications Facility – Review & Recommendation on T-Mobile proposal to construct facility at Lion's Park - At the October meeting, the commission reviewed project drawings and plan of operation for a proposed 80' cell tower. The proposed location is immediately north of the proposed food pantry

storage building located just east of the community center. Jeff Fowle from T-Mobile was present at the meeting to discuss the project and answer questions.

Jeff Fowle from T-Mobile and Director Schroeder researched the following items as requested by the Commission:

- Research the Lion's Club/City donation agreement – The lease between the Lions Club and the City of New Berlin expired on May 31, 1978. The Lions Club has no further right, title, or interest on the premises.
- Double check with the DNR on the LAWCON Boundary Restrictions – the cell tower is proposed in the area east of the building which is not affected by LAWCON boundaries. The west side of the building is in the LAWCON area which would require Federal Government approval, and the suggested area of the courtyard is too small for construction of the tower.
- Check on the Food Pantry Storage Building Plans – T-Mobile is willing to help with construction of the cold storage building.
- Check into the tower height and co-location capabilities – The tower height would be 80 ft. in order to allow for another carrier.

Director Schroeder reported the term of the lease between T-Mobile and the City would be for five (5) years with (2) five (5) year options to renew. Six (6) months prior to the end of lease, either party could terminate the agreement. A "restore clause" in the contract will require T-Mobile to restore the site to the state prior to the installation of the tower.

The possibility was discussed regarding installing a windmill on the tower to generate energy to power the Community Center. T-Mobile would need to research if the windmill would interfere with the frequency. Since this would delay the project and neither T-Mobile nor the City has the expertise, it was the consensus to go forward with the project as proposed.

The revenue generated could be requested to be applied to offset the costs of maintenance and energy costs of the Community Center.

Motion by Commissioner Chuck Bedwell and seconded by Commissioner Vern Radtke, to recommend to the Plan Commission to approve placement of a T-Mobile cell tower on the east side of the Community Center, with the condition that T-Mobile construct a storage building for the food pantry as part of the complex. Motion carries with Commissioner Moore voting no.

This recommendation from the Parks, Recreation & Forestry Commission sends this project to Department of Community Development staff and Plan Commission for necessary approvals.

Motion by Commissioner Della to advance the agenda to the 2008 Picnic & Athletic Field Usage Fees under the Director's Report, to accommodate the visitors present. Seconded by Commissioner Moore and carried unanimously.

2008 Picnic & Athletic Field Usage Fees – Review & Approval of Policies and 2008 Fee Schedule –In regard to the field usage rates, this item was referred to the Recreation Committee for review. At the October 24th meeting, a recommendation was made to decrease the field use fee for independent baseball/softball teams from \$50/game to \$30/game. In addition, the Recreation Committee is recommending to charge the Independent New Berlin Soccer Club \$10/game for recreational level teams, and \$15/game for select level teams. All other fees would remain the same for 2008. The committee is also recommending to modify the baseball/softball and soccer league restrictions to require participation on any independent team to be a minimum of 80% New Berlin resident players.

Becky Rolli, President of the New Berlin Soccer Club of 1500 South Sherwood Drive, informed the Commission that the Soccer Club has grown from 140 participants in 1984 to approximately 900 participants in 2007. The New Berlin Soccer Club (NBSC) is a feeder program, and the main reason the high school soccer teams are

rated so high. The NBSC currently donates paint, goals, and provides coaches for a soccer clinic for the New Berlin Recreation program at no cost to the City. The NBSC is non-profit and the average fee charged to the participants is \$135 in which \$105 goes to the Milwaukee Kickers for uniforms, scheduling; and \$30 is kept by NBSC for skills training and referees. There are no other municipalities in Waukesha County that charge for use of soccer fields in the parks. Milwaukee County charges \$30 - \$35 per team per season. The NBSC requested that any fees wait to be implemented until next fall since the spring fees have already been collected from their participants.

Motion by Commissioner Gihring and seconded by Commissioner Radtke to approve the Recreation Committee recommendation to charge for use of soccer fields at the rate of \$10 per game for private recreation level teams, \$15 per game for select level teams; and to reduce the fee for private baseball/softball teams from \$50/game to \$30/game for diamond use. The Athletic Field Use Guidelines policies will also reflect for both baseball/softball and soccer that the player residency minimum is 80% per team.

Motion by Commissioner Moore and seconded by Commissioner Radtke to table motion and to send back to the Recreation Committee for further review. Motion carries with Commissioners Standish, Gihring, and Bedwell voting no.

The Commission received the Picnic Site Rental Rates for 2007 and proposed for 2008. They also received the Picnic Shelter policies and procedures. Administrative Coordinator Cheryl Bowers reported that several communities were surveyed to compare the rates charged to rent their picnic shelters to compare to what New Berlin charges. Staff is proposing a 5% increase in picnic shelter rates which has been figured in the 2008 budget document. Staff is also recommended only allowing tents with a maximum of 8" stakes to avoid any accidents with installation of tents in undesignated areas. Also, staff recommended no refunds to parties that did not pick up their prepaid picnic kits. It was the consensus of the Commission since Buena Park did not have electricity, that the rate should be lower than the other parks.

Motion by Commissioner Gihring seconded by Commissioner Della to approve the fees and policies as proposed with the exception that Buena Park shelters will be reduced to \$50 for residents and \$75 for non-residents. Motion carries unanimously.

New Berlin Community Center – Review & Approval of Policies & Procedures and 2008 Fee Schedule
– the Commission received the proposed building use policies and procedures, and proposed fee schedule for review and approval. Director Schroeder thanked Recreation Supervisor Jon Stolz for his research and work on this project. Jon Stolz in turn thanked staff for all of their time and help, it was a team effort.

Recreation Supervisor Stolz reported that several local communities were surveyed along with some nationally. The rates were based on square footage and broken down to daily/hourly rates.

The Commission would like staff to research the following:

- Check with the City Attorney on the beverage policy
- Add an additional signature line for a second party to take responsibility along with the first party
- Add recycling barrels at the Community Center
- Delete area regarding political events
- Add a section on non-profits/businesses in addition to residents and non-residents regarding sales for personal gain
- Revisit room capacities including parking lot and chair set up
- Hours of rental for weekdays for Community Room should be broken down in 4 hour blocks.

- Deposit – the last payment is due 10 days prior to the event but security deposits are the only refunds if requested less than 120 days from the event. Needs to be adjusted.

The Community Center polices and procedures will be sent to the City Attorney for review and brought back to the Commission for the December meeting for review and approval. The Commissioners were cordially invited to attend the Grand Opening of the Community Center on January 19, 2007 at 10 a.m.

COMMITTEE APPOINTMENTS:

Chairman Bill Christel appointed Commissioner Rick Kocchi to the Parks and Facilities Committee.

MINUTES:

Motion by Commissioner Radtke to approve the minutes of the regular Parks, Recreation and Forestry Commission Meeting of October 8, 2007. Seconded by Commissioner Gihring and carried with Commissioner Bedwell voting present.

CORRESPONDENCE: None

BILLS AND FINANCIAL REPORTS:

The Commission reviewed the October 2007 Expenditure Detail in the amount of \$ 38,793.03. They also reviewed the copies of the October Revenues and Expenditures. After a brief discussion, motion by Commissioner Moore to approve these financial documents. Seconded by Commissioner Gihring and carried unanimously.

COMMITTEE REPORTS:

Council Representative – Alderman Moore reported that the 2008 Budget Hearing is scheduled for November 20th.

Recreation Program Committee – Met on October 24th – discussed under Director's Report.

Parks and Facilities Committee – No Report

Planning Committee – Met on October 23rd – discussed under Updates & Concerns

Golf Course Committee – The Committee met on October 31st to discuss the 2008 Greens Fees and improvements for 2008. These items will be presented at the December Commission Meeting.

CHAIRMAN'S REPORT:

Chairman Christel reported on the recent news articles regarding the City of Muskego government looking at their Parks and Recreation Department as a luxury item and Milwaukee County continuing to cut their Parks Department. He hopes this is not an epidemic.

PLAN COMMISSION MEMBER REPORT: No report.

UPDATES AND CONCERNS:

Update on Lion's Park Tennis Court Project #PRF-01-07 - The second coat of color was installed on October 3rd, with lines striped on October 8th. Final inspection was completed on October 12th. Staff has sent the final acceptance letter to the contractor, with the two-year warrantee period on materials and workmanship commencing with the final inspection date of October 12th. This project went very smoothly from beginning to end.

Update on Park Restroom Projects - The contractor was on site October 3rd at Valley View Park to start excavation for the footings. Demolition work for the Lion's Park restrooms began on October 8th. As of November 2nd, the two new restroom buildings at Lion's and Valley View Parks have completed construction of the footings and foundation, installation of the rough plumbing, backfilling and compaction of the foundations, and pouring of the floors. The concrete block should be delivered by the week of November 12th. At Valley View Park, the concrete sidewalk from the gazebo to the restroom has also been installed.

Also the renovation projects for the Buena, Calhoun, and Valley View Park restrooms have made steady progress. The Buena Park restroom building has been painted and re-roofed. The Calhoun Park restroom has been painted, and a new concrete stoop installed, while new cementitious siding has been installed and painted along with installation of a concrete walk for the warming shelter. At Valley View Park, the existing restroom building has been painted and re-roofed, and a new concrete walkway installed.

Update on Milham Park conceptual layout plan - A park plan subcommittee meeting was held on October 23rd to continue refinement of the park conceptual plan. The next meeting is scheduled for November 20th at which time the subcommittee will review the final plan, and discuss the CIP Budget and project phasing schedule. It is the goal of the subcommittee and consultant to present a plan to the full commission at the December or January meeting.

Update on Community Center Project - The Building Maintenance staff and/or contractors have completed all interior renovation work. Additional tables and chairs have been ordered, and the P.A. system installed. The Parks Department has finished the landscaping around the building. The Senior Citizen's Club will move into the facility during the club's winter break in Mid December. The Food Pantry is scheduled to move on December 1st, and open to the public on December 5th. Public use of the facility is still scheduled to begin in January 2008.

NEXT MEETING: December 10, 2007

ADJOURNMENT:

Motion by Commissioner Thompson to adjourn at 11:03 p.m. Seconded by Commissioner Radtke and carried unanimously.

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

ART/cb