

# Parks, Buildings and Grounds Commission Meeting Agenda



September 18, 2025 - 5:30 PM  
Mayor's Conference Room  
3805 S. Casper Dr.

**Published: 09/10/2025**

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
  - A. August 11, 2025 Meeting Minutes
  - B. September 5, 2025 Meeting Minutes
4. **NEW BUSINESS**
  - A. Review and possible recommendation to Common Council to adopt the proposed 2026 park rental fees.
5. **UPDATES**
6. **ADJOURN**

### Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at [www.NewBerlinWI.gov](http://www.NewBerlinWI.gov). Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.

# Parks, Buildings and Grounds Commission MEETING MINUTES



August 11, 2025 - 5:30 PM  
Mayor's Conference Room  
3805 S. Casper Dr.

## MINUTES

### 1. CALL TO ORDER

Mayor Ament called the meeting to order at 5:32 PM

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor Ament, Commissioner Rafel, Commissioner Wicuhowski, Commissioner Ferrante  
Excused: Alderperson La Fever

Staff Present: DPW Deputy Director Mike Eder, Parks Supervisor Josh Fabian

### 3. APPROVAL OF MINUTES

#### A. July 14, 2025 Meeting Minutes

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Ferrante  
Second by: Commissioner Wicuhowski  
Motion Passed 4-0

### 4. NEW BUSINESS

#### A.

Discussion and possible recommendation to the Common Council to approve the DPW Fueling Station Reconstruction Project

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Wicuhowski  
Second by: Commissioner Ferrante  
Motion Passed 4-0

#### B.

Discussion and possible recommendation to the Common Council to approve the Fire Station #7 Lateral replacement Project

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Rafel  
Second by: Commissioner Wicichowski  
Motion Passed 4-0

- C.** Discussion and possible action to approve the request from Midwest Guardians Inc. to sell concessions and team merchandise at Malone Park on Saturday, September 6th during the Guardian Games volleyball tournament. (Subject to special event approval through DCD).

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Wicichowski  
Second by: Commissioner Ferrante  
Motion Passed 4-0

- D.** Discussion and possible action to approve the request from the New Berlin Soccer Club to sell concessions at Valley View Park on Friday, September 5th-Sunday, September 7th during their soccer tournament. (Subject to special event approval through DCD).

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Wicichowski  
Second by: Commissioner Ferrante  
Motion Passed 4-0

- E.** Discussion and possible action to approve the request from Fine Designs custom apparel services to sell merchandise for the 2025 New Berlin Fall Classic at Valley View Park on Friday, September 5th-Sunday, September 7th during the NBSC soccer tournament. (Subject to approval and issuance of necessary licenses).

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Wicichowski  
Second by: Commissioner Ferrante  
Motion Passed 4-0

- F.** Discussion and possible recommendation to Common Council to approve a donation agreement between resident Jim McGinnis and the City of New Berlin the addition of a bench at the New Berlin Valley View Disc Golf Course.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Commissioner Ferrante  
Second by: Commissioner Wicichowski  
Motion Passed 4-0

## **5. UPDATES**

Parks Supervisor Josh Fabian stated that Facility Supervisor Bob Loohuis has given his notice and will be leaving the first week of September. Josh also provided updates on ongoing projects as well as noting the impact of the rains and local flooding.

**6. ADJOURN**

**MOTION:** Motion to Adjourn at 5:50 PM

**VOTE:** Motion by: Commissioner Wicihowski  
Second by: Commissioner Ferrante  
Motion Passed 4-0

**Respectfully Submitted,  
Robert T. Rafel MBA  
PB&G Commission Secretary**

# Parks, Buildings and Grounds Commission MEETING MINUTES



September 5, 2025 - 2:30 PM  
Via Zoom, Meeting ID: 853 3639 2396  
or via link: <https://us02web.zoom.us/j/85336392396>

## MINUTES

### 1. CALL TO ORDER

Mayor Ament called the meeting to order at 2:30 PM

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor Ament, Commissioner Ferrante, Commissioner Rafel, Alderperson La Fever  
Excused: Commissioner Eugene Wicichowski

Staff Present: City Clerk Rubina R. Medina

### 3. NEW BUSINESS

- A. Discussion and possible action to approve the operation of three licensed food trucks—Romero’s Taco Truck, Better Together Café, and Rise and Shine Food Bus—at the Heritage Christian Schools “Welcome Back to School” celebration at Lions Park on Friday, September 5, 2025, from 5:00 PM to 8:00 PM.

**MOTION:** Motion to Approve

**VOTE:** Motion by: Mayor Ament  
Second by: Commissioner Ferrante  
Motion Passed 4-0

### 4. ADJOURN

**MOTION:** Motion to Adjourn at 2:35 PM

**VOTE:** Motion by: Alderperson La Fever  
Second by: Commissioner Ferrante  
Motion Passed 4-0

**Respectfully Submitted,**  
**Robert T. Rafel MBA**  
**PB&G Secretary**

**REQUESTED ACTION STATEMENT**

**DATE:** September 8, 2025

**TO:** Parks, Buildings & Grounds Commission  
Common Council  
Mayor David Ament

**FROM:** Gregory Kessler, Director of Community Development  
Lucas Pichler, Director of Public Works

**REQUESTED:** Recommend to the Common Council approval of the 2026 Park Rental Fees.

**FISCAL IMPACT:** These fees are comparable in amount to those of surrounding communities. No fees are charged for Recreation sponsored programming.

**Ball Diamonds**

The revenue generated from Rental Fees will be used to recondition the City ball diamonds to keep them in a safe, playable condition. To maintain a 7-year reconditioning cycle on rented diamonds, it is recommended that \$55,000 annually should be invested for proper reconditioning.

- The anticipated revenue from 417 private ball diamond rentals per year is \$25,000.
- There would be an annual equipment replacement request of \$30,000.

The Field Preparation Fees cover the City's operational cost for staff time and materials necessary to prepare the fields for games. The Field Preparation cost to the City for both private and public rentals was approximately \$80,000 in 2025, which is provided for in the City's Operating Budget.

	2025			2026		
	Rental Fee/day (per field)	Field Preparation Fee/day (per field)	Total User Fee	Rental Fee/day (per field)	Field Preparation Fee/day (per field)	Total User Fee
<b>Practices</b>	\$0	\$0	<b>\$0</b>	\$45	\$0	<b>\$45</b>
<b>Games</b>	\$0	\$80	<b>\$80</b>	\$45	\$115	<b>\$155</b>
<b>Tournaments</b>	\$0	\$105	<b>\$105</b>	\$70	\$115	<b>\$180</b>

**Courts (Basketball, Pickleball, Sand Volleyball and Tennis)**

The revenue generated from Rental Fees will be used to recondition the City's Basketball, Pickleball, Sand Volleyball and Tennis Courts to keep them in safe, playable condition. It is recommended that \$50,000 annually should be invested for proper reconditioning.

- The anticipated revenue from private court rentals per year is unknown.
- There would be an annual CIP request of \$50,000.

2025	2026
\$0	\$20/two-hour block (per court)

**Disc Golf Course**

The revenue generated from Rental Fees will be used to recondition the City disc golf course to keep it in safe, playable condition.

- The anticipated revenue from private disc golf course rentals per year is unknown.
- There would be no additional CIP request.

	<b>2025</b>	<b>2026</b>
<b>Practices &amp; Games</b>	\$25/week of league play	\$25/week of league play
<b>Tournaments</b>	\$250/day, plus \$100 deposit	\$250/day, plus \$100 deposit

**Soccer Fields**

The revenue generated from Rental Fees will be used to recondition the City soccer fields to keep them in a safe, playable condition. It is recommended that \$30,000 annually should be invested for proper reconditioning.

- The anticipated revenue from 1,895 private soccer field rentals per year is \$20,000.
- There would be an annual equipment replacement request of \$10,000.

The Field Preparation Fees cover the City’s operational cost for staff time and materials necessary to prepare the fields for games. The Field Preparation cost to the City for both private and public rentals was approximately \$60,000 in 2025, which is provided for in the City’s Operating Budget.

	<b>2025</b>			<b>2026</b>		
	Rental Fee/day (per field)	Field Preparation Fee/day (per field)	<b>Total User Fee</b>	Rental Fee/day (per field)	Field Preparation Fee/day (per field)	<b>Total User Fee</b>
<b>Practices</b>	\$0	\$0	<b>\$0</b>	\$10	\$0	<b>\$10</b>
<b>Games</b>	\$0	\$125	<b>\$125</b>	\$10	\$135	<b>\$145</b>
<b>Tournaments</b>	\$0	\$150	<b>\$150</b>	\$35	\$135	<b>\$170</b>

**Picnic Areas & Park Shelters**

The revenue generated from Rental Fees will be used to make improvements to the City’s Picnic Areas & Park Shelters to keep them in safe, usable condition. The fees also consider site specific amenities, such as restrooms, electricity and water. It is recommended that \$90,000 annually should be invested for Picnic Area & Park Shelter maintenance.

- The anticipated revenue from 219 private rentals per year is \$30,000.
- There would be an annual CIP request of \$60,000.

	<b>2025</b>		<b>2026</b>	
	Resident/day	Non-resident/day	Resident/day	Non-resident/day
<b>Picnic Areas</b> (includes two new picnic areas at Malone Park and Lions Park)	\$0	\$0	\$30	\$40
<b>Small Shelters</b>	\$110	\$145	\$110	\$145
<b>Medium Shelters</b>	\$140	\$185	\$140	\$185
<b>Large Shelters</b> (includes the new enclosed park structure at Malone Park)	\$0	\$0	\$200	\$270

**RATIONALE:**

The implementation of these fees is needed to provide high-quality, safe, and well-maintained facilities for the benefit of our community. We remain committed to ensuring that these facilities meet the standards necessary to foster a vibrant and thriving community.