

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
January 16, 2019**

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Knop, Stapelman, School Board Rep. Borden and Trustee Rep. Miller. Absent and excused was Commissioner Depies. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Stapelman to approve the minutes of November 14, 2018 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:**
- V. OLD BUSINESS:**

- 1. FIREMEN'S PARK SHELTER & PARK DESIGN PLANS – PHASE 1 COST ESTIMATE** - Director Schroeder gave an overview of the previous discussion from the November 2018 meeting. Copies of the final report were included in packets with the cost estimates and site plans from Ayres Associates. Director Schroeder distributed an updated cost estimate for the site work and utilities for Phase 1. The price increase is for sanitary and water service after speaking with Larry Rataczak, Public Works Director. Also attached is the final feasibility study for the project. Phase 1 design services would add another \$17-\$20,000 to the project. The 2019 CIP Budget requests will be reviewed at the January 22nd General Government & Finance Committee Meeting. Director Schroeder stated he would like to see some utility and path work and lighting completed. The consensus of the Commission is to see the site work, utilities, path lighting and path work completed this year.
- 2. 2019 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENT FUND BUDGETS** – The Public Hearing for the 2019 Village Budget was held on Monday, November 19th. The 2019 Budget was approved with no modifications to the 2019 Park & Recreation Operating Budget. The CIP Budget project requests (\$750,000 – Firemen's Park Shelter, \$60,000 – Weidenbach Park Playground, \$50,000 – Friedenfeld Park Pathways) will be reviewed at the January 22nd GGF Meeting.

VI. NEW BUSINESS:

- 1. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA) -**
Meetings were held with the school district administrative staff was on November 19th, December 13th, and January 3rd. The Village Board discussed the School/Village IGA in closed session following each of those meetings to keep informed on the status of negotiations. At the December 13th staff meeting, the village was given an updated facility fee schedule. This fee schedule was approved by the Board of Education in December. Based on existing recreation program use, the impacts to the participants could range from \$150,000 to \$200,000 annually. The Village Board discussed this issue at the Monday, January 7th meeting with the direction given to communicate the fee increases to the program users.

Included in the packets is the letter and fee analysis chart that was emailed to families, as well as posted on the village website and department Facebook page. Director Schroeder stated the fee schedule was approved on Monday, January 14th by the Germantown School Board. The program fees for Kids Klub would be increased over a 2-year period. (50% rate the 1st year and 75% rate the 2nd year) The programs for Summer 2019 will increase immediately at 75%. Once we have the completed fee structure for the programs it will be made public so that people can begin to prepare for the fee increases. School Board Rep. Borden stated the School District has absorbed the costs of using the schools for 20 years and now the Village should look at absorbing some of these costs by raising fees and giving back to the community. Village Board Rep. Miller stated that the 2019 budget is already set for this year, and they would have to look further for 2020. The Commission asked School Board Rep. Borden if "Club" basketball teams are paying the same as Park & Recreation basketball? Borden stated he would verify and get the information to Director Schroeder.

2. WEIDENBACH PARK PLAYGOURND PROJECT – AUTHORIZATION TO SEND REQUEST FOR PROPOSALS (RFP) TO PLAYGROUND VENDORS -

Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. Pending approval by the village, the plan is to send the RFP to selected playground equipment vendors the week of January 25th with a proposal deadline of March 1st. The project timeline incorporates an opportunity for public review and comment. The bid review and approval process will take in place in March/April with equipment ordered in May, with installation/site restoration completed in September.

3. GERMANTOWN CRUSHERZ SOFTBALL FIELD USAGE AGREEMENT – REVIEW & RECOMMENDATION –

Included in the meeting packets is the affiliate agreement for 2019-2020. Following review and recommendation by the Park & Recreation Commission, this agreement will be sent to the Village Board for approval.

Motion by Miller, seconded by Stapelman to forward onto the Village Board with positive recommendation for approval. Motion unanimously carried.

4. 2019 PARK & RECREATION COMMISSION MEETING CALENDAR –

Secretary Lemke distributed the meeting calendar in December. It was also included in the meeting packets. All dates looked good to the Commission.

VII. VILLAGE BOARD REPORT: Rick stated that as of January 1st Public Hearings will now take place at the Plan Commission meetings instead of starting at the Village Board meetings. Letters of Public Hearings currently go to residents that live within 300 feet of the affected area. Rick stated he feels the distance should be changed especially when there is vacant land involved. The Briggs and Stratton facility is going up and water and sewer are in the process of being brought to the facility.

VIII. SCHOOL BOARD REPORT: Borden stated that the next Germantown School facility tour is scheduled for Thursday, January 17, 2019 starting at Kennedy Middle School at 4:30 p.m. The occupancy permits should be coming for the new PAC along with the Fieldhouse at the high school. The 2020 school calendar was approved, K5-8th grade will start September 3, 2019 and 9th – 12th grade will start on September 9, 2019.

IX. DIRECTOR'S REPORT:

Firemen's Park Shelter & Park Design Plans – Phase 1 Final Report & Phase 1 Cost Estimate – Attached is the final feasibility study for the project. Also attached is a cost estimate for Phase 1 site work and utilities. Phase 1 design services would add another \$17-20,000 to the project. The 2019 CIP Budget requests will be reviewed at the January 22nd General Government & Finance Committee Meeting.

2019 Park & Recreation Operating & Capital Improvements Fund Budgets - The Public Hearing for the 2019 Village Budget will be held on Monday, November 19th. The 2019 Budget was approved with no modifications to the 2019 Park & Recreation Operating Budget. The CIP Budget project requests (\$750,000 – Firemen's Park Shelter, \$60,000 – Weidenbach Park Playground, \$50,000 - Friedenfeld Park Pathways) will be reviewed at the January 22nd GGF Meeting.

School District/Village of Germantown Intergovernmental Agreement (IGA)– Meetings were held with the school district administrative staff was on November 19th, December 13th, and January 3rd. The Village Board discussed the School/Village IGA in closed session following each of those meetings to keep informed on the status of negotiations. At the December 13th staff meeting, the village was given an updated facility fee schedule. This fee schedule was approved by the Board of Education in December. Based on existing recreation program use, the impacts to the participants could range from \$150,000 to \$200,000 annually. The Village Board discussed this issue at the Monday, January 7th meeting with the direction given to communicate the fee increases to the program users. Included in the packets is the letter and fee analysis chart that was emailed to families, as well as posted on the village website and department Facebook page. The Board of Education will be reviewing and potentially approving the IGA at the January 14th meeting.

Weidenbach Park Playground Project – Authorization to Send Request for Proposals (RFP) to Playground Vendors - Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. Pending approval by the village, the plan is to send the RFP to selected playground equipment vendors the week of January 25th with a proposal deadline of March 1st. The project timeline incorporates an opportunity for public review and comment. The bid review and approval process will take in place in March/April with equipment ordered in May, with installation/site restoration completed in September.

Germantown Crusherz Softball Field Usage Agreement – Review & Recommendation – Included in the meeting packets is the affiliate agreement for 2019-2020. Following review and recommendation by the Park & Recreation Commission, this agreement will be sent to the Village Board for approval.

2019 Park & Recreation Commission Meeting Calendar – Included in the meeting packets is the proposed 2019 schedule of meeting dates.

Ball Diamond & Football Field Maintenance Projects – The department is utilizing monies in the Recreation Facility Fee Fund to continue with the ongoing improvements to park athletic fields. The ball diamond project with Total Lawn Care (TLC) started in November. Work includes cutting and removal of lips, adding ball diamond mix, and re-grading of the infields at Haupt Strasse, Kinderberg, Freistadt, and Friedenfeld Parks. Due to weather issues, work could only be completed at Freistadt Field and Kinderberg diamond.

Work will continue in Spring 2019. Total Lawn Care has also continued with the ongoing turf management program for the main football field at Friedenfeld Park. In both 2017 and 2018, TLC has top-dressed, over-seeded, and fertilized the entire field with sand/organic mix, utilizing an Aerivator.

Haupt Strasse Park Site Improvements – The public works/parks staff have removed the old playground equipment, and also installed drain tile in several areas of the park. The goal is to improve park usability for playground, soccer, and baseball/softball participants. Site work will continue in Spring.

Tree City USA – 2018 Application for Certification – Staff submitted the 2018 application to the WDNR by the 12/31/2018 deadline. The village has successfully met all requirements of the program. The report has now been submitted to the Arbor Day Foundation for final approval.

Alt Bauer Park Forestry/Pathway Project – With the help of the mild December weather, the DPW/Parks crews were able to complete the remaining sections of the project. This included removal of underbrush, invasive species, as well as dead and/or dying trees along the interior trail corridor, and around the tennis and basketball courts. The forestry work was completed by December 12th, with stone installed on the pathways the week of December 17th.

Recreation Division Report –

The department has 46 programs starting in January including: Bucketeeers, 1st/2nd Grade Buckets, Hoopsters, Poms, Power/Pixies Poms, Tae Kwon Do, Yoga, Yoga Trial Class, TRX, Learn, Burn & Build Self Defense Techniques, Functional Fitness, Functional Fitness Senior Edition, Body Basics, Restore Your Core, PULSE, Pilates Mat, Tai Chi, Sporties for Shorties, Barre Fitness, Strength Training, Sewing Classes, Acrylic Painting, Wellness Classes – Well Women & The Pelvic Floor, Afterschool Volleyball (3 sites), Learn to Skate, Into to Hockey, Belly Dancing, Archery, Girls Softball Hitting Clinic, Indoor Tennis, Oodles of Art, Preschool playgroup, Story Stretchers, Youth & Little Tykes Martial Arts, Kids Choir, Therapy Dog Screening, Pickleball, Music Fun, Music Fun for Babies, Music Fun for Families, and the Field Trip to Kalahari. Programs cancelled due to low enrollment: Zumba, Zumbini, Mac Arthur Afterschool Volleyball.

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures we are running a field trip to Kalahari Indoor Water park on Friday, January 25th. Trip is for teens grades 6-12 and openings still exist.

Snowman/Snow Creature Building Contest: We are looking for the best snowman/creature builders in the Village. To enter, families simply have to pre-register and submit a photo of their masterpiece with the builder standing by it. Deadline to submit photos is February 15th. We look forward to seeing the creative entries!

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on February 20, 2019.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:48 p.m.

