

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
March 20, 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, Depies, School Board Rep. Borden and Trustee Rep. Miller. Absent and excused were Commissioners Knop and Stapelman. Also, present were Director Schroeder, Program Supervisors Heinen, Rodger, Jeff Dhein, Germantown Historical Society and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Leukert to approve the minutes from February 20, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:**

Motion by Depies, seconded by Miller to move to Old Business V. Item 3, Dheinsville Park Pavilion Project Update and New Business VI. Item 1, 2019 Summer Recreation Program Fees & Charges – Review & Approval. Motion unanimously carried.

OLD BUSINESS:

- 3. DHEINSVILLE PARK PAVILION PROJECT UPDATE** – Jeff stated that the Historical Society Board is in the process of revamping their donation flyer as follows for the top donation amounts:
 - Naming rights - \$100,000.00 and up would receive one free rental a year for ten years.
 - Founder - \$5,000.00 - \$99,999.00 receive one free pavilion rental a year for five years.
 - Pioneer - \$1,000.00 - \$4,999.00 receive one free rental a year for 2 years.The Commission agreed to the new flyer and the number of free rentals per donation level. Mark provided a summary of meetings that have taken place the past month on this project.
 - March 6th – Meeting with Administrator Kreklow, Public Works Director Ratayczak, and Jeff Dhein. Discussion included review of project site work, components of the project that might work for in-kind donations, and the next steps in the process. Director Schroeder and Jeff Dhein attended the Village Tourism Commission to discuss the project, and potential use of tourism funds for the project.
 - March 7th – Meeting with Administrator Kreklow, Public Works Director Ratayczak, and Village Attorney Sajdak to discuss the development of an agreement with the Germantown Historical Society which spells out the responsibilities of both parties including funding, insurance, site work, maintenance, project engineering/surveying, etc. The plan is to take the agreement to the Village Board in early to mid-April. In addition, DPW Director Ratayczak is working with Harwood Engineering to prepare plans and specifications for public bidding of the project. The goal is to have the plans and contract documents completed in early April, bids solicited in late April, and award of contract in mid to late May.

March 12th – Village Engineering completes preliminary site grading plan and estimated quantities for use by Jeff Dhein and the Historical Society in contacting grading contractors. Jeff Dhein turns in official request for Tourism Funds to the Village Clerk's Office.

One of the conditions of site plan approval, is review of the project by the Building Construction Oversight Committee. A committee meeting is scheduled for Tuesday, March 19th.

The Germantown Historical Society is working on project fundraising as well.

NEW BUSINESS:

- 1. 2019 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Supervisors Heinen & Rodger presented the 2019 Summer Program Fees. Patti stated they included small increases in fees due to facility usages fees that the department is going to charged.

Motion by Depies, seconded by Miller to approve the 2019 Summer Recreation Fees & Charges as presented. Motion unanimously carried.

V. OLD BUSINESS:

- 1. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA)** – At the March 4th meeting, the Village Board gave approval of the facility use agreement subject to an amendment to remove Item 6, Capital Fund, and contingent on minor language revisions that will be worked on by attorneys for both parties. In Item 6, Capital Fund, the agreement stipulated that the balance of funds in the Village's Recreational Facility Fee Fund were to be transferred to the District within 30 days of execution of the agreement. The revised agreement will be reviewed by the Germantown School District at the March 18th Board of Education Meeting.

Mark stated that Administrator Kreklow met with Superintendent Holmes today, March 20th, for further discussion on the IGA.

- 2. FIREMEN'S PARK SHELTER PROJECT – PHASE 1 CONTRACT W/AYRES ASSOCIATES –**

At the February 4, 2019 meeting, the Germantown Village Board approved monies in the 2019 CIP Budget to complete Phase 1 of the project. Phase 1 will consist of materials and labor to install sewer, water, and electrical service, pedestrian lighting, pathways, and re-location of the existing basketball court. Monies were also earmarked for consultant services for developing plans and specifications (site, grading, sewer/water/lighting) and contract documents suitable for bidding purposes, as well as construction inspection services.

At the February 20th, 2019 Park & Recreation Commission Meeting, motion made by Commissioner Miller, seconded by Commissioner Stapelman, to send forth a positive recommendation to the Village Board to approve a contract with Ayres Associates for Phase 1 Professional Services for the Firemen's Park Multi-Purpose Shelter Building Project in an amount not to exceed \$18,205. Motion carried unanimously. Monies to come from 2019 CIP Budget Account #40-552-570-8310.

This item was tabled on March 4th Village Board Meeting. Following discussion with village engineering staff, a recommendation was made to contract with Ayres Associates for project design and preparation of construction documents ready for public bidding for a total of \$14,055. The village engineering department will handle construction administration and inspection services for the project. This recommendation now goes back to the Village Board for review and approval at the March 18th meeting.

3. WEIDENBACH PARK PLAYGROUND PROJECT –

Review of Playground Designs - The Request for Bid Proposals w/ Project Timeline were sent to five playground companies on February 9th, with a submittal deadline of March 11th. Four companies responded with a total of 9 designs received. Included in the meeting packets is a summary of the playground bids and play features. An opportunity for public review and comment on the design proposals selected by the commission will be provided from March 25th through April 12th via Facebook survey and/or by stopping into village hall. The Commission members reviewed the 9 submitted design proposals and selected the top 4 designs based on established criteria. These designs will be available for review and vote by the community.

4. NEW BUSINESS:

- 2. 2019 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL –** Supervisors Heinen & Rodger presented the 2019 Summer Program Fees. Patti stated they included small increases in fees due to facility usages fees that the department is going to charged.

Motion by Depies, seconded by Miller to approve the 2019 Summer Recreation Fees & Charges as presented. Motion unanimously carried.

- 3. KID’S KLUB SUMMER REGISTRATION FLYER-** Fees have increased \$.25, Fieldtrip days increased \$1.00. Traditional Playgrounds has been changed to 1 program running Monday thru Thursday instead of 2 programs which ran Monday/Wednesday and Tuesday/Thursday. Fire Station 1 is a new site for this summer.
- 4. PARK & RECREATION COMMISSION MEMBER TERMS –**
The following member terms will expire on April 30th, Commissioners Coulthurst, Leukert, School Board Representative Borden, and Village Board Representative Miller. Commissioners should contact the Village Clerk’s office to express interest in serving another term. Village President Wolter is planning to take all committee appointments to the Village Board for “official” confirmation on April 15th.
- 5. 2018 PARK & RECREATION DEPARTMENT ANNUAL REPORT -** Hard copies of the report were handed out.
- 5. VILLAGE BOARD REPORT –** Rick stated Waste Management will be building a vehicle maintenance facility. Wrenwood subdivision will be starting on the southern end of Country Aire and Mequon Roads. Phase 1 will include 44 condos along with a clubhouse. The library usage and programs are up 16% from 2017.

6. **SCHOOL BOARD REPORT:** Borden stated the Sound of Music performance in the new high school PAC was amazing. Menomonee Falls Swim Club is partnering with the Germantown School District for use and programming of the new pool.

7. **DIRECTOR'S REPORT:**

School District/Village of Germantown Intergovernmental Agreement (IGA) – At the March 4th meeting, the Village Board gave approval of the facility use agreement subject to an amendment to remove Item 6, Capital Fund, and contingent on minor language revisions that will be worked on by attorneys for both parties. In Item 6, Capital Fund, the agreement stipulated that the balance of funds in the Village's Recreational Facility Fee Fund were to be transferred to the District within 30 days of execution of the agreement. The revised agreement will be reviewed by the Germantown School District at the March 18th Board of Education Meeting.

Firemen's Park Shelter Project - Phase 1 Professional Services Contract w/Ayres Associates – At the February 4, 2019 meeting, the Germantown Village Board approved monies in the 2019 CIP Budget to complete Phase 1 of the project. Phase 1 will consist of materials and labor to install sewer, water, and electrical service, pedestrian lighting, pathways, and re-location of the existing basketball court. Monies were also earmarked for consultant services for developing plans and specifications (site, grading, sewer/water/lighting) and contract documents suitable for bidding purposes, as well as construction inspection services.

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Dheinsville Park Pavilion Project Update – Since the February commission meeting, the following have taken place.

March 6th – Meeting with Administrator Kreklow, Public Works Director Ratayczak, and Jeff Dhein. Discussion included review of project site work, components of the project that might work for in-kind donations, and the next steps in the process. Director Schroeder and Jeff Dhein attend the Village Tourism Commission to discuss the project, and potential use of tourism funds for the project.

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Weidenbach Park Playground Project – Review of Playground Designs - The Request for Bid Proposals w/ Project Timeline were sent to five playground companies on February 9th, with a submittal deadline of March 11th. Four companies responded with a total of 9 designs received. Included in the meeting packets is a summary of the playground bids and play features. An opportunity for public review and comment on the design proposals selected by the commission will be provided from March 25th through April 12th via Facebook survey and/or by stopping into village hall. Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April 17th meeting.

2019 Summer Recreation Program Fees & Charges – Review & Approval – Included in the meeting packets are the proposed recreation program offerings for Summer 2019 along with proposed fees and charges. Recreation staff has put in a lot of extra time and effort with developing the program schedule and finalizing program locations to meet the brochure publication and distribution deadlines. In addition to working on the facility use request information for the Germantown School District, staff has been working with St. Boniface, Faith Lutheran, Lutheran Church of the Living Christ, and Washington County (Homestead Hollow Park). Recreation Supervisors Heinen and Rodger will attend the meeting to present this information.

Kid's Klub Summer Registration Flyer – Included in the meeting packets is the registration flyer for the various Summer Kid's Klub programs. This information has been posted on the village website, with flyers distributed at the Kid's Klub sites. Each year the department's goal is to distribute this information as soon as possible to assist families in planning for the summer.

Park & Recreation Commission Member Terms – The following member terms will expire on April 30th, Commissioners Coulthurst, Leukert, School Board Representative Borden, and Village Board Representative Miller. Commissioners should contact the Village Clerk's office to express interest in serving another term. Village President Wolters is planning to take all committee appointments to the Village Board for "official" confirmation on April 15th.

2018 Park & Recreation Department Annual Report – The annual report was distributed at the commission meeting.

Senior Center Flooring & Painting Project Updates – The painting portion of the project was completed on March 8th, with flooring installation starting the week of March 11th. The flooring project is scheduled for completion by mid-late April.

Fire Station #1 Building Upgrades – During the week of February 18th, DPW staff began removing the outdated furniture and cleaning up of the administrative areas. Since that time, DPW has replaced the ceiling tiles, installed new energy efficient lighting, and replaced damaged floor tiles. Painting of the walls and restroom floors was completed on March 15th. Staff is in the process of purchasing tables, chairs, shelving, etc. The plan is to organize and consolidate the supplies currently stored at Survive Alive House, Fire Company, and the Spassland Park shelter into one area at Fire Station #1. The first scheduled use of the building is in early May.

Recreation Division Report –

The department has 37 programs starting in March including: Basic First Aid for Kids, Oodles of Art, Kids Cuisine, Afterschool Volleyball, Tae Kwon Do, Gymnastics, Youth & Little Tykes Marital Arts, Miss Julie's Music Fun, Babysitter's Training, Restore Your Core, PULSE, Firefighters Are Your Friends, Afterschool Legos, Golf, Jr. Golf, Belly Dancing, Body Basics, TRX, Horseback riding, Barre Fitness, Parent Child Basketball, Learn how to decorate a cake, Therapy Dogs, Advanced Digital Photos, Ice Skating, Hockey, Tai Chi, Gymnastics, Learn Magic, Acrylic Painting, Yoga, Track Parent Meeting, Lego Bday Parties, Slime Camp, Heroes Camp.

Programs cancelled due to low enrollment: Learn to Sew, Zumba, Zumbini, Folk Art Painting, Video Game Design, and String Art.

Upcoming events include the following:

Poms Performance: Was held on Tuesday, March 12th at Kennedy Middle School with over 300 in attendance.

Dance Recital: Tuesday, March 19th at Kennedy Middle School starting at 6:30 p.m.

Easter Egg Hunt: Saturday, April 13th at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Sr. Center at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m., by 11:30 a.m. we should be cleaned up.

Soccer: The registration deadline is Friday, March 29th. Pee Wee & U6 Soccer will be starting on April 27th, coach's meetings are set for April 16th to help coaches prepare for their upcoming season.

Summer Registration: Will begin on April 8th for Residents, April 10th for Non-residents.

8. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled at 5:30 p.m. on April 17, 2019. This meeting will be canceled as several members of the commission are unable to attend due to other commitments. The next meeting will be held at 5:30 p.m. on May 15, 2019.

9. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:01 p.m.

Shannon Lemke
Park & Recreation Secretary