

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
January 15, 2020**

CALL TO ORDER: The meeting was called to order at 5:32p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Miller and Leukert(arrived @ 5:36 p.m.). Excused were Commissioner Depies and School Board Rep. Borden. Also present were Director Schroeder, Program Supervisor Rodger and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman and seconded by Miller to approve the minutes from November 20, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:** None
- IV. CORRESPONDENCE:** None
- V. OLD BUSINESS:**

- 1. FIREMEN'S PARK PHASE 1 IMPROVEMENTS PROJECT UPDATE:** Mark stated that the project is making progress due to the mild weather. Soper Grading & Excavating started work on the project in early November. The demolition and removal of bedrock for the utilities was completed in early December, with sewer and water laterals to the building site completed the week of December 13th. Electrical submittals (poles, fixtures, bollards, etc.) were approved in early December for ordering, with a production timeline of 20 weeks. WE Energies was also contacted by the electrical subcontractor with the request for service. The contractor started site grading and excavation work for the park pathways the week of December 17th. With the good weather, the contractor was able to finish installing culverts, storm inlet, and placement of stone on all pathways the first week in January.
- 2. DHEINSVILLE PARK SHELTER PROJECT UPDATE:** The plans were completed, with bid opening on December 18th. A total of 3 qualified bids were received with the low bid of \$563,633 (Keller, Inc), which is approximately \$250,000 high than what was presented and discussed at the 2020 CIP Budget meeting. In review of the bids, it appears the costs for the site grading, concrete, and landscaping were significantly higher than anticipated.

Staff met with Jeff Dhein to discuss the results and possible next steps. The Germantown Historical Society will be reaching out to potential donors. This item was reviewed with the Village Board on January 6th, with the project placed on hold to allow more time to research and explore potential options.

Director Schroeder stated that Larry Ratayczak, Public Works Director, contacted Keller, Inc. and they have agreed to extend their bid to 120 days.

VI: NEW BUSINESS:

- 1. PARK & RECREATION SEASONAL EMPLOYEE PAY RANGE PLAN-REVIEW & APPROVAL:** Included in the meeting packets is the proposed Seasonal Employee Pay Range Plan. The pay range plan is reviewed annually to make sure the salary ranges of current department positions reflect experience level, position responsibilities, and to remain current and competitive with the park and recreation market. The pay range plan also includes positions that are paid on commission or contract basis. In these situations, all expenses must be covered by program revenue.

Motion by Miller seconded by Knop to approve the Seasonal Employee Pay Range Plan as presented. Motion unanimously carried.

2. **KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – 2020 SUMMER PROGRAM FEES-REVIEW & APPROVAL:** Katie Rodger, Program Supervisor, indicated that staff has met with the locations for Summer Kids Klub and will be moving forward in preparation of the registration materials. Each year the department starts promotion for the Summer Kid's Klub Programs in advance of the other recreation programs. Staff would like to again send out the Summer KK Program Packet in early February so registrations can start soon thereafter.

Motion by Leukert seconded by Stapelman to approve the New 2020 Summer Kids Klub Fees & Charges as presented. Motion unanimously carried.

3. **FIREMEN'S PARK SHELTER PROJECT – PHASE 2 PROFESSIONAL SERVICES CONTRACT WITH PARKITECTURE – REVIEW & RECOMMENDATION:** Director Schroeder stated in 2018 the Park & Recreation Department had 3 proposals from consulting firms for the conceptual design of shelter at Firemen's Park. The recommendation was to go with Ayres Associates.

In Fall 2019, the Germantown Village Board approved monies in the 2020 CIP Budget for Phase 2 of the project which includes construction of the shelter building. In early 2020, staff contacted Blake Theisen, Project Manager with Ayres Associates for a cost proposal for professional services for Phase 2 design and engineering. Blake indicated that he is leaving Ayres Associates, and will be starting his own consulting firm, Parkitecture, that will focus on park and recreation related planning, design, and engineering services. A key member of the Ayres staff, Katie MacDonald, P.E. will also be joining Blake with the new company.

Based on the qualifications/experience of the Parkitecture team, and the years of experience with planning, design and engineering for similar park projects, staff is recommending to contract with Parkitecture for Phase 2 Design services.

Pending contract approval by the village board, the anticipated project schedule is to begin design in February 2020, project bidding in Summer, with project construction in Fall 2020 into Spring 2021.

The question arose if there would be a non-compete clause with Blake leaving Ayres Associates. Director Schroeder stated he will follow up with the Village Attorney and make sure we are clear to move forward with Parkitecture.

Motion by Knop, seconded by Leukert to send forth a positive recommendation to the Village Board to approve a contract with Parkitecture for Phase 2 Design Services for the Firemen's Park Multi-Purpose Shelter Building in an amount of \$35,580.00. Motion unanimously carried.

4. **COMPREHENSIVE OUTDOOR RECREATION PLAN – PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH GRAEF – REVIEW & RECOMMENDATION:** The Germantown Comprehensive Outdoor Recreation Plan (CORP) expired on December 31, 2014. In October 2018, the Community Development Department requested qualifications from three professional consulting firms to assist the village with updating the CORP plan. GRAEF was approved for the project.

At the September 2019 Park & Recreation Commission meeting, the commission met with Craig Huebner, Urban Designer with GRAEF, who is Project Manager for the 2050 Comprehensive Plan Project. In addition to discussing the Parks, Recreation & Open Space questions for the Community-Wide Survey, as well as the agenda for the October 30th Community Open House/Park Planning Party, the commission reviewed the overall scope of services that GRAEF could provide to update the Village's Comprehensive Outdoor Recreation Plan.

Included in the packets is information from GRAEF on Comprehensive Outdoor Recreation Plans, as well as a copy of Amendment #1 to the 2050 Village Comprehensive Plan that outlines the scope of services and costs associated with each of the CORP component items.

While the 2050 Comprehensive Plan process will include park, recreation and open space planning elements, it does not address all the necessary CORP requirements of the Wisconsin Department of Natural Resources (WDNR). However, the village has and would continue to realize the benefits/economies of scale with combining the CORP update with the 2050 Comprehensive Planning process (the Community-Wide Survey and Park Plan Open House are examples).

Adoption of the plan by Village Board Resolution, along with approval by the WDNR maintains the village's eligibility to apply for State Stewardship Funds, as well as other recreational grant programs administered by the WDNR.

Staff would recommend approval of Amendment #1 with GRAEF for the plan update lump sum total of \$24,622. The funding for this work would come from both the 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

The Park & Recreation Commission recommendation will go before the General Government & Finance Committee for review and recommendation on January 20th. Pending GGF review/approval, the contract will go before the Village Board for approval.

Motion by Knop, seconded by Miller to send forth a positive recommendation to the General Government & Finance Committee and Village Board to approve Contract Amendment #1 with GRAEF for the Comprehensive Outdoor Recreation Plan in the amount of \$24,622.00. Motion unanimously carried.

Commissioner Leukert excused at 6:31 p.m.

5. 2020 PARK & RECREATION COMMISSION MEETING CALENDAR:

Included with the meeting packets is the monthly commission meeting dates for 2020. Due to unavailability of board members for February 19th we will poll the Commissioners to change the date to February 12th.

VII. VILLAGE BOARD REPORT – Rick stated that there are 4 Trustees that are up for re-election. Trustee Miller and Baum are running unopposed. Trustee Warren (District 3) and Hughes (District 4) are not running for re-election. The Village Engineer, Eric Nitschke, is resigning on January 24th. The Village of Richfield has contacted the Village of Germantown to discuss the potential of obtaining sewer service from Germantown.

VIII. SCHOOL BOARD REPORT: Excused

IX. DIRECTOR'S REPORT:

Firemen's Park Phase 1 Improvements Project Update –

Soper Grading & Excavating started work on the project in early November. The demolition and removal of bedrock for the utilities was completed in early December, with sewer and water laterals to the building site completed the week of December 13th. Electrical submittals (poles, fixtures, bollards, etc.) were approved in early December for ordering, with a production timeline of 20 weeks. WE Energies was also contacted by the electrical subcontractor with the request for service. The contractor started site grading and excavation work for the park pathways the week of December 17th. With the good weather, the contractor was able to finish installing culverts, storm inlet, and placement of stone on all pathways the first week in January.

Dheinsville Park Shelter Project Update -

The plans were completed, with bid opening on December 18th. A total of 3 qualified bids were received with the low bid of \$563,633, which is approximately \$250,000 high than what was presented and discussed at the 2020 CIP Budget meeting. In review of the bids, it appears the costs for the site grading, concrete, and landscaping were significantly higher than anticipated.

Staff met with Jeff Dhein to discuss the results and possible next steps. The Germantown Historical Society will be reaching out to potential donors. This item was reviewed with the Village Board on January 6th, with the project placed on hold to allow more time to research and explore potential options.

Park & Recreation Seasonal Employee Pay Range Plan - Review & Approval -

Included in the meeting packets is the proposed Seasonal Employee Pay Range Plan. The pay range plan is reviewed annually to make sure the salary ranges of current department positions reflect experience level, position responsibilities, and to remain current and competitive with the park and recreation market. The pay range plan also includes positions that are paid on commission or contract basis. In these situations, all expenses must be covered by program revenue.

Kid's Klub Before & After School Program – 2020 Summer Programs Fees – Review & Approval –

Staff is in the process of working on plans for the Summer 2020 programs. Each year the department starts promotion for the Summer Kid's Klub Programs in advance of the other recreation programs. Staff would like to again send out the Summer KK Program Packet in early February so registrations can start soon thereafter. With that in mind, staff will be presenting the Summer KK program fee information at the meeting for commission review and approval.

Firemen's Park Shelter Project – Phase 2 Professional Services Contract w/Parkitecture – Review & Recommendation –

In Fall 2019, the Germantown Village Board approved monies in the 2020 CIP Budget for Phase 2 of the project which includes construction of the shelter building. In early 2020, staff contacted Blake Theisen, Project Manager with Ayres Associates for a cost proposal for professional services for Phase 2 design and engineering. Blake indicated that he is leaving Ayres Associates, and will be starting his own consulting firm, Parkitecture, that will focus on park and recreation related planning, design, and engineering services. A key member of the Ayres staff, Katie MacDonald, P.E. will also be joining Blake with the new company.

Based on the qualifications/experience of the Parkitecture team, and the years of experience with planning, design and engineering for similar park projects, staff is recommending to contract with Parkitecture for Phase 2 Design services.

Pending contract approval by the village board, the anticipated project schedule is to begin design in February 2020, project bidding in Summer, with project construction in Fall 2020 into Spring 2021.

Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF – Review & Recommendation –

At the September 2019 Park & Recreation Commission meeting, the commission met with Craig Huebner, Urban Designer with GRAEF, who is Project Manager for the 2050 Comprehensive Plan Project. IN addition to discussing the Parks, Recreation & Open Space questions for the Community-Wide Survey, as well as the agenda for the October 30th Community Open House/Park Planning Party, the commission reviewed the overall scope of services that GRAEF could provide to update the Village's Comprehensive Outdoor Recreation Plan.

Attached is information from GRAEF on Comprehensive Outdoor Recreation Plans, as well as a copy of Amendment #1 to the 2050 Village Comprehensive Plan that outlines the scope of services and costs associated with each of the CORP component items.

While the 2050 Comprehensive Plan process will include park, recreation and open space planning elements, it does not address all the necessary CORP requirements of the Wisconsin Department of Natural Resources (WDNR). However, the village has and would continue to realize the benefits/economies of scale with combining the CORP update with the 2050 Comprehensive Planning process (the Community-Wide Survey and Park Plan Open House are examples).

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2020 Park & Recreation Commission Meeting Calendar –

Included with the meeting packets is the monthly commission meeting dates for 2020.

EAB Ash Tree Removal Project –

A contract with Limbwalkers Tree Service in the amount of \$40,447 was approved by the Village Board on November 18th. The contract is for tree removal, stump grinding, and restoration for 58 trees ranging in size from 13” to 31” DBH located within village park/grounds, and rights of way. The ash removal will be completed by the end of February 2020. In addition, village crews are completing the removal of 68 additional ash trees.

Tree City USA – 2019 Application for Certification –

Staff submitted the 2019 application to the WDNR by the 12/31/2019 deadline. The village was notified that we have successfully met all requirements of the program. The application has now been submitted to the Arbor Day Foundation for final approval.

Recreation Division Report – January 15, 2020 Commission Meeting

The department has 49 programs starting/ongoing in January including: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Tae Kwon Do, Yoga, Yoga Trial Class, TRX, Rise & Shine Boot Camp, MA Fit, Body Basics, Restore Your Core, PULSE, Pilates Mat, Sporties for Shorties, Barre Fitness, Barre Fight Fitness, Guided Meditation, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Intro to Hockey, Middle Eastern Dance, Adult Salsa Dance, Archer, Girls Softball Pitching Clinic, Indoor Tennis, Oodles of Art, Preschool Playgroup, Story Stretchers, Youth & Little Tykes Martial Arts, Kids Choir, Therapy Dog Screening, Pickleball, Music Fun, Scrapbooking Crop, Schools Outs Stream Sampler, Family Wellness, Old Family Photos & the Digital age, Essential Oils Class, Pound Rockout Workout, and the Field Trip to Kalahari. Ongoing programs are Men's Open Basketball, Men's Basketball League, Monday Co-rec Volleyball Leagues, Kids Klub.

Programs canceled due to low enrollment: MacArthur 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 Waterpark on Friday, January 24th. 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 14th. We look forward to seeing the creative entries.

- X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled for February 19th at 5:30 p.m.
- XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:47 p.m.

Shannon Lemke
Park & Recreation Secretary