

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
February 12, 2020**

**CALL TO ORDER:** The meeting was called to order at 5:30 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Miller (5:32 p.m.), Leukert (5:34 p.m.), Depies and School Board Rep. Borden. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Borden and seconded by Stapelman to approve the minutes from January 15, 2020 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 a lot of work was done prior to the weather changing. Staff met with the electrical sub-contractor February 3<sup>rd</sup> to review/revise the electrical system layout. Electrical submittals (poles, fixtures, bollards, etc.) were confirmed/approved for material ordering. Staff also contacted WE Energies to revise the electrical plans with the final electrical service design anticipated in mid-February.
- 2. DHEINSVILLE PARK SHELTER PROJECT UPDATE** - Mark stated that bids came in higher than expected. The Historical Society had given the Village a cost estimate they needed for the project however it did not include grading, etc. The project bid opening in December resulted in a total of 3 qualified bids. The lowest bid of \$563,633 was approximately \$250,000 higher than what 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.

The low bidder, Keller, Inc., has agreed to extend their bid from 60 to 120 days to allow additional time to review and discuss options for the project. The Germantown Historical Society continues to reach out to potential project donors.

- 3. COMPREHENSIVE OUTDOOR RECREATION PLAN - PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH GRAEF** – Mark stated that the Village Board approved the professional services contract amendment with GRAEF. Back in October of 2019 we had our Open House/Public Meeting at the Senior Center.

At the January meeting, the commission recommended approval of Amendment #1 with GRAEF for the Comprehensive Outdoor Recreation Plan (CORP) update for a lump sum total of \$24,622. The funding for this project would come from both the 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

The Park & Recreation Commission recommendation was approved by the General Government & Finance Committee on January 20<sup>th</sup>, and the Village Board on February 3<sup>rd</sup>. Staff is meeting on February 7<sup>th</sup> with Craig Huebner, Project Manager with GRAEF to discuss the scope of services and timeline for the plan update.

The Commission discussed the Comprehensive Outdoor Recreation Plan Goals and Objectives and had the following comments: Please see attachment.

#### VI. NEW BUSINESS:

- 1. FIREMEN'S PARK SHELTER PROJECT - PHASE 2 PROFESSIONAL SERVICES CONTRACT WITH PARKITECTURE:** Director Schroeder stated the Village Board agreed to the contract with Parkitecture for Phase 2 of the project. Trustee Miller questioned if 3 bids were required. The Village Attorney stated that multiple bids are not necessary.

Staff met to start discussion on the design of the building. The building program was discussed along with what amenities are needed inside and outside and where should they be located as well as what kind of overheads doors would be needed.

- 2. GERMANTOWN JUNIOR WARHAWKS FIELD USE AGREEMENT – REVIEW & RECOMMENDATION** - The current agreement with the Germantown Junior Warhawks expired on December 31, 2019. Included in the meeting packet is a new 2-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

*Motion by Borden, seconded by Miller to approve the Germantown Junior Warhawks Field Use Agreement and the Germantown Hawks Football Field Use Agreement as presented and forward onto the Village Board for approval. Motion unanimously carried.*

- 3. GERMANTOWN HAWKS FOOTBALL FIELD USE AGREEMENT – REVIEW & RECOMMENDATION** - The current agreement with Germantown Hawks Football expired on December 31, 2019. Included in the meeting packet is a new 3-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

**VII. VILLAGE BOARD REPORT** – Rick stated that the Tourism Commission has made changes to their board. There will now be 2 Village Trustees, the Village Administrator, 1 representative from the Chamber of Commerce and 1 representative from the Hotel/Motel industry. The Village Board is discussing the possibility of replacing the Department of Public Works facilities as well as rebuilding/replacing the Police Station.

**VIII. SCHOOL BOARD REPORT:** Ray stated that the District has hired a new Superintendent as well as approving the retirements of 6 teachers. Ray stated the District has seen an increase of approximately \$25,000.00 a month at the high school for electricity use.

#### IX. DIRECTOR'S REPORT:

##### **Firemen's Park Phase 1 Improvements Project -**

Site work has been on hold since January 9<sup>th</sup> due to weather conditions. Staff met with the electrical sub-contractor February 3<sup>rd</sup> to review/revise the electrical system layout. Electrical submittals (poles, fixtures, bollards, etc.) were confirmed/approved for material ordering. Staff also contacted WE Energies to revise the electrical plans with the final electrical service design anticipated in mid-February.

**Dheinsville Park Shelter Project -**

The project bid opening in December resulted in a total of 3 qualified bids. The low bid of \$563,633 was approximately \$250,000 higher 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.

The low bidder, Keller, Inc., has agreed to extend their bid from 60 to 120 days to allow additional time to review and discuss options for the project. The Germantown Historical Society continues to reach out to potential project donors.

**Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF -**

At the January meeting, the commission recommended approval of Amendment #1 with GRAEF for the Comprehensive Outdoor Recreation Plan (CORP) update for a lump sum total of \$24,622. The funding for this project would come from both the 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

The Park & Recreation Commission recommendation was approved by the General Government & Finance Committee on January 20<sup>th</sup>, and the Village Board on February 3<sup>rd</sup>. Staff is meeting on February 7<sup>th</sup> with Craig Huebner, Project Manager with GRAEF to discuss the scope of services and timeline for the plan update.

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

At the February 3<sup>rd</sup> meeting, the Germantown Village Board approved the contract with Parkitecture for Phase 2 of the project which includes design plans and specifications for bidding the construction of shelter building. Staff will be meeting with Parkitecture in February/March to start discussion on project design and engineering and the overall timeline for completing the design plans and the bidding of the project.

**Germantown Junior Warhawks Field Use Agreement – Review & Recommendation -**

The current agreement with the Germantown Junior Warhawks expired on December 31, 2019. Included in the meeting packet is a new 2-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

**Germantown Hawks Football Field Use Agreement – Review & Recommendation -**

The current agreement with Germantown Hawks Football expired on December 31, 2019. Included in the meeting packet is a new 3-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

**2020 Summer Recreation Program Locations –**

Recreation staff continue to work on the schedule and program locations for the summer. In addition to working on the facility use request information for the Germantown School District, staff has had positive discussions with St. Boniface, Faith Lutheran, Lutheran Church of the Living Christ, and Washington County (Homestead Hollow Park). The proposed schedule and program fee recommendations will be presented at the March Commission meeting.

**Recreation Division Report February 12, 2020 Commission Meeting**

We have 41 programs starting in February and include: Irish Dance, Cutting the Cord-Controlling Cable and Internet Costs, Advanced Digital Photography, Youth & Little Tykes Martial Arts, Tae Kwon Do, PULSE, Babysitters Training, Mega Crop, Fire Fighters are Your Friends, How to Decorate with Frosting, Pound Rockout Workout, Buying Home, Selling Home, Creative Stitch, Restore Your Core, You have Pictures in your Camera Now what, Stream Sampler – School Day off, Learn to Sew for Kids, Music Fun, Kids Cuisine, Don't Be Bullied, EZ defense for Women, Beginning Guitar, Oodles of Art, Learn to Sew - Adults, Yoga, TRX, MA Fit, Rise and Shine Boot Camp, Basic First Aid for Kids, Girls Softball Hitting Clinic, Sweetheart Party for Tots, Time for Two, Valentine's Music Party for Tots, Firefighters Are Your Friends, Babysitters Training, Afterschool Legos, Women Wellness, Relax, Renew & Rejuvenate, and Snowman/Snow Creature Building Contest.

Our 25 ongoing programs are: Men's Open Basketball, Men's Basketball League, Monday Co-rec Volleyball Leagues, Kids Klub, Bucketees, 1<sup>st</sup>/2<sup>nd</sup> Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Sporties for Shorties, Barre Fitness, Barre Fight Fitness, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Into to Hockey, Middle Eastern Dance, Adult Salsa Dance, Archery, Indoor Tennis, Preschool playgroup, Story Stretchers, Kids Choir, Pickleball.

Classes cancelled due to low enrollment: Ukulele Madness, Music Fun for Families

**Upcoming events include the following:**

**Easter Egg Hunt:** Saturday, April 4th at Kinderberg Park (new this year due to construction at Firemen's Park), starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Kinderberg Shelter 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.

- X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled for March 18<sup>th</sup> at 5:30 p.m.
- XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:54 p.m.

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Shannon Lemke  
Park & Recreation Secretary