

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
February 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, Knop, Stapelman, School Board Rep. Borden and Trustee Rep. Miller. Absent and excused was Commissioner Depies. Guests included Jeff Dhein, Germantown Historical Society. Also, present were Director Schroeder and Secretary Lemke.

**II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Borden to approve the minutes of January 16, 2019 as presented. Motion unanimously carried.*

**III. PUBLIC INPUT:**

**IV. CORRESPONDENCE:**

**COMMUNICATION FROM VILLAGE PLANNING DEPARTMENT ON  
PRELIMINARY PLAT FOR WOODLAND PONDS ESTATES SUBDIVISION –**  
See Agenda Item New Business VI., #4

**COMMUNICATION FROM VILLAGE PLANNING DEPARTMENT ON  
PRELIMINARY PLAT FOR HERITAGE PARK NORTH SUBDIVISION –**  
See Agenda Item New Business VI., #5

**V. OLD BUSINESS:**

**1. 2019 PARK & RECREATION DEPARTMENT CAPITAL IMPROVEMENTS FUND BUDGET** – The 2019 CIP Budget included the following capital project requests 1.) \$750,000 – Firemen’s Park Shelter, 2.) \$60,000 – Weidenbach Park Playground, and 3.) \$50,000 - Friedenfeld Park Pathways. The CIP Budget was reviewed on January 22<sup>nd</sup> by the General Government & Finance Committee, with the Village Board approving the budget on February 4<sup>th</sup>. The Firemen’s Park shelter budget was re-allocated to provide up to \$150,000 of the \$750,000 total towards the Dheinsville Park shelter project. The Village Board is hopeful the Village Tourism Commission will contribute monies for a portion of these project costs.

**2. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA)** – Director Schroeder went over the changes to the new IGA. The agreement is now a 2-year term starting May 15, 2019 through Summer of 2021. Some of the other changes include the timeline for the usage request and a fee schedule increase timeline. Excluded facilities such as the Germantown High School tennis courts, cannot not be charged a fee as they were constructed with grant money through a Federal program. The “Facility Fee” fund that was established by the Village for improvements and/or repairs to school facilities due to our use, will no longer exist.

**3. WEIDENBACH PARK PLAYGROUND PROJECT – UPDATE ON PROJECT RFP AND SCHEDULE** - Included in the meeting packets is an updated Request for Bid Proposal and Project Timeline. The RFP was emailed to five playground equipment vendors on February 9<sup>th</sup> with a proposal deadline of March 11<sup>th</sup>. 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.

**VI. NEW BUSINESS:**

- 1. FIREMEN'S PARK SHELTER PROJECT – PHASE 1 PROFESSIONAL SERVICES CONTRACT WITH AYRES ASSOCIATES – REVIEW & RECOMMENDATION** – 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 included for consultant services for developing plans, specifications and contract documents suitable for bidding purposes, as well as construction inspection services. The Commission reviewed the cost proposal from Ayres Associates. The geotechnical work (soil borings), and possibly the site survey will be performed as a separate component of this project. The Ayres Associates contract recommendation will go before Village Board for final review and approval.

***Motion by Miller, seconded by Stapelman to send forth a positive recommendation to the Village Board to approve a contract with Ayres Associates for professional services for Phase 1 of the Firemen's Park Multi-Purpose Shelter Building Project in an amount not to exceed \$18,205.00. Motion unanimously carried.***

Director Schroeder stated that Himalayan Consultants, LLC has submitted a proposal to conduct land surveying services at Firemen's Park to include Utility coordination (i.e. Diggers Hotline), topographic field survey, collect field data (spot elevations, hot-lining) and DAD services.

***Motion by Knop, seconded by Leukert to direct staff to contract with Himalayan Consultants for a site survey for Phase 1, Firemen's Park in the amount not to exceed \$2,150.00. Motion unanimously carried.***

Director Schroeder stated that CGC, Inc. submitted a proposal for site borings at Firemen's Park. They will drill 4 SPT borings, 2 at the building site and 2 along the utility corridor.

***Motion by Miller, seconded by Knop to direct staff to contract with CGC for site boring for Phase 1, Firemen's Park in the amount not to exceed \$2650.00. Motion unanimously carried.***

- 2. DHEINSVILLE PARK PAVILION PROJECT UPDATE** – At the February 4, 2019 meeting, the Germantown Village Board re-allocated monies in the 2019 CIP Budget in an amount up to \$150,000 for this project. These monies will match the \$150,000 the Germantown Historical Society has in private contributions. This item went before the Germantown Plan Commission on February 11<sup>th</sup> for Site Plan re-approval. The Commission reviewed the village planner report. Jeff Dhein, President of the Germantown Historical Society, is working with Walters Buildings to update the shelter specifications. One of the conditions of site plan re-approval is the shelter design is subject to oversight by the Village's Building Construction Oversight Committee per Village Code. With public funding used for a portion of project construction budget, this project must be bid according to state bidding laws. The village Building Inspector has also indicated that submission of state-approved plans will be required prior to the issuance of a building permit.

Jeff Dhein met with John Delain regarding the “fire lane,” fire chief felt this is not needed and will inform Jeff Retzlaff.

Mark mentioned meeting w/village attorney and that project must follow public laws. Administrator Kreklow and Director Schroeder met last week with Public Works Director Ratayczak. Larry will be contacting Harwood Engineering to review the Walter’s Buildings specifications, and the possible creation of “generic specifications” that can be incorporated in the bid documents.

Mark suggested that the Germantown Historical Society make final recommendations on the design/materials to be used for the west wall enclosure, and any updates to existing shelter design so this can be presented to the Building Construction Oversight Committee.

- 3. 2019 SUMMER RECREATION PROGRAMS – UPDATE ON PROGRAM LOCATIONS & SCHEDULE** – 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.

- 4. WOODLAND PONDS ESTATED SUBDIVISION PRELIMINARY PLAT – REVIEW & DISCUSSION** –

In July 2018, approval was granted for re-zoning of land to create a Planned Development District for purposes of developing a 17-lot, 29.7-acre single-family residential development north of Elm Lane and west of Wasaukee Road. The project would be developed in two phases. Woodland Ponds consisting of 12 lots would be Phase 1. Per the February 5, 2019 letter from the village planning department, the commission is requested to review and comment on the enclosed Preliminary Plat.

The Commission affirmed the direction that the developer provide 1.) a pedestrian trail linking the north and south development areas through Outlot 3 from the Forest Hill Road cul-de-sac to the Harvest Hills cul-de-sac (Taylor Trail), and 2.) the developer install/improve pedestrian access/connectivity (paved) along the Elm Lane public right-of-way to maintain connectivity from the area of planned improvements to the current section of Elm Lane to the west. This pedestrian access will insure public access to Friedenfeld Park by future residents of the Woolland Ponds Estates Subdivision as well as existing and future residents of the area.

- 5. HERITAGE PARK NORTH SUBDIVISION PRELIMINARY PLAT – REVIEW & DISCUSSION** – In August 2018, approval was granted for re-zoning and concept plan for Heritage Park North, an approximately 32.95-acre residential subdivision consisting of 35 single-family lot east of Division Road and north of Revere Lane. Per the February 5, 2019 letter from the village planning department, the commission is requested to review and comment on the enclosed Preliminary Plat.

The Commission affirmed the directions that the developer shall work with Village staff and the Plan Commission to plan for and install a paved sidepath/trail along the east side of Division Road for pedestrian access/connectivity to the existing village sidepath/trail system. This sidepath will provide for a safer connection for residents in the surrounding neighborhoods and community, as well as for the future of the Heritage Park North subdivision.

**6. VILLAGE OF GERMANTOWN 2050 COMPREHENSIVE PLAN –**

In October 2018, the Village advertised a Request for Qualifications seeking a consultant to assist with updating the current 2020 Comprehensive Plan. Three consulting firms submitted qualification statements, with firms interviewed by the Plan Commission on December 10<sup>th</sup>. At the January 22<sup>nd</sup> meeting, the Village Board accepted the Plan Commission recommendation to approve GRAEF, and to authorize staff to enter into a contract for consultant services. The 2050 Comprehensive Plan is expected to take approximately 12-15 months to complete. Planning staff is currently finalizing the meeting schedule with GRAEF. The anticipated date of the project “kick-off” meeting was originally scheduled for February 25<sup>th</sup>, but will be rescheduled. Chairman Coulthurst and Director Schroeder have agreed to serve as Steering Committee members.

**7. WASHINGTON COUNTY BIKEWAY & TRAIL NETWORK PLAN -**

Washington County has been working with Toole Design Group and the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to assist with the development of the Bikeway and Trail Network Plan. To help guide and oversee the development of the plan, the Washington County Board authorized the creation of the Bike and Pedestrian Advisory Committee. The committee is comprised of representatives from all towns and municipalities in the County, as well as key stakeholders with an interest in bicycle and pedestrian issues. A Public Open House to comment on the preliminary draft of the plan was held on Wednesday, February 13<sup>th</sup> from 5:00 to 7:00 p.m. at the Washington County Public Agency Center in West Bend. The draft plan document can be found at <http://www.co.washington.wi.us/departments.iml?Detail=1208> Staff and members of the commission are planning to attend the open house.

**VII. VILLAGE BOARD REPORT:** Miller stated that bike trails are coming to Germantown. Village staff is beginning to work on the 2050 Comprehensive Plan. The Village Board approved funding for firemen’s park in the amount of \$750,000.00 with \$150,000.00 going to the Dheinsville shelter project. The Village Board is hopeful that the Tourism Commission will contribute \$50,000 to both the Dheinsville and Firemen’s Shleter projects. UW-extension held a presentation regarding the demographics in Washington County.

**VIII. SCHOOL BOARD REPORT:** Borden stated that there is another school tour on Thursday, February 21<sup>st</sup> at 4:00 p.m. starting at Amy Belle Elementary. The district has received their occupancy permits from the Village. “The Sound of Music” will be performing in the new PAC. The “Friends of Kinderberg Park” group have started a petition to keep the open “green space” by Kinderberg Park and not allow home development.

**IX. DIRECTOR'S REPORT:**

**2019 Park & Recreation Department Capital Improvements Fund Budget** - The 2019 CIP Budget included the following capital project requests 1.) \$750,000 – Firemen's Park Shelter, 2.) \$60,000 – Weidenbach Park Playground, and 3.) \$50,000 - Friedenfeld Park Pathways. The CIP Budget was reviewed on January 22<sup>nd</sup> by the General Government & Finance Committee, with the Village Board approving the budget on February 4<sup>th</sup>. The Firemen's Park shelter budget was re-allocated to provide up to \$150,000 of the \$750,000 total towards the Dheinsville Park shelter project. The Village Board is hopeful the Village Tourism Commission will contribute monies for a portion of these project costs.

**School District/Village of Germantown Intergovernmental Agreement (IGA)** – At the January 14<sup>th</sup> meeting, the School District Building Committee made a motion that was later approved by the Board of Education to move forward with facility charges of 75% of the fee structure for Recreation Department programs, with the exception of the Kid's Klub program, which would be 50% for the first year, and 75% for the second year. All other programs, except Kid's Klub will be 75% immediately. Fees would be effective starting with the Summer 2019 programs. The agreement was signed and delivered to the Village Administrator on February 1<sup>st</sup>. Included in the meeting packets is a copy of the agreement. This item now goes before the Village Board for review and approval.

**Weidenbach Park Playground Project – Update on Project RFP & Schedule** - Included in the meeting packets is an updated Request for Bid Proposal and Project Timeline. The RFP was emailed to five playground equipment vendors on February 9<sup>th</sup> with a proposal deadline of March 11<sup>th</sup>. 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.

**Firemen's Park Shelter Project - Phase 1 Professional Services Contract with Ayres Associates – Review & Recommendation** – 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 included for consultant services for developing plans, specifications and contract documents suitable for bidding purposes, as well as construction inspection services. Attached for your review and recommendation is a cost proposal from Ayres Associates. The geotechnical work (soil borings), and possibly the site survey will be performed as a separate component of this project. The Ayres Associates contract recommendation will go before the General Government & Finance Committee and Village Board for final review and approval.

**Dheinsville Park Pavilion Project Update** – At the February 4, 2019 meeting, the Germantown Village Board re-allocated monies in the 2019 CIP Budget in an amount up to \$150,000 for this project. These monies will match the \$150,000 the Germantown Historical Society has in private contributions. This item went before the Germantown Plan Commission on February 11<sup>th</sup> for Site Plan re-approval. Attached for your information is the village planner report. Jeff Dhein, President of the Germantown Historical Society, is working with Walters Buildings to update the shelter specifications. One of the conditions of site plan re-approval is the shelter design is subject to oversight by the Village's Building Construction Oversight Committee per Village Code. With public funding used for a portion of project construction budget, this project must be bid according to state bidding laws. The village Building Inspector has also indicated that submission of state-approved plans will be required prior to the issuance of a building permit.

**2019 Summer Recreation Programs – Update on Program Locations & Schedule** – 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.

**Woodland Ponds Estates Subdivision Preliminary Plat – Review & Discussion** – In July 2018, approval was granted for re-zoning of land to create a Planned Development District for purposes of developing a 17-lot, 29.7-acre single-family residential development north of Elm Lane and west of Wasaukee Road. The project would be developed in two phases. Woodland Ponds consisting of 8 lots would be Phase 1. Per the February 5, 2019 letter from the village planning department, the commission is requested to review and comment on the enclosed Preliminary Plat. Staff is working with the planning staff to obtain additional information and maps/exhibits for this project.

**Heritage Park North Subdivision Preliminary Plat – Review & Discussion** – In August 2018, approval was granted for re-zoning and concept plan for Heritage Park North, an approximately 32.95-acre residential subdivision consisting of 33 single-family lot east of Division Road and north of Revere Lane. Per the February 5, 2019 letter from the village planning department, the commission is requested to review and comment on the enclosed Preliminary Plat. Staff is working with the planning staff to obtain additional information and maps/exhibits for this project.

**Village of Germantown 2050 Comprehensive Plan Update** – In October 2018, the Village advertised a Request for Qualifications seeking a consultant to assist with updating the current 2020 Comprehensive Plan. Three consulting firms submitted qualification statements, with firms interviewed by the Plan Commission on December 10<sup>th</sup>. At the January 22<sup>nd</sup> meeting, the Village Board accepted the Plan Commission recommendation to approve GRAEF, and to authorize staff to enter into a contract for consultant services. The 2050 Comprehensive Plan is expected to take approximately 12-15 months to complete. Planning staff is currently finalizing the meeting schedule with GRAEF, with the anticipated date of the project “kick-off” meeting on February 25<sup>th</sup>. Chairman Coulthurst and Director Schroeder have agreed to serve as Steering Committee members.

**Washington County Bikeway & Trail Network Plan Update** – Washington County has been working with Toole Design Group and the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to assist with the development of the Bikeway and Trail Network Plan. To help guide and oversee the development of the plan, the Washington County Board authorized the creation of the Bike and Pedestrian Advisory Committee.

The committee is comprised of representatives from all towns and municipalities in the County, as well as key stakeholders with an interest in bicycle and pedestrian issues. A Public Open House to comment on the preliminary draft of the plan is scheduled for Wednesday, February 13<sup>th</sup> from 5:00 to 7:00 p.m. at the Washington County Public Agency Center in West Bend. The draft plan document can be found at <http://www.co.washington.wi.us/departments.iml?Detail=1208> Staff and members of the commission are planning to attend the open house.

**Senior Center Flooring & Painting Project Updates** – Monies were included in the 2019 Budget for materials and labor for painting the interior of the center, along with replacing the flooring in several rooms, hallways, and entrances. At the January 22<sup>nd</sup> Village Board meeting approval was given to contract with MACORP and Premier Flooring for these projects. The painting is scheduled to start on February 18<sup>th</sup>, with the flooring project to follow. Work will be scheduled at times that least impact senior and community programming.

**Fire Station #1 Building Upgrades** – In 2018, the Germantown Fire Department vacated use of Fire Station 1 (Firemen’s Park) for department operations. Since that time, village staff has been discussing future uses for the building. Currently DPW is using the bays for storage of village vehicles and equipment, but the administrative areas are not being utilized. On February 8<sup>th</sup>, village staff and Administrator Kreklow met on site to discuss utilizing these spaces for potential community recreation program use. From this meeting, the following list of improvements were decided upon with minimal investment needed to allow the department to begin using the facility in Spring/Summer 2019. Work to include: removal of existing outdated furniture, re-painting of the walls, replacement of the ceiling tiles and installing new energy efficient lighting, replacement of damaged floor files, and purchase of tables, chairs, shelving, etc.

**Recreation Division Report** –

The department had 34 programs starting in February including: Irish Dance, Old Family Photos & the Digital Age, Afterschool Spanish, Youth & Little Tykes Martial Arts, Tae Kwon Do, Well Women Workshop, PULSE, Music Fun, Music Fun for Families, Kids Cuisine, Don’t Be Bullied, EZ defense for Women, Mad Science Jr Scientists, Mad Science Funky Forensics, Oodles of Art, Acrylic Painting, Henna class, Learn to Sew, Yoga, TRX, Guided Meditation, Adult Golf, Money Saving Travel Tips, Girls Softball Hitting Clinic, Ukulele Madness, Sweetheart Party for Tots, Scrapbooking Crop, Time for Two, Valentine’s Music Party for Tots, Firefighters Are Your Friends, Babysitters Training, Afterschool Tech Camps, and Snowman/Snow Creature Building Contest. Classes cancelled due to low enrollment: Music Fun for Babies, Beginning Guitar, Pitch Clinic (due to school weather related cancellations we could not make it work to get it in), Cupcake Floral Bouquet, Horseback Riding, Spring into Spring Workshop.

**Upcoming events include the following:**

**Easter Egg Hunt:** Saturday, April 13<sup>th</sup> 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.

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

**XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:29 p.m.

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Shannon Lemke  
Park & Recreation Secretary