

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
February 21, 2018**

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

- I. **ROLL CALL:** Chair Coulthurst, Commissioners Leukert (arrived at 5:32 p.m.), Depies, Knop (arrived at 5:38 p.m.), Stapelman, Trustee Rep. Miller and School Board Rep. Ray Borden. Also present were Director Schroeder and Secretary Lemke. Guests included Trustees David Baum and Art Zabel.
- II. **APPROVAL OF MINUTES:** *Motion by Miller, seconded by Borden to approve the minutes of January 17, 2018 as presented. Motion unanimously carried.*
- III. **PUBLIC INPUT:**
- IV. **CORRESPONDENCE**
- V. **INTRODUCTION & WELCOME TO STEVE KREKLOW – VILLAGE ADMINISTRATOR**
- VI. **OLD BUSINESS**
 1. **2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - At the February 5th meeting, the Village Board approved the 2018 CIP Budget. A total of five capital projects totaling \$270,00 were included in the 2018 CIP Budget including: Spassland Park Play Equipment- \$90,000, Spassland Park Basketball Standards - \$30,000, Fireman's Park Shelter Design - \$20,000, Firemen's Park Improvements (pathways and lighting) \$75,000, and Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.
 2. **SPASSLAND PARK PLAYGROUND EQUIPMENT PROJECT** - The Request for Bid Proposals w/ Project Timeline were emailed to seven playground companies on January 25th, with a submittal deadline of March 2nd. The preliminary review of playground design proposals will take place at the March 21st commission meeting. An opportunity for public review and comment will be provided until April 16th, with final review and recommendation by the Park & Recreation Commission at the April meeting.
 3. **FIREMEN'S PARK DESIGN PALNS – REVIEW & RECOMMENDATIONON REQUEST FOR PORPOSALS, PROJECT TIMELINE & PARK FACILITY DESIGN FIRMS** - At the January commission meeting, staff presented a draft Request for Proposals (RFP) that would be sent to consulting firms for providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park. This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and

security lighting to connect all park amenities. Included in the meeting packets was a revised RFP that incorporated additional information on the evaluation/selection process and modified project timeline. Trustee David Baum provided input relative to the RFP scope of work and requirements.

Discussion was held on the recommended changes for the RFP:

Scope of Work –

- The more information the commission can provide in the RFP, the lower the cost for the architect.
- Work with Village Engineering Department on utility costs
- Give the firm the concept of what you are looking for.
- Commission liked the design of Kinderberg Park shelter, but needs to be larger.
- Have a \$ budget for the project, to help determine budget, compare costs of shelter “kit” and custom design.
- How large should the facility be?
- Open-air shelter w/o multi-purpose building?
- What are the amenities you want for the kitchen?
- Number of restrooms, attached to shelter or not attached
- Where is the location that you want the facility placed?

Phase One:

Include a conceptual image and conceptual pricing (picture of structure and amount of money spending)

- 4. GERMANTOWN PARK & RECREATION PROGRAM BEHAVIOR POLICY – REVIEW & APPROVAL** – Mark stated that Village Attorney Brian Sadjak is currently reviewing the policy.

VII. NEW BUSINESS

- 1. 2018 SUMMER RECREATION PROGRAMS - UPDATE ON PROGRAM LOCATIONS AND SCHEDULE** – Mark stated that locations have been found for most of our programs for this summer. St. Boniface school has agreed to allow us to use multiple classrooms for our programs this summer. Faith Lutheran Church and Lutheran Church of Living Christ will be letting us use space at their locations for Kids Klub. Homestead Hollow Park will also be a location for Kids Klub.

VIII. VILLAGE BOARD REPORT: Rick stated that the Village currently has multiple job opportunities in DPW. There is also an opening as the Village Engineer has resigned. The Village Board is working on an ordinance plan for temporary structures on residential properties. The Village has modified the ordinance to allow property owners to put additional buildings in front of their property.

IX. SCHOOL BOARD REPORT: Ray stated that they have hired Robert Dobberfuhr (former Village Employee) at Germantown High School as their auto teacher. The swimming pool area is being worked on. The new performing arts center will hold 750 people. County Line should be 50% complete by June. The two properties on Vicksburg have been purchased by the school district. The homes will be razed and 40 additional parking spots will added for MacArthur. The Donges Bay land has a buyer. J W Speaker is a sponsor for the Tech Ed Department at Germantown High School. The school service boundaries are being looked at.

Commissioner Leukert excused at 7:02 p.m.

X. DIRECTOR'S REPORT:

2018 Park & Recreation Capital Improvements Fund Budget – At the February 5th meeting, the Village Board approved the 2018 CIP Budget. A total of five capital projects totaling \$270,00 were included in the 2018 CIP Budget including: Spassland Park Play Equipment- \$90,000, Spassland Park Basketball Standards - \$30,000, Fireman's Park Shelter Design - \$20,000, Firemen's Park Improvements (pathways and lighting) \$75,000, and Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

Spassland Park Play Equipment Project - The Request for Bid Proposals w/ Project Timeline were emailed to seven playground companies on January 25th, with a submittal deadline of March 2nd. The preliminary review of playground design proposals will take place at the March 21st commission meeting. An opportunity for public review and comment will be provided until April 16th, with final review and recommendation by the Park & Recreation Commission at the April meeting.

Alt Bauer Park Forestry/Pathway Project - DPW/Parks crews have continued work in the park with the removal of underbrush, invasive species, as well as dead and/or dying trees. A forestry mower has been utilized to clear along the pathways with the goal of providing a 10' buffer on each side of the path. Once the area has been widened, crews will be adding fresh stone to the pathways.

Firemen's Park Shelter Design Plans – At the January commission meeting, staff presented a draft Request for Proposals (RFP) that would be sent to consulting firms for providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park. This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities.

Included in the meeting packets is a revised RFP that incorporates additional information on the evaluation/selection process and modified project timeline. Trustee David Baum will attend the February meeting to provide input relative to the RFP scope of work and requirements. The goal is to send the RFP to selected engineering/architectural firms the week of February 26th, with a proposal deadline of March 29th. The review and recommendation on the selected firm would take place at the April 18th Park & Recreation Commission meeting.

Gehl's Performing Arts Pavilion in Fireman's Park – The pouring of the concrete walls was completed on January 25th. The stone backfill for foundation walls was finished on February 12th. Project update meetings were held with village staff, Kiwanis Club, and Keller Inc. on February 5th and 19th with the 2/19 meeting focusing on electrical/lighting for the pavilion as well as future upgrades for the park. The delivery/installation of the pre-cast concrete panels is scheduled for the week of February 26th. Installation of the wood trusses and steel roof are scheduled for mid-late March. With the exception of site restoration/landscaping, the project is scheduled for completion by May 1st.

Recreation Program Behavior Policy – This policy was presented to the commission at the January meeting. The policy and draft forms are currently being reviewed by the village attorney.

Germantown High School Pool – Meetings w/ Swim Club – On February 2nd & 16th, staff met with representatives from the MF Swim Club. The meetings were an opportunity to discuss future programming interests, and potential schedules for cooperative use of the GHS aquatic facility scheduled for completion in early 2019.

Recreation Division Report –

The department has 43 programs that started in February including: Afterschool Spanish, Lace Making, Explore Martial Arts, Tae Kwon Do, Daily Health, Nutrition and Vitality Wellness Workshop, PULSE, You Have Pictures in Your Camera – Now What?, I-pad/I-phone Tips and Tricks, Advanced Photography, Boxenfit, Music Fun, Music Fun for Babies, Music Fun for Families, Mad Science Mad Lab, Mad Science Robot Invasion, Wizard Quest Teen Trip, Bee Keeping, Oodles of Art, Zumba, Don't Break Your Heart – Nutrition class, Middle School Art, Acrylic Painting, Henna class, Yoga, TRX, Adult Golf, Tech Camps – Video Game Design, Mindstorm, Money Saving Travel Tips, Horseback Riding, Girls Softball Hitting Clinic, Beginning Guitar, Sweetheart Party for Tots, Scrapbooking Crop, Time for Two, Valentine's Music Party for Tots, Belly Dancing, Firefighters Are Your Friends, Friday Family Flicks, Succulents class, Babysitters Training, Afterschool Tech Camps, , and Snowman/Snow Creature Building Contest. Classes cancelled due to low enrollment: Safety Awareness Training, Basic First Aid for Kids, Girls Softball pitch/Catch Clinic, Story Stretchers, and Money Saving Travel Tips.

Upcoming events include the following:

Friday Family Flicks: Friday Family Flicks program at MacArthur School was held on Friday, February 16th, featuring the movie Trolls. The department will have some fun crafts for the kids to do before the movie. Again, the PTA and First Bank Financial Centre sponsored the event with Germantown Youth Futures students volunteering.

Teen Trip to Wizard Quest: Co-sponsored by Germantown Youth Futures we are running a field trip to Wizard Quest in Wisconsin Dells on Friday, March 2nd. Trip is for teens grades 6-12 and openings still exist.

Easter Egg Hunt: Saturday, March 24th 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.

New Class - UKULELE MADNESS! Class is for Youth & Adults (ages *6 & up).

Class is taught by our beginning guitar instructor. This instrument is affordable, FUN, and easy for people of all ages to play. The uke is a fantastic accompanying instrument for singing, and many people are able to play the chords to songs they know after just one lesson or class. Ukulele Madness takes a SONG based approach to learning the uke, with something for everyone. Classes will be held on Mondays, March 5th – April 16th (no class April 2) from 7:00 – 7:45 p.m. at the Survive Alive House.

New Class - Green Thumb Gardening with Succulents. This class is for Adults (Ages 18+) and is held at Wendland's Nursery. Get your green thumb ready for spring by creating an indoor succulent arrangement! We will have a few different pottery options from Jackson Pottery to choose from, and then an arrangement of succulents available to create an indoor eye-catching arrangement! Class will be held indoors and is handicap accessible. There are 4 options with classes offered on Saturdays February 17th, February 24th, March 10th from 10:30 – 11:30 a.m., or Friday, May 4th from 4:00 – 5:00 p.m.

XI. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held
March 21st @ 5:30 p.m.

XII. ADJOURNMENT: There being no further business, the meeting was adjourned at
7:05 p.m.



Shannon Lemke
Secretary