

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
VIRTUAL WEBEX MEETING
April 15, 2020**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Depies, Stapelman, Trustee Rep. Miller and Leukert. Absent and excused was School Board Rep. Borden. Also present were Director Schroeder, Program Supervisors Heinen and Rodger, Support Services Manager Tucker and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller and seconded by Knop to approve the minutes from February 12, 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 staff met with Miller Electric on March 31st to review the electrical system layout. Miller Electric began the installation of conduit, wiring, and junction boxes on April 1st. The contractor has encountered issues with bedrock at several locations. For the most part, they were able to reach the 18" depth for the conduit, but a depth of 4' 6" is needed for the direct bury concrete poles and 4' depth for the bollards. Excavation for the electrical lines will continue through the next two weeks. The electrical contractor and general contractor will be presenting the village with options for addressing the bedrock problem. There will be an upcharge for breaking the bedrock, instead of blasting. The bollards are expected to be delivered on April 6th and light poles on April 8th. WE Energies has revised the electrical service plan which has been approved by the village. WE Energies will install the transformer, service line and meter pedestal in late April/early May. Site grading work will commence as soon as the site conditions allow.
- 2. DHEINSVILLE PARK SHELTER PROJECT UPDATE:** 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.

Meetings were held in February to discuss potential funding options for the project. The Village and Germantown Historical Society (GHS) have proposed entering into a Funding agreement to construct the park pavilion. The project funding is comprised as follows: Village of Germantown \$150,000; Historical Society \$255,000; and Tourism Commission \$163,000.

This funding plan was approved by the Tourism Commission on February 25th, and the Public Works Committee on March 3rd. The Public Works Committee also made a recommendation to the Village Board to award the construction contract to Keller, Inc. in the amount of \$563,633. Both items were approved by the Village Board on March 16th. The Village is in the process of executing the construction contract, as well as the agreement with the GHS. Keller has started with submittals for materials to the Village. A start date for construction has not been set, but the project completion date is August 31, 2020. Included in the packet is a copy of the funding agreement.

- 3. WEIDENBACH PARK PLAY EQUIPMENT PROJECT UPDATE:** Mark stated the contract was awarded in 2019, and the equipment was purchased and currently stored at the manufacturing facility. Site preparation and installation of the equipment had been planned for September 2019. Following discussion with Public Works staff, it was decided to push back the playground installation into Spring 2020 to allow the DPW staff to focus efforts on completion of other priority projects for the village. Weather permitting, preliminary plans are to begin park site work in May, with equipment delivery and installation in June.

VI: NEW BUSINESS:

- 1. FIREMEN'S PARK SHELTER DESIGN:** At the February 3rd meeting, the Germantown Village Board approved the contract with Parkitecture for Phase 2 of the project which includes design plans and specifications for construction of the park shelter building. The plan is to have 30% design plans completed by the end of March for review by the Building Construction Oversight Committee. The goal is to have final plans completed in June/July for public bidding and award in August for start of construction in September/October. Included in the packet is an updated floor plan and building elevations.

Mark stated that grading is currently going on, pathways are currently in stone. We will not be paving up to the building location at this time due to trucking that will be happening with construction. Currently there is a small parking lot shown on the plans, however the current budgeted money will not include the lot. Commissioner Depies questioned if additional parking is needed. Mark stated parking will be dictated by the popularity of Music at the Pavilion, The Taste of Germantown etc. as well as including event scheduling at the Senior Center. The consultant is also looking at the option of a drop off/turnaround for accessing the shelter.

A few highlights are:

- The kitchen and mechanical room locations were reversed – better functional.
- An exterior window in the kitchen was removed.
- Moving the kitchen allows for more serving availability.
- Looking at an under counter tapper barrel system.
- Looking at options for flooring – sealed concrete or epoxy.
- The garage doors will be manually operated.
- There will be wall sconce lighting as well LED lighting on the beams.
- A passage door entrance will be in the middle of the garage door facing the circle drive.

Commissioner Depies asked about natural lighting in the kitchen and/or storage area, as well if natural lighting could be added inside the North side of the structure. The open-air shelter garage doors will be locked in the open position for use during the daytime. The question arose about having a water fountain at the shelter for public use. Mark stated he will check with Blake from Parkitecture. Trustee Miller asked if security cameras will be installed on/around the building. Mark stated that the boxes and wiring will be installed so that we will have the option to hook into with cameras.

- 2. COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE:** At the February Commission meeting, goals and objectives were reviewed with updates and new goals added to the document. Included in the packet is the updated information that was forwarded to GRAEF. Staff has sent GRAEF a listing of potential short and long-term capital improvement projects for future review and discussion by the Commission. Project stakeholder interview/meeting were tentatively scheduled for May 6th, but these meetings will be postponed until further notice due to the Covie-19 Pandemic. Staff is currently working on the list of special interest groups/individuals to invite to these meeting.

3. PARK & RECREATION COMMISSION MEMBER TERMS: The following member terms will expire on April 30th, Commissioners Knop 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 20th.

4. 2019 PARK & RECREATION DEPARTMENT ANNUAL REPORT: The annual report has been included in the commission e-packets for review.

VII. VILLAGE BOARD REPORT – Rick stated 4 Trustees are up for re-election. Trustee Miller and Baum ran unopposed. Trustee Warren (District 3) and Hughes (District 4) are not running for re-election, the new Trustees are Jolene Pieper and Phil Hudson. The recycling center will re-open starting Saturday, April 18th.

VIII. SCHOOL BOARD REPORT: Absent and excused

IX. DIRECTOR'S REPORT:

Firemen's Park Phase 1 Site Improvements Project –

Staff met with Miller Electric on March 31st to review the electrical system layout. Miller Electric began the installation of conduit, wiring, and junction boxes on April 1st. The contractor has encountered issues with bedrock at several locations. For the most part, they were able to reach the 18" depth for the conduit, but a depth of 4' 6" is needed for the direct bury concrete poles and 4' depth for the bollards. Excavation for the electrical lines will continue through the next two weeks. The electrical contractor and general contractor will be presenting the village with options for addressing the bedrock problem. The bollards are expected to be delivered on April 6th and light poles on April 8th. WE Energies has revised the electrical service plan which has been approved by the village. WE Energies will install the transformer, service line and meter pedestal in late April/early May. Site grading work will commence as soon as the site conditions allow.

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.

Meetings were held in February to discuss potential funding options for the project. The Village and Germantown Historical Society (GHS) have proposed entering into a Funding Agreement to construct the park pavilion. The project funding is comprised as follows: Village of Germantown \$150,000; Historical Society \$255,000; and Tourism Commission \$163,000.

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Weidenbach Park Playground Project Update –

Site preparation and installation of the equipment had been planned for September 2019. Following discussion with public works staff, it was decided to push back the playground installation into Spring 2020 to allow the DPW staff to focus efforts on completion of other priority projects for the village. Weather permitting, preliminary plans are to begin park site work in May, with equipment delivery and installation in June.

Firemen’s Park Shelter Design -

At the February 3rd meeting, the Germantown Village Board approved the contract with Parkitecture for Phase 2 of the project which includes design plans and specifications for construction of the park shelter building. Staff met on February 11th with the Parkitecture design team to start discussion on the project design. The plan is to have 30% design plans completed by the end of March for review by the Building Construction Oversight Committee. The goal is to have final plans completed in June/July for public bidding and award in August for start of construction in September/October. Included in the packet is an updated floor plan and building elevations.

Comprehensive Outdoor Recreation Plan Update -

At the February commission meeting, goals and objectives were reviewed with updates and new goals added to the document. Included in the packet is the updated information that was forwarded to GRAEF. Staff has sent GRAEF a listing of potential short and long-term capital improvement projects for future review and discussion by the commission. Project stakeholder interviews/meetings were tentatively scheduled for May 6th, but these meetings will be postponed until further notice due to the Covid-19 Pandemic. Staff is currently working on the list of special interest groups/individuals to invite to these meetings.

Park & Recreation Commission Member Terms – The following member terms will expire on April 30th, Commissioners Knop 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 20th.

2019 Park & Recreation Department Annual Report – The annual report has been included in the commission e-packets.

Recreation Division Report – April 15, 2020 Commission Meeting

Due to the Covid-19 Pandemic, all recreation programs and special events have been cancelled beginning March 14th. The cancellations will continue until further notice.

Summer Registration: Started on April 6th for Residents, April 8th for Non-residents.

- X. **ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled for May 20th at 5:30 p.m.
- XI. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:03 p.m.

Shannon Lemke
Park & Recreation Secretary