

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
April 18, 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 5:38p.m.), Depies (arrived @ 5:44p.m.), Knop, School Board Rep. Borden, Stapelman, and Trustee Rep. Miller (arrived @ 5:41p.m.). Guests included Jeff Demichiel from Junior Warhawks. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman, seconded by Knop to approve the minutes of March 21, 2018 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:**
- Communication from Junior Warhawks Baseball/Softball – Affiliate Agreement
  - Communication from Village Planning Department on Preliminary Plat for the Harvest Hills Subdivision

*Motion by Stapelman, seconded by Borden to move to item VI, #2. Motion carried unanimously.*

**V. OLD BUSINESS**

- 1. FIREMEN'S PARK DESIGN PLANS – UPDATE ON REQUEST FOR PROPOSALS, PROJECT TIMELINE & PARK FACILITY DESIGN FIRMS –**  
At the March commission meeting, approval was given for staff to send the Request for Proposals (RFP) 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.  
The RFP was sent to 5 engineering/architectural firms, with 3 firms attending the April 12<sup>th</sup> Pre-Submittal Meeting. The proposal deadline is April 27<sup>th</sup>. The project selection committee will review the submitted proposals in early May, with review and recommendation on the selected firm by the Park & Recreation Commission at the May 16<sup>th</sup> meeting.
- 2. GERMANTOWN PARK & RECREATION PROGRAM BEHAVIOR POLICY - REVIEW & APPROVAL –** Director Schroeder stated that Brian Sajdak, Village Attorney, reviewed the proposed policy.

*Motion by Miller, seconded by Knop to approve the Behavior Expectations adoption with the stated correction to remove the "B" from in front of the "R" under Expectations. Motion unanimously carried.*

- 3. 2017 PARK AND RECREATION DEPARTMENT ANNUAL REPORT –**  
Director Schroeder went over the Annual Report giving a brief overview.

## **VI. NEW BUSINESS**

- 1. SPASSLAND PARK PLAYGROUND EQUIPMENT PROJECT – REVIEW & RECOMMENDATION ON PLAYGROUND DESIGN PROPOSALS -** Six companies responded to the project RFP with a total of 11 designs received. At the March Park & Recreation Commission meeting, the commission selected 4 designs proposals for review/vote by the community. A total of 284 votes were cast (266 online & 18 in person), with the top choice being Proposal 1 from Lee Recreation LLC (Playworld Systems). Final review and recommendation on the selected project design was made by the Park & Recreation Commission at the April 18<sup>th</sup> meeting, with final approval and award of contract by the Village Board at the May 7<sup>th</sup> meeting.

***Motion by Depies, seconded by Miller to send forth a positive recommendation to the Village Board to approve the playground design and installation from Lee Recreation LLC, in an amount not to exceed \$69,480.00, as well as the surfacing materials at a cost of \$5,520.00. Motion unanimously carried.***

- 2. GERMANTOWN JUNIOR WARHAWKS FIELD USAGE AGREEMENT – REVIEW & RECOMMENDATION –** Jeff Demichiel stated that the Germantown Jaguars and Germantown Diamond Club have merged together. They have approximately 300 players and currently the group pays \$15.00 a player per the agreement. Junior Warhawks also has costs for using the Germantown School District fields and Germantown Little League facilities. Jeff stated that the group would like to go to a flat rate of \$3000.00 a year for the next two years. Department of Public Works does the field prep weekdays and the group do their own prep on the weekends.

***Motion by Borden, seconded by Stapelman to forward onto the Village Board with positive recommendation the Junior Warhawks Field Usage Agreement, including the two-year agreement along with the \$3000.00 annual fee for the continued use of Freistadt Field at Firemen's Park, Kinderberg Park Baseball Diamond, Haupt Strauss Baseball Diamond and Friedenfeld Park Baseball Diamond. Motion unanimously carried.***

- 3. HARVEST HILLS SUBDIVISION PRELIMINARY PLAT – REVIEW & DISCUSSION –** Director Schroeder and Trustee Miller stated that approximately 42 single family lots are being proposed. The majority of the lots will be located to the Northeast of Friedenfeld Park. There will be a few lots located near Friedenfeld Park, however there is wetland in that area. There is concern from current property owners regarding runoff who are opposed to the project. The Commission would like to see a connecting trail be installed in the public right-of-way by the developer to ensure public access to roadways and to Friedenfeld Park.

1. **GEHL FOODS PERFORMING ARTS PAVILION – REVIEW & DISCUSSION ON USE POLICIES & RENTAL FEES** – Director Schroeder stated that the pavilion is almost complete. The department has received a call from Crossway Church who would like to hold a concert as well as a community wide church service. The group is inquiring what the fees would be and/or would they be waived. Director Schroeder did research on some area communities that currently have bands shells for pricing. Policies have also been added regarding PA systems, music, electrical capacity, safety and security. Depies stated that in Section II, Item A, #1 of the Park Rental Policies should read “Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm. “The only exemption from this policy is the Gehls Performing Arts Pavilion in Firemen’s Park as indicated previously in Section I, Item A. #11 b and Haupt Strasse Park’s softball field where park hours can be extended to 10:30pm and whereas all activities must stop and facilities must be cleaned and secured by 10:30pm.”

**VII. VILLAGE BOARD REPORT:** Rick stated Eric Nitschke has been hired as the new Village Engineer. The Police and Fire Commission have decided to hire a firm to search for a new Fire Chief. The firm will also look at the structure and staffing of the current department. Village Board has a new trustee to District 2, Daniel Wing. Dan was previously a trustee a few years ago. The Village Board approved a new subdivision of 142 single family lots and 60 condos (2 & 4 unit buildings). The subdivision (Wrenwood) will be on the West side of Country Aire (near the railroad tracks). There is approximately 42 acres in the center that is unable to be developed due to wetlands. The Park & Recreation Department may want to check to see if any of that area would be able to be a park or walking paths.

Zilber Development attended the Village Board meeting and stated they have an interested party in building a 700,000 sq. ft. facility in the vicinity of I-41 (East side) and the North side of Holy Hill Road. The Village Board approved a feasibility study to see if a TID district can be done.

MAI Fest will be May 18-20 at Friedenfeld Park. The tent will be located in the front parking lot.

**VIII. SCHOOL BOARD REPORT:** Ray stated Kindergarten numbers are down for 2018-19. The district is doing a “Preferred Educational” partnership with Concordia University for the teachers to receive additional credits and that will also help us use their facility in the future for education for our students. The board is looking at staffing proposals for the new PAC and Fieldhouse. There are 58 candidates for the new Athletic Director, in which the Board is looking for someone with experience running a “Fieldhouse”. The board is also looking into the possibility of adding a Dean of Students to the middle school and high school. A few teaching positions have been approved for the Tech Ed area. The building committee does monthly tours of the construction. There will be open houses once the construction is completed. The swim club partnership with Menomonee Falls is still going. Kennedy Middle School would like to do a greenhouse. County Line PTA is doing a “Liz Perry” memorial garden. Rockfield Elementary is looking at doing a nature play area. The IGA (Intergovernmental Agreement) with the Recreation Department is being reviewed. All students in 5 -12 grades will have a Chromebook to take home for use.

Depies excused at 7:22 p.m.

**IX. DIRECTOR'S REPORT:**

**Haupt Strasse Park Play Equipment Project** – Staff met with representatives of MN/WI Playground on April 10<sup>th</sup>. The contractor has tentatively scheduled the installation of the playground equipment for the week of May 14<sup>th</sup>-18<sup>th</sup>. Due to the wet/snowy conditions, the village DPW/Parks crew will likely have to push back the start of the site preparation work which will impact the contractor installation schedule.

**Spassland Park Play Equipment Project** - Six companies responded to the project RFP with a total of 11 designs received. At the March Park & Recreation Commission meeting, the commission selected 4 designs proposals for review/vote by the community. A total of 284 votes were cast (266 online & 18 in person), with the top choice being Proposal 1 from Lee Recreation LLC (Playworld Systems). Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April 18<sup>th</sup> meeting, with final approval and award of contract by the Village Board at the May 7<sup>th</sup> meeting.

**Firemen's Park Shelter Design Plans** – At the March commission meeting, approval was given for staff to send the Request for Proposals (RFP) 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. The RFP was sent to 5 engineering/architectural firms, with 3 firms attending the April 12<sup>th</sup> Pre-Submittal Meeting. The proposal deadline is April 27<sup>th</sup>. The project selection committee will review the submitted proposals in early May, with review and recommendation on the selected firm by the Park & Recreation Commission at the May 16<sup>th</sup> meeting.

**Gehl's Performing Arts Pavilion in Fireman's Park** – The installation of pre-cast concrete panels, and steel beams/trusses have been completed. Installation of the metal roof is anticipated in the next 2 weeks. The stone base has been installed for the stage, concrete walkways, and the dance floor area in front of the pavilion. Installation of concrete for noted areas is scheduled in the next two weeks, along with installation of electrical service. All donor bricks and cast bronze plaques have been ordered. With good weather the week of April 9-13<sup>th</sup>, the contractor was able to grade the site, with the village assisting with hauling the topsoil at a savings for the project. A decision was made to leave the haul route in place, with Keller Inc. coordinating the installation of additional stone base to make this a permanent service drive to the north side of the pavilion. The village has included the paving of the drive in the village paving program for additional anticipated cost savings. The weather has impacted the overall project schedule with anticipated completion in mid-May, site restoration/landscaping to follow. The monthly update meeting will be held with village staff, Kiwanis Club, and Keller Inc. on April 23<sup>rd</sup>. A tentative grand opening date of June 13<sup>th</sup> is being planned.

**Behavior Policy** – The Behavior Policy outlining behavior expectations, including a progressive action plan form has been reviewed and approved by the village attorney. This item is on the agenda for approval by the commission.

**Intergovernmental Agreement (IGA) with Germantown School District** – The current agreement expires on August 31, 2018. Village Administrator Steve Kreklow and Director Schroeder met with Superintendent Jeff Holmes and Director of Business & Auxiliary Services Ric Ericksen on April 12<sup>th</sup> to begin discussion. This item was placed on the April 16<sup>th</sup> School Building Committee Agenda for discussion. It is anticipated that review and discussion will continue at the May 21<sup>st</sup> School Building Committee Meeting.

**Arbor Day Tree Planting** - The 2018 Arbor Day Tree Planting event, sponsored by Wendland Nursery, will be held at St. Boniface School on Friday, April 27<sup>th</sup> at approximately 3:30 p.m. Kid's Klub students will be part of the activities.

**Alt Bauer Park 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. The goal is to clear along the pathways providing a minimum 10' buffer on each side of the path to allow for construction of the stone pathways and access for future tree removal. DPW/Parks staff have contacted residents whose properties border park areas where the work is being done. While feedback was positive from neighbors along the western border of the park, there have been some negative comments from 3-4 residents along the north side of the park. Staff has been in communication with Trustee Bob Warren throughout the process. In a couple locations, the village is considering the planting of trees in the park to help provide some buffering and reduce the visual impacts from the loss of invasive tree cover.

**Senior Advisory Committee** – A Senior Advisory Committee meeting will be held on April 19<sup>th</sup>. Items of discussion include the 2017 Annual Report, Update of Senior Programs, Trips, & Activities, and the Senior Van Replacement Project.

**Community Garden** - All 20 garden plots have been rented for the season. The Garden Work Day is scheduled for Saturday, May 12<sup>th</sup>.

**Farmers' Market** - The market will officially open on Saturday, May 5<sup>th</sup>. A total of 16 vendors have registered to date.

#### **Recreation Division Report -**

The department has 26 programs starting in April including: Stay Home Alone, Zumba, Repel Bugs the Natural Way, Gymnastics – Spring 2, Tae Kwon Do, Oodles of Art, Babysitters Training, Yoga, Track & Field Program, Time for Two, Pee Wee & U6 Soccer, Explore Martial Arts, Afterschool – Mad Science Classes, Miss Julie's Music for Families/Babies, PULSE, Kids Sports Football, Folk-Art Painting, Tree Climbing, Afterschool Legos Classes, Horseback Riding, Art of Spinning Lace, TRX, Super Moss with Succulents, Henna Tattoo class.

Programs cancelled due to low enrollment: Beginning Guitar, STEM Sampler class.

#### **Upcoming events include the following:**

**Family Glow Walk:** Friday, May 4<sup>th</sup> at Kinderberg Park starting at 8:00 p.m. We will have glowing giveaways at stations and fun activities to do in between walking. Volunteers Needed – let us know if you can help!


**Soccer/Gridders:** Pee Wee & U6 Soccer will be starting on April 28<sup>th</sup> (original start date was postponed due to snow), the coaches meeting was held on April 10<sup>th</sup> to help coaches prepare for their upcoming season. We have 6 teams for pee wee soccer and 6 teams for U6 soccer.

**Lock-In:** Germantown Youth Futures Lock-will be held on Friday, April 27<sup>th</sup> for youth in grades 5-9 at Kennedy Middle School. Events held that night included: Inflatable's (Wipe Out Meltdown, human spheres), inflatable football toss, climbing wall, selfie station, carnival games (such as soda ring toss), minute to win it games, dodgeball and basketball tournament, silly string tag, concessions, band hero and Wii games, movies, and hair art/glitter/henna tattoos. Volunteer chaperones are needed; there are two shifts to select from 5:30 – 8:00 p.m. or 7:30 – 10:00 p.m. let Patti know if you can volunteer.

**Summer Registration:** Began on April 9<sup>th</sup> for Residents, April 11<sup>th</sup> for Non-residents.

**X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting will be held May 16th @ 5:30 p.m.

**XI. ADJOURNMENT: *Motion by Depies, seconded by Miller to adjourn. Motion unanimously carried.*** The meeting was adjourned at 7:26 p.m.

  
Shannon Lemke  
Secretary