

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
May 15, 2019**

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Depies, Trustee Rep. Miller, Knop and Stapelman (arrived at 5:38 p.m.). Absent and excused were School Board Rep. Borden and Commissioner Leukert. Also present were Director Schroeder, Department Intern Matt Klug and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Depies and by Miller approve the minutes from March 20, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:**

Mark introduced Matt Klug, Department Intern for the Summer. Matt has been employed with the department the last 4 years from working Kids Klub to running programs and working men's basketball.

V. OLD BUSINESS:

- 1. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA)** – At the March 4th meeting, the Village Board gave approval of the facility use agreement subject to an amendment to remove Item 6, Capital Fund, and contingent on minor language revisions to be worked on by attorneys for both parties. In Item 6, Capital Fund, the agreement stipulated that the balance of funds in the Village's Recreational Facility Fee Fund (approximately \$28,000) were to be transferred to the District within 30 days of execution of the agreement. At the March 18th School Board Meeting, the Board of Education (BOE) tabled action on the IGA and directed Superintendent Holmes to continue discussions and negotiations with Village Administrator Kreklow. The superintendent/administrator's discussion included the school district's request to utilize the balance on monies in the Village's Recreational Non-lapsing Facility Fee Fund for district projects, as well as the postponement of the start of implementation of the facility use fees until Fall 2019 programs. The agreement is temporarily on hold to allow time for continued discussions on the Veridian Homes proposal for the school district land south of Kinderberg Park.

Mark stated that as of this week, May 13th, that the Village Board and School Board are still discussing the remaining balance in the Facility Fee Fund. Discussion was held at the School Board meeting in regards to using \$17,000.00 of the facility fee money to resurface the Blue gym floor at Kennedy Middle School. The fee increases were to start with the beginning of summer programs.

- 2. FIREMEN'S PARK SHELTER PROJECT UPDATE** – At the February 20th, 2019 Park & Recreation Commission Meeting, motion made by Commissioner Miller, seconded by Commissioner Stapelman, to send forth a positive recommendation to the Village Board to approve a contract with Ayres Associates for Phase 1 Professional Services for the Firemen's Park Multi-Purpose Shelter Building Project in an amount not to exceed \$18,205.

Phase 1 professional services would include preparation of design plans/specifications, and construction documents suitable for project bidding purposes. Phase 1 includes installation of sewer, water, and electrical service, pedestrian lighting, pathways, and re-location of the existing basketball court.

The recommendation was tabled at the March 4th Village Board Meeting. Following discussion with village engineering staff, a recommendation was made to contract with Ayres Associates for project design and preparation of construction documents ready for public bidding for a total of \$14,055. The village engineering department will handle construction administration and inspection services for the project.

At the March 18th meeting, the Village Board approved a contract with Ayres Associates for \$14,055 for project design and preparation of construction documents. To assist with the development of project plans, existing utilities were marked in late April with the site topographic survey work in progress. It is anticipated that Ayres Associates will schedule the kick-off meeting with village staff/stakeholders in late May/early June for development of the preliminary design for site layout and utility plans (sanitary, water, electrical/lighting) for the project.

Mark stated he is waiting on the site survey from Himalayan Consultants. There is a meeting scheduled for Tuesday, May 21st with the Village Engineering & Ayres Associates to start talk on the utility runs for the future shelter.

- 3. DHEINSVILLE PARK SHELTER PROJECT UPDATE** – Staff met with the Building Construction Oversight Committee (BCOC) on March 19th to review and discuss preliminary design plans and any site concerns/issues with this project. The BCOC approved the conceptual design for the shelter, as well as giving direction to Public Works Director Ratayczak to contract with a consultant to develop project plans and construction documents for public bidding. Harwood Engineering is currently completing these plans which will be presented to the Building Construction Oversight Committee at a site meeting on a date to be determined. Village Attorney Sajdak is currently preparing an agreement between the Village and Germantown Historical Society which would spell out the responsibilities of both parties including funding, insurance, site work, maintenance, project engineering/surveying, etc. The plan is to take the agreement to the Village Board at a meeting in June.

Trustee Miller stated that he, Director Schroeder and Administrator Kreklow will be scheduling a meeting with the Tourism/Betterment Committee to discuss utilizing tourism monies to fund a portion of the project costs.

VI. NEW BUSINESS:

- 1. WEIDENBACH PARK PLAYGROUND PROJECT - REVIEW & RECOMMENDATION ON PLAYGROUND DESIGN PROPOSALS** – The Request for Bid Proposals w/ Project Timeline were sent to five playground companies on February 9th, with a submittal deadline of March 11th. Four companies responded with a total of 9 designs received. An opportunity for public review and comment on the four design proposals selected by the commission was made available through April 16th via Facebook survey and/or by stopping into village hall. A total of 178 votes were cast (154 online & 24 in person). with the top choice being Option 1 from Lee Recreation LLC (BCI/Burke equipment).

Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the May 15th meeting, with final approval and award of contract by the Village Board at the May 20th meeting.

Motion by Depies, seconded by Miller to send forward with a positive recommendation to the Village Board to approve the playground design and installation from Lee Recreation, in the amount not to exceed \$55,930.00 as well as the surfacing materials at a cost of \$4070.00. Motion unanimously carried.

2. **2019 SUMMER ENTERTAINMENT SCHEDULE – GEHL’S PERFORMING ART PAVILION** – Schedules were included in packets. Mark stated that a committee has been established for the “Music at the Pavilion and Beer Garden which includes himself, Lynn Grgich, Germantown Chamber, Jim Barnes, Germantown Community Band, Cheri Schadeberg, First Bank, George Herro, Herro and Associates, Katie Rodger, Germantown Park & Recreation Department, and Elaine Motl, Visit Washington County. Waterstone Bank will be the “Presenting” sponsor for the concerts. Gabor Design Build of Germantown will be sponsoring the July 11 concert. Mark asked the Commissioners if any of them would be willing to help bartend on June 13 or June 27. Beechwood Sales & Service will be our supplier for beer.

VII. VILLAGE BOARD REPORT – Rick stated funding for 2019 Capital Improvements Projects were all approved. Zilber Properties received approval for the addition of 2 buildings on Holy Hill Road which are 200,000 sq. ft. each. Dielectric Manufacturing will be building a new facility on Holy Hill Road near Goldendale. Neumann Development will be starting the Wrenwood residential development on Country Aire and Mequon Roads.

VIII. SCHOOL BOARD REPORT: Absent and excused

IX. DIRECTOR’S REPORT:

School District/Village of Germantown Intergovernmental Agreement (IGA) – At the March 4th meeting, the Village Board gave approval of the facility use agreement subject to an amendment to remove Item 6, Capital Fund, and contingent on minor language revisions to be worked on by attorneys for both parties. In Item 6, Capital Fund, the agreement stipulated that the balance of funds in the Village’s Recreational Facility Fee Fund (approximately \$28,000) were to be transferred to the District within 30 days of execution of the agreement. At the March 18th School Board Meeting, the Board of Education (BOE) tabled action on the IGA and directed Superintendent Holmes to continue discussions and negotiations with Village Administrator Kreklow. The superintendent/administrator’s discussion included the school district’s request to utilize the balance on monies in the Village’s Recreational Non-lapsing Facility Fee Fund for district projects, as well as the postponement of the start of implementation of the facility use fees until Fall 2019 programs. The agreement is temporarily on hold to allow time for continued discussions on the Veridian Homes proposal for the school district land south of Kinderberg Park.

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Village Attorney Sajdak is currently preparing an agreement between the Village and Germantown Historical Society which would spell out the responsibilities of both parties including funding, insurance, site work, maintenance, project engineering/surveying, etc. The plan is to take the agreement to the Village Board at a meeting in June.

Weidenbach Park Playground Project – Review & Recommendation on Playground Design Proposals - The Request for Bid Proposals w/ Project Timeline were sent to five playground companies on February 9th, with a submittal deadline of March 11th. Four companies responded with a total of 9 designs received. An opportunity for public review and comment on the four design proposals selected by the commission was made available through April 16th via Facebook survey and/or by stopping into village hall. A total of 178 votes were cast (154 online & 24 in person). with the top choice being Option 1 from Lee Recreation LLC (BCI/Burke equipment). Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the May 15th meeting, with final approval and award of contract by the Village Board at the May 20th meeting.

2019 Summer Entertainment Schedule – Gehl's Performing Arts Pavilion – Included in the meeting packet is the entertainment schedule including performances by the Germantown Community Band, and new this year, the Music at the Pavilion Entertainment Series. This music series will be held on Thursday evenings, and include area music from a variety of genres. Entertainment will run from 7:00 to 9:00 p.m., with food truck vendors and beer garden from 5:30 to 9:00 p.m. Special thanks to Waterstone Bank who will be the Presenting Sponsor for the music series!

Spassland Park Tennis Court Project – In July 2018, a contract was awarded to Frank Armstrong Enterprises. The scope of work included cleaning, patching, crack filling, installation of the Amor Crack Repair system, two coats of resurfacing material, two coats of color, and court lining. The surface preparation, and crack repair was substantially completed in September, but due to weather conditions, it was decided to complete the installation of the crack repair system, court re-surfacing, and lining in 2019.

The village has also contracted with Northway Fence to replace fence fabric, and DK's Electrostatic Painting for sandblasting and repainting the posts on the remaining two sides of the courts. The fence fabric has been removed, with the fence post painting scheduled in late May. With good weather, the tennis court crack repair system, re-surfacing and lining work will be completed in June.

2019 EAB Ash Treatment Program – Request for Proposals were sent to qualified vendors for the 2019 Ash Treatment Program. The project will consist of materials and labor to treat 156 ash trees located in village parks. Bids are due May 20th, with the Public Works Committee review and recommendation the first week in June.

MacArthur Girl Scout Troop 4363 Community Service Projects (Bocce Ball Court and Raised Gardens) for the Germantown Senior Center in Firemen's Park – Project Update – Girl Scout Troop 4363 is continuing fundraising efforts toward completion of these Silver Award projects. The overall fundraising goals are \$8,500 for the Bocce Ball Court and \$2,000 for the Raised Bed Gardens. Currently they are working to secure the donation of the concrete for the project. Once school ends in June, the girl scouts can proceed with construction of the wooden benches and planters. The goal is to start with construction on the bocce ball court in July with completion of the projects in August.

Village 2050 Comprehensive Plan – On January 22nd, the Village Board approved a contract with GRAEF Associates for professional services for the 2050 Comprehensive Plan Project. The 2050 Comprehensive Plan Project is expected to take approximately 12-15 months to complete. The initial meeting of the Project Steering Committee is scheduled for Wednesday, May 22nd. Chairman Coulthurst and Director Schroeder will be serving on the committee.

2019 Community Garden – The annual Community Garden Meeting was held on April 11th. There has been more garden member turnover than typical, with 3 garden plots (2 single and 1 double plot) still to be filled.

Recreation Division Report –

The department has 23 programs starting in May including: Horseback Riding, Middle Eastern Dance, Tae kwon Do, Babysitters Training, Tree Climbing, Firefighters Are Your Friends, Track Invite, Container Gardening, Healthy Family Living, Learn to Sew, PULSE, TRX, Youth & Little Tykes Martial Arts, GLOW Walk, Cupcake Decorating, Guided Meditation, Stop the Bleed Class, Learn, Burn & Build Self Defense, Miss Julie's Music Fun, Music Fun for Families, Music Fun for Babies, Daytime Adult Golf Lessons, Night T-ball. Programs cancelled due to low enrollment: Music Fun for Babies and Learn to Sew.

Upcoming events include the following:

Night T-Ball Coaches Meeting: Will be held on Thursday, May 16th. To date we have 92 Jr. T-ball participants with 18 coaches and 96 Sr. T-ball participants with 11 coaches signed up. Night T-ball will begin on May 28/30.

Track Invite: Along with our 94 Track Program participants, we have another 21 signed up plus the St. Boniface track team who will participate in this invite held at the GHS Track on Saturday, May 18th.

Highway Garage Field Trip: To be held on Friday, June 7th from 10:00 – 11:00 a.m. at DPW. Kids and parents will see all the trucks that are used in the sandbox in their real form.

Safety Town Teen Volunteer Meeting: Meetings has been set for Thursday, June 13th from 5:30 – 6:15 p.m. (returning teens) or 5:30 – 6:30 p.m. (new volunteers) at the Germantown Village Hall.

Movies in the Park: Our first Movies in the Park event of the summer season will be held on Friday, June 14th and will feature the movie Mary Poppins Returns. Our next movie will be on Friday, July 26th featuring the movie Ralph Breaks the Internet and will be held in conjunction with our Family Campout at Kinderberg Park. Back by popular demand, we will have face painting and balloon animals done by the clowns Cuddles & Billy.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled at 5:30 p.m. on June 19, 2019.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:40 p.m.

Shannon Lemke
Park & Recreation Secretary