

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
May 16, 2018**

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

- I. **ROLL CALL:** Chair Coulthurst, Commissioners Depies (arrived @ 6:33p.m.), School Board Rep. Borden, Stapelman, and Trustee Rep. Miller. Absent and excused were Commissioners Leukert and Knop. Guests included Art Zabel, Village Trustee, Mary Fiegel, Sr. Ctr. Coordinator and Girl Scout Troop 4363 – Maggie Wagner, Leader, and members Merideth, Bianca, Helen and Erin. Also present were Director Schroeder and Secretary Lemke.
  
- II. **APPROVAL OF MINUTES:** *Motion by Borden, seconded by Miller to approve the minutes of April 18, 2018 as presented. Motion unanimously carried.*
  
- III. **PUBLIC INPUT:**
  
- IV. **CORRESPONDENCE:**  
*Motion by Borden, seconded by Stapelman, to move to VI New Business, item 2. Motion unanimously carried.*
  
- V. **OLD BUSINESS**
  1. **SPASSLAND PARK PLAYGROUND PROJECT UPDATE** – At the May 7<sup>th</sup> meeting, the Village Board approved the commission recommendation to award the contract to Lee Recreation LLC. The playground equipment was ordered May 15<sup>th</sup>. The equipment will be ready for shipment in 6-8 weeks, with installation tentatively scheduled for late August.
  
  2. **GERMANTOWN JUNIOR WARHAWKS FIELD USAGE AGREEMENT UPDATE** - The Village Board approved the Junior Warhawks Field Use Agreement at the May 7<sup>th</sup> meeting.
  
  3. **GEHL FOODS PERFORMING ARTS PAVILION – REVIEW & APPROVAL OF USE POLICIES & RENTAL FEES** – Director Schroeder went over the park Policies and Procedures changes as well as the fee structure.  
  
*Motion by Borden, seconded by Miller to accept the use policy and rental fees as presented. Motion unanimously carried.*  
  
*Motion by Miller, seconded by Stapelman to move out of order and take item 1 when Commissioner Depies arrives. Motion unanimously carried.*
  
- VI. **NEW BUSINESS**
  1. **FIREMEN’S PARK MULTI-PURPOSE SHELTER DESIGN PLANS – REVIEW & RECOMMENDATION ON CONSULTING FIRM FOR PHASE 1 DESIGN SERVICES** –

A pre-submittal meeting was held on April 12<sup>th</sup> at Firemen's Park to review the scope of the project, and to assist the consultants with preparing bid proposals. The proposal deadline was April 27<sup>th</sup> with proposals submitted by three firms, Nagel Architects & Engineers, Arc-Int Architecture, and Ayers & Associates. Park & Recreation Commissioners Brian Depies and Steve Stapelman volunteered to serve as a project selection committee to assist department staff in evaluating proposals utilizing a two-step evaluation procedure 1.) evaluation of qualifications/technical information, and 2.) evaluation of pricing proposals. Following review and discussion on May 9<sup>th</sup>, the recommendation being brought forth by the selection committee is to contract with Ayres Associates for Phase 1 Design Services for the Firemen's Park Multi-Purpose Shelter Project. The selection committee based this recommendation on the following:

- Qualifications/ Experience of assigned project team, as well as in-house resources
- Experience with similar park projects
- Design Approach and Scope of Services
- More clearly defined public input process
- Phase I Cost of Services was based on the requested "not-to-exceed" cost basis
- Phase 1 Design Services are within the 2018 CIP Budget

***Motion by Depies, seconded by Borden to send forth a positive recommendation to the Village Board to approve a contract with Ayres Associates for Phase 1 Design Services for the Firemen's Park Multi-Purpose Shelter Building in an amount not to exceed \$15,500. Motion unanimously carried.***

**2. MACARTHUR GIRL SCOUT TROOP 4363 COMMUNITY SERVICE PROJECTS (BOCCE BALL COURT AND RAISED GARDENS) FOR THE GERMANTOWN SENIOR CENTER IN FIREMEN'S PARK – REVIEW & APPROVAL**

– In January 2018, representatives from Girl Scout Troop 4363 approached department staff regarding potential ideas for community service projects. Senior Coordinator Mary Fiegel suggested two project ideas that would benefit not only the seniors, but users of Firemen's Park as well. Over the last two months, the group has been fine-tuning the scope of these projects, as well as researching potential designs and associated costs. Included in the meeting packets is additional information on these projects including project background, construction information, and budget.

The proposed scope of work would include:

- Materials and labor to construct and install a bocce ball court south of the Senior Center.
- Materials and labor to construct and install two raised bed gardens on the west and east sides of the Senior Center.

Funding for these projects will be a collaborative effort of Troop 4363 through community fundraising, with assistance from the Germantown Park & Recreation Department. Staff time, equipment, and labor may also be provided by the Village Highways/Parks staff.

Representatives from Girl Scout Troop 4363 made a presentation including the scope of the two projects, and detailed information including cost estimates for both the bocce ball court and gardens. The timeframe to complete this work is Summer of this year.

The Bocce Ball court will be located between the Senior Center parking lot and the sidewalk to the south in the grass. The court will be 10 feet wide and 70 feet long and will have curbing around the edge and a bumper to help keep the balls on the court. There will be a ramp instead of a step down to get into the court for safety reasons. The surface will be either crushed oyster shells or turf due to costs and maintenance with an estimated cost of the court is \$5,822.00. There are 2 benches proposed to be placed at the court. The flower beds will be at the entrance on the East side of the building as well as the entrance near the gift shop. The estimate for the flower beds is \$1000.00.

***Motion by Miller, seconded by Borden to approve the Girl Scout project for the bocce ball court and 2 raised planting beds as presented.  
Motion unanimously carried.***

3. **SPASSLAND PARK – REVIEW & DISCUSSION REGARDING PARK PATHWAY IMPROVEMENTS** - For several years, a low area has existed along the western portion of the pathway at Spassland Park. During wet/rainy periods, a section of the pathway is covered by standing water. Residents have brought forth concerns, most recently to Trustee Zabel who requested this item be placed on the May 9<sup>th</sup> Board of Public Works Agenda for discussion and possible action. The item was referred to the Park & Recreation Department and Park & Recreation Commission to develop a solution for the standing water problem. Staff will work with engineering to review this situation in more detail. Currently there are no monies budgeted in the parks and recreation budget for this project. This item is on the agenda for information purposes.

**VII. VILLAGE BOARD REPORT:** Rick stated the Village Board approved Metro Cigars building a facility in the industrial park on Appleton Avenue. The feasibility study for the TID district on Holy Hill Road will be on the upcoming Village Board Agenda. Mai Fest is May 18-20.

**VIII. SCHOOL BOARD REPORT:** Ray stated the School Board purchased 3.45 acres across from Amy Belle School. Septic will be put in on the land. The board has come to a decision on the new Activities Director and will be announced this upcoming Monday.

**IX. DIRECTOR'S REPORT:**

**Spassland Park Play Equipment Project** - At the May 7<sup>th</sup> meeting, the Village Board approved the commission recommendation to award the contract to Lee Recreation LLC. The playground equipment was ordered May 15<sup>th</sup>. The equipment will be ready for shipment in 6-8 weeks, with installation tentatively scheduled for late August.

**Germantown Junior Warhawks Field Usage Agreement** - The Village Board approved the Junior Warhawks Field Use Agreement at the May 7<sup>th</sup> meeting.

**Gehl Foods Performing Arts Pavilion – Review & Approval of Use Policies & Rental Fees** – Following review and feedback at the April commission meeting, staff made minor modifications and additions to the rental policies. These policies have also been reviewed by the police department. They are being brought forth for final review and approval. The fees remain as proposed at the last meeting. Item B #5 was added to reference the Village’s Public Grant Program.

**Firemen’s Park Multi-Purpose Shelter Design Plans – Review & Recommendation on Consulting Firm for Phase 1 Design Services** – A pre-submittal meeting was held on April 12<sup>th</sup> at Firemen’s Park to review the scope of the project, and to assist the consultants with preparing bid proposals. The proposal deadline was April 27<sup>th</sup> with proposals submitted by three firms, Nagel Architects & Engineers, Arc-Int Architecture, and Ayers & Associates. Park & Recreation Commissioners Brian Depies and Steve Stapelman volunteered to serve as a project selection committee to assist department staff in evaluating proposals utilizing a two-step evaluation procedure 1.) evaluation of qualifications/technical information, and 2.) evaluation of pricing proposals. Following review and discussion on May 9<sup>th</sup>, the recommendation being brought forth by the selection committee is to contract with Ayers Associates for Phase 1 Design Services for the Firemen’s Park Multi-Purpose Shelter Project. The selection committee based this recommendation on the following:

- Qualifications/ Experience of assigned project team, as well as in-house resources
- Experience with similar park projects
- Design Approach and Scope of Services
- More clearly defined public input process
- Phase I Cost of Services was based on the requested “not-to-exceed” cost basis
- Phase 1 Design Services are within the 2018 CIP Budget

**MacArthur Girl Scout Troop 4363 Community Service Projects (Bocce Ball Court and Raised Gardens) for the Germantown Senior Center in Firemen’s Park – Review & Approval** – In January 2018, representatives from Girl Scout Troop 4363 approached department staff regarding potential ideas for community service projects. Senior Coordinator Mary Fiegel suggested two project ideas that would benefit not only the seniors, but users of Firemen’s Park as well. Over the last two months, the group has been fine-tuning the scope of these projects, as well as researching potential designs and associated costs. Included in the meeting packets is additional information on these projects including project background, construction information, and budget.

The proposed scope of work would include:

- Materials and labor to construct and install a bocce ball court south of the Senior Center.
- Materials and labor to construct and install two raised bed gardens on the west and east sides of the Senior Center.

Funding for these projects will be a collaborative effort of Troop 4363 through community fundraising, with assistance from the Germantown Park & Recreation Department. Staff time, equipment, and labor may also be provided by the Village Highways/Parks staff.

Representatives from Girl Scout Troop 4363 will be making a presentation including the scope of the two projects, and detailed information including cost estimates for both the bocce ball court and gardens. The timeframe to complete this work is Summer of this year.

**Spassland Park – Review & Discussion Regarding Park Pathway Improvements** – For several years, a low area has existed along the western portion of the pathway at Spassland Park. During wet/rainy periods, a section of the pathway is covered by standing water. Residents have brought forth concerns, most recently to Trustee Zabel who requested this item be placed on the May 9<sup>th</sup> Board of Public Works Agenda for discussion and possible action. The item was referred to the Park & Recreation Department and Park & Recreation Commission to develop a solution for the standing water problem. Staff will work with engineering to review this situation in more detail. Currently there are no monies budgeted in the parks and recreation budget for this project. This item is on the agenda for information purposes.

**Haupt Strasse Park Play Equipment Project** – Due to weather conditions, the village DPW/Parks crew has had to postpone the start of the park site work. This has pushed back the contractor's work schedule for equipment installation from the week of May 14<sup>th</sup>-18<sup>th</sup> until late May/early June.

**Haupt Strasse Park Baseball/Softball Scoreboard** – Final electrical work was completed with the scoreboard ready for use the week of May 7<sup>th</sup>.

**Gehl's Performing Arts Pavilion in Fireman's Park** – A project progress meeting was held on May 14<sup>th</sup>. The concrete work on the stage, dance floor and walkways have been completed. The electrical work, including electric service, is slated for completion the weeks of May 14<sup>th</sup> and 21<sup>st</sup>. The doors and donor bricks have been delivered to the site, with installation scheduled for the week of May 14<sup>th</sup>. Installation of the steel roof, painting, signage and railings will be completed in late May, with site restoration/landscaping to follow. A site walk through/final meeting will be held with village staff, Kiwanis Club, and Keller Inc. on June 4<sup>th</sup>. The June 13<sup>th</sup> grand opening date has been moved back to June 20<sup>th</sup>.

**2018 Tree Planting Program** – Staff met with Consulting Forester John Gall to review and discuss the 2018 village wide tree planting program. The Parks Division Budget includes \$24,000 for materials and labor to contract out the planting of 60 trees as in the past few years. Included in the meeting packets are aerial photo maps with tree planting locations along Mequon and Division Roads, and in Alt Bauer, Schoen Laufen, Kinderberg, and Friedenfeld Parks.

The RFP was sent to 8 tree planting companies in May, with review and contract award by the Board of Public Works & Village Board in June. Tree planting would take place in Fall.

**Alt Bauer Park Pathway Project** - DPW/Parks crews have completed the removal of underbrush, invasive species, as well as dead and/or dying trees within the park. The goal was 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. Neighboring resident comments/concerns have been minimal. The village will be planting trees in the park to enhance the areas. The goal is to reforest with native plantings. Residents have the option to install plantings on private property if they want additional buffering to reduce the visual impacts from the loss of invasive buckthorne tree cover. Installation of the stone for the pathways will start as soon as conditions allow.

**Dheinsville Park Wolf Haus Project** – In 2015, the village replaced the skirt beam that was failing at a cost of \$20, 650. Earlier this year, a vehicle struck the Wolf Haus, and damaged this beam and one other. On May 9<sup>th</sup>, DPW staff requested authorization from the Board of Public Works in the amount of \$51,380 to make the necessary repair work. The village has already received the insurance check to make these repairs.

**Recreation Division Report –**

The dept. has 18 programs starting in May including: Horseback Riding, Music Fun for Babies, Middle Eastern Dance, Succulents Class, Tae kwon Do, Babysitters Training, Tree Climbing, Firefighters Are Your Friends, Watercolor Painting, Track Invite, Container Gardening, Keep Families Healthy, Learn to Sew, The Science of Slime Camp, Miss Julie’s Music Fun, Rugby Free Trial, Daytime Adult Golf Lessons, Night T-ball.

Programs cancelled due to low enrollment: Repel Bugs the Natural Way, Babysitters Training May 13 class.

**Upcoming events include the following:**

**Night T-ball Coaches Meeting:** Thursday, May 17<sup>th</sup>. To date we have 91 Jr. T-ball participants with 14 coaches and 87 Sr. T-ball participants with 16 coaches signed up. Night T-ball starts May 29/31.

**Track Invite:** Along with our 80 Track Program participants we have another 11 signed up plus the St. Boniface team who will participate in this invite held at the GHS Track Saturday, May 20<sup>th</sup>.

**Highway Garage Field Trip:** Friday, June 1<sup>st</sup>, 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:** Wednesday, May 30<sup>th</sup> from 4:30 – 5:15 p.m. (returning teens) or 4:30 – 5:30 p.m. (for new volunteers). Volunteers will be given an orientation on what to do/expect.

**Movies in the Park:** Friday, June 8<sup>th</sup> featuring the movie Paddington 2. Our next movie will be on Friday, July 27<sup>th</sup> featuring the movie Coco 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 will be held June 20<sup>th</sup> @ 5:30 p.m. at the Germantown Senior Center.

**XI. ADJOURNMENT: *Motion by Depies, seconded by Miller to adjourn. Motion unanimously carried.*** The meeting was adjourned at 7:08 p.m.

  
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Shannon Lemke  
Secretary