

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
MAY 20, 2020**

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

**ROLL CALL:** Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Hudson, Leukert and Depies. Guests included Recreation Supervisors Patti Heinen and Katie Rodger, Senior Center Coordinator Mary Fiegel, Superintendent Highway, Parks and Buildings Jay Olszewski and Village Administrator Steve Kreklow. Also present were Director Schroeder and Secretary Lemke. Absent and unexcused was School Board Rep. Borden

**INTRODUCTION & WELCOME:** Welcome Phil Hudson

**APPROVAL OF MINUTES:** *Motion by Depies and seconded by Leukert to approve the minutes from April 15, 2020 as presented. Motion unanimously carried.*

**PUBLIC INPUT:** None

**CORRESPONDENCE:** None

***Motion by Depies, seconded by Stapelman to move to New Business VIII. #3. Motion unanimously carried.***

**PARK & RECREATION COVID-19 PHASED-IN SERVICES:** Mark stated that under the direction of the Village Board on Monday, May 18<sup>th</sup> we have been directed to follow the guidelines from the Washington/Ozaukee County blueprint for reopening services.

Program Supervisor Heinen discussed the departments Summer Programs Re-Open Plan. Heinen stated what the “Best Practices” will be regarding cleaning and disinfecting daily as well as social distancing. The School District has indicated that they will not be opening their buildings until August 1<sup>st</sup> therefore those programs scheduled in district facilities have been canceled.

Programs that we are holding in our parks/buildings are going to run with additional cleaning of equipment, physical distancing and not sharing equipment if possible. A few of our programs such as KidsSports, Parent Child Basketball and Hoopsters we are requiring the parents to stay and participate with their child to limit contact with others. We have also reduced the number of enrollees in some classes for physically distancing.

Program Supervisor Rodger stated that the Kids Klub program is to begin on Monday, June 15<sup>th</sup>. There will not be any field trips this year. Maximum numbers at all sites have been adjusted as we no longer are able to use St. Boniface this summer. New procedures will be in place and staff will be trained for proper use of PPE, handwashing/cleaning/sanitization. The parent drop-off/pick-up procedures will now be curbside. Parents are being asked to screen their children before bringing them to Kids Klub, there will also be a waiver that families need to sign for each participant regarding the risk of COVID-19. There will be small groups for physical distancing. Families will be encouraged to use disposable lunch bags.

Senior Center Coordinator Fiegel stated that rentals at the Senior Center will start June 13<sup>th</sup> with max of 50 at this time. The van program will resume on June 15<sup>th</sup> Tuesdays–Fridays 9:00a.m.–2:30p.m. with only 1 rider at a time. The rider and driver must wear masks and sanitize after each rider. The ADRC is continuing the home delivered meal program. WASC (Wisconsin Association of Senior Centers) is recommending opening in 3 phases for programming. Phase 1, programs where 1 person can attend such as County Nurse visit, Toe Nail Trimmers, exercise room and computer room. Once we get to phase 3, program size would be limited to max of 10 due to social distancing.

Director Schroeder stated that the affiliate groups are following the stated guidelines regarding their sports. Jr. Warhawks Baseball/Softball will start on June 1<sup>st</sup>. Their tournaments for July have been canceled. Soccer would like to open play July 1<sup>st</sup>. Little League will begin June 1<sup>st</sup>. Hawks Football is pending as they follow the AAYFL guidelines.

**Park Facilities re-opening plan:**

- Playgrounds – May 22<sup>nd</sup>
- Basketball Courts – May 22<sup>nd</sup>, no more than 10 at one time
- Tennis/Pickleball – didn't close
- Volleyball Courts – May 22<sup>nd</sup>, no more than 10 at one time
- Skate park – didn't close
- Splashpad – June 13<sup>th</sup>
- Shelters – open based on 50 people/25% capacity
- Drinking fountains – not opening
- Restrooms -May 22<sup>nd</sup>
- Archery Range – didn't close
- Community Garden – didn't close
- Disc Golf – Didn't close

**OLD BUSINESS:**

**FIREMEN'S PARK PHASE 1 IMPROVEMENTS PROJECT UPDATE:** Miller Electric has completed all electrical work associated with Phase 1. This includes installation of conduit, wiring, light poles, bollards, and electrical service panel. The light poles and bollards were tested via generator on May 7<sup>th</sup>. The Village Inspection department has inspected the electrical system, with approval given to WE Energies for installation of the transformer, service line and meter pedestal. At this time, it is anticipated that WE Energies will complete this work in late May/early June. Additional work remaining in Phase 1 includes paving of the stone pathways, and site grading and restoration. Overall completion of Phase 1 is anticipated in early to mid-June.

**DHEINSVILLE PARK SHELTER PROJECT UPDATE:** The official ground-breaking ceremony for the Muehl Family Festhalle at Dheinsville Park was held on Friday, May 1<sup>st</sup>. Site work including staking, installation of the tracking pad and silt fence was completed on May 1<sup>st</sup>, with stripping of topsoil, filling, grading and compacting starting on May 4<sup>th</sup>. Installation of the stone base work was completed on May 12<sup>th</sup>. Grading and restoration of the perimeter slopes is in progress.

The Building Construction Oversight Committee approved the color selections at the April 30<sup>th</sup> meeting. Attached is a copy of the color selection sign off sheets. Project submittals have been approved for building materials and project electric/lighting. The anticipated delivery date for building materials and start of construction is June 15<sup>th</sup>. The scheduled project completion date is in August.

**WEIDENBACH PARK PLAY EQUIPMENT PROJECT:** 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 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 June, with equipment delivery and installation in July.

**NEW BUSINESS:**

**FIREMEN'S PARK SHELTER DESIGN UPDATE:** At the last meeting, the Commission reviewed the 30% project plans (see attached). At the April 30<sup>th</sup> meeting, the Building Construction Oversight Committee reviewed and provided input on these plans.

BCOC member David Baum offered to provide additional professional guidance to Parkitecture for continued work on the project plans including material selection. 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 are the 30% plans including floor plan and building elevations.

**COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE:** At the February commission meeting, the plan goals and objectives were reviewed with updates and new goals added to the document. In early May, GRAEF sent staff an in-progress report draft and layout which is currently being reviewed. GRAEF is looking for guidance/feedback on the overall direction of the content in the draft report. Staff will be sending the commission this information in advance of the June commission meeting for review and input.

Project stakeholder interview/meetings were tentatively scheduled for May 6<sup>th</sup>, but these meetings will be postponed until further notice due to the Covid-19 Pandemic.

**VILLAGE BOARD REPORT:** Nothing to report.

**SCHOOL BOARD REPORT:** Absent

**DIRECTOR'S REPORT:**

**Firemen's Park Phase 1 Site Improvements Project:**

Miller Electric has completed all electrical work associated with Phase 1. This includes installation of conduit, wiring, light poles, bollards, and electrical service panel. The light poles and bollards were tested via generator on May 7<sup>th</sup>. The village inspection department has inspected the electrical system, with approval given to WE Energies for installation of the transformer, service line and meter pedestal. At this time, it is anticipated that WE Energies will complete this work in late May/early June. Additional work remaining in Phase 1 includes paving of the stone pathways, and site grading and restoration. Overall completion of Phase 1 is anticipated in early to mid-June.

**Dheinsville Park Shelter Project:**

The official ground-breaking ceremony for the Muehl Family Festhalle at Dheinsville Park was held on Friday, May 1<sup>st</sup>. Site work including staking, installation of the tracking pad and silt fence was completed on May 1<sup>st</sup>, with stripping of top soil, filling, grading and compacting starting on May 4<sup>th</sup>. Installation of the stone base work was completed on May 12<sup>th</sup>. Grading and restoration of the perimeter slopes is in progress.

The Building Construction Oversight Committee approved the color selections at the April 30<sup>th</sup> meeting. Attached is a copy of the color selection sign off sheets. Project submittals have been approved for building materials and project electrical/lighting. The anticipated delivery date for building materials and start of construction is June 15<sup>th</sup>. The scheduled project completion date is in August.

**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 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 June, with equipment delivery and installation in July.

**Firemen's Park Shelter Design:**

At the last meeting, the commission reviewed the 30% project plans (see attached). At the April 30<sup>th</sup> meeting, the Building Construction Oversight Committee reviewed and provided input on these plans. BCOC member David Baum offered to provide additional professional guidance to Parkitecture for continued work on the project plans including material selection.

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 are the 30% plans including floor plan and building elevations.

**Comprehensive Outdoor Recreation Plan Update:**

At the February commission meeting, the plan goals and objectives were reviewed with updates and new goals added to the document. In early May, GRAEF sent staff an in-progress report draft and layout which is currently being reviewed. GRAEF is looking for guidance/feedback on the overall direction of the content in the draft report. Staff will be sending the commission this information in advance of the June commission meeting for review and input.

Project stakeholder interviews/meetings were tentatively scheduled for May 6<sup>th</sup>, but these meetings will be postponed until further notice due to the Covid-19 Pandemic.

**Park & Recreation COVID-19 Phased-in Services:**

Due to the Covid-19 Pandemic, all recreation programs and special events have been cancelled since March 14<sup>th</sup>. On March 16<sup>th</sup>, the Village Board declared a local public health emergency. Since March 24<sup>th</sup>, the village has been following the State of Wisconsin's "Safer at Home" Order. On May 13<sup>th</sup>, the Wisconsin State Supreme Court overturned this order, effectively placing the decision-making authority in the hands of local governmental officials.

Staff is in the process of drafting a phased-in service plan that will include re-opening of the closed park facilities/amenities (note that parks have remained open), as well as a plan for recreation programs and special events taking into consideration the facilities that will be available for use. The plan will follow the guidelines recommended in the Blueprint for Re-Opening Washington County as prepared by the Washington Ozaukee Counties Health Department utilizing recommendation/best practices of the Centers for Disease Control (CDC).

**Park Rules Signs:**

In late 2019, staff completed the design and purchase of new park rules/informational signs to replace the outdated/poor condition signs. In early May, the DPW/parks crew completed the installation of 9 signs at Spassland, Haupt Strasse, Alt Bauer, Weidenbach, Schoen Lauffen, Kinderberg, and Friedenfeld Parks. Due to construction work at Firemen's and Dheinsville Parks, these signs will be purchased and installed in 2021.

**Ball Diamond Upgrades:**

Monies were included in the Recreational Facility Fee Fund to complete renovations to the baseball/softball diamonds at Kinderberg, Haupt Strasse, Friedenfeld, and Firemen's Parks. Total Lawn Care completed this work the week of May 11<sup>th</sup> – 15<sup>th</sup>. Work included removal of the infield lips, adding of baseball diamond mix, re-grading of material, and re-setting of the bases/home plate ready for play.

**Friedenfeld Park Irrigation System Upgrade:**

Monies were included in the budget for materials and labor to make improvements to the irrigation system that serves the football fields at the park. The project was needed from a safety and functionality standpoint. The project was made possible through the combined efforts of the Public Works and Park & Recreation Department, along with funding assistance from the Germantown Hawks Football Club.

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**Community Garden:**

All plots at the Dheinsville Park Community Garden have been filled. The gardeners have been working in their plots since mid to late April.

**Farmer's Market:**

Due to the covid-19 pandemic, the Farmer's Market start date was originally pushed back till June 6<sup>th</sup>. However, based on the state guidelines that determined Farmer's Markets are essential services, the department made the decision to move the start date up to Saturday, May 16<sup>th</sup> following the guidelines established by the state.

**ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled for June 17<sup>th</sup> at 5:30 p.m.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 8:02 p.m.



Shannon Lemke  
Park & Recreation Secretary