

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
August 15, 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, Knop, Stapelman, and Depies. Absent and excused were Trustee Rep. Miller and School Board Rep. Borden. Guests included Eagle Scout Cole Navin. Also present were Director Schroeder and Recreation Supervisors Heinen and Rodger.

II. APPROVAL OF MINUTES: *Motion by Stapelman, seconded by Depies to approve the minutes of June 27 and July 9, 2018. as presented. Motion unanimously carried.*

III. PUBLIC INPUT:

IV. CORRESPONDENCE – None

Motion by Depies, seconded by Knop to move to item 4, Old Business, Dheinsville Park Archery Range – Eagle Scout Project Report. Motion unanimously carried.

V. OLD BUSINESS

1. **SPASSLAND PARK PLAYGROUND PROJECT** – DPW/parks crews will be removing the equipment and preparing the site the weeks of August 13th and 20th. The contractor is scheduled for delivery and installation of the equipment August 27th and 28th. Village staff will install the concrete sidewalk and finish site restoration with final estimated project completion date of September 15th.

2. **FIREMEN’S PARK SHELTER & PARK DESIGN PLANS** - At the July 9th meeting, the discussion included potential locations for the building, programming/uses for the building, and aesthetic characteristics desired for the building. Attendees completed a visual preference survey of a variety of sample building exteriors and interior features, as well discussing potential floor plan layouts.

A second meeting is scheduled with the commission on August 29th at which time Ayres Associates will present conceptual designs and floor plans for the shelter building including preliminary recommendations on a location within the park. Meeting invitations have been emailed to village staff, officials, and the community. It was confirmed that a quorum of the commission will be present for this meeting.

3. **SPASSLAND PARK TENNIS COURT PROJECT** – At the July 2nd meeting, the Village Board approved the commission recommendation to contract with Frank Armstrong Enterprises, Inc. for \$18,507. The scope of work includes cleaning, patching, crack filling, installation of the Amor Crack Repair system, two coats of resurfacing material, two coats of color, and court lining. The village will also be contracting with Northway Fence to replace fence fabric, and DK’s Electrostatic Painting for sandblasting and repainting the posts. Fence/painting work and court preparation work should be completed by September 15th with court resurfacing and lining completed by the end of September.

4. **DHEINSVILLE PARK ARCHERY RANGE – EAGLE SCOUT PROJECT REPORT – COLE NAVIN** – Cole Navin gave a power point presentation on his Eagle Scout project which included several improvements to the archery range at Dheinsville Park. The commission was very pleased with his work, and extended thanks for his contributions to the park system. Director Schroeder mentioned that Wendland Nursery will be donating plant stock and labor to plant 6-8 spruce and/or pine trees later this month behind the archery range that will help to complete the upgrades made at the archery range.

VI. NEW BUSINESS

1. **2018-2019 FALL/WATER/SPRING RECREATION PROGRAM FEES & PROGRAM GUIDE** – Recreation Supervisors Heinen and Rodger presented the recreation program fee chart, as well as the lineup of current and new programs planned for the fall/winter and spring. Due to the time schedule to plan, typeset, print and mail the program brochure to the community, staff needed to make fee recommendations prior to actual review and approval by the commission. It was the general consensus that the commission approved of the presented fee recommendations.
2. **SCHOOLDISTRICT/VILLAGEOFGERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA) & FALL/WINTER/SPRING FACILITY USE REQUESTS – REVIEW & DISCUSSION** – The Intergovernmental Agreement (IGA) with the Germantown School District has been in place for several years, with the current 3-year agreement (2015-2018) expiring on August 31st. Currently village and school district administration are working together on its renewal. This agreement is essential to the continued success of the recreation department because it waives hourly facility use fees that if in place would substantially increase the program fees. Any fees paid to the district over the last several years have come from the “Recreation Facility Fund” to help pay for improvements to school facilities that are used by the recreation department, and “mutually beneficial” to both parties.

At the July 23rd meeting of the School District Building Committee, village staff presented the facility use requests for Fall/Winter/Spring 2018-2019 programs. Following review and discussion, facility use approval was granted. This action allows the department to proceed with offering the current recreation programming to the community, while providing the needed time to continue meeting with the school administration and elected officials to negotiate terms on the next agreement. Village administration has been informed that the Board of Education is considering the implementation of a fee structure for not only the use of the new school facilities (pool, field house and performing arts center), but for the existing facilities as well. Not knowing exactly where the discussion will go, and the fee schedule, department staff prepared a program fee analysis (based on information discussed by the School District Finance Committee) to determine the potential financial impacts to the community should fees be implemented. This analysis was based on the hours of use for the 2016-2017 school year, and presented to the Park & Recreation Commission at the June 27th meeting.

At the August 6th Village Board Meeting, Administrator Kreklow and Director Schroeder provided an update on the status of discussions. This item is on the agendas for the August 13th Board of Education and School District Building Committee Meetings for continued review and discussion.

The commission members expressed concern on the negative impacts that facility use fees will have on department programs and the families of the community.

Commissioners asked what they could do to help in this regard. It was suggested to attend future Board of Education and Village Board Meetings and/or directly contact the members. This item will remain on future meeting agendas.

- 3. 2019 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - Staff is completing work on the 2019 Budgets. For the *Recreation Budget*, staff is anticipating an increase in expenses related to school facility use costs with corresponding program fee offset to revenue accounts. At this time, the school rental fee numbers are not known. Operating capital projects proposed for 2019 include fence repair work, Spassland Park trail improvements (boardwalk/other option), park signage and picnic table replacement. Capital Projects being considered for 2019 include Firemen's Park Shelter Restroom Building, Weidenbach Park Play Equipment, , Friedenfeld pathways and Alt Bauer Park pedestrian bridge. The DPW/Parks Dept. is looking at roof replacement for the Friedenfeld Park concession stand and Kinderberg Park shelter, as well as sealing and lining of park parking lots.

VII. VILLAGE BOARD REPORT: Absent and Excused

VIII. SCHOOL BOARD REPORT: Absent and Excused

IX. DIRECTOR'S REPORT:

Spassland Park Play Equipment Project - DPW/parks crew will be removing the equipment and preparing the site the weeks of August 13th and 20th. The contractor is scheduled for delivery and installation of the equipment August 27th and 28th. Village staff will install the concrete sidewalk and finish site restoration with final estimated project completion date of September 15th.

Haupt Strasse Park Play Equipment Project – All site work (concrete walk, benches, installation of the safety surfacing, and restoration) has been completed, and the playground opened to the community on June 28th. Removal of the old equipment and site restoration will be completed this Fall.

Firemen's Park Multi-Purpose Shelter Design Plans – At the July 9th meeting, the discussion included potential locations for the building, programming/uses for the building, and aesthetic characteristics desired for the building. Attendees completed a visual preference survey of a variety of sample building exteriors and interior features, as well discussing potential floor plan layouts.

A second meeting is scheduled with the commission on August 29th at which time Ayres Associates will present conceptual designs and floor plans for the shelter building including preliminary recommendations on a location within the park. Meeting invitations have been emailed to village staff, officials, and the community.

Spassland Park Tennis Courts Project -

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School District/Village of Germantown Intergovernmental Agreement (IGA) & Fall/Winter/Spring Facility Use Requests – Review & Discussion – The Intergovernmental Agreement (IGA) with the Germantown School District has been in place for

several years, with the current 3-year agreement (2015-2018) expiring on August 31st. Currently village and school district administration are working together on its renewal. This agreement is essential to the continued success of the recreation department because it waives hourly facility use fees that if in place would substantially increase the program fees. Any fees paid to the district over the last several years have come from the “Recreation Facility Fund” to help pay for improvements to school facilities that are used by the recreation department, and “mutually beneficial” to both parties.

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2019 Park & Recreation Operating & Capital Improvements Fund Budgets - Staff is completing work on the 2019 Budgets. For the *Recreation Budget*, staff is anticipating an increase in expenses related to school facility use costs with corresponding program fee offset to revenue accounts. At this time, the school rental fee numbers are not known. Operating capital projects proposed for 2019 include fence repair work, Spassland Park trail improvements (boardwalk/other option), park signage and picnic table replacement. Capital Projects being considered for 2019 include Firemen’s Park Shelter Restroom Building, Weidenbach Park Play Equipment, , Friedenfeld pathways and Alt Bauer Park pedestrian bridge. The DPW/Parks Dept. is looking at roof replacement for the Friedenfeld Park concession stand and Kinderberg Park shelter, as well as sealing and lining of park parking lots.

Gehl’s Performing Arts Pavilion in Fireman’s Park – The pavilion was officially presented to the Village by the Kiwanis Club as part of the Taste of Germantown event on July 26th. All work has been completed with the exception of the paving of the entrance drive which has been included in the village paving program scheduled for completion this Fall.

2018 EAB Ash Treatment Program – The Public Works Committee awarded the 2018 EAB Ash Treatment Program contract to Crawford Landscape on June 6th. The project includes trunk injection treatments with Emamectin Benzoate on 77 trees on village grounds and along village streets. This is the third consecutive year of the village’s ash tree treatment program. The work was completed on July 31st.

2018 Tree Planting Program – On June 18th, the Village Board awarded the 2018 tree planting contract to Century Landscape. The project will include 60-65 trees along Mequon and Division

Roads, and in Alt Bauer, Schoen Laufen, Kinderberg, and Friedenfeld Parks. Tree planting is scheduled for September.

Harvest Hills Subdivision – All approvals are in place, and site construction has started on this 37 lot subdivision north and east of Friedenfeld Park.

Wrenwood Subdivision Update – Wrenwood is a planned 147.2 -acre residential development consisting of 142 single-family lots and 60 multi-family condominium units south of Freistadt Road, north of Mequon Road, and west of Country Aire Drive.

The development is comprised of two (2) clusters of residential development bisected by a large approximately 41-acre environmental corridor through the middle of the property. A total of 94 single-family lots in the north cluster will only have access to Freistadt Road. The remaining 47 single-family lots and 60-unit condominium area in the south cluster will have access to Country Aire Drive. Access between the north and south residential areas and through the environmental corridor will only be provided by a pedestrian trail. This “central park” area will be privately owned and maintained.

This Wrenwood Development Plan has been reviewed by the Public Works Committee in February, and most recently on April 3rd. The Public Hearing was held before the Village Board on April 16th. At this meeting, the board approved the Plan Commission’s recommendation to 1.) approve the proposed changes to the 2020 Land Use Plan, and 2.) approve the rezoning for the 147.2-acre property. On June 18th, the Village Board approved a resolution requesting the Southeastern Wisconsin Regional Plan Commission include this area in the sanitary sewer service area.

The Planning Department had requested the Park & Recreation Commission review the preliminary plat and submit comments. At the June 27th meeting, the commission affirmed the recommendation that the park and open space/environmental corridor areas within the development be privately owned and maintained. In regard to water service, the commission made a recommendation that the developer extend water service approximately 150’ further north along Country Aire Drive to the southern boundary of Friedenfeld Park to serve future park and recreation needs. Lastly, the commission discussed access/connectivity for future residents of the Wrenwood Development and the community, and are recommending the developer construct the following pedestrian improvements, 1) installation of sidewalk from Mequon Road north along Country Aire Drive to connect to both the Wrenwood development and Friedenfeld Park, and 2) installation of off-road bike path along Freistadt Road on the north side of the development to connect to future pedestrian facilities per the Washington County bike & Pedestrian Plan. At the August 6th meeting, the Village Board approved the Plan Commission recommendation granting approval of the Wrenwood subdivision preliminary plat subject to several conditions including the following recommendations of the Park and Recreation Commission;

- The Developer shall install sidewalk along the west side of Country Aire Drive north from Mequon Road to provide a pedestrian path connection to the planned path/sidewalk along the north side of Mequon Road.
- The Developer shall install a sidewalk or off-road bicycle path along the south side of Freistadt Road as part of an overall future pedestrian path connection to the west consistent with the Washington County Bike & Pedestrian Plan.

Senior Center Van Replacement - Monies were included in the 2018 CIP Budget to replace the 2007 Dodge Grand Caravan passenger van. This van is used on a year-round basis for the Senior Transportation Program.

At the July 2nd meeting of the Village Board, approval was given to purchase a Dodge Grand Caravan BraunAbility Entervan XT ADA Conversion Van from A&J Mobility. The van has been ordered with delivery expected by mid- September.

Recreation Division Report – August 15, 2018 Commission Meeting

Some summer programs have wrapped up and some are still going on. In August programs starting include: Steam Sampler, Code-Explorer, Lego Robotics, Architectural design Thinking, Lego Engineering Design, Pop-Up Event, Horseback Riding, Tae Kwon Do, Heroes Volunteer Camp, Yoga, Babysitters Training, Band Concert, Tot workshop – Octonauts, TRX, PULSE, Disc Golf Extravaganza, Kickboxing, Henna, Mad Science – Roaring Racecars, Youth Police Academy, Slime Camp, Tree climbing, Middle Eastern Dance, Family Scavenger Hunt, Crayola World of Design Camp, Crazy Chemworks, Green Thumb Gardening with Succulents, Zumbini Demo & Music Fun.

The Fall/Winter Brochure was mailed to the community in early August. Registration started on August 13th for residents and school district residents, and August 15th for Non-residents.

We have 68 programs starting in September including: Dance, Poms, Gymnastics, Fall Girls Volleyball League, Kids Sport SportsStart, Intro to Irish Dance, Horseback Riding, Tech Camp – K’Nex/Lego City Builders, Mad Science - NASA Camp, Mad Science – Inventors & Crazy Contraption Camp, Ukulele Madness, Beginning Guitar, Learn to Sew, Babysitters Training, Health & Wellness Talks – Low Back and Knee Pain, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Preschool Play group, Music Fun, Music Fun for Babies, Music Fun for Families, Youth Martial Arts, Little Tykes Martial Arts, Guided Meditation, Body Basics, Gtown Running 101, Tai Chi, Open Volleyball, Open Basketball, Softball Pitching Clinic, Intro To Tae Kwon Do, Pickleball, Learn To Skate, Intro To Hockey, Kids Klub, Co-Rec Volleyball League, Thursday Women’s Volleyball League, Restore Your Core, Yoga, PULSE, TRX, Functional Fitness/Senior Edition, Learn, Burn & Build Self Defense Fitness, Golf Lessons, Junior Golf, Beginner Pilates Mat, Pilates Stretch Balance & Restore Zumba, Zumba Kids, Zumbini, Proper Pruning and Maintenance Techniques, Scrapbooking Crop, Ipad/iphone Tips, Tricks & Techniques, You have Pictures in your Camera - Now What?, Jazz Crusaders, Dixielanders, AWE, ChangeMakers, Muzik Bande, Acrylic Painting, Selling Your Home, Purchasing a Home or Condo, Green Thumb Gardening with Succulents, and Tree climbing.

Upcoming events include the following:

Pop Up Events: In June staff offered a tie dye event with almost 200 attendees, in July we had someone from the Wooden Wonders come out and do stenciled signs.

Flag Football: We will be holding our Flag Football Coaches meeting on August 15th this year. We had to push back the date due to low enrollment. We are happy to say that registrations picked up and we have 4 teams in 2nd grade and 3rd grade. Five teams in 4th- 5th and 2 teams in 1st grade. We have 51 volunteer coaches.

Soccer/Gridders: Pee Wee & U6 Soccer and Little Gridders Football will be starting on September 8th, coach’s meetings are set for August 21st and August 29th to help coaches prepare for their upcoming seasons.

Girls Volleyball Leagues: The registration deadline is August 17th.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on August 29th, 2018 at the Germantown Senior Center to continue discussion on the Firemen’s Park Shelter Design Plans.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:06 p.m.

Mark Schroeder
Park & Recreation Director