

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
September 18, 2019**

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

**I. ROLL CALL:** Chair Coulthurst, Commissioners Trustee Rep. Miller, Leukert (arrived @ 5:35 p.m.), Stapelman and School Board Rep. Borden. Absent and excused were Commissioner Depies and Knop. Guests included Emily Zandt, Associate Planner for the Village of Germantown and Craig Huebner, Urban Designer with GRAEF. Also present were Director Schroeder, Department Intern Collin Gadaire and Secretary Lemke.

**II. APPROVAL OF MINUTES:** *Motion by Miller and seconded by Stapelman to approve the minutes from July 17, 2019 as presented. Motion unanimously carried.*

**III. PUBLIC INPUT:**

**IV. CORRESPONDENCE:**

Communication from Ben Hubrich regarding the berm at Alt Bauer Park.

*Motion by Miller, seconded by Stapelman to move to New Business, Item #2, 2050 Comprehensive Plan Community Wide Survey & Community Engagement Plan. Motion unanimously carried.*

**V. OLD BUSINESS:**

- 1. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA)** – The updated intergovernmental agreement with the Germantown School District was reviewed and approved by the Village Board at the June 3<sup>rd</sup> meeting. The Germantown School Board approved the agreement at the August 26<sup>th</sup> meeting. The new agreement and associated fees will go into effect starting in September. On June 28<sup>th</sup>, staff sent district staff the facility use requests for the Fall/Winter/Spring 2019-2020 programs. Staff is currently working with school administrative staff to enter the program information into the school scheduling program.
- 2. FIREMEN’S PARK SHELTER PROJECT UPDATE** – On September 10<sup>th</sup>, Ayres Associates met with village staff for final review of the project plans and specifications. The project will be sent for public bids the week of September 16<sup>th</sup>, bid opening on October 8<sup>th</sup> with contract awarded by the Village Board on October 21<sup>st</sup>. The construction schedule will start in Fall 2019 and continue into Spring 2020. Phase 1 includes installation of sewer, water, and electrical service, pedestrian lighting, and park pathways. Staff will present the Phase I project plans at the meeting. Director Schroeder noted that the re-location and construction of the basketball court is not included in Phase I.
- 3. DHEINSVILLE PARK SHELTER PROJECT UPDATE** – On August 28<sup>th</sup>, staff met with Jeff Dhein of the Germantown Historical Society to review preliminary plans for the project. Public Works Director Larry Ratayczak will take the review comments back to Harwood Engineering. The project plans will be reviewed one more time by the Building Construction Oversight Committee.

In an effort to realize the most competitive and best pricing, the project will be bid in December, with contract award in January, and project completion by the end of July 2020.

Village Attorney Sajdak is nearing completion of 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.

Director Schroeder attended the August 7<sup>th</sup> Tourism Commission Meeting to present the grant application for tourism funding. Following discussion, the Tourism Commission approved \$16,000 for the shelter project.

Trustee Rep. Miller and Director Schroeder mentioned that Jeff Dhein and the Germantown Historical Society Board will be making an announcement of the naming rights sponsor at the Octoberfest celebration later this month.

- 4. WEIDENBACH PARK PLAYGROUND PROJECT UPDATE** - The equipment has been ordered. Site preparation and installation of the equipment had been planned for September. Following discussion with public works staff, it was decided to push back the playground installation into Spring 2020 to allow the DPW staff to focus efforts on completion of other priority projects for the village.

## **VI: NEW BUSINESS:**

### **1. 2020 Park & Recreation Operating & Capital Improvements Fund Budgets –**

Staff presented the 2020 department budgets to village administration on September 11<sup>th</sup>. The 2020 Budget will be reviewed by the Committee of the Whole on October 1<sup>st</sup>.

#### ***Recreation Budget –***

- Recreation program revenues are behind the previous year as of August. Proposed department revenues for 2020 of \$1,179,850.
- School District Facility Fees are included in the 2020 Budget. Revenues are accounted for in Account #10-460-467-7318, with Expenses found in Account #10-552-530-3910 – Facility Rental Expense.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2020 Budget at 84%.
- Recreation Budget expenses of \$1,407,543 represents an increase of \$89,868 or 6.82% over the 2019 Budget.
- Includes monies for picnic tables and trash receptacles for Dheinsville Park shelter and parks.

#### ***Senior Center Budget –***

- Revenues are proposed to remain approximately the same for 2020. Increase in trip fees.
- Senior Center expenses of \$126,983 represents an increase of \$794 over the 2019 Budget.
- Building & Grounds Budget includes monies exterior brick replacement.

**Capital Projects –**

- One capital project totaling \$450,000 is proposed in the 2020 budget.
- Firemen’s Park Shelter/Restroom Building - \$920,000 (includes monies for Phase II Design & Construction Administrative Services), use of Park Impact Fee Monies, 2018 and 2019 Carryover/Transfer Monies, and Tourism Commission monies in addition to capital borrowing.
- Parks Division submitted projects include – Kinderberg Park – shelter roof replacement, repainting of splashpad surface and shelter restroom walls, Dheinsville Park – Bell Museum exterior painting, and seal and line parking lots at Alt Bauer, Friedenfeld, and Spassland Parks.

**2. 2050 COMPREHENSIVE PLAN COMMUNITY WIDE SURVEY & COMMUNITY ENGAGEMENT PLAN –** The Commission welcomed Craig Huebner, Urban Designer with GRAEF, who is Project Manager for the 2050 Comprehensive Plan Project and Emily Zandt, Associate Planner with the Village. Staff went over the Park & Recreation portion of the survey with the questions they are asking.

The first Public Open House for the 2050 update of the Village of Germantown’s Comprehensive Plan was held on July 23<sup>rd</sup>. Approximately sixty members of the community attended the event. Attendees assisted GRAEF staff, elected officials, and village staff to identify topics important to those that live, work, and own property in the village. Areas of focus included Your Community: Community Profile, Community Vision, Existing Zoning, Village-wide Feedback: Future Land Use Map, Sewer Service Area, Aerial Map, What I want for Germantown Activity, and Sub-area planning for portions of Country Aire Drive, Holy Hill Road, Main Street, and the Willow Creek Business Park.

One of the components of the Public Engagement Program is a Community-Wide Survey, a copy of which is attached. The results of this survey will be used to gauge community opinion on a variety of topics including quality of life, land use & development, and parks and recreation. The results of the survey will help the Village Plan Commission, Park & Recreation Commission, and Village Board update the 2050 Comprehensive Plan as well as guide future policies, priorities and decision-making for the Village of Germantown.

The Community Development Department is currently working with GRAEF on the scheduling of, and agenda for the next Public Open House. This will include discussion on planning for future parks and open spaces for the village.

The Commission also discussed the additional elements that go into preparing an update to the Village’s Comprehensive Outdoor Recreation Plan. The Community engagement activities such as the Comprehensive Plan Survey and Park & Open Space Open House are important public input components that can be used to form the recommendations of the Corp.

Following discussion, the Commission tentatively scheduled the Park & Open Space Community Open House for Wednesday, October 30<sup>th</sup> at 5:30 p.m.

**VII. VILLAGE BOARD REPORT** – Rick stated the Village has a new Historic Property, the “Friedrich Groth Homestead” located at W148 N12297 Pleasant View Drive which is currently owned by the Frank & Irene Blau, that will be recognized with a plaque presentation taking place on Sunday, October 13<sup>th</sup> at 2:00 p.m.

The rezoning of the Germantown School District property near Kinderberg Park for Veridian Homes failed with a 6 to 2 vote.

The rezoning of Gehl Foods property near Church and Main Street passed. The 4 homes, already owned by Gehl Foods, will be razed and a building addition will be added to their current building.

Budget meetings will be taking place the next 4 Tuesdays, September 24, 2019 thru October 15<sup>th</sup>. The meetings are open to the public if you wish to attend. By mid-October there will be a final budget amount.

Assessments have been mailed out and Open Book has taken place. Board of Review will be taking place October 17<sup>th</sup> & 18<sup>th</sup> at the Germantown Library for anyone in the community that still wants to protest their assessment.

**VIII. SCHOOL BOARD REPORT:** Ray stated the PAC (Performing Arts Center) at the high school may have some roof issues.

Payments are being finalized for all of the referendum work at the schools.

Village of Richfield has approved our requests for our Science Pavilion across the street from Amy Belle.

There is a fundraiser going on at Amy Belle Elementary school to help raise funds for the next phases of new playground equipment.

**IX. DIRECTOR’S REPORT:**

**School District/Village of Germantown Intergovernmental Agreement (IGA) –**

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The new agreement and associated fees will go into effect starting in September. On June 28<sup>th</sup>, staff sent district staff the facility use requests for the Fall/Winter/Spring 2019-2020 programs. Staff is currently working with school administrative staff to enter the program information into the school scheduling program.

**Firemen’s Park Shelter Project Update –**

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**Dheinsville Park Shelter Project Update –**

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**Weidenbach Park Playground Project Update –**

The equipment has been ordered. Site preparation and installation of the equipment had been planned for September. Following discussion with public works staff, it was decided to push back the playground installation into Spring 2020 to allow the DPW staff to focus efforts on completion of other priority projects for the village.

**2020 Park & Recreation Operating & Capital Improvements Fund Budgets –**

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**2050 Comprehensive Plan Community Wide Survey & Community Engagement Plan-**

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**Spassland Park Tennis Court Project –**

This 2018 project included cleaning, patching, crack filling, installation of the Amor Crack Repair system, two coats of resurfacing material, two coats of color, and court lining. All fence post/fence fabric work was completed in May. All crack repair including installation of the Amor system, as well as painting of the surface and color coating materials was completed by July 3<sup>rd</sup>, with the lines installed the week of July 8<sup>th</sup>.

**Kinderberg Park Tennis Court Backboard –**

The backboard has been removed, with the tennis rebounder net installed in August.

**Kinderberg Park Basketball Court Vandalism –**

The basketball court was spray-painted sometime the weekend of August 24-25<sup>th</sup>. Frank Armstrong has repaired the damages at a cost \$550. A report was filed with the Germantown Police Department.

**2019 Fall Tree Planting Program –**

The 2019 tree planting project will not be held, and instead these monies will be utilized for EAB Ash Removal Program in 2019-2020 and 2020-2021. Staff received the inventory report for Wachtel on September 17<sup>th</sup> that indicated 169 ash trees in the inventoried areas need to be removed. This doesn't include the ash trees that need to be removed along Village roadways.

**Kennedy Middle School Girl Scout Troop 4363 Community Service Projects (Bocce Ball Court and Raised Gardens) for the Germantown Senior Center in Firemen's Park –**

The raised bed garden planters and bench were completed and installed in late June. Village crews assisted with site preparation for the bocce ball in August, with installation of the concrete curb and flat work in mid-late August. The bocce ball court surface material, and site landscaping work will be completed by late September, with the court open for play by the seniors in early October.

Mark introduced Collin Gadaire, Department Intern for the Fall.

**Recreation Division Report – September 18, 2019 Commission Meeting –**

The recreation program report will be presented at the meeting by Collin Gadaire, Park & Recreation Intern.

We have 55 programs starting in September and include:

Dance, Poms, Gymnastics, Fall Girls Volleyball League, Kids Sport SportsStart, Intro to Irish Dance, Horseback Riding, Tech Camp, Lego Classes, Learn to Sew, Babysitters Training, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Preschool Play group, Music Fun, Music Fun for Families, Youth Martial Arts, Little Tykes Martial Arts, Guided Meditation, Body Basics, Tai Chi, Open Basketball, Softball Pitching Clinic, Intro To Tae Kwon Do, Pickleball, Learn To Skate, Intro To Hockey, Kids Klub, Co-Rec Volleyball League, Restore Your Core, Yoga, PULSE, TRX, Golf Lessons, Junior Golf, Chipping Golf Skills Session, Beginner Pilates Mat, Zumba, 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, Barre Fitness, Barrefight Fitness, Rise and Shine Bootcamp, Martial Arts Fitness, Pound Rockout Workout, Dry Needling, Fistball, and Tree climbing.

**Programs cancelled due to low enrollment:** Beginning Guitar, Ukulele Madness, Thursday Women's Volleyball league, putting skills session.

**Updates:**

**Flag Football:** The 1<sup>st</sup> and 2<sup>nd</sup> grade leagues we combined and we have 4 teams each in 1<sup>st</sup>/2<sup>nd</sup> grade and 3<sup>rd</sup> grade and 4<sup>th</sup> grade. We have 41 volunteer coaches. Many of our players attended the Youth Football Night at GHS, we had a great turn out.

**Soccer/Gridders:** Pee Wee & U6 Soccer have 4 teams each and are playing at Haupt Strasse Park and Firemen's Park this fall. We have 83 players with 19 volunteer coaches. Little Gridders Football has 2 large teams (36 players) as we changed the format to run 2 fields at once and players are divided up to play each week. We have 6 coaches for the program.

**Girls Volleyball Leagues:** The 3<sup>rd</sup>/4<sup>th</sup> grade girls have 3 teams in the league and the 5<sup>th</sup> – 7<sup>th</sup> graders have 4 teams. There are a total of 81 players and 18 coaches. League play will begin Sept. 14<sup>th</sup>.

**Upcoming events include the following:**

**Germantown Youth Futures Recruitment Event:** This will be held on September 24<sup>th</sup> from 6:30 – 7:30 p.m. at Kinderberg Park. We will hold a short meeting, eat sundaes and play kickball.

Bucketeer Basketball Registration Deadline is Sept. 23<sup>rd</sup>.

Fall Fest will be held at Homestead Hollow Park on Oct. 13<sup>th</sup> from 11:00am – 6:00pm.

**X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled at 5:30 p.m. on TUESDAY, October 15, 2019.

**XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:22 p.m.

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Shannon Lemke  
Park & Recreation Secretary