

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
GERMANTOWN VILLAGE HALL
Wednesday, February 13, 2013**

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

ROLL CALL: Chair Laszewski, Commissioners Depies, Knop, Gray, and School Board Rep. Barney. Absent and excused was Commissioner Miller and Trustee Rep. Kaminski. Also present was Interim Director Masiarchin and Secretary Lemke. Guests included Village Administrator Dave Schornack, Superintendent Highway, Buildings, Parks & Grounds Jay Olszewski, John Krause - Kiwanis, Jeff Pollpeter – CenterPoint Properties and Brad Kropp – Perspective Design, Inc.

APPROVAL OF MINUTES: Motion by Barney, seconded by Laszewski to approve the minutes as presented.

Ayes: 5

Absent: 2 (Kaminski, Miller)

PUBLIC INPUT: Nothing

VILLAGE BOARD/PLAN COMMISSION REPORT: Nothing

SCHOOL BOARD REPORT: Nothing

DIRECTOR'S REPORT: Nothing

SHELTER RENTAL POLICY-- *Discussion & Action:* Masiarchin went over the changes that were made and update the policy to read as follows:

- ✓ Reservations for the next calendar year may be taken starting the first Monday in February. Reservations for all parks will begin the 1st weekend in May and will end the last weekend in October (weather permitting). Reservations for Kinderberg Park Shelter also begin on the first Monday in February but are accepted the 1st weekend in May through the last weekend of the following April.
- ✓ Groups may only have one facility and/or date for rentals. The rental party must pay the correct fee within a week to confirm the reservation.
- ✓ Germantown youth related community organizations such as: scout groups, Germantown Kickers, Germantown Hawks, Germantown Little League, Jaguars Baseball, school groups or by the discretion of the Park & Recreation Director, may use DPW and Kinderberg Park at no fee Monday thru Thursday, but will be assessed fees for Friday and weekend use from May through October. From November to April, weekend use is permitted upon request and with approval. It is required that these groups participate in a minimum of one annual community service project with the Park & Recreation Department in exchange for free use of the facility.
- ✓ Acceptable forms of payment include cash, check or charge. If the facility is not cleaned up after the event or if it is determined that there is damage, the renter will forfeit their deposit and be charged appropriately.
- ✓ Cancellations are permitted up to (2) two weeks of the scheduled event. In the event of a cancellation, 50% of the permit fees will be retained as a service charge.
- ✓ Electricity will be kept on at Firemen's, Haupt Strasse, Spassland & Dheinsville Parks (not available at Schoen Laufen Park). In the event that the electricity is not on at Firemen's, Haupt Strasse, Spassland or Dheinsville Parks, groups may pick a key up at the Police Dept. to access the electrical box.
- ✓ Two (2) keys can be checked out at the police department for Kinderberg Park, 1 for building access, and 1 for the rolling counter top in the facility.

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- ✓ At Kinderberg and Firemen's Park path access to the shelter/facility is only temporary and vehicles must be removed during the duration of the event. Vehicles must then be parked on the street.
- ✓ A resident is defined as any individual or business located within the corporate boundaries of the Village of Germantown. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

Motion by Barney, seconded by Depies to accept the policy changes as discussed.

Ayes: 5

Absent: 2 (Kaminski, Miller)

KINDERBERG PARK PICNIC AREA LOCATION - *Discussion & Action:* Masiarchin stated that the location would be northeast of the ice rink, right off the trail system. The public would have access via the blacktop pathway to drop off and pick up their guests and supplies; however they must park their vehicles on the road. Gray stated that it would be nice to place some sort of markers around the area. The commission would also like to hear feedback from the users after their reservation.

Motion by Gray, seconded by Barney to accept the Kinderberg Park "picnic area" location as presented.

Ayes: 5

Absent: 2 (Kaminski, Miller)

FIREMEN'S PARK BAND SHELL LOCATION - PRESENTATION BY KIWANIS -

Discussion & Action: John Krause – Kiwanis gave an overview of the proposed location in Firemen's Park for the band shell. Brad Kropp – Perspective Design, Inc. stated that after reviewing the space in the park, they feel the best placement near the existing shelter. They feel this placement would benefit residents and attendees. It is estimated that 4/5 trees would have to be removed for building purposes. The size would be approximately 50x30. The size of the park shelter is 70x70. Usage would be available, but not limited to, Community Band, Children's First Theatre, Summer Dance Program Performances, etc.

Motion by Laszewski, seconded by Barney to accept the location of the band shell as presented.

Ayes: 5

Absent: 2 (Kaminski, Miller)

FIREMEN'S PARK PLAYGROUND DESIGNS - *Discussion & Recommendations:*

Masiarchin went over the 4 playground proposals that were submitted. The commission chose Lee Recreation and Minnesota-Wisconsin Playground as their top choices. **At minimum**, there would have to be at least 1 ash tree removed for the new playground. Masiarchin will contact Lee Recreation and Minnesota-Wisconsin Playground with the changes the commission would like to see and bring back for review.

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SPASSLAND PARK SHELTER – Discussion & Action:

Spassland Park Utility Extension Bid Recommendation:

Motion by Laszewski, seconded by Depies to accept the bid from Go Contractors as presented for the Spassland Park Utility Extension.

Ayes: 5

Absent: 2 (Kaminski, Miller)

Spassland Park Shelter Kit Bid Recommendation:

Motion by Gray, seconded by Barney to accept the Spassland Park Shelter Kit Bid from Commercial Recreation Specialists as presented.

Ayes: 5

Absent: 2 (Kaminski, Miller)

Shelter Orientation: Orientation will stay as current.

PARK AND RECREATION DIRECTOR JOB DESCRIPTION - Discussion & Action: Schornack stated that there were 49 applications submitted for the Directors position. The yellow highlighted areas are the changes that Schornack is presenting. The following are changes that the commission recommended; on page 1, under "Supervision Exercised", add "Senior Center" to "Senior Coordinator" and then change Parks & Recreation part-time "Secretary" to part-time "Office Assistant".

Motion by Laszewski, seconded by Gray to accept the Park & Recreation Director Job Description with the stated changes as stated.

Ayes: 5

Absent: 2 (Kaminski, Miller)

COMPREHENSIVE PLAN CHAPTERS 1 & 2 - Discussion & Action:

Motion by Barney, seconded by Gray to table until March 2013.

Ayes: 5

Absent: 2 (Kaminski, Miller)

ANNOUNCEMENTS OF PUBLIC INTEREST:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:30p.m.

Respectfully submitted,

Shannon Lemke
Reporting Secretary

