

**VILLAGE OF GERMANTOWN
JOINT GERMANTOWN PARK & RECREATION COMMISSION & BUILDING
CONSTRUCTION OVERSIGHT COMMITTEE MINUTES
GERMANTOWN SENIOR CENTER & FIREMEN'S PARK
October 14, 2015**

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Depies (excused @ 7:15 p.m.), Knop, Trustee Rep. Miller and School Board Rep. Medved (Excused @ 6:00 p.m.). Absent and excused were Commissioners Lieffring and Stapelman. Also present were Director Schroeder, Recreation Supervisor Breest and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Medved to approve the minutes from September 9, 2015 as presented. Motion unanimously carried.*
- III. KIWANIS PERFORMING ARTS PAVILION – REVIEW & RECOMMENDATION ON LOCATION WITH FIREMEN'S PARK:**
Discussion took place regarding the location of the pavilion. The pavilion would be approximately 1,627 sq. ft. in size

Site 1

North side of Firemen's Park (outfield of baseball field)

- ❖ Pavilion would face Southwest into park
- ❖ Handicap accessibility could be an issue
- ❖ Location would impact 4th of July activities
- ❖ Location would impact Taste of Germantown
- ❖ Electricity could connect from the Senior Center or the Veterans Memorial
- ❖ Baseballs may hit the backside of the bandshell

Site 2

North side of Firemen's Park (right by Senior Center)

- ❖ Deliveries could come right off of Senior Center parking lot
- ❖ Pavilion would face Southeast into Park, natural amphitheater seating with hillside
- ❖ Better visibility

Site 3

North side of Firemen's Park (East of the current storage shed, by basketball court)

- ❖ Closer to other park amenities
- ❖ Fireworks can be viewed better
- ❖ Closer to paths
- ❖ 50ft. x 40ft. (with ramp)
- ❖ Better accessibility

Site 4

South side of Firemen's Park (by Little League Diamond-original site)

- ❖ Contour not suitable
- ❖ Not a visible location
- ❖ Tighter location within park
- ❖ Accessible to restrooms

Following discussion, Motion by Coulthurst, seconded by Knop to recommend site location 2 as the proposed site for the performing arts pavilion. Motion unanimously carried.

IV. PUBLIC INPUT: Nothing

V. UNFINISHED BUSINESS:

1. **ALT BAUER PARKING LOT/PATHWAY AND BASKETBALL COURT - UPDATE:** Mark stated the basketball court paving has been completed. Restoration along the trail has started.
2. **OLD FIRE COMPANY AGREEMENT FOR USE OF FIREMAN'S PARK SHELTER - UPDATE:** The agreement is almost complete. The Firefighter's are still reviewing the current list of eligible members.
3. **PARK SITE EVALUATIONS – UPDATE:** The next parks for evaluations are Alt Bauer, Firemen's, and Haupt Strasse Parks.

VI. NEW BUSINESS

1. **2016 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS:** Mark stated that the budget for Park & Recreation has gone well so far. Overall the recreation revenue budget is being proposed to increase \$54,000.00. Expenditures increased \$134,596.00. The biggest jump is due to a portion of our Kids Klub staff being eligible for health insurance due to their years of service and working 30+ hours a week or above, as well as an increase in Worker's Compensation insurance.
2. **EAGLE SCOUT PROJECTS – SPECIAL PRESENTATIONS TO WESLEY CARSLON & MACK MILLER:** Wesley and Mack both recently completed their Eagle Scout projects at a few parks in Germantown. Adam stated that Wesley constructed 3 bat house condominiums which are located in Alt Bauer, Haupt Strasse, Wiedenbach Parks. Mack constructed 5 benches that are anchored in Schoen Laufen Park and also replaced traffic bond along the pathway. Both boys were presented with a recognition plaque for their accomplishments.

VII. **VILLAGE BOARD REPORT:** Trustee Miller stated the next budget meeting is Monday, October 19, 2015.

VIII. **SCHOOL BOARD REPORT:** A flyer was distributed with informational meetings coming up in regards to district facilities.

IX. **DIRECTOR'S REPORT:**

- 1) Alt Bauer Parking Lot/Pathway and Basketball Court –Paving work for the basketball court, parking lot and pathways was completed on September 10th. Landscape work began the week of September 28th, and will continue on October 14th. The basketball posts were installed on October 2nd. Village Parks/DPW installed concrete walk along the east side of the court, and concrete pad for the picnic table. The color surfacing sub-contractor installed the two coats of black acrylic on 10/12, and the first coat of color on

10/13. The final color application, and installation of court lines should be completely, weather permitting by the end of the week.

- 2) **Old Fire Company Agreement for Use of Fireman's Park Shelter** – The fire company is in agreement with the contract language, but is currently reviewing/updating the 1990 membership list. The goal is to have this item on the November General Government & Finance Committee Agenda.
- 3) **Kiwanis Outdoor Performing Arts Pavilion** – The Germantown Kiwanis submitted plans for Site Plan Review at the September 14th Plan Commission Meeting. Per the draft plan commission minutes, concerns were expressed regarding the site location in Firemen's Park, as well as the lack of a Germanic theme/look to the structure. After review and discussion, this item was referred to the Building Construction Oversight Committee which met on October 7th with members of the Kiwanis Club in attendance. It was recommended to hold a joint Park & Recreation Commission/Building Construction Oversight Committee Meeting at the park site to discuss potential locations for the pavilion. The meeting packet includes the Village Planner Staff Report as well as the September 14th Plan Commission minutes.
- 4) **2016 Operating & CIP Budgets** – The 2016 proposed Recreation, Recreation Facility Fund, Senior Center, and Capital Improvements Fund Budgets were reviewed at the October 8th Committee of the Whole Meeting. Recreation Revenues are proposed to increase by \$54,605 including WDNR Urban Forestry Grant, as well as increases in recreation program fees and park shelter/field rentals. Recreation Expenses are proposed to increase \$134,596 with the majority (approximately \$100,000) due to increases in health and worker's compensation insurance. Senior Center Revenues are proposed to remain at 2015 levels, while Senior Center expenses are proposed to increase \$2,342. No changes have been made at this time to the operating budget. The next budget meeting will be held on October 19th. Capital projects that were submitted include replacement of the Alt Bauer Playground Equipment, resurfacing of the Haupt Strasse and Alt Bauer Tennis Courts, and in the Parks Budget, pathway lighting at Weidenbach Park, and a new chipper.
- 5) **Forestry Update** – Staff submitted a 2016 WDNR Urban Forestry Grant Application that will include the second phase of ash tree treatments, as well as replacement tree plantings. Starting on October 12th, Asplundh, a subcontractor for WE Energies, will be pruning or removing select street trees along Pilgrim Road. The trees that are to be removed are marked with a red and white or pink ribbon. We Energies has an overhead utility in the area and some of the trees are in need of pruning to avoid conflict with their facilities. At the same time, the Village has been working with Wachtel Tree Science and Service to determine which ash trees were going to be treated or removed as part of the Village's Emerald Ash Borer (EAB) initiative. After careful consideration, the village has determined that removing approximately 100 trees is necessary at this time. The village will treat approximately 30 ash trees (marked with green ribbon) along Pilgrim Road as well. With the realization that this is an extensive removal project, the village is working with Wachtel on developing a new street tree plan for the entire Pilgrim Road corridor. The new layout will take into consideration appropriate species selection and locations that better address site constraints and available space. The village's proposed 2016 Parks Budget includes funding to start these replanting efforts.

- 6) **Friedenfeld Park Playground** – DPW/Parks staff will be removing the old plastic edging, and starting the installation of the new concrete border, and benches around the playground equipment later during the week of October 12th.
- 7) **WE Energies High Pressure Gas Main Relay Project** – Staff met with representatives of WE Energies at Spassland Park on September 25th to discuss the project plans. WE Energies is anticipating that the Public Service Commission will be approving the route in November which would include the section of the project along Revere Lane extended through Spassland Park. They will survey the route/area of the easement, and mark all trees that are anticipated to be removed. The construction easement area will impact nearly the entire southern length of asphalt pathway, numerous trees, and 7-8 pathway lights. Monies would be available for re-planting efforts. Construction will possibly take place in summer 2016. More details will be provided at upcoming meetings.
- 8) **Public Involvement Meeting – Hwy 167 (Mequon Road) and Country Aire Drive Intersection Improvement Project** – The Wisconsin Department of Transportation (WisDOT) will be holding a public involvement meeting on Thursday, October 22nd from 5:00 to 7:00 p.m. at the Germantown Library. The project involves reconstructing the Mequon Road and Country Aire Drive intersection. Proposed improvements include: Constructing a raised median on Mequon Road, dedicated left and right turn lanes, and potential on-street bike accommodations and off-road pedestrian facilities. Right of way acquisition is required for intersection improvements, timeline for this work is 2017. Construction is currently scheduled for 2018.
- 9) **RecTrac Upgrade** - The department completed the upgrade of the recreation program registration/facility reservation software the week of September 21st. Staff continues to work with Vermont Systems to work on follow up issues that arise. Kudos to staff for taking on this challenging project.
- 10) **Senior Advisory Board Meeting** – The next Senior Advisory Board Meeting is scheduled for Thursday, October 22nd at the Germantown Senior Center. Topics of discussion include security cameras, accreditation, 2016 Budget, and an update on programs and events.
- 11) **Farmer's Market** – The market will be closing for the season on October 31st.
- 12) **Community Gardens** – The 2015 growing season is coming to a close. The gardeners have been asked to clear all produce, and prepare the soil for winter by November 1st.

Recreation Report

Programs starting in October - The department has 42 programs starting in October including: Family Dodgeball, Parent/Child Basketball, 10 and under tennis (3 sites), Afterschool Legos (3 sites), Croptoberfest, Oodles of Art, Music Fun, Softball Hitting Clinic, Intro to Tae Kwon Do, Learn to Skate, Intro to Excel, Excel 2, Excel 3, Don't Be Bullied, EZ Defense for Women, Kid's Cuisine, Time for Two, Basic First Aid for Kids, Tot Party, Zumba for Kids, Learn Spanish (4 sites), Pickleball, Rocketry Camp, Babysitters Training, DIY European Travel, Group Power, Belly Dancing, Painting Parties for Youth, STEM Classes.

October cancelled programs – I-pad 101, Painting Party for Adults, Dog Therapy, and Youth Dodgeball classes were cancelled due to low enrollment.

Upcoming Events include the following – **Friday Family Flicks** will be held at MacArthur School on November 13th, and will feature the movie "Home." **1st/2nd Grade Buckets** registration deadline is November 2nd. The **Family Scavenger Hunt** had 22 families enroll, but only 4 turned in an official entry. Staff had a fun time judging the entries.

PARK & RECREATION COMMISSION MINUTES

October 14, 2015

Page 5

X. ANNOUNCEMENTS OF PUBLIC INTEREST:

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:45p.m.

The next Park & Recreation Commission meeting will be November 11, 2015 @ 5:30p.m.

A handwritten signature in cursive script that reads "Shannon Lemke". The signature is written in black ink and is positioned above a horizontal line.

Shannon Lemke
Secretary