VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, November 11, 2015 at 5:30p.m.**

LOCATION: **GERMANTOWN VILLAGE HALL CONFERENCE ROOM A**
N112 W17001 Mequon Road

CALL TO ORDER: This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.

I. **ROLL CALL:**

II. **APPROVAL OF MINUTES:** October 14, 2015

III. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.

IV. **UNFINISHED BUSINESS:**
1. Alt Bauer Parking Lot/Pathway and Basketball Court
2. Old Fire Company Agreement for Use of Fireman's Park Shelter
3. Park Site Evaluations
4. 2016 Operating & Capital Improvements Fund Budgets

V. **NEW BUSINESS**
1. Dheinsville Park Shelter – Review & Recommendation on Memorandum of Understanding with Germantown Historical Society
2. Firemen's Park Master Plan – Review & Recommendation
3. 2015-16 Winter/Spring Proposed Program Fees & Charges – Review & Approval
4. Kennedy Middle School Color-A-Thon Fundraiser at Firemen's Park – Review & Approval

VI. **VILLAGE BOARD:**

VII. **SCHOOL BOARD REPORT:**

VIII. **DIRECTOR'S REPORT:**

IX. **ANNOUNCEMENTS OF PUBLIC INTEREST:**
The next Park & Recreation Commission meeting will be **December 9th @ 5:30p.m.**

X. **ADJOURNMENT:**

UPON REASONABLE NOTICE, *efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.*

VILLAGE OF GERMANTOWN
JOINT GERMANTOWN PARK & RECREATION COMMISSION & BUILDING CONSTRUCITON OVERSIGHT COMMITTEE MINUTES
GERMANTOWN SENIOR CENTER & FIREMENT'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. <u>UNFINISHED BUSINESS</u>:

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. <u>NEW BUSINESS</u>

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) **<u>Alt Bauer Parking Lot/Pathway and Basketball Court</u>** –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.

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.

Shannon Lemke

Shannon Lemke
Secretary

Google earth

feet 1000
meters 300

GERMANTOWN
PARK & RECREATION

Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
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(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Meeting Date: November 11, 2015

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Dheinsville Park Shelter – Memorandum of Understanding

At the September Park & Recreation Commission Meeting, positive feedback was given to the Germantown Historical Society to keep moving forward on fundraising efforts for the Dheinsville Park shelter. At that meeting, GHS President Jeff Dhein shared plans for an 80' x 140' open air shelter. The current cost projections for this project, including concrete slab and electrical is $500,000.

Recently, Jeff Dhein contacted Village President Dean Wolter requesting clarification on the next steps for this project. I met with Dean Wolter, Jeff Retzlaff, Director of Community Development, and Administrator Dave Schornack in this regard. I shared that the Park & Recreation Commission reviewed this item at the September commission meeting with the commission giving positive feedback to the GHS that this shelter would fit with future park plans, and to support GHS efforts for project fundraising. The outcome from that meeting was that it would be important at this early stage of the project to have a Memorandum of Understanding approved as was executed with Kiwanis Club for the Performing Arts Pavilion. Attached is a draft MOU which I sent to Jeff Dhein as a sample of what the village would be looking for. This item would start with the Park & Recreation Commission, and eventually go before the Village Board for approval. I also met with Ray Baran, President of the Germantown Friends of Parks & Recreation to bring him up to speed on this item.

Representatives from Historical Society will be present to participate in the discussion.

Enclosure: Draft Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into by and between the Village of Germantown, Wisconsin hereinafter referred to as the "Village," Germantown Historical Society hereinafter referred to as "Society" and the Germantown Friends of Parks & Recreation hereinafter referred to as the "Friends."

It is the understanding of the Village, Society and the Friends that any money raised for the Dheinsville Park Pavilion shall be used solely for the construction and related costs of the pavilion.

The Village and Society will have the final approval of the design of the pavilion.

Society will be responsible for project management and construction of the pavilion with the oversight and approval from the Village.

The pavilion will be the property of the Village and the Village will be responsible for all maintenance to the pavilion. The Village will insure the pavilion while the pavilion is in construction and after construction is completed.

The Village of Germantown Park and Recreation Department will be responsible for the scheduling and administration of the pavilion.

The pavilion shall be named the _____.

For the Village of Germantown, Wisconsin

_____

President Dean Wolter Date

For the Germantown Historical Society

_____

Jeff Dhein, President Date

For the Germantown Friends of Parks & Recreation

_____

Ray Baran, President Date

DRAFT

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Meeting Date: November 11, 2015

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

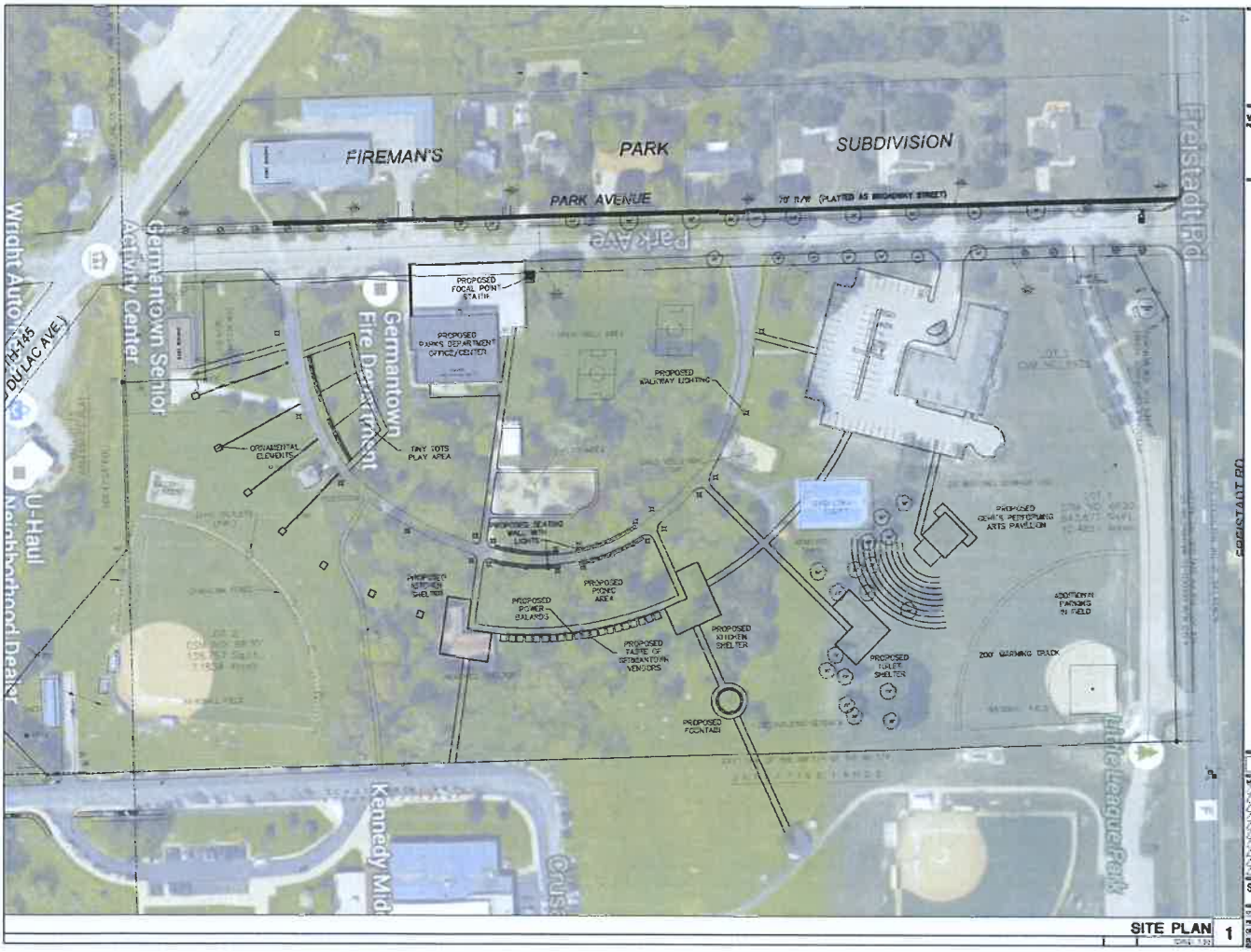
Re: Firemen's Park Master Plan

At the October 14th Joint Meeting of the Park & Recreation Commission & Building Construction Oversight Committee, a motion was made and unanimously approved to recommend site location #2 as the preferred site for the performing arts pavilion. Site #2 is on the north side of Firemen's Park just east of the Germantown Senior Center.

As a follow up to this meeting discussion, I would like to have the commission review and make a recommendation on a park master plan for Firemen's Park. Attached you will find the draft master plan that was developed by Village Board Trustee David Baum. I would like to thank Trustee Baum for his time and expertise in putting together the master plan, but if I have some thoughts/questions on the plan (i.e. the feasibility of three shelters, sewer/water service with bedrock, overall costs), I'm sure the park commissioners do as well. In my experience, the master planning process usually includes the development of preliminary cost estimates and phasing plan. Overall I like elements of the master plan, but I think the commission should provide some comments/recommendations, and perhaps modifications, understanding that this is a conceptual master plan.

Also attached are the revised elevation drawings for the Performing Arts Pavilion that contain more Germanic elements per the Plan Commission's recommendation. The Plan Commission will be reviewing the Kiwanis PAP at the November 9th meeting for architectural approval, and will only be referencing this master plan. Approval of any park master plan is the responsibly of the Parks & Recreation Commission.

Enclosure: Park Master Plan & PAP Elevation Drawings



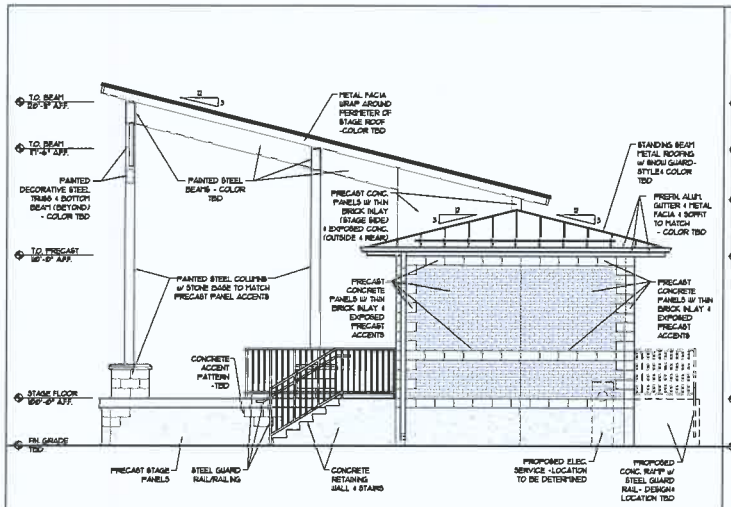
SITE PLAN 1

SHA

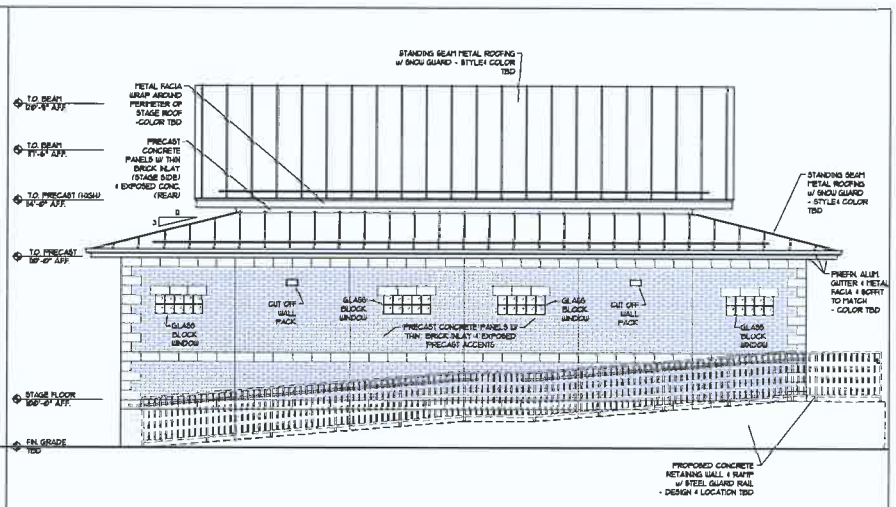
VILLAGE OF GERMANTOWN

SITE PLAN

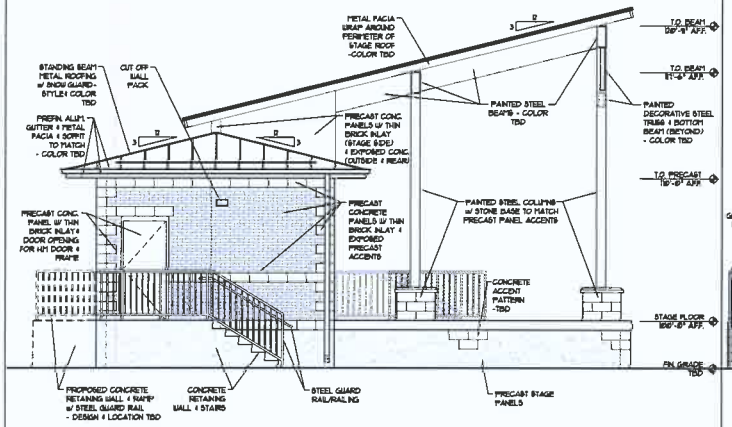
SP1.0



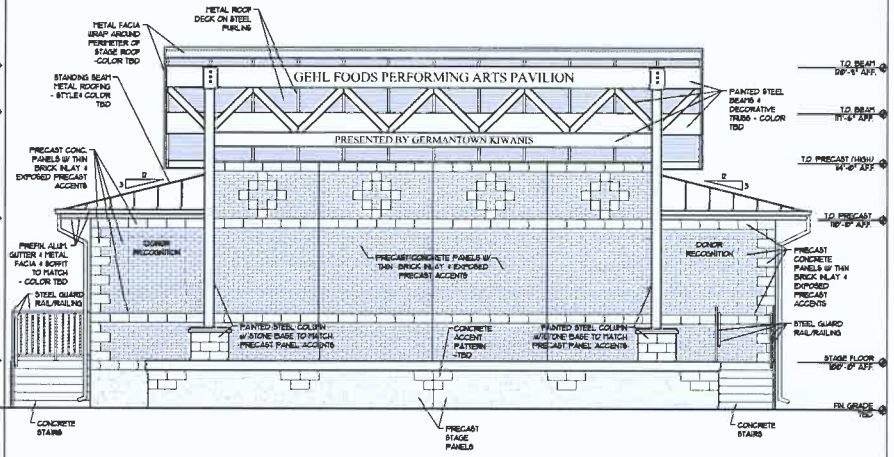
PAVILION EAST ELEVATION 4



PAVILION NORTH ELEVATION 2



PAVILION WEST ELEVATION 3



PAVILION SOUTH ELEVATION 1

FULL SIZE SHEET = 24" x 36" SHEET

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REV. #	REVISIONS:	DESCRIPTION	REV. BY:
	09.04.15	PC SUBMITTAL	B.K
	10.29.15	PC RESUBMITTAL	B.K

Project:
New Building For Germantown Kiwanis:
Gehl Foods Performing Arts Pavilion at Firemen's Park
W182 N11870 Park Ave.
Germantown WI 53022

PERSPECTIVE DESIGN, INC.
11525 W. North Avenue
Wauwatosa, WI 53226
Tel (414) 302-8750 Fax (414) 302-8751

Drawing Title:
PAVILION ELEVATIONS

TIMB SCALE @ 24" x 36"

Date: 10.29.15
Scale: NOTED
Drawn: DNG
Job:
Sheet: **A2.1**

NOT FOR CONSTRUCTION

- PRELIMINARY -
FOR ESTIMATING AND REVIEW ONLY

PLOT DATE: 10/29/2015

FILE NAME: P:_PROJECTS\GERMANTOWN\BAKHOME\BELLJOD_GTOWN_BAKHOME.RVT

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Meeting Date: November 11, 2015

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: 2015/16 Winter/Spring Recreation Program Fees & Charges

Attached for your review and approval are the recommended 2015-16 Winter/Spring Recreation Program Fees & Charges.

Enclosure: 2015/16 Winter/Spring Recreation Programs Fees & Charges Chart

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Meeting Date: November 11, 2015

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Kennedy Middle School Color-A-Thon Fundraiser

The Kennedy Middle School staff is planning a Color-A-Thon fundraiser for Spring 2016, and is asking the Park and Recreation Commission to waive the rental fees for this event. The event is a fundraiser for KMS, but will be open to the entire community. The event would be a 2-3 mile run in Firemen's Park and on KMS grounds with stations throughout where participants would get "colored". At the finish line there would be music, water stations, and the big "finale" with the final color throw. The preferred dates are Sunday, May 22nd, 2016, or Saturday, June 2nd, 2016, starting at 9:00 or 10:00 a.m. The total of the fees waived would be $59. The Park & Recreation Department would assist with promotion (brochure, website, Facebook), but typically the department does not provide any additional supplies or labor for the event. Chantal Macksam, KMS Fundraising Chairperson, will be in attendance to answer any questions.