

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, January 20, 2016 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:** December 9, 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. Firemen's Park Master Plan – Review & Recommendation
- V. **NEW BUSINESS**
 1. 2016 Capital Improvements Fund Budget Projects
- VI. **VILLAGE BOARD:**
- VII. **SCHOOL BOARD REPORT:**
- VIII. **DIRECTOR'S REPORT:**
- IX. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **February 17th @ 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
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
December 9, 2015**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Stapelman, Depies, Knop, Trustee Rep. Miller and School Board Rep. Medved. Absent and unexcused was Commissioner Lieffring. Also present were Director Schroeder, Public Works Director Ratayczak and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Medved, seconded by Depies to approve the minutes from November 11, 2015 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:** Nothing
- IV. UNFINISHED BUSINESS:**
Motion by Coulthurst, seconded by Miller to move to Item V., number 1, Firemen's Park Master Plan. Motion unanimously carried.
 - 1. ALT BAUER PARKING LOT/PATHWAY AND BASKETBALL COURT -**
The project is complete. Payne and Dolan stated, via letter, they will return in spring and complete the landscape and recolor the basketball court. The backboard and rims are now up.
 - 2. OLD FIRE COMPANY AGREEMENT FOR USE OF FIREMAN'S PARK SHELTER -** The member list has been adjusted by the "Old Fire Company". The agreement will be going to GGF for approval on December 22, 2015.
 - 3. PARK SITE EVALUATIONS:** We are still accepting the remaining evaluations. They will be compiled once received.
 - 4. 2016 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS:**
The Village Board approved the budget on November 16, 2015. Adjustments were made to put money towards roads. Money was kept in for replacement of the pathway lighting at Wiedenbach Park. Capital funding projects will be discussed in February 2016.
 - 5. DHEINSVILLE PARK SHELTER – MEMORANDUM OF UNDERSTANDING WITH GERMANTOWN HISTORICAL SOCIETY:**
The memorandum was approved by the Village Board on December 7, 2015.
- V. NEW BUSINESS**
 - 1. FIREMEN'S PARK MASTER PLAN – REVIEW & RECOMMENDATION:**
Larry Ratayczak, Public Works Director, went over an estimate of costs for water and sanitary sewer for Firemen's Park per the concept drawing the Trustee Baum provided for the Master Plan. The sanitary sewer would service the new shelter, toilet/kitchen facility and the Performing Arts Pavilion (grandstand) area. The elevation from Park Avenue is too high to bring sewer into the park from Park Avenue. There may be an option

from Crusader Court, however the property is owned by the Germantown School District. An estimated cost for sanitary sewer is \$296,700 - \$393,450. The water utility estimate is \$509,970 - \$647,605, however that would service the park, senior center, fire station and the apartments, who all currently are on a well. The commission discussed looking into amenities at other parks and what is actually needed at those parks. The commission would like to see lights on the pathway at Firemen's Park for security.

2. 2016 MEETING CALENDAR

Meetings will be moved back to the 3rd Wednesday of the month.

VI. VILLAGE BOARD REPORT:

Department budgets have been approved. The board will start looking at Capital budgets in February.

VII. SCHOOL BOARD REPORT:

Brian stated that the Rockfield Elementary School addition has started. Germantown High School was selected to receive \$100,000.00 in the Celebrate My Drive national competition.

VIII. DIRECTOR'S REPORT:

- 1) **Alt Bauer Parking Lot/Pathway and Basketball Court** – The backboards and rims were installed December 2nd. Payne & Dolan submitted in writing that they will rectify the damage that was done to the court surface by their landscape sub-contractor. This work will be done in Spring 2016. The necessary retainage will be held to make sure this work is completed, as well as any landscape touch up work that needs to be addressed.
- 2) **Old Fire Company Agreement for Use of Fireman's Park Shelter** – The volunteer fire company has revised the list of eligible members. The agreement will now go before the General Government & Finance Committee Meeting on December 22nd for review and approval.
- 3) **Park Site Evaluations** – The last group of parks for site evaluations are Kinderberg, Spassland, and Friedenfeld Parks. An overall summary will be prepared for the January commission meeting.
- 4) **2016 Operating & CIP Budgets** – The 2016 Budget was approved by the Village Board on November 16th. No modifications were made to the Recreation & Senior Center Budgets. In the Parks budget, \$18,000 was eliminated for miscellaneous equipment including \$10,000 for renovation of the Firemen's Park monument, and \$4,000 each for fenced dumpster enclosures at Friedenfeld and Haupt Strasse Parks. The 2016 Capital Improvements Budget will be discussed at a future village board meeting. Items in the CIP Budget include replacement of the Alt Bauer Playground Equipment, resurfacing of the Haupt Strasse and Alt Bauer Tennis Courts, and a new chipper in the Parks Budget.

- 5) **Dheinsville Park Shelter – Memorandum of Understanding with the Germantown Historical Society** – The MOU was reviewed and approved by the Village Board at the December 7th meeting.
- 6) **Firemen's Park Master Plan** – At the November commission meeting, the commission affirmed site location #2 (east of Senior Center), for the Gehl Foods Performing Arts Pavilion. In addition, the commission discussed the draft master plan for the park with several comments/questions brought forth regarding utilities, accessibility, lighting, project costs, etc. The engineering department has taken a look at the required utilities and preliminary costs for these potential improvements for review at the meeting.
- 7) **Recreation Supervisor position** – Adam Breest has accepted the position of Parks & Recreation Director with the Village of Little Chute. His last date with the department is Friday, December 18th. We thank Adam for his service to the village, and wish Adam and his family the best in the future. At the December 7th meeting, the Village Board granted official authorization to hire for this position. Applications will be accepted through December 30th, with the goal to have the position filled by February 1st.
- 8) **Forestry Update** – Last month, the village received disappointing news from the Wisconsin Department of Natural Resources that the Village's 2016 WDNR Urban Forestry Grant Application was not among those selected for funding. The WDNR received 80 grant applications totaling \$1,246,376. The WDNR had only \$547,727 available for grant program funding, allowing only 36 grants to be awarded. Village staff is working with Wachtel on developing the 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. By mid-December, the parks crew will have completed stump removal along Pilgrim Road, and at locations within village parks and on building grounds.
- 9) **Kinderberg Park Shelter** – The new furnace, as well as air conditioning have been installed to the shelter/multi-purpose building.
- 10) **Senior Center Security Cameras** – MCR Services has replaced the exterior security cameras at the center.
- 11) **Spassland Park Gas Main Relay Project** – In late November, WE Energies confirmed that the Public Service Commission approved the project route which includes Spassland Park. WE Energies will complete the survey for the easement area, and mark all trees that are anticipated to be removed. The construction easement will impact nearly the entire southern length of asphalt pathway, numerous trees, and 7-8 pathway lights. WE Energies indicated the project will start on the east end of the village in 2016, with the west segment which includes Spassland Park starting in 2017.
- 12) **2016 4th of July Firework's Contract** – The village board approved the 2016 contract with Bartolotta's Fireworks Company. The Kiwanis Club of Germantown has again agreed to be co-sponsor with the village.

- 13) **Washington County Agreement for Use of Senior Center for Programming & Senior Meal Program** – The village board approved the annual cooperative agreements between the village and the Aging & Disability Resource Center of Washington County. The first agreement, in the amount of \$600 per year, is for the county's use of the center to provide the weekly senior meal program. The second agreement provides that the village receives \$6,000 per year to provide prescheduled senior programs and services at the center, Monday-Friday, 8:00 a.m. to 4:30 p.m.

Recreation Report

The department has 36 programs starting in January including: Bucketeer Basketball, 1st/2nd Grade Buckets, Hoopsters, Poms, Mini-Poms, Power/Pixie Poms, Tae Kwon Do, Scrapbooking Crop, Sporties for Shorties, Afterschool Volleyball, Preschool Play Group, Oodles of Art, Music Fun, Belly Dancing, Pickleball, Dodgeball, Family Dodgeball, Indoor Tennis, Archery, Therapy Dog Screenings, Boot Camp, New Year Improved You, Restore Your Core, Yoga, Women's Only-Kickboxing/Self Defense, Learn to Wood Carve, Understanding the Cloud, Ebay 101 Buying and Selling, Gymnastics, Stem Days, Beginner Martial Arts, Learn to Skate, Intro to Hockey, Pulse, Zumba, and the Kalahari Field Trip.

Upcoming Events include the following –

Snowman/Snow Creature Contest: We are hoping to have enough snow before February when the contest ends. The contest is going on now until February 19th, contestants just need to register and submit their photo via email. We have had some great entries in the past, and hope that this year is no exception.

Field Trips: The department is sponsoring teen trips to the Buck's Game (December 23rd), and Sunburst Tubing (December 31st) over the winter break.

Bucketeers Officials Training/Scrimmages: The department will be holding the officials training on December 12th, and teams will hold scrimmage games on December 19th. League play will begin on Saturday, January 9th.

1st/2nd Grade Buckets: Practices will be starting on January 9th at Rockfield and MacArthur Schools. There are 6 teams in each division: 1st grade, 2nd grade, and 1st/2nd grade all girl's leagues.

IX. ANNOUNCEMENTS OF PUBLIC INTEREST:

- X. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:42 p.m.


Shannon Lemke
Secretary