

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, February 17, 2016 at 5:30p.m.**

LOCATION: **GERMANTOWN VILLAGE HALL BOARD ROOM
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:** January 20, 2016
- 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. Park Site Evaluations
 2. Firemen's Park Master Plan – Review & Recommendation
- V. **NEW BUSINESS**
 1. Germantown Soccer Club Field Usage Agreement – Review & Recommendations
 2. MacArthur Junior Girl Scout Troop 4363 Community Service Project at Schoen Laufen Park – Review & Approval
 3. Park & Recreation Impact Fee Fund – Review & Recommendation on 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 **March 16th @ 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
January 20, 2016**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Stapelman, Knop, Trustee Rep. Miller and School Board Rep. Medved. Commissioner Leiffing has resigned effective immediately. Absent and excused was Commissioner Depies. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Medved, seconded by Miller to approve the minutes from December 9, 2015 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:** Nothing
- IV. UNFINISHED BUSINESS:**
 - 1. ALT BAUER PARKING LOT/PATHWAY AND BASKETBALL COURT -** Director Schroeder stated the appropriate retainer is in place for the repairs to be done in spring. The repairs include landscaping around the court and repainting of the basketball court.
 - 2. OLD FIRE COMPANY AGREEMENT FOR USE OF FIREMAN'S PARK SHELTER –** Director Schroeder stated that GGF (General Government and Finance) and the Village Board have approved and signed the agreement.
 - 3. PARK SITE EVALUATIONS:** Director Schroeder is still accepting evaluations from commission members.
 - 4. FIREMEN'S PARK MASTER PLAN – REVIEW & RECOMMENDATION:** Director Schroeder stated that he is not aware if the school district has been contacted by our Department of Public Works regarding hooking up to the water line on Crusader Court, which is owned by the Germantown School District. Director Schroeder did contact WE Energies to get cost estimates for path lighting in the park.
- V. NEW BUSINESS**
 - 1. 2016 CAPITAL IMPROVEMENTS FUND BUDGET PROJECTS:** Director Schroeder stated that he will be attending the GGF (General Government and Finance) meeting on Tuesday, January 26th regarding the projects for the Park & Recreation Department. We currently have the resurfacing of 2 tennis courts and replacement of 1 play equipment in the budget.
- VI. VILLAGE BOARD REPORT:** Miller stated that the Village Board will not have changes this year.
- VII. SCHOOL BOARD REPORT:** Medved stated the Vietnam Moving Wall will be on display September 1 - 5 on the Kennedy Middle School grounds.

VIII. DIRECTOR'S REPORT:

- 1) **Alt Bauer Parking Lot/Pathway and Basketball Court** – The necessary retainer is in place to make sure the color re-surfacing, and landscape touch up work are addressed with the respective sub-contractors in Spring.
- 2) **Old Fire Company Agreement for Use of Fireman's Park Shelter** – The agreement was approved by the General Government & Finance Committee on December 22nd, and by the Village Board on January 4th. The agreement has been signed by both parties.
- 3) **Park Site Evaluations** – The last group of parks for site evaluations are Kinderberg, Spassland, and Friedenfeld Parks. There are a couple outstanding evaluations. The goal is to have the overall summary completed for the February commission meeting.
- 4) **Firemen's Park Master Plan** – At the December commission meeting, the commission continued discussion on the draft park master plan. Public Works Director Larry Ratayczak presented preliminary plans and prospective costs for sewer and water service to serve proposed restroom/shelter facilities. Further discussions will be held regarding utility options as well as costs. Director Schroeder has contacted WE Energies regarding future planning and budget required for electric service to proposed buildings, and along the park pathways.
- 5) **Gehl Foods Performing Arts Pavilion** – Staff met with representatives of the Kiwanis Club on January 7th. The site survey work has been completed for the north location in the park. The cost estimate for the project remains at \$400,000, with the goal of the Kiwanis Club to raise the remaining \$200,000 in 2016. The club is updating the business sponsor list, and will be starting in-person contacts in January.
- 6) **2016 Operating & CIP Budgets** – The 2016 Capital Improvements Budget will be discussed at the January 26th General Government & Finance Committee Meeting. Items in the 2016 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.
- 7) **Recreation Supervisor position** – A total of 21 applications were received, with interviews held from January 13th to 18th. Katie Rodger, current Senior Center Coordinator, has accepted the position of Recreation Supervisor. She will start her new position on Monday, January 25th. Katie has offered to continue as Senior Center Coordinator until the department can fill this position. Staff will go before the Village Board on February 1st for official approval to fill this position.
- 8) **Forestry Update** – Staff submitted the 2015 WDNR financial/project grant report by the December 31st deadline. The village will be reimbursed \$5,075 towards EAB program expenses including ash treatments, and related work on the GIS Tree Inventory. The village has approved the 2016 consulting forester contract with Wachtel Tree Science & Service. Tree removal, stump grinding, and removal of grinding tailings has been completed along Pilgrim Road. Replacement trees will be 2-3" caliper ranging from 10-12' in height, depending on the species of tree. Currently Wachtel is finalizing the street tree replacement 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 2016 Parks Budget includes funding to start these replanting efforts.

- 9) **Senior Center Advisory Committee** – The next meeting of the committee is scheduled for Thursday, January 28th at 5:30 p.m. The agenda will include updates/discussion on security cameras, newsletter, and WASC accreditation.

Recreation Report

We have 33 programs starting in January including: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Poms, Power/Pixies Poms, Tae Kwon Do, Beginner Martial Arts Camp, Yoga, Yoga Trial Class, Zumba Trial Class, Restore Your Core, Boot Camp, PULSE, New Improved You Weight Loss Program, Scrapbooking Crop, Sporties for Shorties, Afterschool Volleyball, Learn to Skate, Into to Hockey, Wood Carving, STEM, Dodgeball/Family Dodgeball, Indoor Tennis, Archery, Oodles of Art, Understanding the Cloud, Preschool playgroup, Therapy Dog Screening, Pickleball, Music Fun, and the Field Trip to Kalahari.

Programs cancelled due to low enrollment: Wood carving, Winter Gymnastics. We combined grades for the Indoor tennis so we can still hold class. The 8:30 a.m. class of archery was cancelled, but the 9:45 a.m. class will still run.

Other programs starting in February before the next Commission Meeting: Afterschool Spanish, Basic First Aid for Kids, Zumba, Kickboxing, Group Rock Climbing, Girls Softball Hitting Clinic, Beginning Guitar, Circuit 101, Google Drive Basics, Mom & Me Freezer Teaser Workshop, Money Saving Travel Tips, Learn to Wood Carve, Valentine's Day Out, Sweetheart Party for Tots, Paint Party for Adults, Youth, Clutter course, Scrapbooking Crop, Time for Two, Music Party for Tots, Belly Dancing and MS Excel.

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures we are running a field trip to Kalahari Indoor Water park on Friday, January 22nd. Trip is for teens grades 6-12 and openings still exist.

Snowman/Snow Creature Building Contest: We are looking for the best snowman/creature builders in the Village. To enter they simply have to pre-register and submit a photo of their masterpiece with the builder standing by it. Deadline to submit photos is Feb. 19th. We look forward to seeing the creative entries!

Friday Family Flicks: We will hold our Friday Family Flicks program at MacArthur School on Friday, Feb. 19th and will feature the movie Inside Out. We have some fun crafts for the kids to do before the movie. Again PTA and First Bank sponsored the event and Germantown Youth Futures kids will volunteer. US Cellular will be sponsoring some concession stand purchases for the evening, so that's an exciting surprise attendees do not know about yet!

IX. ANNOUNCEMENTS OF PUBLIC INTEREST:

- X. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:11 p.m.



Shannon Lemke
Secretary



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Date: February 17, 2016

To: Park and Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Germantown Soccer Club Field Usage Agreement

During the development of Friedenfeld Park, affiliate agreements were created between the Village of Germantown and affiliate organizations including the Germantown Soccer Club (GSC). The original agreements were for a 10-year period with the initial agreement expiring at the end of 2012. In March 2013, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 3-year agreement with the GSC. This agreement will expire on June 30, 2016.

Attached for your review and recommendation is a new 3-year agreement for 2016-2018. This agreement is identical to the current agreement with the exception of change in dates. Appendix A defines the assigned field space. A per participant fee is incorporated to address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Non-Reverting, Non-Lapsing Facility Fund designated for use by the Village to help maintain the spaces used by the GSC. Appendix B is included to help define the maintenance schedule.

This agreement has been reviewed by the Germantown Soccer Club, and the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

Attachment: 2016-2018 Field Usage Agreement

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the "Village") and **GERMANTOWN SOCCER CLUB**, Germantown, Wisconsin (the "User").

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize six (6) fields at Friedenfeld Park, one (1) field at Dheinsville Park, two (2) fields at Kinderberg Park, and one (1) field at Haupt Strasse Park (see appendix A) for league games and practices (the "Premises").
2. **RIGHT OF USAGE:** The Village's Parks and Recreation Department shall have charge of scheduling the various sport fields located at Friedenfeld Park, Dheinsville Park, Kinderberg Park, and Haupt Strasse Park and will have priority in usage of the fields for recreation programs. The User will be allowed non-exclusive use of soccer fields for games and practices during the spring (April – June) and fall (September – October) seasons. The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The soccer fields may be utilized by the Village, in its sole discretion, for soccer practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from User's use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is three (3) years and shall commence on July 1, 2016 and terminate on June 30, 2018 unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non-permanent improvements shall remain property of the User.
6. **FEES:** Germantown Soccer will assess a \$10.00 fee for each participant playing in the league. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village's discretion.

Routine maintenance will be performed according to the schedule outlined in Appendix B and shall be agreed upon by both the Village and Germantown Soccer.

7. **SPONSORSHIP:** The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.
8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the Premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this Agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to User.

Entered into this 7th day of March, 2016

VILLAGE OF GERMANTOWN

GERMANTOWN SOCCER CLUB

Village President

Regional Director

Village Clerk

Secretary

Park & Recreation Director

Treasurer

APPENDIX A

Friedenfeld Park Field Map



Dheinsville Park Field Map



Kinderberg Park Field Map



Haupt Strasse Park Field Map



APPENDIX B

Germantown Soccer Friedenfeld Park Field Maintenance Schedule

Friedenfeld Sports Turf			
Maintenance - Germantown Soccer			
Maintenance	Recommended Frequency Per Yr	Cost Per Application	Total Cost Using Recommended Frequency
Aerating	2	\$390.00	\$780.00
Fertilizing	4	\$595.00	\$2,380.00
Broadleaf Spray	2	\$448.00	\$896.00
Total Cost:			\$4,056.00
NOTE: Coverage of Fields 1 through 6			

NOTE: Cost listed about is approximate and may need to be adjusted on an annual basis dependant on the cost of fertilizer and broadleaf spray.



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Meeting Date: February 17, 2016

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Girl Scout Troop 4363 Bronze Award Project at Schoen Laufen Park

Schoen Laufen Park is a 39-acre passive use park located along the Menomonee River on the north side of Lilac Lane. An important element of park master plan was to develop an educational trail system to educate park users about the plant life found throughout the park.

In 2001, working with local biology department staff and students at Germantown High School, the department installed thirteen interpretative signs along the park trail system. Over the last 15 years, the condition of these signs have deteriorated due to both vandalism and the weather.

In August 2015, representatives from Girl Scout Troop 4363 approached department staff regarding potential ideas for community service projects to complete the Bronze Service Award. Staff presented several park project ideas, and in December, the group decided to pursue several enhancement projects for Schoen Laufen Park.

Attached for your review is the proposed scope of work which includes:

- Update/replace the interpretative signs throughout the park
- Replace the split rail fence at the park entrance
- Spread mulch around trees, and place stone on trail

Funding for these projects will be a collaborative effort of Troop 4363, and the Germantown Park & Recreation Department. Staff time, equipment, and labor will also be provided by the Village Highways/Parks staff.

Representatives from Girl Scout Troop 4363 will be making a presentation to include; options and costs for sign material, as well as redesigning the sign content/format. The timeframe to complete this work is Spring/early Summer of this year.

Attachment: Proposal Outline & Samples of Existing Interpretative Signage

Introduction:

MacArthur Elementary 5th Grade Junior Girl Scout troop 4363 (22 girls) is seeking approval for enhancements to Schoen Laufen park as their Bronze Award Project.

Scope:

- Replace/update interpretive signs throughout the park
- Replace split rail at the park entrance
- Spread mulch in tree grouping near the shelter

Approximate Costs:

Item	Approximate Cost	Details	Responsibility
Interpretive Signs	\$105 - \$285	15 signs - \$19 each for Aluminum - \$7 each for Fiberglass	Troop 4363
Sign Frames	\$460	5 frames @ \$92/frame - 3 replacements - 2 for new signs	Park and Rec Department
Split Rail Fence	\$500	---	Park and Rec Department
Mulch	Free	From recycling center	---

Proposed Timing:

- Sign frame/post clean-up in April
- Fence installation, sign replacement, mulch spreading Friday May 6

Requests from Park and Rec Commission:

- Decision on sign material
- Decision on sign content
- Feedback on project

BEECH

Fagus grandifolia

DESCRIPTION

This is a tall slender tree common to forests. The structure of the tree is a short thick trunk, a broad, compactly rounded crown, and a narrow crown in the open. The bark is composed of a smooth steel-gray surface. The leaves are in the shape of a three to four inch oval with serrated edges. The fruit is four valved, but contains only two nuts. It is found in Eastern Wisconsin, on fertile well drained soil derived from limestone. The wood is hard and strong and is used for tool handles. Unfortunately, the wood isn't very durable.

FLOWERING DATES

The flowers appear from May to July.

GENERAL FACTS

Beech is a highly commercialized wood product. It is used for many household jobs. Tool handles, chairs, lumber and firewood are just some of the uses for Beech. It is a good choice for landscaping because of its beauty and freedom from insects.



TROUT LILY

Erythronium

DESCRIPTION

This plant may grow four to six feet tall. The flowers are bell-shaped, yellow and red. The leaves are three-petaled and the leaves are mottled brown and green.



Trout Lily is a very hardy plant and is found in many places. It is a very common plant in the mountains and is often used by the Indians for medicinal purposes. The leaves are used to cure foot sores and corns.



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Meeting Date: February 17, 2016

To: Park and Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Park & Recreation Impact Fee Fund

The General Government & Finance Committee has requested that the Park & Recreation Commission review and make a recommendation on potential capital projects utilizing monies in the Park & Recreation Impact Fee Fund.

The Park & Recreation Impact Fee Fund is one of several Special Revenue Funds of the Village. The basic concept of an impact fee per Wisconsin State Statute is that the fee shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve newly developed land, and the service demands that development creates. Revenues generated through the Park & Recreation Impact Fee Fund apply only to new residential development.

The State of Wisconsin Impact Fee Statute also requires that a Public Facilities Needs Assessment be prepared before imposing a new impact fee or revising an existing fee. In 2003, the Village contracted with Virchow Krause & Company, LLC to complete this work. This study replaced the Public Facilities Needs Assessment from 1995. The 2003 assessment resulted in an increase in the Park & Recreation Impact Fee from \$613 to \$736 per residential unit.

The Wisconsin State Statute further defines "*Capital Costs*" as costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10% of capital costs may consist of legal, engineering and design costs unless the political subdivision can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10% of capital costs."

In 2007, following a change in the impact fee law by the state legislature, the Village Board amended the municipal code relating to impact fees, to further define "*public facilities*" to parks (parkland), playgrounds, and land for athletic fields." It was further defined that "*Public Facilities*" does not include facilities owned by a school district.

The 2015 Year End balance in the Park & Recreation Impact Fee Fund stands at \$127,514. Impact Fee Law requires that the fees, together with interest earned, shall be used within seven years from the date of collection, or the fees shall be refunded to the current owner of the property. Therefore, the request from the General Government & Finance Committee for review and recommendation related to the use of these funds.

Attached for your use is the 20-year Capital Improvement Plan (CIP), that was submitted in January 2014 to the Village Board for planning purposes. This list matches many of the long term recommendations found in the 2009-2103 Comprehensive Outdoor Recreation Plan (CORP), and is a good starting point to discuss potential projects that meet the impact fee law definition of "*public Facilities*". I am currently researching the recent history of park projects that have utilized the park impact fee fund. Finance Director Kim Rath is also checking with the village audit firm in this regard.

The plan for the February meeting is to begin discussions on this item, with an official recommendation at the March Park & Recreation Commission meeting.

Enclosure: 20-Year Park & Recreation Capital Improvements Plan