

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, March 16, 2016 at 5:30p.m.**

LOCATION: **GERMANTOWN 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:** February 17, 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. Germantown Soccer Club Field Use Agreement
 2. Park & Recreation Impact Fee Fund Projects
- V. **NEW BUSINESS**
 1. Gehl's Performing Arts Pavilion for Placement of "Future Home of" sign at Firemen's Park – Review & Approval
 2. 2016 Summer Recreation Program Fees & Charges – 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 **April 20th @ 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
BOARD ROOM
February 17, 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 Depies was absent and excused. Also present were Director Schroeder and Secretary Lemke.

II. APPROVAL OF MINUTES: *Motion by Miller, seconded by Medved to approve the minutes from January 20, 2016 as presented. Motion unanimously carried.*

III. PUBLIC INPUT: Nothing

IV. UNFINISHED BUSINESS:

- 1. PARK SITE EVALUATIONS:** Director Schroeder stated that comments are very similar at the parks. The summary indicates what updates or maintenance is needed in the park or with the structures. These evaluations will be shared with the Department of Public Works.
- 2. FIREMEN'S PARK MASTER PLAN – REVIEW & RECOMMENDATION:**
No update at this time.

V. NEW BUSINESS

- 1. GERMANTOWN SOCCER CLUB FIELD USAGE AGREEMENT – REVIEW & RECOMMENDATIONS:** Director Schroeder stated that the Germantown Soccer Club has reviewed the usage agreement and indicated that there are no changes with the current agreement moving forward. The new agreement is a 3-year agreement for 2016-2018.

Motion by Medved, seconded by Miller to send forward with positive recommendation to the Village Board for approval of the Germantown Soccer Club Field Usage Agreement. Motion unanimously carried.

- 2. MACARTHUR JUNIOR GIRL SCOUT TROOP 4363 COMMUNITY SERVICE PROJECT AT SCHOEN LAUFEN PARK – REVIEW & APPROVAL:** Troop 4363 presented the Commission with sign options for Schoen Laufen Park. This project would earn the girls their "Bronze Service Award". There are a total of 15 signs.

The girls presented 2 different options of signs;

- Fiberglass sign @ \$7.00 each, totaling \$105.00 with an expectancy of 25 years
- Aluminum sign @ \$19.00 each, totaling \$285.00 with a lifetime expectancy

The options for the wording are;

- Original as on the current park signs
- Kid friendly wording with bullet points
- Kid friendly wording in paragraph form

The picture options are;

- Use the current sketch/pictures
- Use full color image

The girl scouts will also be working on spreading mulch that will be provided by DPW. 5 frames for the signs are needed @ \$92.00 each, totaling \$460.00 in which the cost will be covered by the Germantown Park & Recreation Department and the split rail fence at the entrance to the park will also be replaced with the cost covered also by the Germantown Park & Recreation Department.

The commission would like the aluminum sign, with the kid friendly wording with bullet points and full color images.

Motion by Medved, seconded by Knop to approve the MacArthur Elementary 5th grade Girl Scout Troop 4363 Bronze Award Project for the replacement signs at Schoen Laufen Park as presented. Motion unanimously carried.

Medved excused at 5:50 p.m.

- 3. PARK & RECREATION IMPACT FEE FUND – REVIEW & RECOMMENDATION ON PROJECTS:** Director Schroeder stated that Park Impact Fee Fund laws changed in 2007. The law indicates that the Impact Fee Funds can only be used for acquiring park land, new playgrounds and land for athletic fields. We currently have \$127,514.00 in Impact Fees. Director Schroeder and Finance Director Rath had some discussion on whether or not the funds could be used for a basketball court at Kinderberg Park. We have been told the fees could be used for a basketball court as long as “it is reasonable to accommodate growth”. The fees cannot be used for a replacement of a current basketball court it would not qualify. The fees cannot be used for the performing arts pavilion nor the shelter at Dheinsville Park.

Motion by Stapleman, seconded by Miller to forward onto the General Government and Finance Committee for positive recommendation to use the Park Impact Fees for the development of a new basketball court at Kinderberg Park and a new playground at Dheinsville Park. Motion unanimously carried.

VI. VILLAGE BOARD REPORT: Miller stated that all Capital Budgets have been approved.

VII. SCHOOL BOARD REPORT: Medved distributed copies of the “Board Happenings”.

VIII. DIRECTOR’S REPORT:

- 1) **Park Site Evaluations** – Attached are the results of the park site evaluations that were completed over the last several months. This information is valuable for setting parks budget and maintenance priorities. This information will be shared with parks operations staff. Overall the parks are kept in great condition.
- 2) **Firemen’s Park Master Plan** – There is no update on this item.

- 3) **2016 CIP Budget** – The 2016 Capital Improvements Budget was approved by the General Government & Finance Committee and Village Board on February 1st. All items in the 2016 CIP Budget including replacement of the Alt Bauer Playground Equipment, resurfacing of the Haupt Strasse and Alt Bauer Tennis Courts, and the chipper in the Parks Budget were approved.
- 4) **Senior Coordinator position** – At the February 1st meeting, the Village Board approved filling the Senior Coordinator position. Job announcements have been posted with the Wisconsin Park & Recreation Association (WPRA), the Wisconsin Association of Senior Centers (WASC), as well as in the local papers in Washington, Waukesha and Ozaukee Counties. The deadline for applications is March 4th.

Recreation Division Report

There are 35 programs starting in February including: Afterschool Spanish, Basic First Aid for Kids, Zumba, Kickboxing, Group Rock Climbing, Girls Softball Hitting Clinic, Beginning Guitar, Cricut 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, Firefighters Are Your Friends, Lego Fun Day, Babysitters Training, Wee Team/First Ascent Rock Climbing, After School Tech Camps, Family Wellness, Social Media, Girls Softball Pitching Clinic, STEM, Snowman/Snow Creature Building Contest and MS Excel.

Summer 2016 Kid's Klub Programs –

Registration began on February 8th for the Summer Kids Klub lineup of programs including Adventure Kids Klub, All Day Kids Klub, Traditional Playgrounds, Awesome August, Traditional Tyke Sites, and Tyke Sites Plus.

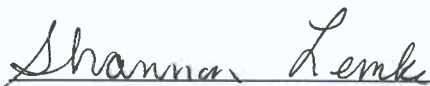
Upcoming special events include the following:

Friday Family Flicks: The Friday Family Flicks program at MacArthur School will be held on Friday, February 19th, and will feature the movie Inside Out. There will be 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!

Easter Egg Hunt: Saturday, March 26th at Firemen's Park starting at 11:00 a.m. sharp. Volunteers are needed for the event, arrive at the Sr. Center at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m., by 11:30 a.m. everything should be cleaned up.

IX. ANNOUNCEMENTS OF PUBLIC INTEREST:

- X. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:56 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 22, 2016

To: Dave Schornack, Village Administrator
Kim Rath, Finance Director

From: Mark Schroeder, Park & Recreation Director

Re: Park & Recreation Impact Fee Fund

In 2007, following a change in the impact fee law by the state legislature, the Village Board amended the municipal code relating to the Park & Recreation Impact Fee, to define "*public facilities*" to *parks (parkland), playgrounds, and land for athletic fields.*" The Impact Fee Law requires that the fees, together with interest earned, be used within seven years from the date of collection, or the fees shall be refunded to the current owner of the property.

Per the request of the General Government & Finance Committee, the Park & Recreation Commission, at the February 17th meeting, reviewed potential park projects that would meet the definition of "*public facilities*", and therefore be eligible for use of Park & Recreation Impact Fee Funds.

The Park & Recreation Commission utilized the 2014 20-year Capital Improvement Plan (CIP), as a resource for this discussion. This Capital Improvements Plan includes short and long term project recommendations contained in the 2009-2103 Comprehensive Outdoor Recreation Plan (CORP).

Following discussion, a motion was approved by the Park & Recreation Commission to recommend to the General Government & Finance Committee to utilize Park & Recreation Impact Fee monies to fund the following two park projects; 1) Kinderberg Park Basketball Court, and 2) Dheinsville Park Play Equipment. The preliminary budget for both of these projects fall within the 2015 Year End balance in the Park & Recreation Impact Fee Fund of \$127,514. Upon review and approval by the GGF Committee, staff and the commission will further review the scope of work and cost estimates associated with these projects.

Should you need further information for the February 23rd General Government & Finance Committee Meeting, please let me know. Thank you.



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Meeting Date: March 16, 2016
To: Park & Recreation Commission
From: Mark Schroeder, Park & Recreation Director
Re: 2016 Summer Recreation Program Fees & Charges

Attached for your review and approval are the recommended 2016 Summer Recreation Program Fees & Charges.

Enclosure: 2016 Summer Recreation Programs Fees & Charges Chart