

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
September 21, 2016**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Knop, Trustee Rep. Miller and School Board Rep. Medved. Absent and excused were Commissioners Stapelman and Depies. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Medved, seconded by Miller to approve the minutes from August 17, 2016 as presented.*

*Aye: Coulthurst, Miller, Knop, Leukert
Abstain: Medved*

III. PUBLIC INPUT:

IV. UNFINISHED BUSINESS:

- 1. ALT BAUER PARK – BASKETBALL COURT/LANDSCAPING PROJECT – UPDATE** – Director Schroeder stated the basketball court is striped along with the parking lot. All items related to this project have been completed.

V. NEW BUSINESS

- 1. 2017 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** – Director Schroeder reviewed the status of the 2017 proposed Operating and Capital Budgets following review by the Committee of the Whole on September 20th.

Recreation

Revenue

- Recreation Program Participation – 2012 (6,320), 2013 (6,545), 2014 (6,785) 2015 (7,168)
- Revenues – Programs - July 2016 YTD \$607,000, compared to \$610,000 July 2015 YTD
- Increase of \$1,000 in Park shelter & field rentals, Acct. #7210
- Increased budget of \$85,000 in Recreation Fees, Acct. #7310 Note: \$960,000 – 2017 Budget
- **Overall increase in projected revenues of \$90,544 - 2016 Budget to 2017 Budget.**
- Cost Recovery 87% over a 5-year period; 2017 Proposed Budget 83%

Expense

- Acct. #1800, Salaries & Wages – Part-Time Programs - Increase of \$39,128, offset Acct. #7310.
- Acct. #2300 Health Insurance – decrease of \$32,475, less impacts with permanent PT staff that work 30 plus hours.
- Acct: #3800, Program Supplies & Expense – increase of \$20,000, offset Acct. #7310.

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- Acct: #3810, Splashpad Maintenance – increase of \$1,000 for supplies and replacement parts.
- Acct: #5400, Equipment Repair & Maintenance – increase of \$1,000, note 2015 and 2016 actual.
- Acct: #7300, Insurance & Bonds – decrease of \$2,763.
- **Overall Increase of \$37,603 or 3.15%, with an increase of \$34,140 related to Salaries/Wages, a decrease of \$33,934 related to Fringe Benefits, an increase of \$22,397 related to Operating Supplies, and an increase of \$15,000 for capital items.**

Capital Items

- Materials and labor to contract out the Kinderberg Park tennis court fence repair, Spassland Park basketball court repair, and the repair/re-painting of Kinderberg Park Splashpad surface and play features – total of \$15,000.
- Parks Budget Items - Dumpster Enclosures for Haupt Strasse & Friedenfeld Parks, Re-location of electric service to Wolf Haus at Dheinsville Park, Epoxy floors at Firemen's Park restroom and Kinderberg Park multi-purpose room floor, and stone for pathways at Schoen Laufen and Alt Bauer Parks.

Capital Projects

- Haupt Strasse Park Playground – replace 1994 equipment - \$95,000
- Firemen's Park Pathway lighting – safety and security lighting - \$45,000 – cut at 9/20 COW Mtg. by a 4-3 vote.
- Kinderberg Park Basketball Court – use of impact fees for new facility - \$60,000
- Mini-van/SUV to replace the 2000 Pontiac Montana - \$30,000 – reduced to \$15,000 at 9/20 COW Mtg.

Senior Center

Revenue

- Federal Aid – Nutrition Site agreement with Washington County.
- No increases proposed for program fees, trips revenues, just re-allocation of monies – overall budget of \$40,600 is same as 2016.
- Increase of \$2,000 for Senior Center Rental (fee increase approved for 2017), Decrease of \$2,000 for Senior Trip Revenues.

Expense

- Overall increase of \$5,393 or 4.55%, with materials & labor of \$7,500 to construct and install cabinets & counters for the Senior Center Gift Shop. Sources for remaining \$6,000 include balance of monies from 2016 Alt Bauer Park playground project, and donation of up to \$2,000 from Germantown Senior Club.
- Part-time Office Assistant – monies were placed in the new position request account for adding a second 12 hour/week office assistant position – total impact salary and benefits of \$6,738.

Senior Van Replacement Fund

- Proposed Senior Van Fares of \$3,500 for 2017. Fares increased for first time in 17 years in 2015.
- Senior Van Replacement Fund Balance \$25,094 as of July 2016.

Recreation Facility Fee Fund

- Revenues est. \$37,500 – Expenses est. \$35,500 2016 – Security Cameras for school gyms, 2017 – Security Doors for KMS.
- Average revenue per year Years 2014 & 2015 – Village \$9,000/yr., School \$18,500/yr., Clubs \$7,450/yr.
- Current balance in accounts – July 2016 YTD **Village \$14,583; School \$69,832; Club \$8,579 for a total of \$92,994**

Further discussion on the 2017 budget will take place at Committee of the Whole meetings in October.

2. **DISCUSSION ON POTENTIAL PUBLIC OPEN SPACE USE OF PRIVATE FACILITIES** – Director Schroeder provided a background on discussion relative to propose open space use of Riversbend Golf Course.

Riversbend Golf Course – Timeline & Discussion Points

August 23rd – initial meeting with Rachit Dhingra, Odyssey Hotels (current owner) - Holiday Inn Express Hotel, Jason Daye and Ryan Wilgreen from Excel Engineering, Village Planner Jeff Retzlaff, Village Attorney Brian Sajdak, and Mark Schroeder, Park & Recreation Director

- Hotel owner looking to expand capacity of hotel by adding two floors.
- Interest in purchasing golf course for additional parking spaces, and preservation of open space as an amenity for neighborhood.
- Village zoning approval in exchange for public use of private golf course open space via conservation easement? Owner interest in keeping land in private ownership.
- Would village be interested in partnership? Preserve open space and public use for walking trails? Owner minimal interest in site investment/improvements.
- Would MMSD be interested in purchase? Partnership with village?
- Recommendation to tour the site.

August 30th – site meeting with Dhingra, Daye, Wilgreen, Schroeder, Chuck? (current golf course owner) as well as Scott Coulthurst, Jay Olszewski and Scott Anderson of DPW/Parks

- Site is approximately 35 acres, other than maintenance of fairways, tees, and greens, minimal investment into facility for years. Low use golf course.
- Access and parking – limited visibility to the general public. Parking limitations with businesses, future public use, expansion of hotel facility and customer needs.
- Conservation Easement – important to address items such as permitted uses, improvements, maintenance, signage, rules, liability, etc.
- Need to define the level of service that will be provided and who is responsible for paying.

- If public use need to account for ADA accessibility requirements such as trail materials.
- Expectations of neighboring condo residents – garbage, turf maintenance, permitted and actual uses, even though private ownership this will likely become a public parks issue.
- Request developer to submit a proposal and conceptual plan for use of the property.

September 8th – email from Conservation Fund Program Director David Grusznski who manages the MMSD Greenseams Program.

- Greenseams determination that acquisition value would be up to \$2,500 per acre.
- Willing to partner with the village to protect open space. Greenseams willing to provide up to \$92,500 towards the village's acquisition of the property.
- In return for financial assistance, MMSD would require a Greenseams conservation easement over the entire property.

September 21st – Following discussion, the following general thoughts were shared by the Park & Recreation Commission.

- Commission noted concerns with lack of frontage or visibility to the general public.
- Parking needs to be addressed if land is open to the public. With potential expansion of hotel business and existing business uses, parking will be an issue.
- Need to define potential uses of the land, and funding for both improvements and maintenance. What is the desired level of service to be provided? Who will provide these services? Will the LOS meet the expectations of the neighboring residents?
- With the current proposal, there appears to be significant costs to the village.
- Good idea to open a dialogue with MMSD for potential partnership.

VI. VILLAGE BOARD REPORT: Donges Bay Road should be done shortly. The Roundabout on Fond du Lac and Donges Bay Road should be open by October 1st. The work on TID #6, along Appleton Avenue (between Maple & Lannon), is near completion. Country Aire Drive (North of Bonniwell) has been redone and Maple Road (North of Rockfield Road) is scheduled to be redone in 2016.

VII. SCHOOL BOARD REPORT: The Rockfield School addition is complete. The referendum for school improvements will be on the November ballot.

VIII. DIRECTOR'S REPORT:

- 1) **Alt Bauer Park Basketball Court/Pathway Project** - The color resurfacing work was completed on August 6th. The painted of the lines has been cancelled twice due to rain, but the work was completed on Saturday, September 17th. In addition, the parking lot was stripped which was the remaining work item from this 2014 capital project.

- 2) **Alt Bauer Park Play Equipment Project** – The DPW/Parks staff removed the existing equipment and completed site preparation work the week of August 22nd-29th. The playground contractor installed the new equipment August 31st to September 2nd. Village crews have completed installation of the concrete sidewalk. The wood fiber safety mulch will be delivered on September 21st, with the equipment open for public use. Installation on the park benches and picnic table, as well as final site restoration will be completed by the end of September.
- 3) **Alt Bauer Park Tennis Court Resurfacing Project** – The project started on August 18th with power washing, hydro-blasting, and removal of the existing asphalt emulsion surface. Crack filling, patching, and installation of the Amor crack repair system was completed on September 15th. Installation of the acrylic resurfacer and acrylic color surface, as well as the court lines should be completed by September 30th.
- 4) **Pilgrim Road Tree Planting Project – Phase 1** – The 2016 Parks Line Item Budget included \$24,000 for the replacement of trees that have been removed as part of the Village's EAB initiative. The contract includes materials and labor to plant approximately 60 (2"-2.5") trees. The species were selected by the Village's contracted arborist John Gall, and include maple, serviceberry, hackberry, dogwood, honeylocust, coffeetree, crabapple, tree lilac, and elm. All of these species were chosen because they fit the environmental constraints of Pilgrim Road. On April 18th, the Village Board awarded the contract to Century Landscape. The pre-construction meeting for this project is scheduled for Monday, October 3rd.
- 5) **Weidenbach Park Pathway Lighting** – The light poles and fixtures have been ordered and delivered. The DPW/Parks staff has pushed back the completion of this project into November.
- 6) **Washington County WDOT Bike & Pedestrian Plan Grant** – The Wisconsin Department of Transportation has awarded a 2016-2020 Transportation Alternative Program (TAP) Grant in the amount of \$72,000. The Bike & Pedestrian Plan is being developed to increase opportunities for non-motorized vehicle transportation. County parks staff will be contacting communities soon after discussions with WDOT regarding specifics on funding and project schedule.

Recreation Division Report

Fall/Winter Program Registration started on August 15th for residents and school district residents, and August 17th for Non-residents.

The department has 46 programs starting in September including: Golf Lessons, Band: The Adult Wind Ensemble, All Star Jazz Crusaders and Dixielanders, Exploring Martial Arts, Dance, Poms, Gymnastics, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Music Fun, Pre-school Play group, Family Scavenger Hunt, Open Volleyball, Open Basketball, Softball Pitching Clinic, Intro To Tae Kwon Do, Learn To Skate, Intro To Hockey, Kids Klub, Pickleball/Open Pickleball, Babysitter's Training, I-pad Tips, The Camera in your Smartphone, Advanced Digital Photography, STEM classes, Pilates, Yoga, Pulse, Girls Volleyball Leagues, Restore Your Core, Clutter Course, Beginning Guitar, Proper Pruning and Maintenance Techniques, Scrapbooking Crop, Learn To Wood Carve, Family Dodgeball, Zumba, Zumba kids and caregivers, yoga.

Programs cancelled due to low enrollment: STEM Roamer & Crazy Contraptions, Running 101, Repel Bugs, Oodles of Art night class, Dhanda Yoga, and Jr Golf Academy,

Upcoming events include the following:

Germantown Youth Futures Recruitment Event: This was held on September 15th from 6:30 – 7:30 p.m. at Kinderberg Park. Staff held a short meeting, ate sundaes and played kickball.

Bucketeer Basketball Registration Deadline is September 26th.

- IX. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting will be held October 19th.
- X. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:54 p.m.


Shannon Lemke
Secretary