

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
November 16, 2016**

CALL TO ORDER: The meeting was called to order at 5:36 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Depies, Stapelman, Leukert, and Trustee Rep. Miller. Absent and unexcused was School Board Rep. Medved. Also present were Director Schroeder, Recreation Programs Supervisors Heinen and Rodger and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman, seconded by Depies to approve the minutes from October 19, 2016 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. UNFINISHED BUSINESS:**
 - 1. 2017 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS –** Director Schroeder stated that there were no changes to the Recreation Department budget as presented.
- V. NEW BUSINESS**
 - 1. 2016-2017 WINTER/SPRING PROPOSED PROGRAM FEES & CHARGES – REVIEW & APPROVAL –** Program Supervisor Heinen went over the fee changes for the upcoming season. Most of the changes are due to carrying over the fee from Fall/Winter 2016 to Winter/Spring 2016-17. The Glow Walk will now be a per person registration fee. The instructor for Money Saving Travel & Social Media renegotiated her fee with the department.
Motion by Depies, seconded by Miller to approve the 2016-17 Winter/Spring Fees & Charges as presented. Motion unanimously carried.
 - 2. 2017 SUMMER & 2017-2018 SCHOOL YEAR KID'S KLUB FEES & CHARGES – REVIEW & APPROVAL –** Program Supervisor Rodger discussed the proposed increase in Kids Klub Fees starting with Summer 2017 as well as 2017-18 School Year. The increase will be \$0.25 across the board. The last increase was \$0.25 in 2014.

Motion by Miller, seconded by Depies to approve the 2017 Kids Klub Fees as presented. Motion unanimously carried.

3. **2017 PARK FACILITY RENTAL FEES & POLICIES – REVIEW & APPROVAL** – Director Schroeder went over the proposed policy and fee structure changes. We are adding wording to indicate the facilities are closed on the “listed” Holidays and reminding users that with the air conditioner at Kinderberg to keep the windows and doors closed. Wording has also been added that the 1st Monday in February reservations for Village of Germantown Residents starts and the 3rd Monday in February for School District Residents and Non -Residents.

Motion by Depies, seconded by Leukert to accept the policy and fees changes for 2017 Park Facility Rentals as presented. Motion unanimously carried.

4. **2017 SEASONAL EMPLOYEE PAY RANGE PLAN – REVIEW & APPROVAL** – Mark gave an overview of the changes in the pay structure for the seasonal staff.
Motion by Miller, seconded by Knop to accept the 2017 Seasonal Employee Pay Range Plan as presented. Motion unanimously carried.

5. **TIF #6 BUSINESS PARK – REVIEW & RECOMMENDATION ON PROPOSED LAND DEDICATION OF OUTLOT #1 FOR PARK AND OPEN SPACE PURPOSES** – Director Schroeder stated that Village Planner, Jeff Retzlaff, has indicated that there is 37 acres of open space in TIF #6, Outlet 1, that is being dedicated to the Village at no cost. The land consists of wetlands, floodplain and woods.

The consensus of the Park & Recreation Commission that the Village accept these lands for potential use as a park/conservation area. Per the village’s Comprehensive Outdoor Recreation Plan (CORP), this land acquisition would meet the identified goal of preservation of environmental corridor within the Menomonee River watershed. In addition, this land could provide the opportunity for future passive use recreation activities such as hiking, cross country skiing, snow shoeing, etc.

With the only access point off Maple Road on the eastern side of the property, the commission recommends that the Village work with the developer/future business park tenants to create a second point of access through the business park that would serve not only the future maintenance of the storm water ponds, but also provide public access to this future park/open space/conservation area.

It is the understanding of the Park & Recreation Commission that the dedication and future maintenance of these storm water ponds is the responsibility of the Village of Germantown. The Park & Recreation Commission would like to go on record that no park and recreation funds should be utilized for the maintenance of these storm water facilities.

Commissioners Leukert and Depies excused at 7:00 p.m.

VI. VILLAGE BOARD REPORT: Rick stated in the budget process the Village will be using some of the reserve money for converting 4 part-time firefighters to 4 full-time positions, and adding 1 Policeman position. Public Works was approved to add 1 full-time employee position along with the approval for the Senior Center to add an additional part-time clerical staff at 12/hrs a week. John Laning, Village Engineer, has been working on a 5-year road plan. There is an Ordinance change the “outside restaurants and taverns can apply to increase the outdoor venue time until 12:00 a.m. (midnight). The business would have to apply to extend the time.

VII. SCHOOL BOARD REPORT: Absent

VIII. DIRECTOR’S REPORT:

- 1) **2017 Operating and CIP Budgets** – The 2017 Proposed Operating & Capital Budgets were reviewed by the Committee of the Whole on Wednesday, October 19th. Following discussion, approval was given to forward the budget for Public Hearing on Monday, November 21st. No changes were made to the Parks, Recreation & Senior Center Budgets. Capital Projects that were submitted include replacement of the Haupt Strasse Park Play Equipment, construction of the basketball court at Kinderberg Park (utilizing Park Impact Fees) and monies to purchase a used van to replace the 2000 Pontiac Montana. Monies were also allocated to construct cabinets/shelving for the Senior Center Gift Shop, as well as to hire part-time (12hrs/week) clerical staff for the Senior Center.
- 2) **Forestry Update**
Pilgrim Road Tree Planting Project – Phase 1 – All planting sites were field located/marked in late October with the planting of 73 trees completed November 9th through 11th. The project includes a 1-year warranty from date of completion and acceptance by the owner.
Old Farm Subdivision Tree Pruning – At the October 17th Village Board Meeting, a contract was awarded to M&M Tree Care to prune approximately 130 trees within the Old Farm Subdivision area. A project start date has not been set, but the work is scheduled to be completed in 2016.
Winter 2016-2017 Ash Removals – As part of the village EAB initiative, and under the guidance and direction of Wachtel Tree Service, the DPW staff is planning to complete the second phase of ash tree removals during the winter of 2016-2017. The second phase will include the removal of 95 trees in village parks, and along Mequon Road. In 2015 and 2016, the village has also contracted for the treatment of 255 ash trees in village parks, municipal grounds, and along Pilgrim Road.
- 3) **Weidenbach Park Pathway Lighting Project** – The light poles and fixtures have been ordered and delivered. The DPW/Parks staff is still planning to complete the project before winter sets in. If the weather conditions are good, the plan is to start the project the week of November 28th.
- 4) **2017 Winter/Spring Recreation Guide** – The recreation guide is scheduled to be mailed to the community on December 5th.

Recreation Division Report November 16, 2016 Commission Meeting: The department has 36 programs starting in November/December including: Friday Family Flicks, Clutter courses, Zumba, Zumba Kids, Yoga, Miss Julie's Music Fun, Social Media Class, Afterschool Legos, Wood carving, Fundamentals Basketball camp, Learn Magic, Scrapbooking Crop, Healthily Eating Habits, PULSE, Restore Your Core, Money Saving Tips, STEM Classes, Learn to Skate, Chicago Trip, Intro to Hockey, Tot Party – Winter Wonderland, Firefighters Are Your Friends, Tae Kwon Do, Martial Arts Kidsfest, Holiday Planter Workshop (3 dates), Learn Magic, Fundamental Basketball Camp, Explore Martial Arts, Kickboxing, Christmas Music Party, Babysitter's Training and our SEPRC Hoop Shoot and Youth Basketball Clinic on December 3rd.

Upcoming events include the following:

Bucketeeers: We have 200 kids registered to play in our youth Bucketeeer Basketball League and 64 coaches. Practices started the week of November 7th. We have a total of 18 teams playing this season. League games will start January 7th.

1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 173 players and 38 coaches. We are hoping to have 16 teams in the league again this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

Friday Family Flicks: The Friday Family Flicks program at MacArthur School was held on Friday, November 11th featuring the movie Zootopia. There were fun crafts for the kids to do before the movie. Again the MacArthur PTA and First Bank Financial Centre sponsored the event, and Germantown Youth Futures students volunteered.

IX. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held December 21st.

X. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:20 p.m.

Shannon Lemke
Secretary