

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **BUILDING CONSTRUCTION OVERSIGHT COMMITTEE**

DATE AND TIME: **WEDNESDAY, February 8, 2017 5:30 p.m.**

LOCATION: **Germantown Village Hall Board Room
N112 W17001 Mequon Road**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wisconsin Statutes, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairperson Baum, Trustee Warren, Member Goetter
- III. **APPROVAL OF MINUTES:** October 7, 2015 & October 14, 2015
- IV. **NEW BUSINESS:**
 - A. Discussion/Action on the Forensic/Evidence Garage Project for the Police Department
 - B. Discussion/Action on the design and location of the Kiwanis Performing Arts Pavilion within Firemen's Park.
- V. **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.

NOTICE is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

BUILDING CONSTRUCTION OVERSIGHT COMMITTEE MEETING

MINUTES

October 7, 2015

Village Hall Conference Room A

III

CALL: Trustee Baum called the meeting to order at 6:00 p.m.

ROLL CALL: Chm. Baum, Trustee Member Warren, Member Ben Goetter (absent), and Park & Recreation Director Schroeder. Also present were Trustee Zabel, Brad Kropp, Carol Miller, Todd Jex, Dwayne Ketterer, Public Works Director Ratayczak and Secretary Wick.

PREVIOUS MINUTES:

MOTION made by Trustee Zabel, seconded by Dir. Schroeder to approve the Minutes of July 30, 2013.

Motion carried unanimously.

DISCUSS THE DESIGN AND LOCATION OF THE KIWANIS PERFORMING ARTS PAVILION WITHIN FIREMENS PARK:

Chm. Baum informed the Committee of the following three items discussed at the Sept. 14, 2015 Plan Commission meeting; 1) The Pavilion architecture, 2) Pavilion location alternatives, 3) Electrical connection concerns to the Pavilion.

It was noted the building was going to be a design to build. The contractor will bring in an electrician to determine how to get power to the building. The following points were made;

- It has been known during festivals the power goes out regularly. Currently there is no budget to power the operations in the Park area.
- Need to identify if there is a 220 Amp service and if there will be an option of 240 volts for multiple vendors to run their equipment. Some outlets are not set up for 240 volts.
- Obtain Village Parks, Bldg. /Grounds Department staff input on Village electrical power desires.

Brad Kropp, Perspective Design, gave a brief history on the implementation of the pavilion, to include preferred site locations, property line issues, tree locations, soil conditions in placement of the structure, electrical connection availability, parking availability, maintenance of the pavilion, design examples and marketing materials. Mr. Kropp stated a site plan approval location was addressed at the Park & Recreation Commission February, 2013 and on to Village Board. After approvals were received in 2013, Kiwanis began organizing their fund raising events. Input from various organizations was considered when drafting the design of the pavilion. Of the data collected, the structure would consist of a pre-cast steel frame building. Marketing materials were then created as part of the fund raising effort. The Committee was provided with a sample.

Trustee Zabel noted a CSM was created to address property line concerns (relative to the project) by the Little League and Village and approved at the Plan Commission and Village Board in April, 2015. A building site location was not presented with the CSM approvals. Mr. Kropp, Perspective Design, stated with CSM approval and available funding, a civil crew, survey crew, and real property information was obtained. Building location concerns included; proximity to restrooms, power pole locations to service, and noise levels to neighborhoods.

Chm. Baum questioned if there was a master plan and whether the pavilion should be the beginning of a master plan. He suggested the Committee look at the placement of the pavilion and how the Park could grow over time. It was noted the current shelter in the Park was deteriorated and the Committee should consider whether it should be torn down and rebuilt in another location.

Ms. Miller, Kiwanis Member, stated they did not incorporate the current shelter in placement of the pavilion. They tried to incorporate feedback from various people from the Taste of Germantown function who noted; you would have to take down trees, site location not near the bathrooms, proposed structure to close to the shelter, etc.

Lengthy discussion continued on the contours of the building, location orientation, soil conditions (bedrock), and parking accessibility. Additional comments included;

- Amphitheater seating is very limited. Tree locations and removal thereof must be considered;
- Kiwanis have funds budgeted for landscaping;
- No. 1 priority is to have the audience uphill;
- Best location for pavilion would be at the current shelter site;
- If a Master Plan is a favorable alternative, the location site should allow for a new shelter site, kitchen & meeting room(s) facilities and rental potential;
- The concept should blend all buildings in appeal and appearance;
- Problems may be incurred due to the fact that sewer in Park Avenue is very shallow;
- Portable toilets could be utilized for events;
- Parking is a concern as there is no parking allowed on school grounds;
- Once a master plan is established, a lighting plan along the paths should be considered;
- Rec. Director Schroeder suggested a site visit to get a visual of the pavilion location, and parking possibilities;
- The Master Plan concept is a Park Plan that will take years to complete;
- The shelter should not be removed until you have something in place to replace the building;

Chm. Baum drafted a brief sketch of a master plan for the Committee. He offered to create a concept Master Plan within a couple of months which could be presented to the Park and Recreation Commission and then to the Plan Commission.

Ms. Miller, Kiwanis Member, stated a Master Plan would be a great visual to present at fund raising events. The Kiwanis' pavilion started out as a purchased wooden band shell kit which has evolved into a gift they want to give to the Village that has as little maintenance issues as possible. The Kiwanis is looking at raising three quarters of the funds needed prior to the first of the year before starting the project.

Further discussion;

- A survey of the park and topographic maps can be produced in the Engr. Dept.;
- The concept plan can include the location and provide reasons why it is a good location; the concept should also include path lighting and connections, pavilion access availability for item drop-off, shelter replacement, and show that the concept area will not conflict with the ball diamond.

- Trustee Zabel noted the Senior Center, Fire Station, and Fire Company are currently on their own well. If bathrooms are going to be considered, you want to put in water.
- You want your concept plan to make sense and at some point tie that plan to an approximate cost.
- If the Kiwanis are responsible for supplying power to the Performing Arts pavilion, how much would be estimated to complete that work? Chm. Baum stated the Kiwanis were only responsible for their pavilion. If the Village chose to put in pathway lighting and bring power to the pavilion, it would be at village cost.
- Chm. Baum noted if the Kiwanis wanted more electrical poles near their pavilion, the Kiwanis would not be responsible for those costs. In the proposed Master Plan the current pole location would be removed and electric would be underground.
- Public Works Dir. Ratayczak believed Kiwanis could submit a plan of all of their electrical needs to WE Energies and WE Energies could provide a cost estimate.

Building Design:

Chm. Baum stated the Plan Commission wanted to see the Pavilion with Germanic architecture. It would be great if the building could have more Germanic character and be maintenance free.

Park and Rec. Dir. Schroeder stated from a maintenance perspective staff would like to see a building with less maintenance requirements. He questioned if a design could incorporate a Germanic look yet be maintenance free.

Mr. Kropp, Perspective Design, stated changes in the design of the pre-cast panels could provide a more custom pre-built element.

Further discussion;

- Could a steel product be used keeping with a maintenance free bldg. yet have an ornate look or false facade? Chm. Baum stated yes and gave a visual on paper.
- Concern of possible "Tagging" and the cleanup thereof.
- Could brick materials be designed to replicate a Germanic theme? Chm. Baum gave a visual of areas on the pavilion that possibly could be changed to a Germanic look. He introduced the use of brick in certain areas possibly with a pattern that varied in dimension. Aesthetics would need Plan Commission approval.
- Potential costs to be considered were; the building, site prep, pathway accessibility/ADA requirements.
- It was noted due to ADA requirements and the elevation of the building site, concrete retaining walls would be necessary to get the ramp all the way around the building. It was believed only one ADA access point was required.
- Wendland Nursery offered to install pavers in the mosh pit area. Trustee Warren suggested the Kiwanis reconsider the pavers due to maintenance issues and climate variations. The dance floor should be concrete.
- Ms. Miller asked if the fund raising bricks could be incorporated into the structure. The Committee suggested installation on the face of the stage. Mr. Kropp, Perspective Design, stated he would contact ICP (International Concrete Products) as to the

installation process. Chm. Baum stated you would get a little more Germanic character with the brick accents and a heavy timber train truss with a bolts and back plates.

- It was suggested the Committee, Kiwanis Representatives, and Park & Rec Commission meet on site to get a visual of the proposed master plan.

ANNOUNCEMENTS:

The next Building Construction Oversight Committee Meeting will be a joint meeting with the Park and Recreation Commission to be held Wednesday, October 14, 2015 at 5:30 p.m. at the Germantown Senior Center.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:10 p.m.



Janice Wick
Recording Secretary

**VILLAGE OF GERMANTOWN
JOINT GERMANTOWN PARK & RECREATION COMMISSION & BUILDING
CONSTRUCTION OVERSIGHT COMMITTEE MINUTES
GERMANTOWN SENIOR CENTER & FIREMEN'S PARK
October 14, 2015**

CALL TO ORDER: The meeting was called to order at 5:34 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Depies (excused @ 7:15 p.m.), Knop, Trustee Rep. Miller and School Board Rep. Medved (Excused @ 6:00 p.m.). Absent and excused were Commissioners Lieffring and Stapelman. Also present were Director Schroeder, Recreation Supervisor Breest and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Medved to approve the minutes from September 9, 2015 as presented. Motion unanimously carried.*
- III. KIWANIS PERFORMING ARTS PAVILION – REVIEW & RECOMMENDATION ON LOCATION WITH FIREMEN'S PARK:**
Discussion took place regarding the location of the pavilion. The pavilion would be approximately 1,627 sq. ft. in size

Site 1

North side of Firemen's Park (outfield of baseball field)

- ❖ Pavilion would face Southwest into park
- ❖ Handicap accessibility could be an issue
- ❖ Location would impact 4th of July activities
- ❖ Location would impact Taste of Germantown
- ❖ Electricity could connect from the Senior Center or the Veterans Memorial
- ❖ Baseballs may hit the backside of the bandshell

Site 2

North side of Firemen's Park (right by Senior Center)

- ❖ Deliveries could come right off of Senior Center parking lot
- ❖ Pavilion would face Southeast into Park, natural amphitheater seating with hillside
- ❖ Better visibility

Site 3

North side of Firemen's Park (East of the current storage shed, by basketball court)

- ❖ Closer to other park amenities
- ❖ Fireworks can be viewed better
- ❖ Closer to paths
- ❖ 50ft. x 40ft. (with ramp)
- ❖ Better accessibility

Site 4

South side of Firemen's Park (by Little League Diamond-original site)

- ❖ Contour not suitable
- ❖ Not a visible location
- ❖ Tighter location within park
- ❖ Accessible to restrooms

Following discussion, Motion by Coulthurst, seconded by Knop to recommend site location 2 as the proposed site for the performing arts pavilion. Motion unanimously carried.

IV. PUBLIC INPUT: Nothing

V. UNFINISHED BUSINESS:

1. **ALT BAUER PARKING LOT/PATHWAY AND BASKETBALL COURT - UPDATE:** Mark stated the basketball court paving has been completed. Restoration along the trail has started.
2. **OLD FIRE COMPANY AGREEMENT FOR USE OF FIREMAN'S PARK SHELTER - UPDATE:** The agreement is almost complete. The Firefighter's are still reviewing the current list of eligible members.
3. **PARK SITE EVALUATIONS -- UPDATE:** The next parks for evaluations are Alt Bauer, Firemen's, and Haupt Strasse Parks.

VI. NEW BUSINESS

1. **2016 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS:** Mark stated that the budget for Park & Recreation has gone well so far. Overall the recreation revenue budget is being proposed to increase \$54,000.00. Expenditures increased \$134,596.00. The biggest jump is due to a portion of our Kids Klub staff being eligible for health insurance due to their years of service and working 30+ hours a week or above, as well as an increase in Worker's Compensation insurance.
2. **EAGLE SCOUT PROJECTS -- SPECIAL PRESENTATIONS TO WESLEY CARSLON & MACK MILLER:** Wesley and Mack both recently completed their Eagle Scout projects at a few parks in Germantown. Adam stated that Wesley constructed 3 bat house condominiums which are located in Alt Bauer, Haupt Strasse, Wiedenbach Parks. Mack constructed 5 benches that are anchored in Schoen Laufen Park and also replaced traffic bond along the pathway. Both boys were presented with a recognition plaque for their accomplishments.

VII. **VILLAGE BOARD REPORT:** Trustee Miller stated the next budget meeting is Monday, October 19, 2015.

VIII. **SCHOOL BOARD REPORT:** A flyer was distributed with informational meetings coming up in regards to district facilities.

IX. **DIRECTOR'S REPORT:**

- 1) **Alt Bauer Parking Lot/Pathway and Basketball Court** –Paving work for the basketball court, parking lot and pathways was completed on September 10th. Landscape work began the week of September 28th, and will continue on October 14th. The basketball posts were installed on October 2nd. Village Parks/DPW installed concrete walk along the east side of the court, and concrete pad for the picnic table. The color surfacing sub-contractor installed the two coats of black acrylic on 10/12, and the first coat of color on

- 10/13. The final color application, and installation of court lines should be completely, weather permitting by the end of the week.
- 2) **Old Fire Company Agreement for Use of Fireman's Park Shelter** – The fire company is in agreement with the contract language, but is currently reviewing/updating the 1990 membership list. The goal is to have this item on the November General Government & Finance Committee Agenda.
 - 3) **Kiwanis Outdoor Performing Arts Pavilion** – The Germantown Kiwanis submitted plans for Site Plan Review at the September 14th Plan Commission Meeting. Per the draft plan commission minutes, concerns were expressed regarding the site location in Firemen's Park, as well as the lack of a Germanic theme/look to the structure. After review and discussion, this item was referred to the Building Construction Oversight Committee which met on October 7th with members of the Kiwanis Club in attendance. It was recommended to hold a joint Park & Recreation Commission/Building Construction Oversight Committee Meeting at the park site to discuss potential locations for the pavilion. The meeting packet includes the Village Planner Staff Report as well as the September 14th Plan Commission minutes.
 - 4) **2016 Operating & CIP Budgets** – The 2016 proposed Recreation, Recreation Facility Fund, Senior Center, and Capital Improvements Fund Budgets were reviewed at the October 8th Committee of the Whole Meeting. Recreation Revenues are proposed to increase by \$54,605 including WDNR Urban Forestry Grant, as well as increases in recreation program fees and park shelter/field rentals. Recreation Expenses are proposed to increase \$134,596 with the majority (approximately \$100,000) due to increases in health and worker's compensation insurance. Senior Center Revenues are proposed to remain at 2015 levels, while Senior Center expenses are proposed to increase \$2,342. No changes have been made at this time to the operating budget. The next budget meeting will be held on October 19th. Capital projects that were submitted include replacement of the Alt Bauer Playground Equipment, resurfacing of the Haupt Strasse and Alt Bauer Tennis Courts, and in the Parks Budget, pathway lighting at Weidenbach Park, and a new chipper.
 - 5) **Forestry Update** – Staff submitted a 2016 WDNR Urban Forestry Grant Application that will include the second phase of ash tree treatments, as well as replacement tree plantings. Starting on October 12th, Asplundh, a subcontractor for WE Energies, will be pruning or removing select street trees along Pilgrim Road. The trees that are to be removed are marked with a red and white or pink ribbon. We Energies has an overhead utility in the area and some of the trees are in need of pruning to avoid conflict with their facilities. At the same time, the Village has been working with Wachtel Tree Science and Service to determine which ash trees were going to be treated or removed as part of the Village's Emerald Ash Borer (EAB) initiative. After careful consideration, the village has determined that removing approximately 100 trees is necessary at this time. The village will treat approximately 30 ash trees (marked with green ribbon) along Pilgrim Road as well. With the realization that this is an extensive removal project, the village is working with Wachtel on developing a 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.

- 6) **Friedenfeld Park Playground** – DPW/Parks staff will be removing the old plastic edging, and starting the installation of the new concrete border, and benches around the playground equipment later during the week of October 12th.
- 7) **WE Energies High Pressure Gas Main Relay Project** – Staff met with representatives of WE Energies at Spassland Park on September 25th to discuss the project plans. WE Energies is anticipating that the Public Service Commission will be approving the route in November which would include the section of the project along Revere Lane extended through Spassland Park. They will survey the route/area of the easement, and mark all trees that are anticipated to be removed. The construction easement area will impact nearly the entire southern length of asphalt pathway, numerous trees, and 7-8 pathway lights. Monies would be available for re-planting efforts. Construction will possibly take place in summer 2016. More details will be provided at upcoming meetings.
- 8) **Public Involvement Meeting – Hwy 167 (Mequon Road) and Country Aire Drive Intersection Improvement Project** – The Wisconsin Department of Transportation (WisDOT) will be holding a public involvement meeting on Thursday, October 22nd from 5:00 to 7:00 p.m. at the Germantown Library. The project involves reconstructing the Mequon Road and Country Aire Drive intersection. Proposed improvements include: Constructing a raised median on Mequon Road, dedicated left and right turn lanes, and potential on-street bike accommodations and off-road pedestrian facilities. Right of way acquisition is required for intersection improvements, timeline for this work is 2017. Construction is currently scheduled for 2018.
- 9) **RecTrac Upgrade** - The department completed the upgrade of the recreation program registration/facility reservation software the week of September 21st. Staff continues to work with Vermont Systems to work on follow up issues that arise. Kudos to staff for taking on this challenging project.
- 10) **Senior Advisory Board Meeting** – The next Senior Advisory Board Meeting is scheduled for Thursday, October 22nd at the Germantown Senior Center. Topics of discussion include security cameras, accreditation, 2016 Budget, and an update on programs and events.
- 11) **Farmer's Market** – The market will be closing for the season on October 31st.
- 12) **Community Gardens** – The 2015 growing season is coming to a close. The gardeners have been asked to clear all produce, and prepare the soil for winter by November 1st.

Recreation Report

Programs starting in October - The department has 42 programs starting in October including: Family Dodgeball, Parent/Child Basketball, 10 and under tennis (3 sites), Afterschool Legos (3 sites), Croptoberfest, Oodles of Art, Music Fun, Softball Hitting Clinic, Intro to Tae Kwon Do, Learn to Skate, Intro to Excel, Excel 2, Excel 3, Don't Be Bullied, EZ Defense for Women, Kid's Cuisine, Time for Two, Basic First Aid for Kids, Tot Party, Zumba for Kids, Learn Spanish (4 sites), Pickleball, Rocketry Camp, Babysitters Training, DIY European Travel, Group Power, Belly Dancing, Painting Parties for Youth, STEM Classes.

October cancelled programs – I-pad 101, Painting Party for Adults, Dog Therapy, and Youth Dodgeball classes were cancelled due to low enrollment.

Upcoming Events include the following – **Friday Family Flicks** will be held at MacArthur School on November 13th, and will feature the movie "Home." **1st/2nd Grade Buckets** registration deadline is November 2nd. The **Family Scavenger Hunt** had 22 families enroll, but only 4 turned in an official entry. Staff had a fun time judging the entries.

PARK & RECREATION COMMISSION MINUTES

October 14, 2015

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X. ANNOUNCEMENTS OF PUBLIC INTEREST:

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:45p.m.

The next Park & Recreation Commission meeting will be November 11, 2015 @ 5:30p.m.

A handwritten signature in cursive script that reads "Shannon Lemke". The signature is written in black ink and is positioned above a horizontal line.

Shannon Lemke
Secretary

IV. A.

**BUSINESS OF THE BUILDING OVERSITE COMMITTEE
GERMANTOWN, WI**

MEETING DATE: Wednesday February 8th, 2017

AGENDA ITEM: New Business

ITEM TITLE: Impound Garage-PD

SUBMITTED BY: Jay Olszewski, Superintendent Highways, Parks,
Buildings and Grounds

SUMMARY EXPLANATION:

The 2017 Budget includes funds for the design and construction of a new Police Dept. impound garage. The proposed location is the southeast quadrant of the Police Dept. southern parking lot. Staff is bringing this item/project before the Committee seeking input and direction as part of the standard operating procedure for any new construction project conducted on Village property.

ATTACHMENT: ORDINANCE _____ RESOLUTION _____ OTHER x _____

RECOMMENDATION:

Staff has no recommendation. The intent of this meeting is to gather/share information, insure staff has a clear understanding of the procedure the Committee would like followed, make known and exterior appearance requirements, and make sure any other wishes or desires of the Committee are included as this project moves forward.

COMMITTEE ACTION:

Proper parliamentary procedure to deny a request is to have a motion made in the affirmative and by voting NAY would deny the request if a majority vote.

MONCHES

Construction Co.

October 6 2016

Jay Olszewski
Superintendent of Highways
Germantown, WI

Regarding: Proposed Impound Facility

Dear Mr. Olszewski,

We have prepared a bid for the design and construction of a 45' x 40' x 12' high wood frame structure with a hip roof to serve as the new impound yard. The proposed building will be located in the same location as the existing fenced in yard. The estimate is based upon the following:

General Conditions: To include architectural, structural and electrical design & drawings. Also included are all permit fees, job supervision, temporary toilet facilities for construction workers and construction cleanup.

Demolition: To include removal of the chain link fence.

Excavation: To include erosion control, excavation of footings and foundation wall, stone foundation wall backfill and below slab stone. Excess spoil will be removed off site.

Landscaping: To include a \$2,500 allowance for seeding of disturbed areas.

Asphalt: To include a \$2,500 allowance for patching.

Concrete: To include reinforced concrete footings and foundation wall including perimeter foundation insulation (even though it is not planned on being heated), a 5"

Germantown Impound Garage

thick 6-bag concrete floor with 6x6-6/6 welded wire mesh and one (1) coat of cure and seal for curing purposes only.

Carpentry: To include construction of exterior walls, roof trusses, sheathing, bracing, and LP Smart siding including trims & soffit.

Roofing: To include roof felt, dimensional shingles; pre-finished aluminum metal edge flashings, gutters and downspouts.

Hollow Metal and Hardware: To include installation of (1) on hollow metal service doorframe and door complete with hardware.

Overhead Doors: To include installation of two (2) 10' x 10' steel commercial grade overhead garage doors complete with electric operators and two hand-held controllers.

Painting: To include painting of the new hollow metal door.

Electrical: To include providing power from the existing panel to a sub-panel in the new building, four (4) LED interior lights, one (1) exit sign, two (2) 110v outlet.

Budget Price: \$150,000

All work is figured for a Spring 2017 start in the above budget price.

Exclusions: Updating the existing survey, removal of hidden concrete or obstructions, heating and plumbing. Please note that the job has not been figured using prevailing wage.

Should you have any questions, please contact me.

Sincerely,
Monches Construction Co.

Jonathan Farewell