

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
January 18, 2017**

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

I. ROLL CALL: Chair Coulthurst, Commissioners Stapelman, Leukert, School Board Rep. Medved and Trustee Rep. Miller. Absent and excused were Commissioners Depies and Knop. Also present were Director Schroeder and Secretary Lemke.

II. APPROVAL OF MINUTES: *Motion by Stapelman, seconded by Medved to approve the minutes from November 16, 2016 as presented.*
Aye: Coulthurst, Luekert Miller, Stapelman
Abstain: Medved
Absent: Depies, Knop

III. PUBLIC INPUT:

IV. UNFINISHED BUSINESS:

- 1. 2017 OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS –**
Director Schroeder stated that the Operating Budget was approved on November 21st. The 2017 Capital Budget was reviewed by the General Government & Finance Committee on January 17th, and sent to the Village Board for review and final approval on February 6th.

Operating Budget projects that are included in the 2017 Budget include:

- Kinderberg Park - repairing the tennis fence, refurbishing the sprayground features, new shelter flooring and repainting the interior & exterior of the shelter.
- Spassland Park– repairs to the basketball court
- Firemen's Park– new restroom flooring
- Schoen Laufen & Alt Bauer Parks– stone for pathways
- The Park & Recreation Department was granted funding to purchase a newer used van.

Capital Budget projects to be reviewed at the February 6th Village Board meeting include:

- Haupt Strasse Park – replace play equipment
- Kinderberg Park – Construct new basketball court utilizing park Impact Fees

2. **TIF #6 BUSINESS PARK – UPDATE ON LAND DEDICATION OF OUTLOT#1 FOR FUTURE PARK AND OPEN SPACE USE AND EASEMENT FOR PUBLIC TRAIL PURPOSES** – Director Schroeder stated that he included in the commission packet the November 21, 2016 memorandum that was sent to Jeff Retzlaff, Director of Community Development. Per discussion and recommendation at the November 16, 2016 Park & Recreation Commission Meeting, the memo recommends the village accept the open space within the TIF #6 Business Park for potential use as a park/conservation area, as well as accepting the dedication of a 20' easement through the unbuildable portions of the property for public trail purposes. The certified survey map (CSM) was reviewed by the Plan Commission on January 9th, but wasn't sent forward to the Village Board for final approval. MLG Development has indicated that there may be a buyer for part of the property therefore the requirement for a land division and updated CSM. The location of the trail easement can be included on the updated CSM.

V. **NEW BUSINESS**

1. **WASHINGTON COUNTY PARKS & PLANNING – STRATEGIC PLANNING & FINANCIAL SUSTAINABILITY MEETING** – Director Schroeder stated that he met with the new Washington County Parks & Planning Central Services Director, Jamie Ludovic. There are 2 strategic planning meetings coming in January, January 23rd in West Bend and January 24th in Germantown. A few of the topics will be “how should user fees be structured”, “what parks should be sold”, “how to generate revenues in Washington County Parks”, “beer concessions”. Director Schroeder indicated that he will be attending the January 24th session.
2. **2017 PARK & RECREATION COMMISSION MEETING CALENDAR** – The February meeting has been rescheduled for February 22nd. Chairman, Scott Coulthurst is unable to attend the May 17th meeting. A decision will be made on the May meeting closer to that month.

- VI. **VILLAGE BOARD REPORT:** Rick stated that there will be new AV equipment, which includes 2 televisions, in the Board Room. Advantage Research has purchased the Krueger property, located on Fond du Lac Avenue, East of Park Avenue (across from Better Brands). The property has been rezoned to business, per their request and they plan on renovating the property. The property is also a Historical property.
- VII. **SCHOOL BOARD REPORT:** Brian handed out the current “Board Happenings”. He also stated the referendum project work has begun. The district is looking at starting school August 14, 2017 and ending May 23, 2018. The district feels they would be able to allow for greater construction in the summer of 2018 with this early start.

VIII. DIRECTOR'S REPORT:

- 1) **2017 Operating and CIP Budgets** – The Public Hearing for the 2017 Proposed Operating & Capital Budgets was held on Monday, November 21st. No changes were made to the Parks, Recreation & Senior Center Operating Budgets. Included were the following park projects (*Kinderberg Park* - tennis fence repair, refurbish sprayground features, new shelter flooring, and re-painting the exterior of the shelter, *Spassland Park* - basketball court repair, *Firemen's Park* - new restroom flooring). Funding is included as well for a zero-turn mower, purchase of a used recreation van, and stone for the pathways at *Schoen Laufen* and *Alt Bauer Parks*. In the Senior Center Budget, 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.

Capital Projects for 2017 will be reviewed by the General Government & Finance Committee on January 17th. Capital items that were submitted for borrowing include: replacement of the Haupt Strasse Park Play Equipment, and construction of the basketball court at Kinderberg Park (utilizing Park Impact Fees).
- 2) **TIF #6 Business Park – Update on land dedication of Outlot#1 for future park and open space use, and easement for public trail purposes** – Included in the commission packet is the November 21, 2016 memorandum sent to Jeff Retzlaff, Director of Community Development. Per discussion and recommendation at the November 16, 2016 Park & Recreation Commission Meeting, the memo recommends the village accept the open space within the TIF #6 Business Park for potential use as a park/conservation area, as well as accepting the dedication of a 20' easement through the unbuildable portions of the property for public trail purposes. The certified survey map (CSM) was reviewed by the Plan Commission on January 9th, but wasn't sent forward to the Village Board for final approval. MLG Development has indicated that there may be a buyer for part of the property therefore the requirement for a land division and updated CSM. The location of the trail easement can be included on the updated CSM.
- 3) **Weidenbach Park Pathway Lighting Project** – The DPW/Parks staff installed the new light poles and fixtures, and completed the electrical connections in December. The new LED lamps had to be ordered, but were installed in early January completing this project.
- 4) **Spassland Park - WE Energies Gas Main Relay Project** – Village departments met with WE Energies on December 14th to discuss project plans and construction schedule for 2017. Included in the meeting packet is an anticipated project timeline for Phases 1 & 2. WE Energies indicated they plan to contact residents starting in mid-late January. Tree removal is scheduled late January into February. John Gall, Arborist with Wachtel Tree Science, and DPW/Parks staff met with WE Energies at Spassland Park on January 10th. WE Energies has surveyed and staked the park's south property line the week of January 3rd, as well as re-marking all trees that need to be removed. John Gall will be preparing the tree replacement plan which will be submitted to WE Energies in mid-February for review and approval. We Energies will be making a one-time payment once compensation is agreed upon that will be used by the village to contract out the planting.

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- 5) The meeting also included discussion on the construction methods/access to the park to protect trees not slated for removal. With the project construction going into late spring/early summer, any planting would be completed in Fall 2017 after the pathway is re-constructed, lights installed, and site restoration completed.
- 6) **Tree City USA – 2016 Application for Certification** – Staff submitted the 2016 application to the WDNR by the 12/31/2016 deadline. The village has successfully met all requirements of the program. The report has now been submitted to the Arbor Day Foundation for final approval.
- 7) **Kennedy Middle School – Volleyball System Replacement** - School District and Park & Recreation staff have been discussing replacement of the aging volleyball systems for both gymnasiums at Kennedy Middle School for several months. The cables for the post/net system need to be replaced as it is difficult to crank the nets up and down. The standards are also outdated, and very heavy for instructors and officials to set-up/take down for adult and youth instructional programs and leagues. A total of four volleyball systems (aluminum standards, nets, floor plates, and post pads) are included in the project. The cost for all equipment and installation is \$12,162. This project would be funded through monies in the Germantown School District line item of the Recreation Facility Fee Fund. The project was approved by the School District Building Committee, and the Village General Government & Finance Committee and Village Board on December 19th. The equipment has been ordered, with delivery and installation later this month.
- 8) **Gehl's Performing Arts Pavilion in Firemen's Park** – Perspective Design, Inc., the architect for the project, has updated plans for the facility. The Building Construction Oversight Committee has scheduled a meeting for Wednesday, February 8th to review the plans and provide input to the Kiwanis Club on this project.
- 9) **Senior Center Advisory Committee Meeting** – The SCAC meeting is scheduled for Thursday, January 26th at 5:30 p.m. Items to be discussed include the Senior Center Gift Shop remodeling, Vending Machine Use, and Senior programming.
- 10) **2017 4th of July Firework's Contract** – On December 19th, the village board approved the 2017 contract with Bartolotta's Fireworks Company. The Kiwanis Club of Germantown has again agreed to be co-sponsor with the village.
- 11) **Washington County Agreement for Use of Senior Center for Programming & Senior Meal Program** – On December 19th, the village board approved the annual cooperative agreements between the village and the Aging & Disability Resource Center of Washington County. The first agreement, in the amount of \$600 per year, is for the county's use of the center to provide the weekly senior meal program. The second agreement provides that the village receives \$6,000 per year to assist in the provision of prescheduled senior programs and services at the center, Monday-Friday, 8:00 a.m. to 4:30 p.m.
- 12) **Washington County Parks & Planning – Strategic Planning & Financial Sustainability Meeting** – Included in the meeting packets is an invitation from the Washington County Planning & Parks Department to attend the Parks Strategic Planning & Financial Sustainability Meeting. The meeting will be held on Tuesday, January 24th at 6:00 p.m. at the Germantown Library.

Recreation Division Report January 18, 2017 Commission Meeting:

The department has 32 programs starting in January including: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Poms, Power/Pixies Poms, Tae Kwon Do, Beginning Martial Arts, Martial Arts Kidsfest, Yoga, Yoga Trial Class, Restore Your Core, PULSE, Pilates Mat, Pilates Cardio, Scrapbooking Crop, Sporties for Shorties, Afterschool Volleyball, Learn to Skate, Into to Hockey, Family Dodgeball, Belly Dancing, Clutter Course, Archery, Girls Softball Hitting Clinic, Indoor Tennis, Oodles of Art, Story Stretchers, Preschool playgroup, Therapy Dog Screening, Pickleball, Music Fun, and the Field Trip to Kalahari.

Programs cancelled due to low enrollment: Wood carving, STEM for January, Zumba, Zumba kids, morning session of Oodles. Staff combined grades for the Indoor Tennis so we can still hold class. The 9:45 a.m. class of archery was cancelled, but the 8:30 a.m. class will still run.

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures, the department is running a field trip to Kalahari Indoor Water park on Friday, January 20th. The trip is for teens grades 6-12, with over 80 students registered.

Snowman/Snow Creature Building Contest: The department is looking for the best snowman/creature builders in the Village. To enter, contestants have to pre-register and submit a photo of their masterpiece with the builder(s) standing by it. Deadline to submit photos is February 17th. We look forward to seeing the creative entries!

Friday Family Flicks: We will hold our Friday Family Flicks program at MacArthur School on Friday, February 17th featuring the movie "The Secret Life of Pets". We have some fun crafts for the kids to do before the movie. Once again, the MacArthur PTA and First Bank Financial Centre will be sponsoring the event, and Germantown Youth Futures kids will volunteer.

IX. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held February 22nd, 2017.

X. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:52 p.m.



Shannon Lemke
Secretary