

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
March 15, 2017**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Stapelman, Leukert (arrived at 5:31 p.m.), Depies, Knop (arrived at 5:34 p.m.), School Board Rep. Medved and Trustee Rep. Miller. Also present were Director Schroeder, Program Supervisors Patti Heinen, Katie Rodgers, and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Depies to approve the minutes from February 22, 2017 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. UNFINISHED BUSINESS:**

Motion by Depies, seconded by Miller, to move to Item V. 2. (2017 Summer Recreation Program Fees & Charges) – Review & Approval. Motion unanimously carried.

- 1. HAUPT STRASSE PARK PLAY EQUIPMENT PROJECT** - Director Schroeder stated the RFP's were sent to playground vendors on February 25th with a proposal deadline of March 31st. Staff is currently meeting with vendors to review the project and tour the park site. The commission will have the opportunity to review all proposals at the April meeting. The community will have approximately 3 weeks to review and comment on the proposals at village hall, and on the department Facebook page. Final review and recommendation will take place at the May commission meeting with equipment ordered in early June, with installation/site restoration completed in September.
- 2. HAUPT STRASSE PARK PICKLEBALL COURT RE-SURFACING PROJECT** – Director Schroeder stated that the RFP's were sent to court re-surfacing contractors on February 27th with a bid proposal deadline of April 5th. The bid review and approval process will take in place at the April commission meeting. Village Board award of contract is scheduled for May 1st, with project completion estimated for July 2017.
- 3. KINDERBERG PARK BASKETBALL COURT PROJECT** – Director Schroeder stated that at the February commission meeting, approval was given to contract with Ayres & Associates for professional services to prepare a detailed site layout plan, and project plans and specifications for use in project bidding. Attached are the plan drawings for the project. This information has been given to the engineering department as construction of the stone/asphalt court and pathway will be included with the bidding process for the village roadway paving program. Bid numbers will be available for commission review at the April commission meeting.

4. **SPASSLAND PARK TREE PLANTING PROJECT** – Director Schroeder stated that Park and street tree removals were completed the week of February 6th – 10th. Pieper Electric also removed 8 light poles, with the village storing the light fixtures/lamps. The 24-inch pipe was delivered to the park on March 7th with deliveries continuing throughout the week. Welding operations in the park will continue over the next several weeks before the pipe is pulled to the west to be installed along Revere Lane starting in April. Village staff has been working with Wachtel Tree Science on the re-planting plan. On February 13th, staff sent the tree planting plan and cost estimates to WE Energies for review, and to negotiate compensation for the costs of materials/labor for the re-planting, as well as the consulting arborist's time to develop and administer the re-planting project. On March 3rd, WE Energies sent a letter to village staff agreeing to compensate the village for the full amount of \$22,800 for the re-planting project. The Village will coordinate the bidding and implementation for the project in conjunction with additional plantings on Pilgrim Road, and possibly Mequon Road sometime in April for contract award in May for planting in the Fall.

V. NEW BUSINESS

1. **KIDS KLUB BEFORE & AFTER SCHOOL PROGRAM – PAYMENT POLICY – REVIEW & APPROVAL** – Program Supervisor Katie Rodger stated that the biggest issues is the “unregistered” children attending Kids Klub. Currently, a parent has until 8:30 a.m. in the morning to register over the phone for the current morning session without being charged a \$2.00 late fee as well as calling prior to 2:30 p.m. in the afternoon to add afterschool care the same day without receiving that \$2.00 late fee. (these are daily fees charged for a.m. and/or p.m. for the child being “unregistered”) Staff in the office manually reviews the “check in” forms to charge families for not being registered in a timely manner. The consensus of the Commission is to charge families a larger fee for each instance. The Commission directed Katie to bring back to the April meeting the new policy showing the fees that will be charged for families who are not following the registration procedures correctly.
2. **2017 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Supervisor Heinen stated that there are minimal changes for Summer. There is a change with the Boys Basketball Camp fee that has change since updating. The new fee will be \$40.00. Due to the construction in the Germantown Schools, the department has contacted St. Boniface for possible gym usage this summer. St. Boniface charges \$25.00 an hour for usage. Some of the increases are due to using this facility.
Motion by Miller, seconded by Depies to approve the 2017 Summer Fees and Charges as presented with the fee change for Boys Basketball Camp to \$40.00. Motion unanimously carried.
3. **KID'S KLUB SUMMER REGISTRATION FLYER** – Program Supervisor Rodgers stated that the department has moved forward with the registration for Summer Kids Klub. At the time of printing the flyer, there was not a decision on what school locations would be available for the department to use for Summer Kids Klub. The department has since been told that Amy Belle, Rockfield and Kennedy Middle School would be available to use. Kennedy Middle School will house County Line, MacArthur and Tyke Site. However, they will be in separate classrooms by the school that they are registered for.

4. **PARK & RECREATION COMMISSION MEMBER TERMS** – Director Schroeder indicated that Trustee Rep. Miller and Commissioner Knop are up for reappointment the end of April. Mark will contact the Clerk's Office to let them know both Commissioners wish to be re-appointed.
5. **2016 PARK & RECREATION DEPARTMENT ANNUAL REPORT** – Director Schroeder briefly went over the new Annual Report for 2016. Staffing changes that occurred in 2016 were adding Katie to the Recreation Department, Mary Fiegel, Sr. Center Coordinator and Charis Laabs, Recreation Assistant. Membership numbers at the Senior Center did drop from 2015 to 2016. You don't have to be a member of the Senior Club to use the Senior Center or to participate in Senior activities. Farmer's Market vendors were down for 2016, Work Permits processing was up and Discount Theme Park ticket sales were slightly up.

VI. VILLAGE BOARD REPORT: Rick stated the Public Works Committee approved the purchase of 2 new "Zero" turn lawnmowers and the purchase of a new truck for the Parks Department. Nardo's Passport Inn has been sold and is now Big Sky Country. Carpetland USA was approved and will be opening a showroom across from Menards and Wal-Mart. (Northeast corner of Appleton and Maple). Gander Mountain is closing due to filing for Bankruptcy. The new memory care facility for the Gable's (located on the West side of Division in front of Virginia Highlands) was not approved.

VII. SCHOOL BOARD REPORT: Brian handed out the current "Board Happenings". The Bond sale for \$84,000,000.00 for the School Referendum projects was approved. Building construction ground-breaking should start in July.

VIII. DIRECTOR'S REPORT:

- 1) **Haupt Strasse Park Play Equipment Project** – RFP's were sent to playground vendors on February 25th with a proposal deadline of March 31st. Staff is currently meeting with vendors to review the project and tour the park site. The commission will have the opportunity to review all proposals at the April meeting. The community will have approximately 3 weeks to review and comment on the proposals at village hall, and on the department Facebook page. Final review and recommendation will take place at the May commission meeting with equipment ordered in early June, with installation/site restoration completed in September.
- 2) **Haupt Strasse Park Pickleball Court Re-surfacing Project** – RFP's were sent to court re-surfacing contractors on February 27th with a bid proposal deadline of April 5th. The bid review and approval process will take in place at the April commission meeting. Village Board award of contract is scheduled for May 1st, with project completion estimated for July 2017.
- 3) **Kinderberg Park Basketball Court Project** – At the February commission meeting, approval was given to contract with Ayres & Associates for professional services to prepare a detailed site layout plan, and project plans and specifications for use in project bidding. Attached are the plan drawings for the project. This information has been given to the engineering department as construction of the stone/asphalt court and pathway will be included with the bidding process for the village roadway paving program. Bid numbers will be available for commission review at the April commission meeting.

- 4) **Spassland Park - WE Energies Gas Main Relay Project & Tree Re-Planting Plan** – Park and street tree removals were completed the week of February 6th – 10th. Pieper Electric also removed 8 light poles, with the village storing the light fixtures/lamps. The 24-inch pipe was delivered to the park on March 7th with deliveries continuing throughout the week. Welding operations in the park will continue over the next several weeks before the pipe is pulled to the west to be installed along Revere Lane starting in April. Village staff has been working with Wachtel Tree Science on the re-planting plan. On February 13th, staff sent the tree planting plan and cost estimates to WE Energies for review, and to negotiate compensation for the costs of materials/labor for the re-planting, as well as the consulting arborist's time to develop and administer the re-planting project. On March 3rd, WE Energies sent a letter to village staff agreeing to compensate the village for the full amount of \$22,800 for the re-planting project. The Village will coordinate the bidding and implementation for the project in conjunction with additional plantings on Pilgrim Road, and possibly Mequon Road sometime in April for contract award in May for planting in the Fall.
- 5) **School District Facility Use – Summer 2017 Programs** – Staff met with school administrative staff on March 9th. Subject to final approval by the Board of Education on March 27th, the village will be able to utilize Amy Belle, Rockfield, and Kennedy Middle School for summer programming. As previously communicated, County Line and MacArthur schools will not be available for program use. Staff is currently in discussion on the level of use that will be available at Germantown High School.
- 6) **Senior Center Gift Shop Remodeling Project** – The demolition and construction of the gift shop and storage closet started February 20th. Gift shop construction, including the installation of the slat wall and shelving units, storage room construction, painting and staining work should all be completed by March 17th.
- 7) **Dheinsville Park Bell Museum Roof Replacement Project** – Monies were included in the Parks CIP Budget for replacement of the Bell Museum roof including both the barn and silo portions of the building. The Village Board will be awarding the contract at the March 20th meeting.
- 8) **Kinderberg Park Projects** – The splashpad upright features have been sandblasted and re-painted. Staff will be scheduling the re-painting of the surface as soon as the weather allows this Spring. The parks department has completed the painting of the interior of the shelter multi-purpose room and restrooms. The Village Board will be awarding the contract for materials and labor to contract out the installation of epoxy flooring in the shelter at the March 20th meeting.
- 9) **Baseball Diamond & Football Field Maintenance Projects** – The department has contracted with Total Lawn Care for athletic field projects starting in Spring. Work includes cutting and removal of lips, ball diamond mix, and re-grading of the infields at Haupt Strasse, Kinderberg, Freistadt, and Friedenfeld Parks. Work also includes a Turf Management Plan for the main football field at Friedenfeld Park. This project includes materials and labor to top dress with sand and organic mix, aerivate, over-seed, and fertilize the entire football field.
- 10) **Kennedy Middle School Volleyball Standards** – The new volleyball systems have been in use for the last 2 weeks with positive comments. The installation of the new floor plates for both gyms has been scheduled by the contractor and the school district for March 23rd and 24th.

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- 11) **Arbor Day Tree Planting** – The 2017 Arbor Day Tree Planting event, sponsored by Wendland Nursery, will be held at Spassland Park on Friday, April 28th. Kid's Klub students will be part of the activities. More details to follow.

Recreation Division Report March 15, 2017 Commission Meeting:

The department has 41 programs starting in March including: Basic First Aid for Kids, Zumba, Kickboxing, Oodles of Art, Kids Cuisine, Advance Digital Photography - Lenses, Advanced Digital Photography – Exposure, Scrapbooking Crop, Learn Magic, Archery, Ice Skating/Hockey, Parent Child basketball, Yoga, Afterschool Volleyball, Tae Kwon Do, Gymnastics, St. Patti's Tot Workshop, Martial Arts Kidsfest, Explore Marital Arts, Miss Julie's Music Fun, Babysitter's Training, Therapy Dog Screening, Restore Your Core, PULSE, Firefighters Are Your Friends, Story Stretchers, Preschool Play group, Afterschool Legos, Music Fun for Babies, Dhanda Yoga, Golf, Jr. Golf, Pokemon – Can you Catch Them All?, Zumba Kids, Don't Be Bullied, EZ Defense for Women, Stay Fit while you sit, Belly Dancing Level 2, Family Dodgeball

Programs cancelled due to low enrollment: Intro to Word, Intro to Excel, Lego League, Wood Carving, Beginner Belly Dancing

Upcoming events include the following:

Poms Performance: Will be held on Tuesday, March 14th at Kennedy Middle School starting at 6:00 p.m.

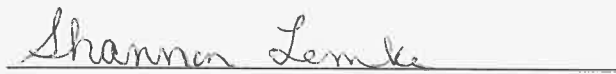
Dance Recital: Tuesday, March 21st at Kennedy Middle School starting at 6:30 p.m.

Easter Egg Hunt: Saturday, April 8th at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, 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. we should be cleaned up.

Soccer/Gridders: The registration deadline is Friday, March 31st. Pee Wee & U6 Soccer and Little Gridders Football will be starting on April 22nd, coach's meetings are set for April 11th & 12th to help coaches prepare for their upcoming season.

- IX. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting will be held April 26th, 2017.

- X. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:11 p.m.



Shannon Lemke
Secretary