

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
February 22, 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, Depies, Knop, School Board Rep. Medved and Trustee Rep. Miller. Absent and excused was Commission Leukert. Also present were Director Schroeder and Katie Rodger, Recreation Supervisor.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Medved to approve the minutes from January 18, 2017 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. UNFINISHED BUSINESS:**

- 1. 2017 CAPITAL IMPROVEMENTS FUND BUDGET** – The 2017 CIP Budget was reviewed by the General Government & Finance Committee on January 17th, with approval by the Village Board on February 6th.
- 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** – At the February 6th meeting, the Germantown Village Board approved the Plan Commission recommendation to approve the Certified Survey Map (CSM) for the 118.7-acre Willow Creek Business Park. The Plan Commission on January 9th had recommended approval of the 2-lot CSM land division. As noted on the CSM, Outlot 1 (37.9 acres) and Outlot 2 (5.4 acres) are to be dedicated to the Village of Germantown. The CSM is subject to two conditions, one of which reads, “MLG Germantown Investments LLC shall work with the Village Park & Recreation Commission to discuss and identify a mutually acceptable location for a 20’ wide pedestrian access easement across Lot 2 for a future pedestrian trail to be developed and maintained by the Village at such time if and when the Village develops additional connecting trail sections across Outlot 1 and/or Outlot 2.

V. NEW BUSINESS

- 1. KID’S KLUB BEFORE & AFTER SCHOOL PROGRAM – PAST DUE POLICY – REVIEW & RECOMMENDATION** – Katie stated that she had contacted other area departments that offer Before/After School care. Whitefish Bay does allow installment billing. However, they charge late fees for unpaid balances. Waukesha is very strict, if there is no payment, their child cannot attend programs. Currently we have 72 households with balances that are 30 or more days past due. The Commission would like to see the new policy recommendation set by the department and bring back to the Commission for approval in March.

2. **HAUPT STRASSE PARK PLAY EQUIPMENT PROJECT – REVIEW & RECOMMENDATION** – Mark stated that we have a budget of \$95,000.00 (roughly \$70,000 equipment and \$25,000 for site improvements). We would like to move the location for the new play equipment to the Southeast corner of the park, closer to the parking lot. There would need to be a walking path from the parking lot to the playground along with other necessary restoration to the park areas.

Motion by Depies, seconded by Miller to prepare the Haupt Strasse Park Play Equipment RFP's to be sent out to perspective playground companies and confirm the new location of the new play equipment as presented. Motion unanimously carried.

3. **HAUPT STRASSE PARK COURT RE-SURFACING PROJECT – REVIEW & RECOMMENDATION** – Mark stated that there are 2 tennis courts at Haupt Strasse Park that are not used a lot and need repair. He is proposing to convert these courts into pickleball courts. Currently in the budget, there is a remaining carryover from 2016 of \$25,000, along with \$5,000 remaining from the Alt Bauer Park Playground Project.

Motion by Depies, seconded by Miller to prepare the Haupt Strasse Pickleball Courts RFP's to be sent out to the perspective companies. Motion unanimously carried.

4. **KINDERBERG PARK BASKETBALL COURT PROJECT – PROFESSIONAL SERVICES AGREEMENT – REVIEW & RECOMMENDATION** – Mark stated that he has contacted Ayres & Associates regarding preparing a site layout plan/bid packet.

Motion by Depies, seconded by Stapelman to move forward and contract with Ayres & Associates for professional services as outlined in the February 9, 2017 proposal and per the discussion with 1 court at this time. Motion unanimously carried.

5. **SPASSLAND PARK TREE PLANTING PLAN – PROJECT UPDATE** – Mark stated that he attended the pre-con meeting on February 1st. There are approximately 15 trees located along the north side of Revere Lane that would be removed as well. On February 2nd, Asplundh started removing the trees that are in the village right of way. 8 light poles have been removed by Pieper Electric. The Village is working with Wachtel Tree Science on the re-planting project. The plan has been forwarded to WE Energies for review.

Commissioner Knop excused at 6:45 p.m.

- VI. **VILLAGE BOARD REPORT:** Rick stated that road projects in the Village for 2017 have been finalized. There are 2 DOT road projects that will be starting. The proposed ordinance to allow a restaurant or bar to apply for an extension for outdoor hours did not pass. 4 part-time firefighters have been made full-time as of January 1st. The Clerk's office has hired Cheryl Bodo as their new Deputy Clerk, replacing Jilline Dobratz. Associated Appraisal has been hired as Germantown's assessor.

VII. SCHOOL BOARD REPORT: Brian handed out “Board Happenings”.

VIII. DIRECTOR’S REPORT:

- 1) **2017 Capital Improvements Fund Budget** – The 2017 CIP Budget was reviewed by the General Government & Finance Committee on January 17th, with approval by the Village Board on February 6th. Capital items that were approved for borrowing include: replacement of the Haupt Strasse Park Play Equipment \$95,000, and construction of the basketball court at Kinderberg Park \$60,000 (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** – At the February 6th meeting, the Germantown Village Board approved the Plan Commission recommendation to approve the Certified Survey Map (CSM) for the 118.7-acre Willow Creek Business Park. The Plan Commission on January 9th had recommended approval of the 2-lot CSM land division. As noted on the CSM, Outlot 1 (37.9 acres) and Outlot 2 (5.4 acres) are to be dedicated to the Village of Germantown. The CSM is subject to two conditions, one of which reads, “MLG Germantown Investments LLC shall work with the Village Park & Recreation Commission to discuss and identify a mutually acceptable location for a 20’ wide pedestrian access easement across Lot 2 for a future pedestrian trail to be developed and maintained by the Village at such time if and when the Village develops additional connecting trail sections across Outlot 1 and/or Outlot 2.
- 3) **Haupt Strasse Park Play Equipment Project** –At the February 6th meeting, the Village Board gave approval to proceed with this project as part of the 2017 CIP Budget. Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. The goal is to send the RFP to selected playground vendors the first week of March with a proposal deadline of April 3rd. The project timeline incorporates an opportunity for public review and comment. The bid review and approval process will take in place in April/May with equipment ordered in early June, with installation/site restoration completed in September.
- 4) **Haupt Strasse Park Court Re-surfacing Project** – Monies were included in the 2016 CIP Budget for resurfacing both the courts at Alt Bauer and Haupt Strasse Parks. There are approximately \$25,000 available from the 2016 CIP Account. When combined with the unspent balance of \$5,000 from the completed Alt Bauer Park playground project, approximately \$30,000 is available for the project. Staff is proposing to convert the 2 tennis courts into 4 pickleball courts. Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. The goal is to send the RFP to selected tennis court contractors the first week of March with a bid proposal deadline of March 30th. The bid review and approval process will take in place in April/May with project completion estimated for July 2017.

- 5) **Kinderberg Park Basketball Court Project – Professional Services Agreement – Review & Recommendation** – Monies are included in the 2017 CIP Budget (\$60,000) for construction of a basketball court at Kinderberg Park. The first step in the process is to complete a detailed site layout plan, and project plans and specifications for use in project bidding. Attached is a proposal from Ayres & Associates for professional services for this project. Monies for these engineering services will come from the Park Impact Fees Account. The design process will take approximately 4 weeks from date of contract approval.
- 6) **Spassland Park - WE Energies Gas Main Relay Project & Tree Re-Planting Plan** – The pre-construction meeting for the WE Energies Germantown-Mequon Gas Main Lateral Replacement Project was held on February 1st. At this meeting, staff was informed by WE Energies that 15 trees located along the north side of Revere Lane would also be removed.

On February 2nd, Asplundh Tree Company began the removal of trees starting with the removal locations in the village right of way in front of properties on the north side of Revere Lane, followed by those trees along the south side of Spassland Park. Park 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. 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. WE Energies will provide the project funding, and the Village will coordinate the bidding and implementation for the project. The planting will take place in Fall, after the gas pipeline work has been completed. WE Energies is currently using the west parking lot off Mayflower Drive for vehicle staging, and has installed the silt and safety fencing for the project.
- 7) **Schoen Laufen Park Forestry Project** – The park trail system has been temporarily closed the last two weeks Monday through Friday between the hours of 7:00 a.m. to 2:00 p.m. as DPW/Parks crews continue with tree removal along the park trails. The trees being removed consist of less desirable, invasive species such as Hawthorne and Buckthorne, as well as poor condition Elm and Green Ash. Nearly all the ash trees are showing varying signs of the effects of Emerald Ash Borer. The widening of the trail corridor will improve safety for trail users, and allow the village crews to access and place stone along the trails. The village has also removed a large area of Buckthorne and Hawthorne trees near the park shelter. In addition to placement of stone along the trails, work will include restoration of the trail edges, and around the park shelter.
- 8) **School District Facility Use – Summer 2017 Programs** – Staff attended the February 13th meeting of the School District Building Committee to discuss the summer facility use requests and program schedule/timeline. Due to ongoing project planning associated with the school referendum, this item was tabled until the March 13th Building Committee Meeting. Staff is aware that County Line and MacArthur schools will not be available for program use, but are waiting for more information related to projects at Germantown High School, Kennedy Middle School, and Amy Belle and Rockfield Elementary Schools. Therefore, summer Kid's Klub early registration has been pushed back. Staff is also looking at potential alternate sites should other school facilities not be available.

- 9) **Senior Center Gift Shop Remodeling Project** – Staff has purchased the shelving units, fixtures, and accessories from Pier 1 Imports. The contractor picked up, and fabricated the shelving units to the desired size the week of February 13-17th. The gift shop was cleared out by February 10th. The demolition and construction of the gift shop closet started February 20th, along with the painting of the gift shop walls. Gift shop construction, including the installation of the slat wall and shelving units will take place the weeks of February 27th to March 3rd, and March 6th -10th.
- 10) **Washington County Parks & Planning – Strategic Planning & Financial Sustainability Meeting** – Staff attended the Washington County Parks Strategic Planning & Financial Sustainability Meeting that was held on Tuesday, January 24th. The results of the survey and community meeting comments/discussion were summarized and placed on the county website on February 17th. Staff has forwarded the link to the commissioners.

Recreation Division Report February 22, 2017 Commission Meeting:

There were 34 programs starting in February including: Afterschool Spanish, Basic First Aid for Kids, Explore Martial Arts, Tae Kwon Do, Managing your Weight Wellness Workshop, Daily Health, Nutrition and Vitality Wellness Workshop, PULSE, Relax, Renew and Rejuvenate, You Have Pictures in Your Camera – Now What?, iPad/Iphone Tips and Tricks, Kickboxing, Music Fun for Babies, Skyzone Teen Trip, Bee Keeping, Zumba Kids, DIY European Travel, Martial Arts Kidsfest, Oodles of Art, Zumba, Kickboxing, Girls Softball Pitching Clinic, Beginning Guitar, Learn to Wood Carve, Sweetheart Party for Tots, Clutter course, Scrapbooking Crop, Time for Two, Music Party for Tots, Belly Dancing, Firefighters Are Your Friends, Friday Family Flicks, Babysitters Training, Afterschool Tech Camps, Social Media, and Snowman/Snow Creature Building Contest.

Upcoming events include the following:

Friday Family Flicks: The department held the Friday Family Flicks program at MacArthur School on Friday, February 17th featuring the movie “The Secret Life of Pets”. There were fun crafts for the kids to do before the movie. Again, PTA and First Bank sponsored the event and Germantown Youth Futures kids served as volunteers.

Teen Trip to Sky Zone: Co-sponsored by Germantown Youth Futures, a field trip to Sky Zone was held on Monday, February 20th. The trip was for teens grades 6-12.

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.

IX. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held April 19, 2017.

X. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:34 p.m.


Shannon Lemke
Secretary