

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, April 26, 2017 at 5:30p.m.

**LOCATION: GERMANTOWN CONFERENCE ROOM A
N112 W17001 Mequon Road**

CALL TO ORDER: This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.

I. ROLL CALL:

II. APPROVAL OF MINUTES: March 15, 2017

III. PUBLIC INPUT: Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.

IV. CORRESPONDENCE

1. Communication from Bill Fairburn regarding Kinderberg Park
2. Communication from Abby Kroll and Brynn Flannery regarding Schoen Laufen Park

V. OLD BUSINESS:

1. Haupt Strasse Park Play Equipment Project – Review of Design Proposals
2. Kinderberg Park Basketball Court Project
3. Spassland Park Tree Planting Project

VI. NEW BUSINESS

1. Kid's Klub Before & After School Program – Payment Policy – Review & Approval
2. Haupt Strasse Park Pickleball Court Re-surfacing Project – Review & Recommendation on Project Bids
3. Kinderberg Park Tennis Court Fence Repair – Review & Approval on Bid Proposals
4. Germantown High School Environmental Club – Review & Approval of Request to Use Schoen Laufen Park for 2017 projects

VII. VILLAGE BOARD:

VIII. SCHOOL BOARD REPORT:

IX. DIRECTOR'S REPORT:

X. ANNOUNCEMENTS OF PUBLIC INTEREST:

The next Park & Recreation Commission meeting will be **May 17th @ 5:30p.m.**

XI. ADJOURNMENT:

**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.

PARK & RECREATION COMMISSION MINUTES

March 15, 2017

Page 5

- 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

Mark Schroeder

From: Mark Schroeder
Sent: Thursday, April 06, 2017 3:36 PM
To: Germantown Rec.
Subject: RE: Pickleball

Hello Bill,

Yes, the park and recreation commission approved converting the 2 tennis courts at Haupt Strasse Park into 4 pickleball courts with permanent pickleball posts/nets. I would prefer to have Haupt Strasse Park be the pickleball court location for now, and see how the usage of these courts go before converting the Kinderberg Park courts into tennis/pickleball. However, I will let the park and recreation commission know of your interest in this regard.

I'm pleased that the pickleball court bids came in within budget. I am taking this item to the park and recreation commission for review on April 26 and to the Village Board for approval on May 1. The project is planned for completion in July.

Thanks,

Mark Schroeder, CPRP
Park & Recreation Director
Germantown Park & Recreation Department
Ph: (262) 250-4710 Fax: (262) 255-2920



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From: Germantown Rec.
Sent: Thursday, April 06, 2017 9:33 AM
To: Mark Schroeder <mschroeder@village.germantown.wi.us>
Subject: FW: Pickleball

From: bill@demystifyaca.com [<mailto:Bill@demystifyaca.com>]
Sent: Thursday, April 06, 2017 8:47 AM
To: Germantown Rec. <parkrec@village.germantown.wi.us>
Subject: Pickleball

I heard that pickleball courts may be going in at Haupt Strasse. Is this true? Is there any chance that a couple of courts at Kinderberg could be lined for Pickleball so that people could bring a portable net to play? If they are lined like they have done at Moorland Tennis Club it is very non-obtrusive to tennis players and accommodates both tennis and pickleball.

I play both tennis and pickleball avidly and I would have no problem playing either on such a court.

Mark Schroeder

From: abbyekroll@wi.rr.com
Sent: Saturday, April 08, 2017 12:11 PM
To: Mark Schroeder
Subject: Environmental Club Project

With your permission, Brynn Flannery and I, Abby Kroll, would like to set up a project in order to collaborate the Germantown High School's Environmental Club with the Wanakia Wildlife Rehabilitation and Education Center. This club is run by Mr. McLellan and Mrs. Suprenand and is a way for the high school to participate in activities and fundraisers aimed to protect our environment. Some of the things that we do include Adopt a Highway, where we clean up the trash along the highway, selling painted rain barrels, and putting together activities for Earth week so the whole school can participate in our cause. However, we are trying to expand our projects by working with Wanakia. During the spring, Wanakia takes care of many newborn animals, which allows for the opportunity to be able to release these animals with the club. Our plan is to set up some red squirrel and/or small bat boxes in Schoen Laufen in order for those animals to be released in the wild. At Wanakia, the babies are kept in boxes for nesting. By putting these boxes up in a new location, it helps them to assimilate better, as well as prevents them from nesting in unwanted areas like people's homes. We were thinking about putting up approximately four to six squirrel boxes and/or four to six small bat boxes, which will be taken care of by volunteers within the club. If accepted, we would begin the project sometime in May. To make this project a success, we are trying to gather donations, as well as our own payments, of cedar wood so people within the shops classes can help construct the boxes. This would be an amazing project for the club to participate in and would promote the animal/environmental protection in which our club is advocating for.

HAUPT STRASSE PARK PLAY EQUIPMENT BID PROPOSALS

<u>Vendor Name</u>	<u>Equipment Cost including Install</u>	<u>Wood Fiber Cost</u>	<u>Play Events</u>	<u>Design</u>
Northland Recreation				
(Little Tykes)				
Option 1	\$59,580	\$10,420 486 Cu Yd	26	Slides-4, Climbers-9, 3 swing sets, Biba mobile game system
Option 2	\$60,025	\$9,975 461 Cu Yd	27	Slides-4, Climbers-12, 2 separate swing sets
Boland Recreation				
(Miracle)				
Option 1 221278	\$59,000	\$11,000 400 Cu Yd	22	Slides-4, Climbers-7, Gravity Rail
Option 2 221284	\$58,120	\$11,880 432 Cu Yd	27	Slides-5, Climbers-11, Jax Climbers, Generation Swing Seat
MN/WI Playground				
(Game Time)				
Option 1	\$57,313	\$12,687	25	Slides-4 w/2 slides off 8' deck, Climbers-8 w/2 climbers off 8' deck Expression Swing Seat, Included install of wood chips & benches RFP said village crews would be responsible for these items.
Lee Recreation				
(Playworld Systems)				
Option 1	\$63,475	\$3,850 175 Cu Yd	27	Slides-4, Climbers-7, more \$ play equipment than surfacing
Option 2	63,770	\$5,060 230 Cu Yd	28	Slides-3, Climbers-6, Unity Spinner, Unity Connect
Miller & Associates				
(BCI Burke)				
Option 1 99292	\$61,404	\$7,696	27	Slides-3 w/2 off 8' deck, Climbers-10, Verve Climber
Option 2 99293	\$62,660	\$6,240	28	Slides-3, Climbers-7, Podstep Climber, Verve Climber
Option 3 99294	\$63,040	\$6,760	28	Slides-3 w/2 off 8' deck, Climbers-11, Triagon & Verto Climbers

Haupt Strasse Park Playground Timeline



February 22, 2017	Request direction from Park & Recreation Commission (PRC) on traditional vs non-traditional playgrounds and vendor selection process.
February 25, 2017	Send Request for Proposals to selected playground vendors requesting design options based on recommendation from PRC and budget parameters.
March 31, 2017	Playground Proposal Deadline.
April 26, 2017	Preliminary review of design proposals by PRC.
May 1 – May 12	Playground design options available for public review in Village Hall, and on the department Facebook page.
May 4, 2017	Open House – Opportunity for Residents to Review Playground Designs
May 17, 2017	Final Review of playground design proposals and recommendation from PRC.
June 5, 2017	Village Board review and approval of PRC recommendation.
June 6-9, 2017	Award Contract, order playground equipment.
August 2017*	Removal of existing equipment, and preparation of site (DPW/Parks staff).
August/September*	Installation of equipment by contractor.
September 2017*	Add drain tile (as necessary), wood fiber safety surfacing, concrete apron/border, asphalt pathway, and final site restoration (DPW/Parks staff).
September 15, 2017*	Completion of project.

*Final date TBD

Kinderberg Park - Basketball Court
Excavation, Base Course, Paving, and Turf Restoration Work
Post Bid Construction Estimate

Item No	Item Description	Quantity	Unit	Unit Cost	Item Total	Eng Est
1	Earthwork	202.85	CY	\$14.00	\$2,839.90	2000
2	Restoration	26875	SF	\$0.25	\$6,718.75	5375
3	Silt Sock	245	LF	\$4.00	\$980.00	490
4	Asphalt Pavement (Court and Path)	111.93	TON	\$52.50	\$5,876.33	11700
5	Base Aggregate, 1.25"	297.04	TON	\$13.50	\$4,010.04	3780
6*	Basketball Court Surfacing	5640	SF	-	NO BID	
7*	Basketball Court Equipment	2	EA	-	NO BID	
8**	Basketball Court Stripping	1	LS	-	NO BID	
					\$20,425.02	\$23,345



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

April 13, 2017

Rob Fetherston
Munson Inc.
6747 North Sidney Place
Glendale, WI 53209

Bill Glatz, Jr.
Fahrner Asphalt Sealers
860 Eastline Road
Kaukauna, WI 54130

Terry Kuhlenbeck
Frank Armstrong Enterprises, Inc.
8535 West Kaul Avenue
Milwaukee, WI 53225

Shawn Walter
Valley Sealcoat, Inc.
W6265 Contractor Drive
Appleton, WI 54914

Good afternoon:

The Village of Germantown Park & Recreation Department is interested in contracting for materials and labor for the surfacing and lining of a new basketball court at Kinderberg Park, and is issuing this invitation to submit your bid proposal for this project. Your sealed proposal must be received by the office of the Germantown Park & Recreation Department by 10:00 a.m. Wednesday, May 10, 2017.

Attached are Instruction to Bidders, Specifications, and Plan Drawings for this project. The scope of the project includes providing materials and labor for the cleaning, color surfacing and installation of lines for the to be constructed basketball court at Kinderberg Park located at N106 W14937 Buckthorne Drive in the Village of Germantown.

Should you have questions, please contact me at (262) 250-4710, or by email at mschroeder@village.germantown.wi.us.

Sincerely,

Mark Schroeder, Director
Germantown Park & Recreation

**BASKETBALL COURT COLOR SURFACING & LINING PROJECT
KINDERBERG PARK
GERMANTOWN, WISCONSIN**

INSTRUCTIONS TO BIDDERS

REQUEST FOR BIDS

The Village of Germantown, Department of Park and Recreation, is seeking proposals for the color surfacing and lining of the basketball court at Kinderberg Park. Work will include cleaning, color surfacing and installation of lines. The construction of the stone base and asphalt surface will be completed by Payne & Dolan as part of the 2017 village paving program.

PREQUALIFICATIONS OF BIDDERS

All bidders must present satisfactory evidence that they have been regularly engaged in this type of work, and that they are fully prepared with necessary labor, materials and equipment to execute work to the satisfaction of the owner. Bidder must present a list of 5 similar projects completed within the last 5 years, with the bid.

BID FORM

All bids shall be made on the attached form. Bidders must submit prices for the base bid in both words and figures. In case of discrepancy, written words shall prevail.

BID GUARANTEE

No bid will be received unless a certified check or bid bond payable to the Village of Germantown, or a satisfactory bid bond in an amount not less than five percent (5%) of the bid, shall accompany each bid as a guarantee that if the bid is accepted, the bidder will execute and file the Agreement and a 100% performance bond and payment bond within ten (10) days after the Notice of Award. In case the bidder fails to file such contract and bond within the time set forth, the check or bid bond shall be forfeited to the Village of Germantown as liquidated damages.

BID WITHDRAWAL

No bid shall be withdrawn for a period of sixty (60) days after the bid opening date without the consent of the Village.

AWARD OF CONTRACT

Contract will be awarded to the most responsible, qualified bidder whose proposal complies with all requirements. Owner reserves the right to reject any and all proposals, or to accept the bid most advantageous to the owner.

EXECUTION OF CONTRACT, BONDS & INSURANCE

The successful Bidder will be required to furnish a Performance Bond and Payment Bond, each in the amount equal to one hundred percent (100%) of the Contract price for each bond. The bonds shall be executed by a Surety Company authorized to do business in the State of Wisconsin and acceptable to the Owner.

EXAMINATION OF PLANS, SPECIFICATIONS AND SITES

Bidders are required to fully examine the plans and specifications and to inspect the site. No deviations from specifications will be allowed without written consent from owner prior to award of contract. Failure to fully examine project site and work requirements will not relieve bidder from performing work as per specifications.

SUBLETTING OF WORK

The contractor shall not be relieved of liability or contract obligations by subletting part or parts of work. The owner must be notified in writing of all subcontractors and the class of work that they will perform. Owner reserves the right to object to any subcontractor that it deems incompetent or unfit to perform the work.

INSPECTION

The presence or absence of inspection or field observations shall not relieve the Contractor from their inherent responsibility to conform to the intent of the project specifications. In no instance shall one stage of work be covered by another prior to inspection. Contractor shall notify owner of work stages as they progress.

INSURANCE

The Contractor shall not commence work under contract until they have obtained all insurance required under this section, and has filed certificates therefore with the Village, nor shall the Contractor allow a subcontractor to commence work until all similar insurance required has so been obtained and filed.

The limits of liability required shall provide the following coverages for not less than the following amounts or greater where required by Laws and Regulations:

- | | |
|--|---------------|
| 1. Worker's Compensation | Statutory |
| 2. Applicable Federal (e.g., U.S. Longshoreman's and Harbor Worker's Act, Admiralty [Jones] Act, and Federal Employer's Liability Act: | Statutory |
| 3. Employer's Liability employee | \$500,000 per |

Contractor's Liability Insurance which shall also include completed operations and product liability coverage and eliminate the exclusion with respect to property under the care, custody and control of CONTRACTOR:

1.	General Aggregate (Except Products-Completed Operations)	\$1,000,000
2.	Products-Completed Operations Aggregate	\$1,000,000
3.	Personal and Advertising Injury (per Person/Organization)	\$1,000,000
4.	Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
5.	Property Damage Liability Insurance will provide Explosion, Collapse, and Underground Coverages where applicable	\$1,000,000
6.	Excess Liability	\$1,000,000
	General Aggregate	\$1,000,000
	Each Occurrence	\$1,000,000

Automobile Liability:

1. Bodily Injury	\$1,000,000 Each Person \$1,000,000 Each Accident
2. Property Damage	\$1,000,000 Each Accident
3. Combined Single Limit (Bodily Injured & Property Damage)	\$1,000,000 Each Accident

PAYMENT

Payment will be made on stages of work completed. In no case shall the final payment be made until the Contractor has complied with all requirements set forth, and the Owner has made final inspection of the entire work, and is satisfied that the entire work is properly and satisfactorily complete per the plans and specifications, and ready for Owners acceptance. Lien Waivers from suppliers and subcontractors will be submitted to the Owner prior to final inspection.

PROJECT START AND COMPLETION

The Owner desires the project to be completed within 60 days after the Notice to Proceed. The anticipated schedule is as follows:

- **Bid Proposals Due - Wednesday, May 10, 2017 at 10:00 a.m.**
- **Park & Recreation Commission Review & Recommendation – May 17, 2017**
- **Village Board Award of Contract – June 5, 2017**
- **Execute Contracts – June 12, 2017**
- **Notice To Proceed – July 15, 2017**
- **Completion of Project – September 15, 2017**

Note: The stone base and asphalt paving of the court, as well as the installation of the basketball standards, will be completed by July 31, 2017.

KINDERBERG PARK BASKETBALL COURT SURFACING & LINING

COURT COLOR SURFACING SYSTEM

A. MATERIALS:

The material shall be delivered to the project site in the original unopened containers, clearly labeled with trade name and name of manufacturer. The Contractor shall submit for approval all manufacturer product specifications for the tennis court surface system. All materials of the system shall be the products of one (1) manufacturer.

B. MANUFACTURER:

Manufacturer of surfacing system is to be an established firm experienced in the manufacturing of outdoor tennis court surfacing systems with installations of a minimum of five (5) years in age. The submittal shall also include the Material Safety Data Sheet (MSDS). Materials shipped to the site in bulk, ready for application, shall be pre-approved. Delivery, handling, and storage shall be in accordance with the manufacturer's instructions.

Filler and color surface material shall be an acrylic system. Approved systems are:

1. Laykold Acrylic Color System as manufactured by Advanced Polymer Technology.
2. Novacrylic as manufactured by Nova Sports.
3. Plexipave System as manufactured by California Products.
4. Substitutions must be submitted for review and approval.

C. INSTALLATION:

- Power-wash surface to remove debris.
- Check surface for depressions, 1/8" and greater.
- Flood courts and mark areas that hold water after 30 minutes. Patch these areas to level with multiple coats of underlayment material. The underlayment (base coats) shall be a sand filled acrylic coating applied in two coats per

manufacturer's recommendations. All underlayment materials shall be hand applied. A uniform texture shall be achieved free of visible ridges, patch edges, or treated areas. If shrinkage cracks appear, they shall be addressed prior to the commencement of additional coats.

- The colorcoat system shall be applied in two coats per manufacturer's recommendations.
- The color finish system material shall be compatible with the base coat material.
- The court colors shall be as follows: Playing Area – Blue; Free Throw Area – Gray; Out of Bounds – Gray.
- No sand may be added to the color material.
- All color system materials will be hand applied.
- The color system will be applied to all existing play surface.

LINE PAINTING

- Paint shall be compatible with the color surface system, color white. Use of traffic, oil, alkyd, or solvent-vehicle type paint is prohibited.
- White playing lines shall be accurately located, masked, and 2" wide. Razor cutting shall not damage surface system.
- Paint shall be applied in two (2) coats in accordance to the manufacturer's recommendations by skilled and experienced installers.

CLEAN UP

All work areas must be protected from spills and splashing. Basketball Standards shall be kept clean.

WARRANTY

All workmanship and materials shall be guaranteed in writing for two (2) years after the date of completion and acceptance by Owner.

QUESTIONS

All questions regarding this project shall be directed to Mark Schroeder, Park & Recreation Director at (262) 250-4710, or via email at mschroeder@village.germantown.wi.us.

Bid Proposal Form – Kinderberg Park Basketball Court Surfacing Project

We, _____, having reviewed the specifications for the basketball court surfacing project at Kinderberg Park, agree to meet all obligations and specifications for the sum of:

BID PROPOSAL: KINDERBERG PARK BASKETBALL COURT

\$ _____

(written)

SUBMITTED BY:

Company

Date

Address

City, State, Zip

Est. Completion Date

Authorized Official Signature

Authorized Official (Print)

Phone Number Fax #

Email Address



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

April 18, 2017

To: Park & Recreation Commission

From: Mark Schroeder, Park & Rec Director & Katie Rodger, Recreation Supervisor

Re: Kids Klub Payment Policy

After a few months of conversation regarding changing the payment policy for Kids Klub we are now seeking approval from the commission. Below you will find three different options for the unregistered billing policy for Kids Klub. Following approval, this policy will be added into the new Kids Klub Payment Procedures document attached to this memo. Families will then be notified of the changes in May, giving them time to prepare. Thank you for your advice and suggestions over the past few months, we appreciate it.

Unregistered Billing Options:

Option 1:

Last minute phone registrations will be allowed the day you are attending for before school sessions until 8:30 a.m. and after school sessions until 2:30 p.m without any additional fee. Registrations processed after the specified times will be assessed a \$2.00 per session, per child, late fee.

Option 2:

Last minute phone registrations will be allowed the day you are attending for before school sessions until 8:30 a.m. and after school sessions until 2:30 p.m without any additional fee. Registrations processed after the specified times will be assessed a \$5.00 per session, per child, late fee. The late fee payment will be added to the household account and must be paid off prior to next registration.

Option 3:

Last minute phone registrations will be allowed the day you are attending for before school sessions until 8:30 a.m. and after school sessions until 2:30 p.m without any additional fee. Registrations processed after the specified times will be assessed a \$5.00 per session, per child, late fee. The late fee payment will be added to the household account and the credit card on file will be charged on the 21st of the month when bills are processed. In the event that a credit

card is not on file, the balance will be added to the household account and must be paid off prior to next registration.

Kids Klub Payment Procedures

Participants are welcome to come on the days most convenient to them. Monthly schedules are due by the 21st of the preceding month, unless you are registering through our website in which case registrations are due for each upcoming week by Sunday at midnight. You are responsible for dropping off, mailing, or faxing your schedules to the Germantown Recreation Department.

Registration Options:

1. Pay in full at time of online registration
2. Submit a paper calendar to the Rec office by the 21st of the monthly prior with full payment attached. Calendars can be found on our website, in our office or at the Kids Klub sites.
3. Auto debit billing option – Select this at time of registration, when bills are ran on the 21st of the month your credit card will automatically be charged.

Unregistered Billing: (INSERT NEW POLICY HERE)

Registration Notes:

1. If your card is lost, stolen, has changed or has expired, please contact the main office at (262) 250-4710

Declined Credit Card:

In the event that a credit card is declined upon billing, bills must be paid off within 2 weeks of accruing a balance on the account.

1. Payments are due two weeks after billing. If your account is past due, a \$10 late fee will be charged each week until the account is reconciled.
2. If an account is 2 months past due a reminder phone call will be made
3. If an account is 3 months past due the account will be inactivated and participants will be restricted from future registrations until account is paid in full.
4. Bills left unpaid by November 1st of each year will be added to property tax bill or sent to collections

Financial Assistance Program:

Financial Assistance is available for individuals that meet the department requirements. Please contact the Recreation Department for more information (262) 250-4710

**BUSINESS OF THE VILLAGE BOARD
GERMANTOWN, WI**

MEETING DATE: Monday, May 1, 2017

AGENDA ITEM: New Business

ITEM TITLE: Haupt Strasse Park Pickleball Court Project

SUBMITTED BY: Mark Schroeder, Park & Recreation Director

SUMMARY EXPLANATION:

Monies were included in the CIP Budget to resurface the two tennis courts at Haupt Strasse Park. In general, outdoor courts need to be re-surfaced/color coated every 7-10 years depending on drainage, court location, weather, and type of use. The Haupt Strasse Park courts were last re-surfaced in 2005. At the February 22, 2017 meeting, the Park & Recreation Commission approved converting the 2 tennis courts into 4 pickleball courts. The scope of work includes cleaning, patching, crack filling, installation of the Amor Crack Repair system, installation of four sets of net posts, two coats of resurfacing material, two coats of color, and court lining.

Four companies that specialize in this type of work reviewed project plans, with two companies, Frank Armstrong Enterprises, and Munson, Inc. submitting a bid for this project as follows:

- | | |
|-------------------------------|----------|
| • Frank Armstrong Enterprises | \$31,441 |
| • Munson, Inc. | \$36,511 |

ATTACHMENT: ORDINANCE____ RESOLUTION____ OTHER X

RECOMMENDATION:

At the April 26th, 2017 Park and Recreation Commission Meeting, a motion was made by Commissioner _____, seconded by Commissioner _____, to send forth a positive recommendation to the Village Board to award the contract to Frank Armstrong Enterprises, in an amount not to exceed \$31,441, for materials and labor to complete the Haupt Strasse Park Pickleball Court Project. Motion carried _____. Monies to come from CIP Budget Account #40-552-570-8310.



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Date: April 26, 2017

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Kinderberg Park Tennis Court Fence Repair

Summary:

Monies were included in the 2017 Budget for materials and labor to repair the tennis court fencing at Kinderberg Park. The project consists of driving down 82 frost heaved posts on the north and south courts to proper height, and lowering and re-tying the fence fabric to within 1" of the asphalt surface. Requests for proposals were sent to three fence companies with the following bid results.

- Northway Fence \$2,980
- Munson Fence \$3,475
- Century Fence \$4,715

Recommendation:

At the April 26, 2017 Park & Recreation Commission Meeting, a motion by Commissioner _____, seconded by Commissioner _____, to contract with Northway Fence in the amount of \$2,980 for materials and labor to repair the tennis court fencing at Kinderberg Park. Motion carried unanimously. Monies to come from Account #10-552-570-8200.