VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
April 26, 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, School Board Rep. Medved and Trustee Rep. Miller. Absent and excused were Commissioners Depies and Knop. Guests included Abby Kroll and Brynn Flannery. Also present were Director Schroeder and Program Supervisor Katie Rodger.

II. **APPROVAL OF MINUTES:** ***Motion by Miller, seconded by Medved to approve the minutes from March 15, 2107 as presented. Motion unanimously carried.***

III. **PUBLIC INPUT:**

IV. **CORRESPONDENCE**

Motion by Medved, seconded by Miller to move to New Business, Item VI., #4. Motion unanimously carried.

1. **COMMUNICATION FROM BILL FAIRBURN REGARDING KINDERBERG PARK** – Mark stated that Bill has asked to have the Kinderberg tennis courts lined for Pickleball use. At this point the department is not looking at lining any other parks other than courts at Haupt Strasse Park.

2. **COMMUNICATION FROM ABBY KROLL AND BRYNN FLANNERY REGARDING SCHOEN LAUFEN PARK** – Mark gave an overview of an email he received in regards to an Environmental Club Project for Germantown High School students Abby Kroll and Brynn Flannery.

V. **OLD BUSINESS**

1. **HAUPT STRASSE PARK PLAY EQUIPMENT PROJECT – REVIEW OF DESIGN PROPOSALS** – Mark stated that 5 of 6 companies responded, submitting 10 different proposals. Letters will be sent to area residents regarding viewing and voting for their playground choice.

   The Commission choose their top 5 choices.

2. **KINDERBERG PARK BASKETBALL COURT PROJECT** – Mark stated that utilizing the project plans prepared by Ayres & Associates, the village engineering department included the site work, stone base, and asphalt paving components of the project with the bidding of the 2017 village paving program. Attached is the post bid construction cost breakdown which totals $20,425. The Public Works & Highways Committee and Village Board have approved a contract with Payne & Dolan for this work. Staff will bid the color surfacing and striping as a separate project. The RFP was sent April 13th to court surfacing vendors, with review and recommendation on bid proposals at the May commission meeting. Staff will also be gathering bid proposals for installation of the basketball standards for review at the May meeting.

3. **SPASSLAND PARK TREE PLANTING PROJECT** – Mark stated that requests for bid proposals were sent to 8 tree planting contractors on April 6th with two contractors submitting a bid by the April 21st deadline. In addition to the planting of 36 trees in Spassland Park, the project will include materials and labor for the second phase of planting on Pilgrim Road (41 trees), 19 trees on Mequon Road, and 14 trees along Revere Lane. Bid results were as follows: Century Landscape $41,947.50 and Johnson Nursery $43,159.26. This project will go before the Public Works Committee and Village Board for review and approval on May 3rd and 15th respectively. The planting will be completed in Fall.

VI. NEW BUSINESS

1. **KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – PAYMENT POLICY – REVIEW & APPROVAL** – Katie stated that the unregistered billing options are very similar. Option 1 is our current policy, Option 2 is raising the assessed late fee to $5.00 per child, per session for registering after 8:30 a.m. or after 2:30 p.m., Option 3 is assessing the $5.00 late fee per child, per session along with automatically charging the families credit card on the 21st of the month when bills are processed.

   Motion by Miller, seconded by Medved to approve the Kid's Klub, Option 3 payment policy, with the update to the declined credit card (The balance will be added to you account and must be paid off by the next registration). Motion unanimously carried.

2. **HAUPT STRASSE PARK PICKLEBALL COURT RE-SURFACING PROJECT – REVIEW & RECOMMENDATION ON PROJECT BIDS** – Mark stated that 2 bids came in of 4 sent out. Frank Armstrong's bid came in at $31,441 and Munson 's was $36,511. Staff is recommending the bid from Frank Armstrong.

   Motion by Stapelman, seconded by Medved to send forward with positive recommendation to the Village board to award the contract to Frank Armstrong Enterprises, in the amount not to exceed $31,441 for materials and labor to complete the Haupt Strasse Park Pickleball Court Project.

   Motion unanimously carried.

3. **KINDERBERG PARK TENNIS COURT FENCE REPAIR – REVIEW & APPROVAL ON BID PROPOSALS** – Mark stated that due to the freezing and thawing, the fence posts have lifted around the court. There is a total of 82 posts. The posts will be reset to the proper height and the fence fabric will be lowered and re-tied.

   Motion by Leukert, seconded by Miller to contract with Northway Fence in the amount of $2980.00 for material and labor to repair the tennis court fencing At Kinderberg Park.

   Motion unanimously carried.

4. **GERMANTOWN HIGH SCHOOL ENVIRONMENTAL CLUB – REVIEW & APPROVAL OF REQUEST TO USE SCHOEN LAUFEN PARK FOR 2017 PROJECTS** – Brynn and Abby are both participants in the Environmental Club for Germantown High School. Brynn Flannery stated that she volunteers at the Wanakia Wildlife Rehabilitation Center in Richfield. The facility rehabilitates wounded wildlife animals and gets them ready for release back into the wild. Brynn and Abby are requesting to place squirrel nesting boxes in the Germantown Parks. The boxes help to keep the injured animal safe during healing. The houses can also house bats, owls and small birds. The group is looking at putting 4 to 6 boxes in Schoen Laufen and Alt Bauer Parks.

Motion by Coulthurst, seconded by Medved to approve the use of Schoen Laufen & Alt Bauer Parks for the Germantown High School Environmental Club project of placing animal houses in the parks as described in the diagram with final feedback of placement before installation. Motion unanimously carried.

VII. VILLAGE BOARD REPORT: Rick stated Village President Dean Wolter completed the re-organization of board members. Rick mentioned that they are looking for a few members on the Historic Preservation Commission yet. The road improvement plan in now on the Village website. It lists the "proposed" road and year for work to be done. Sewer work will be done on Main Street as Gehls is looking to expand. Gehls is paying for half of the sewer improvement. Spring brush pickup starts on May 8th. The U S Open in Erin Hills will be having a parking lot and shuttle in Germantown located on Holy Hill Road and Goldendale.

VIII. SCHOOL BOARD REPORT: Brian handed out the "Board Happenings". Final referendum building plans will be discussed at the board meeting on Tuesday, May 2nd.

IX. DIRECTOR'S REPORT:

1) **Haupt Strasse Park Play Equipment Project** – RFP's were sent to playground vendors with a proposal deadline of March 31st. A total of 10 design proposals from 5 vendors were submitted. Enclosed in the meeting packets is the bid proposal summary as well as the project timeline. The commission will be making a preliminary review of all proposals at the 4/26 meeting. Letters will be sent 4/27 to the neighborhood offering residents the opportunity to review and vote on the playground designs in person at village hall, or via survey monkey on the department's Facebook page. Final review and recommendation will take place at the May commission meeting with equipment ordered in early June, and installation/site restoration completed in September.

2) **Kinderberg Park Basketball Court Project –** Utilizing the project plans prepared by Ayres & Associates, the village engineering department included the site work, stone base, and asphalt paving components of the project with the bidding of the 2017 village paving program. Attached is the post bid construction cost breakdown which totals $20,425. The Public Works & Highways Committee and Village Board have approved a contract with Payne & Dolan for this work. Staff will bid the color surfacing and striping as a separate project. The RFP was sent April 13th to court surfacing vendors, with review and recommendation on bid proposals at the May commission meeting. Staff will also be gathering bid proposals for installation of the basketball standards for review at the May

3) **Spassland Park Tree Planting Project** – Requests for bid proposals were sent to 8 tree planting contractors on April 6th with two contractors submitting a bid by the April 21st deadline. In addition to the planting of 36 trees in Spassland Park, the project will include materials and labor for the second phase of planting on Pilgrim Road (41 trees), 19 trees on Mequon Road, and 14 trees along Revere Lane. Bid results were as follows: Century Landscape $41,947.50 and Johnson Nursery $43,159.26. This project will go before the Public Works Committee and Village Board for review and approval on May 3rd and 15th respectively. The planting will be completed in Fall.

4) **Haupt Strasse Park Pickleball Court Re-surfacing Project Review & Recommendation on Project Bids** – RFP's were sent to court re-surfacing contractors with a bid proposal deadline of April 5th. A total of two contractors bid on the project. Included in the meeting packet is a project summary and draft motion for approval to the Village Board. Staff is recommending award of contract to Frank Armstrong Enterprises in the amount of $31,441. Village Board award of contract is scheduled for May 1st, with project completion estimated for July 2017.

5) **Kinderberg Park Tennis Court Fence Repair – Review & Approval on Bid Proposals** – Included in the meeting packets is the bid results for repair of the tennis court fencing. The project consists of driving down 82 frost heaved posts on the north and south courts to proper height, and lowering and re-tieing the fence fabric. Staff is recommending contracting with Northway Fence in the amount of $2,980 for this work.

6) **Spassland Park - WE Energies Gas Main Relay Project**– The 24-inch gas pipe that was being assembled and staged in the park has been pulled west for installation along Revere Lane. The Spassland Park construction phase will begin in May.

7) **School District Facility Use – Summer 2017 Programs** – On April 10th, the Board of Education approved the schedule of use for summer 2017 programs. As previously communicated, the department will be able to utilize Amy Belle, Rockfield, and Kennedy Middle School for summer programming. 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. Staff would like to thank school staff for all their time and assistance with the building scheduling process.

8) **Senior Center Gift Shop Remodeling Project** –The construction of the gift shop and storage closet was completed on March 17th. The gift shop was re-opened for business the week after. The project was completed within the $7,500 budget.

9) **Park Flooring Projects** – The installation of new epoxy flooring has been completed for the Kinderberg Park shelter multi-purpose room, and the restrooms at Firemen's Park.

10) **Baseball Diamond & Football Field Maintenance Projects** –Total Lawn Care has completed the baseball/softball infield projects at the four park diamonds. Work included cutting and removal of lips, ball diamond mix, and re-grading of the infields at Haupt Strasse, Kinderberg, Freistadt, and Friedenfeld Parks. Work will also include 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. Due to the weather, this project has had to be rescheduled.

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.

12) **2017 4th of July Fireworks Display –** Due to the closing of Bartolotta's Fireworks in March, and the subsequent purchase by Wolverine Fireworks, the village needs official approval of the new contract with Wolverine. This item will go before the Village Board for approval at the May 1st meeting.

13) **Community Garden –** All 20 garden plots have been rented for the season. Garden work days are scheduled for April 29th and May 6th.

14) **Farmer's Market –** The market will officially open on Saturday, May 6th. A total of 11 vendors have registered to date.

Recreation Division Report April 26, 2017 Commission Meeting:
The department has 20 programs that started in April including: Belly Dancing, Spring Gymnastics, Tae Kwon Do, Oodles of Art, Babysitters Training, Yoga, Gtown Running 101, Track & Field Program, Preschool Play Group, Offensive Football Academy, Time for Two, Garden Art, Stem Classes, Pee Wee & U6 Soccer, Explore Martial Arts, Afterschool – Mad Science Classes, Clutter Class, Spring Music Party, Miss Julie's Music Party
Programs cancelled due to low enrollment: Little Gridder's Football. Only 23 signed up, so staff encouraged them to sign up for soccer instead. Also, cancelled: Running 101, Boy's Middle School Volleyball League, and Beginning Guitar
Upcoming events include the following:
Family Glow Walk: Friday, May 5th at Kinderberg Park starting at 8:00 p.m. We will have glowing giveaways at stations, and fun activities to do along the walk. Volunteers Needed – let us know if you can help!
Soccer: Pee Wee & U6 Soccer started on April 23nd, the coaches meeting was held on April 11th to help coaches prepare for their upcoming season. We have 6 teams for pee wee soccer and 6 teams for U6 soccer.
Lock-In: Germantown Youth Futures Lock-will be held on Friday, April 28th for youth in grades 5-9 at Kennedy Middle School. Events held that night included: inflatable's (Wipe Out Meltdown, human spheres) DJ with laser light show dance, selfie station, carnival games (such as soda ring toss), minute to win it games, dodgeball and basketball tournament, silly string tag, concessions, band hero and wii games, movies, and hair art/glitter tattoos. Volunteer chaperones are needed; there are shifts to choose from 5:30 – 8:00 p.m. or 7:30 – 10:00 p.m. let Patti know if you can volunteer.
Summer Registration: Began on April 10th for Residents, April 12th for Non-residents.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held May 24th @ 5:30 p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:21 p.m.

Shannon Lemke
Shannon Lemke
Secretary