

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
May 24, 2017**

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Commissioner Stapelman.

- I. ROLL CALL:** Commissioners Stapelman, Leukert, Depies, and Knop, School Board Rep. Medved and Trustee Rep. Miller. Absent and excused was Chair Coulthurst. Also present were Director Schroeder, Department Intern Sam Midlikowski, Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Medved to approve the minutes from April 26, 2017 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE**
- V. INTRODUCTION & WELCOME TO SAM MIDLIKOWSKI – PARK & RECREATION INTERN** – Sam is finishing his Undergrad in Recreation Management. He has worked for the department in various roles, ie; Bucketeer Basketball Official, Flag Football Official, Buckets Basketball site Supervisor.
- VI. OLD BUSINESS**

- 1. HAUPT STRASSE PARK PICKLEBALL COURT PROJECT** - The Village Board approved the commission recommendation to award the contract to Frank Armstrong Enterprises at the May 1st meeting. The contracts documents have been executed. A pre-construction meeting is being scheduled. The project is anticipated to be completed in July.
- 2. 2017 PARK & STREET TREE PLANTING PROJECT** - On May 15th, the Village Board approved the contract with Century Landscape for \$41,947.50. A total of 110 trees will be planted including 36 trees in Spassland Park, 41 trees on Pilgrim Road, 19 trees on Mequon Road, and 14 trees along Revere Lane. WE Energies is funding \$20,000 of the total project cost. The planting will be completed in Fall.

VII. NEW BUSINESS

- 1) HAUPT STRASSE PARK PLAYGROUND PROJECT – REVIEW & RECOMMENDATION ON DESIGN PROPOSALS** – Letters were sent May 3rd 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. Over 160 responses were received with the playground design submitted by MN/WI Playground receiving the most votes. The commission recommendation will go before the Village Board for approval on June 5th. The equipment will be ordered in June, and installation/site restoration completed in September.
Motion by Miller, seconded by Depies, to send forth a positive recommendation to the Village Board to approve the playground design and installation from Minnesota/Wisconsin Playground, in the amount not to exceed \$63,499.00, as well as the surfacing materials at a cost of \$6,501.00. Motion unanimously carried.

- 1) **KINDERBERG PARK BASKETBALL COURT – REVIEW & RECOMMENDATION ON COURT SURFACING BIDS** – The project site work, stone base, and asphalt paving components were bid with the 2017 village paving program for the cost of \$20,425. The village has approved a contract with Payne & Dolan for this portion of the work. The surfacing contract will include materials and labor to install 2 coats of surfacing material, 2 coats of color, and court lining. Four companies were sent project plans, with two companies responding. Bid results were as follows: Frank Armstrong Enterprises \$5,797, and Munson, Inc. \$7,987. Staff is recommending contracting with Frank Armstrong for this work.

Motion by Depies, seconded by Medved, to send forth a positive recommendation to the Village Board to award the contract to Frank Armstrong Enterprises, in an amount not to exceed \$5797.00, for materials and labor for surfacing and lining the Kinderberg Park Basketball Court. Motion unanimously carried.

- 2) **KINDERBERG PARK BASKETBALL COURT – REVIEW & RECOMMENDATION ON BASKETBALL STANDARD INSTALLATION BIDS** - Request for bid proposals were sent to three fence companies for materials and labor to install the basketball standards for the project. Bid results were as follows: Northway Fence \$2,800 and Century Fence \$4,590. Staff is recommending contracting with Northway Fence for this work.

Motion by Depies, seconded by Medved, to award the contract to Northway Fence in the amount not to exceed \$2800.00 for materials and labor to install the standards/backboards for Kinderberg Park Basketball Court Project. Motion unanimously carried.

VIII. VILLAGE BOARD REPORT: Rick stated Gehl Food is going to be expanding. A daycare will be constructed on Mequon Road, next to First Bank. Village Administrator Dave Schornack has given notice that he will be retiring. The Village Board will be interviewing Recruiting Agencies to help with the process of hiring a new Village Administrator.

IX. SCHOOL BOARD REPORT: Brian stated the Plan Commission approved the preliminary construction plans for the school district. The groundbreaking will occur in June. The construction is on schedule and on budget. The district is checking into purchasing 2 properties adjacent to MacArthur Elementary School for additional parking.

X. DIRECTOR'S REPORT:

- 2) **Haupt Strasse Park Pickleball Court Project** – The Village Board approved the commission recommendation to award the contract to Frank Armstrong Enterprises at the May 1st meeting. The contracts documents have been executed. A pre-construction meeting is being scheduled. The project is anticipated to be completed in July.

- 3) **2017 Park & Street Tree Planting Project** – On May 15th, the Village Board approved the contract with Century Landscape for \$41,947.50. A total of 110 trees will be planted including 36 trees in Spassland Park, 41 trees on Pilgrim Road, 19 trees on Mequon Road, and 14 trees along Revere Lane. WE Energies is funding \$20,000 of the total project cost. The planting will be completed in Fall.
- 4) **Haupt Strasse Park Play Equipment Project – Review & Recommendation on Design Proposals** – Letters were sent May 3rd 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. Over 160 responses were received with the playground design submitted by MN/WI Playground receiving the most votes. The commission recommendation will go before the Village Board for approval on June 5th. The equipment will be ordered in June, and installation/site restoration completed in September.
- 5) **Kinderberg Park Basketball Court Project - Review & Recommendation on Court Surfacing Bids** – The project site work, stone base, and asphalt paving components were bid with the 2017 village paving program for the cost of \$20,425. The village has approved a contract with Payne & Dolan for this portion of the work. The surfacing contract will include materials and labor to install 2 coats of surfacing material, 2 coats of color, and court lining. Four companies were sent project plans, with two companies responding. Bid results were as follows: Frank Armstrong Enterprises \$5,797, and Munson, Inc. \$7,987. Staff is recommending contracting with Frank Armstrong for this work.
- 6) **Kinderberg Park Basketball Court Project – Review & Recommendation on Basketball Standard Installation Bids** – Request for bid proposals were sent to three fence companies for materials and labor to install the basketball standards for the project. Bid results were as follows: Northway Fence \$2,800 and Century Fence \$4,590. Staff is recommending contracting with Northway Fence for this work.
- 7) **Spassland Park - WE Energies Gas Main Relay Project**– Pipe installation has been completed in Spassland Park. The contractor struck and damaged the cable for the pathway lighting system. This has in turn caused a shut-down of the entire pathway lighting system. WE Energies has been notified of this issue. Restoration of the park will begin in June.
- 8) **Kinderberg Park Projects** – The refinishing and re-painting of the splashpad amenities and surface have been completed in time for the planned opening on Memorial Day weekend. The tennis court fence work has been completed. Northway Fence will be repairing a section of the baseball diamond backstop the week of May 30th.
- 9) **Baseball Diamond & Football Field Maintenance Projects** –All maintenance projects have been completed. 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 has also been completed on the main football field at Friedenfeld Park. This project included materials and labor to top dress with sand and organic mix, aerivate, over-seed, and fertilize the entire football field.
- 10) **GHS Environmental Club Project at Schoen Laufen Park** – Staff met at the park with GHS students Abby Kroll, Brynn Flannery and Marty Thompson of Wanakia Wildlife Rehabilitation Center on May 17th. The plan is to install 6-8 squirrel nesting boxes in selected locations in the park the week of May 30th – June 2nd.

- 11) **Dheinsville Park – Bast Bell Museum Roof** – The roof replacement project is scheduled to start on Tuesday, May 30th.

Recreation Division Report May 24, 2017 Commission Meeting:

The department has 15 programs starting in May including: Tae kwon Do, Babysitters Training, Firefighters Are Your Friends, PULSE, Track Invite, Container Gardening, Garden Art, Kickboxing, Try Something new for 30 Days, Miss Julie's Music Fun, Rugby Free Trial, STEM Classes, Archery, Daytime Adult Golf Lessons, Night T-ball. Programs that were cancelled due to low enrollment: Repel Bugs the Natural Way, and Babysitter's Safety Training - May 13th class.

Upcoming events include the following:

Summer programs are slated to start the week of June 12th.

Night T-ball Coaches meeting: Was held on Thursday, May 18th. To date we have 96 Jr. T-ball participants with 16 coaches, and 112 Sr. T-ball participants with 18 coaches signed up. Night T-ball will begin on May 30th/June 1st, with 8 teams in each program consisting of 13/14 players per team.

Track Invite: Along with our 85 Track Program participants, we have another 9 registered plus the St. Boniface team who will participate in this invite held at the GHS Track on Saturday, May 20th.

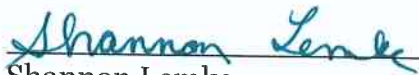
Highway Garage Field Trip: To be held on Friday, June 2nd from 10:00 – 11:00 a.m. at DPW. Kids and parents will see all the trucks and equipment that are used in the sandbox in their real form.

Safety Town Teen Volunteer Meeting: A teen volunteer meeting has been set for Monday, June 5th from 4:30 – 5:15 p.m. (returning teens) or 4:30 – 5:30 p.m. (for new volunteers) at the Germantown Village Hall. Volunteers will be given an orientation on what to do/expect.

Movies in the Park: Our first Movies in the Park event of the summer season will be held on Friday, June 9th and will feature the movie Moana. Our next movie will be on Friday, July 21st featuring the movie Sing, and will be held in conjunction with our Family Campout at Kinderberg Park. Back by popular demand we will have face painting and balloon animals provided by the clowns Cuddles & Billy.

- XI. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting will be held June 28th @ 5:30 p.m.

- XII. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:41 p.m.



Shannon Lemke
Secretary