

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, AUGUST 23, 2017 at 5:30 p.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:** July 19, 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**
- V. **OLD BUSINESS:**
 1. Haupt Strasse Park Playground Equipment Project
 2. Kinderberg Park Basketball Court Project
- VI. **NEW BUSINESS**
 1. 2018 Park & Recreation Operating & Capital Improvements Fund Budgets
- VII. **VILLAGE BOARD:**
- VIII. **SCHOOL BOARD REPORT:**
- IX. **DIRECTOR'S REPORT:**
- X. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **September 20th @ 5:30p.m.**
- XI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
July 19, 2017**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Stapelman, Leukert, Knop, and Trustee Rep. Miller (arrived @ 5:34 p.m.). Absent and excused was Commissioner Depies. Absent and unexcused was School Board Rep. Brian Medved. Guests included Jeff Dhein, Ken & Marge Miller and Mike Raab all from the Germantown Historical Society. Also present were Director Schroeder, Program Supervisors Patti Heinen, Katie Rodger, Department Intern Sam Midlikowski and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman, seconded by Knop to approve the minutes from June 28, 2017 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE**

Motion by Miller, seconded by Knop to move to New Business, VI. Item 1. Motion unanimously carried.

V. OLD BUSINESS

- 1. HAUPT STRASSE PARK PICKLEBALL COURT PROJECT** - The installation of the Amor Crack Repair System was completed on July 11th. Two coats of black acrylic surfacing material and two coats of color surface were installed July 13-15th. The court lines were installed on July 17th. The net posts have been delivered and will be installed this week. The department has ordered the nets which should be delivered in the next week. A final walk through/inspection with the contractor will be scheduled before the courts are officially opened to the public.
- 2. HAUPT STRASSE PARK PLAYGROUND EQUIPMENT PROJECT** - The equipment delivery/installation is tentatively scheduled for the second week in August. Staff will be meeting with the playground company prior to this to complete the project layout.
- 3. KINDERBERG PARK BASKETBALL COURT PROJECT** - The project site work, stone base, and asphalt paving components were awarded to Payne & Dolan as part of the 2017 village paving program. Payne & Dolan started on the roadway paving contract on July 5th. Staff is currently working with the village engineering staff to schedule the pre-construction meeting and finalize the project schedule for the basketball court. Installation of the basketball standards, and court surfacing/lining to follow. It is anticipated the project will be completed in mid-late September.

VI. NEW BUSINESS

- 1) **DHEINSVILLE PARK PAVILION – PROJECT UPDATE FROM THE GERMANTOWN HISTORICAL SOCIETY** – Jeff Dhein presented the Commission with the updated design plan for the new shelter project at Dheinsville. Jeff indicated that the shelter is still 80' X 140' with a total cost of \$308,427.00. This total includes all building supplies, electrical service, a concrete slab and all excavation. If the group is unable to raise all the funds necessary to complete the project as indicated, they will possibly remove the concrete portion and use traffic bond temporarily. The Historical Society will also purchase tent sides to attach to the West side of the shelter. The west end of the shelter will be closed off as it will be facing the homes.
Motion by Miller, seconded by Stapelman to forward the building proposal for Dheinsville Park with positive recommendation onto the Plan Commission. Motion unanimously carried.
- 2) **2017-2018 FALLS/WINTER/SPRING RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Patti went over the classes that the department is looking at raising fees. The changes are due to instructor fee increases, supplies and/or program hours.
Motion by Miller, seconded by Knop to accept the Fall/Winter 2017-2018 Fees & Charges as presented. Motion unanimously carried.
- 3) **SUMMER RECREATION PROGRAM REPORT – SAM MIDLIKOWSKI, PARK & RECREATION INTERN -**

Upcoming events include the following:

Movies in the Park/Family Camp Out: Our next movie will be on Friday, July 21st featuring the movie Sing, and it will be held in conjunction with our Family Campout at Kinderberg Park. We already have 108 people (40 families) registered for the Campout.

Booster Night: Booster Night was held on July 10th at Roberts Frozen Custard!

Family Fun Carnival Night: Families can enjoy carnival games and inflatables. Event will be held on Wednesday, July 26th from 4:00 – 8:00 p.m. at Firemen's Park. The event is free, if pre-registered they will receive one \$5 activities punch card upon arrival.

Community Band Concert: Community Band concerts are continuing this summer with one being held tonight! The July 19th concert is the make up for the June 28th Night at the Movies concert! Upcoming concerts include, Germantown Community Band "Themes Like Old Times" on August 2nd, Adult Wind Ensemble and All-Star Jazz Crusaders "AWE/Jazz Crusaders in Concert" on August 9th, and Dixielanders, Change Makers, & Musik Bande "Ensembles Concert" on August 16th. Concerts begin at 7:00 p.m. at Firemen's Park.

Amazing Race: Amazing Race was held on Friday July 14th. We had 19 families (was 20 but 2 combined into one) participate, with many returning families as well as new ones. Out of the 19, we had 16 finish the race that took them to parks and buildings all across Germantown as they completed a variety of tasks. Every one of the tasks in this year's race were used in races in the past, with minor tweaks on some. Tasks could be physical challenges, mental challenges, or even both! The event was a great success and participating families were already looking towards next year.

Youth Futures Disc Golf Extravaganza: On Tuesday, August 8th Germantown Youth Futures will be hosting their 11th annual Disc Golf Extravaganza at Spassland Park. Bring your families for 9 holes of disc golf right here in Germantown! Don't have any discs? No Problem! There is a free check-out for discs or you can purchase your own on-site for \$8. The cost is \$3/person which includes a hot dog, nachos, or a drink. Check-in is from 4:30 – 6:00 p.m. and 9 holes takes approximately 45 minutes.

Pickleball Court – Haupt Strasse Park: Ribbon Cutting Ceremony at Haupt Strasse Park Pickleball Court will be on Tuesday, August 8th.

VII. VILLAGE BOARD REPORT: Rick stated there are currently 11 applicants that have been submitted for the Administrator position. The board will be reviewing the applications the beginning of August.

VIII. SCHOOL BOARD REPORT: Absent

IX. DIRECTOR'S REPORT:

- 1) **Haupt Strasse Park Pickleball Court Project** – The installation of the Amor Crack Repair System was completed on July 11th. Two coats of black acrylic surfacing material and two coats of color surface were installed July 13-15th. The court lines were installed on July 17th. The net posts have been delivered and will be installed this week. The department has ordered the nets which should be delivered in the next week. A final walk through/inspection with the contractor will be scheduled before the courts are officially opened to the public.
- 2) **Haupt Strasse Park Play Equipment Project** – The equipment delivery/installation is tentatively scheduled for the second week in August. Staff will be meeting with the playground company prior to this to complete the project layout.
- 3) **Kinderberg Park Basketball Court Project** – The project site work, stone base, and asphalt paving components were awarded to Payne & Dolan as part of the 2017 village paving program. Payne & Dolan started on the roadway paving contract on July 5th. Staff is currently working with the village engineering staff to schedule the pre-construction meeting and finalize the project schedule for the basketball court. Installation of the basketball standards, and court surfacing/lining to follow. It is anticipated the project will be completed in mid-late September.
- 4) **Spassland Park - WE Energies Gas Main Relay Project** – Staff met with WE Energies on July 11th for a project site inspection. The park punch list included replacement of the concrete light pole, installation of disc golf concrete tee pads, painting of the crosswalk where the pathway crosses the Colonial Drive entrance, and site restoration. The concrete tee boxes have been installed, the crosswalk will be painted in August, and the final site restoration will be completed following the tree planting work in September. WE Energies has agreed to replace the damaged concrete pole. The village is currently checking with the pole manufacturer to match the model/color of the concrete pole. Staff is currently working with the village engineering department to incorporate paving of the Revere Lane path with the roadway paving program.

- 5) **EAB ASH Treatment Program** – M&M Tree Care was awarded the contract to tree 159 ash trees in village parks and municipal grounds. The trees were treated in 2015, and are in healthy condition today. Trees need to be treated on every other year basis. The project will be completed by the second week in August.
- 6) **Baseball Tomorrow Fund Grant** – On July 17th, the Village Board approved the acceptance of the Baseball Tomorrow Fund (BTF) Grant. This \$5,000 grant is to be used for the purchase of field maintenance equipment, services, or supplies to improve youth baseball and/or softball fields in the community. There is no requirement that the village provide matching funds to receive this grant. These monies will be used for materials and labor to upgrade the baseball diamond infields, backstops, and fencing at to be determined park locations. Staff will be meeting in the next month to review and discuss specific projects for completion in 2017.
- 7) **School District Facility Use Requests** – The 2017-2018 Fall/Winter/Spring Facility Use Requests were reviewed and discussed at the July 10th meeting of the school district building committee. This item was tabled to allow district and department staff to meet to review and discuss the ongoing school building projects, and impacts to recreation programming. The meeting was held on July 18th with anticipated approval of the facility requests at the July 24th Board of Education Meeting. At this time, there appears to be minimal impacts to the recreation program schedule for the school year. For the summer of 2018, there will be little to no use of school buildings for recreation programming.
- 8) **2017-2018 Fall/ Winter Recreation Guide** – The fall/winter recreation guide has been sent to the printer, with the anticipated mailing of the guide to the community the first week of August. Registration begins for village and school district residents will begin on Monday, August 14th.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held August 23rd @ 5:30 p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:53 p.m.



Shannon Lemke
Secretary