

VILLAGE OF GERMANTOWN

N112 W17001 MEQUON ROAD

GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, OCTOBER 18, 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:** September 20, 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
 3. 2018 Park & Recreation Operating & Capital Improvements Fund Budgets
- VI. **NEW BUSINESS**
- VII. **VILLAGE BOARD:**
- VIII. **SCHOOL BOARD REPORT:**
- IX. **DIRECTOR'S REPORT:**
- X. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **November 15th @ 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
September 20, 2017**

CALL TO ORDER: The meeting was called to order at 5:33 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Depies, Stapelman and Trustee Rep. Miller and School Board Rep. Ray Borden. Absent and excused were Commissioners Knop and Leukert. Also present were Director Schroeder and Secretary Lemke.
- II. INTRODUCTION & WELCOME TO NEW PARK & RECREATION COMMISSIONER RAY BORDEN.**
- III. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Borden to approve the minutes from August 23, 2017 as presented. Motion unanimously carried.*
- IV. PUBLIC INPUT:**
- V. CORRESPONDENCE**
- VI. OLD BUSINESS**

1. HAUPT STRASSE PARK PLAYGROUND EQUIPMENT PROJECT - After numerous email and voice mail messages in July and August, staff was finally contacted by MN/WI Playground in early September. The equipment delivery/installation that was originally anticipated for mid-August has now been pushed back to mid-late October. However, the DPW/Parks staff schedule is now tied up with other village projects, and they are no longer able to complete the site preparation work that needs to be done in advance of the equipment delivery and installation. The plan is to take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018.

2. 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. The village engineering staff staked the project in early September, with the pre-construction meeting held on September 18th. The site excavation and installation of the stone base was completed 9/20, and ready for paving. Paving is scheduled for September 21st. The installation of the basketball standards/backboards is scheduled for the week of October 2nd- 6th. The asphalt needs to cure for approximately 14-21 days before surfacing. Depending on the weather, installation of the acrylic and color surface and court lining may need to be pushed back to next Spring. Staff has contacted the surfacing contractor with the project status.

VII. NEW BUSINESS

- 1) **2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - The 2018 department budgets were reviewed by the Committee of the Whole on Tuesday, September 19th with the following points to note:

Recreation Budget –

- Recreation program revenues are on track for 2017 as of August. Program enrollments remain steady. Proposed department revenues for 2018 of \$991,465.
- Potential program and revenue impacts with loss of school facilities for summer 2018. Budget revenues are proposed to decrease \$30,000 for 2018. Staff looking at alternate sites in community.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2018 Budget closer to 80%.
- Recreation Budget expenses of \$1,246,543 represents an increase of \$7,521 or .61% over the 2017 Budget.
- Monies included (\$10,000) for potential facility rental costs. Partial offset by decreases in insurance and bonds.
- Includes monies for repair of Spassland Park tennis courts and Haupt Strasse skatepark.

Senior Center Budget –

- Revenues are proposed to remain the same for 2018. Slight increase in rental fees and trip fees, but decrease in program fees.
- Senior Center expenses of \$124,422 represents a decrease of \$7,088 or 5.4%, with the difference being the funding of the gift shop remodel in 2017.

Capital Projects –

- A total of 6 capital projects totaling \$270,00 were proposed in the 2018 Budget.
- Spassland Park Play Equipment- \$90,000
- Spassland Park Basketball Standards - \$30,000
- Fireman's Park Shelter Design - \$20,000
- Friedenfeld Park pathways (\$50,000) and electric service (25,000) – note these monies were approved to be transferred to fund Fireman's Park improvements, including pathway lighting in 2018.
- Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

- VIII. VILLAGE BOARD REPORT:** Rick stated road improvements are all near completion. The new noise ordinance passed and The Bier Stube has already submitted an application and was approved. They will be allowed to remain open, outdoors, until 11:00 p.m. on Friday and Saturday evenings and 1 Thursday a month. The Village has hired a new Village Administrator, Steven Kreklow. Steven will be starting on October 2nd. The Gehl's Performing Arts Pavillion has received the "go ahead" to start construction. Keller, Inc. will be managing the project. The Germantown School District has come in for building permits. The Planning Department has worked with the district in adjusting permits fees as much as possible. There is a proposed subdivision north of Friedenfeld Park on the East side of Country Aire Drive. Briscoe Development is starting to move forward with construction of a subdivision on the West side of Country Aire Drive, from Mequon Road to Freistadt Road, along the railroad.

IX. SCHOOL BOARD REPORT: Ray stated construction numbers are coming in lower than anticipated. The district had to relocate families to different schools due to enrollment numbers. The school board will be looking at how and where funding will come from with the additional space and facilities. Partnering with the Recreation Department may occur.

X. DIRECTOR'S REPORT:

- 1) **Haupt Strasse Park Play Equipment Project** – After numerous email and voice mail messages in July and August, staff was finally contacted by MN/WI Playground in early September. The equipment delivery/installation that was originally anticipated for mid-August has now been pushed back to mid-late October. However, the DPW/Parks staff schedule is now tied up with other village projects, and they are no longer able to complete the site preparation work that needs to be done in advance of the equipment delivery and installation. The plan is to take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018.
- 2) **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. The village engineering staff staked the project in early September, with the pre-construction meeting held on September 18th. The site excavation and installation of the stone base was completed 9/20, and ready for paving. Paving is scheduled for September 21st. The installation of the basketball standards/backboards is scheduled for the week of October 2nd- 6th. The asphalt needs to cure for approximately 14-21 days before surfacing. Depending on the weather, installation of the acrylic and color surface and court lining may need to be pushed back to next Spring. Staff has contacted the surfacing contractor with the project status.
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- Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

- 4) **2017 Fall Tree Planting Project** - On May 15th, the Village Board awarded the 2017 tree planting contract to Century Landscape for \$41,947.50. The project includes materials and labor for the planting of 36 trees in Spassland Park, the second phase of planting on Pilgrim Road (41 trees), 19 trees on Mequon Road, and 14 trees along Revere Lane. A pre-construction meeting was held on September 19th, with the tree planting scheduled to begin the week of October 16th.
- 5) **Gehl's Performing Arts Pavilion in Fireman's Park** – At the September 18th Village Board Meeting, approval was given for the Kiwanis Club to proceed with construction of this facility. The project ground breaking and start of construction is scheduled for later this fall, with project completion in Spring of 2018.
- 6) **Dheinsville Park Pavilion** – At the September 11th Plan Commission Meeting, the Germantown Historical Society requested approval of site development and building plans for the open-air pavilion at Dheinsville Park. Following review, the Plan Commission gave approval for the project. The GHS will now commence fundraising for this facility.
- 7) **Senior Center Office Assistant** – Interviews were completed in early September. Gale Smith has accepted the offer of employment. Her first day will be September 26th.
- 8) **Oktoberfest Celebration** – The Germantown Historical Society's Hunsrucker Oktoberfest is scheduled for Saturday and Sunday, September 23rd & 24th at Dheinsville Park. Staff handed out flyers for the event.
- 9) **Homestead Hollow Dog Park** – The Washington County Parks staff held two public informational meetings on September 7th and 13th regarding the proposed dog park. Staff presented the proposed design plans for commission review.

Recreation Division Report –

Registration started on August 15th for residents and school district residents, and August 17th for Non-residents.

The department has 50 programs starting in September including: Adult Golf Lessons, Junior Golf Lessons, Band: All Star Jazz Crusaders and Dixielanders, Exploring Martial Arts, Dance, Poms, Gymnastics, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Music Fun, Pre-school Play group, Family Scavenger Hunt, Open Volleyball, Open Basketball, Intro To Tae Kwon Do, Learn To Skate, Intro To Hockey, Kids Klub, Pickleball/Open Pickleball, Babysitter's Training, Ipad Tips, The Camera in your Smartphone, Advanced Digital Photography, Backyard Chicken Keeping, Arcylic Painting, Tai Chi, Watercolor painting, Henna Tattoos, Music Fun for Babies, Middle School Art, Safety Awareness Training, Pilates, Yoga, Pulse, TRX, Boxenfit, Girls Volleyball Leagues, Restore Your Core, Clutter Course, Beginning Guitar, Proper Pruning and Maintenance Techniques, Scrapbooking Crop, Learn to Sew, Tree Climbing, Body Basics, and Zumba.

PARK & RECREATION COMMISSION MINUTES

September 20, 2017

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Programs cancelled due to low enrollment: STREAM, Girls Softball Pitching Clinic, Zumba Kids.

Upcoming events include the following:

Germantown Youth Futures Recruitment Event: The event was held on September 14th from 6:30 – 7:30 p.m. at Kinderberg Park. A short meeting was held followed by sundaes and playing kickball.

Bucketeer Basketball Registration Deadline is September 25th.

Tree Climbing Program: Will be held on Friday, September 22nd from 4:30 – 6:30 p.m. at Firemen's Park.

XI. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held **October 18th @ 5:30 p.m.**

XII. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:07 p.m.



Shannon Lemke
Secretary