

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
November 15, 2017**

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies, Trustee Rep. Miller, Knop and Stapelman. Absent and excused was School Board Rep. Ray Borden. Also present were Director Schroeder, Program Supervisors Patti Heinen and Katie Rodger and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Depies, seconded by Miller to approve the minutes as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE**
- V. OLD BUSINESS**
 - 1. HAUPT STRASSE PARK PLAYGROUND EQUIPMENT PROJECT** - The department will take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018. The village will only pay for the equipment portion of the project in 2017.
 - 2. KINDERBERG PARK BASKETBALL COURT PROJECT** – The paving work was completed in late September. Following the required asphalt curing period of 14-21 days, the installation of two coats of black acrylic, two coats of color surface, and court lining was completed on October 20th. Final restoration (topsoil, seed, mulch blanket) was completed the week of November 6-10th. Final acceptance was given to the surfacing contractor, Frank Armstrong Inc., with the two-year warranty period starting on October 23rd. Staff will work with the engineering dept. and sub-contractor on touch-up landscape restoration in Spring.
 - 3. 2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - The Public Hearing for the 2018 Budget will be held before the Village Board at the November 20th meeting. The ***Recreation Budget*** of \$1,246,543 represents an increase of \$7,521 or .61% over the 2017 Budget. The ***Senior Center Budget*** of \$124,422 represents a decrease of \$7,088 or 5.4%, when compared to the 2017 Budget. The ***Parks Budget*** was reviewed at the October 11th Committee of the Whole meeting. The budget includes the same level of funding, \$77,000 for Forestry/Tree Maintenance, as in the past few years. Monies are included to purchase a new pick-up truck, stone for the pathways at Alt Bauer Park, and a new roof for the Schoen Laufen Park shelter. Monies were removed from the budget for replacement of the concession stand roof at Friedenfeld Park.

Capital Projects – the budget is as follows:

- 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.

VI. NEW BUSINESS

1. **2017-2018 WINTER/SPRING PROPOSED PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Supervisor Heinen went over the programs with the proposed fee increases.

Motion by Depies, seconded by Knop to approve the 2017-18 Winter/Spring Fees & Charges as presented with the stated changes. Motion unanimously approved.

2. **KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – UPDATE ON PAYMENT POLICIES** – Supervisor Rodger stated that the changes have all gone into effect on September 1, 2017. When families register online or over the phone they must pay the balance in full or set up to "auto" charge on the 21st of the month. We currently have 28 families on a payment plan to pay off their outstanding balances.

3. **SEASONAL EMPLOYEE PAY RANGE PLAN – REVIEW & APPROVAL** – ***Motion by Miller, seconded by Stapelman to approve the Seasonal Employee Pay Range Plan as presented. Motion unanimously carried.***

VII. VILLAGE BOARD REPORT: Rick stated that the Village Clerk position has been filled by Deanna Boldrey, current Village Clerk for Jackson. The Deputy Clerk positions will be looked at once Deanna is here to have input. Public hearing for the 2018 budget is Monday, November 20. The Planning Department will start the process of discussing the 2020 Development Plan, which would become the 2030 Plan. The plan looks at where future development and growth areas may be in the future, as well as Sewer/Water extension.

VIII. SCHOOL BOARD REPORT: Absent and excused

IX. DIRECTOR'S REPORT:

- 1) **Haupt Strasse Park Play Equipment Project** – The department will take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018. The village will only pay for the equipment portion of the project in 2017.

- 2) **Kinderberg Park Basketball Court Project** – The paving work was completed in late September. Following the required asphalt curing period of 14-21 days, the installation of two coats of black acrylic, two coats of color surface, and court lining was completed on October 20th. Final restoration (topsoil, seed, mulch blanket) was completed the week of November 6-10th. Final acceptance was given to the surfacing contractor, Frank Armstrong Inc., with the two-year warranty period starting on October 23rd. Staff will work with the engineering dept. and sub-contractor on touch-up landscape restoration in Spring.
- 3) **2018 Park & Recreation Operating & Capital Improvements Fund Budgets** – The Public Hearing for the 2018 Budget will be held before the Village Board at the November 20th meeting. The ***Recreation Budget*** of \$1,246,543 represents an increase of \$7,521 or .61% over the 2017 Budget. The ***Senior Center Budget*** of \$124,422 represents a decrease of \$7,088 or 5.4%, when compared to the 2017 Budget. The ***Parks Budget*** was reviewed at the October 11th Committee of the Whole meeting. The budget includes the same level of funding, \$77,000 for Forestry/Tree Maintenance, as in the past few years. Monies are included to purchase a new pick-up truck, stone for the pathways at Alt Bauer Park, and a new roof for the Schoen Laufen Park shelter. Monies were removed from the budget for replacement of the concession stand roof at Friedenfeld Park.

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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** - Century Landscape began work on the fall tree planting project on October 16th. 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. The project was completed the week of October 27th. The project includes a 1-year warranty from date of completion and acceptance by the village.
- 5) **Dheinsville Park Tree Planting** – With the assistance of consulting arborist, John Gall from Wachtel Tree Service, a preliminary planting plan was drafted that included 49 potential planting sites along the north and east park boundaries. Phase 1 will include the planting of 18-20 trees. Wendland Nursery will be starting the tree planting on Friday, November 17th. Wendland will be donating materials and labor for the project.
- 6) **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. Currently the village is working with the Germantown Kiwanis Community Foundation on final review and approval of the Development & Dedication Agreement. The date of the official ground breaking has not been set.
- 7) **Haupt Strasse Park Scoreboard** – Utilizing the \$5,000 grant from the Baseball Tomorrow Fund, the department has purchased a new baseball/softball scoreboard for the Haupt Strasse Park diamond. The scoreboard is scheduled for delivery on December 1st. The i-beams will be installed in late November/early December, with electrical work completed in Spring 2018.

- 8) **2018 Winter/Spring Recreation Guide** -The next edition of the recreation guide will be mailed to residents the first week of December. Program registrations are ongoing.
- 9) **Friedenfeld Park Football Field Renovations** – Utilizing monies in the Recreation Facility Fee Fund, the department has contracted with Total Lawn Care (TLC) on upgrades to the main football field at Friedenfeld Park. In Spring 2017, TLC top dressed, over-seeded, and fertilized the entire field with sand/organic mix, utilizing an Aerivator. The results were very positive for the fall football season. The department is currently working with TLC on an ongoing maintenance program for both the main football field as well as the flag fields.

Recreation Division Report -

The department has 34 programs starting in November/December including: Friday Family Flicks, Clutter courses, Beginning Guitar, Mad Science Lab, Horseback Riding, P.U.L.S.E., TRX, Folk Art Painting, Henna Tattoo, Zumba, Yoga, Miss Julie's Music Fun, Social Media Class, Afterschool Legos, Learn Magic, Scrapbooking crop, Healthily Eating Habits, PULSE, Restore Your Core, Money Saving Tips, STEM Classes, Learn to Skate, Chicago Trip, Intro to Hockey, Tot Party – Winter Wonderland, Firefighters are your friends, Tae Kwon Do, Holiday Planter Workshop (3 dates), Explore Martial Arts, Boxenfit, Christmas Music Party, Babysitter's Training and our SEPRC Hoop Shoot and Youth Basketball Clinic on Dec. 2nd.

Upcoming events include the following:

Programs Cancelled due to low enrollment: Zumba Kids and Girl's 3v3 Basketball

Bucketeer Basketball League: There are 200 kids registered to play in our youth bucketeer basketball league with 46 coaches. Practices started last week. We have a total of 20 teams playing this season. Officials Training is set for December 9th with scrimmages on December 16th. League games will start January 6th.

1st/2nd Grade Buckets: The department is still taking registrations and forming teams. To date, we have 143 players and 28 coaches. We are hoping to have 16 teams in the league again this year. Teams will play at Rockfield and MacArthur Schools on Saturdays starting in January.

Friday Family Flicks: The Friday Family Flicks program at MacArthur School was held on November 2nd, and featured the movie Batman Legos. The department provided fun crafts for the kids to do before the movie. The PTA and First Bank Financial Centre sponsored the event, and Germantown Youth Futures kids volunteered.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held December 20th @ 5:30p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:29 p.m.

Shannon Lemke
Secretary

