

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, APRIL 18, 2018 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: March 21, 2018

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

- Communication from Junior Warhawks Baseball/Softball - Affiliate Agreement
- Communication from Village Planning Department on Preliminary Plat for the Harvest Hills Subdivision

V. OLD BUSINESS:

1. Firemen's Park Design Plans – Update on Request for Proposals, Project Timeline & Park Facility Design Firms
2. Germantown Park & Recreation Program Behavior Policy – Review & Approval
3. 2017 Park & Recreation Department Annual Report

VI. NEW BUSINESS

1. Spassland Park Playground Equipment Project – Review & Recommendation on Playground Design Proposals
2. Germantown Junior Warhawks Field Usage Agreement – Review & Recommendation
3. Harvest Hills Subdivision Preliminary Plat – Review & Discussion
4. Gehl Foods Performing Arts Pavilion – Review & Discussion on Use Policies & Rental Fees

VII. VILLAGE BOARD:

VIII. SCHOOL BOARD REPORT:

IX. DIRECTOR'S REPORT:

X. ANNOUNCEMENTS OF PUBLIC INTEREST:

The next Park & Recreation Commission meeting will be **May 16th @ 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
March 21, 2018**

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies, Stapelman, Trustee Rep. Miller (arrived at 5:35p.m.). Absent and excused were Commissioner Knop and School Board Rep. Ray Borden. Also present were Director Schroeder, Program Supervisors Heinen, Rodger, and Secretary Lemke. Guests included Cole Navin, Eagle Scout.
- II. APPROVAL OF MINUTES:** *Motion by Depies, seconded by Stapelman to approve the minutes of February 21, 2018 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:** Director Schroeder stated that he received an email from Zak Miller, new resident to Germantown, who lives near Alt Bauer Park and is wondering if there are any future plans to build a shelter/covered picnic area in the park?
- Motion by Depies, seconded by Stapelman to move to New Business, Items #1, 2 & 3. Motion unanimously carried.*
- V. OLD BUSINESS**
Motion by Miller, seconded by Depies to move Old Business, Item #1 to the end of the meeting. Motion unanimously carried.

- 1. SPASSLAND PARK PLAYGROUND EQUIPMENT PROJECT – REVIEW OF PLAYGROUND DESIGNS** - The Request for Bid Proposals w/ Project Timeline were sent to seven playground companies on January 25th, with a submittal deadline of March 2nd. Six companies responded with a total of 11 designs received. An opportunity for public review and comment on selected design proposals will be provided until April 16th via Facebook survey and/or by stopping into village hall. Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April meeting.

The remainder of the meeting relocated to the Village Board Room for viewing of the proposed playground equipment designs. Each company was asked to submit a large play design for 5-12 year age group and small design for ages 2-5. Mark stated that most of the proposals came in around the same dollar amount. The group discussed the differences between each design submitted by each individual company. The commission decided on 2 companies, Lee Recreation & Northland Recreation, each submitting 2 different designs.

- 2. FIREMEN'S PARK DESIGN PLANS – REVIEW & RECOMMENDATION ON REQUEST FOR PROPOSALS, PROJECT TIMELINE & PARK FACILITY DESIGN FIRMS** – At the February commission meeting, staff presented a draft Request for Proposals (RFP) for providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park. This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities. Included in the meeting packets is a revised RFP that incorporates additional information and recommendations from Village Trustee David Baum, as well as a modified project timeline. The revised RFP includes more specifics on the building program, square footages, and project budget based on the general direction to plan for a building similar to Kinderberg Park shelter only larger in size. The goal is to send the RFP to selected engineering/architectural firms the week of March 26th, with a proposal deadline of April 27th. The review and recommendation on the selected firm would take place at the May 16th Park & Recreation Commission meeting.

The overall consensus of the commission is to send out the RFP's as presented.

- 3. GERMANTOWN PARK & RECREATION PROGRAM BEHAVIOR POLICY – REVIEW & APPROVAL –**
Motion by Miller, seconded by Depies to table this item at this time.
Motion unanimously carried.

VI. NEW BUSINESS

- 1. 2018 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Patti stated that most of the fee increases are for camps, which are being held at St. Boniface and they have increased their facility usage costs. Other programs that have increases are due to running longer for summer of 2018. The programs that have a decrease in fees is due to shorter sessions.

Motion by Miller, seconded by Depies to approve the Summer 2018 Program Fees & Charges as presented. Motion unanimously carried.
- 2. KID'S KLUB SUMMER REGISTRATION FLYER** – Katie stated that registration is going well. Currently there are 6,900 total enrollments. If a family registers by the Tuesday of the prior week they receive an "early bird special" rate others will receive a late fee of \$5.00 per day if registering after that Tuesday.
- 3. EAGLE SCOUT PROJECT @ DHEINSVILLE PARK ARCHERY RANGE – REVIEW & APPROVAL OF REQUEST BY COLE NAVIN** – Cole gave his PowerPoint presentation of his proposed project for the archery range at Dheinsville Park. He will be repairing the current lane markers and adding an arrow holder to each post as well as adding 3 bow holders. He is also going to build 2 handicapped-accessible picnic tables and locate them near the shooting lanes. Cole will also be repainting the targets. Cole will be supplying food, water, labor, tools, supplies, construction, transportation of products, and installation. Cole is asking for the department to help with funds for material in the amount not to exceed \$500.00

Motion by Miller, seconded by Stapelman to approve the Eagle Scout project presented by Cole Navin not to exceed \$500.00 from the Germantown Park & Recreation Department Funds. Motion unanimously carried.

Commissioner Leukert excused @ 6:19 p.m.

4. PARK & RECREATION COMMISSION MEMBER TERMS – Mark stated that Commissioner Stapelman and Depies terms are up the April.

5. 2017 PARK & RECREATION DEPARTMENT ANNUAL REPORT - copies of the annual report were handed out for viewing.

VII. VILLAGE BOARD REPORT: Rick stated that the new “Farm to Table” restaurant/sausage house has been approved. The Fire Chief, Gary Weiss, has resigned. The Clerk’s Office has hired an additional Assistant Clerk, Ben Hubrich. The rezoning has been approved for a new subdivision development on the southeast corner of Freistadt and Wausaukee Road.

VIII. SCHOOL BOARD REPORT: Absent and excused.

IX. DIRECTOR’S REPORT:

Haupt Strasse Park Play Equipment Project – MN/WI Playground has scheduled the installation of the playground equipment for the week of May 14th-18th. The village DPW/Parks crew will start the site preparation work (excavation/drain tile) in late April for completion by May 11th. Completion of the concrete walk and site restoration to follow play equipment installation.

Spassland Park Play Equipment Project - The Request for Bid Proposals w/ Project Timeline were sent to seven playground companies on January 25th, with a submittal deadline of March 2nd. Six companies responded with a total of 11 designs received. An opportunity for public review and comment on selected design proposals will be provided until April 16th via Facebook survey and/or by stopping into village hall. Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April meeting.

Firemen’s Park Shelter Design Plans – At the February commission meeting, staff presented a draft Request for Proposals (RFP) for providing design services for a multi-purpose shelter building, and related site improvements for Firemen’s Park.

This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities. Included in the meeting packets is a revised RFP that incorporates additional information and recommendations from Village Trustee David Baum, as well as a modified project timeline. The revised RFP includes more specifics on the building program, square footages, and project budget based on the general direction to plan for a building similar to Kinderberg Park shelter only larger in size. The goal is to send the RFP to selected engineering/architectural firms the week of March 26th, with a proposal deadline of April 27th. The review and recommendation on the selected firm would take place at the May 16th Park & Recreation Commission meeting.

Gehl's Performing Arts Pavilion in Fireman's Park – The delivery of the pre-cast concrete panels began on February 16th, with installation completed the week of February 26th. Installation of the steel beams/trusses and steel roof began on March 1st. Work has continued in March on the beams and roof with anticipated completion the week of March 19th-23rd. With the exception of site restoration/landscaping, the project is on schedule for completion by May 1st. Staff is currently working on policies and procedures for use and rental of the facility.

Schoen Laufen Park Shelter Roof – At the March 19th meeting of the Village Board, approval was given to award the contract to Murphy's Exterior Construction for materials and labor not to exceed \$15,000 to replace the existing cedar shake roof with a new standing seam metal roof with rubber gasket. The project also includes power washing and sealing of the exposed wooden ceiling and beams and repair of the fascia.

Behavior Policy – Included in the meeting packets is an updated Behavior Policy outlining behavior expectations, including a progressive action plan form. The information is currently being reviewed by the village attorney.

Arbor Day Tree Planting - The 2018 Arbor Day Tree Planting event, sponsored by Wendland Nursery, is being planned for St. Boniface School on Friday, April 27th. Kid's Klub students will be part of the activities. More details to follow.

Recreation Division Report –

The department has 42 programs starting in March including: Basic First Aid for Kids, Zumba, Oodles of Art, Kids Cuisine, Scrapbooking Crop, Learn Magic, Archery, Ice Skating/Hockey, Parent Child basketball, Yoga, Afterschool Volleyball, Tae Kwon Do, Gymnastics, St. Patti's Tot Workshop, Explore Marital Arts, Miss Julie's Music Fun, Babysitter's Training, Restore Your Core, PULSE, Firefighters Are Your Friends, Story Stretchers, Preschool Play group, Afterschool Legos, Music Fun for Babies, Golf, Jr. Golf, Don't Be Bullied, EZ Defense for Women, Belly Dancing, Middle School Art, Watercolor for youth, Body Basics, Backyard Chicken Keeping, Advanced Bee Keeping, Boxenfit, Henna Tattoo, STEM Sampler, Succulents Class, TRX, Horseback riding, Try Something New.

Programs cancelled due to low enrollment: Adult Watercolor class, Ukulele Madness, Wizard Quest, and New-nutrition class.

Upcoming events include the following:

Poms Performance: Was held on Tuesday, March 6th at Kennedy Middle School with over 300 in attendance.

Dance Recital: Tuesday, March 20th at Kennedy Middle School starting at 6:30 p.m.

Easter Egg Hunt: Saturday, March 24th at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Senior Center at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m. by 11:30 a.m. we should be cleaned up.

Soccer: The registration deadline is Friday, March 30th. Pee Wee & U6 Soccer will be starting on April 21st. Coach's meetings are set for April 10th to help coaches prepare for the upcoming season.

Summer Registration: Kid's Klub Program registrations began on March 12th. The remainder of summer program registration will start on April 9th for Residents, April 11th for Non-residents.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held April 18th @ 5:30 p.m.

PARK & RECREATION COMMISSION MEETING

MARCH 21, 2018

Page 5

XI. ADJOURNMENT: *Motion by Depies, seconded by Miller to adjourn. Motion unanimously carried.* The meeting was adjourned at 7:30 p.m.


Shannon Lemke
Secretary

Mark Schroeder

From: Jeff Demichiel <jdemich3@gmail.com>
Sent: Wednesday, April 11, 2018 10:05 AM
To: Mark Schroeder
Cc: Jim Grater
Subject: Junior Warhawks Agreement

Dear Mark,

With the merger of the two traveling youth baseball organizations we would like to request to have the Facility Usage Agreement updated.

With the increase in the number of players this year we would like to have the Village of Germantown consider a flat \$3,000 annual fee. Our organization now has 297 players. Germantown Jr. Warhawks feel this would be fair based on Fastpitch and our younger baseball teams will be utilizing both Kennedy fields as Germantown Little League has deferred using those diamonds to Germantown Jr. Warhawks.

The amount of the fee is similar to the fees collected in the past, however we feel a flat dollar amount is more reasonable than a per player amount as we have added a considerable amount of players to the newly combined organization. We will not be utilizing the Village field space any more than we have in the past as there will be more games played on the Kennedy Fields (North and South).

Ideally we would recommend the following:

- 2 year contract
- \$3,000 annual fee
- Continue to use
 - o Freistadt Field (located at Fireman's Park), baseball field located at Kinderburg Field, baseball field located at Haupt Strasse Park, and the baseball field located at Friedenfeld Park

Please let me know if you have any questions.

Sincerely,

Jeff

Jeff DeMichiel
Germantown Jr. Warhawks - President

Village of



Germantown

COMMUNITY DEVELOPMENT DEPARTMENT

Jeffrey W. Retzlaff, AICP

Village Planner & Zoning Administrator

N112 W17001 Mequon Road P O Box 337

Germantown WI 53022-0337

(262) 250-4735

April 2, 2018

Park & Recreation Commission
N112 W17001 Mequon Road
Germantown, WI 53022

Attn: Mark Schroeder

Enclosed please find the Preliminary Plat for the Harvest Hills Subdivision located in Section 24 in the Village of Germantown, Washington County, Wisconsin as filed by Top Leaf Development LLC under the seal of Michael G. McCarty, Registered Land Surveyor with Baudhuin Surveying & Engineering on March 28, 2018.

Please submit any comments to this office within 20 days.

Thank you,

Lori Johnson
Planning Assistant

Enc.

SITE LOCATION

Site Zoning:

A-1: Agricultural

Surrounding Zoning/Uses:

North: Rs-1 Residential

A-2 Agricultural

South: Rs-1 Residential

A-2 Agricultural

East: A-2 Agricultural

Rs-3 Residential

West: A-1 Agricultural



SITE LOCATION

(view from southwest)



HARVEST HILLS

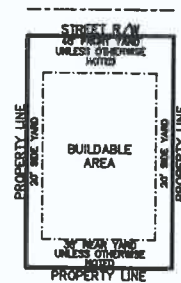
LOCATED IN:
THE NW 1/4 OF THE NE 1/4, THE SW 1/4 OF THE NE 1/4,
AND THE SE 1/4 OF THE NW 1/4
ALL IN:
SECTION 24, TOWNSHIP 9 NORTH, RANGE 20 EAST,
VILLAGE OF GERMANTOWN,
WASHINGTON COUNTY,
WISCONSIN.



0 60 120 240 360 480
FEET

- SOIL BORING
- WASHINGTON COUNTY MONUMENT
(6"x6" CONCRETE W/ BRASS CAP)
- FOUND 1.27" STEEL PIPE

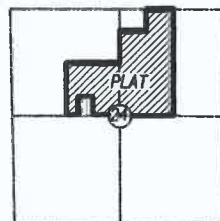
TYPICAL
SUBDIVISION LOT
(RS-3 ZONING)



ALL LOTS SHALL HAVE AN EQUAL INTEREST IN THE UNDERSHIP
OF ALL OUTLOTS.

THIS PRELIMINARY PLAT COMPLETES THE LAND DIVISION
ORIGIN OF THE VILLAGE OF GERMANTOWN.

LOCATION SKETCH
SECTION 24-9-20
SCALE: 1" = 2000'



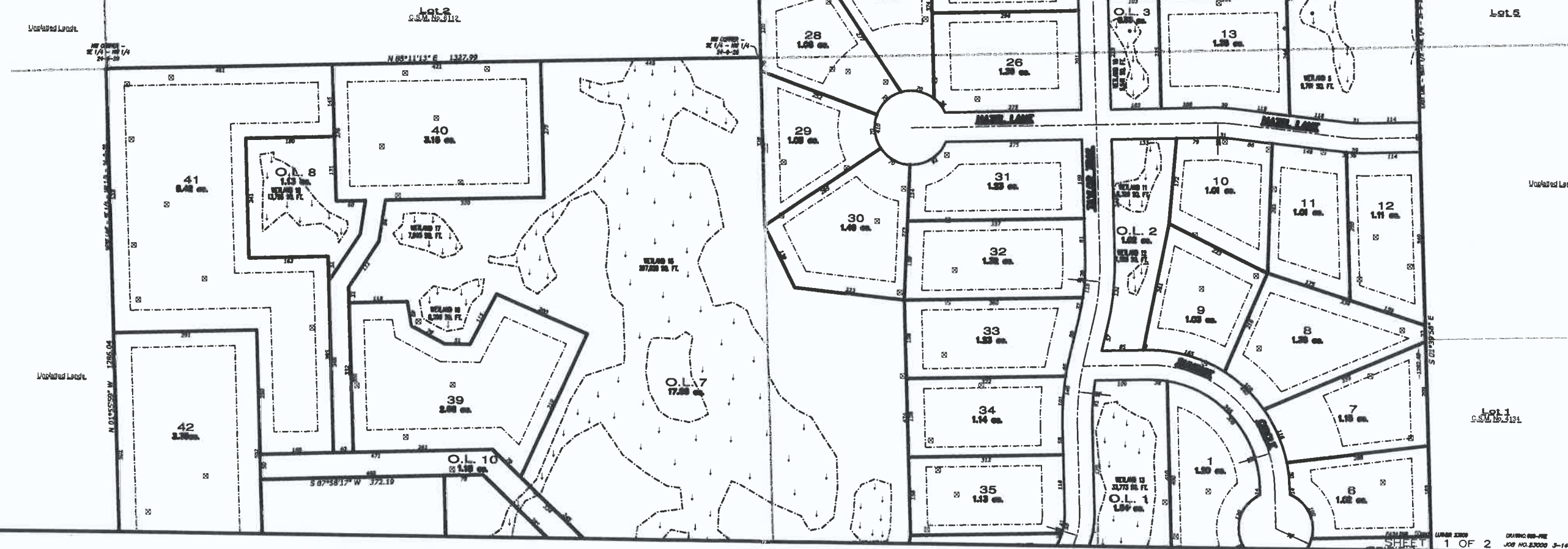
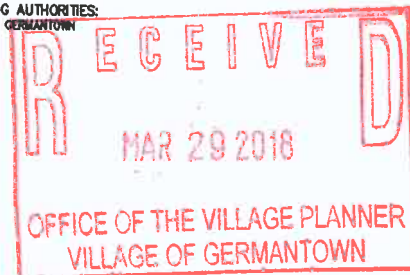
BEARINGS ARE BASED ON THE WISCONSIN STATE
PLANE COORDINATE SYSTEM GRID, SOUTH ZONE, AND
THE WEST LINE OF THE NE 1/4 OF SECTION 24
(ASSUMED N 01°46'35" W)

OWNER:
TOP LEAF DEVELOPMENT LLC
SHAWN WAGGONER, PRESIDENT
3955 HAWKS RIDGE DR
HUBERTUS, WI 53033

SURVEYOR/ENGINEER:
BAUMANN SURVEYING & ENGINEERING
312 N. 5TH AVENUE
STURGEON BAY, WI 54235

OBJECTING AUTHORITIES:
DEPARTMENT OF ADMINISTRATION
WASHINGTON COUNTY

APPROVING AUTHORITIES:
VILLAGE OF GERMANTOWN



HARVEST HILLS

PRELIMINARY PLAT
LOCATED IN:
THE NW 1/4 OF THE NE 1/4, THE SW 1/4 OF THE NE 1/4,
AND THE SE 1/4 OF THE NE 1/4
ALL IN:
SECTION 24, TOWNSHIP 8 NORTH, RANGE 20 EAST,
VILLAGE OF GERMANTOWN,
WASHINGTON COUNTY,
WISCONSIN



- SOIL BORING
- WASHINGTON COUNTY MONUMENT
(6"x6" CONCRETE W/ BRASS CAP)
- FOUND 1.27" STEEL PIPE

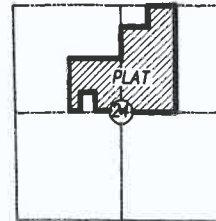
OWNER:
TOP LEAF DEVELOPMENT LLC
SHARI WAGGONER, PRESIDENT
3955 HAINES RIDGE DR
HUBERTUS, WI 53033

SURVEYOR/ENGINEER:
BAUERMAN SURVEYING & ENGINEERING
312 N. 5TH AVENUE
STURGEON BAY, WI 54235

OBJECTING AUTHORITIES:
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WASHINGTON COUNTY

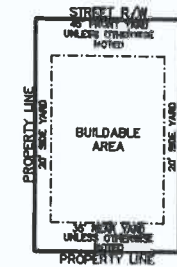
APPROVING AUTHORITIES:
VILLAGE OF GERMANTOWN

LOCATION SKETCH
SECTION 24-9-20
SCALE: 1" = 2000'



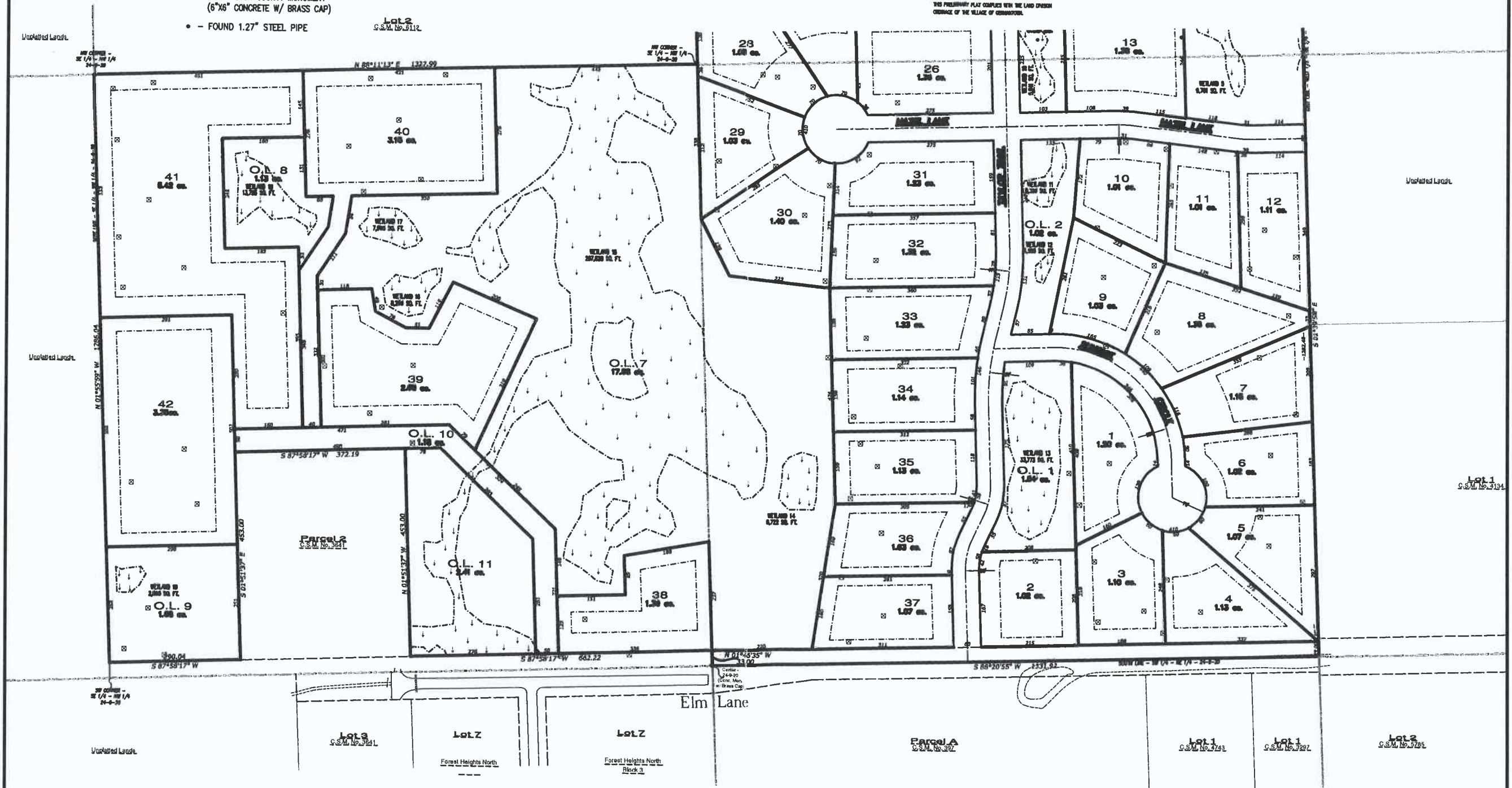
BEARINGS ARE BASED ON THE WISCONSIN STATE
PLANE COORDINATE SYSTEM GRID, SOUTH ZONE, AND
THE WEST LINE OF THE NE 1/4 OF SECTION 24
(ASSUMED N 01°46'35" W)

TYPICAL
SUBDIVISION LOT
(RS-3 ZONING)



ALL LOTS SHALL HAVE AN EQUAL INTEREST IN THE OWNERSHIP
OF ALL OUTLETS.

THIS PRELIMINARY PLAT COMPLIES WITH THE LAND DIVISION
ORDINANCE OF THE VILLAGE OF GERMANTOWN.





Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

March 23, 2018

The Village of Germantown Park & Recreation Department is in the process of selecting a consultant to provide professional design services. The project involves architectural and engineering services for the design of a new park shelter/restroom/multi- purpose building for Firemen's Park.

Your firm is invited to submit a proposal per the following project scope of work and requirements. A Pre-Submittal Meeting has been scheduled for Thursday, April 12th at 4:00 p.m. at the Germantown Senior Center located in Firemen's Park. Your sealed proposal must be received by the office of the Germantown Park & Recreation Department by 11:00 a.m. Friday, April 27th, 2018.

Should you have questions, please contact me at (262) 250-4710, or by email at mschroeder@village.germantown.wi.us.

Sincerely,

Mark Schroeder, Director
Germantown Park & Recreation

REQUEST FOR PROPOSAL

DESIGN SERVICES - MULTI-PURPOSE SHELTER BUILDING FIREMEN'S PARK GERMANTOWN, WISCONSIN

INTRODUCTION

The Village of Germantown, Department of Park and Recreation, is seeking proposals from qualified firms that are interested in providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park.

Firms will be selected for this project based on criteria as stated in the RFP. The Village of Germantown reserves the right to select any firm/proposal that it deems to be in the best interest of the Village. Cost is one of several evaluation criteria. The Village may choose not to select the proposal with the lowest cost. No reimbursement will be made for costs incurred during preparation of the proposal. Only firms submitting proposals by the deadline will be considered. The proposals are due by Friday, April 27th at 11:00 a.m.

Germantown Park & Recreation Department
Mark Schroeder, Director
N112 W17001 Mequon Road
Germantown, WI 53022
(262) 250-4710
mschroeder@village.germantown.wi.us

PROJECT BACKGROUND

Monies were identified in the Village of Germantown Capital Outlay Plan (2017-2019) to replace the existing Firemen's Park shelter with a multi-purpose building. Firemen's Park is home to several well attended programs and special events including the 4th of July, Taste of Germantown, Germantown Community Band Concerts, Family Carnival, as well as 50 plus park rentals each year by the general public.

This RFP Project consists of producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans should also take into consideration pathway locations, electrical service for special event vendors, and security lighting to link all park amenities with the goal of achieving maximum and efficient use of the park for all programs and special events.

The planning process should include public input from community officials and project stakeholders. Deliverables will include site layout plans, schematic design plans, building

elevations, utility plans and cost estimates/budget that are based on the to be determined design program for the facility.

STATEMENT OF QUALIFICATIONS (FIRM'S HISTORY, EXPERTISE)

Applying consultants must have experience related to this project. Include a description of your firm identifying size, locations, staffing level, and experience.

NAME AND BACKGROUND OF THE INDIVIDUAL(S) WHO WOULD BE ASSIGNED TO THE PROJECT

Identify specific personnel that will be assigned to the project. Please provide resumes for all staff and identify the individual(s) that will serve as main contact for project assignments, billings, and general information.

LISTING OF REFERENCES FOR WORK SIMILAR TO THAT PROPOSED

Please provide a minimum of three (3) references where similar projects have been completed in the last three (3) years.

SCOPE OF SERVICES/OBJECTIVES

Describe how services will be provided. Provide a summary of the proposed approach to the project, and the proposed methodologies to be used to provide the requested services and deliverables.

GENERAL INFORMATION

All work shall comply with the requirements of federal, state, and local laws, professional architectural and engineering standard, current building codes, and other regulations that may apply. All buildings/areas must apply with current ADA regulations.

INSURANCE REQUIREMENTS

Project design firm and their consulting staff are required to carry Professional Liability, Auto and Worker's Compensation Insurance. The Designer and their Consultants are to furnish proof of insurance of at least \$1,000,000 per occurrence protection, to the Village, against any accident claims that may be made by the owners and/or employees of said Designer or Consultant prior to commencing work on this project. Designer and consultants must show proof of insurance as part of the proposal.

SCOPE OF WORK

1. Facilitate kick-off meeting with village staff, officials, and key stakeholders.
2. Produce 50% schematic design and an estimate of probable construction cost for the multi-purpose shelter building. Note: *The final building location has not been determined.*
3. Compile one schematic design report documenting the basis of design information (specifications of materials and building components) for the shelter, the data collection and public input process, the schematic cost estimates, utility estimates, 3-D images, floor plans and elevations of the building.
4. Hold public input meeting with the Park & Recreation Commission and project stakeholders to solicit feedback on the conceptual drawings.

5. Incorporate public input into updated design and submit to village for final review.
6. Park amenities to factor in the planning process include future pathway locations, pedestrian/security lighting, as well as electrical service for special event vendors.
7. The program for the shelter building to include open-air shelter, multi-purpose room, warming/serving kitchen, restrooms, and storage. The preliminary room/area sizes are as follows: Open-air shelter 1,800 - 2,000 sq. ft., Multi-purpose room 1,000 - 1,200 sq. ft., Restrooms (Men's – 1 toilet, 2 urinals, 2 sinks; Women's – 3 toilets, 2 sinks), Storage room 200 sq. ft.
8. The preliminary budget range for this project is \$500,000 to \$700,000. Consideration should be given to the feasibility/cost benefit to incorporating revenue generating spaces.
9. Provide one electronic copy of all final design renderings/plans and design report, and 10 paper copies of same.

COST OF SERVICES

Indicate the proposed cost of services including how the costs were determined based on rates, direct costs, and a list of charges per classification of employee. Please provide an estimated fee and billing rate schedule including: fee estimate for the project based on your understanding of the project and services itemized according to project phases and types of service, hourly rate schedule for all personnel, and reimbursable expenses estimate. Provide a "cost not to exceed" figure for the project.

Phase One:

The proposal should include a fee proposal with not-to-exceed fees including:

- Cost to develop the schematic design/conceptual drawings to 50%, and prepare an estimate of probable cost.
- Cost to compile the schematic design report (per the scope of services).

Phase Two:

- Estimated Range of Cost to produce design development drawings from 50% to 100% design, and provide final Architectural, Engineering (structural, plumbing, mechanical, electrical, and civil) Design, Bid, Contract & Project Management Services necessary to complete all aspects of permitting and construction.
- Include any inflation rate or increases for the above listed fees for work not completed in 2018.

Note: The Final Fee for Phase Two Services will be negotiated with the Village and Consultant.

Cost of Services & Contract:

Consultant to provide "Not to Exceed" cost figures based on Cost of Services section of the project RFP. Contract documents to be signed by Village Clerk and Village President following review by Village Attorney.

Use of Village Staff and Resources by Consulting Firm:

The consultant shall clearly identify any expectations you will have of village staff in the delivery of your services, and any village resources that you will expect the village to provide to you at no cost in the completion of this project.

SUBMISSION OF PROPOSALS

- A. Deadline: Proposals shall be delivered to the Village of Germantown Park & Recreation Department on or before April 27, 2018, 11:00 a.m. CST.
- B. Submission of Proposal: An original and six (6) copies of the required qualifications and technical information for the first step must be submitted in a sealed envelope along with a separate sealed envelope containing proposed contract forms and pricing for step two. Proposals must be on standard letter size paper, with all supporting documents on paper no larger than 11"x17". The Village of Germantown reserves the right to modify or issue amendments to the RFP. If questions result in the modification of this RFP, the written modifications will be distributed to all firms.

- C. Envelopes should be sent to:

Germantown Park & Recreation Department
Mark Schroeder, Director
N112 W17001 Mequon Road
Germantown, WI 53022
(262) 250-4710
mschroeder@village.germantown.wi.us

- D. The following notation must appear in the lower left-hand corner of each sealed envelope:

Envelope One – Qualifications & Technical Information – RFP Firemen's Park Design Services

Envelope Two – Contract/Pricing Forms – RFP Firemen's Park Design Services

Completion and submission of contract forms will constitute an offer by the firm. Execution of the offer by Village officials will constitute acceptance of the offer by the Village. Envelopes containing proposals and related materials received after the April 27th, 2018 deadline will not be opened. It is neither the Village's responsibility nor practice to acknowledge receipt of any proposal.

EVALUATION OF PROPOSALS & SELECTION OF FIRM

Evaluation Procedure – A two-step selection process will be used by the selection committee. The first step will consist of evaluation of qualifications and technical information submitted by the consultant. Interviews may be scheduled with those firms. The second step will consist of review of the pricing proposals submitted by the consultant. The Park & Recreation Commission will recommend a firm to the Village Board after receiving a recommendation from the selection committee. This committee

includes village staff, as well as representatives from the Park & Recreation Commission and Plan Commission.

The Village will select the most qualified firm and execute a contract with the selected firm. If the Village and the selected firm are unable to reach an agreement on the scope of services and/or compensation, the Village will terminate discussions and begin negotiations with the second-ranked firm. The Village of Germantown reserves the right to reject any and/or all proposals.

SELECTION CRITERIA

- Qualifications and experience of firm including the assigned project team
- Personnel and project references
- Clearly defined public input process
- Ability of firm to take the project from conceptual design to technical specifications/project bidding through construction
- Ability to meet project budget and schedule
- Fees as outlined in the Cost of Services

PROPOSAL COST

The Village shall not be liable for any costs incurred to prepare or submit a proposal for this project.

WITHDRAWAL OF PROPOSALS

Priced proposals (Envelope Two) must be firm for acceptance for sixty (60) days after the proposal opening date and time.

TERM OF CONTRACT

The initial term of the contract for Phase One shall be for the term agreed upon by the parties. Please identify your anticipated time-frame for this project. The Village anticipates Phase One work to be completed in 2018 (see project schedule).

PROJECT SCHEDULE

All Phase One work to be completed by October 5th, 2018. Direction will be provided in the future by the Village regarding a schedule for Phase Two.

4/12/2018	Pre-Submittal Meeting 4:00 p.m. @ Senior Center in Firemen's Park
4/27/2018	Proposals Due
4/30-5/11/2018	Selection Committee Proposal Review
5/16/2018	Review & Recommendation by Park & Recreation Commission
5/21/2018	Contract Award by Village Board
5/29/2018	Contract Executed, Notice to Proceed
6/4 – 6/14/2018	Kick-off Meeting with Village Staff & Stakeholders
10/5/2018	Project Completion

Behavior Expectations

The goal of the Germantown Park and Recreation Summer Kids Klub programs is to provide a place where all individuals can participate in leisure activities and feel safe and comfortable as part of a community. The goal of Summer Kids Klub is to promote positive behavior and treat all children equally. Staff will attempt to avoid discipline problems by arranging the play space appropriately, planning activities that are engaging and fun, and by establishing and following a clear and consistent set of rules and expectations. All children are expected to follow all rules and expectations, as set forth in the program's SMART System, as well as additional rules given at the site. If participants choose not to follow the rules and expectations, they also choose to have staff follow through on consequences. Each situation will be handled in an individual manner, as each situation is unique. Certain behavior may cause a significant risk of harm to the health and safety of the participant, other participants, and/or staff members. (For example, physically assaulting another person through kicking, hitting, biting, etc; bringing weapons to the site; leaving the group or the premises without permission; unsafe use of materials, causing substantial damage to personal property; repetitive discipline situations, including significant disrespect, defiance, and disruption.) For these behaviors, immediate disenrollment from the program may happen.

EXPECTATIONS:

S- Safe Actions (use equipment/furniture properly, use body basics, walk not run, care for surroundings)

M- Make Good Choices (follow rules and expectations, think before you act)

A- Attitude – Choose a good one!

B- R- Respect Mutually (respect one another, respect the staff, respect the environment)

T- Tolerate and Appreciate (accept differences, learn from others, use words to communicate issues)

***Expect consequences when one chooses not to follow the above rules and expectations, as well as additional rules given at the site.

Parents, if your child has not followed the rules you will be notified upon arrival, and depending upon frequency, given a SMART Sheet (on yellow). We encourage you to discuss your child's behavior and review rules and expectations before returning. In severe cases (on orange or red), we will 1. call you at work/home to discuss what is happening or 2. Request that you come and pick up your child from our program. Staff and supervisors reserve the right to determine severity of situation. In any circumstance for which we feel there is concern regarding your child's behavior, a SMART Plan will be filled out and a Progressive Action Plan will be implemented between you, the parent, the on-site supervisor, and the Program Coordinator and/or Recreation Supervisor.

BEHAVIOR EXPECTATIONS

I have read the Behavior Expectations rules and have discussed them with my child (ren.) I will support and encourage my child to abide by all of the rules and expectations of the Summer Kids Klub programs. I understand that if my child chooses to disregard the rules, action up to dismissal from the program may occur.

Participant Name(s)

Parent Signature

Date

Summer Kids Klub Progressive Action Plan

Child's Name _____

Date _____

We have been experiencing the following behavioral issues with your child, which we have discussed with you:

We have been using the following positive guidance techniques and behavior interventions to try to replace or eliminate the behavior:

We need your cooperation to help make this a successful child care experience. We need your help in supporting our plan to change inappropriate behavior so that we may provide a healthy and safe environment for all participants and staff members.

Because this behavior presents health/safety risks for your child, the other children in the program, and the staff members, we will begin this sequence of discipline steps:

On the next incident of inappropriate and unsafe behavior (similar to or as described above), you will be called immediately and asked to pick up your child from the program, with the expectation of a reasonable response time.

We will use this procedure for _____ more incidents.

On the _____ incident, we will request that you disenroll your child from the Summer Kids Klub Program.

Parents Signature

Site Supervisor Signature

Program Coordinator/Recreation
Supervisor Signature

Please be advised that if you choose not to sign this Progressive Action Plan, it will still be implemented as documented above.

**Summer Kids Klub
Progressive Action Plan
FOR OFFICE USE ONLY**

Child's Name _____

Date _____

Date Progressive Action Plan was implemented _____

After Progressive Action Plan was implemented:

Incident 1 Date _____

Incident 2 Date _____

Incident 3 Date _____

Incident 4 Date _____

Incident 5 Date _____

Final Incident Date _____

Disenrollment Date _____

SPASSLAND PARK PLAY EQUIPMENT BID PROPOSALS

<u>Vendor Name</u>	<u>Equipment Cost including Install</u>	<u>Wood Fiber Cost</u>	<u>Play Events</u>	<u>Design</u>
Northland Recreation				
(Little Tykes)				
Option 1	\$68,494	\$6,506 292 Cu Yd	29	Slides-4, Climbers-8, Swings -6, Biba mobile game system Free Standing-3, Activity Panels-3
Option 2	\$68,494	\$6,506 292 Cu Yd	30	Slides-5, Climbers-8, Swings-6, Biba system Free Standing-4, Activity Panels-3
Boland Recreation				
(Miracle)				
Option 1 223078	\$63,076	\$10,791 327 Cu Yd	28	Slides-7, Climbers-8, Swings-6, Free Standing-2, Activity Panels-2, Didn't utilize full budget, only \$73,867
MN/WI Playground				
(Game Time)				
Option 1	\$67,136	\$6,712 243 Cu Yd	28	Slides-4, Climbers-9, Swings-6, Free Standing-4 Activity Panels-4, #'s???, listed \$75,000, totals = \$73,848
Lee Recreation				
(Playworld Systems)				
Option 1	\$69,480	\$5,520 230 Cu Yd	29	Slides-5, Climbers-6, Swings-6, Free Standing- 1 Spinami, Activity Panels-2, Biba mobile game system
Option 2	69,195	\$5,520 230 Cu Yd	30	Slides-5, Climbers-11, Swings-6, Free Standing-2 w/play web, Activity Panels-2, Biba mobile game system
Miller & Associates				
(BCI Burke)				
Option 1 106912	\$68,600	\$6,400 233 Cu Yd	27	Slides-4, Climbers-10, Swings-6, Free Standing-2, Panels-1
Option 2 106913	\$68,600	\$6,400 233 Cu Yd	29	Slides-5, Climbers-12, Swings-6, Free-Standing-1, Panels-2
Option 3 106914	\$68,600	\$6,400 233 Cu Yd	29	Slides-4, Climbers-13, Swings-6, Free Standing-2, Panels-1
Gerber Leisure Products				
(Landscape Structures)				
Option 1	65,830	3,920 170 Cu Yd	26	Slides-5, Climbers-4, Swings-6, Free Standing-1, Panels-8 Didn't utilize full budget of \$75,000
Option 2	65,180	4,820 210 Cu Yd	22	Slides-2, Climbers-6, Swings-6, Free Standing-2, Panels-2 Didn't utilize full budget of \$75,000

Spassland Park Playground Timeline



January 17, 2018	Request direction from the Park & Recreation Commission (PRC) on project and vendor selection process.
January 25, 2018	Send Request for Proposals to selected playground vendors requesting design options based on recommendation from PRC and budget parameters.
March 2, 2018	Playground Proposal Deadline.
March 21, 2018	Preliminary review of design proposals by PRC.
March 28 – April 16	Playground design options available for public review in Village Hall, and on the department Facebook page.
April 18, 2018	Final Review of playground design proposals and recommendation from PRC.
May 7, 2018	Village Board review and approval of PRC recommendation.
May 8-11, 2018	Award Contract, order playground equipment.
August 2018*	Removal of existing equipment, and preparation of site (DPW/Parks staff).
August/September*	Installation of equipment by contractor.
September 2018*	Add drain tile (as necessary), wood fiber safety surfacing, concrete apron/border, asphalt pathway, and final site restoration (DPW/Parks staff).
September 15, 2018*	Completion of project.

*Final date TBD



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 537
Germantown, Wisconsin 53022-0537
(262) 250-4716 Fax (262) 255-2920
Information Line (262) 250-4711

Meeting Date: April 18, 2018

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Junior Warhawks Field Usage Agreement

For several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Junior Warhawks (formerly Germantown Diamond Club). The Junior Warhawks is not-for profit organization which offers the sports of baseball and softball to approximately 300 Germantown youth annually.

In November 2016, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 2-year agreement with the Germantown Diamond Club. This agreement will expire on December 31, 2018.

In March, staff met with representatives of the Germantown Junior Warhawks to discuss renewal of the agreement, as well as the annual field usage fee (see attached email). Currently, field usage fees are calculated on a per participant basis for baseball/softball, soccer, and football programs. In the case of the Junior Warhawks, a per participant fee of \$15 has been incorporated to address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Non-Reverting, Non-Lapsing Facility Fund designated for use by the Village to help maintain the fields used by the GT Junior Warhawks.

Per the GT Junior Warhawks memo, the organization has experienced an increase in membership over the last several years. Based on the current method for determining the usage fee, there is a concern on the increasing costs to the program when factoring in not only these fees, but the additional costs for using the Germantown School District and Germantown Little League facilities.

Attached for your review and recommendation is a proposed 2-year agreement with the GT Junior Warhawks for 2018-2019. The only proposed change to the current agreement is to go from a per participant fee of \$15, to an annual lump sum payment of \$3,000. In addition, there remains a provision for payment to the Village for any ball diamond supplies that are used, as well as the requirement to provide a liability insurance policy, and relinquish usage if the Village declares a need.

This agreement has been reviewed by the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

Attachment: 2018-2019 Field Usage Agreement

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the "Village") and the **GERMANTOWN JUNIOR WARHAWKS**, Germantown, Wisconsin (the "User").

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize one (1) field at Firemen's Park (Freistadt Field), one (1) field at Kinderberg Park, one (1) field at Haupt Strasse Park, and one (1) field at Friedenfeld Park (see appendix A) for games and practices (the "Premises").
2. **RIGHT OF USAGE:** The Village's Parks & Recreation Department shall be responsible for scheduling the various sport fields located at Freistadt Field, Kinderberg Park, Haupt Strasse Park, and Friedenfeld Park, and will have priority in usage of the fields. The User will be allowed non-exclusive use of the fields for baseball and softball games and practices during their season (April – July). The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The fields may be utilized by the Village, in its sole discretion, for baseball or softball practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from User's use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is two (2) years and shall commence on January 1, 2018 and terminate on December 31, 2019 unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games, practices, storage, and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non-permanent improvements shall remain property of the User.
6. **FEES:** User will pay the Village a lump sum fee of \$3,000 annually. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village's discretion. The Village will also charge

the User for products (i.e. chalk, diamond dry, turf, etc) used for their activity. Routine maintenance shall be performed according to the schedule outlined in Appendix B.

7. **SPONSORSHIP:** The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.
8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the Premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this Agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to User.

Entered into this ____ day of ____, 2018

VILLAGE OF GERMANTOWN

GERMANTOWN JUNIOR WARHAWKS

Village President

President

Village Clerk

Secretary

Park & Recreation Director

Treasurer

APPENDIX A

Firemen's Park – Freistadt Field



APPENDIX A

Kinderberg Park



APPENDIX A

Haupt Strasse Park

