

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, AUGUST 15, 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: June 27 and July 9, 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 –

V. OLD BUSINESS:

1. Spassland Park Playground Project
2. Firemen's Park Shelter & Park Design Plans
3. Spassland Park Tennis Court Project
4. Dheinsville Park Archery Range – Eagle Scout Project Report - Cole Navin

VI. NEW BUSINESS

1. 2018-2019 Fall/Winter/Spring Recreation Program Fees & Program Guide
2. School District/Village of Germantown Intergovernmental Agreement (IGA) & Fall/Winter/Spring Facility Use Requests – Review & Discussion
3. 2019 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 **August 29th @ 5:30p.m. at the Germantown Senior Center**

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
June 27, 2018**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Knop and Trustee Rep. Miller. Absent and excused were Commissioners Depies, Stapelman and School Board Rep. Borden. Guests included Debbie Benning, Accompany of Kids and Trustee Art Zabel. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Leukert to approve the minutes of May 16, 2018. as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE** – Communication from Laura Chitwood, Accompany of Kids, regarding Rental Fee Waiver for use of the Gehl's Performing Arts Pavilion in Firemen's Park.

Motion by Miller, seconded by Leukert to move to item 5, New Business. Motion unanimously carried.

V. OLD BUSINESS

- 1. FIREMEN'S PARK MULTI-PURPOSE SHELTER DESIGN PLANS – PROJECT UPDATE** – The Village Board approved awarding the contract with Ayres Associates for project design services at the June 4th meeting. Staff is currently working with the Village Attorney on review and approval of the professional services agreement. Included in the meeting packet is the flyer for the Public Informational Meeting with the community stakeholders scheduled for Monday, July 9th at 5:30 p.m. at the Germantown Senior Center.
- 2. SPASSLAND PARK – PATHWAY IMPROVEMENTS UPDATE -**
As a follow up to the May meeting discussion regarding potential solutions to the standing water problem on the western pathway, staff met with Custom Manufacturing to discuss the boardwalk option. Included in the meeting packet is a proposal for a 70'x 6' boardwalk which would be installed on steel pans. The cost for materials, delivery and installation is \$7,900. Further discussion with the engineering department is needed before further options are presented. Mark stated he will get a figure for an 8' wide boardwalk.

VI. NEW BUSINESS

- 1. GERMANTOWN SOCCER CLUB FIELD USAGE AGREEMENT – REVIEW & RECOMMENDATION** - The current agreement with the soccer club expires on June 30th. Included in the meeting packet is a new 3-year agreement which has been reviewed and discussed with representatives of the soccer club. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval on July 2nd.

Motion by Miller, seconded by Leukert, to forward onto the Village Board with positive recommendation the Germantown Soccer Club 3-year agreement for July 1, 2018 thru June 30, 2020. Motion unanimously carried.

2. WRENWOOD SUBDIVISION PRELIMINARY PLAT – REVIEW &

DISCUSSION - Wrenwood is a planned 147.2 -acre residential development consisting of 142 single-family lots and 60 multi-family condominium units south of Freistadt Road, north of Mequon Road, and west of Country Aire Drive. The development is comprised of two (2) clusters of residential development bisected by a large approximately 41-acre environmental corridor through the middle of the property. A total of 94 single-family lots in the north cluster will only have access to Freistadt Road. The remaining 47 single-family lots and 60-unit condominium area in the south cluster will have access to Country Aire Drive. Access between the north and south residential areas and through the environmental corridor will only be provided by a pedestrian trail. This “central park” area will be privately owned and maintained. This Wrenwood Development Plan has been reviewed by the Public Works Committee in February, and most recently on April 3rd. The Public Hearing was held before the Village Board on April 16th. At this meeting, the board approved the Plan Commission’s recommendation to 1.) approve the proposed changes to the 2020 Land Use Plan, and 2.) approve the rezoning for the 147.2-acre property. On June 18th, the Village Board approved a resolution requesting the Southeastern Wisconsin Regional Plan Commission include this area in the sanitary sewer service area. The Planning Department has requested the Park & Recreation Commission review the preliminary plat and submit comments. The preliminary plat does not include internal sidewalks, only pedestrian trails through the environmental corridor. More importantly, the preliminary plat does not include sidewalks/pathways along Country Aire Drive or Freistadt Road. With the addition of dedicated pedestrian improvements, both streets would provide a safer way for walkers and bikers to access Friedenfeld Park. Also, water is being extended north from Mequon Road to serve the Wrenwood development, but plans do not provide for bringing this service to the park boundary line. This is an important opportunity to extend these utilities to Friedenfeld Park to server current and future park and recreation needs.

The commission affirmed the recommendation that the park and open space/environmental corridor areas within the development be privately owned and maintained. N regard to water service, the commission made a recommendation that the developer extend water service approximately 150’ further north along Country Aire Drive to the southern boundary of Friedenfeld Park to serve future park and recreation needs. Lastly, the commission discussed access/connectivity for future residents of the Wrenwood Development and the community, and are recommending the developer construct the following pedestrian improvements, 1) installation of sidewalk from Mequon Road north along Country Aire Drive to connect to both the Wrenwood development and Friedenfeld Park, and 2) installation of off-road bike path along Freistadt Road on the north side of the development to connect to future pedestrian facilities per the Washington County bike & Pedestrian Plan.

3. SPASSLAND PARK TENNIS COURTS – REVIEW & RECOMMENDATION ON PROJECT BID PROPOSALS

- Monies were included in the 2018 Budget to repair the structural cracks and resurface the two tennis courts at Spassland Park. The Spassland Park courts were last re-surfaced in 2007. The scope of work includes cleaning, patching, crack filling, installation of the Amor Crack Repair system, two coats of resurfacing material, two coats of color, and court lining. Four companies that specialize in this type of work were sent project plans, with only one company, Frank Armstrong Enterprises, Inc. submitting a bid for this project in

Motion by Miller, seconded by Knop, to send forth a positive recommendation to the Village Board to award the contract to Frank Armstrong Enterprises, in the amount not to exceed \$18,507, for materials and labor to complete the Spassland Park Tennis Court Project. Motion unanimously carried.

4. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA) - REVIEW & DISCUSSION-

Director Schroeder stated that the current agreement expires August 31, 2018. The district is talking about possibly charging the Park & Recreation in the future. The current agreement states that Park & Recreation will not pay any fees to use the facilities. The department does put money into a School Facility Fee Fund to be used towards improvements within the schools that are agreed upon. Director Schroeder went over the Fees Analysis that staff put together indicating what the fees would look like if the department would be charged for facility use, based on \$10, \$20, \$30, \$40 and \$50 per hour. These numbers are based on discussions held at a School Finance Committee meeting held in April.

5. ACCOMPANY OF KIDS – REVIEW & APPROVAL OF REQUEST FOR WAIVER OF RENTAL FEE FOR AUGUST 9TH PERFORMANCE AT THE GEHL'S PERFORMING ARTS PAVILION IN FIREMEN'S PARK – Debbie Benning stated the non-profit organization has been in existence for 28 years. The kids are from Menomonee Falls, Germantown and Sussex. The group will be performing at the July 4th activities in Firemen's Park.

Motion by Miller, seconded by Leukert to reduce the fee for the Gehl's Performing Arts Pavilion in Firemen's Park from \$150.00 to \$75.00 for the August 9th performance. Motion unanimously carried.

VII. VILLAGE BOARD REPORT: Rick stated the current discussion is the Briggs & Stratton development on Holy Hill Road. The Village Board has approved the rezoning of the land. The facility is a distribution center for finished products, employing approximately 30 – 35 employees. They will be running 2 shifts, 6:00 a.m. – 12:00 a.m., 5 days a week. Due to cost increases, Park Avenue will not be repaved this year as part of the Village's paving program

VIII. SCHOOL BOARD REPORT: Absent and Excused

IX. DIRECTOR'S REPORT:

Spassland Park Play Equipment Project - The playground equipment was ordered May 15th. The equipment will be ready for shipment in 6-8 weeks, with installation tentatively scheduled for late August.

Haupt Strasse Park Play Equipment Project - The contractor was at the park June 11th – 14th to complete the equipment installation. Due to the soil conditions found at the site, additional time and labor were needed to install "spread" footings. These additional costs will be absorbed in the project budget. Village crews began installation of the concrete sidewalk on Tuesday, June 19th. Work has been slow due to rainy weather. Completion of the site work (concrete walk, benches, installation of the safety surfacing, and restoration) is anticipated by early July.

Firemen's Park Multi-Purpose Shelter Design Plans - The Village Board approved awarding the contract with Ayres Associates for project design services at the June 4th meeting. Staff is currently working with the Village Attorney on review and approval of the professional services agreement. Included in the meeting packet is the flyer for the Public Informational Meeting with the community stakeholders scheduled for Monday, July 9th at 5:30 p.m. at the Germantown Senior Center.

Spassland Park – Park Pathway Improvements Update - As a follow up to the May meeting discussion regarding potential solutions to the standing water problem on the western pathway, staff met with Custom Manufacturing to discuss the boardwalk option. Included in the meeting packet is a proposal for a 70'x 6' boardwalk which would be installed on steel pans. The cost for materials, delivery and installation is \$7,900. Further discussion with the engineering department is needed before further options are presented.

Germantown Soccer Club Field Usage Agreement - The current agreement with the soccer club expires on June 30th. Included in the meeting packet is a new 3-year agreement which has been reviewed and discussed with representatives of the soccer club. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval on July 2nd.

Wrenwood Subdivision Preliminary Plat – Review & Discussion - Wrenwood is a planned 147.2 -acre residential development consisting of 142 single-family lots and 60 multi-family condominium units south of Freistadt Road, north of Mequon Road, and west of Country Aire Drive.

The development is comprised of two (2) clusters of residential development bisected by a large approximately 41-acre environmental corridor through the middle of the property. A total of 94 single-family lots in the north cluster will only have access to Freistadt Road. The remaining 47 single-family lots and 60-unit condominium area in the south cluster will have access to Country Aire Drive. Access between the north and south residential areas and through the environmental corridor will only be provided by a pedestrian trail. This “central park” area will be privately owned and maintained.

This Wrenwood Development Plan has been reviewed by the Public Works Committee in February, and most recently on April 3rd. The Public Hearing was held before the Village Board on April 16th. At this meeting, the board approved the Plan Commission's recommendation to 1.) approve the proposed changes to the 2020 Land Use Plan, and 2.) approve the rezoning for the 147.2-acre property. On June 18th, the Village Board approved a resolution requesting the Southeastern Wisconsin Regional Plan Commission include this area in the sanitary sewer service area.

The Planning Department has requested the Park & Recreation Commission review the preliminary plat and submit comments. The preliminary plat does not include internal sidewalks, only pedestrian trails through the environmental corridor. More importantly, the preliminary plat does not include sidewalks/pathways along Country Aire Drive or Freistadt Road. With the addition of dedicated pedestrian improvements, both streets would provide a safer way for walkers and bikers to access Friedenfeld Park. Also, water is being extended north from Mequon Road to serve the Wrenwood development, but plans do not provide for bringing this service to the park boundary line. This is an important opportunity to extend these utilities to Friedenfeld Park to server current and future park and recreation needs.

Spassland Park Tennis Courts – Review & Recommendation on Project Bids –

Monies were included in the 2018 Budget to repair the structural cracks and resurface the two tennis courts at Spassland Park. The Spassland Park courts were last re-surfaced in 2007. The scope of work includes cleaning, patching, crack filling, installation of the Amor Crack Repair system, two coats of resurfacing material, two coats of color, and court lining.

Four companies that specialize in this type of work were sent project plans, with only one company, Frank Armstrong Enterprises, Inc. submitting a bid for this project in the amount of \$18,507.

Gehl's Performing Arts Pavilion in Fireman's Park – The pavilion project was completed and the occupancy permit granted by the village on June 19th. Approximately 150 people attended the June 20th Grand Opening event followed by the 20th Anniversary Concert by the Germantown Community Band. The Village will officially accept the donation from the Kiwanis Club via resolution at a future meeting of the Village Board.

2018 Tree Planting Program – On June 18th, the Village Board awarded the 2018 tree planting contract to Century Landscape. The project will include 60-65 trees along Mequon and Division Roads, and in Alt Bauer, Schoen Laufen, Kinderberg, and Friedenfeld Parks. Tree planting would take place in Fall.

2018 EAB Ash Treatment Program – The Public Works Committee awarded the 2018 EAB Treatment Program contract to Crawford Landscape on June 6th. A Pre-Construction Meeting is scheduled for June 28th.

Dheinsville Park Wolf Haus Project – Earlier this year, a vehicle struck the Wolf Haus, and damaged two skirt beams. The cost for materials and labor to repair/replace is \$51,380. Village staff has received the authorization from the Board of Public Works and Village Board to proceed with the project. The village has already received the insurance check to make these repairs.

Senior Center Van Replacement - Monies were included in the 2018 CIP Budget to replace the 2007 Dodge Grand Caravan passenger van. This van is used on a year-round basis for the Senior Transportation Program. Volunteer drivers transport Seniors from their home to various destinations around the area, with Seniors paying a nominal fee for rides within the 20-mile service radius.

Staff sent a Request for Bid Proposals to three companies; A & J Mobility, Mobility Works, and Atlas Bus for a 2018 Dodge Grand Caravan BraunAbility Entervan XT ADA Conversion. Bid proposals were due May 30th with proposals received from A & J Mobility \$43,000 and Mobility Works \$43,045. At the June 18th meeting of the General Government & Finance Committee, a recommendation was made to the Village Board to purchase the van from A&J Mobility.

Recreation Division Report –

The department has approximately 77 summer programs which started in June. Programs started the week of May 28th.

Upcoming/Past events include the following:

Family Glow Walk: The 4th Annual Walk was a great success with over 600 walkers. A fun event was enjoyed by all who attended.

Movies in the Park: The first Movies in the Park event of the summer season was held on Friday, June 8th and featured the movie Paddington 2. We had about 150 in attendance, of those about 10 stayed the whole time while the movie ran in the rain. Back by popular demand, we had face painting and balloon animals by the clowns Cuddles & Billy. Our next movie will be on Friday, July 27th featuring the movie CoCo. The movie will be held in conjunction with our Family Campout at Kinderberg Park.

Booster Night: Booster night is a program developed by Robert's Frozen Custard to raise money for youth programs and athletics. The department will receive 10% of sales from 3:00 p.m. – closing. Stop by Robert's on July 9th for some good food and treats in support of the Park & Recreation Department.

Fieldtrip to Highway Garage: We had 60 register for the event which is a record number. The Highway Department had about 12-15 vehicles out for kids to sit in, press on the horn and smile for pictures. It was a fun free event!

Band Concerts: The first summer Concert in the Park was held on Wednesday, June 13th in the new Gehl Foods Performing Arts Pavilion. We are featuring the "AWE" in concert which is the Adult Wind Ensemble playing "dance on" songs. The June 20th concert is a Community Band concert featuring 20th Anniversary music.

Griffin Chevrolet Grand Slam Event: For the eighth year in a row, Griffin Chevrolet has chosen our department's t-ball/baseball/girls softball programs to sponsor. They gave our department equipment totaling over \$500.00. On June 13th, they hosted a Grand Slam event where they provided food, t-shirts, and also presented the department with a check for \$500.00. Those who came also were entered into a drawing for a 4 pack of Brewer's tickets. For every test drive they awarded us with \$25.00.

Family Fun Carnival Night: Families can enjoy carnival games and inflatables. Event will be held on Thursday, June 27 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.

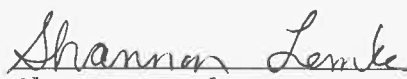
Pop Up Events: Our first event is on Friday, June 22nd Watch our facebook page for when/where and what we are doing.

Safety Town Teen Volunteer Meeting: Wednesday, May 30th from 4:30 – 5:15 p.m. (returning teens) or 4:30 – 5:30 p.m. (for new volunteers). Volunteers will be given an orientation on what to do/expect.

Movies in the Park: Friday, June 8th featuring the movie Paddington 2. Our next movie will be on Friday, July 27th featuring the movie Coco 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 done by the clowns Cuddles & Billy.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on July 9, 2018 at the Germantown Senior Center.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:12 p.m.



Shannon Lemke
Secretary

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
GERMANTOWN SENIOR CENTER**

July 9, 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, Knop, Depies, Stapelman, School Board Rep. Borden and Trustee Rep. Miller. In attendance were several members from the community (see attached sign-in sheet). Also present were Director Schroeder and Blake Theisen and Rob Stein from Ayres Associates. Commissioner Depies was excused at 6:19 p.m.

II. PUBLIC INPUT:

III. CORRESPONDENCE:

IV. NEW BUSINESS:

1. FIREMEN'S PARK SHELTER & PARK DESIGN PLANS – AYRES

ASSOCIATES – Director Schroeder welcomed everyone to the meeting, gave a background on the project, and then introduced Blake Theisen and Rob Stein from Ayres Associates. Mr. Theisen reviewed the agenda for the meeting including overview of the planning process. Attendees were asked to answer the following questions: What is your vision for a new community structure? What activities or events do you envision taking place at the new structure? And what elements do you wish to have associated with the new structure? i.e. appliances, warming counter, unique seating, etc.?

The group discussed potential locations for the building, programming/uses for the building, and aesthetic characteristics desired for the building. The attendees completed a visual preference survey of a variety of sample building exteriors and interior features. The last exercise featured two small groups completing hands-on building of floor plan layouts.

Based on meeting input/discussion the preferred preliminary location is further north in the park, with a preliminary building size of approximately 4,000 sq. ft. The program for the building would include open shelter, multi-purpose room, restrooms and storage.

Ayres Associates staff will review the meeting comments/public input, and prepare concept drawings for further review at the September 19th commission meeting.

V. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on August 15th, 2018 at the Germantown Village Hall.

VI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:43 p.m.



Mark Schroeder
Park & Recreation Director