

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, OCTOBER 17, 2018 at 5:30 p.m.

**LOCATION: GERMANTOWN SENIOR CENTER
W162 N11960 Park Avenue**

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 19, 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 Tennis Court Project
2. Firemen's Park Shelter & Park Design Plans – Ayres Associates

VI. NEW BUSINESS

1. School District/Village of Germantown Intergovernmental Agreement (IGA)
2. 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 **November 21st @ 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 19, 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 and Depies as well as Trustee Rep. Miller and School Board Rep. Borden. Absent and excused was Commissioner Stapelman. Also present was Director Schroeder.
- II. APPROVAL OF MINUTES:** *Motion by Borden, seconded by Miller to approve the minutes of August 15 and August 29, 2018. as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE** – None
- V. OLD BUSINESS**
 - 1. SPASSLAND PARK PLAYGROUND PROJECT** – DPW/parks crew completed the site preparation work the week of August 20 – 24th. In spite of the heavy rainfall and wet site conditions, Lee Recreation delivered and installed the playground equipment August 27th – 29th. Village crews installed the concrete sidewalk September 10th – 14th with final site restoration completed on September 17th and 18th. The project is now open for use by the community.
 - 2. FIREMEN’S PARK SHELTER & PARK DESIGN PLANS** – The second public information meeting was held on August 29th. Ayres Associates presented three site plan options for the building location, three building floor plan options (all including open shelter area, community room, restrooms, and storage), as well as two building elevation drawings. Also included in the presentation was a character image board with the preferred interior and exterior images from the Visual Preference Survey conducted at the July 9th meeting.

The group discussed the potential site plans and locations for the building, floor plan layouts, and aesthetic characteristics desired for the building. Input and recommendations were made. Ayres Associates staff are preparing revised concept drawings, a revised site and floor plan, as well as preliminary cost estimates/budget for the shelter building and site improvement/utilities. These items will be ready for review at the October 17th meeting of the Park & Recreation Commission.
 - 3. Spassland Park Tennis Courts Project** -

In July, a contract was awarded to Frank Armstrong Enterprises. 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. The village also contracted with Northway Fence to replace fence fabric, and DK’s Electrostatic Painting for sandblasting and repainting the posts. The fence fabric was removed on August 30th, fence painting work completed on September 10th. Court surface and crack work began the week of September 10th – 14th. With good weather, the tennis court crack repair system, re-surfacing and lining work will be completed by mid-October.

VI. NEW BUSINESS

1. SCHOOLDISTRICT/VILLAGEOFGERMANTOWN

INTERGOVERNMENTAL AGREEMENT (IGA) – The Intergovernmental Agreement (IGA) with the Germantown School District has been in place for several years, with the current 3-year agreement (2015-2018) expiring on August 31st. Currently village and school district administration are working together on its renewal.

The Board of Education is considering the implementation of a fee structure for not only the use of the new school facilities (pool, field house and performing arts center), but for the existing facilities as well. School District and Village administration have not meet since early August in this regard. The school district took action to approve extending the existing IGA on a month to month basis until further negotiations are complete.

On August 20th, the General Government & Finance Committee and Village Board approved use of the Village's Non-lapsing Recreation Facility Fee Fund to purchase and install new playground equipment for Rockfield School.

Commissioner Borden mentioned that the school board has been reviewing area facility use fee policies and rental fees, and strongly considering modeling the Germantown School District policies after Franklin School District. Commissioner Borden felt these policies and fee structure would be fair to all community organizations. He anticipates the School Board will be reviewing this information at the October 8th meeting.

2. 2019 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS - Staff presented the 2019 department budgets to village administration on September 11th. The 2019 Budget will be reviewed by the Committee of the Whole on Tuesday, October 9th.

Recreation Budget –

- Recreation program revenues are ahead of previous year as of August. Proposed department revenues for 2019 of \$1,140,680.
- Increased school facility use costs are **not** included in the 2019 Budget as school fee schedule was not known at time of budget submittal.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2019 Budget at 87%.
- Recreation Budget expenses of \$1,305,957 represents an increase of \$55,858 or 4.27% over the 2018 Budget.
- Includes monies for park fence repair, Spassland Park trail, and park signage.

Senior Center Budget –

- Revenues are proposed to remain approximately the same for 2019. Increase in trip fees, but decrease in program fees.
- Senior Center expenses of \$125,488 represents an increase of \$144 over the 2018 Budget.
- Building & Grounds Budget includes monies for flooring replacement, interior painting, and exterior brick replacement.

Capital Projects –

A total of 3 capital projects totaling \$860,00 were proposed in the 2019 Budget.

- Weidenbach Park Play Equipment- \$60,000
- Friedenfeld Park pathways - \$50,000
- Firemen's Park Shelter/Restroom Building - \$750,000 (includes monies for Phase II Design & Construction Administrative Services)

VII. VILLAGE BOARD REPORT: Trustee Rep. Miller updated the commission on the following items:

The village board will be meeting as a Committee of the Whole on the next three Tuesday nights (September 25, October 2, and 9) to review the 2109 proposed budget.

Several meetings have been held with the Public Safety Committee and Village Board related to the fire department. Fire personnel have been consolidated at Fire Station #2, with ongoing discussions on the future use of Fire Station #1 in Firemen's Park. Public Safety approved the sale of 3 fire department vehicles, and the village board will be discussing the hiring of additional staff for the department.

Sewer/water agreements have been approved for both the Wrenwood Development and Holy Hill Road TIF District which includes the future Briggs & Stratton facility.

The village board approved utilizing recreation facility fee fund monies in the amount of \$60,000 to fund a portion of new playground equipment at Rockfield School.

The paving of a portion of Main Street has started, and the Gehl's Performing Arts Pavilion driveway will be paved in October as part of the village paving program.

The Mequon Road/Country Aire Drive intersection should be opened for public use at the end of October.

VIII. SCHOOL BOARD REPORT: School Board Rep. Borden updated the commission on the following items; General Contractor CD Smith continues to do an excellent job with school construction projects. School staff has been working extra hours on weekends to help clean school areas, and move and set up equipment to make sure school started on schedule. Architects are continuing work on plans for the improvements for Amy Belle School. The school board approved full-time School Resource Officer and Dean of Students positions for Kennedy Middle School, as well as the coordinator for the GHS Performing Arts Center.

IX. DIRECTOR'S REPORT:

Spassland Park Play Equipment Project - DPW/parks crew completed the site preparation work the week of August 20 – 24th. In spite of the heavy rainfall and wet site conditions, Lee Recreation delivered and installed the playground equipment August 27th – 29th. Village crews installed the concrete sidewalk September 10th – 14th with final site restoration completed on September 17th and 18th.

Firemen's Park Shelter & Park Design Plans – The second public information meeting was held on August 29th. Ayres Associates presented three site plan options for the building location, three building floor plan options (all including open shelter area, community room, restrooms, and storage), as well as two building elevation drawings. Also included in the presentation was a character image board with the preferred interior and exterior images from the Visual Preference Survey conducted at the July 9th meeting.

The group discussed the potential site plans and locations for the building, floor plan layouts, and aesthetic characteristics desired for the building. Input and recommendations were made.

Ayres Associates staff are preparing revised concept drawings, a revised site and floor plan, as well as preliminary cost estimates/budget for the shelter building and site improvement/utilities. These items will be ready for review at the October 17th meeting of the Park & Recreation Commission.

Spassland Park Tennis Courts Project -

In July, a contract was awarded to Frank Armstrong Enterprises. 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. The village also contracted with Northway Fence to replace fence fabric, and DK's Electrostatic Painting for sandblasting and repainting the posts. The fence fabric was removed on August 30th, fence painting work completed on September 10th. Court surface and crack work began the week of September 10th – 14th. With good weather, the tennis court crack repair system, re-surfacing and lining work will be completed by mid-October.

School District/Village of Germantown Intergovernmental Agreement (IGA)– The Intergovernmental Agreement (IGA) with the Germantown School District has been in place for several years, with the current 3-year agreement (2015-2018) expiring on August 31st. Currently village and school district administration are working together on its renewal.

The Board of Education is considering the implementation of a fee structure for not only the use of the new school facilities (pool, field house and performing arts center), but for the existing facilities as well. School District and Village administration have not meet since early August in this regard. The school district took action to approve extending the existing IGA on a month to month basis until further negotiations are complete.

On August 20th, the General Government & Finance Committee and Village Board approved use of the Village's Non-lapsing Recreation Facility Fee Fund to purchase and install new playground equipment for Rockfield School.

2019 Park & Recreation Operating & Capital Improvements Fund Budgets - Staff presented the 2019 department budgets to village administration on September 11th. The 2019 Budget will be reviewed by the Committee of the Whole at a to be determined date.

Recreation Budget –

- Recreation program revenues are ahead of previous year as of August. Proposed department revenues for 2019 of \$1,137,680.
- Increased school facility use costs are **not** included in the 2019 Budget as school fee schedule was not known at time of budget submittal.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2019 Budget at 87%.
- Recreation Budget expenses of \$1,305,957 represents an increase of \$55,858 or 4.27% over the 2018 Budget.
- Includes monies for park fence repair, Spassland Park trail, and park signage.

Senior Center Budget –

- Revenues are proposed to remain approximately the same for 2019. Increase in trip fees, but decrease in program fees.
- Senior Center expenses of \$125,488 represents an increase of \$144 over the 2018 Budget.
- Building & Grounds Budget includes monies for flooring replacement, interior painting, and exterior brick replacement.

Capital Projects –

- A total of 3 capital projects totaling \$860,00 were proposed in the 2019 Budget.
- Weidenbach Park Play Equipment- \$60,000
- Friedenfeld Park pathways - \$50,000
- Firemen's Park Shelter/Restroom Building - \$750,000 (includes monies for Phase II Design & Construction Administrative Services)

Gehl's Performing Arts Pavilion in Fireman's Park – At the September 17th meeting of the Village Board, a resolution was approved officially accepting the dedication of the Gehl's Performing Arts Pavilion from the Germantown Community Kiwanis Foundation, Inc. All project construction is complete and paid for in accordance with the agreement. The paving of the entrance drive (part of the village paving program) is scheduled for late October.

2018 Tree Planting Program – The 2018 tree planting contract was awarded 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 is scheduled for late October.

Senior Center Van Replacement - A&J Mobility will be delivering the new Dodge Grand Caravan BraunAbility Entervan XT ADA Conversion Van the week of September 17th.

Senior Center Office Assistant – Vicki Hojnacki started as Senior Center Office Assistant on September 6th. She will be replacing Gale Smith in this part-time position.

Oktoberfest Celebration – The Germantown Historical Society will be presenting the 24th Annual Oktoberfest Celebration on September 29th and 30th at Dheinsville Park. The event will include german food and drink, music and dancers, silent auction, children's area, dachshund dash, classic car show and more.

Recreation Division Report – September 19th, 2018 Commission Meeting

The department had 66 programs starting in September including: Dance, Poms, Gymnastics, Fall Girls Volleyball League, Kid's Sports Start, Intro to Irish Dance, Horseback Riding, Tech Camp – K'Nex/Lego City Builders, Mad Science - NASA Camp, Mad Science – Inventors & Crazy Contraption Camp, Ukulele Madness, Learn to Sew, Babysitters Training, Health & Wellness Talks – Low Back and Knee Pain, Little Gridders, Pee Wee & U6 Soccer, Oodles Of Art, Preschool Play group, Music Fun, Music Fun for Babies, Music Fun for Families, Youth Martial Arts, Little Tykes Martial Arts, Guided Meditation, Body Basics, Gtown Running 101, Tai Chi, Open Volleyball, Open Basketball, Softball Pitching Clinic, Intro To Tae Kwon Do, Pickleball, Learn To Skate, Intro To Hockey, Kids Klub, Co-Rec Volleyball League, Thursday Women's Volleyball League, Restore Your Core, Yoga, PULSE, TRX, Functional Fitness/Senior Edition, Learn, Burn & Build Self Defense Fitness, Golf Lessons, Junior Golf, Beginner Pilates Mat, Pilates Stretch Balance & Restore Zumba, Zumba Kids, Zumbini, Proper Pruning and Maintenance Techniques, Scrapbooking Crop, I-pad/I-phone Tips, Tricks & Techniques, You have Pictures in your Camera - Now What?, Jazz Crusaders, Dixielanders, AWE, ChangeMakers, Muzik Bande, Acrylic Painting, Selling Your Home, Purchasing a Home or Condo, Green Thumb Gardening with Succulents, and Tree climbing.

Programs cancelled due to low enrollment: Zumba Kids, Beginning Guitar, Lyrical Jazz

Updates: Flag Football & Little Gridders games were cancelled on 9/8 due to the wet field conditions. Games will be made up at the end of the season on Saturday, October 27th. Program supplies were moved back to the schools the week of September 10th.

Upcoming events include the following:

Germantown Youth Futures Recruitment Event: This will be held on September 20th from 6:30 – 7:30 p.m. at Kinderberg Park. We will hold a short meeting, eat sundaes and play kickball.

Bucketeer Basketball: Registration Deadline is September 24th.

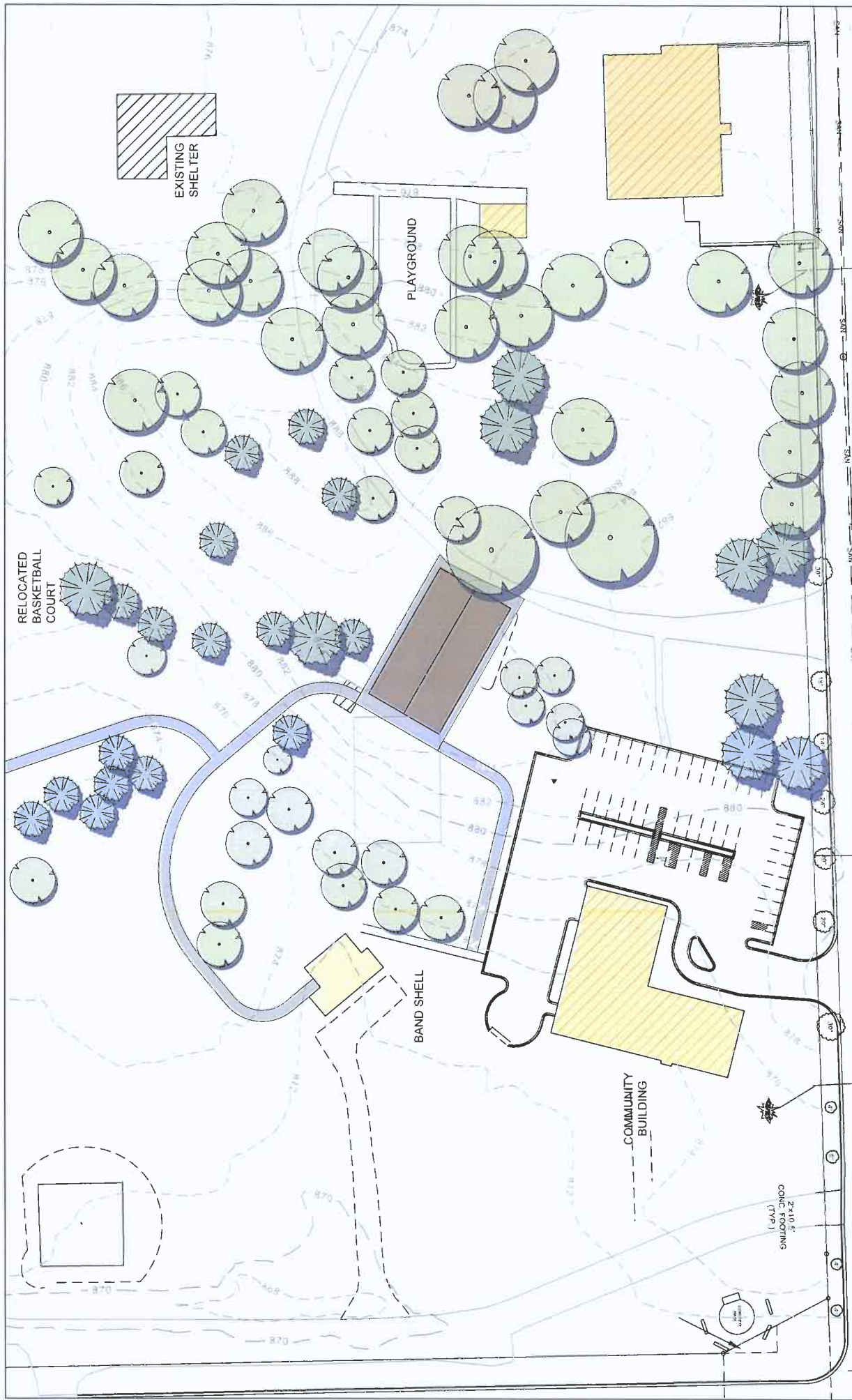
Fall Fest: 1ST Annual event will be held at Homestead Hollow County Park on Saturday, October 13th with activities for the family including: crafts, games, inflatables, food trucks, beer garden, movie in the park, etc.

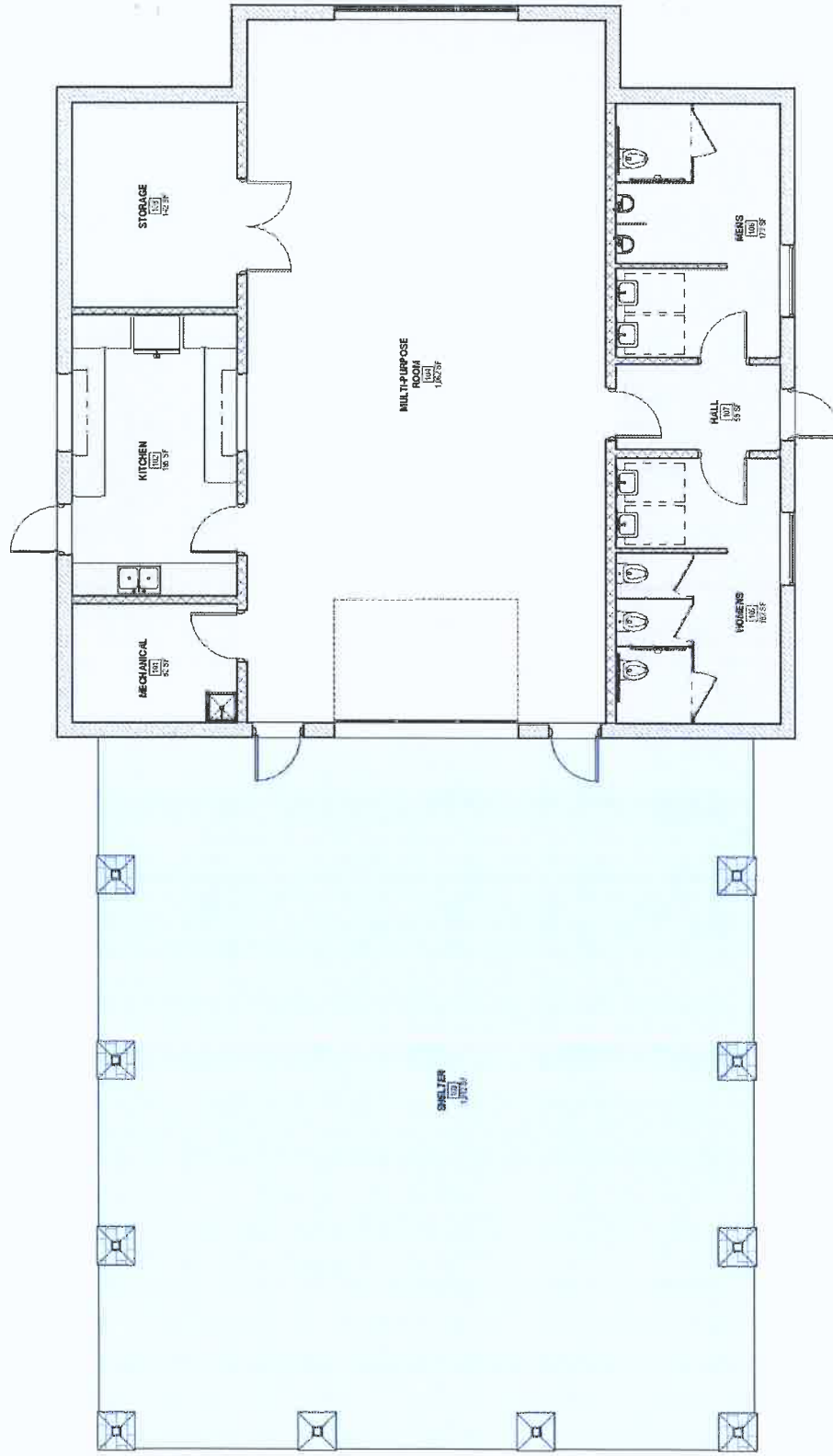
X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on October 17th, 2018 at the Germantown Senior Center. This meeting will be a regular business meeting that will include continued discussion with Ayres Associates on the Firemen's Park Shelter Design Plans.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:45 p.m.

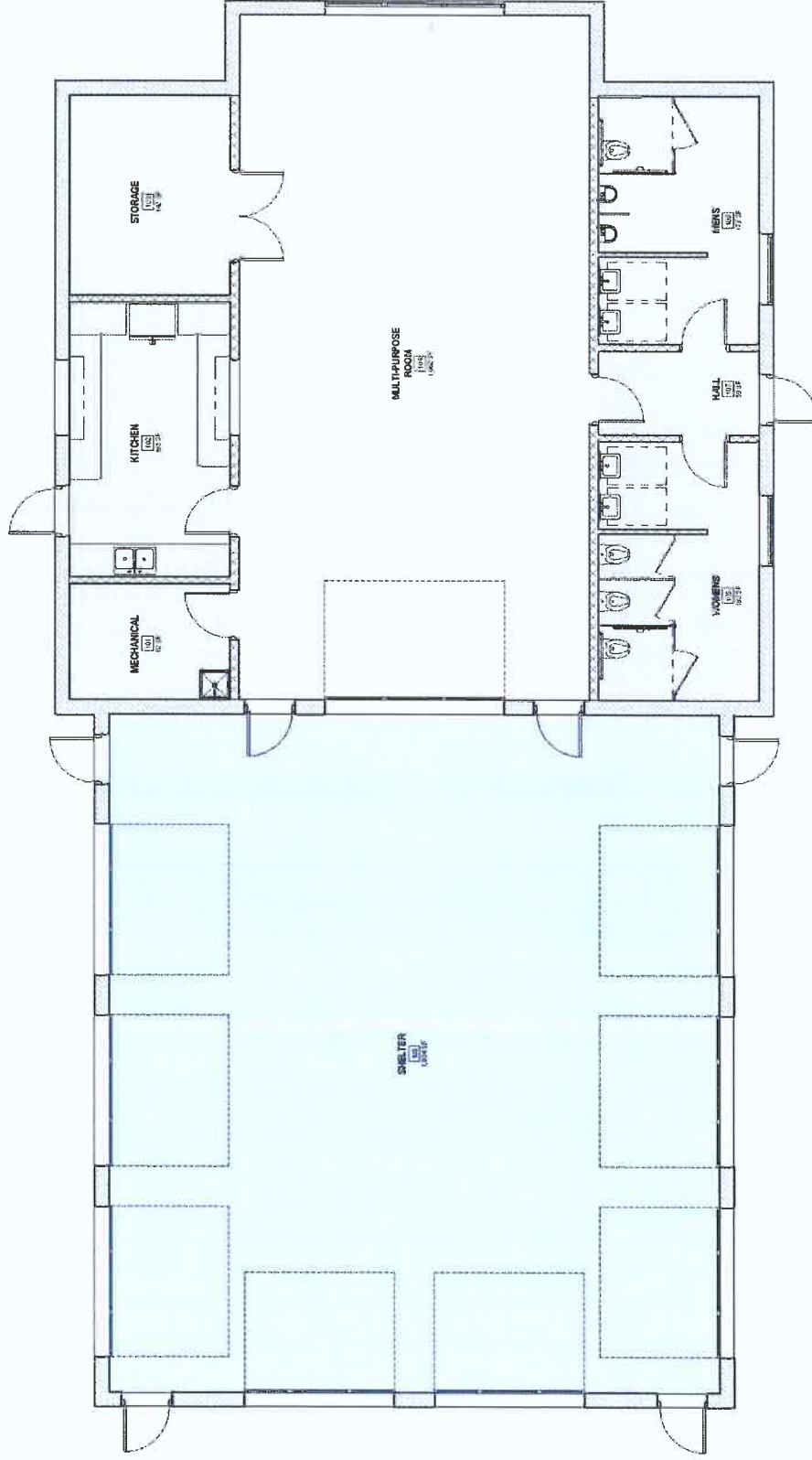


Mark Schroeder
Park & Recreation Director





OPTION A



OPTION B



Option A



Option B





October 17, 2018

Director's Report

Spassland Park Tennis Courts Project -

Frank Armstrong Enterprises has completed the installation of court patch binder on the cracks and low areas. Due to the wet weather and uneven temperatures, attempts to install the Amor Crack Repair system were unsuccessful. Therefore, the contractor has recommended that the project be completed in May/June 2019. Northway Fence has replaced the fence fabric, and DK's Electrostatic Painting has completed the sandblasting and repainting of the posts. Postponing the court surfacing work until 2019 will allow the department time to contract out the balance of the fence fabric replacement and post painting prior to installation of the Amor system and court re-surfacing work. Staff will submit the required paperwork to the Finance Department for carryover of the unused 2018 budget monies.

Firemen's Park Shelter & Park Design Plans – Ayres Associates – At the first two public information meetings, attendees reviewed and discussed site plans and locations for the building, floor plan layouts, and aesthetic and functional features desired for the shelter building. Ayres Associates has prepared revised concept drawings, a revised site and floor plan, and elevation drawings which are included in the meeting packets. They are also working on preliminary cost estimates/budget for the shelter building and site improvement/utilities. The cost estimates/budget will be available for review and discussion at the October 17th meeting.

School District/Village of Germantown Intergovernmental Agreement (IGA)– The Intergovernmental Agreement (IGA) with the Germantown School District has been in place for several years, with the current 3-year agreement (2015-2018) expiring on August 31st. Currently village and school district administration are working together on its renewal.

The Board of Education will be implementing a fee structure for not only the use of the new school facilities (pool, field house and performing arts center), but for the existing facilities as well. The school district took action this summer to approve extending the existing IGA on a month to month basis until negotiations are complete.

On October 5th, School District and Village administration met to continue discussions in this regard. At this time, department staff has not received a copy of the school facility use fee schedule.

2019 Park & Recreation Operating & Capital Improvements Fund Budgets - Staff presented the 2019 department budget to the Village Board at the October 9th Committee of the Whole Meeting. No changes were made to the operating budget. The 2019 Village Budget has been sent to Public Hearing on Monday, November 19th.

An overview of the budget includes:

Recreation Budget –

- Recreation program revenues are ahead of previous year as of August. Proposed department revenues for 2019 are \$1,140,680.
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- Cost Recovery has been in the 85% range for last 5 years, proposed 2019 Budget at 87%.
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Senior Center Budget –

- Revenues are proposed to remain approximately the same for 2019. Increase in trip fees, but decrease in program fees.
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Parks Maintenance Budget –

- Funding for staffing, forestry initiatives (planting, treatment, removals, consulting arborist) remain the same as in 2018.
- Includes monies for non-borrowed capital projects including Spassland Park shelter painting, Friedenfeld Park concession stand roof replacement (raised seam metal roof), and asphalt replacement for the park entrance drive to well #4 at Alt Bauer Park (cost share with water dept.).

Gehl's Performing Arts Pavilion in Fireman's Park – On October 8th the binder course of asphalt was placed on the entrance drive. The finish course is scheduled for installation in late October.

2018 Tree Planting Program – A pre-construction meeting was held October 4th with 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 is scheduled for the week of November 5th.

Senior Advisory Committee Meeting – The Senior Advisory Committee will be meeting on October 25th. Items on the agenda include the 2019 Budget, Senior Van, WASC Conference, and an update on programs and special events.

Farmer's Market - The market will be closing for the season on Saturday, October 27th.

Community Garden - The 2018 season has come to a close. The gardeners have been asked to clear all produce and prepare the soil for winter by November 1st. The community gardeners donated 252.5 lbs. of produce to the Germantown Senior Center in 2018. The gardeners also hosted two Rockfield summer school field trips.

Recreation Division Report – October 17th, 2018 Commission Meeting

The department has 50 programs starting in October including: Parent Child basketball, 10 and under tennis (3 sites), Afterschool Legos (4 sites), Croptoberfest, Oodles Of Art, Music Fun, Softball Hitting Clinic, Intro To Tae Kwon Do, Learn To Skate, Intro To Hockey, Explore Martial Arts, Restore Your Core, , Kids Cuisine, Time for Two, Basic First Aid for Kids, Tot Party, Zumbini, Learn Spanish, Pickleball, Mad Science (2 sites), Band (3), Halloween Music Party, Music Fun for Families, TRX, Functional Fitness, Learn & Burn, Youth & Tyke Martial Arts, Dog Therapy, PULSE, Horseback Riding, Story Stretchers, Henna Art, Open Volleyball, , Learn to Sew, Tree Climbing, Acrylic Painting, Fold Art Painting, Fundamental Basketball Camp, Body Basics, Babysitter's Training. Tree climbing, Cake Decorating, Candy Corn cupcakes, Learn to Sew, Middle Eastern Dance MAD Science Slime Camp, Digital Blue Movie Making

Cancelled programs: Don't Be Bullied, EZ Defense for Women, Afterschool Spanish at Mac & AB, Watercolor painting, Healthy Holiday Habits, Mindfulness, and Zumba.

Upcoming events include the following:

Fall Fest: Saturday October 13th at Homestead Hollow Park from 10:00 a.m. – 9:00 p.m. Daytime Activities include: Pumpkin bowling, cookie decorating, inflatables, food trucks, dog costume contest, Wooden Wonders Painting projects, Henna Tattoos and fun time with the library, police and fire department demos. Evening Activities include food trucks, Pop Up Beer Garden, Movie in the Park, bonfire and showing of Badger/Brewers Game.

1st/2nd Grade Buckets: Registration Deadline is November 1st.

Fall Girls Volleyball League: We have four 3rd/4th grade teams and three 5th/6th grade teams. Girls are having fun playing games on Saturdays at KMS. Games will end on November 3rd.

Bucketeer's Basketball: We have five 3rd/4th grade girl's teams, seven or eight 3rd/4th co-rec teams, (league was combined) and four 5th/6th grade teams.