

BUILDING CONSTRUCTION OVERSIGHT COMMITTEE MEETING  
MINUTES  
March 19, 2019  
Village Board Room

**CALL:** Trustee Baum called the meeting to order at 7:00 p.m.

**ROLL CALL:** Chm. Baum, Trustee Member Warren, Member Nilles (7:15 p.m.), Dir. Ratayczak, Dir. Schroeder, Germantown Historical Society Member Jeff Dhein and Secretary Wick.

**PREVIOUS MINUTES:**

**MOTION made by Trustee Warren, seconded by Chm. Baum to approve the Minutes of February 8th & March 13th, 2017.**

**Motion carried unanimously.**

**DISCUSSION/REVIEW AND POSSIBLE ACTION ON THE GERMANTOWN HISTORICAL SOCIETY – DHEINSILLE PARK PAVILION PROJECT – N128 W18780 HOLY HILL ROAD:**

Chm. Baum reported the Park Pavilion was conceptually approved by the Plan Commission. The following points were made:

- The construction is for the pavilion only. The gazebo is already in place;
- A mound system services the restrooms in the Bell Museum;
- The exact location of the pavilion may differ from the preliminary plan and hopefully closer to the gazebo and mound system; Dir. Ratayczak contacted Washington County who required a 15-foot setback between the proposed pavilion and mound system;
- The level of the concrete floor in the gazebo would be very close to the level of concrete in the new pavilion; the intent is to make the finished floor at same levels;
- The west wall of the pavilion would be a solid wall using anodized materials for a longer life;
- The design grade would be to the north in which there will be a swale between the mound and pavilion;
- The gazebo will be used as an entryway to the pavilion. There will be gravel paths from the parking area to the gazebo and to the road;
- Mr. Dhein expressed preliminary plans were created by Walters Buildings. Once the Village was involved it was determined additional bids would be required as the estimated project cost would exceed \$300,000. By State Statute, the Village would be required to go out for bid. Walters Buildings was hesitant to add any additional labor into the preliminary plan.
- Dir. Ratayczak will meet with Harwood Engineering in order to gain input as to what is necessary for staff to put a bid document together. Chm. Baum requested Harwood Engineering complete the bid document and plans;
- Specifics were necessary on the type of wood, and the support thereof for the building support system.
- Concrete floor to be 5” minimum with details on what the reinforcement will look like;
- There will be a metal roof over wood;

Member Peter Nilles in attendance at 7:15 p.m. Clerk Braunschwig swore him in as a member.

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- There was a concern on the aesthetics of the pavilion not matching the existing historic buildings on the property but overall there was no negative feedback on the architecture of the pavilion.
- Dir. Ratayczak recommended a ten-foot gravel walkway around the perimeter of the pavilion, and a concrete walkway from the gazebo to the pavilion;
- A grading plan was developed in house and calculated 1,800 cubic yards of fill needed on site. The placement of fill would need to be monitored by a Geotechnical firm;
- Security lighting was recommended at the top of the building to illuminate to the floor area below;
- Additional power necessary on the west and northeast ends of the pavilion to accommodate the temporary stage and bar areas;
- Walters Buildings had determined the power load of the building and provided Mr. Dhein with the electrical specifications; Mr. Dhein noted the Historical Society would be prepared for any up charges that may occur due to electrical changes and/or upgrades;
- Dir. Schroeder noted as a condition required by the Plan Commission and former Fire Chief, a fire lane was required around the perimeter of the building. Since that time Fire Chief Delain stated a fire lane was no longer necessary.
- Pavilion colors will be provided by the contractor. Once color materials and final plans were submitted, Chm. Baum agreed there would be one more meeting “on site”;
- Additional restrooms were not required. In the event of a wedding or festival, additional port-a-lets would be required on site;
- Mr. Dhein contacted local contractors and may start stock piling fill on site with the proper erosion control in place; Mr. Dhein will oversee the filling operation to make sure no contaminants are present. Structural fill will be purchased. Soil ratios will be addressed;
- There were no other utilities other than electric;
- Downspouts will drain through underground piping;
- The temporary grass parking area that is used for Oktoberfest will only lose a small amount of spaces on the north side of the gazebo;
- Wire mesh will be installed in the cupolas to deter birds nesting;
- Construction contracts will be approved by the Public Works Committee, or General Government & Finance Committee due to the Village’s financial contribution and then to Village Board for final approvals.
- The Village would oversee the construction of the pavilion. The Village Attorney is currently drafting a Development Agreement that will spell out the responsibilities of both parties including project funding, insurance, site work, project engineering, etc. This Agreement will go before the Village Board for approval.
- Inspection of the pavilion construction will be done by the Village unless Dir. Ratayczak feels it necessary to contact Harwood Engineering;

**MOTION made by Warren, seconded by Nilles to approve the conceptual design of Dheinsville Park Pavilion and allow the Director of Public Works to obtain and review construction design documents and present at a future Building Construction Oversight Committee meeting.**

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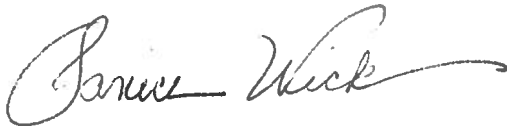
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Dir. Ratayczak will contact Harwood Engineering to complete plans and specifications and staff will send out Requests for Proposals. The plans and specifications will be generic which will allow builders to submit their individual way of doing things and fit their product into the specifications required. Builders will then come back with structural designs, standards and stamps that are required.

Mr. Dhein did not have a time frame for completion of the pavilion. He had hoped construction would be completed by Fall but knew the time frame would be based on the project design and construction schedule.

**Motion carried unanimously.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:49 p.m.

A handwritten signature in cursive script that reads "Janice Wick". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Janice Wick  
Recording Secretary