

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
October 16, 2019**

**CALL TO ORDER:** The meeting was called to order at 5:32p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Knop and Stapelman. Absent was Trustee Rep. Miller. Absent and excused were Commissioner Depies and School Board Rep. Borden. Also present were Director Schroeder and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman and seconded by Leukert to approve the minutes from September 18, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:**
- V. OLD BUSINESS:**

- 1. 2020 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** – Mark stated that on October 1<sup>st</sup> the Committee of the Whole made no changes to the department budget as presented. On October 8<sup>th</sup> the Committee of the Whole made no budget changes to the overall Village budget and sent it forth to the public hearing.

Administrator Kreklow included in the budget a line item under the Fire Department for facility use fees for the School District to use the Survive Alive House for their Special Education classes.

Mark stated he introduced Phase 2 of the Firemen's Shelter Project to the board.

**VI: NEW BUSINESS:**

- 1. FIREMEN'S PARK SHELTER PROJECT – REVIEW & RECOMMENDATION ON PHASE 1 BIDS** – Mark went over the bid sheet breakdown showing the differences from each of the 6 companies that submitted bids. Project Manager, Blake Theisen from Ayres Associates, contacted Soper's references and stated that everything checked out and that we should approve Soper's bid as submitted.

*Motion by Leukert, seconded by Knop, to send forth a positive recommendation to the Village Board to award the contract to Soper Grading & Excavating, LLC, for materials and labor to complete the Firemen's Park Shelter Phase 1 Project per submitted bid of \$411,557, plus 10% contingency for a project cost total not to exceed \$452,713. Motion carried unanimously.*

- 2. 2050 COMPREHENSIVE PLAN – PUBLIC OPEN HOUSE – PARKS & OPEN SPACE PLANNING** – Mark stated that the Open House will be held on Wednesday, October 30 at 6:00 p.m. at the Germantown Senior Center. There will be aerial photos of the parks along with images, likes, "what you want to see in our parks?" There will be live polling via a mobile phone app called "polling everywhere".

The Open House format will give the residents an opportunity to provide feedback on the existing park system, as well as to share their vision for the future. Staff from GRAEF and the Village Department of Community Development will assist the Park & Recreation Commission and department staff in facilitating this event.

**VII. VILLAGE BOARD REPORT – Absent**

**VIII. SCHOOL BOARD REPORT: Absent**

**IX. DIRECTOR’S REPORT:**

**2020 Park & Recreation Operating & Capital Improvements Fund Budgets –**

Staff presented the 2020 department budgets to the Village Board at the October 1<sup>st</sup> Committee of the Whole Meeting. No changes were made to the operating budget. The 2020 Budget will be sent to Public Hearing on Monday, November 18<sup>th</sup>.

An overview of the budget includes:

**Recreation Budget –**

- Recreation program revenues are behind the previous year as of August. Proposed department revenues for 2020 of \$1,179,850.
- School District Facility Fees are included in the 2020 Budget. Revenues are accounted for in Account #10-460-467-7318, with Expenses found in Account #10-552-530-3910 - Facility Rental Expense.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2020 Budget at 84%.
- Recreation Budget expenses of \$1,407,543 represents an increase of \$89,868 or 6.82% over the 2019 Budget.
- Includes monies for picnic tables and trash receptacles for Dheinsville Park shelter and parks.

**Senior Center Budget –**

- Revenues are proposed to remain approximately the same for 2020. Increase in trip fees.
- Senior Center expenses of \$126,983 represents an increase of \$794 over the 2019 Budget.
- Building & Grounds Budget includes monies exterior brick replacement.

**Capital Projects –**

- One capital project totaling \$450,000 is proposed in the 2020 Budget.
- Firemen’s Park Shelter/Restroom Building - \$450,000 (includes monies for Phase II Design & Construction Administrative Services), use of Park Impact Fee Monies, 2018 and 2019 Carryover/Transfer Monies, and Tourism Commission monies in addition to capital borrowing.
- Parks Division submitted projects include – Kinderberg Park – shelter roof replacement, re-painting of splashpad surface and shelter restroom walls, Dheinsville Park – Bell Museum exterior painting, and seal and line parking lots at Alt Bauer, Friedenfeld, and Spassland Parks.

**X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled at 5:30 p.m. on TUESDAY, October 30, 2019 @ **Germantown Senior Center**.

**XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:08 p.m.

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Shannon Lemke

Park & Recreation Secretary