

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
November 20, 2019**

CALL TO ORDER: The meeting was called to order at 5:35p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Stapelman, Depies and Trustee Rep. Miller (arrived @ 5:37 p.m.) Absent and excused were Commissioner Leukert and School Board Rep. Borden. Guests included Jeff Dhein, Germantown Historical Society, Eagle Scout Brenden Carty and his father Bob Carty. Also present were Director Schroeder, Program Supervisors Heinen and Rodger, Intern Gadaire and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman and seconded by Knop to approve the minutes from October 15, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:** None
- IV. CORRESPONDENCE:** None

Motion by Depies, seconded by Stapelman to move to New Business, Item 1, Eagle Scout Project at Dheinsville Park. Motion unanimously carried.

- 1. EAGLE SCOUT PROJECT AT DHEINSVILLE PARK – REVIEW & APPROVAL OF REQUEST BY BRENDEN CARTY** – Earlier this summer, a meeting was held with Eagle Scout candidate Brenden Carty and Germantown Historical Society President Jeff Dhein to begin discussions on potential eagle scout projects at Dheinsville Park. Brenden is interested in the installation of new wooden siding and painting/staining of the “summer kitchen” building. Brenden stated he will be replacing the wood as well as painting the “kitchen” building at Dheinsville Park. The building will also have “makeshift” windows. The estimated cost is \$2,600.00. The projected completion date is June of 2020.

Motion by Stapelman, seconded by Miller to accept the Eagle Scout Project at Dheinsville Park by Brenden Carty as presented. Motion unanimously carried.

Motion by Depies, seconded by Knop to move to Old Business, Item 3. Motion unanimously carried.

- 3. DHEINSVILLE PARK SHELTER PROJECT UPDATE-** In late October, Jeff Dhein of the Germantown Historical Society, Village Attorney Brian Sajdak, and village staff met to discuss the development agreement between the Village and Germantown Historical Society. The agreement, which would go before the Public Works & Highway Finance Committee and Village Board, would outline the responsibilities of both parties including funding, insurance, site work, maintenance, project engineering/surveying, etc.

The plans have been completed for the project, with the project sent for bid in December, with contract award in January, and project completion in Summer 2020.

Jeff stated that they are getting \$150,000.00 from the Village/Tourism Committee and their group is responsible for raising the rest of the money. Jeff stated that they received the old dance floor from St. Boniface so they will be working with the contractors to see how they can use it for the stage. Jeff stated that the naming of the festhalle will be the "Muehl Family Festhalle at Dheinsville Park" as the family is donating \$97,000.00 toward the project. There is a donation from an electrician who will do the wiring from the panel box to all the lights and outlets and cover his labor costs and his company with match his labor costs. We are looking at a July 31, 2020 completion.

V. OLD BUSINESS:

1. 2020 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS – Mark stated that the Public Hearing for the 2020 Village Budget was held on Monday, November 18th. No changes have been made to the 2020 Park & Recreation Operating Budget. The 2020 CIP Budget will be discussed at an upcoming Village Board Meeting.

2. FIREMEN'S PARK PHASE 1 IMPROVEMENTS PROJECT UPDATE –Phase 1 consists of materials and labor to install sewer, water, and electrical service to the future shelter building, as well as pedestrian lighting, and park pathways.

The project design plans and specifications were completed in early September with the project sent for public bidding on September 16th, with Bid Opening held on October 8th. Six companies submitted bids with Soper Grading & Excavating LLC., submitting the lowest responsible bid of \$411,557. The engineer's estimate provided by Ayres Associates for this project was \$418,500.

At the October 15th, 2019 Park & Recreation Commission Meeting, a positive recommendation was sent forth to the Village Board to approve a contract with Soper Grading & Excavating, LLC, for materials and labor to complete the Firemen's Park Phase 1 Improvements Project per submitted bid of \$411,557, with a 10% contingency for a project cost not to exceed \$452,713.

On October 21st, the Village Board awarded the contract to Soper Grading & Excavating. Contract documents were executed with the Pre-Construction Meeting held on October 31st. Village staff and Ayres Associates have completed the review and approval of project submittals, with work commencing on the project on Monday, November 4th. Currently demolition has started as well as removal of bedrock and excavation associated with installation of the sewer and water lines. The work sequence will be performed in two phases, with Milestone 1 – Sewer and Water Lateral installation completed by December 20th.

4. 2050 COMPREHENSIVE PLAN – PARKS & OPEN SPACE PLANNING OPEN HOUSE – The Parks & Open Space Planning Open House was held on October 30th at the Germantown Senior Center. This open house planning format provided the residents of the community with 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 assisted the Park & Recreation Commission and department staff in facilitating this event. Numerous maps and exhibits were available for the public to review and comment.

Attendees were also given the opportunity to participate in live polling via the Poll Everywhere survey program. The commission reviewed the responses to the Poll Everywhere survey questions. Director Schroeder also presented the results from the 2050 Comprehensive Plan Public Survey. Discussion followed. The Department of Community Development staff will be summarizing the survey results for presentation to Village Officials in January. The input received from the community survey and park planning open house will help the village to establish goals and objectives, as well as guide the development of park and open space planning recommendations for the Comprehensive Outdoor Recreation Plan.

VI: NEW BUSINESS:

2. 2019-2020 WINTER/SPRING PROPOSED FEES & CHARGES – REVIEW & APPROVAL - Attached for review and approval are the proposed 2019-2020 Winter/Spring Recreation Program Fees. Recreation Supervisor, Patti Heinen, presented this information and answer any questions.
Motion by Miller, seconded by Depies to approve the 2019-2020 Winter/Spring Proposed Fees & Charges as presented. Motion unanimously carried.

VII. VILLAGE BOARD REPORT – Rick stated Monday night, November 18th the Budget was approved with two changes. The Department of Public Works received approval for an additional employee, making it two instead of one. The Village Recycling Center will not be charging a usage fee at this time. Dielectric Manufacturing and Illing Company will be moving to the Industrial Park on Holy Hill Road. The stop lights on Mequon Road from Pilgrim, West past Maple will be “synchronized”. Kuhlberg Junction will now be a coffee shop and restaurant. Scott Sommer has broke ground for his farm to table kitchen and sausage production facility that will also include a micro-brewery.

VIII. SCHOOL BOARD REPORT: Excused

IX. DIRECTOR’S REPORT:

2020 Park & Recreation Operating & Capital Improvements Fund Budgets –
The Public Hearing for the 2020 Village Budget was held on Monday, November 18th. No changes have been made to the 2020 Park & Recreation Operating Budget. The 2020 CIP Budget will be discussed at an upcoming Village Board Meeting.

Firemen’s Park Phase 1 Improvements Project Update –

Phase 1 consists of materials and labor to install sewer, water, and electrical service to the future shelter building, as well as pedestrian lighting, and park pathways.

The project design plans and specifications were completed in early September with the project sent for public bidding on September 16th, with Bid Opening held on October 8th. Six companies submitted bids with Soper Grading & Excavating LLC., submitting the lowest responsible bid of \$411,557. The engineer’s estimate provided by Ayres Associates for this project was \$418,500.

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Dheinsville Park Shelter Project Update –

In late October, Jeff Dhein of the Germantown Historical Society, Village Attorney Brian Sajdak, and village staff met to discuss the development agreement between the Village and Germantown Historical Society. The agreement, which would go before the Public Works & Highways Committee and Village Board, would outline the responsibilities of both parties including funding, insurance, site work, maintenance, project engineering/surveying, etc.

The plans have been completed for the project, with the project sent for bid in December, with contract award in January, and project completion in Summer 2020.

2050 Comprehensive Plan – Parks & Open Space Planning Open House –

The Parks & Open Space Planning Open House was held on October 30th at the Germantown Senior Center. This open house planning format provided the residents of the community with 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 assisted the Park & Recreation Commission and department staff in facilitating this event. Numerous maps and exhibits were available for the public to review and comment. Attendees were also given the opportunity to participate in live polling via the Poll Everywhere survey program. Attached for your review are the responses to the Poll Everywhere survey questions. The input received from the community survey and park planning open house will help the village to establish goals and objectives, as well as guide the development of park and open space planning recommendations for the Comprehensive Outdoor Recreation Plan.

Eagle Scout Project at Dheinsville Park – Review & Approval of Request by Brenden Carty –

Earlier this summer, a meeting was held with Eagle Scout candidate Brenden Carty and Germantown Historical Society President Jeff Dhein to begin discussions on potential eagle scout projects at Dheinsville Park. Brenden is interested in the installation of new wooden siding and painting/staining of the “summer kitchen” building. Brenden will be attending the commission meeting to present his project for commission review and approval.

2019-2020 Winter/Spring Proposed Fees & Charges – Review & Approval –

Attached for review and approval are the proposed 2019-2020 Winter/Spring Recreation Program Fees. Staff will attend the meeting to present this information and answer any questions.

EAB Ash Tree Removal Project –

Request for Bid Proposals were sent to 7 tree care contractors for tree removal, stump grinding, and restoration for 58 trees ranging in size from 13” to 31” DBH located within village park/grounds, and rights of way. From the 7 contractors, only one bid was received. At the November 5th Public Works & Highways Committee Meeting, a recommendation was made to award the contract to Limbwalkers Tree Service for \$40,447. The contract was approved by the Village Board on November 18th. The ash removal contract will be completed by the end of February 2020. In addition, village crews will be removing 68 ash trees during the winter of 2020.

Friedenfeld Park Concession Stand Roof –

Monies were included in the 2019 Parks Division Budget to replace the roof of the concession stand at Friedenfeld Park. The contractor completed the installation of a new raised seam metal roof the last week of October.

2019-2020 Winter/Spring Recreation Guide -The next edition of the recreation guide will be mailed to residents the first week of December. Program registrations are ongoing.

Park & Recreation Intern, Collin Gadaive presented the following:

Recreation Division Report November 20, 2019 Commission Meeting

We have 35 programs starting in November/December and include: Ukulele Madness, P.U.L.S.E., TRX, Body Basics, Zumba, Zumba Kids, Yoga, Miss Julie’s Music Fun, Music Fun for Families, Afterschool Legos, Scrapbooking crop, Pickleball Open Gym, Dog Therapy, Rise and Shine Bootcamp, Decorating Holiday Cookies, Barre Fitness, Barrefight Fitness, Pound Rockout Workout, Learn to decorate with Frosting, Holiday Gnomes Workshop, Martial Arts Fitness, Lego Engineering, Learn to Skate, Intro to Hockey, Tot Party – Winter Wonderland, Firefighters are your friends, Tae Kwon Do, Tai Chi, Holiday Planter Workshop (2 dates), Youth & Tykes Martial Arts, Christmas Music Party, Babysitter’s Training and our SEPRC Hoop Shoot and Youth Basketball Clinic on Dec. 1st.

Programs Cancelled due to low enrollment: Beginning Guitar, Mad Science Class
Upcoming events include the following:

New programs; Holiday Gnomes Workshop and Holiday Patio Planter Workshop are full enrollment.

Bucketteers: We have 168 kids registered to play in our youth bucketeer basketball league and 38 coaches. Practices started last week. We have a total of 17 teams playing this season. Officials Training is set for December 14th with scrimmages on December 21st. League games will start January 11th.

1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 137 players and 33 coaches. We are hoping to have 12 - 14 teams in the league again this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

Holiday Band Concert: Our Holiday Band Concert will take place on Saturday, December 14th at 2:00 p.m. at Germantown High School Performing Arts Center.

Sign Project: Gathering quotes from local sign makers currently. Once I get more quotes in, determine which company to use, and speak with Scott about installation.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for December 18th at 5:30 p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:20 p.m.

Shannon Lemke
Park & Recreation Secretary