

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, JANUARY 15, 2019 at 5:30 p.m.

LOCATION: GERMANTOWN VILLAGE HALL, 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: November 20, 2019

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. Firemen's Park Phase 1 Improvements Project Update
2. Dheinsville Park Shelter Project Update

VI. NEW BUSINESS:

1. Park & Recreation Seasonal Employee Pay Range Plan – Review & Approval
2. Kid's Klub Before & After School Program – 2020 Summer Program Fees – Review & Approval
3. Firemen's Park Shelter Project – Phase 2 Professional Services Contract with Parkitecture – Review & Recommendation
4. Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF – Review & Recommendation
5. 2020 Park & Recreation Commission Meeting Calendar

VII. VILLAGE BOARD:

VIII. SCHOOL BOARD REPORT:

IX. DIRECTOR'S REPORT:

X. ANNOUNCEMENTS OF PUBLIC INTEREST:

The next Park & Recreation Commission meeting will be **February 19th @ 5:30 p.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
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 will 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 Iling 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.

Bucketeers: 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.

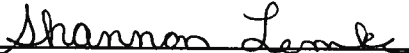
1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 137 players and 33 coaches. We are hoping to have 12 - 14 teams in the league again this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

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



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Date: January 15, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Seasonal Employee Pay Range Plan

Summary:

Attached for your review is the proposed Seasonal Employee Pay Range Plan. The pay range plan is reviewed annually to make sure the salary ranges of current department positions reflect experience level, position responsibilities, and to remain current and competitive with the park and recreation market. The pay range plan also includes positions that are paid on commission or contract basis. In these situations, all expenses must be covered by program revenue.

Recommendation:

The Department is seeking approval of the Seasonal Employee Pay Range Plan.

Attachment: Seasonal Employee Pay Range Plan

GERMANTOWN PARK & RECREATION DEPARTMENT
Seasonal Employee Pay Range Plan

JOB POSITION	SALARY RANGE
ART PROGRAM COORDINATOR ART PROGRAM INSTRUCTOR (PRESCHOOL/YOUTH)	\$12.00 - \$25.00/HR. \$9.00 - \$18.00/HR.
BASEBALL COORDINATOR BASEBALL INSTRUCTOR	\$10.00 - \$18.00/HR. \$8.00 - \$12.00 HR.
BASKETBALL COORDINATOR BASKETBALL INSTRUCTOR BASKETBALL - MEN'S LEAGUE SUPERVISOR BUCKETEER BASKETBALL COORDINATOR BUCKETEER BASKETBALL SITE SUPERVISOR 1ST/2ND GRADE BUCKETS SITE SUPERVISOR	\$12.00 - \$25.00/HR. \$8.00 - \$12.00/HR. \$9.00 - \$17.50/HR. \$9.00 - \$18.00/HR. \$9.00 - \$18.00/HR. \$8.00 - \$14.00/HR.
BASKETBALL OFFICIAL - ADULT NON-CERTIFIED BASKETBALL OFFICIAL - ADULT CERTIFIED BASKETBALL - ADULT SCORER/TIMER	\$10.00 - \$25.00/GAME \$20.00 - \$35.00/GAME \$8.50 - \$14.00/GAME
BASKETBALL OFFICIAL (GRADES 3-8) BASKETBALL SCORER/TIMER (GRADES 3-8)	\$8.00 - \$18.00/GAME \$8.00 - \$16.00/GAME
CARE PROGRAM: KIDS KLUB, TYKE SITE COORDINATOR SITE SUPERVISOR ASSISTANT SUPERVISOR LEADER	\$12.75 - \$20.00/HR. \$11.50 - \$16.50/HR. \$10.25 - \$15.00/HR. \$9.00 - \$13.50/HR.
DANCE PROGRAM COORDINATOR DANCE ASSISTANT/INSTRUCTOR	\$12.00 - \$25.00/HR. \$8.00 - \$12.00/HR.
DODGEBALL PROGRAM COORDINATOR DODGEBALL ASSISTANT	\$9.00 - \$18.00/HR. \$8.00 - \$12.00/HR.
FLAG/GRIDDERS FOOTBALL COORDINATOR FLAG FOOTBALL FIELD MAINTENANCE SUPERVISOR FLAG FOOTBALL OFFICIAL (GRADES 1-8)	\$12.00 - \$25.00/HR. \$8.00 - \$15.00/HR. \$8.00 - \$18.00/GAME
GOLF INSTRUCTOR (PEE WEE)	\$8.00 - \$18.00/HR.
GYMNASTICS COORDINATOR GYMNASTICS ASSISTANT COORDINATOR GYMNASTICS INSTRUCTOR	\$12.00 - \$25.00/HR. \$8.00 - \$15.00/HR. \$8.00 - \$10.00/HR.
OFFICE ASSISTANT - Park & Recreation OFFICE ASSISTANT - Senior Center OPEN GYM SUPERVISORS - WINTER OPEN GYM SUPERVISORS - SUMMER	\$10.00 - \$15.00/HR. \$10.00 - \$15.00/HR. \$8.00 - \$12.00/HR. \$8.00 - \$12.00/HR.
POMS ASSISTANTS	\$8.00 - \$18.00/HR.
PRESCHOOL PROGRAM INSTRUCTOR	\$9.00 - \$18.00/HR.
SOCCER PROGRAM COORDINATOR	\$9.00 - \$18.00/HR.
SOCCER REFEREE - NON-CERTIFIED SOCCER REFEREE - CERTIFIED	\$8.00 - \$16.00/GAME \$10.00 - \$30.00/GAME
SOFTBALL UMPIRE - ADULT NON-CERTIFIED (ONE/GAME) SOFTBALL UMPIRE - ADULT CERTIFIED (ONE/GAME) SOFTBALL SCOREKEEPER - ADULT	\$9.00 - \$25.00/GAME \$14.00 - \$30.00/GAME \$8.50 - \$14.00/GAME
SPORTIES FOR SHORTIES COORDINATOR SPORTIES FOR SHORTIES ASSISTANT	\$9.00 - \$18.00/HR. \$8.00 - \$12.00/HR.
TENNIS COORDINATOR TENNIS SITE MANAGER TENNIS INSTRUCTOR	\$12.00 - \$25.00/HR. \$8.00 - \$15.00/HR. \$8.00 - \$12.00/HR.
THEATER DIRECTOR THEATER ASST. DIRECTOR THEATER ASSISTANT	\$9.00 - \$24.00/HR. \$9.00 - \$20.00/HR. \$8.00 - \$12.00/HR.
TRACK COORDINATOR TRACK INSTRUCTORS	\$12.00 - \$25.00/HR. \$8.00 - \$12.00/HR.
VOLLEYBALL OFFICIAL - ADULT NON-CERTIFIED VOLLEYBALL OFFICIAL - ADULT CERTIFIED VOLLEYBALL OFFICIAL - TEEN LEAGUE VOLLEYBALL COORDINATOR (YOUTH LG.) VOLLEYBALL INSTRUCTOR	\$9.00 - \$25.00/MATCH \$18.00 - \$35.00/MATCH \$8.00 - \$15.00/MATCH \$12.00 - \$25.00/HR. \$8.00 - \$18.00/HR.

* This list may not be all inclusive of new programs, but they will be placed appropriately.

The following criteria shall be used in determining the salaries of seasonal, part-time staff.

- Budget Restrictions
- Job Responsibilities
- Previous Experience
- Education
- Past Job Performance
- Training/Certification

The Park and Recreation Commission may approve individual arrangements for any employee not covered by the position classifications. In these special situations, all expenses must be covered by program revenue.

Included in this category are the following positions that are paid on commission or contract basis:

- Adaptive Programming for adult/youth with disabilities
- Adult/Child Workshop Instructor
- Archery Instructor
- Art/Crafts Programs Instructor (ceramics, afterschool)
- Community Band Instructors
- Basketball Camp/Clinic Director/Coaches
- Cake Decorating Instructor
- Cheerleading/Poms Instructor
- Computer Instructors (Adults, Youth)
- Cross Country Ski Instructor
- Dance (Adult/Youth)/Middle Eastern/Adult
- Disc Golf Instructor
- Enrichment programming (languages, clutter, magic, book published, landscape, sewing, knitting)
- Family Activities Instructors
- Financial Planning Workshop Instructors
- Fistball Instructor
- Fitness Instructor (Pilates, Zumba, Group Fitness)
- Flag Football/Football Camp Director/Coaches
- Golf Instructor (Adult/Pee Wee)
- Horseback Riding Instructor
- Ice skating Instructors
- Ice skating Instructor/Hockey Instructor
- Judo/Tae Kwon Do/Karate/Martial Arts Instructor
- KidsSports Instructor
- Lego Program Instructor
- Mad Science Classes
- Meditation Classes
- Modeling Instructor
- Music Classes (tots/choir/guitar/ukulele)
- Nature Camp Directors (Winter Exploration, Nature Exploration)
- Photography Instructor
- Pickleball Instructor
- Rock Climbing Instructors
- Safety Programs (Learn Not to Burn/First Aid)
- Softball Clinic Director/Coaches/Umpires
- Speech Therapy Instructor
- Track & Field Program/Camp Directors/Coaches
- Volleyball Camp Directors/Coaches/Officials
- Woodworking/Wood carving Instructor
- Wrestling Camp Directors/Coaches
- Landscape/Gardening Instructor
- Yoga Instructor

11/16/2016 – Reviewed & Approved by the Park & Recreation Commission

11/15/2017 – Reviewed & Approval by the Park & Recreation Commission

1/15/2020 - Reviewed & Approved by the Park & Recreation Commission



Germantown Park and Recreation Department
N112W17001 Mequon Rd
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Germantown, Wisconsin 53022-0337

(262)250-4710 Fax (262)255-2920
Information Line (262)250-4711

January 10, 2019

To: Park & Recreation Commission

From: Mark Schroeder, Park & Rec Director & Katie Rodger, Recreation Supervisor

Re: 2020 Summer Kids Klub Fees & Charges

Summer Kids Klub registration is scheduled to begin in early March. Prior to this happening, fees and program information needs to be updated in the system, as well as in all promotional materials.

Due to program cost increases, including the seasonal salary pay ranges, staff is proposing to increase the fees for 2020 Summer Kids Klub.

	Current Fees (Summer 2019)		Proposed Fees (Summer 2020)	
	1 st Child	Each Additional	1 st Child	Each Additional
Early Bird Non-Field Trip	\$22.25	\$17.25	\$22.75	\$17.75
Early Bird Field Trip	\$28.25	\$23.25	\$28.75	\$23.75
Non-Field Trip	\$27.25	\$22.25	\$27.75	\$22.75
Field Trip	\$33.25	\$28.25	\$33.75	\$28.75



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Meeting Date: January 15, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Firemen's Park Multi-Purpose Shelter Project – Review &
Recommendation on Consulting Firm for Phase 2 Design Services

BACKGROUND INFORMATION:

In March 2018, the Park & Recreation Department sent a request for proposals (RFP) to five consulting firms for preparing conceptual drawings and probable construction costs for a multi-purpose shelter building for Firemen's Park. Following the formal interview process with the project selection committee, the Park & Recreation Commission made a recommendation to the Village Board to contract with Ayres Associates. The Village Board approved this contract at the June 4, 2018 meeting.

The conceptual planning process included public input from community officials and project stakeholders. Deliverables included site layout plans, schematic design plans, building elevations, and cost estimates/budget that were based on the design program for the facility. The project concept plan and summary report were completed in November 2018.

Based on the information contained in the report, staff requested monies in the 2019 CIP Budget for preparation of Phase 1 Plans & Specifications, as well as Phase 1 Construction. On March 18, 2019, the Germantown Village Board approved a contract with Ayres Associates for Phase 1 Project Design. The Phase 1 construction contract was approved in August 2019, with Phase 1 scheduled for completion in May 2020. Phase 1 consists of materials and labor to install sewer, water, and electrical service, pedestrian lighting, and park pathways.

In Fall 2019, the Germantown Village Board approved monies in the 2020 CIP Budget for Phase 2 of the project which includes construction of the shelter building. In early 2020, staff contacted Blake Theisen, Project Manager with Ayres Associates for a cost proposal for professional services for Phase 2 design and engineering. Blake indicated that he is leaving Ayres Associates, and will be starting his own consulting firm, Parkitecture, that will focus on park and recreation related planning, design and engineering services. A key member of the Ayres staff, Katie MacDonald, P.E., will also be joining Blake with the new company.

Based on the qualifications/experience of the Parkitecture team, and the years of experience with planning, design and engineering for similar park projects, staff is recommending to contract with Parkitecture for Phase 2 Design services. **Prior to the meeting, I will be sending the commission the complete proposal from Parkitecture including the cost proposal for Phase 2 Design Services along with information on the company, project team members, and related projects/references.**

Pending contract approval by the village board, the anticipated project schedule is to begin design in February 2020, project bidding in Summer, with project construction in Fall 2020 into Spring 2021.

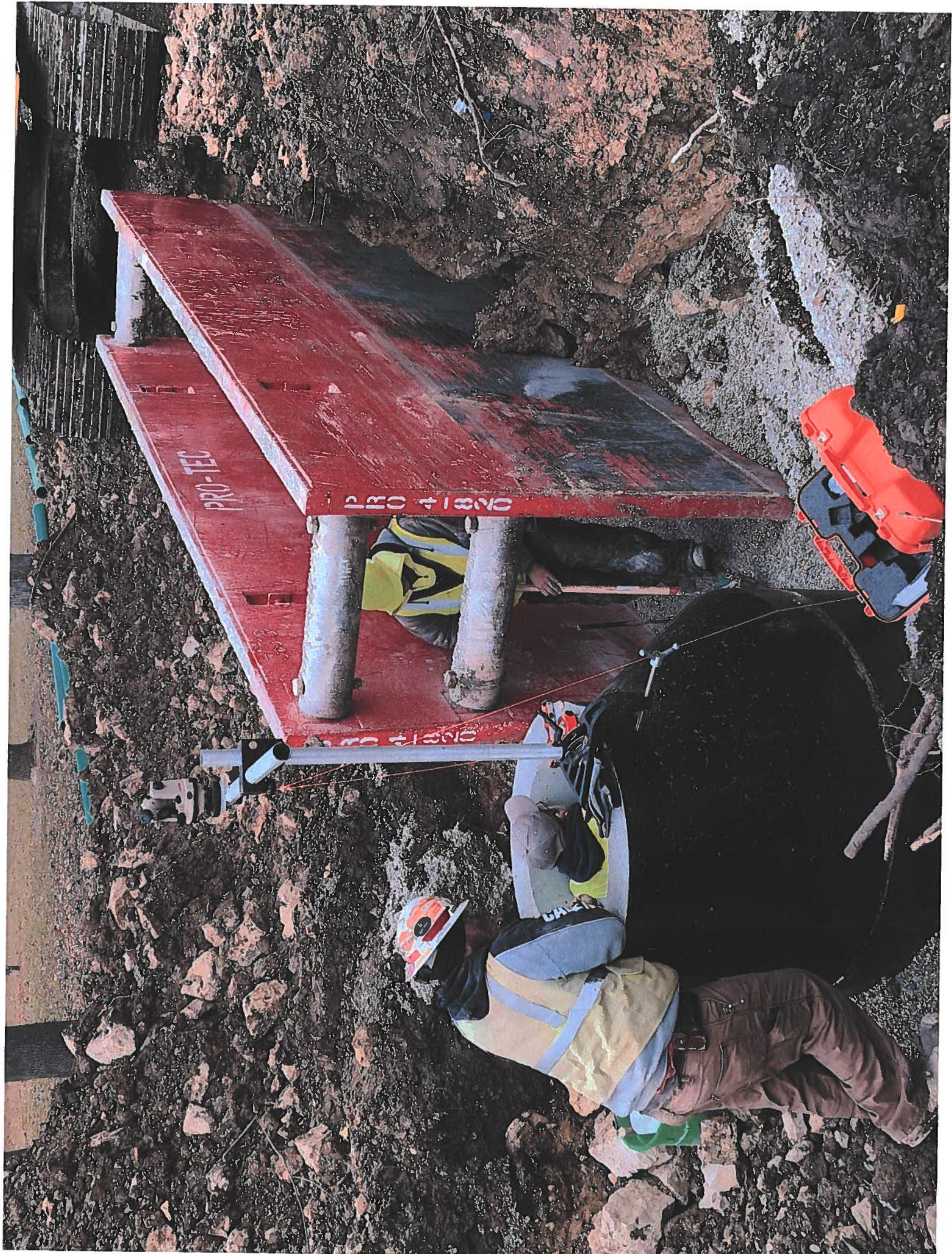
RECOMMENDATION:

At the January 15th, 2020 Park & Recreation Commission Meeting, motion made by Commissioner _____, seconded by Commissioner _____, to send forth a positive recommendation to the Village Board to approve a contract with Parkitecture for Phase 2 Design Services for the Firemen's Park Multi-Purpose Shelter Building in an amount of \$_____. Motion _____. Monies to come from 2020 CIP Budget Account #40-552-570-8310.





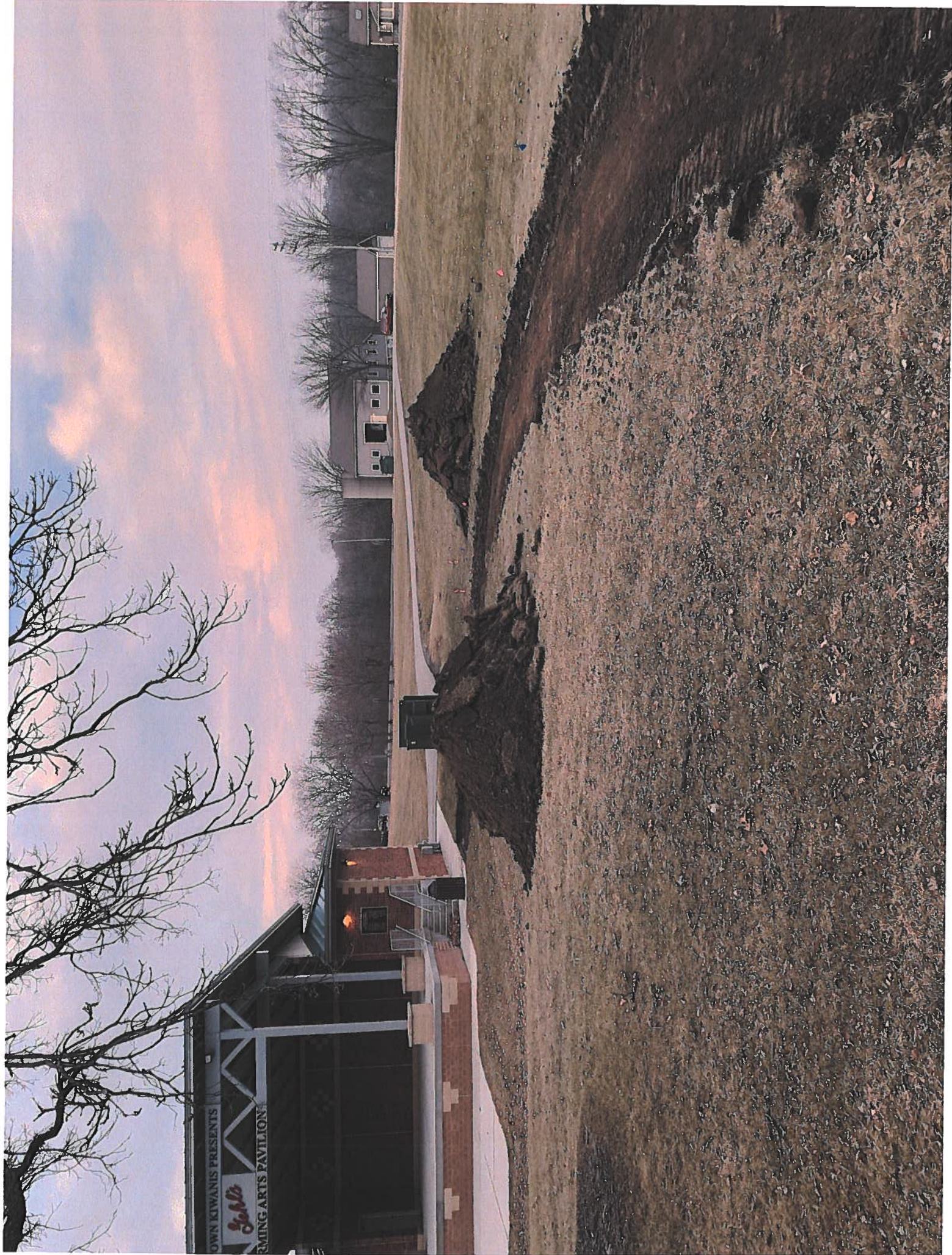






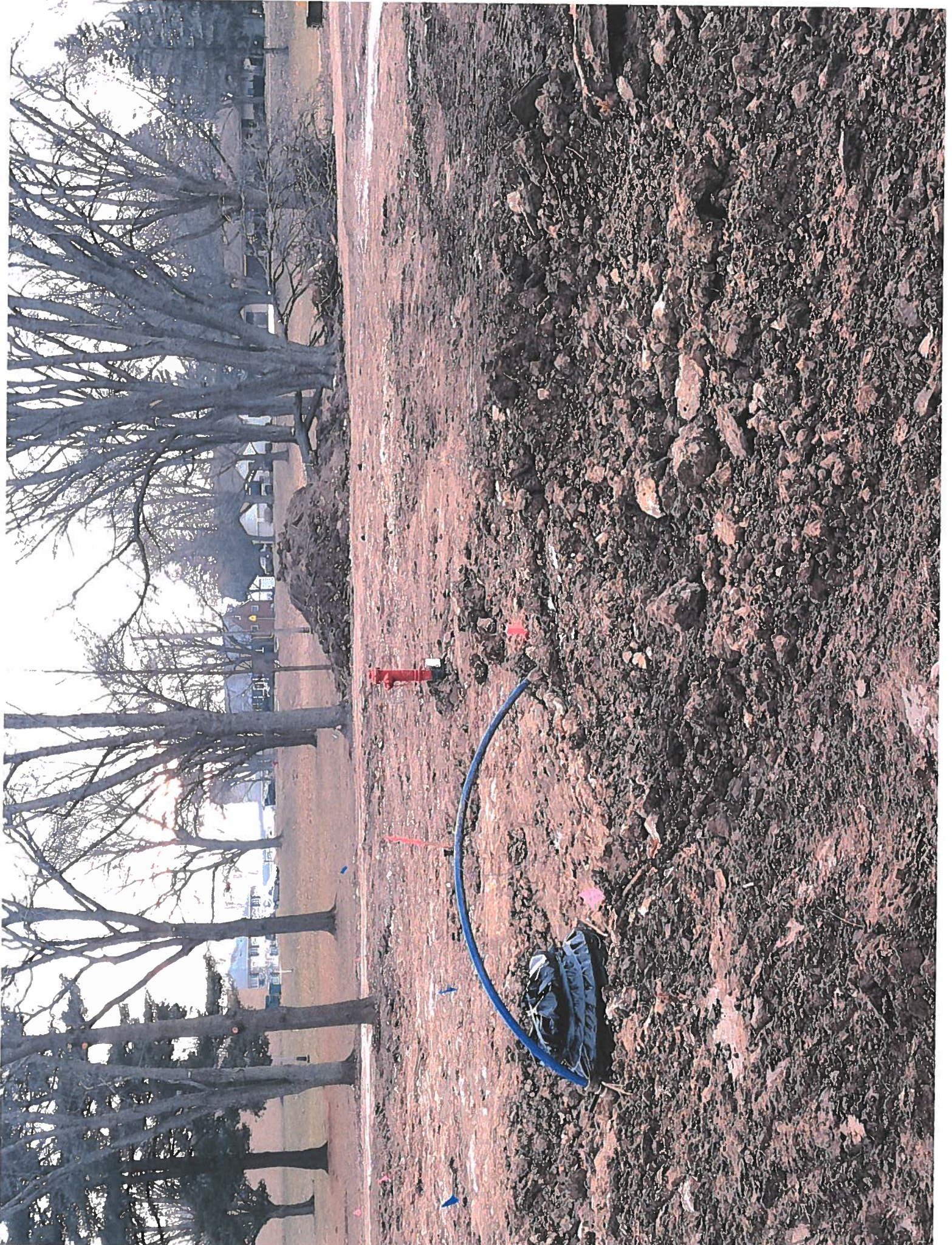










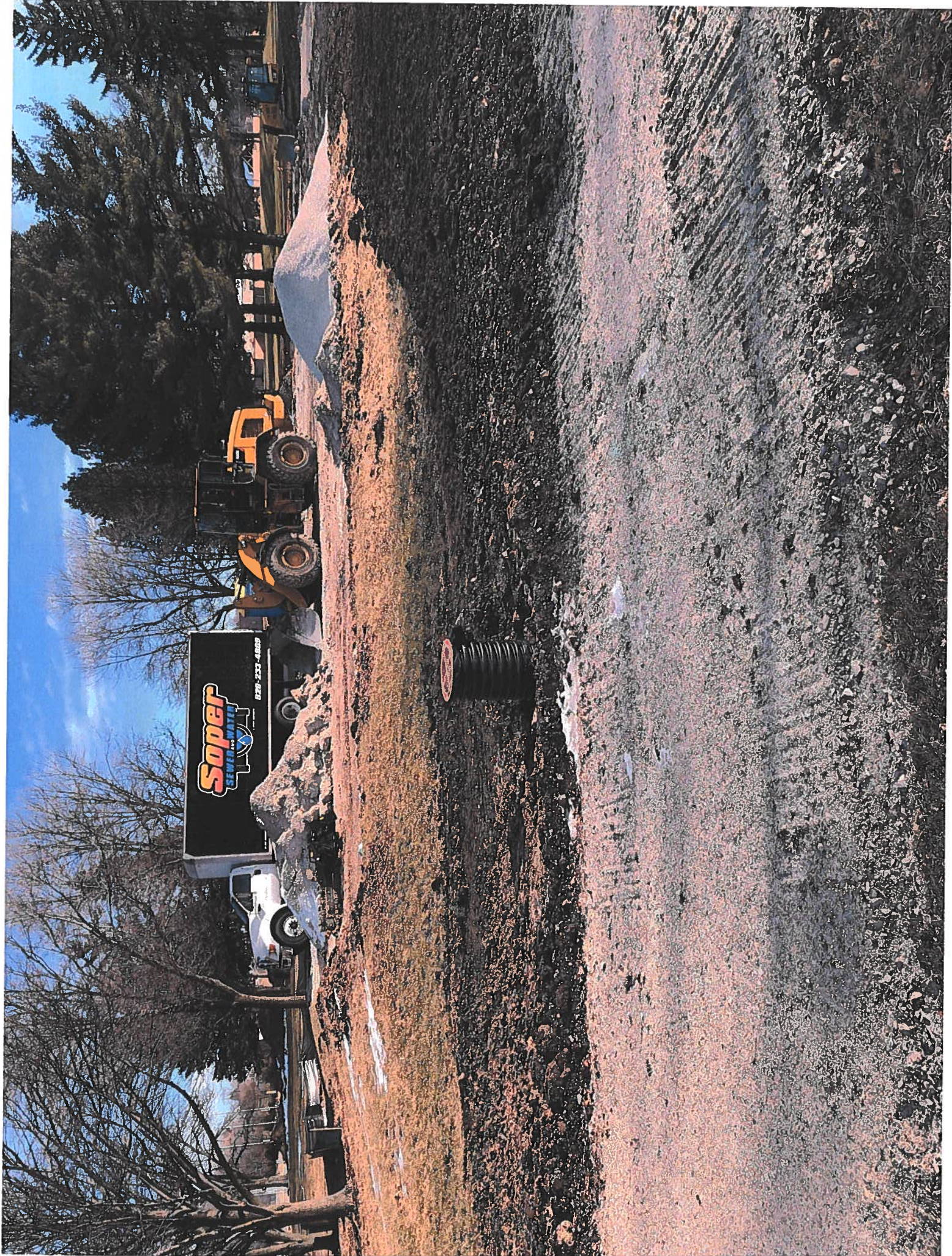




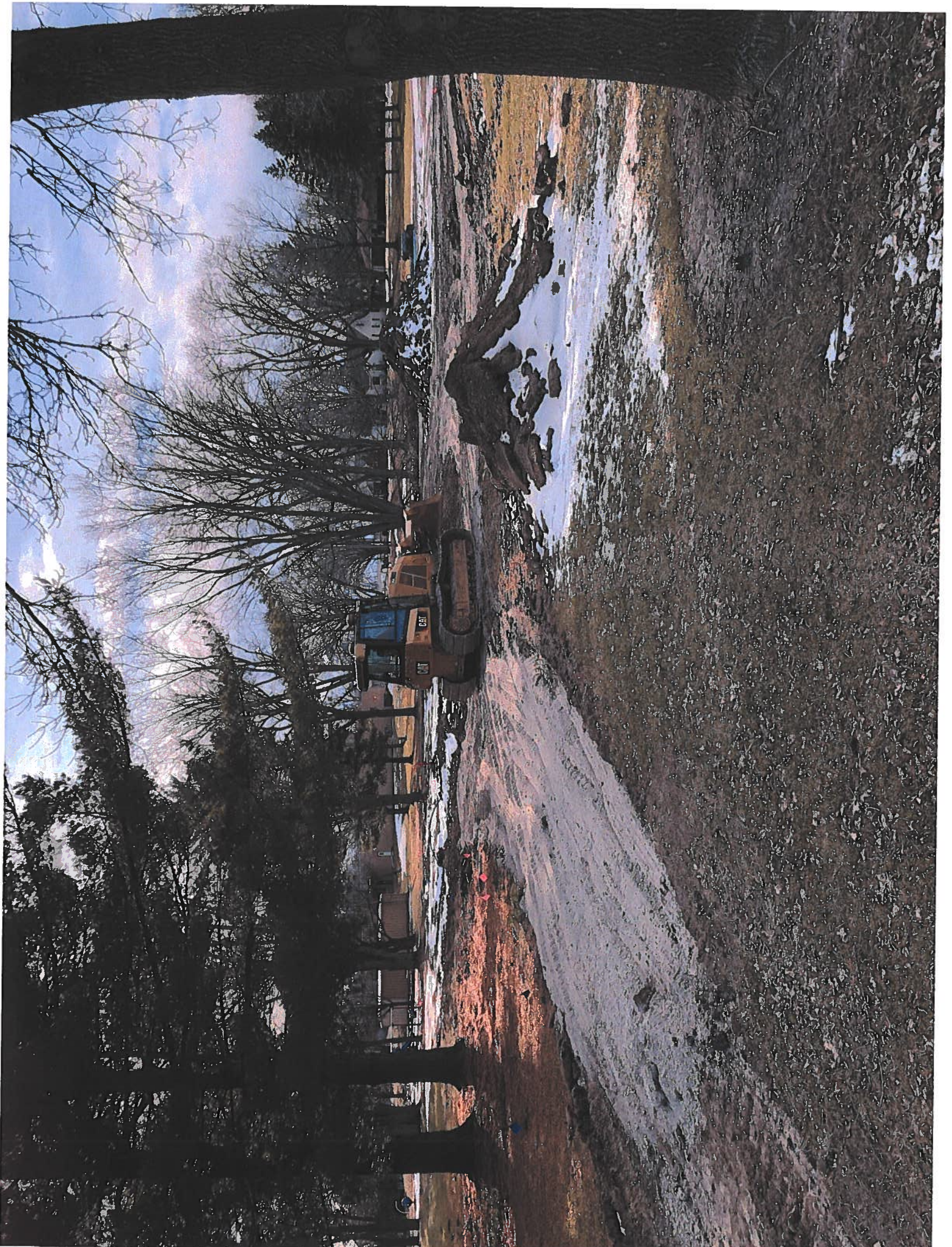






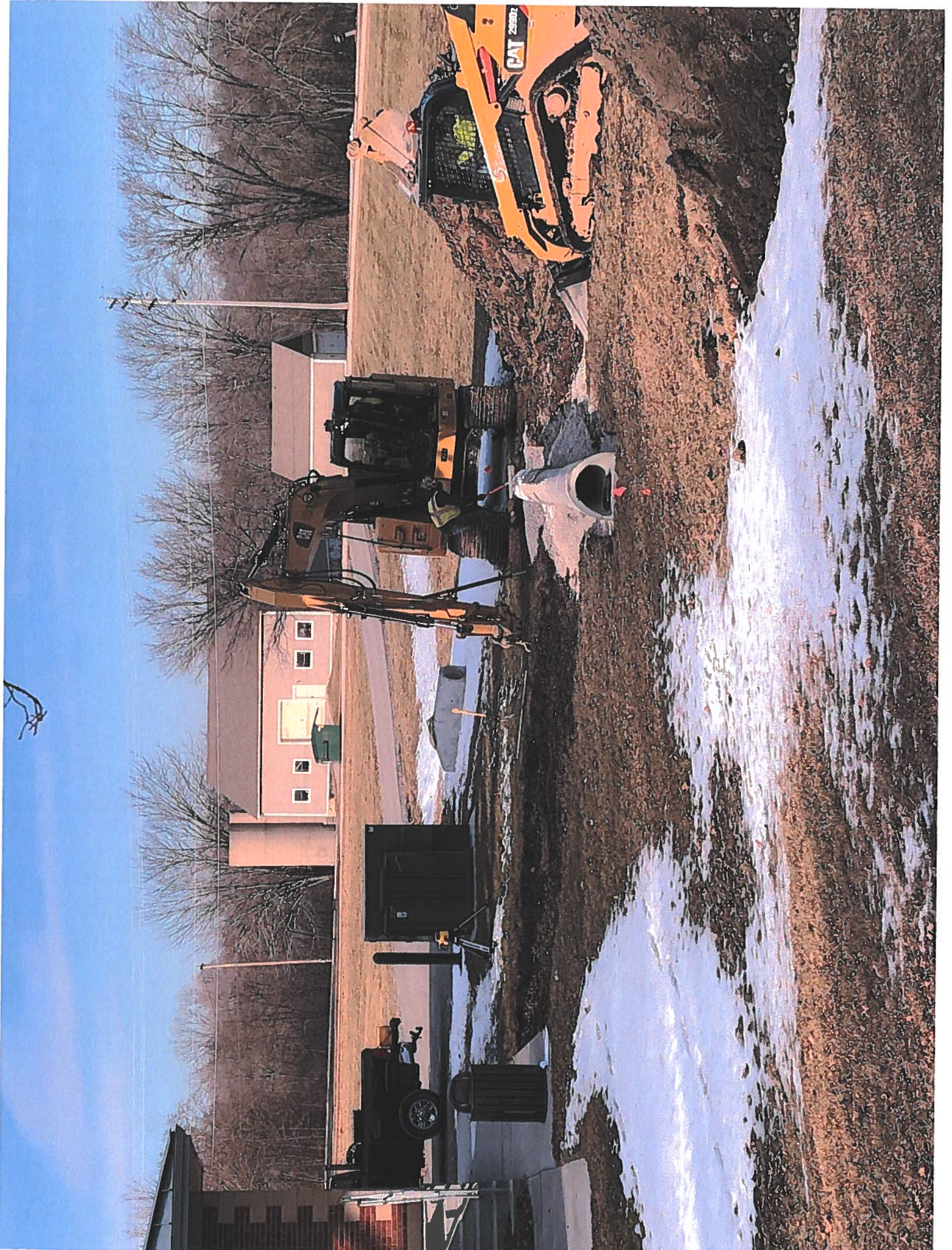














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Meeting Date: January 15, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Comprehensive Outdoor Recreation Plan – Professional Services Contract
Amendment with GRAEF - Review & Recommendation

BACKGROUND INFORMATION:

The Village of Germantown Comprehensive Outdoor Recreation Plan (CORP) officially expired on 12/31/2014. Since that time, the Park & Recreation Commission and department staff have updated the park and recreation facility inventory, as well as developed maps that can be utilized in next edition of the plan. The commission also discussed incorporating the CORP update with the Village of Germantown's planning efforts related to the 2050 Village Comprehensive Plan.

In October 2018, the Department of Community Development sent a Request for Qualifications to three professional consulting firms to assist the village with updating the current 2020 Comprehensive Plan. Following the consultant interview process, both the Plan Commission and Village Board approved contracting with GRAEF for the project.

The 2050 Comprehensive Plan Project Steering Committee first met in May 2019, with the official Community Open House/Kick-Off Meeting held in July. Since that time, a second steering committee meeting has been held, a Public Engagement Plan developed which included a Community-Wide Survey (which included several parks, recreation and open space related questions), as well as holding the 2nd Community Open House/Park Planning Party on October 30th.

At the September 2019 Park & Recreation Commission meeting, the commission met with Craig Huebner, Urban Designer with GRAEF, who is Project Manager for the 2050 Comprehensive Plan Project. In addition to discussing the Parks, Recreation & Open Space questions for the Community-Wide Survey, as well as the agenda for the October 30th Community Open House/Park Planning Party, the commission reviewed the overall scope of services that GRAEF could provide to update the Village's Comprehensive Outdoor Recreation Plan.

Attached is information from GRAEF on Comprehensive Outdoor Recreation Plans, as well as a copy of Amendment #1 to the 2050 Village Comprehensive Plan that outlines the scope of services and costs associated with each of the CORP component items.

While the 2050 Comprehensive Plan process will include park, recreation and open space planning elements, it does not address all the necessary CORP requirements of the Wisconsin Department of Natural Resources (WDNR). However, the village has and would continue to realize the benefits/economies of scale with combining the CORP update with the 2050 Comprehensive Planning process (the Community-Wide Survey and Park Plan Open House are examples).

Adoption of the plan by Village Board Resolution, along with approval by the WDNR maintains the village's eligibility to apply for State Stewardship Funds, as well as other recreational grant programs administered by the WDNR.

Staff would recommend approval of Amendment #1 with GRAEF for the plan update lump sum total of \$24,622. The funding for this work would come from both the 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

The Park & Recreation Commission recommendation will go before the General Government & Finance Committee for review and recommendation on January 20th. Pending GGF review/approval, the contract will go before the Village Board for approval.

RECOMMENDATION:

At the January 15th, 2020 Park & Recreation Commission Meeting, motion made by Commissioner _____, seconded by Commissioner _____, to send forth a positive recommendation to the General Government & Finance Committee and Village Board to approve Contract Amendment #1 with GRAEF for the Comprehensive Outdoor Recreation Plan in the amount of \$24,622. Motion _____. Monies to come from 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

AMENDMENT NO. 1
TO
AGREEMENT
BETWEEN
VILLAGE OF GERMANTOWN (CLIENT)
AND
GRAEF-USA INC. (GRAEF)
FOR
PROFESSIONAL SERVICES

This Amendment No. 1 to the Basic Agreement dated April 11, 2019, by and between Graef-USA Inc., (GRAEF) and the Village of Germantown, CLIENT, provides for additional scope of services, and payment for additional services, in addition to those provided in Basic Agreement, for the project identified as the Germantown Comprehensive Outdoor Recreation Plan, and referred to hereinafter as the "Project."

1.1 SCOPE OF SERVICES

1.1.1 Scope of Services to be provided by GRAEF to CLIENT in addition to those included in the Basic Agreement and Amendments thereto is hereby amended to add the following services:

1.1.1.1 Part A services:

- A1: Audit/assessment of existing Park and Rec Plan including DNR compliance.
- A2: Conduct Kick-off meeting with Staff.
- A3: Create village-wide recreation facility map.
- A4: Conduct CORP Public Workshop

1.1.1.2 Part B services (Village to select (circle) desired scope items after completion of Part A):

- B1: Create document layout and format existing and new text into updated Plan.
- B2: Update Goals and Objectives.
- B3: Update Social Characteristics.
- B4: Update Physical Characteristics.
- B5: Update Outdoor Recreation Supply Inventory.
- B6: Update Outdoor Recreation Needs Assessment.
- B7: Update and Identify Recommendations.
- B8: Capture aerial imagery of each park with drone technology.
- B9: Conduct up to three (3) stakeholder interviews with special interest groups.
- B10: Attend up to two (2) staff meetings.
- B11: Present Plan at Plan Commission or Village Board meeting.

1.2 RESPONSIBILITIES OF CLIENT

1.2.1 Responsibilities of CLIENT included in Basic Agreement and Amendments thereto are hereby amended to provide the following additional items in a timely manner so as not to delay the services of GRAEF:

1.2.1.1 None.

1.3 SCHEDULE OF SERVICES

1.3.1 Schedule to provide services as stated in Basic Agreement and Amendments thereto shall be amended and the completion date for Basic Agreement shall be extended from:

1.3.1.1 Complete Part A services by October 31, 2019.

1.3.1.2 Complete Part B services by June 26, 2020.

1.4 PAYMENT FOR SERVICES

1.4.1 Payment for GRAEF's services as provided in the Basic Agreement and Amendments thereto shall be amended as follows.

1.4.1.1 Work of this Amendment shall be provided for as listed below for Part A and Part B services as follows, in addition to any payment included in the Basic Agreement or other Amendments thereto.

1.4.1.1.1 Part A services: Lump sum amount of \$9,171.

1.4.1.1.2 Part B services: CLIENT to choose (by circling) desired scope items listed in Item 1.1.1.2 (above) and write in lump sum total according to Attachment C – CORP Scope of Services:

Lump sum amount of \$_____.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 for Part A services to the Basic Agreement, effective this 11th day of October, 2019.

Village of Germantown

Graef-USA Inc.

(Signature) Dean R. Wolter

(Signature) Brent Pitcher, P.E., LEED AP

Village President
(Title)

Vice President
(Title)

(Date)

10/11/19
(Date)

ATTEST:

(Signature) Deanna Braunschweig

Village Clerk
(Title)

(Date)

APPROVED AS TO FORM:

(Signature) Brian C. Sajdak

Village Attorney
(Title)

(Date)

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 for Part B services to the Basic Agreement, effective this 11th day of October, 2019.

Village of Germantown

Graef-USA Inc.

(Signature) Dean R. Wolter

Brent T. Pitcher
(Signature) Brent Pitcher, P.E., LEED AP

Village President
(Title)

Vice President
(Title)

(Date)

10/11/19
(Date)

ATTEST:

(Signature) Deanna Braunschweig

Village Clerk
(Title)

(Date)

APPROVED AS TO FORM:

(Signature) Brian C. Sajdak

Village Attorney
(Title)

(Date)

ATTACHMENT C: CORP SCOPE OF SERVICES

PART A		\$ 9,171
1	<i>Audit/assessment of existing Park and Rec Plan including DNR compliance</i>	\$ 1,075
2	<i>Conduct kick-off meeting with staff</i>	\$ 760
3	<i>Create village-wide recreation facility map</i>	\$ 1,992
4	<i>Conduct CORP Public Workshop</i>	\$ 5,344
PART B		\$ 15,451
1	<i>Create document layout and format existing and new text into update Plan</i>	\$ 2,884
2	<i>Update goals and objectives</i>	\$ 236
3	<i>Update social characteristics</i>	\$ -
4	<i>Update physical characteristics</i>	\$ 603
5	<i>Update outdoor recreation supply inventory</i>	\$ 1,940
6	<i>Update outdoor recreation needs assessment</i>	\$ 1,940
7	<i>Update and identify recommendations</i>	\$ 1,468
8	<i>Capture aerial imagery of each park with drone technology</i>	\$ 3,576
9	<i>Conduct up to three stakeholder interviews with special interest groups</i>	\$ 1,258
10	<i>Attend up to two staff meetings</i>	\$ 786
11	<i>Present Plan at Plan Commission or Village Board meeting</i>	\$ 760
Plan Update Lump Sum Total		\$ 24,622

Comprehensive Outdoor and Recreation Plans



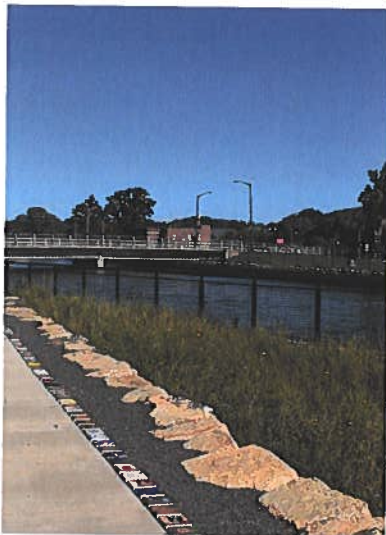
GRAEF landscape architects, planners, designers, and engineers have worked on many park plans ranging from small rural areas to large urban active recreational areas. Successful comprehensive plans depend on customized goals, evaluation, findings, and recommendations for the unique aspects of each community.

Public Involvement

GRAEF works with local staff and citizens to provide a thorough evaluation of existing facilities. Public involvement includes community surveys, demographic analysis, workshops, interviews, open houses, web-based information, and a variety of presentation media.

Existing Conditions

GRAEF analyzes existing conditions in relationship to national, regional, and local standards, best practices, and community concerns. This evaluation includes an analysis of the complex physical conditions of the natural environment and physical facilities that comprise a local system of outdoor recreation and park activities. Buildings are evaluated in terms of structural and mechanical systems, enclosure, energy consumption, and use.



Capital and Operating Costs

For many parks departments, the key issue is allocation of limited funds for an ever-expanding set of needs for activities, services, physical improvements, and maintenance. GRAEF assists local officials in estimating capital and operating costs and recommends phasing, priorities, and distribution of resources. For many organizations, the key factor is defining standards for an appropriate level of maintenance and, where possible, defining low-maintenance options for long-term sustainability of the quality of environmental systems.

Environmental Preservation

Preservation and enhancement of the natural environment should underlie any effective plan for parks and outdoor recreation. GRAEF's scientists, engineers, and landscape architects (many of whom are LEED accredited professionals in sustainability) provide a strong base of expertise to ensure effective environmental conservation and management. This work often involves storm water planning, mitigation options and remediation plans.



Public Use and Social Activity

Parks and open space derive their value from public use. Uses range from organized recreational activities to passive/natural uses which involve day-to-day social activity in parks and public areas. Many successful parks and public spaces are those in which social activities occur naturally – walking, jogging, strolling, sitting, listening to music, watching other people, bike riding, playing with friends, picnicking, celebrating a family event, social gatherings. Uses include a range of cultural activities such as public art, education, historical markers, and commemorative events.



Circulation and Connectivity

Parks and open space become useless if the general public cannot access places quickly, enjoyably, and safely. GRAEF considers a wide range of circulation and movement issues in park planning. It is especially important to evaluate linkages between neighborhoods, users groups and park/recreation facilities. Linkages include trail systems (bicycles, pedestrians), parking and vehicular patterns, service and maintenance vehicles, connectivity to surrounding movement systems, signage, and overall costs and maintenance.

Grants, Sponsorships, Fees, and Fundraising

Outdoor recreation and park spaces are not only functional entities – they become civic symbols that represent the aspirations, pride, and attitude of the community. From this perspective there are numerous opportunities to raise funds for parks and open space, ranging from “buy-a-brick” campaigns to “adoption” of parks by local businesses and/or neighborhoods. Depending on the nature of the facility, sponsorships and user fees are also key sources of revenue. GRAEF often assists in these efforts based on prior experience in other communities.



Integrated Systems of Parks and Open Spaces

While most comprehensive park plans focus on the facilities operated by a single public entity, the larger community-wide population actually uses a diversity of facilities such as parks and recreation areas managed by other agencies (state, federal, schools), local home owners associations, private sector entities (e.g., golf courses, resorts), and conservancy foundations. GRAEF assists local municipalities in viewing the full range of parks and open space in order to dovetail facilities offered by local government into the larger community system.





Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

**Park & Recreation Commission
2020 Meeting Dates**

Wednesday, January 15	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, February 19	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, March 18	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, April 15	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, May 20	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, June 17	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, July 15	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, August 19	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, September 16	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, October 21	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, November 18	Village Hall Conference Room "A"	5:30 P.M.
Wednesday, December 16	Village Hall Conference Room "A"	5:30 P.M.

January 15, 2020

Director's Report

Firemen's Park Phase 1 Improvements Project Update –

Soper Grading & Excavating started work on the project in early November. The demolition and removal of bedrock for the utilities was completed in early December, with sewer and water laterals to the building site completed the week of December 13th. Electrical submittals (poles, fixtures, bollards, etc.) were approved in early December for ordering, with a production timeline of 20 weeks. WE Energies was also contacted by the electrical subcontractor with the request for service. The contractor started site grading and excavation work for the park pathways the week of December 17th. With the good weather, the contractor was able to finish installing culverts, storm inlet, and placement of stone on all pathways the first week in January.

Dheinsville Park Shelter Project Update –

The plans were completed, with bid opening on December 18th. A total of 3 qualified bids were received with the low bid of \$563,633, which is approximately \$250,000 higher than what was presented and discussed at the 2020 CIP Budget meeting. In review of the bids, it appears the costs for the site grading, concrete, and landscaping were significantly higher than anticipated.

Staff met with Jeff Dhein to discuss the results and possible next steps. The Germantown Historical Society will be reaching out to potential donors. This item was reviewed with the Village Board on January 6th, with the project placed on hold to allow more time to research and explore potential options.

Park & Recreation Seasonal Employee Pay Range Plan – Review & Approval –

Included in the meeting packets is the proposed Seasonal Employee Pay Range Plan. The pay range plan is reviewed annually to make sure the salary ranges of current department positions reflect experience level, position responsibilities, and to remain current and competitive with the park and recreation market. The pay range plan also includes positions that are paid on commission or contract basis. In these situations, all expenses must be covered by program revenue.

Kid's Klub Before & After School Program – 2020 Summer Programs Fees – Review & Approval –

Staff is in the process of working on plans for the Summer 2020 programs. Each year the department starts promotion for the Summer Kid's Klub Programs in advance of the other recreation programs. Staff would like to again send out the Summer KK Program Packet in early February so registrations can start soon thereafter. With that in mind, staff will be presenting the Summer KK program fee information at the meeting for commission review and approval.

Firemen's Park Shelter Project – Phase 2 Professional Services Contract w/ Parkitecture – Review & Recommendation –

In Fall 2019, the Germantown Village Board approved monies in the 2020 CIP Budget for Phase 2 of the project which includes construction of the shelter building. In early 2020, staff contacted Blake Theisen, Project Manager with Ayres Associates for a cost proposal for professional services for Phase 2 design and engineering. Blake indicated that he is leaving Ayres Associates, and will be starting his own consulting firm, Parkitecture, that will focus on park and recreation related planning, design and engineering services. A key member of the Ayres staff, Katie MacDonald, P.E., will also be joining Blake with the new company.

Based on the qualifications/experience of the Parkitecture team, and the years of experience with planning, design and engineering for similar park projects, staff is recommending to contract with Parkitecture for Phase 2 Design services.

Pending contract approval by the village board, the anticipated project schedule is to begin design in February 2020, project bidding in Summer, with project construction in Fall 2020 into Spring 2021.

Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF – Review & Recommendation –

At the September 2019 Park & Recreation Commission meeting, the commission met with Craig Huebner, Urban Designer with GRAEF, who is Project Manager for the 2050 Comprehensive Plan Project. In addition to discussing the Parks, Recreation & Open Space questions for the Community-Wide Survey, as well as the agenda for the October 30th Community Open House/Park Planning Party, the commission reviewed the overall scope of services that GRAEF could provide to update the Village's Comprehensive Outdoor Recreation Plan.

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2020 Park & Recreation Commission Meeting Calendar –

Included with the meeting packets is the monthly commission meeting dates for 2020.

EAB Ash Tree Removal Project –

A contract with Limbwalkers Tree Service in the amount of \$40,447 was approved by the Village Board on November 18th. The contract is 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. The ash removal contract will be completed by the end of February 2020. In addition, village crews are completing the removal of 68 additional ash trees.

Tree City USA – 2019 Application for Certification –

Staff submitted the 2019 application to the WDNR by the 12/31/2019 deadline. The village was notified that we have successfully met all requirements of the program. The application has now been submitted to the Arbor Day Foundation for final approval.

Recreation Division Report – January 15, 2020 Commission Meeting

The department has 49 programs starting/ongoing in January including: Bucketeteers, 1st/2nd Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Tae Kwon Do, Yoga, Yoga Trial Class, TRX, Rise & Shine Boot Camp, MA Fit, Body Basics, Restore Your Core, PULSE, Pilates Mat, Sporties for Shorties, Barre Fitness, Barre Fight Fitness, Guided Meditation, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Into to Hockey, Middle Eastern Dance, Adult Salsa Dance, Archery, Girls Softball Pitching Clinic, Indoor Tennis, Oodles of Art, Preschool playgroup, Story Stretchers, Youth & Little Tykes Martial Arts, Kids Choir, Therapy Dog Screening, Pickleball, Music Fun, Scrapbooking Crop, Schools Out Steam Sampler, Family Wellness, Old Family Photos & the Digital Age, Essential Oils Class, Pound Rockout Workout, and the Field Trip to Kalahari. Ongoing programs are Men's Open Basketball, Men's Basketball League, Monday Co-rec Volleyball Leagues, Kids Klub.

Programs cancelled due to low enrollment: Mac Arthur Afterschool Volleyball

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures, we are running a field trip to Kalahari Indoor Water park on Friday, January 24th. Trip is for teens grades 6-12 and openings still exist.

Snowman/Snow Creature Building Contest: We are looking for the best snowman/creature builders in the Village. To enter, families simply have to pre-register and submit a photo of their masterpiece with the builder standing by it. Deadline to submit photos is February 14th. We look forward to seeing the creative entries!