

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, FEBRUARY 12, 2020 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: January 15, 2020

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 Site Improvements Project
2. Dheinsville Park Shelter Project
3. Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF

VI. NEW BUSINESS:

1. Firemen's Park Shelter Project – Phase 2 Professional Services Contract with Parkitecture
2. Germantown Junior Warhawks Field Use Agreement – Review & Recommendation
3. Germantown Hawks Football Field Use Agreement – Review & Recommendation

VII. VILLAGE BOARD:

VIII. SCHOOL BOARD REPORT:

IX. DIRECTOR'S REPORT:

X. ANNOUNCEMENTS OF PUBLIC INTEREST:

The next Park & Recreation Commission meeting will be **March 18th @ 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
January 15, 2020**

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

- I. ROLL CALL:** Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Miller and Leukert(arrived @ 5:36 p.m.). Excused were Commissioner Depies and School Board Rep. Borden. Also present were Director Schroeder, Program Supervisor Rodger and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Stapelman and seconded by Miller to approve the minutes from November 20, 2019 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:** None
- IV. CORRESPONDENCE:** None
- V. OLD BUSINESS:**

- 1. FIREMEN'S PARK PHASE 1 IMPROVEMENTS PROJECT UPDATE:** Mark stated that the project is making progress due to the mild weather. 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.
- 2. 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 (Keller, Inc), which is approximately \$250,000 high 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.

Director Schroeder stated that Larry Ratayczak, Public Works Director, contacted Keller, Inc. and they have agreed to extend their bid to 120 days.

VI: NEW BUSINESS:

- 1. 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.

Motion by Miller seconded by Knop to approve the Seasonal Employee Pay Range Plan as presented. Motion unanimously carried.

2. **KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – 2020 SUMMER PROGRAM FEES-REVIEW & APPROVAL:** Katie Rodger, Program Supervisor, indicated that staff has met with the locations for Summer Kids Klub and will be moving forward in preparation of the registration materials. 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.

Motion by Leukert seconded by Stapelman to approve the New 2020 Summer Kids Klub Fees & Charges as presented. Motion unanimously carried.

3. **FIREMEN'S PARK SHELTER PROJECT – PHASE 2 PROFESSIONAL SERVICES CONTRACT WITH PARKITECTURE – REVIEW & RECOMMENDATION:** Director Schroeder stated in 2018 the Park & Recreation Department had 3 proposals from consulting firms for the conceptual design of shelter at Firemen's Park. The recommendation was to go with Ayres Associates.

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.

The question arose if there would be a non-compete clause with Blake leaving Ayres Associates. Director Schroeder stated he will follow up with the Village Attorney and make sure we are clear to move forward with Parkitecture.

Motion by Knop, seconded by Leukert 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 \$35,580.00. Motion unanimously carried.

4. **COMPREHENSIVE OUTDOOR RECREATION PLAN – PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH GRAEF – REVIEW & RECOMMENDATION:** The Germantown Comprehensive Outdoor Recreation Plan (CORP) expired on December 31, 2014. In October 2018, the Community Development Department requested qualifications from three professional consulting firms to assist the village with updating the CORP plan. GRAEF was approved for the project.

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.

Included in the packets 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.

Motion by Knop, seconded by Miller 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 \$24,622.00. Motion unanimously carried.

Commissioner Leukert excused at 6:31 p.m.

5. 2020 PARK & RECREATION COMMISSION MEETING CALENDAR:

Included with the meeting packets is the monthly commission meeting dates for 2020. Due to unavailability of board members for February 19th we will poll the Commissioners to change the date to February 12th.

VII. VILLAGE BOARD REPORT – Rick stated that there are 4 Trustees that are up for re-election. Trustee Miller and Baum are running unopposed. Trustee Warren (District 3) and Hughes (District 4) are not running for re-election. The Village Engineer, Eric Nitschke, is resigning on January 24th. The Village of Richfield has contacted the Village of Germantown to discuss the potential of obtaining sewer service from Germantown.

VIII. SCHOOL BOARD REPORT: Excused

IX. 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 high 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.

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.

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 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: Bucketeers, 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, Intro to Hockey, Middle Eastern Dance, Adult Salsa Dance, Archer, 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 Stream 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 canceled due to low enrollment: MacArthur 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 Waterpark 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.

- X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting is scheduled for February 19th at 5:30 p.m.
- XI. ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:47 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

Meeting Date: February 12, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Junior Warhawks Field Usage Agreement

For several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Junior Warhawks (formerly Germantown Diamond Club). The Junior Warhawks is not-for profit organization which offers the sports of baseball and softball to approximately 300 Germantown youth annually.

In May 2018, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 2-year agreement with the Germantown Junior Warhawks. This agreement expired on December 31, 2019.

Attached for your review and recommendation is a new 2-year agreement with the GT Junior Warhawks for 2020-2021. This agreement contains the same language as the current agreement, including the provision of an annual lump sum payment of \$3,000. In addition, there remains a provision for payment to the Village for any ball diamond supplies that are used, as well as the requirement to provide a liability insurance policy, and relinquish usage if the Village declares a need.

This agreement has been reviewed by the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

Attachment: 2020-2021 Field Usage Agreement

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the “Village”) and the **GERMANTOWN JUNIOR WARHAWKS**, Germantown, Wisconsin (the “User”).

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize one (1) field at Firemen’s Park (Freistadt Field), one (1) field at Kinderberg Park, one (1) field at Haupt Strasse Park, and one (1) field at Friedenfeld Park (see appendix A) for games and practices (the “Premises”).
2. **RIGHT OF USAGE:** The Village’s Parks & Recreation Department shall be responsible for scheduling the various sport fields located at Freistadt Field, Kinderberg Park, Haupt Strasse Park, and Friedenfeld Park, and will have priority in usage of the fields. The User will be allowed non-exclusive use of the fields for baseball and softball games and practices during their season (April – July). The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The fields may be utilized by the Village, in its sole discretion, for baseball or softball practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from User’s use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is two (2) years and shall commence on January 1, 2020 and terminate on December 31, 2021 unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games, practices, storage, and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non-permanent improvements shall remain property of the User.
6. **FEES:** User will pay the Village a lump sum fee of \$3,000 annually. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village’s discretion. The Village will also charge

the User for products (i.e. chalk, diamond dry, turf, etc) used for their activity. Routine maintenance shall be performed according to the schedule outlined in Appendix B.

7. **SPONSORSHIP:** The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.
8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the Premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this Agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to User.

Entered into this ____ day of ____, 2020.

VILLAGE OF GERMANTOWN

Village President

Village Clerk

Park & Recreation Director

GERMANTOWN JUNIOR WARHAWKS

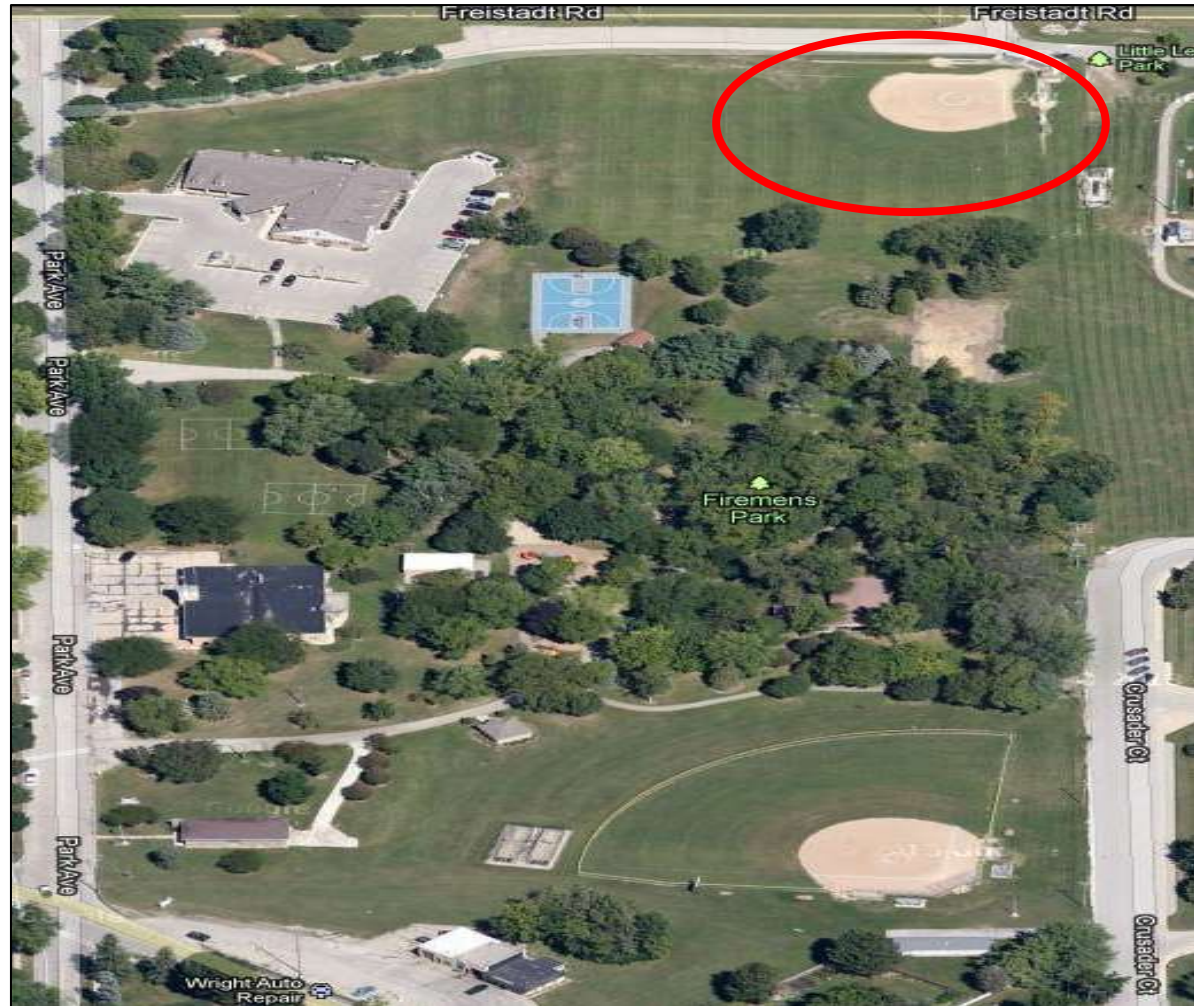
President

Secretary

Treasurer

APPENDIX A

Firemen's Park – Freistadt Field



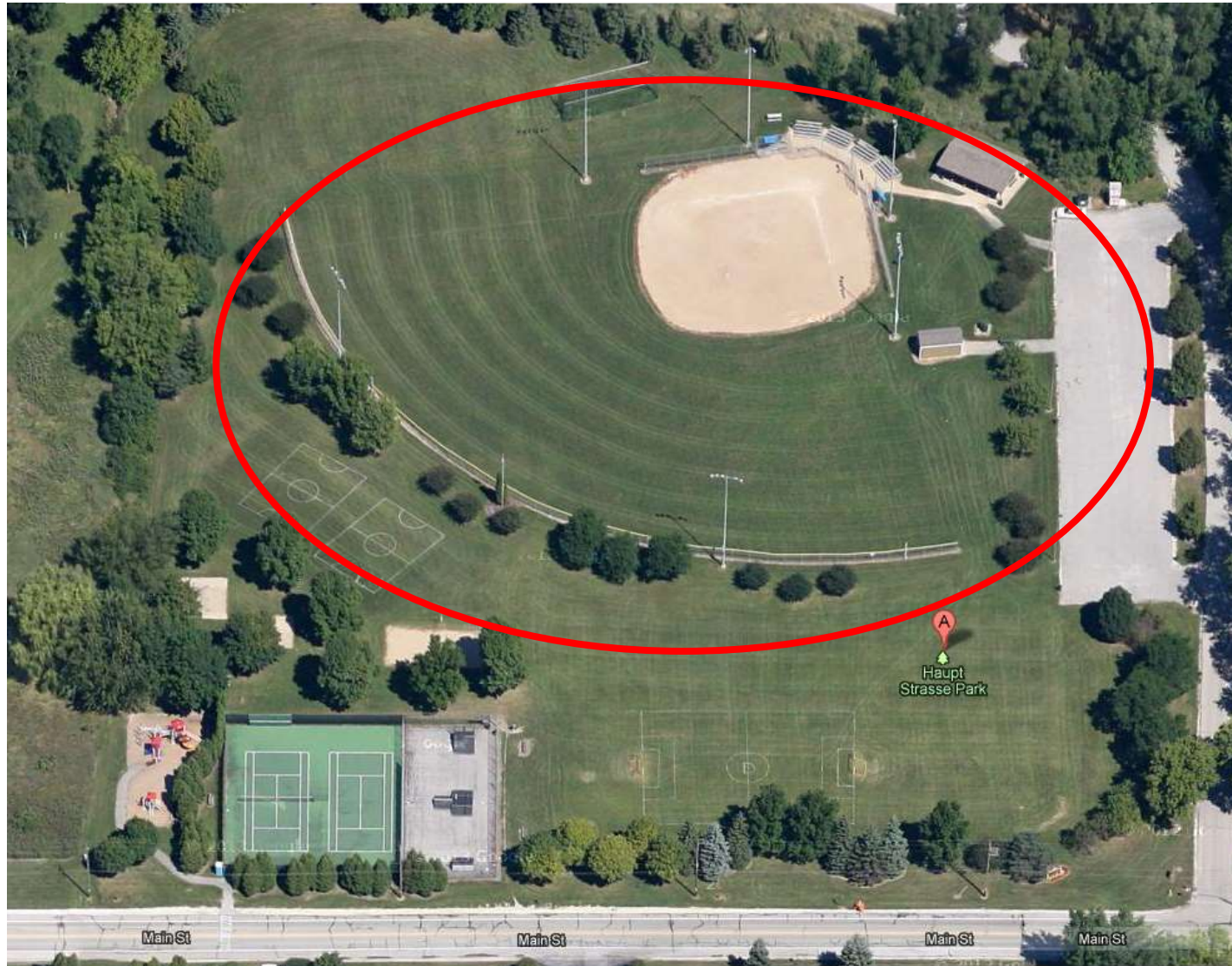
APPENDIX A

Kinderberg Park



APPENDIX A

Haupt Strasse Park





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

Meeting Date: February 12, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Germantown Hawks Field Usage Agreement

During the development of Friedenfeld Park, affiliate agreements were created between the Village of Germantown and community youth athletic organizations, including Germantown Hawks Football.

In November 2016, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 3-year agreement with Germantown Hawks Football. This agreement expired on December 31, 2019.

Attached for your review and recommendation is a new 3-year agreement with Germantown Hawks for 2020-2022. This agreement contains the same language as the current agreement.

A per participant fee of \$12 is incorporated to help address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Non-Reverting, Non-Lapsing Facility Fund designated for use by the Village to help maintain the fields used by Germantown Hawks Football. The organizations are required to provide a liability insurance policy, and relinquish usage if the Village declares a need.

This agreement has been reviewed by Germantown Hawks Football, and the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

Attachment: 2020-2022 Field Usage Agreement

FACILITY USAGE AGREEMENT

This agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN** (the "Village"), Washington County, Wisconsin and **GERMANTOWN HAWKS FOOTBALL** ("Hawks"), Germantown, Wisconsin:

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:**

The Village, for and in consideration of the covenants, agreements and conditions hereinafter stated, to be kept and performed by the Hawks Football League, hereby agrees to allow the Hawks to utilize the following premises for League games on the same terms and conditions the following described premises: Main Football Field, Field #2, Practice Field #3 and Practice Field #4 at Friedenfeld Park (See appendix A).

2. **RIGHT OF USAGE:**

The Village of Germantown Parks and Recreation Department will be in charge of scheduling the various sport fields located at Friedenfeld Park and will have priority in usage of the fields for recreation programs. The Hawks will be allowed to utilize the football field for games and practices from August through October of each year. If the Recreation Department offers a program during this three-month period they will give prior notice to Hawks as to the dates of said usage. The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The football fields may be utilized by the Village, in its sole discretion, for practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams ages 18 years and under.

3. **REPAIRS:** Hawks agrees that any repairs that need to be completed to the premises resulting from their use thereof shall be the sole responsibility of the Hawks Football, provided that the Village may, in its sole discretion, choose to complete any repair work on its own after providing cost estimates to Hawks prior to starting the work and invoice Hawks for the cost thereof. Such invoice shall be paid within 60 days of its issuance.

4. **TERMS:**

The term of this agreement is three (3) years and shall commence on January 1, 2020, and shall terminate on December 31, 2022 unless earlier terminated or renewed in accordance with this agreement.

5. **IMPROVEMENTS:**

It is understood and agreed that the premises will be used by the Hawks Football League for games, practices, storage, and related lawful uses and structures. The Hawks may, at its own expense, construct and install improvements and equipment on the premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed

by Hawks Football shall become property of the Village, while any non-permanent improvements shall remain property of Hawks.

6. **FEES:**

Germantown Hawks Football will assess a \$12.00 fee for each participant playing in the league. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village's discretion. Routine maintenance will be performed according to the schedule outlined in Appendix B and shall be agreed upon by both the Village and Hawks.

7. **SPONSORSHIP:**

The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, Hawks shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.

8. **ASSIGNMENT AND SUBLETTING:**

The Hawk's Football League may not assign the usage of the football field or the premises or any part thereof to any other organization.

9. **COMPLIANCE WITH LAW:**

Hawks shall not commit any undue waste on the premises and shall conform with all applicable laws and ordinances respecting the use and occupancy thereof. Hawks shall not be required to make any alterations, additions or improvements to the premises, except such as may be required with respect to any additions or changes undertaken by the Hawks Club on the football field.

10. **LIABILITY:**

Hawks, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. Hawks further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.

11. **ADJUSTMENT AND DEFAULT:**

This agreement may be adjusted at any time upon the mutual written agreement of the parties. Further, this agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that the Village has given written notice of such default to the Hawks Club and the Hawks has not corrected such default within thirty (30) days of receiving notice thereof. In such event the Village shall provide an alternate site for the duration of said event.

Entered into this ____ day of _____, **2020.**

VILLAGE OF GERMANTOWN

Village President

Village Clerk

Park & Recreation Director

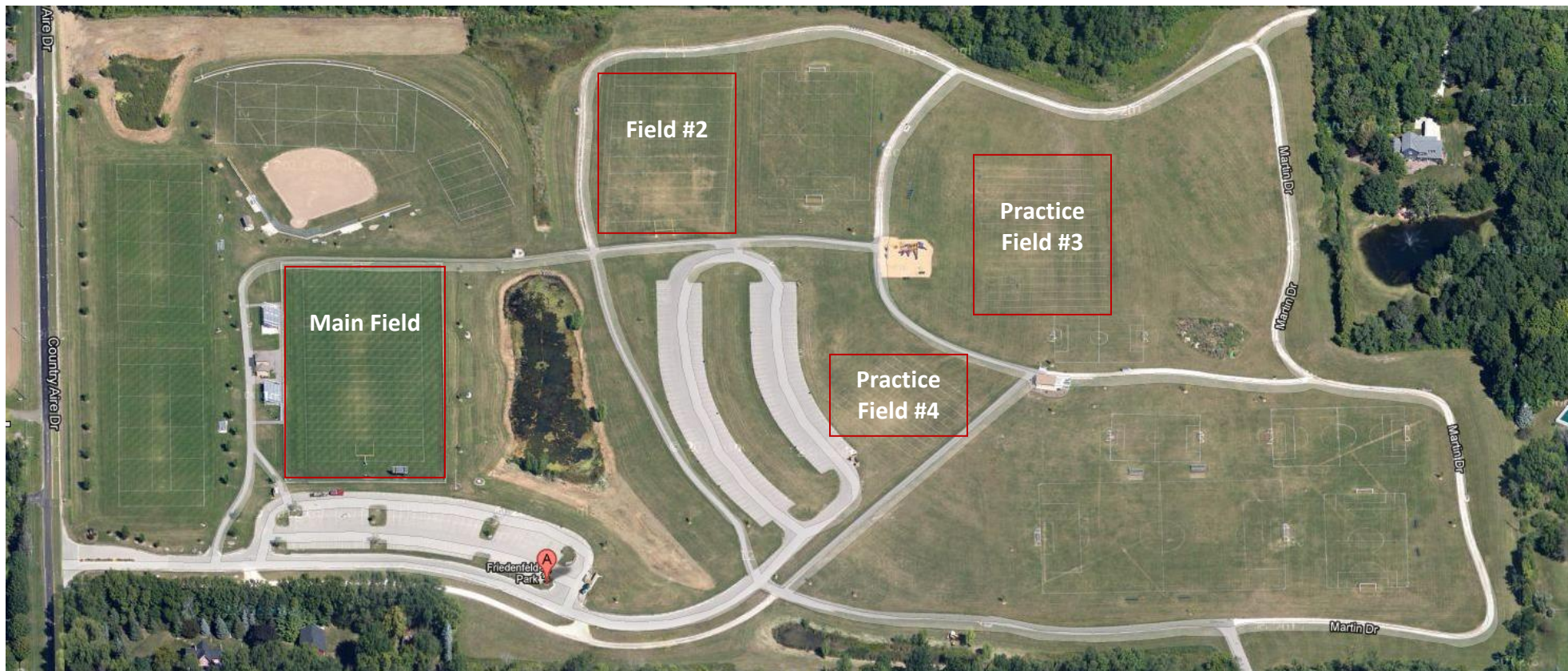
GERMANTOWN HAWKS FOOTBALL

President

Vice President

APPENDIX A

Friedenfeld Park Field Map



APPENDIX B

Hawks Football Friedenfeld Park Field Maintenance Schedule

Friedenfeld Sports Turf Maintenance - Hawks Football			
Maintenance	Recommended Frequency Per Yr	Cost Per Application	Total Cost Using Recommended Frequency
Aerating	1	\$309.00	\$309.00
Fertilizing	6	\$316.00	\$1900.00
Broadleaf Spray	2	\$237.00	\$474.00
Total Cost:			\$2,683.00

NOTE: Coverage figured for Main Field & Practice Field 2



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DATE: February 7, 2020

PROJECT NAME: Germantown Comprehensive Outdoor Recreation Plan (CORP) Part B

SUBJECT: Project Kick-off Meeting

AGENDA

1. INTRODUCTIONS
2. EXPECTED MEETING OUTCOMES
 - a. Review scope, expectations, and schedule
 - b. Discuss goals and objectives updates
 - c. Plan out the next steps
3. COMMUNICATION PROTOCOL
 - a. Craig Huebner (GRAEF), Project Manager
 - b. Mark Schroeder (Village), Project Liaison to GRAEF
4. SCOPE OF WORK
 - a. (see handout)
5. QUESTIONS FOR THE VILLAGE
 - a. How do you intend to use the CORP and who is your intended audience?
 - b. How much should we be focusing on consolidation of existing recreational/athletic facilities?
 - c. How much should we be focusing on planning for new facilities, including trail network?
 - d. Is the Village interested in a section on environmental sustainability, including ideas about native planting and green infrastructure?
 - e. Verify park boundaries (use map).
6. SCHEDULE FOR 2020
 - a. GRAEF will identify our additional data and text update needs and send them to the Village
 - b. Stakeholder group meetings – with who, and timing? (clubs & sports, community groups & families)
7. REVIEW OF GOALS AND OBJECTIVES FROM PREVIOUS PLAN
 - a. (see handout)
 - b. Mark each goal and objective with keep, remove, or update and discuss
 - c. Initial brainstorm of new goals and objectives



DATE: February 7, 2020

Goals and Objectives from the Village of Germantown CORP, 2014-2019 – For Revisions

1. **Plan Goal:** Establish a Village-wide system of open spaces, parks and recreational facilities that will economically provide Germantown residents of all ages with adequate, convenient, varied and high quality recreational opportunities on a year-round basis.
 - a. **Objective:** Expand recreational programming to meet the needs and interests of pre-school, teens, older adults, and special needs populations.
 - b. **Objective:** Explore the feasibility of developing an indoor recreational facility, where sport courts and space for classroom type activities are housed.
 - c. **Objective:** Explore the feasibility of developing an aquatic center.
 - d. **Objective:** Continue collecting public input on park issues at public informational meetings.
2. **Goal:** Acquire and maintain an adequate amount of active and passive recreational lands to meet future recreational needs.
 - a. **Objective:** Identify and acquire 100+ acres for an active use, Community Park.
 - b. **Objective:** Cooperate with other public and private agencies to identify and acquire recreational lands.
 - c. **Objective:** Utilize accepted Park & Recreation standards to identify land/acreage needs.
 - d. **Objective:** Seek public/private grant monies for land acquisition.
 - e. **Objective:** Establish criteria for acceptance of property in lieu of Impact Fee Assessments.
 - f. **Objective:** Survey residents to identify adequate land needs.
3. **Goal:** Provide adequate facilities at all parks within the Village's park system as dictated by current park use and type (i.e. neighborhood or community park facilities.)
 - a. **Objective:** Survey residents for their park and recreational programming and facility needs.
 - b. **Objective:** Utilize accepted Park & Recreation Standards to identify facility needs.
 - c. **Objective:** Evaluate condition of current facilities (Safety & ADA guidelines).
 - d. **Objective:** Monitor park facility and recreational program usage.
4. **Goal:** Coordinate development efforts and the use of recreational facilities between the Village of Germantown, local schools, churches and Washington County.
 - a. **Objective:** Work with community groups and organizations on collaborative programming (i.e. Safety Town, Flag Football, Kids Klub).
 - b. **Objective:** Continue to work with the Germantown School District to utilize facilities (indoor and outdoor) for park and recreation activities.
 - c. **Objective:** Contact churches to establish a facility inventory for possible program use.
 - d. **Objective:** Contact Washington County to establish a facility inventory for possible program use.



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- e. **Objective:** Continue to facilitate the use of the Senior Center and park shelters for community use.
- 5. **Goal:** Encourage the preservation and acquisition of environmentally sensitive and historically significant areas.
 - a. **Objective:** Work with public or private agencies to obtain access to the Menomonee River throughout Germantown.
 - b. **Objective:** Encourage the preservation and appropriate development of prime environmental corridors through linear park and trail systems.
 - c. **Objective:** Assist the Germantown Historical Society in the continued development of Dheinsville Park.
 - d. **Objective:** Acquire (by purchase, donation, easements, etc.) environmentally sensitive lands on a case by case basis to maintain key environmental corridors in the Village.
- 6. **Goal:** Provide residents with safe and accessible recreation equipment throughout the Village's park system.
 - a. **Objective:** Conduct an annual inspection tour of parks to identify safety and accessibility issues.
 - b. **Objective:** All new play equipment shall meet ADA standards.
 - c. **Objective:** Design all new park facilities for compliance with ADA standards.
 - d. **Objective:** Evaluate park facilities and equipment for safety and insurance purposes.
- 7. **Goal:** Use all available financial tools to further enhance the quality of the Village park system.
 - a. **Objective:** Continually update the Impact Fee Ordinance.
 - b. **Objective:** Monitor park land dedication ordinances to provide quality recreation lands.
 - c. **Objective:** Explore funding via community donations and "Friends of the Parks" groups.
 - d. **Objective:** Develop a gift catalog.
 - e. **Objective:** Utilize funding options through State & Federal grant programs.
- 8. **Goal:** Coordinate subdivision review with all departments responsible for providing or maintaining adequate park facilities.
 - a. **Objective:** Update Capital Improvements Program based on recommendations of the updated (and adopted by the Village Board) Comprehensive Outdoor Recreation Plan.
 - b. **Objective:** Review preliminary plans when Plan Commission applications are presented to identify lands for public recreation.
 - c. **Objective:** Coordinate potential park land dedication with Public Works Department in regard to utility systems.
- 9. **Goal:** Continue a village-wide urban forestry program which replaces unsafe or diseased trees and improves the aesthetic nature of existing public lands.
 - a. **Objective:** Completion of, and future updates to the tree inventory.



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- b. **Objective:** Recommend budget allocation to help minimize the impact of the emerald ash borer and loss of ash trees using the best scientific advice and lowest cost to the community.
 - c. **Objective:** Recommend the hiring of a certified arborist.
 - d. **Objective:** Continually review the Urban Tree Ordinance and Street Tree Plan.
 - e. **Objective:** Establish an Arbor Day proclamation and ceremony.
 - f. **Objective:** Recommend a budget allocation of \$2 per capita for Forestry maintenance, and planting.
 - g. **Objective:** Work with the Public Works Committee to identify future street tree locations in coordination with trail systems, sidewalk system and drainage ways.
 - h. **Objective:** Apply for DNR Urban Forestry Grants to assist in the management of the Village Urban Forest.
10. **Goal:** Provide residents with an adequate trail system using the main arterial streets, drainageways, and environmental corridors.
- a. **Objective:** Identify a trail system that provides links between current and future recreation lands.
 - b. **Objective:** Develop trails for pedestrians, bicycles, snowmobiles, horseback or cross country skiing activities.
 - c. **Objective:** Secure by easement or purchase additional lands along the trail system to insure public control.
 - d. **Objective:** Develop a trail system that meets ADA Guidelines.
 - e. **Objective:** Utilize funding options through State & Federal grant programs.

February 12, 2020

Director's Report

Firemen's Park Phase 1 Improvements Project –

Site work has been on hold since January 9th due to weather conditions. Staff met with the electrical sub-contractor February 3rd to review/revise the electrical system layout. Electrical submittals (poles, fixtures, bollards, etc.) were confirmed/approved for material ordering. Staff also contacted WE Energies to revise the electrical plans with the final electrical service design anticipated in mid-February.

Dheinsville Park Shelter Project –

The project bid opening in December resulted in a total of 3 qualified bids. The low bid of \$563,633 was 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.

The low bidder, Keller, Inc., has agreed to extend their bid from 60 to 120 days to allow additional time to review and discuss options for the project. The Germantown Historical Society continues to reach out to potential project donors.

Comprehensive Outdoor Recreation Plan – Professional Services Contract Amendment with GRAEF –

At the January meeting, the commission recommended approval of Amendment #1 with GRAEF for the Comprehensive Outdoor Recreation Plan (CORP) update for a lump sum total of \$24,622. The funding for this project would come from both the 2050 Comprehensive Plan project budget, as well as the Recreational Facility Fee Fund.

The Park & Recreation Commission recommendation was approved by the General Government & Finance Committee on January 20th, and the Village Board on February 3rd. Staff is meeting on February 7th with Craig Huebner, Project Manager with GRAEF to discuss the scope of services and timeline for the plan update.

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

At the February 3rd meeting, the Germantown Village Board approved the contract with Parkitecture for Phase 2 of the project which includes design plans and specifications for bidding the construction of shelter building. Staff will be meeting with Parkitecture in February/March to start discussion on project design and engineering and the overall timeline for completing the design plans and the bidding of the project.

Germantown Junior Warhawks Field Use Agreement – Review & Recommendation –

The current agreement with the Germantown Junior Warhawks expired on December 31, 2019. Included in the meeting packet is a new 2-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

Germantown Hawks Football Field Use Agreement – Review & Recommendation –

The current agreement with Germantown Hawks Football expired on December 31, 2019. Included in the meeting packet is a new 3-year agreement which has been reviewed and discussed with representatives of the organization. Following review and recommendation by the Park & Recreation Commission, the agreement will be sent to the Village Board for approval in March.

2020 Summer Recreation Program Locations –

Recreation staff continue to work on the schedule and program locations for the summer. In addition to working on the facility use request information for the Germantown School District, staff has had positive discussions with St. Boniface, Faith Lutheran, Lutheran Church of the Living Christ, and Washington County (Homestead Hollow Park). The proposed schedule and program fee recommendations will be presented at the March commission meeting.

Recreation Division Report – February 12, 2020 Commission Meeting

The department has 41 programs starting in February including: Irish Dance, Cutting the Cord-Controlling Cable and Internet Costs, Advanced Digital Photography, Youth & Little Tykes Martial Arts, Tae Kwon Do, PULSE, Babysitters Training, Mega Crop, Fire Fighters are Your Friends, How to Decorate with Frosting, Pound Rockout Workout, Buying Home, Selling Home, Creative Stitch, Restore Your Core, You have Pictures in your Camera Now what, Stream Sampler – School Day off, Learn to Sew for Kids, Music Fun, Kids Cuisine, Don't Be Bullied, EZ defense for Women, Beginning Guitar, Oodles of Art, Learn to Sew - Adults, Yoga, TRX, MA Fit, Rise and Shine Boot Camp, Basic First Aid for Kids, Girls Softball Hitting Clinic, Sweetheart Party for Tots, Time for Two, Valentine's Music Party for Tots, Firefighters Are Your Friends, Babysitters Training, Afterschool Legos, Women Wellness, Relax, Renew & Rejuvenate, and Snowman/Snow Creature Building Contest.

Our 25 ongoing programs are: Men's Open Basketball, Men's Basketball League, Monday Co-rec Volleyball Leagues, Kids Klub, Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Sporties for Shorties, Barre Fitness, Barre Fight Fitness, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Into to Hockey, Middle Eastern Dance, Adult Salsa Dance, Archery, Indoor Tennis, Preschool playgroup, Story Stretchers, Kids Choir, Pickleball.

Classes cancelled due to low enrollment: Ukulele Madness, Music Fun for Families

Upcoming events include the following:

Easter Egg Hunt: Saturday, April 4th at Kinderberg Park (new this year due to construction at Firemen's Park), starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Kinderberg Park Shelter at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m. by 11:30 a.m. we should be cleaned up.