

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, SEPTEMBER 16, 2020 at 6:00 p.m.**
(Immediately following the Dheinsville Park Festhalle Dedication at 5:30 p.m.)

LOCATION: **DHENSVILLE PARK, N128 W18780 HOLY HILL ROAD**

NOTICE: Citizens may submit any public comments by sending an email to comments@village.germantown.wi.us by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

- I. **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.
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:** July 15, 2020
- IV. **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.
- V. **CORRESPONDENCE:**
 - Communication from Lindsey Snopek regarding future use of Wilderness Park.
- VI. **OLD BUSINESS:**
 1. Dheinsville Park Shelter Project
 2. Weidenbach Park Playground Project
 3. Park & Recreation Department Program Update
 4. Comprehensive Outdoor Recreation Plan Update
- VII. **NEW BUSINESS:**
 1. Firemen's Park Shelter Project – Review of Bids & Recommendation on Contract Award
 2. Dheinsville Park Shelter – Review & Approval of Shelter Rental Fees
 3. 2021 Park & Recreation Operating & Capital Improvements Fund Budgets
- VIII. **VILLAGE BOARD:**
- IX. **SCHOOL BOARD REPORT:**
- X. **DIRECTOR'S REPORT:**

XI. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **October 21st @ 5:30 p.m.**

XII. **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
JULY 15, 2020**

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chair Coulthurst.

ROLL CALL: Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Hudson, Depies (via WebEx) and Leukert. Guests included Brandon Preiss, Germantown Hawks Football President, Kevin Kletti Germantown Hawks Football Vice President, Christie Peterson and Chad Huibregtse, Paws and Reflect, LLC. Steve Krecklow, Village Administrator (via WebEx), Michelle Tucker, Support Services Manager (via WebEx) and resident Jan Miller (via WebEx). Also present were Program Supervisors Heinen, Rodger and Secretary Lemke. Absent and excused was School Board Rep. Borden.

APPROVAL OF MINUTES: *Motion by Stapelman and seconded by Hudson to approve the minutes from June 24, 2020 as presented. Motion unanimously carried.*

PUBLIC INPUT: None

CORRESPONDENCE:

- Communication from Germantown Hawks on re-opening of football fields.
- Communication from Paws and Reflect, LLC, on Offering pet grooming services in village parks.

Motion by Hudson, seconded by Stapelman to move to New Business #2 Germantown Hawks Football Request to Re-Open Village Football Fields & #5 Paws & Reflect, LLC Review & approval of Request to provide pet grooming services in village parks. Motion unanimously carried.

GERMANTOWN HAWKS FOOTBALL – REVIEW & APPROVAL OF REQUEST TO RE-OPEN VILLAGE FOOTBALL FIELDS: Brandon Preiss gave an overview of the football program and the protocols that they will follow which are from WIAA.

As part of the Safer at Home Order, all football fields in the village were closed. The park re-opening plan approved on May 20th by the commission listed the status of Germantown Hawks Football as pending with the note that this affiliate program follows the guidelines of the WIAA, with practices tentatively starting in early August. The Washington County Health Department guidelines place football in the high-risk sport category.

Per the July 6th letter from Brandon Preiss, President & Club Director, Germantown Hawks Youth Football is requesting consideration be given to allow the club to start football activities at Friedenfeld Park on August 1st. The letter further states that the All-American Youth Football League (AAYFL) has approved return to play with a target date of August 1st for its members, which includes the Germantown Hawks Football Club. The plan follows WIAA guidelines which are included in the packet.

Staff is in the process of contacting several park and recreation departments in the area to see if they have re-opened football fields to tackle football for practices and games, and/or what the plans are for the upcoming season. A common answer is that they are waiting to see what the county health department outlines in the next update for fall sports. For those programs that use school facilities, they are waiting for further direction from the WIAA as well at the respective school district.

Motion by Stapelman, seconded by Knop to approve the Germantown Hawks request to re-open the Village Football Fields. Motion unanimously carried.

PAWS & REFLECT, LLC – REVIEW & APPROVAL OF REQUEST TO PROVIDE PET GROOMING SERVICES IN VILLAGE PARKS: Christie Peterson and Chad Huibregtse gave an overview of their new business. They are hoping to get their business known in Germantown and this service would only be held for Summer of 2020.

Recently the Village Clerk's Office was contacted by the owners of Paws & Reflect, LLC, requesting approval of a Pet Grooming License. In talking to the owners, the request is for a mobile location in the village parks to "get their name out" in the community before proceeding with the re-zoning process for a future business location.

Per Chapter 12.16 of the Germantown Municipal Code, a mobile dog grooming business does require a license/permit. Included in the packet is a copy of the Pet Grooming License granted by the Village Clerk's Office. As part of this process a background check was conducted by the Germantown Police Dept. Per the Village Attorney, in order for a business to conduct sales in village parks, Chapter 21.08 of the Municipal Code states that a permit is also required from the Park & Recreation Commission.

Included for your review is a copy of the pet grooming license, Chapter 21.08 of the Municipal Code, as well as correspondence with the owners that includes additional information on the hours of operation, requested park locations, and business plan.

Staff is requesting review and approval of the permit request from Paws & Reflect, LLC to offer pet grooming services in village parks.

Jan Miller, Germantown Resident, commented that if we allow this business to work in a park, other business will want to do the same. This is more of marketing for your business than a Village project.

The Commission does not want to set a precedence allowing a business to promote their business in a Village park.

Program Supervisor Heinen stated she would be willing to work with Paws and Reflect through a Recreation program.

OLD BUSINESS:

FIREMEN'S PARK PHASE 1 SITE IMPROVEMENTS PROJECT: WE Energies completed the installation of the electrical service 6/10-6/12 with the system energized on June 12th. Soper Excavating removed the rock from the WE Energies trench, top-soiled, and hydroseeded these areas on June 29th and 30th. Phase 1 is now completed.

DHEINSVILLE PARK SHELTER PROJECT: The building materials were delivered the week of June 15th. The digging and setting of the building columns was completed the week of June 22nd – 26th. Work has been completed on the installation of the wood framing and trusses. The contractor is currently installing the metal siding and roofing. Installation of the electrical, lighting, concrete flooring, and site restoration to follow. The scheduled project completion date is in early-mid August.

PARK & RECREATION DEPARTMENT RE-OPEN PLAN UPDATE: At the May meeting, the commission approved the Park & Recreation Re-Open Plan. The plan outlines a phased-in service plan that included re-opening of the closed park facilities/amenities, as well as a plan for recreation programs and special events taking into consideration the facilities that will be available for use. The plan follows the guidelines recommended in the Blueprint for Re-Opening Washington County as prepared by the Washington Ozaukee Counties Health Department Health Department utilizing recommendation/best practices of the Centers for Disease Control (CDC).

Staff will update the commission on park and recreation programs and services over the last month.

COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE: In early May, GRAEF sent staff a draft report and layout which was included in the June meeting packet. Staff met with GRAEF on June 25th with the following recommended steps in the plan development process. The goal is for staff to utilize the month of July to review/comment on draft report layout and content, and to answer any questions posed by GRAEF. Staff to work with GRAEF to schedule stakeholder meetings in late August.

NEW BUSINESS:

FIREMEN'S PARK SHELTER DESIGN UPDATE: At the June meeting, the commission reviewed the 30% project plans, preliminary budget, and list of potential alternates. Included in the meeting packet is the commission recommendation that will be presented to the Village Board at the July 20th meeting. The plan is for Parkitecture to complete final project plans and contract documents in August, with the project sent forth for public bidding in September.

GERMANTOWN SOCCER CLUB FIELD USAGE AGREEMENT – REVIEW & RECOMMENDATION: For several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Soccer Club. The Germantown Soccer Club (GSC) is a not for profit organization which serves over 300 youth annually. In July 2018, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 3-year agreement with the GSC. This agreement expired on June 30, 2020.

Attached for your review and recommendation is a new 2-year agreement for 2020-2022. This agreement is identical to the current agreement with the exception of the change in dates, and the change in lease term from 3 to 2 years. Appendix A defines the assigned field space. A per participant fee of \$10 is incorporated to help address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Facility Fund designated for use by the Village to help maintain the spaces used by the GSC. Appendix B is included to help define the maintenance schedule.

This agreement has been reviewed by the Germantown Soccer Club, 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.

Motion by Leukert, seconded by Stapelman to forward onto the Village Board with positive recommendation the 2 year field usage agreement for 2020-2022 with Germantown Soccer Club. Motion unanimously carried.

2020-2021 FALL/WINTER/SPRING RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL: Program Supervisors Heinen and Rodger updated the commission on the fee changes.

Motion by Stapelman, seconded by Hudson to approve the 2020-2021 Fall/Winter/Spring Recreation Programs Fees & Charges as presented. Motion unanimously carried.

VILLAGE BOARD REPORT: Phil stated that the Kinderberg Estates preliminary plat went to the Plan Commission on Monday night. The requested connecting path from the Park & Recreation Commission that would connect to Kinderberg Park was not recommended, however the additional landscaping was. The recommendation on the shape of the proposed retention ponds is to have them more natural looking.

The Village of Germantown is in the discussion phase with the Village of Richfield regarding connecting to Germantown's water and sewer.

SCHOOL BOARD REPORT: Excused

DIRECTOR'S REPORT:

Firemen's Park Phase 1 Site Improvements Project –

WE Energies completed the installation of the electrical service 6/10-6/12 with the system energized on June 12th. Soper Excavating removed the rock from the WE Energies trench, topsoiled, and hydroseeded these areas on June 29th and 30th. Phase 1 is now completed.

Dheinsville Park Shelter Project –

The building materials were delivered the week of June 15th. The digging and setting of the building columns was completed the week of June 22nd – 26th. Work has been completed on the installation of the wood framing and trusses. The contractor is currently installing the metal siding and roofing. Installation of the electrical, lighting, concrete flooring, and site restoration to follow. The scheduled project completion date is in early-mid August.

Park & Recreation Department Re-Open Plan –

At the May meeting, the commission approved the Park & Recreation Re-Open Plan. The plan outlines a phased-in service plan that included re-opening of the closed park facilities/amenities, as well as a plan for recreation programs and special events taking into consideration the facilities that will be available for use. The plan follows the guidelines recommended in the Blueprint for Re-Opening Washington County as prepared by the Washington Ozaukee Counties Health Department utilizing recommendation/best practices of the Centers for Disease Control (CDC). Staff will update the commission on park and recreation programs and services over the last month.

Comprehensive Outdoor Recreation Plan Update -

In early May, GRAEF sent staff a draft report and layout which was included in the June meeting packet. Staff met with GRAEF on June 25th with the following recommended steps in the plan development process. The goal is for staff to utilize the month of July to review/comment on draft report layout and content, and to answer any questions posed by GRAEF. Staff to work with GRAEF to schedule stakeholder meetings in late August.

Firemen's Park Shelter Design – Project Update

At the June meeting, the commission reviewed the 30% project plans, preliminary budget, and list of potential alternates. Included in the meeting packet is the commission recommendation that will be presented to the Village Board at the July 20th meeting. The plan is for Parkitecture to complete final project plans and contract documents in August, with the project sent forth for public bidding in September.

Germantown Hawks Football – Review & Approval of Request to Re-Open Village Football Fields –

As part of the Safer at Home Order, all football fields in the village were closed. The park re-opening plan approved on May 20th by the commission listed the status of Germantown Hawks Football as pending with the note that this affiliate program follows the guidelines of the WIAA, with practices tentatively starting in early August. The Washington County Health Department guidelines place football in the high-risk sport category.

Per the July 6th letter from Brandon Preiss, President & Club Director, Germantown Hawks Youth Football is requesting consideration be given to allow the club to start football activities at Friedenfeld Park on August 1st. The letter further states that the All-American Youth Football League (AAYFL) has approved return to play with a target date of August 1st for its members, which includes the Germantown Hawks Football Club. The plan follows WIAA guidelines which are included in the packet.

Staff is in the process of contacting several park and recreation departments in the area to see if they have re-opened football fields to tackle football for practices and games, and/or what the plans are for the upcoming season. A common answer is that they are waiting to see what the county health department outlines in the next update for fall sports. For those programs that use school facilities, they are waiting for further direction from the WIAA as well at the respective school district.

Germantown Soccer Club Field Usage Agreement – Review & Recommendation –

For several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Soccer Club. The Germantown Soccer Club (GSC) is a not for profit organization which serves over 300 youth annually. In July 2018, following review and recommendation by the Park & Recreation Commission, the Village Board approved a 3-year agreement with the GSC. This agreement expired on June 30, 2020.

Attached for your review and recommendation is a new 2-year agreement for 2020-2022. This agreement is identical to the current agreement with the exception of the change in dates, and the change in lease term from 3 to 2 years. Appendix A defines the assigned field space. A per participant fee of \$10 is incorporated to help address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Facility Fund designated for use by the Village to help maintain the spaces used by the GSC. Appendix B is included to help define the maintenance schedule.

This agreement has been reviewed by the Germantown Soccer Club, 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.

2020-2021 Fall/Winter/Spring Recreation Program Fees & Charges – Review & Approval –

Staff is currently finalizing the program fee recommendations. This information will be presented at the commission meeting.

Paws & Reflect, LLC – Review & Approval of Request to provide pet grooming services in village parks –

Recently the Village Clerk's Office was contacted by the owners of Paws & Reflect, LLC, requesting approval of a Pet Grooming License. In talking to the owners, the request is for a mobile location in the village parks to "get their name out" in the community before proceeding with the re-zoning process for a future business location.

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Staff is requesting review and approval of the permit request from Paws & Reflect, LLC to offer pet grooming services in village parks.

Recreation Division Report July, 2020 Commission Meeting

Programs running: Tennis, Volleyball & Basketball at Spassland, All baseball & Night Tball, Dodgeball, Art, Fun Game Fridays, Tae Kwon Do, Golf Lessons, and Dance Programs.

Programs starting in July: Tennis Session 2, Oodles of Art, Horseback Riding, Music Fun Outdoors, Mad Science Classes, Kids Cuisine, Learn Magic, Paw Patrol Tot Workshop, Firefighters are our Friends, Umbrella Painting, Barre Fitness, Cupcake decorating, Learn to decorate with frosting, Magical Unicorn Tot Workshop, Archery, Irish Dance, Kids Sports, Henna, Stay Home Alone, Princess Dance Camp, Babysitter's Training, Speech Therapy, Folk Art Painting, Girls Volleyball Camps, Pound in the Park, Tree Climbing, Booster Night. Cancelled due to low enrollment: TRX, MA Fit, Yoga, Youth & Little Tykes Martial Arts, Mad Science Circus Science, Basic First Aid for Kids, Oodles PM, Learn Not to Burn. Cancelled programs due to Covid: Chess Camp, Fondy Aqua Park, Pickleball Lessons

Upcoming events include the following:

Amazing Race: We had 16 teams (69 participants) for the event was held on July 10th with Dental Professionals sponsoring the event.

Drive in Movie: Postponed until Thursday, July 16th we will be at Freidenfeld Park for the Premier of our Drive in Movie featuring Frozen 2. Parking will be open at 7pm, movie starts at dusk.

Booster Night: Booster Night was held on July 6th and Robert's Frozen Custard donated \$300.00 towards our programs!

ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for August 19th at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:25 p.m.



Shannon Lemke
Park & Recreation Secretary

Mark Schroeder

From: Mark Schroeder
Sent: Wednesday, July 22, 2020 11:42 AM
To: 'Lindsey Snopek'
Subject: RE: Wilderness Park

Lindsey,

I will place this item on the next meeting agenda under correspondence, and include our email exchange.

Thanks,

Mark Schroeder, CPRP
Park & Recreation Director
Germantown Park & Recreation Department
Ph: (262) 250-4710 Fax: (262) 255-2920

Discover. Play. Grow

-----Original Message-----

From: Lindsey Snopek <francine411@yahoo.com>
Sent: Wednesday, July 22, 2020 7:24 AM
To: Mark Schroeder <mschroeder@village.germantown.wi.us>
Subject: Re: Wilderness Park

I would love if you could share my thoughts at the next commission meeting. Some sort of boardwalk path through the park would be wonderful not only for public use hiking, but could also serve as an educational spot for our schools.
Thanks,

Lindsey Snopek

> On Jul 17, 2020, at 2:06 PM, Mark Schroeder <mschroeder@village.germantown.wi.us> wrote:

>

> Hello Lindsey,

>

> Thanks for your email. Currently there are no short-term plans for development of Wilderness Park. You are correct that a majority of the site is wetlands which limit the park to more passive uses such as trails. The first step would be to officially make a request to the Park & Recreation Commission for incorporation in future park planning discussion. The commission is currently working on an update to the village's Comprehensive Outdoor Recreation Plan which will include the development of a five-year capital improvements plan. I would be glad to share your thoughts, and/or you are always welcome to attend one of the monthly commission meetings.

>

> Thanks,

>

> Mark Schroeder, CPRP

> Park & Recreation Director

> Germantown Park & Recreation Department

> Ph: (262) 250-4710 Fax: (262) 255-2920
>
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> Discover. Play. Grow
>
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> -----Original Message-----
> From: Germantown Rec. <parkrec@village.germantown.wi.us>
> Sent: Monday, July 13, 2020 7:54 AM
> To: Mark Schroeder <mschroeder@village.germantown.wi.us>
> Subject: FW: Wilderness Park

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> -----Original Message-----
> From: Lindsey Snopek <francine411@yahoo.com>
> Sent: Sunday, July 12, 2020 10:01 AM
> To: Germantown Rec. <parkrec@village.germantown.wi.us>
> Subject: Wilderness Park

>
> Hello,
> I'm wondering if there are any plans to do any development to Wilderness Park on Bonniwell Rd. As a resident of Germantown who lives at the Northeast border, it would be great to have a park closer to us. It appears a good portion may be wetlands. It would be awesome to get some sort of walking trail through the property. If no plans are in the works, how would a resident begin the proposal process?
> Thanks,
>
> Lindsey Snopek

September 16, 2020

Director's Report

Dheinsville Park Shelter Project –

The project is essentially complete with the exception of punch list items including door replacement due to wrong swing, electrical panel trim, and some site restoration items. The “kick-off” event will be the Oktoberfest celebration on September 26th and 27th sponsored by the Germantown Historical Society.

Weidenbach Park Playground Project –

The DPW/parks staff removed the old equipment and prepared the site the week of August 24th. Lee Recreation installed the new equipment on August 31st and September 1st. Village crews are in the process of installing the concrete walkway, which will be followed by installation of the certified wood fiber, and site restoration. The project will be completed by the end of September.

Park & Recreation Program Update –

Recreation Supervisors Patti Heinen and Katie Rodger will be at the meeting to provide an update on the Summer programs, as well as the start of the Fall programming.

Comprehensive Outdoor Recreation Plan Update -

In late August, staff met with GRAEF to review/discuss the draft plan report. Also discussed was the virtual format and content for the project stakeholder meetings which have been moved back into October. Staff has also provided information to GRAEF for Drone Imagery of the village parks and facilities. This work is tentatively scheduled for early October.

Firemen's Park Shelter Project – Review & Recommendation on Contract Award -

Parkitecture completed the final project plans, specifications, and contract documents the week of August 24th. The project was advertised the weeks of August 27th and September 3rd per public bidding requirements. Bid Opening is scheduled for Friday, September 11th. Staff and Parkitecture will prepare a Bid Summary with recommendation that will be presented at the commission meeting for review and recommendation.

Dheinsville Park Shelter – Review & Approval of Shelter Rental Fees

With the shelter construction completed, there have been some initial inquiries on rental fees and amenities that might be provided. Staff has completed some research on shelter facility fees in area communities. While it is difficult to find comparable fees for shelters of like size, staff is proposing the following fee schedule for 2021 for the Dheinsville Park Festhalle.

Groups up to 100 people Resident - \$150 Non-Resident - \$200

Groups 101 to 200 Resident - \$200 Non-Resident - \$250

Groups 201 or larger Resident - \$250 Non-Resident - \$300

In addition to the normal park rental policies, staff would recommend that for groups over 100 people, the groups are responsible to rent portable restrooms to supplement the restrooms in the Bast Bell Museum. The village will be providing picnic tables, but for larger events such as weddings, family reunions, etc., the groups will need to provide their own stage, sound system, tables (other than picnic tables), and tent side walls if these amenities are desired.

2021 Park & Recreation Operating & Capital Improvements Fund Budgets

Staff presented the 2021 department budgets to village administration on September 8th. The 2021 Budget will be reviewed by the Committee of the Whole at a to be determined date.

Recreation Budget –

- Recreation program revenues in 2020 are behind the 2019 #'s by approximately \$300,000 as of July 31, 2020 due to the impacts of Covid-19. Proposed department revenues for 2021 of \$979,000 which represent a decrease of \$165,000 over 2020 proposed budget numbers.
- Staff is using the budgetary assumption that Fall revenues will be 50% of normal, Winter/Spring 75% of normal, and that by June 2021, programs and services will be back to 100% of previous year's numbers.
- Cost Recovery has been in the 85% range for last 5 years, proposed 2021 Budget at 74%.
- Recreation Budget expenses of \$1,318,133 represents a decrease of \$121,226 or 8.42% when compared to the 2020 Budget.
- Includes monies for Kinderberg Park tennis court repair and purchase of bird netting for the Dheinsville Park shelter.

Senior Center Budget –

- Revenues are proposed to decrease approximately \$9,000 in 2021. Small group programs in 2020, with no trip/tours until June 2021.
- Senior Center expenses of \$120,236 represents a decrease of \$7,587 when compared to the 2020 Budget.

Capital Projects –

- A total of \$95,000 is being requested for 2 items – Dheinsville Park paving and restroom enclosure (\$80,000), and the Kinderberg Park Splashpad Feasibility Study (\$15,000).