

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
SEPTEMBER 16, 2020**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Chair Coulthurst.

ROLL CALL: Chair Coulthurst, Commissioners Knop, Stapelman, Trustee Rep. Hudson, School Board Rep. Borden, Depies, and Leukert. Guests included resident Jan Miller. Also present were Program Supervisor Rodger, Director Schroeder and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Hudson and seconded by Stapelman to approve the minutes from July 15, 2020 as presented. Motion unanimously carried.*

PUBLIC INPUT:

Resident Jan Miller - Windsong Circle W addressed the Commission with the following comments regarding the Veridan Homes project next to Kinderberg Park.

- Kids playing on the piles of dirt
- Parents allowing children to climb on construction equipment

She also mentioned the following items.

- Would like to see boardwalks in Wilderness Park
- Expand greenspace in Germantown

CORRESPONDENCE:

- Communication from Lindsey Snopek regarding future use of Wilderness Park.

OLD BUSINESS:

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.

Discussion included the fixing of the cracks in the concrete that happened by the saw cut joints as well as an issue with some finishing levels.

The public restrooms are in the Bast Bell Museum.

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 DEPARTMENT PROGRAM UPDATE:
Recreation Division Report September 16, 2020 Commission Meeting
Summer

Sampling of enrollment numbers of popular programs:

Program	2020	2019
Amazing Race	69	93
Art Programs (combined to 1 day)	31	74
Babysitters Training	40	71
Safety Town	32	68
Spikers, Setters, Diggers	43	48
Tball/Baseball/Softball	233	319
Tennis	217	375
Girls Volleyball Camps	65	119
Youth Dance	23	62
Stay Home Alone	12	21
Kids Cuisine	16	31
Yth Basketball Programs	42	85
Kids Klub (weekly average attendance of 4 sites)	460	879
Tyke Site (weekly average attendance)	66	89

Programs cancelled due to COVID:

Basketball Camps, Pickleball, Wrestling, Boys Volleyball Camp, Fieldtrip to Hwy Garage, Time for Two, Camp Invention, Gymnastics, Heroes Volunteer Camp, Teen Trips, Youth Police Academy, Adventure Kids Klub, Middle Eastern Dance, Restore Your Core, Tai Chi, Movies in the Park, Family Camp Out, Community Band Concerts, Music at the Pavilion, Family Fun Carnival Night, Pop Up Events, Community Band, Home Buying/Selling, Flag Rugby, Self-defense Classes

Fall

Registration started late this year, August 24th for residents and school district residents and August 26th for Non-residents. The brochure was not mailed out this fall but is online and being updated as things change. Adult programming is on hold until after the Sept. 28th School Board meeting.

We have 44 programs starting in September and include: Dance, Poms, Gymnastics, Fall Girls Volleyball League, Sporties for Shorties, Intro to Irish Dance, Horseback Riding, Lego Bday Parties, Flag Football Games, Little Gridders, Pee Wee & U6 Soccer, Preschool Play group, Music Fun, Music Fun for Families, Youth Martial Arts, Little Tykes Martial Arts, Softball Pitching Clinic, Intro To Tae Kwon Do, Learn To Skate, Intro To Hockey, Kids Klub, Yoga, Golf Lessons, Junior Golf, Golf Skill Sessions, Ipad/iphone Tips, Tricks & Techniques, You have Pictures in your Camera - Now What?, Pound, Rockout, Workout., Cupcake of the Month, PULSE, Rise & Shine Boot Camp, Fall Patio Planter Workshop, Paws & Pose, Sporties for Shorties, Bike Challenge, Firefighters are your Friends, Yoga, Afterschool Legos, Henna, Story Stretchers, Safety Awareness Training, Retirement Planning

Programs cancelled due to low enrollment: Ukulele Madness, Beginning Guitar, Babysitters Training, Health & Wellness Talks – What is Dry Needling?, Oodles Of Art, Restore Your Core, Fistball, Beginner Pilates Mat, Pilates, Learn to Decorate with Frosting, Learn to Sew, Home Buying/Selling, Cut the Cord, Time for Two

Sampling of enrollment numbers of popular programs:

Program	2020	2019
Flag Football League	91	152
Little Gridders	28	36
Pee Wee & U6 Soccer	61	85
Fall Girls Volleyball League	83	80
Gymnastics	42	81
Dance	28	64
Poms	94	95
Kids Klub: Numbers for the first three weeks of school at all 5 sites.		
Average weekly enrollments	545	1950
Kids enrolled	162	464
Families	127	347

Upcoming events include the following:

Flag Football: We decided to make the league a Passing League only this year due to covid. We had to combine the 1st/2nd grade leagues and 3rd/4th grade leagues due to low enrollment and we have 4 teams in each division with 21 volunteer coaches.

Soccer/Gridders: Pee Wee & U6 Soccer and Little Gridders Football will be starting on September 19th. We have 6 teams in soccer and 2 teams for Little Gridders.

Girls Volleyball Leagues: We have 8 teams in the fall league (1 more than last year!).

New Programs added since July: Pilates in the Park – Free, Sporties for Shorties, Tennis Serving Clinic. E-sports – Rocket League, Paws & Pose – Pet Photo Event, The Great Pumpkin Hunt. Art Inspirations, Essential Oils Make & Take

Community Partnership Award: On Monday, September 14th we presented Dental Professionals with a Community Partnership Award in recognition and appreciate for their support and sponsorship of events, programs, and team sports for over 25 years.

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.

NEW BUSINESS:

FIREMEN'S PARK SHELTER PROJECT – REVIEW OF BIDS & RECOMMENDATION 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 was held Friday, September 11th. Staff and Parkitecture prepared a Bid Summary with recommendation that will be presented at the commission meeting for review and recommendation.

Mark handed out the Bid Summary prepared by Parkitecture. We had seven companies bid on the project, with the lowest bids; Level Up Construction, Ray Stadler Construction and JH Hassinger. The companies were asked to supply 2 different bids, one in full and one with four items deducted. The low bidder with the deductions is Level Up Construction.

School Board Rep. Borden stated that he is unsure that the project should move forward at this time. With the uncertainty at this time should the village be using the Impact Fees for this project. There is a chance schools may be shutdown, furloughs for Village employees, budgets and lack of money coming into the Village. Chair Coulthurst stated that the Village already has the funds that Park Impact Fees have a specific use and we have already started the process for the structure.

Borden stated cutting back \$64,000.00 and not including the timber russes, is cutting corners. "Are we rushing into this project at this time instead of waiting until January and maybe get more money for the project."

Discussion continued regarding the trusses. Mark stated if trusses are added into the project bid then JH Hassinger would be the low bidder. Mark stated he would have to talk with legal to see if we would have to rebid the project.

Motion by Depies, seconded by Leukert to send forth a positive recommendation to the Village Board to approve a contract with Level Up Construction, for the Firemen's Park Shelter Project in the amount of \$732,591.44, plus a 7% contingency (\$65,000), and to authorize the village direct purchase the precast panels in the amount of \$205,737.

Depies asked Mark to meet with legal if the Village Board decides to add trusses back in the project.

Knop questioned if renters are allowed to decorate the facilities.

***Ayes – Stapelman
Leukert
Depies
Coulthurst***

***Nays – Knop
Hudson
Borden***

Motion carried.

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.

The Commission would like to see the Recreation Department work with a portable restroom company to schedule delivery for the event as well as include the restroom fees as part of the overall rental fees when large events are held. The shelter rental fees will be reviewed and approved at either the October or November meeting.

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 \$1,029,700 which represent a decrease of \$130,000 compared to the 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 \$1,287,413 represents a decrease of \$151,946 or 10.56% 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).

VILLAGE BOARD REPORT: Phil stated the Village Board approved \$900,000.00 for the Firemen's shelter. The board also approved the Veridian Homes subdivision plan, putting the bridge and walking paths back into the plan as well as adding additional landscaping. The Germantown Soccer Club field usage agreement was approved along with the Oktoberfest license.

SCHOOL BOARD REPORT: Borden stated School back in session. Rockfield and Kennedy Middle School have positive COVID cases. The School Board would like to see face to face classes after the September 28th meeting. The district has a teacher shortage. The School Board and Village Board will be holding 2 joint meetings this year.

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 -

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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.

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2021 Park & Recreation Operating & Capital Improvements Fund Budgets

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ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for October 21st at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:32 p.m.

Shannon Lemke
Park & Recreation Secretary