

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **PARK & RECREATION COMMISSION**

DATE AND TIME: **WEDNESDAY, NOVEMBER 18, 2020 at 5:30 p.m.**

LOCATION: **GERMANTOWN VILLAGE HALL BOARD ROOM**
 N112 W17001 Mequon Road

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings, capacity within the Board Room will be limited. Members of the body and citizens may also attend the meeting virtually through the WebEx platform (Meeting number: 126 250 3612 Password: 3qzXDEgpP33 which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mdab6daf59ad9f3b12078aa6e04f77c3>. Citizens not wishing to attend the meeting personally or virtually 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:** October 21, 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:**
- VI. **OLD BUSINESS:**
 1. Comprehensive Outdoor Recreation Plan Update
 2. Firemen's Park Shelter Project Update
 3. 2021 Park & Recreation Operating & Capital Improvements Fund Budgets
- VII. **NEW BUSINESS:**
 1. 2020-2021 Winter/Spring Recreation Program Fees & Charges – Review & Approval
 2. 2021 Park Facility Rental Fees & Policies – Review & Approval
 3. 2021 Park & Recreation Commission Meeting Calendar
- VIII. **VILLAGE BOARD:**
- IX. **SCHOOL BOARD REPORT:**

X. **DIRECTOR'S REPORT:**

XI. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **December 16th @ 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
October 21, 2020**

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

ROLL CALL: Chair Coulthurst, Commissioners Stapelman (via Webex), Trustee Rep. Hudson, Depies, and Leukert (arrived at 5:33p.m.). Absent and excused was Commissioner Knop. Absent and unexcused School Board Rep. Borden. Also present were Director Schroeder and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Depies and seconded by Stapelman to approve the minutes from September 16, 2020 as presented. Motion unanimously carried.*

PUBLIC INPUT: None

CORRESPONDENCE: None

OLD BUSINESS:

DHEINSVILLE PARK SHELTER PROJECT: The project is complete although there remain concerns with site restoration and concrete work. The village will be holding retainage into 2021 until the sub-contractor completes landscaping work that is acceptable to the village. Staff met with Keller Inc. on October 20th to discuss solutions to correct deficiencies with the concrete floor including 1.) surface cracking not in the tooled joints, 2.) low areas causing ponding, and 3.) porosity in the surface finish that could lead to future spalling. Keller will present options to address noted concerns with both parties agreeing to resume discussions in Spring 2021. The Village will withhold the last payment into next year.

WEIDENBACH PARK PLAYGROUND PROJECT: Lee Recreation installed the new equipment on August 31st and September 1st. Village crews have installed the concrete walkway, installed the certified wood fiber safety surfacing. Site restoration was completed the week of October 5th. The playground project is now completed and open for use.

COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE: Village staff and GRAEF have scheduled the virtual project stakeholder meetings for October 28th and 29th. A total of three meetings will be held with 1.) sports organizations 2.) community organizations, and 3.) community residents. GRAEF has completed the Drone Imagery of the village parks and facilities.

Commissioner Depies asked if the department received the finalized recreational mapping/planning report from Washington County regarding. Mark stated the county adopted the Washington County Park & Open Space Plan 2035 in late April. He has not received the final copy of the plan.

FIREMEN'S PARK SHELTER PROJECT: At the September 21st Village Board meeting, approval was given to accept the Park & Recreation Commission recommendation to award the contract to Level Up Construction, LLC, in the amount of \$732,591.44, and to approve the village direct purchasing the pre-cast concrete panels in the amount of \$205,737. The project contracts and bonds have been executed, with a pre-construction meeting held on October 6th. The final construction plan set is currently being reviewed by the staff of Safebuilt Inspection Services, the village's new contracted inspection company, for state plan approval. The contractor is anticipating a project start date the week of October 19th pending state plan approval and issuance of the building permits.

PARK & RECREATION COMMISSION

October 21, 2020

Page 2

Discussion from the September 21st Village Board included trusses or no truss design. If the Village decided to add the trusses they could not legally change vendors. A few board members stated they did not like the aesthetics of the building.

Commissioner Leukert asked if we should present the project to the Village Board prior to the final recommendation from the Commission.

Trustee Hudson stated in the future he would like to involve members of the Village Board with design features for the shelters.

Commissioner Depies mentioned how Trustee Baum was invited to lead and did participate in discussions on the project.

NEW BUSINESS:

2021 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS: See below

VILLAGE BOARD REPORT: The 2050 Comprehensive Plan meeting is scheduled for November 9th. The Village is currently in discussion with the Village of Richfield to sell water and sewer services to Richfield. Germantown would need to build a new water tower for that service. That would go into TIF 7 or 8. This is for the development of 300 acres along I-41. Richfield would be paying the costs and would be a customer of the Village of Germantown.

SCHOOL BOARD REPORT: Absent

DIRECTOR'S REPORT:

Dheinsville Park Shelter Project-

The project is complete although there remain concerns with site restoration and concrete work. The village will be holding retainage into 2021 until the sub-contractor completes landscaping work that is acceptable to the village. Staff has scheduled a meeting with Keller Inc. to discuss solutions to correct deficiencies with the concrete floor including 1.) surface cracking not in the tooled joints, 2.) low areas causing ponding, and 3.) porosity in the surface finish that could lead to future spalling.

Weidenbach Park Playground Project –

Lee Recreation installed the new equipment on August 31st and September 1st. Village crews have installed the concrete walkway, installed the certified wood fiber safety surfacing. Site restoration was completed the week of October 5th. The playground project is now completed and open for use.

Comprehensive Outdoor Recreation Plan Update –

Village staff and GRAEF have scheduled the virtual project stakeholder meetings for October 28th and 29th. A total of three meetings will be held with 1.) sports organizations 2.) community organizations, and 3.) community residents. GRAEF has completed the Drone Imagery of the village parks and facilities.

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

At the September 21st Village Board meeting, approval was given to accept the Park & Recreation Commission recommendation to award the contract to Level Up Construction, LLC, in the amount of \$732,591.44, and to approve the village direct purchasing the pre-cast concrete panels in the amount of \$205,737. The project contracts and bonds have been executed, with a pre-construction meeting held on October 6th. The final construction plan set is currently being reviewed by the staff of Safebuilt Inspection Services, the village's new contracted inspection company, for state plan approval. The contractor is anticipating a project start date the week of October 19th pending state plan approval and issuance of the building permits.

2021 Park & Recreation Operating & Capital Improvements Fund Budgets –

Staff presented the 2021 Park & Recreation and Senior Center budgets to the Village Board Committee of the Whole on September 30th. No modifications were made at that meeting. The Committee of the Whole met on October 7th and 15th to review the remaining departmental budgets. Following review and discussion at the October 15th Committee of the Whole meeting, the 2021 budget was sent forth for the Public Hearing on November 16th. To date, the budget stands as submitted with the following highlights.

Recreation Budget –

- Recreation program revenues in 2020 are behind the 2019 #'s by approximately \$429,000 as of September 30, 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 80%.
- **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 \$119,536 represents a decrease of \$8,287 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).

2021 Park Shelter Fees & Winter/Spring Recreation Program Fees –

Staff will be presenting the proposed park shelter and recreation program fees for review and approval at the November commission meeting.

Spassland Park Pathway –

The pathway improvement project for the west side of the park began the week of October 5th. Village crews have removed approximately 100' of the asphalt surface and are installing culvert pipe to drain the area to the adjacent wetland. Following the installation of additional stone base material, the village's paving contractor will re-pave this section of pathway. The project should be completed in early November.

Kinderberg Park Shelter Roof –

The roof replacement project began on Monday, October 12th. As of Thursday, October 14th, the asphalt shingle roof has been removed and underlayment installed for the new standing seam metal roof. Weather pending, the project will be completed in early to mid-November.

Recreation Division Update -

We have 42 programs starting in October and include: Paws & Pose Howl-o-ween Event, The Great Pumpkin Quest, Parent Child basketball, Afterschool Legos (4 sites), Oodles Of Art, Music Fun, Softball Hitting Clinic, Intro To Tae Kwon Do, Learn To Skate, Intro To Hockey, Kids Cuisine, Basic First Aid for Kids, Construction Zone Tot Party, Mermaid Tot Party, Mad Science (3 sites), Halloween Music Party, Youth & Tyke Martial Arts, PULSE, Horseback Riding, Tree Climbing, Fundamental Basketball Camp, Babysitter's Training, Cupcake of the Month, Learn to Decorate with Frosting, Stay Home Alone, You have Pictures in your Camera Now What, Verbal Defense Against Bullies, Fall Patio Planter Classes, Pound Rockout Workout, Yoga, Ipad Tips/Tricks/Techniques, 5 Tips for Health & Wellness, Cutting the Cord on Internet Costs, Successful Home Buying, Selling Your Home, Schools Out - Stream Sampler Day

Programs cancelled due to low enrollment: Watercolor painting, Music Fun for Families, Learn to Sew, Folk Art Painting, Oodles of Art PM Class, Art Inspirations, Tax Free investments, Zoom sessions of Digital photography classes, Safety Awareness Training, Germantown Kids Choir

Upcoming events include the following:

Paws and Pose: Howl-O-Ween Event & Costume Contest: We will have a prize for best costume (in-person and emailed submissions). You can email photo to parkrec@village.germantown.wi.us Event will be on Sunday, Oct. 18 (rain date: Sunday, Oct. 25), from 10:00 a.m. – 4:00 p.m. (choose your time slot when you sign up, time slots are in 15 min, increments). Come get a photo of your pet and help support HAWS (Humane Animal Welfare Society). Photos will be \$10 per pet and half of all photo proceeds will go to HAWS. We will have props or various hats for you to use at the event. Paws and Reflect Pet Grooming will be on site to help your dog look

its best with a-la-carte services. Bring a donation item (wet/day dog or cat food or dog/cat toys) for HAWS receive a free bow tie for your photo shoot provided by Paws and Reflect.

The Great Pumpkin Quest: The search is on...somewhere hidden in one of the Village of Germantown Parks is a "Great Pumpkin" waiting to be discovered. Explore your village parks on this adventure as you discover unknown places. Treasure awaits the lucky family who uncovers the secret spot! The winner will receive a prize basket. Clues will be sent out over e-mail starting Oct. 5th. The quest will continue through Friday, Oct. 23rd at 4:30 p.m. If the "Great Pumpkin" is not redeemed by that time, the quest will end.

Bucketeers: Deadline was Oct. 12th we are extending the deadline until Oct. 23rd as numbers are low. We are hoping to have 3-4 teams for 3rd/4th girls, 3 teams for 3rd co-rec and we combined 4th-6th grades again and hope to have 4 teams.

1st/2nd Grade Buckets: Registration Deadline is Nov.6th.

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

ADJOURNMENT: There being no further business, the meeting adjourned at 6:20 p.m.



Shannon Lemke

Park & Recreation Secretary

Village of Germantown Comprehensive Outdoor Recreation Plan

Stakeholder Focus Group Session



Agenda

- Welcome & Introductions
- Overview of the Comprehensive Outdoor Recreation Plan (CORP) process
- Survey questions & group discussion
- Closing comments

****NOTE: Please grab your smartphone to participate in the interactive questions as a part of this focus group****

Introductions



Craig Huebner,
GRAEF



Danya Littlefield,
GRAEF



Joe Pepitone,
GRAEF

Wednesday, October 28th 6:00 - 7:30 p.m. Virtual Meeting

Community Sports Organizations

Junior Warhawks Baseball/Softball
Junior Warhawks Baseball/Softball
Germantown Little League
Germantown Little League
Hawks Football
GT Soccer Club
GT Soccer Club
GT School District
GT Recreation Tennis
GT Friends of Park & Recreation

Jeff DeMichiel
Marty Meyers
Mike Groeschl
Keith Schroeder
Brandon Preiss
Paul Hammond
Justin Latham
Sara Unertl
Mike Kolz
Ray Baran

Wednesday, October 28th 7:30- 9:00 p.m. Virtual Meeting

Community Groups/Organizations

Kiwanis Club
Chamber of Commerce
Business Representative
Leadership Germantown
Germantown Historical Society
Deutschstadt Heritage Foundation
GT Community Band
GT Parent Teacher Organization

Joletta Kerpan
Lynn Grgich
Cheri Schadeberg
Sandy Dobrogowski
Jeff Dhein
Marcy Stone
Jim Barnes
Erin Warborg

Thursday, October 29th from 6:00 -7:30 p.m. Virtual Meeting

Germantown Families

Amanda Reinemann
Kristin Jensen
Tad Cleveland
Josh Feller
Nate Brooks
Jennifer Adams
Todd Jex

The Comprehensive Outdoor Recreation Plan (CORP)

- CORPs are prerequisites to participation in outdoor recreation grant programs offered by the DNR
- Meant to evaluate both quantity and quality of park land, amenities, and programming offered by a local government
- Helpful in evaluating the overall system and planning for future improvements or land purchases

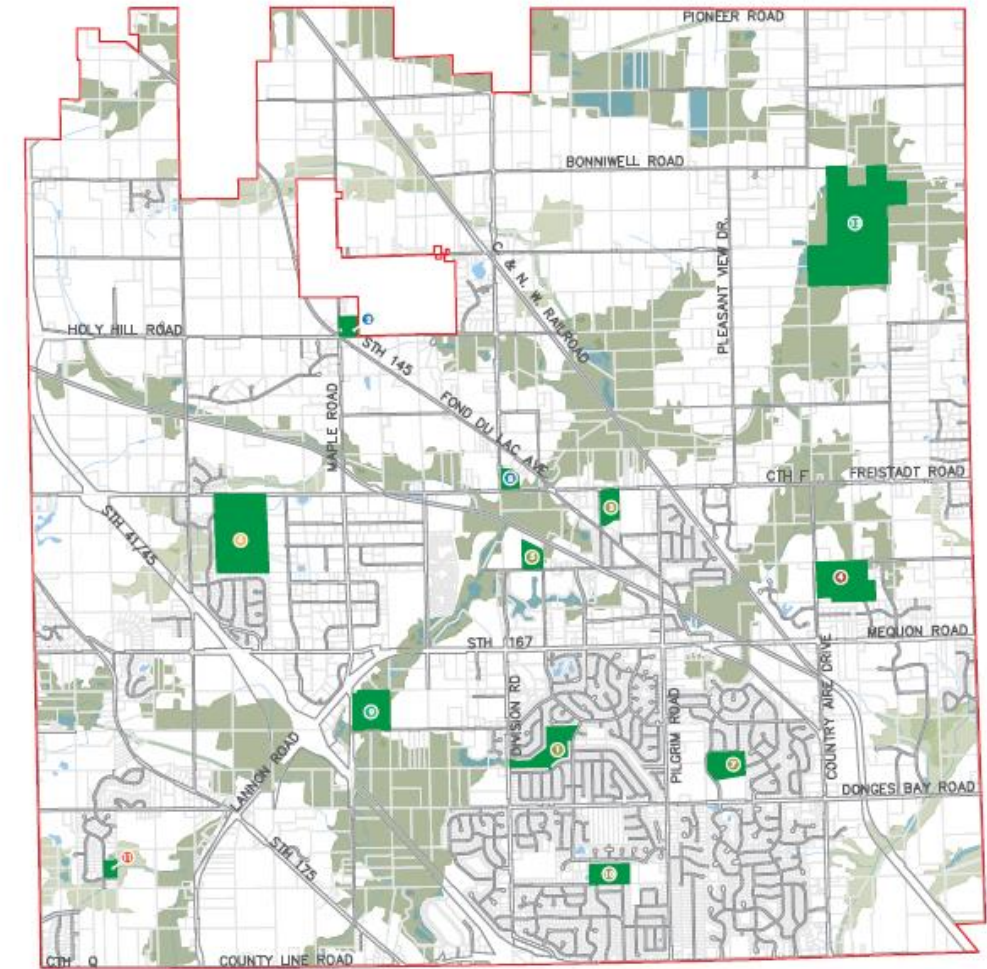
Germantown's CORP update

- Previous CORP covered the years 2015-2019
- GRAEF was contracted to assist with updating Germantown's CORP in fall 2019
- Public meeting (the Park Planning Party) was held in October 2019



Germantown's Parks

- | | |
|---|---|
| 1 Alt Bauer Park
Neighborhood Park - 25.6 acres | 7 Kinderberg Park
Neighborhood Park - 23 acres |
| 2 Dheinsville Historical Park
Special Use Park - 9.5 acres | 8 Little League Park
Special Use Park - 10 acres |
| 3 Firemen's Park
Neighborhood Park - 17 acres | 9 Schoen Laufen Park
Environmental Park - 39 acres |
| 4 Friedenfeld Park
Community Park - 53 acres | 10 Spassland Park
Neighborhood Park - 20 acres |
| 5 Haupt Strasse Park
Neighborhood Park - 13 acres | 11 Wiedenbach Park
Playlot Park - 4 acres |
| 6 Homestead Hollow
County Park - 105 acres | 12 Wilderness Park
Environmental Park - 200 acres |

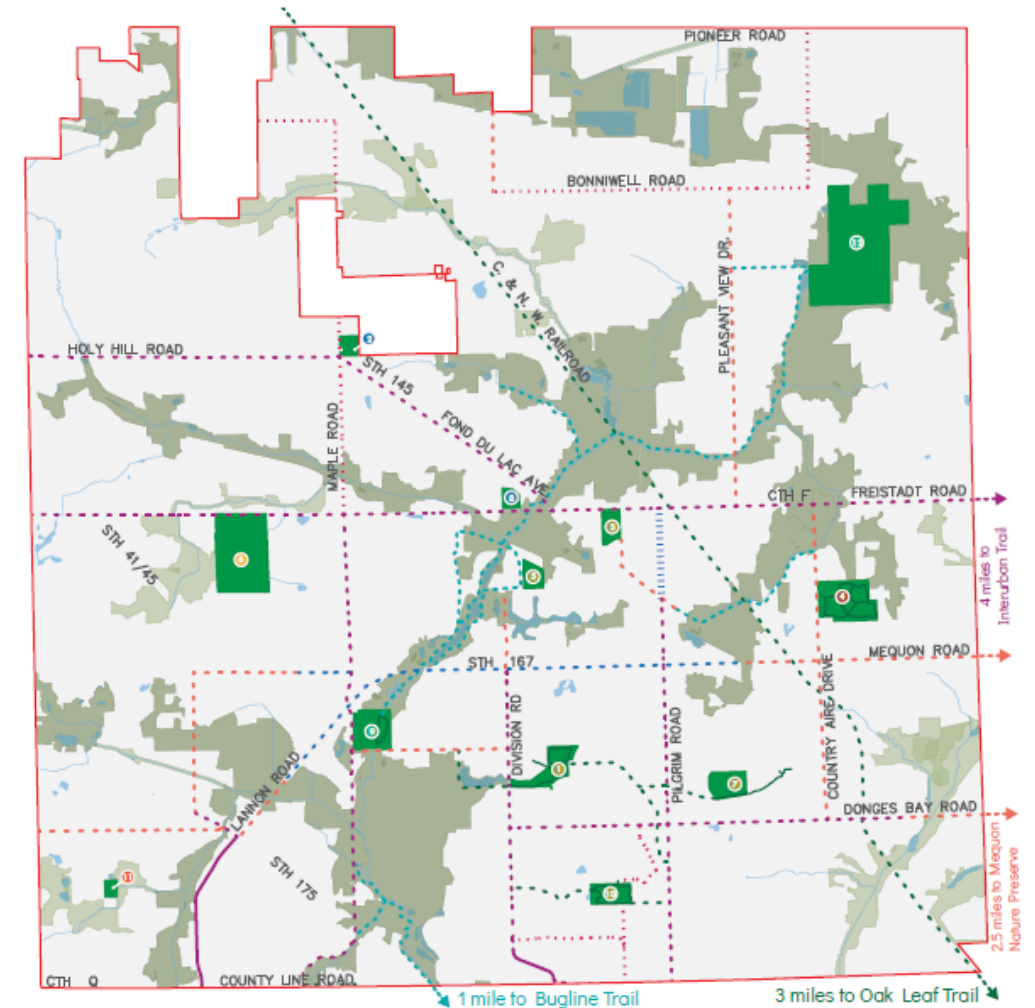


EXISTING FEATURES

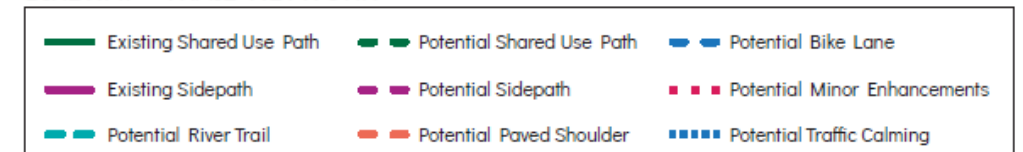


Germantown's Trails

- “Expanding and improving the trail system” was the park initiative that received the most votes at the October 2019 public meeting



BIKEWAY + TRAIL NETWORK



Germantown's Comprehensive Plan Update

Village-wide Survey Results



In the past year, how many times have you or members of your household...

Visited any of the Parks in the Village of Germantown?



■ Not at All (6.78%) ■ 1-5 Times (30.53%)
■ 6-10 Times (15.78%) ■ More than 10 Times (46.91%)

Participated in any of the Recreational Programs offered by the Village of Germantown?



■ Not at All (44.28%) ■ 1-5 Times (36.82%)
■ 6-10 Times (7.4%) ■ More than 10 Times (11.49%)

Top Parks Amenities desired by Respondents

1



Paved Trails

2



Concessions/Beer Garden

3



Outdoor Pool/Aquatic Center

4



Canoe/Kayak Launch

5



Unpaved Trails

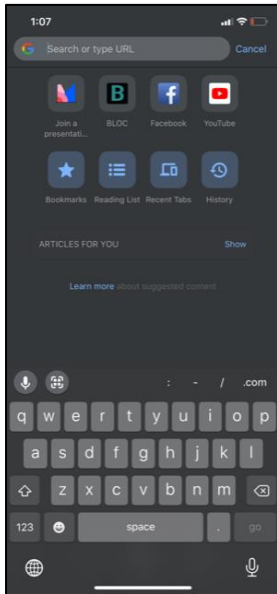
73%

of respondents think Germantown has enough public "active recreation" land such as baseball diamonds, soccer fields, tennis courts, basketball courts, etc.

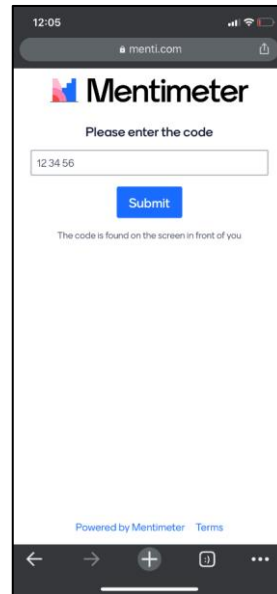
46%

of respondents think Germantown could use more "passive recreation" land such as walking trails, wildlife observation, canoeing, kayaking, bird watching, bicycling, picnicking, etc.

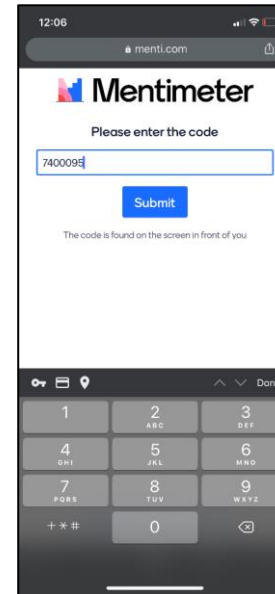
How to access Mentimeter



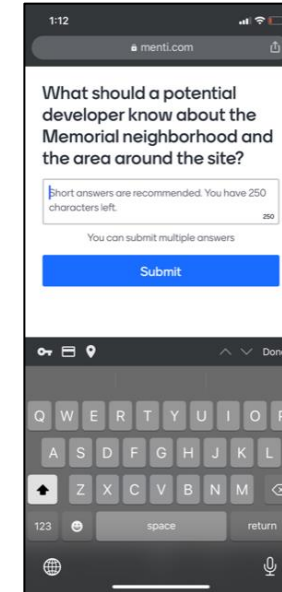
1. Go to the web browser on your phone (Safari, Chrome, etc.)



2. Type in:
menti.com



3. Type in the code for this presentation



4. Type your answers to the questions as they appear and keep watching the presentation to see others' responses

Questions & Discussion

Sports Organizations

How well are Germantown's current active recreation facilities serving your organization's needs?

What improvements would your organization benefit from in Germantown's Parks?

Are there other communities that have sports and/or recreation facilities that you admire and think would work well in Germantown?

What are your thoughts on field surface/materials for new sports fields or upgrades to existing fields?

How do your organizations partner with each other to share use, construction, and maintenance cost of sports facilities in Germantown?

Are there opportunities for more partnerships?

How much land, fields, or facilities does your organization need for **practice**? For **competitions**?

If new land was developed for a youth sports complex, what types of facilities would be needed?

Questions & Discussion

Community Organizations

What can the Parks Department do to improve your organization's ability to run special events in Germantown's parks and facilities?

What would make your events in Germantown's parks more successful?

What support facilities are needed in Germantown's parks to better serve your events?

Should the Village engage with private property owners along Mequon Road or Main Street to pursue a “mixed-use development” including outdoor plaza/gathering space?

Questions & Discussion

Community Members & Families

Are there facilities or park features in other communities you have visited that you think would be good for Germantown?



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337
(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

Date: November 18, 2020

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: 2021 Facility Rental Fees & Policies

Summary:

Attached for your review are the proposed 2021 park facility rental fees and policies. Staff is recommending that some of the current fees be increased to reflect the amenities that rental groups have available to them, as well as the ongoing costs to operate and maintain these facilities. In this case, fee increases would apply to parks with the three most frequently rented shelters; Kinderberg Park, Firemen's Park, and Spassland Park. In addition, recommended fees are included for the new festhalle at Dheinsville Park. All other park rental fees, including athletic field fees, are proposed to remain at current levels. In regard to facility rental policies, the only recommended changes are associated with the Dheinsville Park Festhalle. The park facility rental policies were last updated in 2018 with the opening of the Gehl's Performing Arts Pavilion. The park shelter fees have been increased in 2010, 2013, and most recently in 2016.

Recommendation:

The Department is seeking approval of the modified Facility Rental Policies and Fees.

Attachment: Facility Rental Fees & Policies with Proposed Changes



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

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

PARK RENTAL POLICIES

The main use of Germantown Park and Recreation facilities is for activities, sponsored and conducted by the Park and Recreation Department. These facilities or portions thereof, when not in use in regularly scheduled Department activities, may be used by others on a first come, first reserved basis.

I. GENERAL INFORMATION

Verbal permission by any staff member of the Park and Recreation Department for the use of facilities, equipment or exceptions to any of these listed rules will not absolve the renter of his/her responsibilities as outlined in this policy.

The Village of Germantown, or any of its officers, agencies, or employees, will not be responsible for injuries or loss of, or damage to personal property occurring as a result of your activity being conducted on Village property.

Violation of any segment of this policy and/or Village codes will be just cause for the denial of future reservations of park facilities and the forfeiture of deposits made. Rowdy behavior or disturbances of the residential neighborhood adjacent to the park facility will be just cause for immediate cancellation of the activity by Department officials or the Police Department.

A. RESERVATION OF FACILITIES

1. Germantown Park and Recreation programs have first priority of use.
2. Summer facilities are open May 1st to October 31st.
3. Summer reservations start the first Monday in February for Village of Germantown Residents. Germantown School District Residents & Non-Residents may reserve a park shelter/facility starting the 3rd Monday in February. NOTE: EXCEPTION FOR DHEINSVILLE PARK FESTHALLE (see item 13 on page 3)
4. Winter reservations at Kinderberg Park start the first Monday in May.
 - a. Kinderberg Park Winter reservations run from November 1st through April 30th.
5. Reservations are for a six (6) hour block of time, with additional hours available for five (\$5) dollars each hour.
6. Renters can only put one facility and date on hold at a time.
7. A facility can be placed on hold for one (1) week from the date placed.

8. Please note the facilities will not be available for rental on the following holidays:
Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Easter.
9. Reservations can be taken over the phone, in person or on-line.
 - a. On-line reservations can be taken anytime at www.village.germantown.wi.us.
10. Persons renting facilities must be 21 years of age or older.
11. Athletic Fields
 - a. All athletic field reservations are to be made through the Department office.
 - b. The Department gives priority to Village sponsored programs over outside user groups. Athletic field reservations do not include equipment.
 - c. Preparation includes game preparation of the field for the first game of the day or evening. Additional field preparation is available through special arrangement with the Department. Only park maintenance personnel are authorized to line the grass portions of the fields or use motorized equipment to drag the infields unless special arrangement is made through the Department.
 - d. The Department will not make decisions on cancellations. Reserving parties are responsible to verify field conditions and take all steps in the cancellation/postponement of games or practice.
12. Gehls Performing Arts Pavilion in Firemen's Park
 - a. Any concerts or events with a Public Address (PA) System, or other amplifying equipment must adhere to Germantown ordinances regarding disturbing the peace. Any complaints will be handled by the Germantown Police Department and renters of the pavilion must follow their instruction. The Village of Germantown will not refund if your event is silenced by the Village and may refuse to re-rent based on noise complaints.
 - b. Music cannot begin prior to 9:00 a.m. and must end by 9:00 p.m. during the months of June, July, & August and 7:00 p.m. from September to May. Exceptions must be approved by the Park & Recreation Department & Germantown Police Department 30 days in advance.
 - c. Music will not contain profane language. Volume of music will adhere to Village ordinances.
 - d. Adequate electrical capacity as well as all amplifying equipment & lighting to support the demands of the event shall be the responsibility of the rental group.
 - e. All necessary precautions shall be taken to protect the existing electrical service from overload & damage.
 - f. Event sponsors are responsible for providing safety and security to all attendees working with the Germantown Police Department to review a safety & security plan for the event.

- g. The Park & Recreation Department & the Germantown Police Department may establish temporary rules & regulations to insure the best interests of the community are considered.

13. Muehl Family Festhalle at Dheinsville Park

- a. Reservations for larger events such as weddings, family reunions, company picnics etc. can be made up to one year in advance of the scheduled date of the event.
- b. Any concerts or events with live music or other amplifying equipment must adhere to Germantown ordinances regarding disturbing the peace. Any complaints will be handled by the Germantown Police Department and renters of the pavilion must follow their instruction. The Village of Germantown will NOT refund if your event is silenced by the Village and may refuse to re-rent based on noise complaints.
- c. Music cannot begin prior to 9:00 a.m. and must end by 9:00 p.m. during the months of June, July & August and 7:00 p.m. from September to May. Exceptions must be approved by the Park & Recreation Department and Germantown Police Department 30 days in advance. In no event, shall use of the festhalle exceed 11:00 p.m., not including clean up.
- d. Permanent restrooms are located in the Bast Bell Museum, with access from the west side of the building. For groups over 200, rental groups are required to supplement indoor restrooms with portable restrooms and sinks. Contact the Park & Recreation Department for further information.
- e. Rentals include electricity and picnic tables. Renters are responsible for providing staging, shelter sidewalls, tables, chairs, linens, etc.

B. FEES, REFUNDS AND SERVICE CHARGES

- 1. Fees are based on rental of facilities, as is, and does not include special preparations, set-ups, or use of equipment which does not ordinarily belong to that facility.
- 2. A 50% service charge is assessed for cancellations made up to two (2) weeks prior to the rental date; otherwise the entire rental fee is forfeited.
 - a. Inclement weather/rain is not a valid reason for a refund.
- 3. Rental groups will be held accountable if the facility is not cleaned up after the event, or if it is determined that there is any damage to the facilities the renter may be charged for additional expenditures, penalties and possible fines.

Some examples where charges may occur:

- a. Keys or padlocks are lost,
- b. There is damage to the facility, equipment, or grounds,
- c. Litter is left in or around the facility,
- d. The facility needs additional cleaning.

4. Germantown youth related community organizations such as: Scouts, Germantown Kickers, Germantown Hawks, Germantown Little League, Germantown Junior Warhawks, School Groups or by the discretion of the Park & Recreation Director, may use the Kinderberg shelter at no fee Monday thru Thursday. Friday, Saturday and Sunday use at the Kinderberg shelter or any other park facility shall require a payment of \$10.00 per hour for a maximum usage time of three hours, unless specified in other agreements.
5. The Village recognizes the importance of providing Village support for community fundraising events and gatherings, which in turn support and promote the public purposes of improving the quality of life, economic growth, tourism, recreation, fine arts & charitable aid etc. To further this purpose, the Village offers the Public Grant Program which offers an annual fee waiver grant to eligible organizations and individuals. Please contact the Village Clerk's office at (262)250-4740 for further information.
6. A resident is defined as any individual or business located within the boundaries of the Village of Germantown. If you are reserving a park on behalf of a business/organization, residency is defined by the location of the business/organization, not the person reserving the shelter/facility, even if they are a Germantown resident.

C. HOURS OF USE

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm.
2. With permission from the Park and Recreation Commission, a park facility rental time may be extended. Requests must be made two (2) months in advance of rental.

D. SALE OF REFRESHMENTS

1. If any types of refreshments are to be sold, appropriate Village licenses and permits must be secured, with copies attached to the signed facility agreement. The sale of refreshments shall follow the conditions of the beverage license obtained.
2. Beer, wine and wine coolers are permitted in designated picnic areas. Alcohol is prohibited in Wiedenbach Park.

II. GENERAL CONDITIONS OF USE

A. FACILITIES

1. Parks hours are 6:00am to 9:00pm. All activities must stop and facilities must be cleaned and secured by 9:00pm. The only exceptions to this policy is the Gehls Performing Arts Pavilion in Firemen's Park as listed in Section I, Item #12 b, the Haupt Strasse Park's softball field where park hours can be extended to 10:30pm and whereas all activities must stop and facilities must be cleaned and secured by 10:30 p.m. and the Muehl Family Festhalle in Dheinsville Park as listed in Section I, Item #13 c.
2. Facilities for rent are at the following Parks: Dheinsville, Firemen's, Haupt Strasse, Kinderberg, Schoen Laufen, and Spassland.

- a. Dheinsville, Firemen's, Haupt Strasse, Schoen Laufen, and Spassland Parks are open air shelters.
- b. Kinderberg Park has an open air shelter with an indoor multi-purpose room.
- c. Firemen's Park has the Gehl Performing Arts Pavilion (see Section I, A. #12)
3. All facilities have electricity except Schoen Laufen.
 - a. In the event that the electricity is not on, renters need to contact the Police Dept.
4. Rentals include the facility only. The public still has access to other park amenities, fields, restrooms, play areas, etc...
5. Kinderberg Park - Renters must take their receipt to the Police Department to pick-up a key for the multi-purpose room. The same key that accesses the multi-purpose room is used to unlock the restrooms inside the facility. The restroom doors to the outside of the facility are on a timed lock. It is important you lock the inside restroom and multi-purpose room doors after your event and the key returned to the Police Department. Do not lock or unlock the outside restroom doors - they are on a timed lock!

Note: The indoor multi-purpose room air conditioning is set for 75 degrees. This temperature can be maintained ONLY if users keep all the doors shut. Please do not prop open the doors or open the windows. Thank you.

B. DRIVING AND PARKING OF VEHICLES

1. Driving or parking of vehicles on turf areas is prohibited. Event sponsors are responsible for any damage done to turf areas.
2. At Kinderberg and Firemen's Parks pathway access to the facility is temporary only and vehicles must be removed during the duration of the event.

C. AMPLIFIED MUSIC OR SOUND SYSTEM

1. Public address systems are not allowed in the parks.
2. The volume of radios, speakers, etc., must be kept at a moderate level.

D. PETS

1. Dogs are allowed in all village parks; however they must be on a leash. Violators may be fined.

E. FIRES

1. Open fires are prohibited. You may only use fire in grills designed for such purpose and need to dispose of embers properly.

F. DECORATIONS

1. Decorating is permitted, using tape only and must be removed at the conclusion of the event. All decorations must conform to state and municipal fire codes.

G. INSURANCE

1. If, in the opinion of the Park and Recreation Department, the activity requested implies any form of hazard, risk, or liability, the renter shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Germantown. Such insurance must name the Village of Germantown as "Additional Insured" and have a rider on endorsement, requiring ten days' notice to the office of Park and Recreation in the event of cancellation of the policy or policies for any reason.

H. OTHER RESPONSIBILITIES

1. Any materials or equipment belonging to the renter must be removed from the facility and grounds at the conclusion of the rental unless written permission has been granted.
2. Items such as soda, beer, food, etc., purchased from dealers, may not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.
3. Individuals or groups renting Park and Recreation facilities will be held responsible for the conduct of the people admitted to their activity.

III. SPECIFIC CONDITIONS OF USE

A. BUILDINGS & FACILITIES

1. Renter will be held responsible for leaving the facility in as good condition as it was found. Please observe these rules:
 - a. Do not staple, nail or tack anything to the interior or exterior of building.
 - b. Do not pour cooking grease down sink or floor drains.
 - c. Do not overload electrical outlets.
 - d. Use fire extinguishers only in an emergency.
 - e. Remove all decorations and tape.
 - f. Tables and chairs should be wiped off and returned to their proper places.
 - g. All kitchen facilities cleaned, including refrigerator, sink and counter tops. (Renter should provide liquid cleaning supplies/wipes)
 - h. Sweep floors (broom/dustpan provided at Kinderberg Shelter)

IV. ADMINISTRATION OF POLICY

- A. The Park and Recreation Commission recognizes that there are exceptions to all rules, thus, under special circumstances, reserves the right to modify and alter these policies by a majority vote of said Commission.

V. ALL OTHER PARK RULES AND REGULATIONS NOT LISTED ARE DESCRIBED IN CHAPTER 21 OF THE MUNICIPAL CODE.

POLICE DEPARTMENT USE:

The keys for the Kinderberg Park shelter, the Firemen's Park Gehls Performing Arts Pavilion, and the Muehl Family Festhalle at Dheinsville Park must be picked up and **returned** to the Germantown Police Department on the day of your rental. A copy of your receipt must be presented when picking up the keys. Take this sheet with you to the Police Department.

Date: _____

Key Issued to: _____
Signature (Renter)

Print (Renter)

Time Out: _____ am / pm

Time In: _____ am / pm

Initials (Police) _____



Germantown Park & Recreation
N112 W 17001 Mequon Road
Germantown, WI 53022

PHONE: (262) 250-4710
FAX: (262) 255-2920
www.village.germantown.wi.us

2021 RENTALS FEES

Maximum Six (6) Hour Block of Time - \$5 Each Additional Hour								
Shelter/Facility	Res. Fee	Non-Res. Fee	# of People	Amenities				
Dheinsville Park Festhalle	\$150 \$200 \$250	\$200 \$250 \$300	100 people 101-200 people 201 or larger	40 Picnic Tables Electricity Permanent Restrooms (located in the Bast Bell Museum) <i>*see note below</i>				
Firemen's Park Shelter	\$125	\$175	300 people	40 Picnic Tables Electricity Permanent Restrooms				
Firemen's Park Gehl Performing Arts Pavillion	\$100 \$200	\$150 \$300	Less than 200 Greater than 200	Electricity Backstage Access 10 Picnic Tables Lawn Seating Port-a-John				
Haupt Strasse Park Shelter	\$50	\$90	100 people	12 Picnic Tables Electricity Port-a-John				
Kinderberg Park Shelter/ Multi-Purpose Room	\$140	\$200	150 people (Summer) 50 People (Winter)	10 Picnic Tables (Outdoor Shelter) 6 Tables/40 Chairs (Multi-Purpose Room) Permanent Restrooms Electricity				
Schoen Laufen Park Shelter	\$50	\$65	50 People	6 Picnic Tables No Electricity Port-a-John				
Spassland Park Shelter	\$125	\$175	100 People	10 Picnic Tables Electricity Permanent Restrooms				
<i>*For groups over 200, renters are required to supplement existing indoor restrooms with portable restrooms & sinks. Contact the Park & Recreation Department for further information.</i>								
FIELD / COURT	No Prep. & No Lights/Hr.		Prep. & No Lights/Hr.		Prep. & Lights/Hr.		Tournament/Day	
	Res. Fee	Non-Res. Fee	Res. Fee	Non-Res. Fee	Res. Fee	Non-Res. Fee	Res. Fee	Non-Res. Fee
Baseball/Softball Field	\$10	\$15	\$35	\$45	\$60	\$70	\$150	\$225
Soccer/Football Field	\$10	\$15	\$25	\$35	--	--	\$150	\$225
Tennis/Basketball Court	\$5	\$10	--	--	--	--	--	--
Volleyball Court	\$5	\$10	--	--	--	--	--	--



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

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

**Park & Recreation Commission
2021 Meeting Dates**

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

November 18, 2020

Director's Report

Comprehensive Outdoor Recreation Plan Update -

The virtual project stakeholder meetings were held on October 28th and 29th. A total of three meetings were held with 1.) sports organizations 2.) community organizations, and 3.) community residents. GRAEF is summarizing the meeting discussion for incorporation in the plan document. GRAEF will be completing the preliminary draft of the plan in late November/early December. Staff will forward the plan to the commission in December for review and discussion at the January meeting. The goal is to complete the CORP update in Spring 2021.

Firemen's Park Shelter Project Update

The final construction plan set has been reviewed by the staff of Safebuilt Inspection Services. The state plan approval was granted on November 4th, with the building permit pulled by Level Up Construction. The contractor completed staking and installation of the required erosion control measures on November 5th. The contractor began excavation for footings and foundation on Monday, November 10th. Project submittals have been approved for the pre-cast panels. The pre-cast panel supplier, International Concrete Products, will be providing a sample panel for owner approval to make sure of the color match with the Gehl's Performing Arts Pavilion. Parkitecture is continuing review and approval on various material submittals. Staff submitted the gas service application to WE Energies on October 20th.

2021 Park & Recreation Operating & Capital Improvements Fund Budgets

Staff presented the 2021 Park & Recreation and Senior Center budgets to the Village Board Committee of the Whole on September 30th. No modifications have been made. The Committee of the Whole met on October 7th and 15th to review the remaining departmental budgets. The public hearing on the 2021 Budget will be held on Monday, November 16th.

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

Staff will be presenting the proposed recreation program fees information at the meeting for review, discussion, and approval.

2021 Park Facility Rental Fees & Policies – Review & Approval –

Included in the meeting packets are the proposed 2021 park facility rental fees and policies. Staff is recommending the fees be increased for Firemen's, Spassland, and Kinderberg Park shelter rentals. In addition, fees are included for the Dheinsville Park Festhalle. Park shelter fees were last increased in 2016. The park facility rental policies are being updated to also include the Dheinsville Park Festhalle.

2021 Park & Recreation Commission Meeting Calendar –

Included in the meeting packet are the proposed meeting dates for 2021 for review/discussion.

Spassland Park Pathway –

Following the installation, grading, and compaction of the stone base material, Payne and Dolan completed the paving work the last week of October. DPW staff installed and graded topsoil along the pathway with final restoration in Spring.

Kinderberg Park Shelter Roof –

The new standing seam metal roof project was completed the first week of November.

Kinderberg Park/Kinderberg Estates Subdivision Bridge –

As part of the developer's agreement, Veridian Homes was required to construct/install a bridge over the drainage ditch to connect the subdivision to Kinderberg Park to the north. The developer proposed a wood bridge/boardwalk. Village staff was concerned with the long-term maintenance of what was proposed, and instead had the developer install twin 36" RCP pipes to connect the two properties. The developer has installed stone and will be paving this connecting pathway.

Recreation Program Update –

Recreation Division Report November 18, 2020

Programs starting in November include: Afterschool Legos (4 sites), Music Fun, Music Fun for Families, Acrylic Painting, Watercolor Painting, Tae Kwon Do, Essential Oils, Volleyball Women's League, You have Pictures in your Camera – Now What?, Intro To Tae Kwon Do, Youth & Tyke Martial Arts, PULSE, Babysitter's Training, Cupcake of the Month, Pound Rockout Workout, Yoga, Holiday Patio Planter workshops, Men's Open Basketball, Pickleball Open Gym.

Programs cancelled due to low enrollment or covid: Ukulele Madness, Beginning Guitar, Learn to decorate with Frosting, Kalahari Field Trip, Move Well. The Men's Over 30 Basketball League was also cancelled as a majority of teams did not want to play with the mask requirement.

Upcoming events include the following:

Bucketeers: We have 114 (last year we had 189) kids registered to play in our youth bucketeer basketball league and 25 coaches. Practices started this week. We have a total of 11 teams playing this season. Officials Training/Scrimmages is set for January 9th. League games will start January 16th.

1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 106 players and 27 coaches. We are hoping to have 12 teams in the league again this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

Brochure: The Winter/Spring brochure will be posted online the week of November 23rd. Program registrations are ongoing.