

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
November 18, 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), Knop, Trustee Rep. Hudson, Depies, and School Board Rep. Borden. Absent and excused was Commissioner Leukert. Also present were Program Supervisors Patti Heinen and Katie Rodger (via Webex), Director Schroeder and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Hudson and seconded by Borden to approve the minutes from October 21, 2020 as presented. Motion unanimously carried.*

PUBLIC INPUT: None

CORRESPONDENCE: None

OLD BUSINESS:

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.

Director Schroeder stated overall Village residents would like to see more trail systems and an outdoor aquatics facility.

Commissioner Knop asked if any of the user groups asked about additional fields for use. Director Schroeder stated discussion was regarding lighting at Friedenfield and the possibility of field turf. The user groups would like to see additional fields for use, however at this time there is not a location.

Trustee Rep. Hudson asked Director Schroeder what was mentioned about the mixed-use development within the Village. Mark stated that the main comment was there is a lack of restaurants in the Village.

FIREMEN'S PARK SHELTER PROJECT: 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 measure 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.

Mark stated that the contractor broke ground on November 10th with excavation for the footings and the foundation. Soil borings were completed pre-plan design however the contractor did run into Bedrock in a different area other than the test area. That required a Soils Engineer which was required of the contractor pre plans, and at no cost to the village. Footings have been poured in all the areas other than where the Bedrock was found. That area will require additional excavating before footings can be poured.

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 was held on Monday, November 16th.

Mark stated the proposed splashpad/pay equipment feasibility study was included in the 2021 budget for Kinderberg Park. The playground equipment needs to be replaced and splashpad needs to be resurfaced. The question arose as to why we would be doing this study. A feasibility study would include a site analysis, parking assessment, internal circulation pattern, and review of support amenities to determine suitability and best location for the playground & splashpad. Should the study determine that both the splashpad and playground are not best suited for this location, alternate locations would be explored for relocation at the splashpad.

NEW BUSINESS:

2020 - 2021 WINTER/SPRING RECREATION PROGRAM FEES & CHARGES –

REVIEW & APPROVAL: Program Supervisor Heinen discussed the fee increases for the Winter/Spring programs. There are programs that we are unable to increase due to co-oping with other recreation departments and they set the fees.

Program Supervisor Rodger discussed the Kids Klub program. Unfortunately, we cannot cut staffing fees or facility fees. We will be increasing the fees starting January 1st, 2021 \$.25 for the Before/After rates and \$.50 for the full day off rate.

Trustee Hudson questioned when the last time that Kids Klub fees were raised which was the start of the Fall 2020 School Year. Hudson stated fees should be raised higher now and leave them later. Director Schroeder stated we review the fees every season prior to starting.

School Board Rep. Borden stated the increase should be smaller due to the current economy.

Motion by Depies, seconded by Knop to approve the 2020-21 Winter/Spring Fees as presented. Motion unanimously carried.

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. Director Schroeder stated fees have not been raised since 2018. Reservations start the first Monday in February for Residents and 3rd Monday for School District and Non-Residents. We would allow reservations for the Festhalle 1 year in advance. Supplementing portable restrooms would be necessary for large groups. Port-a-John would be able to work out an agreement with us.

School Board Rep. Borden stated the Bast Bell Museum restrooms are going to be damaged by large user groups. If the capacity for renters to reserve restrooms is starting at 200 why would you not reserve the Port-a-Johns and add the additional fees onto the renters.

Trustee Rep. Hudson would like to see groups of 100+ having to rent portable restrooms.

Questions arouse regarding playing of music. Music is not allowed past 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 Commission and the Germantown Police Department 30 days in advance however the time will not exceed 11:00 p.m.

Trustee Rep. Hudson would like to see the additional hourly fee be raised to \$25.00 per hour extra.

Motion by Borden, seconded by Hudson to implement the following changes to the Park Rental Policies, page 1, Item A, 5 additional hours for \$25.00 each hour, Page 3, Item 13, d change the group size to over 100. Motion unanimously carried.

2021 PARK & RECREATION COMMISSION MEETING CALENDAR: Included in the meeting packet are the proposed meeting dates for 2021 for review/discussion.

VILLAGE BOARD REPORT: Phil stated the state of emergency was extended to January 18, 2021

SCHOOL BOARD REPORT: Ray stated that COVID has been tough on students and staff, as well as parents. 18 staff members at Germantown High School had COVID. Through contact tracing the numbers increased. The School Board determined it was best to move to all virtual learning for one week at Germantown High School. Our district nurse and staff are all over burdened. The elementary schools as well as Kennedy Middle School are doing well. The district is looking at changing bussing routes.

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 measure 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 –

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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.

ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for December 16th at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:07 p.m.



Shannon Lemke
Park & Recreation Secretary