

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
March 17, 2021**

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

ROLL CALL: Chair Coulthurst, Commissioners Trustee Rep. Hudson, Depies, Knop, Leukert and Stapelman. Absent and excused was School Board Rep. Borden. Also present were Director Schroeder, Program Supervisors Heinen and Rodger and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Depies, seconded by Knop to approve the minutes from February 17, 2020 as presented. Motion unanimously carried.*

PUBLIC INPUT: None

CORRESPONDENCE: None

OLD BUSINESS:

FIREMEN'S PARK SHELTER PROJECT UPDATE: The contractor installed the temporary heating system to address winter conditions on February 5th. The installation of the interior block walls on the building footings was completed on March 1st. The contractor finished installing the underground plumbing the week of March 3rd. The concrete floors for the restrooms, kitchen, and storage/mechanical rooms were poured on March 9th, and the multipurpose room on March 10th. The installation of the HVAC system is in progress. Plumbing and electric is being installed. Walls are being constructed indoors. Paint colors have been selected for the walls and ceilings. The floors will be epoxy inside the facility.

NEW BUSINESS:

COMPREHENSIVE OUTDOOR RECREATION PLAN 2020-2025 – REVIEW & DISCUSSION on 5-Year CIP PLAN: At the February meeting, the commission reviewed the updated version of the CORP, confirmed the plan goals, objectives, and priorities, as well as potential future park site locations. The commission also discussed the 5-Year Capital Improvement Plan. Included in the meeting packet is a listing of capital projects for the parks system, as well as a proposed Capital Improvements Budget for 2021-2025. Staff is requesting the commission review and approve the 5-Year CIP for inclusion in Chapter 6 of the CORP.

The goal is to finalize the CORP in April/May for approval by the Village Board in June/July 2021 at the same time as the 2050 Comprehensive Plan is approved.

The next 2050 Comprehensive Plan Public Meeting is scheduled for March 22nd. This meeting will be virtual.

At the Village Board meeting on Monday, March 15th the Village Board approved by a 5 – 4 vote to approve an amendment to the Project Plan & Boundaries for TID #7. Included are monies for construction of recreational trails from Maple Road to Holy Hill Road (Goldendale Creek Trail).

Trustee Hudson stated TID #7 was increased in size to accommodate a potential proposed development. You can include items such as trails which would be funded from the TID district. The expansion of the district and funding was included for 2 miles of trails within TID #7.

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- CORP Plan has included as priority, Goldendale Creek Trail Loop.
- Trail consistent from discussions at Park & Recreation Commission to Plan Commission to include in TID #7 plan.
- Preliminary cost estimates from GRAEF, \$700,000 for 2.5 miles of a trail system.
- Motion to include in TID #7, will be presented to Joint Review Board at next meeting.
- Holy Hill Road section – Village has state funding to upgrade section from State Hwy 41-45 East to Goldendale Road, final decision in process on where bike path will be located, we have right of way to allow for “off road” section.

Discussion was held regarding a decision on what to do with Wilderness Park. The Commission questioned if it is worth keeping the park if we cannot use it. They would like to either sell the property or possibly do a land swap.

Motion by Hudson, seconded by Depies to have the Village explore the option to incorporate Wilderness Park into MMSD/Greenseams program through either a sale or land swap for other usable park land within the Village of Germantown.

Depies stated the land to the Southeast is higher and drier and the Commission was still told nothing can be done on the land.

Hudson stated exploring the option will get us answers as to what can be done with the land.

Motion unanimously carried.

2021 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL: The Summer 2021 recreation program classes/proposed fees chart was handed out. Recreation staff is finalizing the program schedule and site locations to meet the brochure publication and distribution deadlines for the week of March 29th. In addition to working on the facility use request information for the Germantown School District, staff has been working with St. Boniface staff, Faith Lutheran, Lutheran Church of the Living Christ, and Washington County (Homestead Hollow Park).

Program Supervisor's Heinen & Rodger stated most of the programs are being held this summer. The department increased sponsorship fees as well.

Knop questioned why the Glow Walk is free this year, but you can purchase a “glow” kit.

Heinen stated people can walk the course without having to purchase the “glow” kit. The major costs come from the glowing items. You can pre-order the kit as well as t-shirts and pick them up in advance of the event. Items will not be handed out at the event to keep everyone social distancing. The event is from 7:30-9:30 p.m.

Hudson mentioned the department may want to have a second glow walk later in the year seeing the event is popular.

Knop suggested having a “donation” box under the shelter with funds going to “Friends of Park & Recreation”. The Friends of Park & Recreation is the sponsor for the Glow Walk this year.

Leukert excused at 6:30p.m.

Motion by Depies, seconded by Knop to approve the Summer 2021 fees as presented. Motion unanimously carried.

KIDS KLUB SUMMER REGISTRATION FLYER: Included in the meeting packets is the registration flyer for the various Summer Kids Klub programs. This information has been posted on the village website, with flyers distributed at the Kids Klub sites. Each year the department's goal is to distribute this information as soon as possible to assist families in planning for the summer. Registration for Summer Kids Klub programs began on March 15th.

FIREMEN'S PARK PAVILION – REVIEW & APPROVAL OF RENTAL FEE SCHEDULE & POLICIES: Mark shared the fee structure for the new Firemen's Park shelter. Fees will be based on the number of people attending. School Board Rep. Borden mentioned at the last meeting fees need to help offset when the facility is not rented out and services are still being provided in the building. Director Schroeder reached out to the architect for a similar facility in the area. Schroeder contacted Deforest Parks and received their heating/water bills for 1 year. Using those numbers Schroeder is estimating \$350.00 a month for heating/water at the facility. We can revisit these fees again after 1 year.

Motion by Depies, seconded by Stapelman to accept the fee schedule as presented. Motion unanimously carried.

Hudson questioned why the village would not charge more at Dheinsville Park for larger groups. Director Schroeder stated that we can revisit these fees after this first year.

DHEINSVILLE PARK LEASE AGREEMENT: During the process of researching some history on Dheinsville Park, staff came across information from the early 1990's when the Village and Germantown Historical Society (GHS) were in discussions regarding the purchase of the Valentine Wolf property (present day Dheinsville Park). Included in the meeting packet is a copy of the Dheinsville Park Lease Agreement that the two parties executed in February 1995. The lease agreement expired in February 2019. The lease agreement was sent to GHS President Jeff Dhein, as well as Village Administrator Kreklow and Village Attorney Sajdak.

This item is on the addenda for a status update. Following review by legal counsel and village staff, the lease agreement will come back to the Park & Recreation Commission at the April 20th meeting, with the goal for the commission to review the document and send forth to the Village Board for final approval in May. This timeline should give time for feedback from the historical society board as well.

PARK & RECREATION COMMISSION MEMBER TERMS: The following member terms will expire on April 30th, Commissioners Depies and Stapelman, and Village Board Representative Hudson. Commissioners should contact the Village Clerk's office to express interest in serving another term. Village President Wolters is planning to take all committee appointments to the Village Board for "official" confirmation on April 19th.

2020 PARK & RECREATION DEPARTMENT ANNUAL REPORT: Staff is waiting for the completion of the Year End Financial Audit so the final 2020 financial numbers are available. Therefore the 2020 Annual Report will be distributed at the April commission meeting.

FORESTRY UPDATES: At the March 15th Village Board Meeting, a contract was awarded to Johnson Nursery in the amount of \$22,964 for materials and labor to plant 60 trees within village parks and municipal grounds. The project will be completed in May. The village is also planning to treat approximately 150 selected ash trees with the project sent for bid in April, contract award in May, and treatment completed by mid-July.

VILLAGE BOARD REPORT: Husdon stated the Village tree planting contact was approved. The Germantown Community Scholarship Funds' Mudsplash event is canceled for 2021. On March 23rd there is a candidate forum at 5:00 p.m. The new AV system for the Village Board Room was approved.

SCHOOL BOARD REPORT: Excused

DIRECTOR'S REPORT:

Firemen's Park Shelter Project Update: The contractor installed the temporary heating system to address winter conditions on February 5th. The installation of the interior block walls on the building footings was completed on March 1st. The contractor finished installing the underground plumbing the week of March 3rd. The concrete floors for the restrooms, kitchen, and storage/mechanical rooms were poured on March 9th, and the multi-purpose room on March 10th. The installation of the HVAC system is in progress.

Comprehensive Outdoor Recreation Plan Update:

At the February meeting, the commission reviewed the updated version of the CORP, confirmed the plan goals, objectives, and priorities, as well as potential future park site locations. The commission also discussed the 5-Year Capital Improvement Plan. Included in the meeting packet is a listing of capital projects for the parks system, as well as a proposed Capital Improvements Budget for 2021-2025. Staff is requesting the commission review and approve the 5-Year CIP for inclusion in Chapter 6 of the CORP.

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The next 2050 Comprehensive Plan Public Meeting is scheduled for March 22nd. This meeting will be virtual.

2021 Summer Recreation Program Fees & Charges – Review & Approval:

The Summer 2021 recreation program classes/proposed fees chart will be handed out at the meeting. Recreation staff is finalizing the program schedule and site locations to meet the brochure publication and distribution deadlines of the week of March 29th. In addition to working on the facility use request information for the Germantown School District, staff has been working with staff with St. Boniface, Faith Lutheran, Lutheran Church of the Living Christ, and Washington County (Homestead Hollow Park). Recreation Supervisors Heinen and Rodger will attend the meeting to present this information.

Kid's Klub Summer Registration Flyer:

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Dheinsville Park Lease Agreement:

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2020 Park & Recreation Department Annual Report: Staff is waiting for the completion of the Year End Financial Audit so the final 2020 financial numbers are available. Therefore the 2020 Annual Report will be distributed at the April commission meeting.

Forestry Updates:

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Recreation Program Update:

Recreation Division Report March 17, 2021

The department has 35 programs starting in March including: Tot Open Gym, Basic First Aid for Kids, Oodles of Art, Tae Kwon Do, Gymnastics, Youth & Little Tykes Marital Arts, Miss Julie's Music Fun, Babysitter's Training, PULSE, MA Fit, Yoga, Pound Rockout Workout, Firefighters Are Your Friends, Jr. Golf, Adult Golf, Parent Child Basketball, Fairy Fun Tot Workshop, Learn to Sew Comfy PJ's, Fall Prevention Workshop, Cupcake Decorating, Learn to decorate a cake, Henna, Mad Science Slime Camp, Mad Science 321 Blast off, Barre Fitness, Band, Digital Photography, Acrylic Painting, Canvas Tote Painting, Umbrella Painting, Easter Creations Art Class, Art – paint a wooden coaster, Stream Sampler, Financial Workshops. Our 23 ongoing programs are: Men's Open Basketball, Kids Klub, Mini Poms, Poms, Power/Pixies/Spark Poms, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Preschool playgroup (3 groups), Story Stretchers, and Pickleball.

Programs cancelled due to low enrollment: Sew a Pillowcase

Upcoming events include the following:

Poms Performances: Were held on Monday and Tuesday, March 8th & 9th at Kennedy Middle School.

Dance Recital: Tuesday, March 16th at the GHS Performing Arts Center starting at 6:30 p.m.

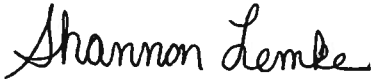
Easter Egg Hunt: Saturday, March 27th at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the shelter at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m. by 11:30 a.m. we should be cleaned up.

Soccer: The registration deadline is Friday, March 26th. Pee Wee & U6 Soccer will be starting on April 24th, coach's meeting is set for April 13th to help coaches prepare for their upcoming season.

Summer Registration: Will begin on April 5th for Residents, April 7th for Non-residents.

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

ADJOURNMENT: There being no further business, the meeting adjourned at 7:14 p.m.

A handwritten signature in black ink that reads "Shannon Lemke". The signature is written in a cursive, flowing style.

Shannon Lemke
Park & Recreation Secretary