

AMENDED

VILLAGE OF GERMANTOWN

N112 W17001 MEQUON ROAD

GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, NOVEMBER 17, 2021 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: 2552 206 3703, Password: 7qcNA2ufb3Z**)

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=m843ebccaabfo8fe47727c8c44989c2a5>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov 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:** September 15, 2021
- 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. Dheinsville Park Lease Agreement – Review & Recommendation
 2. 2022 Park & Recreation Operating & Capital Improvements Budget
- VII. **NEW BUSINESS:**
 1. 2021-22 Winter/Spring Recreation Program fees & changes- Review and approval
 2. 2022 Park & Recreation Commission Calendar
 3. Gehl's Performing Arts Pavilion – Update
 4. Discussion and vote to ask Board for Impact Fees to fund Village Trail Network plan

VIII. **VILLAGE BOARD:**

IX. **SCHOOL BOARD REPORT:**

X. **DIRECTOR'S REPORT:**

XI. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **January 19th @ 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
September 15, 2021**

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

ROLL CALL: Commissioners Leukert, Stapelman, Depies (arrived @ 6:01p.m.) and Trustee Rep. Hudson. Absent and excused was Commissioner Knop. Absent and unexcused was School Board Rep. Borden. Guests included Trustee Jan Miller. Also present were Director Schroeder, Program Supervisors Heinen and Rodger, and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Hudson, seconded by Leukert to approve the minutes from August 25, 2021, as presented. Motion unanimously carried.*

PUBLIC INPUT:

CORRESPONDENCE:

OLD BUSINESS:

FIREMEN'S PARK SHELTER PROJECT UPDATE: The contractor has completed several of the remaining punch list items. This included re-location of the exterior drinking fountain on the east side of the building, and most recently removal and replacement of the concrete floor in the open shelter area. The 2 overhead doors in the multi-purpose room are still on back order, with delivery and installation anticipated in late September/early October. Once all items have been completed the project can be closed out, final payment made to the contractor, and the warranty period can begin.

PARK & RECREATION DIRECTOR UPDATE: As of September 8th, seven candidates have interviewed for the position. Village staff is anticipating a decision on the preferred candidate by mid-September with the goal the person starting by November 1st.

COMPREHENSIVE OUTDOOR RECREATION PLAN 2021-2026 – UPDATE: GRAEF has incorporated all the changes/updates to the CORP from the August commission meeting. The CORP will now be sent forward to the Plan Commission and Village Board for review and approval at the same time as the 2050 Comprehensive Plan is approved. Mark stated that the department needs to forward a copy to the DNR (Department of Natural Resources) once approved for any available funding for the Village.

NEW BUSINESS:

DHEINSVILLE PARK LEASE AGREEMENT – REVIEW & RECOMMENDATION: Staff spoke with representatives of the Germantown Historical Society on September 9th. They have reviewed the document, and have some questions related to the insurance requirements. A follow-up meeting is being scheduled with all parties to review and answer questions. The new agreement will be brought back to the Park & Recreation Commission at the October meeting for review and recommendation, before sending to the Village Board for final approval.

2022 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS BUDGET: Staff presented the 2022 department budget to village administration in July. The 2022 Budget has been reviewed with administrative staff. The 2022 Budget for all departments will be distributed to the Village Board on September 20th, with Committee of the Whole Meetings scheduled with all departments in October. Here are some key points relative to the 2022 Budget.

Trustee Hudson questioned why the department is budgeting an increase of \$35,000.00 for 2022 park shelter rentals? Mark stated that is the number that administration has suggested for the 2022 budget.

Commissioner Depies arrived at 6:01 p.m.

Hudson stated he represents the Park & Recreation board and will do what he can to voice his opinion to the Village Board during the budget process of the needs for the community and the department.

Coulthurst stated that he attended the 2050 Comprehensive Plan meetings and connecting trails is what the residents would like to see. There was nothing mentioned about baseball fields.

Depies stated there was talk about a community park years ago, with no plan stated. We need to put a plan in place to move forward with process of connection of trails.

Recreation

- ***School District Facility Use Fee Impacts*** –Year #2 of IGA - Actual #s from September 2020 through August 2021 = \$58,517.
- ***Program Revenues Compared to 2019 – As of 8/31/2021***
approximately \$214,000 decrease, but donations/sponsorships are up approximately \$6,000, and Park Rentals are increased by \$10,000. Also, expenses for program salaries, supplies, and facility rentals are down approximately \$87,000 through 8/31/2021.

Revenue

- ***Revenues – Programs – 8/31/21 YTD \$492,170 compared to \$706,356 8/31/19 YTD, -\$214,186.***

Reasons for decrease in revenue – COVID

- ***Park shelter & field rentals, Acct. #7210 – Increase of \$17,000 – Dheinsville & Firemen's Park Shelter rental for full year.***
- ***Increased budget of \$75,000 in Recreation Fees – total of \$975,000, Acct. #7310 Note: 2019 Actual was \$969,050.***
- ***Recreation Facility Use Fees, Acct. #7318 - Increased revenue projection from \$65,000 to \$75,000 to match Acct. #3910 Facility Rental Expense. GTSD \$60,000 and county park and churches \$15,000.***

- **Cost Recovery 85% over a 5-year period; 2022 Proposed Budget 85% Proposed Revenues \$1,136,150 (increase of \$106,450 or 10%), and Proposed Expenses \$1,332,596 = Subsidy of \$196,446, 2019 Budget Subsidy \$215,676.**

Expense

- **Acct. #1800, Salaries & Wages – Part-Time Programs \$405,640 = no proposed increase.**
- **Acct: #3800, Program Supplies & Expense \$227,000 = decrease of \$8,000 or 3% when compared to the 2021 Budget.**
- **Acct: #3810, Splashpad Maintenance = no proposed increase.**
- **Acct: #3900, Supplies, Park & Recreation Other \$30,000 = increase of \$9,000, increase in portable restroom rentals, playground parts, internet service to FS1, etc.**
- **Acct: #3910, Facility Rental Expense \$75,000 = facility use fees for Germantown schools, churches, and Homestead Hollow County Park. Matches Revenue Acct #7318.**
- **Overall increase of \$45,184 or 4%. Salaries & Fringe Benefits = \$17,684, Operating Supplies & Expense = \$27,500.**
- **Acct: #7600, Printing & Publishing \$24,000 = restored budget to allow for typesetting, printing, and mailing of 3 seasonal recreation brochures.**

Operating Capital Items

- **Computer Replacement – office and KK laptops \$4,000**
- **Bleachers, archery targets, pickleball/tennis court windscreens - \$11,000**

Capital Items – borrowing (\$1,155,000)

- **40-552-570-8210 Building Improvements – Dheinsville Park Shelter Bird Netting \$35,000**
- **40-552-570-8310 Land Improvements – Village Wide Trail Network Plan \$35,000, Land Acquisition – Community Park \$1,000,000, Kinderberg Park Tennis Courts \$30,000, Ball Diamond Upgrades \$60,000**
- **Note: Village-Wide Trail Plan and Community Park Land Acquisition were removed from the budget.**

Senior Center
Revenue

- **Federal Aid – Nutrition - Washington Co. ADRC \$600 in 2022. Rental of Senior Center.**
- **County Grant – ADRC, preliminary indication that \$6,000 reimbursable grant will again be available pending county board approval.**
- **Revenue – Fees & Charges – overall projected increase of \$7,500, return in 2022 to same attendance for trips, tours, and same number of rentals, and program enrollment numbers.**

Expense

- ***Increase of \$685 or 1% - senior trips and tours, offset by decreased health insurance costs.***

Recreation Facility Fee Fund

- *Revenues est. \$31,000 – Expenses est. \$20,000*
- *Average revenue per year (2016 -2019) - Village \$19,511/yr., Clubs \$10,350/yr.*
- *Current balance in accounts – June 2, 2021 - **Village \$40,631; Club \$3,992***

VILLAGE BOARD REPORT: There was a joint meeting between the Village Board and School Board meeting that took place on August 30th.

SCHOOL BOARD REPORT: Absent and unexcused

DIRECTOR'S REPORT:

Dheinsville Park Festhalle Project –

The contractor started work on installation of the epoxy product on Monday, September 13th with an anticipated completion date of September 17th.

Spassland Park Pickleball Courts –

The contractor completed installation of the pickleball court lines on September 2nd.

Recreation Program Update –

Recreation Division Report September 15, 2021, Commission Meeting

We have 47 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, Story Stretchers, 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, Junior Golf, Golf Skill Sessions, Pound, Rockout, Workout., PULSE, Rise & Shine Boot Camp, Fall Patio Planter Workshop, Walking Challenge, Firefighters are your Friends, Yoga, Afterschool Legos, Learn to Decorate with Frosting, Home Buying/Selling, Watercolor Painting, Stop The Bleed/Hands Only CPR, Music Fun Tot Party, Oodles of Art, Zumba, Scrapbooking Crop, Babysitters Training, Pilates, Men's Over 30 Open Basketball, Monday Corec Volleyball Lg, Thursday Women's Volleyball Lg.,

Programs cancelled due to low enrollment: Ukulele Madness, CPR/AED Training

Sampling of enrollment numbers of popular programs:

Program	2021	2020	2019
Flag Football League	124	91	152
Little Gridders	41	28	36
Pee Wee & U6 Soccer	93	61	85
Fall Girls Volleyball League	87	83	80
Gymnastics	67	42	81
Dance	52	28	64
Poms	93	94	95
Kids Klub: Numbers for the first three weeks of school at all 5 sites.			
Average weekly enrollments	1104	639	1950
Kids enrolled	306	165	464
Families	225	130	347

Upcoming events include the following:

Flag Football: We have 4 teams in the 1st/2nd grade league and 6 teams in the 3rd-5th grade league with 28 volunteer coaches.

Soccer/Gridders: Pee Wee & U6 Soccer and Little Gridders Football will be starting on September 11th. We have 4 teams in both soccer divisions and 4 teams for Little Gridders.

Girls Volleyball Leagues: We have 8 teams in the fall league.

Germantown Youth Futures Recruitment Event: This will be held on September 22nd from 6:30 – 7:30 p.m. at Firemen's Park. We will hold a short meeting, eat ice cream, and play glow in the dark kickball.

Bucketeer Basketball Registration Deadline is Oct. 4th.

ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for October 20th at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:33 p.m.



Shannon Lemke
Park & Recreation Secretary



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

**Park & Recreation Commission
2022 Meeting Dates**

Wednesday, January 19	Village Hall Board Room	5:30 P.M.
Wednesday, February 16	Village Hall Board Room	5:30 P.M.
Wednesday, March 23	Village Hall Board Room	5:30 P.M.
Wednesday, April 20	Village Hall Board Room	5:30 P.M.
Wednesday, May 18	Village Hall Board Room	5:30 P.M.
Wednesday, June 15	Village Hall Board Room	5:30 P.M.
Wednesday, July 20	Village Hall Board Room	5:30 P.M.
Wednesday, August 17	Village Hall Board Room	5:30 P.M.
Wednesday, September 21	Village Hall Board Room	5:30 P.M.
Wednesday, October 19	Village Hall Board Room	5:30 P.M.
Wednesday, November 16	Village Hall Board Room	5:30 P.M.
Wednesday, December 21	Village Hall Board Room	5:30 P.M.