

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

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

ROLL CALL: Commissioners Knop, Leukert, Stapelman, Depies, and Trustee Rep. Hudson. Absent and unexcused was School Board Rep. Borden. Guests included Resident/Trustee Jan Miller. Also present were Director Standridge, Program Supervisors Heinen and Rodger and Secretary Lemke.

APPROVAL OF MINUTES: *Motion by Leukert, seconded by Knop to approve the minutes from September 15, 2021, as presented. Motion unanimously carried.*

PUBLIC INPUT: Jan Miller, resident/Trustee stated that she would like to see more open/green space, park space, trails and wetlands preserved in the Village. This adds to the quality of life. There is ARPA (American Rescue Plan Act) money from the Federal Government that is being distributed to municipalities due to COVID. Jan stated that she would like to see a portion of the funds used for acquisition of park land and a trail study.

CORRESPONDENCE: none

OLD BUSINESS:

DHEINSVILLE PARK LEASE AGREEMENT – REVIEW & RECOMMENDATION: Gil stated that Scott Anderson, Hwy/Park/Bldg. Forman, indicated that there is quite a bit of building maintenance that will be needed for the Bell Museum in the future. There have been boards replaced on the outside of the building already. There are windowpanes that will need to be replaced as well as beams and flooring in the basement. Trustee Hudson questioned if the building is safe at this time. Scott will keep doing routine inspections on the building.

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.

Motion by Hudson, seconded by Stapelman to approve the lease agreement as written. Motion unanimously carried.

2022 PARK & RECREATION OPERATING & CAPITAL IMPROVMENTS

BUDGET: Staff presented the 2022 department budget to the 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.

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

Depies questioned the removal of the \$30,000.00 that was earmarked for trail study. Gil stated if the money becomes available the Village Board could decide if the money would be used for the study. Hudson stated that items were cut from multiple departments for 2022.

NEW BUSINESS:

2021-22 WINTER/SPRING RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL: Supervisor Heinen stated the department is working on meeting our revenue goal with increases to program fees as well as gaining additional sponsorships. Supervisor Heinen went over the increases of the fees for Winter/Spring programs. A lot of changes were already set in Fall/Winter. The “blue” highlighted classes are no longer being offered.

Motion by Depies, seconded by Hudson to approve the Winter/Spring 2022 Fees as proposed. Motion unanimously carried.

2022 PARK & RECREATION COMMISSION CALENDAR: The 2022 Park & Recreation Commission schedule was included in the packet.

GEHL'S PERFORMING ARTS PAVILION – UPDATE: Gil stated that the metal beams in the roof are starting to rust and peel. DPW Supt. Anderson met with Gil and John Krause to determine the process for repair. The contractor has been contacted regarding repairing these beams.

DISCUSSION AND VOTE TO ASK BOARD FOR IMPACT FEES TO FUND VILLAGE TRAIL NETWORK PLAN: Gil stated the department currently has \$46,660.00 in Impact Fees for the Recreation Department. Administrator Kreklow and Budget Mgr. Matthew Uselding have agreed that if the trail study is put back in the budget, we have the funds for the study.

Depies stated Impact Fees have to be used within the first 8 years of receiving them. Also, in question is if the attorney has been contacted regarding use of these fees. Depies stated there are a lot of technical things that need to be followed by communities.

Motion by Hudson, seconded by Depies to postpone until the Village Attorney indicates it is legal to use the Impacts Fees in this manner. Motion unanimously carried.

VILLAGE BOARD REPORT: Hudson stated the topic of exploring land swap or purchase of land near Kennedy Middle School and Germantown High School with the Germantown School District has been brought forward by a Village Trustee. Germantown High School would like to expand and put in a girls' softball field.

At the December 6th Village Board meeting there will be discussion regarding the use of ARPA (American Rescue Plan Act) funds. The funds are two equal payments of \$1.05 million. The village has received the first payment and the remaining \$1.05 million will be received in June of 2022. Uses may include land acquisitions and a one-time bonus for "essential employees" as well as other usages. These funds are to make up for funds that municipalities lost due to COVID.

There is talk about a village wide community survey to discuss how these funds are to be used.

Phil stated an excellent use of these funds could be used to purchase park land as well as paying for the trail system plan.

Depies stated that the impact from COVID-19 showed that families need to get outdoors.

The Village is looking at a State Grant to improve Division Road.

The DPW facility as well as the Recycling Center may be moving to new locations in the future.

SCHOOL BOARD REPORT: absent

DIRECTOR'S REPORT:

Firemen's Park Shelter Project Update –

The two overhead doors in the multipurpose room have been delivered and installed by October 27th. The countertop was put into place. There are issues with the Gehl's Performing Arts Pavilion metal.

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 November 17, 2021, Commission Meeting

Programs starting in November and include: Bucketeer Basketball practices, Afterschool Legos (4 sites), Music Fun, Music Fun for Families, Madhubani Painting, Birdhouse Painting, Picture Frame Painting, Tae Kwon Do, Band, Yoga, Home Buying & Selling, Horseback Riding, Oodles of Art, Tot time, You have Pictures in your Camera – Now What?, Zumba, Schools Out Stream Sampler, Youth & Tyke Martial Arts, PULSE, Babysitter's Training, Learn to Decorate with Frosting, Cupcake of the Month, Pound Rockout Workout, Holiday Patio Planter workshops, Learn Magic
Ongoing programs: Men's Open Basketball, Pickleball Open Gym, Corec Volleyball Leagues, Women's Volleyball League, Kids Cuisine

Programs cancelled due to low enrollment: Umbrella Painting, Beginning Guitar, Ukulele Madness, Men's Over 30 Basketball League

Upcoming events include the following:

Bucketeers: We have 128 (last year we had 114) kids registered to play in our youth bucketeer basketball league and 41 coaches. Practices started this week. We have a total of 12 teams playing this season. Officials Training/Scrimmages is set for Dec. 18th. League games will start January 8th.

1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 150 players and 38 coaches. We are hoping to have 13 teams in the league this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

Brochure: Our Winter/Spring brochure will be posted online the week of Nov 22nd.

ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting is scheduled for January 19th at 5:30 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:45 p.m.



Shannon Lemke
Park & Recreation Secretary