

VILLAGE OF GERMANTOWN

N112 W17001 MEQUON ROAD

GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, January 19, 2022 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: 2550 032 1621, Password: M3Qc4V6chkp**) 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=m79ae65c1a88624200a8bfo47bdbb6588>

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:** November 17th, 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
- VII. **NEW BUSINESS:**
 1. Germantown Jr. Warhawks Field Use Agreement – Review & Recommendation
- VIII. **VILLAGE BOARD:**

IX. **DIRECTOR'S REPORT:**

X. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **February 16th @ 5:30 p.m.**

XI. **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
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



Germantown Park and Recreation Department
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Germantown, Wisconsin 53022-0337

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

Meeting Date: January 19, 2022
TO: Park & Recreation Commission
FROM: Gil Standridge, Parks and Recreation Director
RE: Junior Warhawks Field Usage Agreement

For Several years, affiliate agreements have been in place between the Village of Germantown and community youth athletic organizations, including the Germantown Junior Warhawks (formerly Germanton Diamond Club). The Junior Warhawks is no-for profit organization which offers the Sports of Baseball and softball to approximately 300 Germantown youth annually.

In February 2020, following review and recommendation by the Park and Recreation Commission, the Village Board approved a 2-year agreement with the Germantown Junior Warhawks. This agreement expired on December 31st, 2021.

Attached for your review and recommendation is a new 2-year agreement with the GT Junior Warhawks for 2022-2023. This agreement contains the same language as the current agreement, including the provision of an annual lump sum payment of \$3,000. In addition, there remains a provision for payment to the Village for any ball diamond supplies that are used, as well as the requirement to provide a liability insurance policy, and relinquish usage if the Village declares a need.

This agreement has been reviewed by the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the "Village") and the **GERMANTOWN JUNIOR WARHAWKS**, Germantown, Wisconsin (the "User").

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize one (1) field at Firemen's Park (Freistadt Field), one (1) field at Kinderberg Park, one (1) field at Haupt Strasse Park, and one (1) field at Friedenfeld Park (see appendix A) for games and practices (the "Premises").
2. **RIGHT OF USAGE:** The village's Parks & Recreation Department shall be responsible for scheduling the various sport fields located at Freistadt Field, Kinderberg Park, Haupt Strasse Park, and Friedenfeld Park, and will have priority in usage of the fields. The user will be allowed non-exclusive use of the fields for baseball and softball games and practices during their season (April – July). The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The fields may be utilized by the Village, in its sole discretion, for baseball or softball practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from user's use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is two (2) years and shall commence January 1, 2022 and terminate on December 31, 2023 unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games, practices, storage, and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non permanent improvements shall remain property of the User.
6. **FEES:** User will pay the village a lump sum fee of \$3,000 annually. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and /or improvements at the Village's discretion. The village will also charge the user for products (i.e., chalk, diamond dry, surface, etc) used for their activity. Routine maintenance shall be performed according to the schedule outlined in Appendix B.
7. **SPONSORSHIP:** The village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a

tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village Sponsorships.

8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs, and assigns, hereby releases and holds the Village, and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed by any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to the User.

Entered into this ____ day of _____

VILLAGE OF GERMANTOWN

GERMANTOWN JUNIOR WARHAWKS

Village President

President

Village Clerk

Secretary

Parks & Recreation Director

Treasurer

Directors Report:

Tree City USA application and Recertification.

I recently filled out the application so that the Village of Germantown can be recertified as part of Tree City USA and Arbor Day celebration. I was contacted by Tara Tarantino of the Department of Natural Resources that all materials required were submitted and I should be hearing back from the committee soon. Being certified thru Tree City USA has some advantages. It helps when applying for grants. Tree City provides educational materials that are helpful and well as offer trainings for staff and volunteers.

Tree City USA and Arbor-day go hand in hand. This year Germantown will be celebrating Arbor Day on Friday April 22nd. Not all plans are in place, however Parks and Recreation, DPW, and Wachtel tree services will be hosting Rockfield Elementary as part of the tree planting ceremonies. Tara Tarantino, 5th grade teacher from Rockfield reached out to me back before Christmas wanting to be part of a Parks and Recreation Project. Three fifth grade classes from Rockfield will be participating in this years ceremony. The initial plan is to have a tree planting ceremony at Rockfield Elementary where their administrators can participate, then the 5th graders will be bussed to a park, TBA, to have another tree planting ceremony with Village of Germantown Administrators and this commission if they wish to participate. After the ceremony I will have planned about an hours worth of a work project for the students to participate in. Afterwards hope to have lunch and then possibly some games the Recreation staff will plan. Leading up to Arbor Day the fifth grade teachers participating will teach some educational lessons provided by Tree City USA.

Corp Plan 2021-2026

I met with the Planning Commission at their December Commission (December 12) meeting and gave an overview of the Comprehensive Outdoor Recreation Plan as well as a power point presentation. I asked that the CORP plan being included in the Planning & development Comprehensive 2050 Plan, and the Commission voted on and agreed unanimously to accept the CORP plan and make part of the 2050 plan.

I then took the Plan to the Village Board Meeting on December 20th meeting and made a presentation and they also voted unanimously to accept the CORP plan. However Unless I am able to use some impact fees or request and receive dollars thru the ARPA plan funding may be minimal.

I have a meeting set up with the DNR, SEWRPC, and Washington County on January 19th to discuss State and Federal Grant opportunities for Trail grants.

I am still waiting on a legal ruling from the Village attorney Brian Sedjak on if I can use our impact fees already in my budget to use consultants to look at our trail system to see how we can expand and give an estimate of costs.

4th of July Celebration:

The Kiwanis Organization has been instrumental in planning, coordinating, and overseeing the 4th of July celebration and fireworks in Germantown for years. Well last Fall they spoke to Dean Wolter and told them that they no longer wanted to be in charge of this event. So Dean Wolter has decided to put together a committee of individuals willing to organize the 4th of July events. The Village has come up with \$8,000 for fireworks and are reaching out to sponsors for more capitol to have a fireworks display

as well as other events that day. The Kiwanis will be asked to contribute even if they aren't part of the coordination. The Village Administrator Steve Kreklow ask me, representing Parks and Recreation to be on this committee and I accepted. I believe that Mr. Wolter is taking his proposal before the Board at the January meeting and if approved he will form a committee and I am guessing we will start having conversations very soon.

I am reaching out to this commission and asking for volunteers to serve on this committee. If you have contacts that you think might want to volunteer and assist please let us know and I will be glad to reach out to them.

Recreation Division Report January 19, 2022 Commission Meeting

We have 42 programs starting/ongoing in January and include: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Tae Kwon Do, Yoga, PULSE, Sporties for Shorties, Barre Fitness, Barre Fight Express, Kids Choir, Kalahari Trip, Indoor Tennis, Afterschool Volleyball (3 sites), Afterschool Legos (4 sites), Learn to Skate, Into to Hockey, Archery, Oodles of Art, Henna, Babysitters Training, Preschool playgroup (2 age groups), Story Stretchers, Tot Open Gym, Youth & Little Tykes Martial Arts, Music Fun, Music Fun Families, Music Fun Babies, Old Family Photos & the Digital Age, Irish Dance and Tot Workshop Whimsical Make Believe. Ongoing programs are Men's Open Basketball, Pickleball, Monday CoRec Volleyball League, Thursday Women's Volleyball League, Kids Klub (5 sites).

Programs cancelled due to low enrollment: Pilates Mat, Watercolor Painting, Archery Level 2 (but Level 1 had a huge wait list so we changed Level 2 to Level 1 class to accommodate the wait list)

Upcoming events include the following:

Family Scavenger Hunt: We have 70 people enrolled and 2 boxes turned in so far. We can't wait to see who collected the most items!

Snowman/Snow Creature Building Contest: We are looking for the best snowman/creature builders in the Village. To enter they simply have to pre-register and submit a photo of their masterpiece with the builder standing by it. Deadline to submit photos is Feb. 21st. We look forward to seeing the creative entries!