

MEETING: REGULAR MEETING OF THE PARK & RECREATION COMMISSION

DATE & TIME: Wednesday, January 17, 2024 at 5:30 PM

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

NOTICE: 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.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
 - A. December 6, 2023
- IV. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
- V. **OLD BUSINESS**
 - A. Music at the Pavilion - Extension of time from 9:00p.m. until 10:00p.m. - Discussion & Action
 - B. Letter to Village Board - Resolution Adopting Pedestrian/Bike Trail Master Plan
- VI. **NEW BUSINESS:**
 - A. GRAEF Presentation - Trail between Holy Hill Road to Freistadt, discussion and plan design - Discussion & Action
 - B. Junior Warhawks Field Usage Agreement - Discussion & Action
 - C. ARPA Funding for Park Improvements - Discussion & Action
- VII. **VILLAGE BOARD REPORT:**
- VIII. **SCHOOL BOARD REPORT:**
- IX. **COMMISSION REPORT:**
 - A. January 2024
- X. **ANNOUNCEMENT OF PUBLIC INTEREST:** *The next regularly scheduled Park & Recreation Commission meeting will be February 21, 2024 @ 5:30p.m.*
- XI. **ADJOURNMENT:**

PARK & RECREATION COMMISSION AGENDA

January 17, 2024

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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 Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

MEETING:	REGULAR MEETING OF THE PARK & RECREATION COMMISSION
DATE AND TIME:	Wednesday, December 6, 2023 5:30 PM
LOCATION:	Firemen's Park Indoor Pavilion W162 N11870 Park Ave Germantown, WI 53022

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
Chair Depies called the meeting to order at 5:30 p.m.
- II. **ROLL CALL:**
Chair Brian Depies, Steve Stapelman, Phil Hudson, Russell Ewert, Bridget Henk, Don Eby.
- III. **APPROVAL OF MINUTES:**
 - A. October 18, 2023
Motion to approve the minutes from October 18, 2023 as presented.
Motion by: Hudson
Seconded by: Ewert
Yes: Hudson, Ewert, Henk, Eby, Stapelman
No: None
Abstain: Depies
Motion: Approved
 - B. September 28, 2023
Motion to approve the minutes from September 28, 2023 as presented.
Motion by: Hudson
Seconded by: Henk
Yes: Hudson, Henk, Stapelman, Depies, Ewert, Eby
No: None
Abstain: None
Motion: Approved
- IV. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*
None
- V. **OLD BUSINESS:**

A. GRAEF Trails Master Plan - Discussion & Action

Craig Huebner presented a final draft of the Pedestrian Bicycle Trail Master Plan. Huebner highlighted the changes that were implemented in the final draft.

Changes include:

- a. Refinement of cost opinions
 - b. Added text on trail maintenance
 - c. Numbered list of priority projects were removed and bulleted lists inserted
 - d. Colonial Drive: added text verbiage for exploration of an off street path
 - e. Donges Bay: added a proposed 8' side path from Washington to Wausaukee; as well as all other portions of Donges Bay that are under 8' wide
 - f. Added text descriptions to the Menomonee River Trail and Goldendale Trail section
- Discussion followed

Motion to adopt the latest draft as the Village of Germantown's official Pedestrian Bicycle Trail Master Plan.

Motion by: Hudson

Seconded by: Ewert

Yes: Hudson, Henk, Stapelman, Depies, Ewert, Eby

No: None

Abstain: None

Motion Approved

Discussion followed

B. Kinderberg Sprayground - Discussion & Action

Gil presented current and upcoming issues with the sprayground as reported by the WTI report and Dan Kivela of DPW.

Issues include:

1. The pipe exposed to UV is becoming brittle
 - a. The recommendation by WTI and DPW is to add a UV lighting system with a new filtering system
 - b. Costs vary from \$1,000 - \$11,000
2. A new controller system is needed
 - a. Costs vary from \$2,500 - \$3,600
3. New submersible pumps are needed
 - a. Costs range from \$2,200 - \$5,700
4. Other issues include the feature pump, the small feature pump valves, and spray features
5. The painted concrete surface has cracks and the surface is deteriorating
 - a. Current cost estimate is \$20,000.

Gil presented alternatives to the current sprayground. If the sprayground were removed, the cost would be approximately \$50,000.

All improvements would cost approximately \$150,000. A new sprayground would cost approximately \$1-1.5mil.

Gil's recommendation is to move to an alternative spray feature. Gil stated that at a minimum a new controller system is required to keep it open for 1 - 2 seasons. The maximum cost would be approximately \$3,600.

Gil said that the new controller system could be covered by the 2024 budget.

Discussion followed about budgeted funds, required fencing, the best location for Germantown sprayground, the biggest requirements to keep the sprayground open, lifetime of the sprayground, Kinderberg Park, closing the sprayground, and ARPA funding.

Motion to approve Gil to make a proposal for \$50,000 of ARPA funding to make necessary maintenance for the Kinderberg sprayground in 2024.

Motion by: Henk

Seconded by: Hudson

Discussion followed

Yes: Hudson, Henk, Stapelman, Depies, Ewert, Eby

No: None

Abstain: None

Motion Approved

Discussion followed

VI. NEW BUSINESS:

A. 2023-2024 Winter Spring Program Fees & Charges - Discussion & Action

Sandra Doss gave a breakdown of the fees and charges for Winter / Spring 2024.

Discussion followed about programs that were canceled, expenditures and revenues, expenditure and revenue budget structure, alternative fee structures, specific programs, and school district communication.

Motion to approve the changes to fees and charges as presented.

Motion by: Henk

Seconded by: Hudson

Discussion

Yes: Hudson, Henk, Stapelman, Depies, Ewert, Eby

No: None

Abstain: None

Motion Approved

1. Program Fees & Charges Memo

B. Facility Fees Increase for 2024 - Discussion & Action

Gil requested a fee increase of \$25 per facility for both residents and non-residents.

There was no request to raise the refundable security deposit.

Discussion followed about raising the fees, raising or changing security deposit fee, policies related to property damage, and requests for rental data.

Motion to approve an increase in the rental rates of \$25 for all the facilities, with the exception of Dheinsville, Firemen's Park Indoor Pavilion, and Kinderberg to be raised \$50 with no increase to the security deposits.

Motion by: Henk

Seconded by: Stapelman

Discussion

Yes: Henk, Stapelman, Depies, Ewert, Eby

No: Hudson
Abstain: None
Motion Approved

Discussion followed

C. Music at the Pavilion - Lengthen hours - Discussion & Action

Gil requested to extend Music at the Pavilion hours till 10 p.m. with the goal of generating more revenue during the 6 performances in summer 2024.

Discussion followed about park hours, noise ordinances, potential noise complaints, operating hours, speaking with residents and village trustees. Gil clarified that the Park and Recreation Commission has the ability to change the hours without the consent of the Village Board.

Motion: table to the January meeting.

Motion by: Henk

Seconded by: Hudson

Discussion followed about door to door canvassing, informing trustees, accumulating more sales data, and additional suggestions.

Gil stated that he would contact the trustees that represent the area by Firemen's Park.

Yes: Henk, Stapelman, Depies, Ewert, Eby, Hudson

No: None

Abstain: None

Motion Approved

D. Sponsorship Packets - Business Sponsors

Gil explained that the Recreation Department created a sponsorship packet and explained the steps taken to acquire sponsors.

VII. VILLAGE BOARD REPORT:

Hudson reported that Hudson and his wife stepped down from organizing the 4th of July event by leaving Celebrate Germantown.

Discussion followed.

VIII. SCHOOL BOARD REPORT:

Ewert spoke about school board compensation, compensation studies, staff contracts, and the state report.

IX. ANNOUNCEMENT OF PUBLIC INTEREST: The next regularly scheduled Park & Recreation Commission meeting will be January 17 @ 5:30p.m.

X. ADJOURNMENT:

Motion to adjourn.

Motion by: Henk

Seconded by: Staplemen

Yes: Henk, Stapelman, Depies, Ewert, Eby, Hudson

No: None

Abstain: None

Motion Approved

Meeting was adjourned at 8:31 p.m.

BUSINESS OF THE PARK & RECREATION COMMISSION

MEETING DATE: January 17, 2024

PLACEMENT: Action Item

ITEM TITLE: Music at the Pavilion - Extension of time from 9:00p.m. until
10:00p.m. - Discussion & Action

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

RECOMMENDATION:

ACTION BY Committee:

BUSINESS OF THE PARK & RECREATION COMMISSION

MEETING DATE: January 17, 2024

PLACEMENT: Presentation

ITEM TITLE: Letter to Village Board - Resolution Adopting Pedestrian/Bike Trail
Master Plan

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Letter to Board- Resolution Adopting Trail Master Plan

RECOMMENDATION:

ACTION BY Committee:



Germantown Park and Recreation Department

N112W17001 Mequon Rd

P.O. Box 337

Germantown, Wisconsin 53022-0337

(262)250-4710 Fax (262)255-2920

Information Line (262)250-4711

Meeting Date: January 15, 2024
To: Village Trustees
From: Gil Standridge, Park and Recreation Director
RE: Adoption of Pedestrian/Bicycle Trail Master Plan

The Park and Recreation Commission and a volunteer group of Germantown Citizens who has an interest in advancing Germantown bike and pedestrian trails worked together with Graef Consultants for most of the 2023 calendar year to develop a Pedestrian/Bicycle Trail Master Plan.

This plan seeks to increase participation in walking, jogging, and cycling for active transportation, recreation, and wellness through the creation of an interconnected and safe trail network throughout the village. This network will connect to regional and local trails across Washington County and the region, increasing access to the region for all as envisioned in the Washington County Bikeway and Trail Network Plan.

Whereas at a special called Parks and Recreation Commission meeting on December 6th a GRAEF consultant presented the final Pedestrian/Bicycle Trail Master plan for Germantown, with the Parks and Recreation Commission voting to adopt this plan unanimously.

Whereas the Parks and Recreation Commission is asking the Board to adopt a resolution to accept the Pedestrian/Bicycle Trail Master Plan as the Master plan for Germantown Pedestrian/Bicycle Trail system.

It is with hope with the Board adopting a resolution accepting this Pedestrian/Bicycle Trail Master plan will open doors to receive funding from state and federal grants.

Thank you in advance for your consideration.

Regards,

Gil Standridge
Parks and Recreation Director
Village of Germantown

BUSINESS OF THE PARK & RECREATION COMMISSION

MEETING DATE: January 17, 2024

PLACEMENT: Action Item

ITEM TITLE: GRAEF Presentation - Trail between Holy Hill Road to Freistadt,
discussion and plan design - Discussion & Action

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. 2024-01-11 Goldendale Trail Concept Presentation

RECOMMENDATION:

ACTION BY Committee:



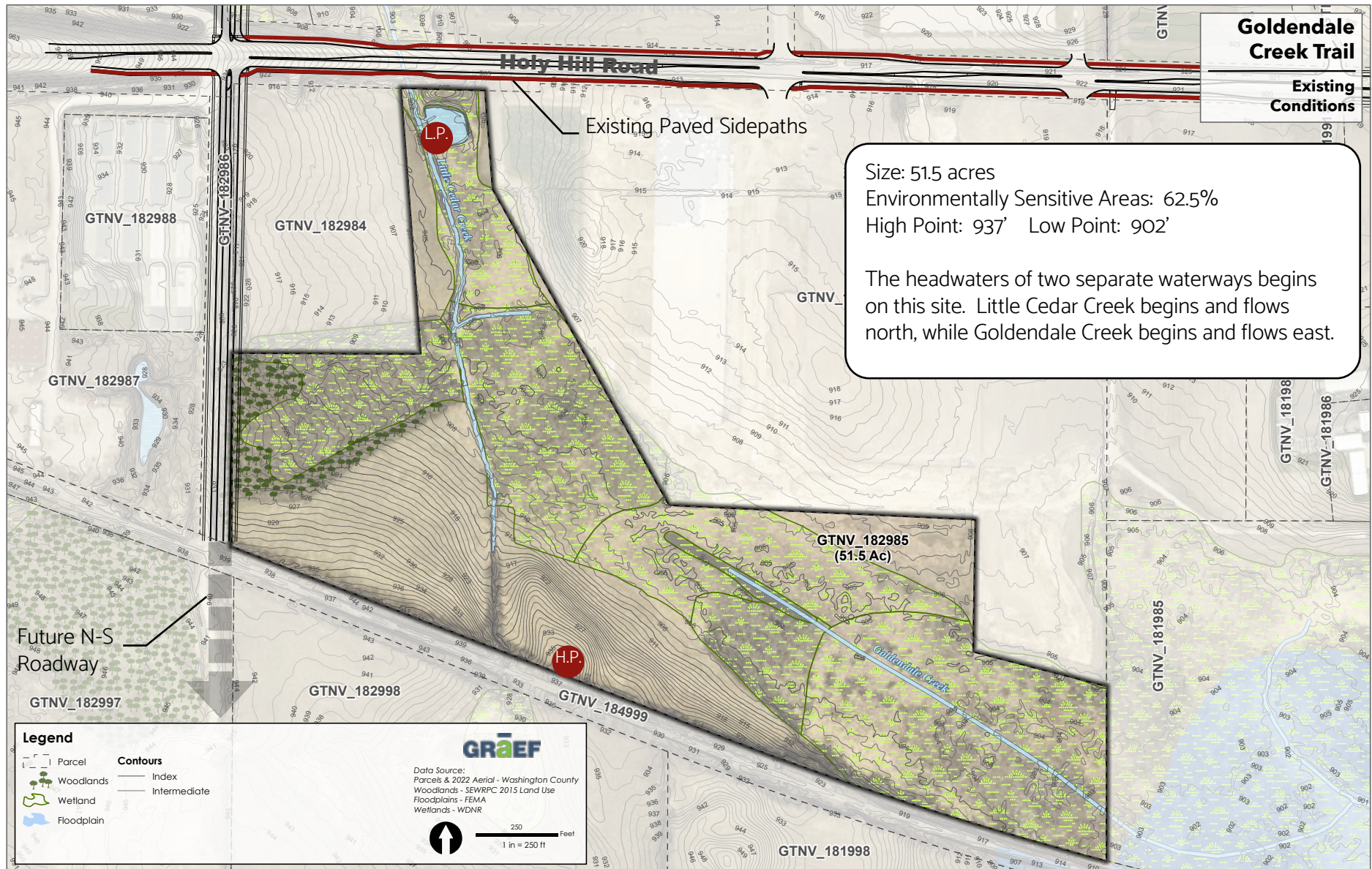
GOLDENDALE TRAIL CONCEPT DESIGN

VILLAGE OF GERMANTOWN

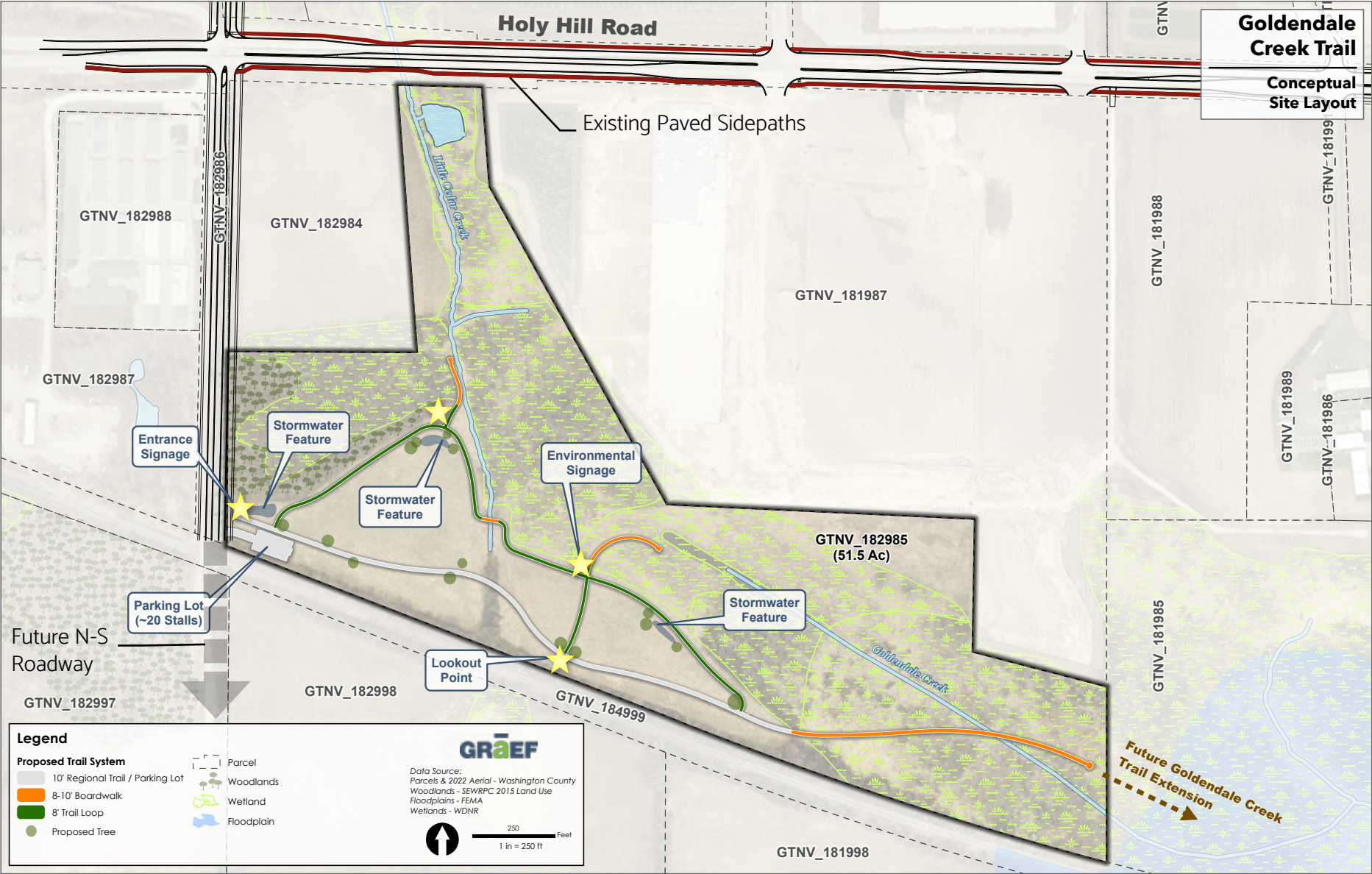


January 11, 2024 DRAFT

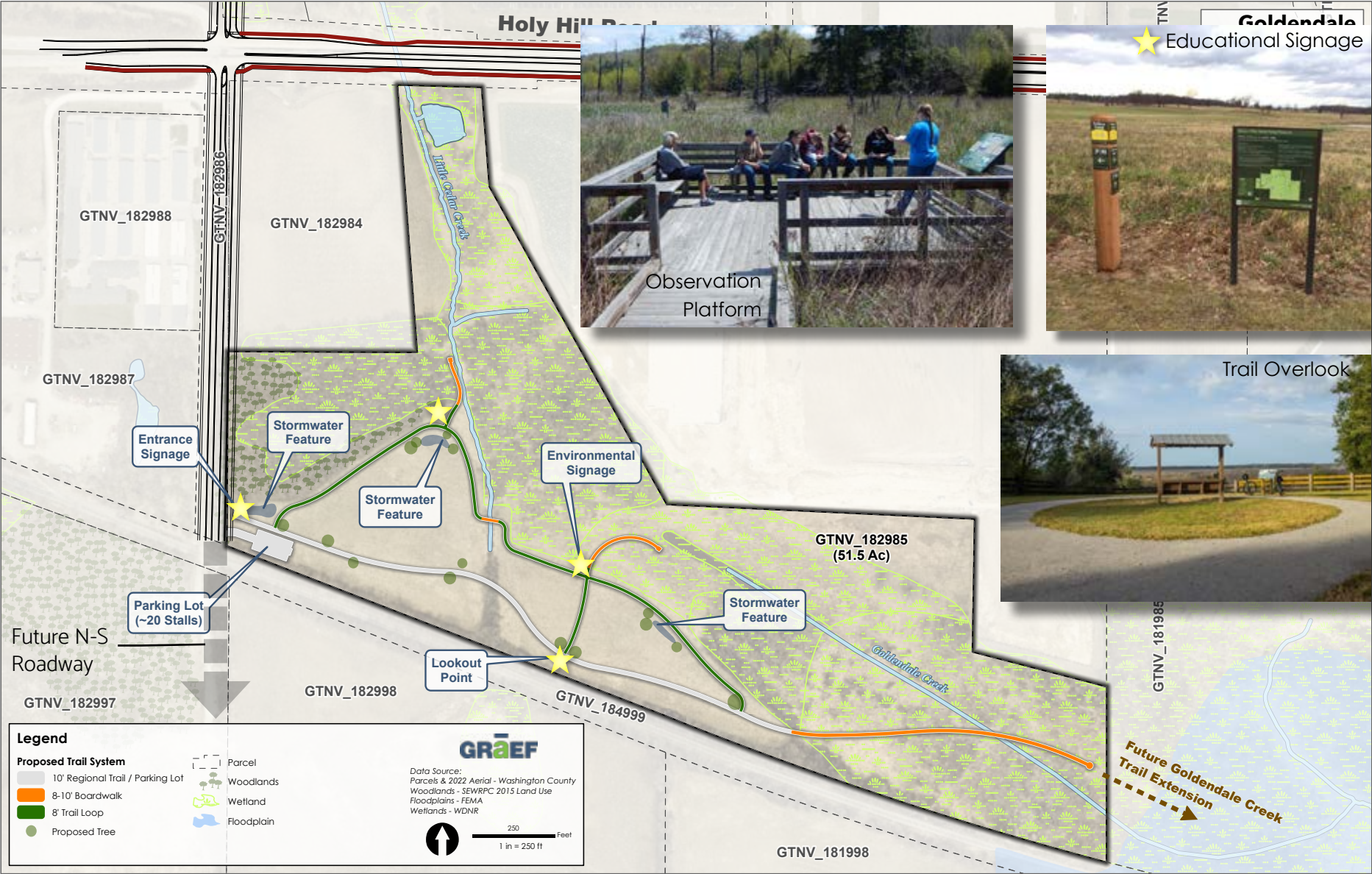
EXISTING CONDITIONS



TRAIL CONCEPT PLAN



TRAIL AMENITIES



TRAIL TYPOLOGIES



ENVIRONMENTAL ENHANCEMENTS



BUSINESS OF THE PARK & RECREATION COMMISSION

MEETING DATE: January 17, 2024

PLACEMENT: Action Item

ITEM TITLE: Junior Warhawks Field Usage Agreement - Discussion & Action

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Jr Warhawks agreement

RECOMMENDATION:

ACTION BY Committee:

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, 2024 and terminate on December 31, 2025** 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 **\$4,000 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

BUSINESS OF THE PARK & RECREATION COMMISSION

MEETING DATE: January 17, 2024

PLACEMENT: Action Item

ITEM TITLE: ARPA Funding for Park Improvements - Discussion & Action

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Letter to Commission- ARPA funding priority

RECOMMENDATION:

ACTION BY Committee:



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

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

To: Parks & Recreation Commission

From: Gil Standridge, Parks and Recreation Director

Date: January 18th, 2024

Ref: ARPA Funding

The following Items listed as capitol improvements I wish to make to Germantown Parks. I will request ARPA funding from the Village Board to pay for these improvements. While I hope to receive funding for each of these projects, realistically I feel that I may only get funding for one or two of the listed projects.

I request that this commission prioritize these projects so if funding is limited I can target the highest priority based on the amount of ARPA funding the Board is willing to appropriate.

Alt Bauer Tennis Courts- Board already approved this at budget meeting

- a. Power wash courts, repair cracks, repaint courts and lines, take one tennis court and convert to two pickleball courts with lines with pickleball net post systems

Cost: \$67,000

Splash Pad Kinderberg Park- \$50,000

- a. To do maintenance and upgrades to keep the splashpad operational for two to three more seasons

Baseball Fields to include Friedstadt, Kinderberg and Haupt Strasse Total both fields- \$40,764

- a. Friedstadt- \$23,084

1. replace back stop (current one deteriorated), first and third base fencing and adding shade to dugout area \$18,304
2. Sod cut along the edge of the infield and topdress 40 CY of baseball infield mix - \$4,780

- b. Kinderberg- \$28,540

1. replace the bottom 60' of 10' high wire mesh fence fabric with new #6 gauge heavy duty mesh \$3000
2. Dugouts- furnish and install new chain link fence enclosures around 1st and 3rd base dugout areas. Chain link fence \$5,900 + sunshade materials \$4,000.
3. Sod Cut along the edge of the infield and topdress 40 CY of baseball infield mix- \$4,780

- c. Haupt Strasse- \$10,860

1. Repair the outfield fence. Pull and replace 23 line posts and 1 terminal posts. Reassemble top rail and wire mesh and reconnect and retire. Remove and reinstall top-cap as needed.

Kinderberg Playground- Board approved \$300,000 which comes out of Building and Land improvements for the 2024 Budget. Additional funding requested will come out of ARPA and will be what this commission is wanting me to ask for.

Recreation Division Report January 17, 2024 Commission Meeting

We have 40 programs starting/ongoing in January (last year at this time we had 56 programs starting) and include: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Mini Poms, Poms, Power/Pixies/Spark Poms, Tae Kwon Do, Barre Fitness, Team Training, Stay Healthy This Season Workshop, Beginner Pilates Mat, Kids Choir, Kalahari Trip, Indoor Tennis, Afterschool Volleyball (3 sites), Afterschool Legos (2 sites), Pelvic Floor Workshop, Dog Therapy, Dog Enrichment Class, Learn to Make Sausage, STREAM Day Off Classes, Home Buying, Home Selling, Oodles of Art, Babysitters Training, Tot Time, Music Fun, Music Fun Families, Music Fun Babies, Old Family Photos & the Digital Age, Irish Dance, Dance It out, and Snowflake Hunt. Ongoing programs are Men's Open Basketball, Pickleball, Kids Klub (5 sites).

Programs cancelled due to low enrollment: Beginner Pilates Mat 11am class

Upcoming events include the following:

Snowflake Hunt: We have 88 people enrolled. They need to find 30 signs hidden in our parks, each with a letter on them. Once they have all the letters they need to unscramble them to form a phrase. Once they have the phrase they can email us and they will be entered to win a prize basket.

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. 19th. We look forward to seeing the creative entries and hope we have enough snow so they can create them!