

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
March 15, 2023**

CALL TO ORDER: The meeting was called to order at 5:38 p.m. by Chair Pro-Tem. Depies.

ROLL CALL: Commissioners Stapelman, Knop and Trustee Rep. Hudson. Absent and excused was School Board Rep. Ewert. Guests included resident Jan Miller. Also present were Director Standridge, Program Supervisors Heinen and Doss and Administrative Assistant Lemke.

APPROVAL OF MINUTES: *Motion by Hudson, seconded by Knop to approve the minutes from February 15th as presented. Motion unanimously carried.*

PUBLIC INPUT: Resident Jan Miller asked the Commission to consider the date that has been chosen for the Kinderberg Playground Open House. She also asked how the neighbors around Kinderberg Park are going to be notified of the Open House. Jan stated that she is shocked that the Farmer's Market vendors are going to need to fill out state tax forms. She would like it removed.

CORRESPONDENCE: None

Motion by Knop, seconded by Stapelman to move to New Business, Item 1. Motion unanimously carried.

Gil introduced Sandra, the new Program Supervisor.

OLD BUSINESS:

Kinderberg Feasibility Study, Playground – Update: Gil stated the timeline request has changed at the request from the bidders. Proposals are now due on March 24th. If the proposals come in higher than the \$300,000 we will have to make a decision on the next step. Each company has been asked to submit 2 different proposals. One that includes all work including prep, turf, and the playground. The second proposal is for the play equipment and turf. Gil stated he would like to see the playground project completed in 2023.

Stapelman mentioned that the prep work is going to be an additional cost higher than the \$300,000. He would like to see what all is involved with the prep work and final cost for the installation.

Gil stated the RFP will include all the details.

Stapelman questioned if the concrete sidewalk path needs to be completed right away or can it be asphalt and done at a later date or not have a sidewalk at all.

Stapelman stated he would like to see a group of volunteers do the removal and prep work and is willing to lead the group. Stapelman stated he cannot see losing half of the project funds for prep work.

Knop asked if there is a landscape business in the community that would be willing to

assist with the project. Gil stated Total Lawn Care could submit a bid for the prep work, however they would not volunteer.

Hudson stated all ARPA funds have been allocated. Hudson is concerned with the \$300,000 budget and a possible \$70,000 for removal. That would leave \$230,000 for the playground. Hudson stated the department should wait until we have enough funds to complete the project as necessary and not cut back on what is needed and wanted. Hudson questioned if the commission doesn't like the playground that the public choose what would happen?

Gil stated that the commission has the final decision as to what playground they would want to see installed.

Hudson asked for the breakdown of the two different proposals that are being asked for in the RFP's. Gil stated one is for the prep work and the other one is for the playground and turf. Hudson questioned Gil if separate RFP's could be sent out to different contractors for just the prep work. Gil stated we can do that as well. Gil also stated that is in the breakdown for the RFP's that went out to the playground companies.

Knop asked if Wendland Nursey would be willing to work with the Village on the demolition?

Gil stated that Astro turf is approximately \$150,000 which means half of the budgeted amount would be lost to the turf and possibly \$70,000 for demolition, which would leave \$80,000 for the playground.

Hudson questioned if the commission is ok with spending half or a third of the budget for synthetic turf?

Stapelman feels that spending money on synthetic turf for this playground is needed.

Gil stated that the woodchips are getting into the sprayground drainage system at Kinderberg therefore DPW does not recommend using them.

Hudson mentioned that the location of the current sprayground has not been determined.

Stapelman asked does there need to be synthetic turf in all the open areas in the playground area or can we have grass in some of those areas?

Hudson stated he wants to make sure we are getting the playground that is needed and not cutting back due to funding. We can hold off until more funding is available from the Village Board.

Gil stated proposals are due March 24th so we can make a decision at that time if there are any proposals that are acceptable.

Depies asked if there is an issue with food getting stuck in the synthetic turf as well as bees.

Gil stated there is a maintenance plan for the turf.

Depies asked if a survey could be put out to the public to get their opinion once the top runners have been chosen.

Gil stated he would like to complete the playground project this year as it was listed in the CORP Plan. 2024 the sprayground is to be updated and/or re-located.

Hudson stated it hasn't been decided if we are going to keep it and update it, move it or put in a new one.

Depies stated we should keep and maintain the current sprayground.

Knop asked if we put a new, larger sprayground could we limit the number of users or use a punch card system.

Gil stated if we decide to put in a larger sprayground it must be fenced in and we would have to staff the sprayground. Those would be additional costs.

Hudson stated Impact Fees were used to build the sprayground. Can additional Impact Fees be used to update, expand, and place a fence around? If we would decide to expand the sprayground it would affect the current location of the playground.

Depies stated the Village Attorney would need to clarify the correct usage of Impact Fees.

Depies stated that we will look at possibly having a meeting to discuss the playground proposals in late March or early April.

GRAEF Consultants – Trails Master Plan – Update: Nothing at this current time.

NEW BUSINESS:

Summer 2023 Fees & Charges Review & Approval: Patti went over the fee changes for Summer 2023 as well as the new programs being offered.

Motion by Stapelman, seconded by Hudson to approve the Summer 2023 Fees & Charges as presented. Motion unanimously carried.

VILLAGE BOARD REPORT: Phil stated the Turf Management agreement was approved for park and field maintenance as well as the painting of the Kinderberg Shelter.

SCHOOL BOARD REPORT: Excused

DIRECTOR'S REPORT:

Kinderberg Playground RFP Time-line:

Proposals to be received by March 24th

Review of proposals and ranking by staff March 27th – 29th

Open House to present top 3 playground choices April 12

Park Commission vote for playground choice April 19th

Take proposal to Village Board final approval May 1st
Contact Playground Company May 2nd
Expectation of Work Completed is by October 30th (24 weeks from time contract awarded to completion)

Turf Management Bid Awarded:

Request for proposals was sent out to four different turf management companies to do aerivation, top dressing, fertilization, control broadleaf herbicide for the Village parks and athletic fields. This was a project that started years ago, first at Friedenfeld football fields and grew to all the athletic fields as well as the nine village parks. Due to rising cost in chemicals, equipment, labor, the costs to do turf management grew to where it was required to put out for bid. Out of the four bids Total Lawn Care was the lowest at \$32,610. The next closest bid was Natural Lawn of America at \$48,413, and Corbin Landscaping & lawn at \$59,995.

On March 1st I presented the bids and recommended Total Lawn Care to the Department of Public Works and Highway Committee who approved the request unanimously. The proposal was then taken to the Board of Trustees on March 6th who also approved the proposal unanimously.

Total Lawn Care has been the company doing the turf management project from the beginning and has done an excellent job, so was glad they were awarded the bid.

Katie Rodger Leaving Recreation:

Katie Rodger who has been with Parks and Recreation for approximately 8 years has transferred to the Department of Public Works where she will be Project Manager. She will work with Scott Anderson

On several projects Public Works has going on. Friday March 10th was her last official day with Parks and Recreation.

Fortunately for our department we have an individual that has worked part-time in various capacities for years now. For about a year now she has worked approximately 30 hours a week in the office, mostly assisting Patti Heinen with all the details involved in the over 100 programs Patti runs a year. Sandra Doss has done an excellent job handling these programs and working with youth, parents, coaches and is familiar with the Recreation Department. So, with the approval of Recreation staff, HR, and the Village Administrator I offered Sandra the job as full time Recreation Supervisor. Her main responsibilities will be the Kids Club program and summer program. She will also take over special events that Katie was running and eventually some of the youth sports programs Patti is coordinating. With her being a promotion in-house she was able to spend time with Katie before Katie transferred to learn the Kids Club operation. However, this will be an ongoing process and staff is assisting in any way they can.

Farmers Market Seminar:

On March 3rd I attended a day-long Farmers Market seminar/workshop at Waukesha County Technical college. It was a great opportunity to talk with other village/town Farmers Market Managers and get information on their programs. There were several good sessions such as Communicating with Vendors and Customers, Farmers Market Expectations, Farmers Market EBT, round table discussions and having the State Tax office send representatives to talk to the managers. Starting this year, the Managers of these events will have to fill out tax forms and make sure vendors are filling out forms, and taking attendance and other processes. This is the first year that the State has

gotten involved, and they are going to collect taxes off the vendors who are generating revenue off these Farmers Markets.

This is going to be a new process to introduce to the vendors and hopefully won't lose any because of this new tax law taking effect. One good thing is that if a vendor does not exceed \$2000 in gross sales over the course of the season, they will not have to pay taxes.

Community Garden:

I have sent out registration forms to all of last year's gardeners who do have the opportunity to register for their same garden spots they had last year before taking on new gardeners. Last year all of our garden spots were taken so I am looking to work with Total Lawn Care to possibly add and create new garden spots for new gardeners. We have a list of at least 8 gardeners that are on a list to join. Also looking at TLC to help with the spraying of accepted chemicals and providing good mulch. Bringing in Total Lawn Care to take on this project will depend on what he quotes out the cost to help manage the garden.

Recreation Division Report March 15, 2023 Commission Meeting

We have 26 programs starting in March and include: Afterschool Legos (4 sites), Learn Magic, Basic First Aid for Kids, Tae Kwon Do, CPR/AED, Paint Party, A Slice of Art, Gymnastics, Youth & Little Tykes Marital Arts, Freezer Meals, Fairy Fun Tot Workshop, Henna, Learn to Knit 102, Music Fun Families/Babies, Babysitter's Training, Rise & Shine Boot Camp, Yoga, Firefighters Are Your Friends, Stream Sampler, Pet Therapy, Dance it Out, Team Training

Our 27 ongoing programs are: Tot Open Gym, Oodles of Art, Miss Julie's Music Fun, Kids Cuisine, Middle Eastern Dance, Guitar, Poms (mini, pixies, power, dust, regular classes), Men's Open Basketball, Afterschool Volleyball (3 sites), Kids Klub (5 sites), Learn to Skate, Learn to Play Hockey, Pickleball, Indoor Tennis, Dog Training, Pilates, Afterschool Mad Science,

Programs cancelled due to low enrollment: Crochet 102,

Upcoming events include the following:

Poms Performances: Were held on Tuesday, March 7th at Germantown High School

Dance Recital: Tuesday, March 14th at the Performing Arts Center starting at 7:15 p.m.

Easter Egg Hunt: Saturday, March 25th 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 24th. Pee Wee & U6 Soccer will be starting on April 22nd, coach's meeting is set for April 10th to help coaches prepare for their upcoming season.

Summer Registration: Will begin on April 3rd for Residents, April 5th for Non-residents.

ANNOUNCEMENTS OF PUBLIC INTEREST: The next regular scheduled meeting is scheduled for April 19, 2023.

ADJOURNMENT: There being no further business, the meeting adjourned at 7:11p.m.

Shannon Lemke
Administrative Assistant