

**VILLAGE OF GERMANTOWN  
N112 W17001 MEQUON ROAD  
GERMANTOWN, WI 53022**

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|-----------------------|-----------------------------------------------------------------------|
| <b>MEETING:</b>       | <b>REGULAR MEETING OF THE PARK &amp; RECREATION COMMISSION</b>        |
| <b>DATE AND TIME:</b> | <b>Wednesday, April 19, 2023 5:30 PM</b>                              |
| <b>LOCATION:</b>      | <b>Germantown Village Hall Board Room<br/>N112 W17001 Mequon Road</b> |

**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. **INTRODUCTION OF NEW COMMISSION MEMBER:**
- IV. **APPROVAL OF MINUTES:**
  - A. March 15, 2023
- V. **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. Written Public Comments should be directed to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4:00p.m. on the day of the meeting.*
- VI. **OLD BUSINESS:**
  - A. Kinderberg Feasibility Study, Playground - Update
  - B. GRAEF Consultants - Trails Master Plan - Update
- VII. **NEW BUSINESS:**
  - A. RFP - Friedenfeld Field Dugouts and Backstop
- VIII. **VILLAGE BOARD REPORT:**
- IX. **SCHOOL BOARD REPORT:**
- X. **DIRECTOR'S REPORT:**
  - A. Report
- XI. **ANNOUNCEMENT OF PUBLIC INTEREST:** The next regularly scheduled Park & Recreation Commission meeting will be May 17, 2023 @ 5:30p.m.
- XII. **ADJOURNMENT:**

PARK & RECREATION COMMISSION AGENDA

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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)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State Ex. Rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

**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 15<sup>th</sup> 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 24<sup>th</sup>. 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 24<sup>th</sup> 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 24<sup>th</sup>

Review of proposals and ranking by staff March 27<sup>th</sup> – 29<sup>th</sup>

Open House to present top 3 playground choices April 12

Park Commission vote for playground choice April 19<sup>th</sup>

Take proposal to Village Board final approval May 1<sup>st</sup>  
Contact Playground Company May 2<sup>nd</sup>  
Expectation of Work Completed is by October 30<sup>th</sup> (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 1<sup>st</sup> 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 6<sup>th</sup> 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 10<sup>th</sup> 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 3<sup>rd</sup> 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 7<sup>th</sup> at Germantown High School

**Dance Recital:** Tuesday, March 14<sup>th</sup> at the Performing Arts Center starting at 7:15 p.m.

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

**Summer Registration:** Will begin on April 3<sup>rd</sup> for Residents, April 5<sup>th</sup> 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

## **DIRECTORS REPORT-APRIL**

### **Arbor Day:**

Germantown Park and Recreation Announces Tree Planting and Proclamation Event on Arbor Day, April 28<sup>th</sup>. In Celebration of Arbor day, the Village of Germantown's Park and Recreation department will hold a public proclamation and tree planting event at Spassland park on April 28<sup>th</sup>. Along with the Wisconsin Department of Natural Resources and Wendland Nursery, this event commemorates the parks of Germantown and the tradition of tree planting on Arbor Day.

Germantown Park and Recreation will hold this free and informative event for the public. Students at County Line elementary Kids Klub program will be on site to assist with the tree planting. Not only will students participate in the tree planting but also will learn from the Wendland Nursery staff.

Germantown Park and Recreation will partner with Wendland Nursery, a local Germantown nursery.

Wendland Nursery will provide the tree for the event and prepare the area for planting. Elizabeth Wendland, Wendland Nursery Owner, will teach children from the kids Klub program the importance of planting trees and preserving our local parks and outdoor environments.

Starting at 4:00 pm Village Administrator, Steve Kreklow will reach the proclamation for the Village of Germantown. Additionally Olivia Witthun, Urban Forestry Coordinator for the Wisconsin Department of Natural Resources will answer questions from the public and help oversee the proceedings.

### **Community Garden:**

The 2023 Community Garden program has kicked off again this April. The Community Garden is comprised of twenty garden spots altogether. Eight (8) plots of 10' x 20' (all filled) and Twelve (12) 20' x 20' lots (all but one plot have been filled). The smaller lots are \$30 for the entire season, and the larger lots are \$60 for the whole season. Many of our Gardeners are returnees, though this year one gardener had to drop out because of upcoming knee surgery. So we were able to get some new Gardeners in the program.

The gardeners are responsible for their own plots and must maintain weed control and put up and take down their own fencing. DPW does provide mulch and trash barrels for the weeds pulled. The Gardeners are giving guidelines of what fertilizer and insecticide is acceptable to use. Most gardeners start planting their first set of vegetables in May and have a second set for fall season. Typically by end of October the gardeners are finished for the year.

### **Farmers Market:**

The 2023 Germantown Farmers Market will be held in the Germantown Village Hall Parking lot each Saturday starting May 6<sup>th</sup> thru the last Saturday in October from 8am until 12 noon. The annual fee is \$50/vendor. The vendors are allowed to pick and choose the Saturdays they will to set up. Last year we had 19 vendors and hope to

increase those numbers this year. I have open up the market to allow for more crafts and other types of businesses in hopes of increasing traffic and making the market bigger. I am also in the process of finding food vendors to set up and sell food such as barbecue or hotdogs/brats etc. to the public. I also hope to provide some live music as well as music thru blue tooth on a weekly basis. Also another change is the State revenue office is requiring that Farmers Market Managers (my role) to make sure the vendors fill out tax forms and take attendance of the vendors.

### **Park Planning Workshop:**

Washington County Parks has announced a series of public workshops designed to engage members of the community and solicit public input on possible future plans under development for Heritage Trails County Park in the Town of Polk. The purpose of these workshops is to share information about the project and process, and for Lannon Stone Products, Inc. and Washington County Parks to gather input from the public for incorporation into the project and a future park master plan. We've identified you as someone that may have interest in participating in these workshops to be held on Thursday, May 4<sup>th</sup> at Washington County Fair Park. The same content will be covered at each workshop. Trustee Jan Miller, Park Commissioner Don Eby and myself plan on attending this Thursday May 4<sup>th</sup> workshop. We will report back to the commission at the May meeting.

### **LWCF Compliance Review:**

The Village of Germantown previously received federal Land and Water Conservation Fund grants to aid in the acquisition and development of public parks in the community. Every five years parks are required to be reviewed for compliance with the provisions of the LWCF program – namely that the park or recreation area for which funding was used is maintained for public outdoor recreation in perpetuity.

Parks that previously received LWCF fund assistance and were up for review this year are:

1. Alt Bauer Park (55-01363C) – grant funded development of outdoor recreation facilities.
2. Haupt Strasse Park (55-01367) – grant funded acquisition of 12.7 acres for outdoor recreation.  
(Spaasland Park is also LWCF encumbered, grant 55-00494, but was not up for review this year.)

Chrissy Kozik reviewed the park policies online and visited Alt Bauer and Haupt Strasse parks on April 13th. The parks are generally in compliance with the exception of the following items.

1. A LWCF program sign was not observed at the parks. I will mail signs for each park to be posted.

2. The LWCF program does not allow for preferential reservation on the basis of residence. The park policies online indicated that residents may begin reserving facilities before non-residents. To achieve compliance, the policy will need to be amended for the LWCF encumbered parks with reservable facilities (Haupt Strasse and Spaasland). Note: that differences in fees are allowed as long as the fee charged to non-residents does not exceed twice that charged to residents. More information is in Chapter 8, Section D.2. of the Manual linked above.

For the park reservation policy, it needs to be updated so that residents and non-residents may begin reserving facilities at the same time. The Village policy in particular is I.A.3 in the document linked [here](#). Either an exception may be called out specifically for the LWCF parks, or the Village may choose to forgo the preference in general and simply have one date to begin reservations. The Village may decide how to update the reservation policy with the LWCF requirement in mind for the encumbered parks.

The [current fee structure](#) for rentals meets the LWCF program requirements. There's no need to update those. Chrissy wanted to mention this requirement so that it is in the back of your mind if there are future discussions to update fees.

The signs will be placed in the parks as soon as we receive them and the rule about the separate days for residents and non-residents can reserve parks will be changed to the same date.

Krissy recommend I skim over Chapter 8 of the [LWCF Manual](#) for the highlights. A few important things to note are:

- The sponsor needs to maintain absolute control over and oversight of the all facets of the protected LWCF property, including any leases executed for the operation or development of outdoor recreation facilities.
- The project map on file at the time of grant award designates the boundary of the encumbered property (also referred to as a 6f map). Sale of land within the property, or changes to non-outdoor recreation use (e.g. community center, cell towers/utility structures that serve beyond park needs, etc) would constitute a conversion and replacement land would need to be sought via a conversion process.
- Property must be maintained attractive and inviting, and open for public use at reasonable hours and times of the year according to the type of area or facility.
- All facilities under the LWCF program must be ADA compliant.
- Sponsor must maintain a LWCF sign in a prominent location at the area or facility.

### **Pickleball Open House:**

Friday June 2<sup>nd</sup> from 6pm until 8pm Parks and Recreation will be hosting a fun social for area pickleball players at Haupt Strasse Park. Season veterans and new players alike will be hosted to attend this event. Food will be provided courtesy of Bub's and the social will provide the opportunity for new players to mix with the veterans. Exhibition

matches will be held. Discussions will occur about donations and sponsorships to expand future pickleball courts. A company that manufactures pickleball paddles will be on hand to have players try out new paddles and possibly purchase. There will be music. Also discussion about starting a Pickleball league one or two nights a year to start out.

## **Recreation Division Report – April 2023 Commission Meeting**

We have 32 programs starting in April and include: Adult Golf Lessons, Junior Golf Lessons, Mini Golf League, Golf Skills, Stay Home Alone, Tae Kwon Do, Oodles of Art, Babysitters Training, Yoga, Rise & Shine Boot Camp, Track & Field Program, Tot Time, Pee Wee & U6 Soccer, Youth/Little Tykes Martial Arts, Afterschool – Mad Science Class, Miss Julie's Music Fun, Miss Julie's Music Fun for Families/Babies, Do You Gnome Your Parks, Middle Eastern Dance, Easter Music Party, Verbal Defense, Pelvic Floor Workshop, Freezer Meals, Pet Therapy, Sporties for Shorties, Paint Party, Non-toxic Home, Henna, Archery.

Our ongoing programs are: Gymnastics, Men's Open Basketball, Kids Klub (5 sites), Power/Pixies/Spark Poms, Afterschool Legos (3 sites), Learn to Skate, and Pickleball.

### **Upcoming events include the following:**

**Do you Gnome Your Parks:** Somewhere hidden in our Village Parks are Gnomes to be discovered. You will get a clue for the week on which park the Gnomes are hidden in, take a selfie with each of the gnomes and send it to us. Each Gnome will have a point value, the two families with the highest point value will receive a prize basket. Starts April 10 – May 5<sup>th</sup>.

**Community Spring Bike Challenge:** We have teamed up with Menomonee Falls Community Ed and Rec to offer the challenge this spring. All participants submit a mileage log each week, we have a recreation and competitive league. All participants will receive a Bike Challenge T-shirt.

**Family Glow Walk:** Friday, May 6<sup>th</sup> at Kinderberg Park, new this year participants can show up between 7:30 – 9:30 p.m. to walk. We are selling Glow kits for \$10 a person which includes fun glowing items that can be worn the night of the event. Glow Walk T-shirts can also be pre-order for \$10/shirt. We have 786 Glow kits bought already and 38 T-shirts. Volunteers Needed – let us know if you can help!

**Soccer:** Pee Wee & U6 Soccer will be starting on April 22nd, the coaches meeting was held on April 10th to help coaches prepare for their upcoming season. We have 8 teams for pee wee soccer and 6 teams for U6 soccer, totaling over 175 kids in the program and 38 volunteer coaches.

**Community Partnership Award:** Congratulations to Dr. Brenda Holland of Chiropractic Company for being honored as the 2023 recipient of the Community Partnership Award. They have been sponsoring youth sports teams and events for over

15 years. Please thank Dr. Holland for all her support over the years. Please see our facebook post for the photograph of our team presenting them with the award.

**Summer Registration:** Summer registration started Monday, April 3rd.

**Youth Futures Scrap Metal Drive:** There will be a Scrap Metal drive on Saturdays, April 15<sup>th</sup> and 22<sup>nd</sup> from 9am – 3pm at the Germantown Police Department. Go to [gtownyouthfutures.com](http://gtownyouthfutures.com) for items accepted. Get rid of your junk and support a good cause!