

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, April 9, 2014 5:30 p.m.

LOCATION: GERMANTOWN VILLAGE HALL CONFERENCE ROOM A

- 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:** March 19, 2014
- 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 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. **VILLAGE BOARD:**
- VI. **UNFINISHED BUSINESS:**
 - A. Youth La Crosse Team
- VII. **NEW BUSINESS**
 - A. Trail Fitness Equipment
 - B. Farmer's Market
 - C. Summer Meeting Locations
- VIII. **SCHOOL BOARD REPORT:**
- IX. **DIRECTOR'S REPORT:**
- X. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **May 14th @ 5:30p.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.

*****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
GERMANTOWN VILLAGE HALL
Wednesday, March 19, 2014**

CALL TO ORDER: The meeting was called to order at 6:03p.m. by Chair Laszewski.

ROLL CALL: Chair Laszewski, Commissioners Coulthurst, Knop and School Board Rep. Medved. Absent and excused were Commissioner Depies, Liefbrig and Trustee Rep. Kaminski. Visitors were Troy Schmidt from Germantown Diamond Club and Mike Whitehouse from West Bend La Crosse Inc. Also present were Director Casperson, Secretary Lemke, Program Supervisors Patti Heinen and Joe Masiarchin and Village of Germantown Civil Engineer Brandon Flunker.

APPROVAL OF MINUTES: *Motion by Laszewski, seconded by Medved to approve the minutes as presented. Motion unanimously carried.*

Motion by Laszewski, seconded by Medved to move to item VII E. Motion carried.

PUBLIC INPUT: Nothing

VILLAGE BOARD: Excused

SCHELRODERMA WALK – Discussion & Action: Director Casperson gave a brief overview of the event description.

Motion by Laszewski, seconded by Coulthurst to waive the rental fee for the use of Kinderberg Park Shelter for the Scleroderma Foundation Walk on August 17, 2014. Motion carried.

DIAMOND CLUB AGREEMENT – Discussion & Action: Director Casperson stated that this agreement is the same typical agreement that the Village has with the Germantown Soccer Club and Germantown Hawks Football Club. These agreements are 2 year agreements . The Diamond Club currently has a total of 160 players and the village receives \$15 per participant playing. The money collected is deposited into a non-reverting/non-lapsing fund for maintenance of these fields. The Diamond Club uses Freistadt Field, Kinderberg Park and Haupt Strasse Park. Troy Schmidt stated that there is a definite need for baseball diamonds with lights in the community.

Motion by Coulthurst, seconded by Laszewski to forward onto the Village Board with positive recommendation the Diamond Club Facility Usage Agreement with the stated correction in paragraph 1; change “Firemen’s Park” to “Freistadt Field”. Motion carried.

LA CROSSE AGREEMENT – Discussion & Action: Director Casperson stated that La Crosse is new to the Germantown area. Mike Whitehouse from West Bend Youth La Crosse, Inc. stated that they are currently 41 participants. The Village would receive \$10 per participant to be placed into a non-reverting/non-lapsing fund for maintenance of the field.

Motion by Laszewski, seconded by Medved to accept the facility usage agreement with the West Bend Youth La Crosse, Inc. making the term date of the agreement December 31, 2014 and receive evidence of corporate status of the West Bend Youth La Crosse, Inc. entity and forward onto the Village Board with positive recommendation. Motion carried.

ALT BAUER PARK PARKING LOT – *Discussion & Action:* Director Casperson stated that the Village Board approved money for the replacement of Alt Bauer Park parking lot. There is also a MMSD grant available if you reduce water runoff. The village is eligible for \$46,000. The village is going to try a new “Green” product that would allow the rain water to infiltrate into the ground rather than flooding into the storm sewers. Brandon Flunker, Village of Germantown Civil Engineer, stated that part of the parking lot will still be asphalt and the remaining will be pervious pavement with underlying gravel that would capture 0.5 inches of rain water.

Further discussion continued.

Motion by Laszewski, seconded by Knop to forward onto the Village Board with positive recommendation the Alt Bauer Park parking lot replacement project, subject to review of the Conservation Easement by the Village Attorney to avoid encumbering the whole park with an owner risk Conservation Easement. Motion carried.

SUMMER 2014 RECREATION PROGRAM FEES AND CHARGES – *Discussion & Action:* Supervisors Heinen and Masiarchin gave an overview of the new program offerings for Summer 2014.

Motion by Laszewski, seconded by Coulthurst to approve the Summer 2014 Recreation Program Fees and Charges as presented. Motion carried.

Motion by Laszewski, seconded by Medved to move to Item IV. (Public Input) Motion carried.

SCHOOL BOARD REPORT: Brian stated that the district has over 200 applications for Open Enrollment at this time. The board is working on the alternate compensation model for teachers. Germantown has created an Ad-hoc committee to develop its own standards of curriculum. The facility study is continuing and we will be looking for community input in the near future. Jeff Thielke and John Parrish, Tech Ed teachers at Kennedy Middle School, are being recognized by The International Technology and Engineering Educators Association with a program award of excellence that is awarded to middle schools. New this year, the 7th graders will be required to take a personal finance course in order to graduate from high school. Dr. Sandra Stotsky (Premier Standards Creator in English/Language Arts in the Country) will be coming to Germantown to help us with the development of our own standards for English/Language Arts. Our website will showcase our standards of curriculum starting in April. A thank you goes out to Director Casperson for his help at the Building Committee meeting with supplying a list of all the inter-agency cooperation programs that are offered.

DIRECTOR'S REPORT:

- A. **Kiwanis Outdoor Performing Arts Pavilion** – There is no update since our last meeting.
- B. **Senior Coordinator** – On March 17, 2014 Katie Rodger was hired as the new Senior Coordinator. The current Senior Coordinator, Jean Brill will be retiring March 31.
- C. **EAB** – General Government and Finance Committee (GGF) approved the hiring of a forestry summer intern at their March 18 meeting and moving \$25,000 from capital improvements to the general fund.
- D. **Senior Center Computer Lab** – The lab computer replacements was approval by GGF at their March 18th meeting. The new lab should be complete by May 1st.

PARK & RECREATION COMMISSION MINUTES

March 19, 2014

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- E. **Community Garden** – There are 24 plots available in the garden. 20 plots have been reserved for the 2014 season. 6 people on a waitlist. 11 plots are needed for the 2014 season.
- F. **Computer Lab** – In September ITT Technical College closed their Germantown campus and consolidated operations to their Greenfield campus. Because of the closing they donated 110 chairs, 49 tables and 14 computers to the Park and Recreation Department. The Department use to operate computer classes out of ITT, but since they closed we have been scrambling to find a new location. We are happy to announce we will open a new computer lab in the Survive Alive house.

Recreation Report

- 1. **Programs:** We have 19 programs starting in March and include: Intro to Excel, Basic First Aid for Kids, Tae Kwon Do, Oodles of Art, Advanced digital Photo, Group Rock climbing, Supersized Scrapbooking Crop, Archery, Babysitters Training, Parent child basketball, Advanced Excel, Get Your Book Published, Poms Performance, Firefighters are your Friends, Zumba, Beginning Guitar, Clutter Classes, Taming the High Cost of College, Track Parent Meeting.
- 2. **Dance Recital:** Tuesday, March 25th at Kennedy Middle School starting at 6:30 p.m.
- 3. **Egg Hunt:** Saturday, April 12th at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Sr. Center 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.
- 4. **Soccer/Gridders:** The registration deadline is Friday, March 21st. Pee Wee & U6 Soccer and Little Gridders Football will be starting on April 26th, coaches meetings are set for April 8th & 9th to help coaches prepare for their upcoming season.
- 5. **Summer Recreation Guide:** The Summer Recreation Guide is scheduled to be mailed April 7.
- 6. **Kids Klub:** As of January 1st we implemented the new Unregistered Fee Policy. With the new policy, parents who do not register for the program are now assessed an additional \$2.00 unregistered fee. Our goal was to decrease the number of students dropping off at Kids Klub without pre-registering. Prior to the implementation of the new policy we had been averaging over 300 unregistered students per month. With the new policy in place we have dropped that number to just over 100 per month. The policy has dramatically helped the Kids Klub staff plan for activities and has allowed us to more accurately schedule the Kids Klub staff.
- 7. **Summer Kids Klub & Tyke Site:** On February 10th we started accepting registrations for Summer Kids Klub, Awesome August and Tyke Site. This year we implemented a new marketing plan including increased email blasts, advertising posters, and expanded registration flyers distributed at the elementary schools. The registrations for Summer Kids Klub and Awesome August are nearly a month ahead of where they were at this same point last year. Our registrations for Summer Tyke Site have already exceeded our final registration count at the end of last Summer. For the first time ever we are adding a waitlist option for Tyke Site.
- 8. **Summer Movies In the Park:** We are excited to announce that First Bank Financial Center will again be our premier sponsor for the 2014 Family Movie Series. Their \$2000.00 donation makes it possible for us to offer the 3 outdoor movies during Summer as well as 2 indoor movies held in winter at the Schools. We are also excited to announce our Summer 2014 movie lineup; June 13 – Frozen (The sing-along version), July 25 – Cloudy with a Chance of Meatballs 2, August 22 – The Lego Movie.

ANNOUNCEMENTS OF PUBLIC INTEREST:

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:20p.m.

Respectfully submitted,

Shannon Lemke
Reporting Secretary



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

Meeting Date: April 9, 2014

To: Park & Recreation Commission

From: Justin Casperson, Park & Recreation Director

Re: La Crosse Agreement

Enclosed is a copy of the agreement between the Village and West Bend Youth La Crosse Inc. The agreement approved by the Park and Recreation Commission at the March meeting was changed because of unforeseen circumstances.

This agreement is similar to the other agreements the Village has with athletic clubs.

West Bend La Crosse Inc. is in its second year of organization. It has expanded from a youth 7th & 8th grade team with 21 players in 2013, to 49 players fielding a 5th & 6th, 7th & 8th, a Junior Varsity and High School teams this season. They are combined teams from the entire Washington County area with a majority of the players coming from Germantown. They are dedicated to grow the sport in Washington County and provide an option for kids to learn the game.

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 **WEST BEND YOUTH LA CROSSE INC.**, West Bend, 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 Friedenfeld Park (see appendix A) for league games and practices (the “Premises”).
2. **RIGHT OF USAGE:** The Village’s Parks and Recreation Department shall have charge of scheduling the various sport fields located at Kinderberg Park and will have priority in usage of the fields for recreation programs. The User will be allowed non-exclusive use of the field for games and practices during their spring (April – June) season. 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 field may be utilized by the Village, in its sole discretion for 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 nine (9) months and shall commence on April 1, 2014 and terminate on December 31, 2014 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 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:** West Bend Youth La Crosse Inc. will assess a \$10.00 fee for each participant playing in the league. 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.

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 in 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 User.

Entered into this ____ day of _____, **2014**

VILLAGE OF GERMANTOWN

WEST BEND YOUTH LA CROSSE INC.

Village President

President

Village Clerk

Program Director

Park & Recreation Director

Coaching Director

APPENDIX A

Friedenfeld Field Map





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

Meeting Date: April 9, 2014

To: Park & Recreation Commission

From: Justin Casperson, Park & Recreation Director

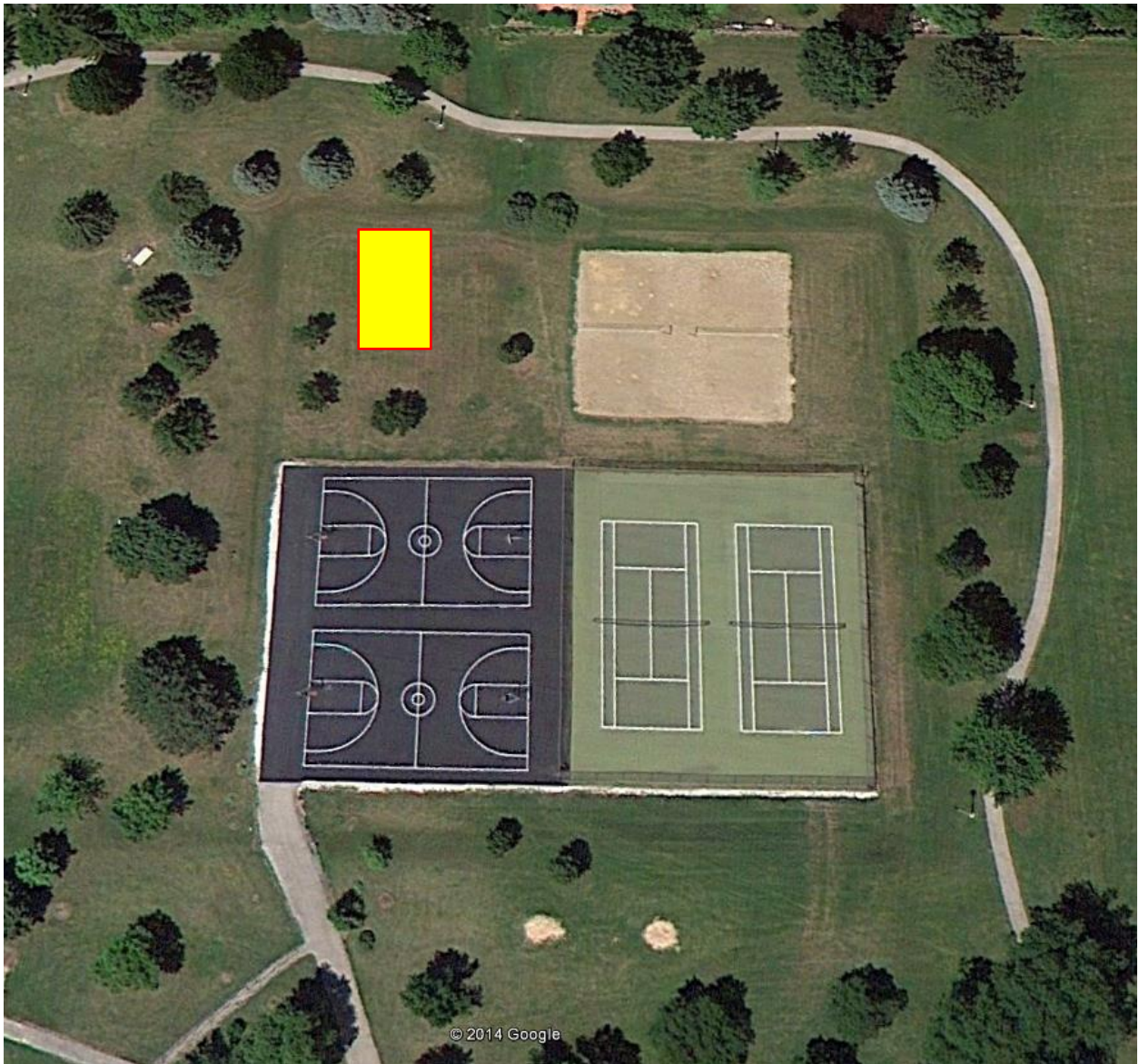
Re: Spassland Park Trail Fitness Equipment

The Village removed the dilapidated trail fitness equipment in Spassland Park in 2010. The Friends of Parks and Recreation approached the Department about installing new equipment with a \$10,000 match. The total project cost allocation is \$20,000 (10,000 from the Village and 10,000 from Friends).

The equipment location is next to the sand volleyball courts, just north of the basketball courts (see enclosure). Eleven pieces of equipment were selected for the site (see enclosures). The equipment will sit on a 36'5" x 47'8" concrete pad. Department of Public Works staff will assist with the installation of the pad, pathways & equipment.

The project installation deadline is sometime late summer or early fall.

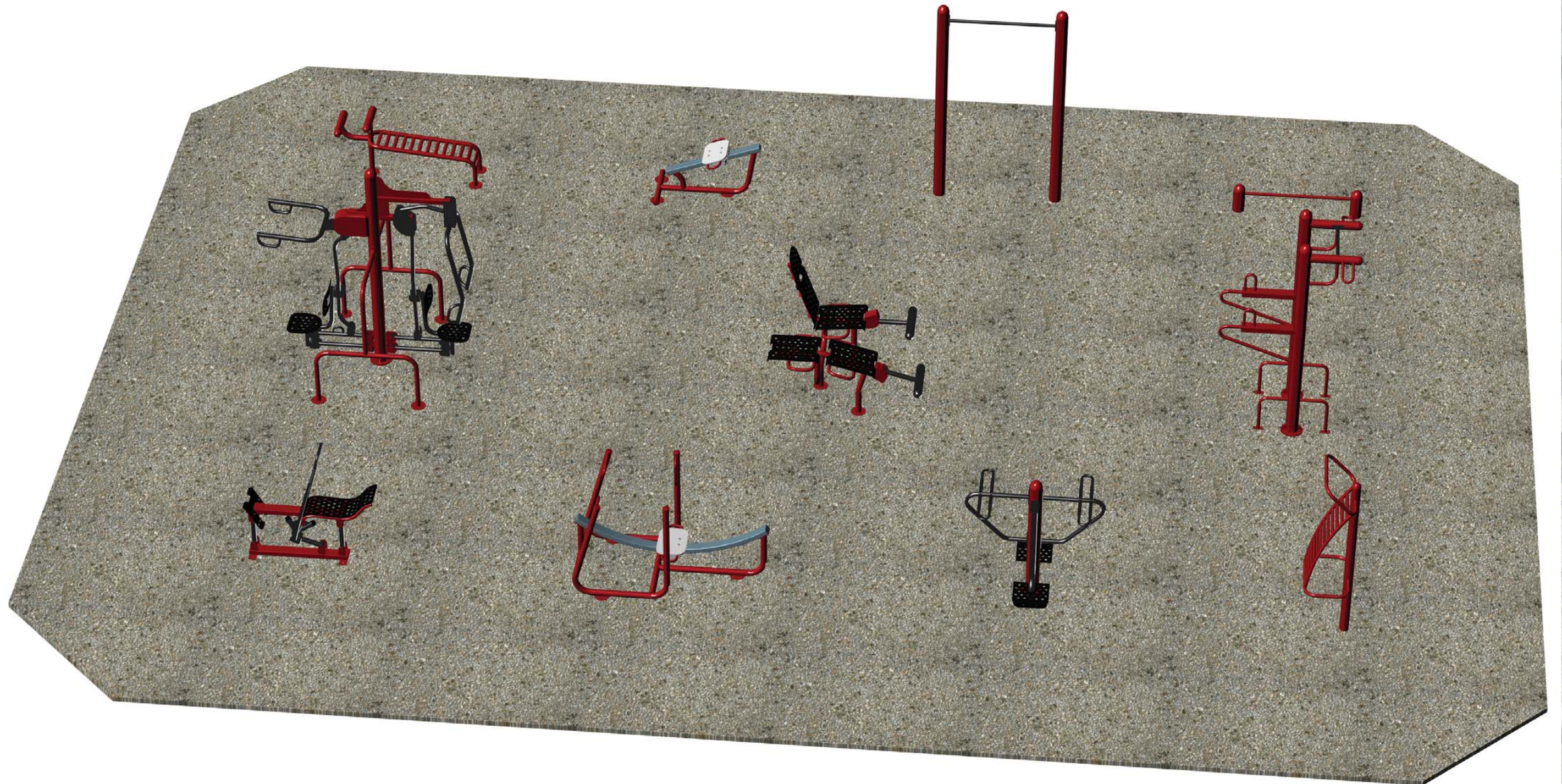
Spassland Park Fitness Equipment Location



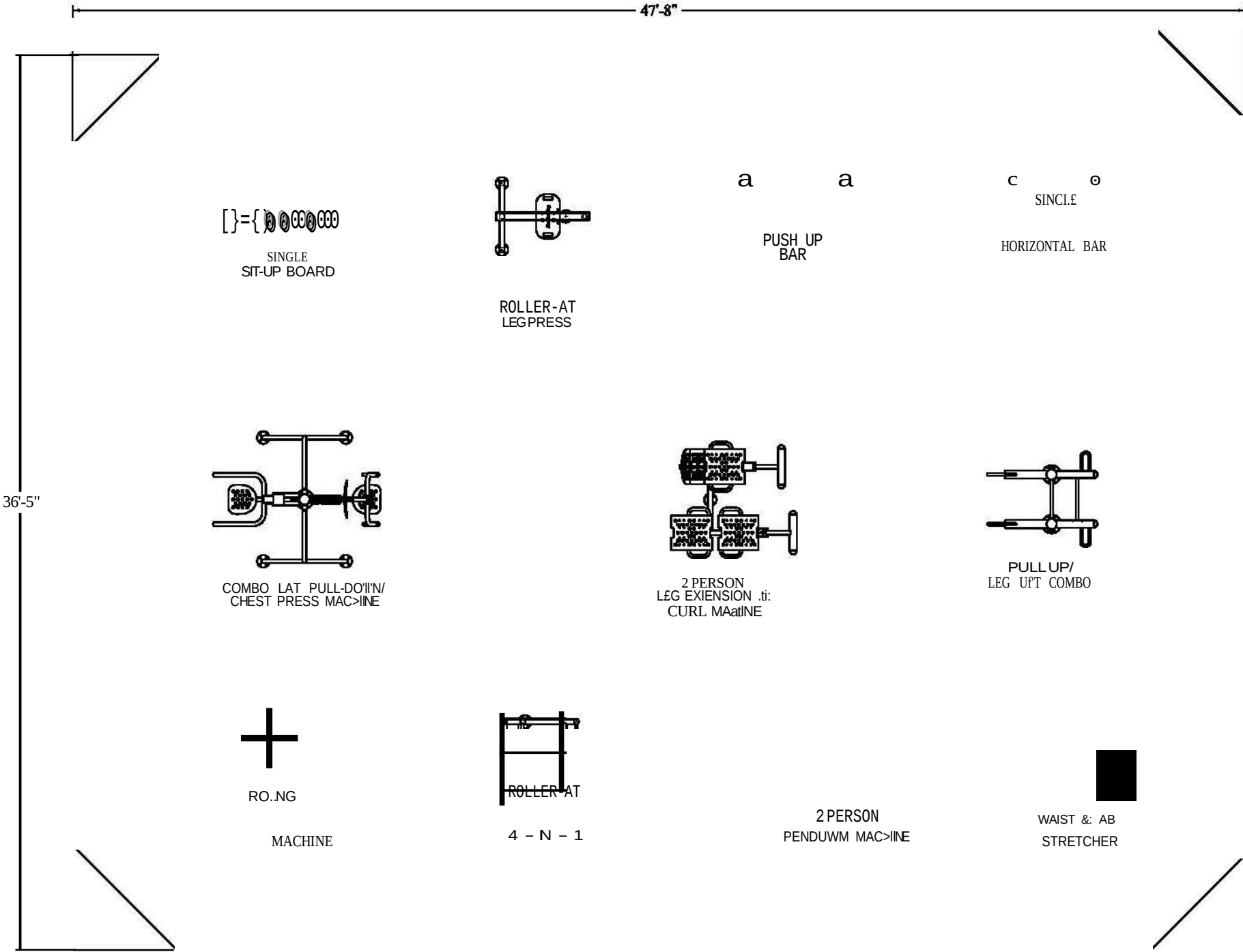
Spassland Park - Outdoor Fitness Center Layout L-9459



www.parisoutdoorfitness.com



SPASSLAND PARK
GERMANTOWN, WI



L-9459

GROUND SPACE: 47' 8" X 36' 5"

SCALE:
3/16"= 1'-0"

DATE:
31MAR 14

DRAWN BY:
KG



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Meeting Date: April 9, 2014
To: Park & Recreation Commission
From: Justin Casperson, Park & Recreation Director
Re: Farmer's Market

The Germantown Farmer's Market has been in existence for many years. It was first held at the corner of Rockfield and Division Roads, now the Yoga Barn. It was decided the location was too far removed from the urban population, so it moved to the Village Hall parking lot in 2009. The following year, in 2010 it moved to the Life Church Parking lot off of Mequon Road because the Village Hall parking lot was too constrictive. Today it remains in the Life Church parking lot; however vendor participation has declined significantly since 2012 (see table below). Currently the market operates on Saturdays from the beginning of May to the end of October from 8:00am to 2:00pm.

<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
24	24	22	13	5

The Department feels it is at a point to consider changes to the Farmers Market. The Department is considering the following options:

- 1) Keep the market at Life Church on Saturday mornings, but scale back its operation dates and times.
- 2) Relocate the Farmers Market to another location (i.e. Haupt Strasse or Senior Center parking lot) and move operation dates and times to a weekday.
- 3) Cancel the market altogether.
- 4) Make no changes to the Farmers Market and reevaluate the market at the end of the 2014 season.

The Department is looking for a recommendation as to the Farmers Market's future direction.



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Meeting Date: April 9, 2014

To: Park & Recreation Commission

From: Justin Casperson, Park & Recreation Director

Re: Summer Meeting Dates

Annually the Park and Recreation Commission hold the July, August & September meetings in various parks. The meetings provide opportunities for Commissioners to visit a park and meet neighbors. Typically there is little neighbor participation and weather plays a factor for one of the meetings.

I want to propose something new for this year. With the Commission's approval; I would like to recommend a Parks Tour/Dinner/Meeting. The date selected is Wednesday, August 13 with Wednesday, September 10 as a weather backup date. The evening will start at 4:00pm with a tour of various Parks to discuss past, current and future projects. The tour will be followed by dinner at 5:30pm. The meeting will start at 6:00pm.

4:00pm	Parks Tour
5:30pm	Dinner
6:00pm	Meeting