



ADMINISTRATION  
210 COTTONWOOD AVENUE  
HARTLAND, WI 53029  
PHONE (262) 367-2714  
FAX (262) 367-2430  
www.villageofhartland.com

**PARK AND RECREATION BOARD AGENDA  
MONDAY, FEBRUARY 2, 2015  
7:00 PM  
Board Room  
210 Cottonwood Avenue, Hartland, WI**

**7:00 PM Call to Order**

**Public comments for those items not included on this agenda** (Please be advised per Wisconsin Act 123, the Park Board will receive information from the public for a three minute time period, with time extensions per the Park Board Chairman's discretion, per person, be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

**Approval of Park and Recreation Board Minutes – January 5, 2015 Meeting**

**Recreation Director Items**

Discussion and possible consideration of Hartland Kids Day – 2015 in Nixon Park on July 29, 2015 from 9:00 AM – 3:00 PM (Presented by Melissa Peterson – Lake Country Family Fun LLC)

Discussion and possible consideration of the Chimney Swift Boat Race to be held at Nixon Park on May 23, 2015 (Presented by Val Wisniewski)

Discussion regarding surveys received from surrounding communities concerning resident and non-resident program participation and enrollment numbers (Presented by Recreation Director Yogerst)

**Announcements:** It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Park and Recreation Board Members or other Village Staff members

**Adjourn**

***The meeting will be held in the Village Board Room of the Community Center in the Hartland Municipal Building located at 210 Cottonwood Avenue.***

Lynn Meyer  
Deputy Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any government body at the above stated meeting other than the governmental body referred to in the above notice.

Please note that 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, contact Darlene Igl, CMC, Village Clerk, at (262) 367-2714. The Municipal Building is handicap accessible.

**VILLAGE OF HARTLAND  
PARK AND RECREATION BOARD MINUTES  
MONDAY, JANUARY 5, 2015  
7:00 PM  
Board Room  
210 Cottonwood Avenue, Hartland, WI**

Present: Tina Bromberger, Mike Cottrell, Duane Grimm, Tim Hallquist, Peggy Kallenberger and Dick Landwehr. Excused: Jeff Greger.

Others Present: Mike Gerszewski. Excused: Mike Einweck and Kelly Yogerst.

**7:00 PM Call to Order**

**Public comments for those items not included on this agenda** (Please be advised per Wisconsin Act 123, the Park Board will receive information from the public for a three minute time period, with time extensions per the Park Board Chairman's discretion, per person, be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

None.

**Approval of Park and Recreation Board Minutes – December 1, 2014 Meeting**

Motion (Landwehr/Grimm) to approve the December 1, 2014 Park and Recreation Board Minutes. Carried (5-0-1).

**Director of Public Works Items**

Discussion and Possible Consideration of a Wedding to Take Place in Nixon Park on July 11, 2015. Application submitted by Don Kuehn.

The Park Board told Mr. Kuehn that he would need to call Diggers Hotline at least five days in advance of the wedding in order for them to locate the underground electrical lines.

Mr. Kuehn should work with staff on the best placement of the tent. The applicant will mail a check for the fees this week.

Motion (Bromberger/Cottrell) to approve a Wedding to Take Place in Nixon Park on July 11, 2015, per the plan that was submitted to the Park Board. Carried (6-0).

**Announcements:** It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Park and Recreation Board Members or other Village Staff members

None

**Adjourn**

Motion (Grimm/Kallenberger) to adjourn. Carried (6-0). Meeting adjourned at 7:04 PM.

Respectfully submitted by

Recording Secretary,

Lynn Meyer  
Deputy Clerk



## Hartland Kids Day – 2015

Presented by Lake Country Family Fun

**PROPOSED DATE:** July 29<sup>th</sup>, 2015

**PROPOSED TIMES:** 9:00 am – 3:00 pm (see attached time frame sheet)

**PROPOSED LOCATION:** Nixon Park – Hartland, WI

**PROPOSED BY:** Melissa Peterson, Owner– Lake Country Family Fun, LLC

### Who:

- Lake Country Family Fun is a company birthed from the idea that parents should have a site dedicated to helping them locate events and family friendly activities in the Lake Country Area.

### What:

- Kids Day is centered on the idea that communities need more free, family friendly events.

### Where:

- Nixon Park to be the ideal location due to the proximity to downtown Hartland businesses, the large open expanse of the park and the way the park paths flows. It is centrally located in the Lake Country, with proximity of Pewaukee, Delafield, Oconomowoc, Wales/Genesee and Waukesha.

### Why:

- I have 4 children of my own from ages 8 to 3. I am a firm believer in getting children out and exploring the communities that surround them. I love to take my kids to live music events, outdoor movies, street dances, and the many festivals that are scattered through the area.
- We have chosen a charity to benefit from our event and will be holding a school supply drive to benefit The Backpack Coalition, Inc of Waukesha <http://www.backpackcoalition.org/>.

### EXAMPLES OF POSSIBLE EVENT ACTIVITIES:

Farmers Discussing Food Sources	Storytime/Puppet Show/Reading
Family Dynamic Businesses – Doctors, Dentist	Magician – Show
Multiple Bounce Houses	Schools (variety of types)
Costumed Mascots	Daycares
Athletic Associations – Soccer, Baseball, Hockey	Music
Fine Arts Exhibits – Actors	Retzer Nature Center
Police & Fire Dept. – Safety Discussions	Wild Animal Rehabilitation
Karate Demonstrations	Hartland Information Area
Interactive Art	Banks and Lessons in Saving
Swim Schools	Fitness Centers

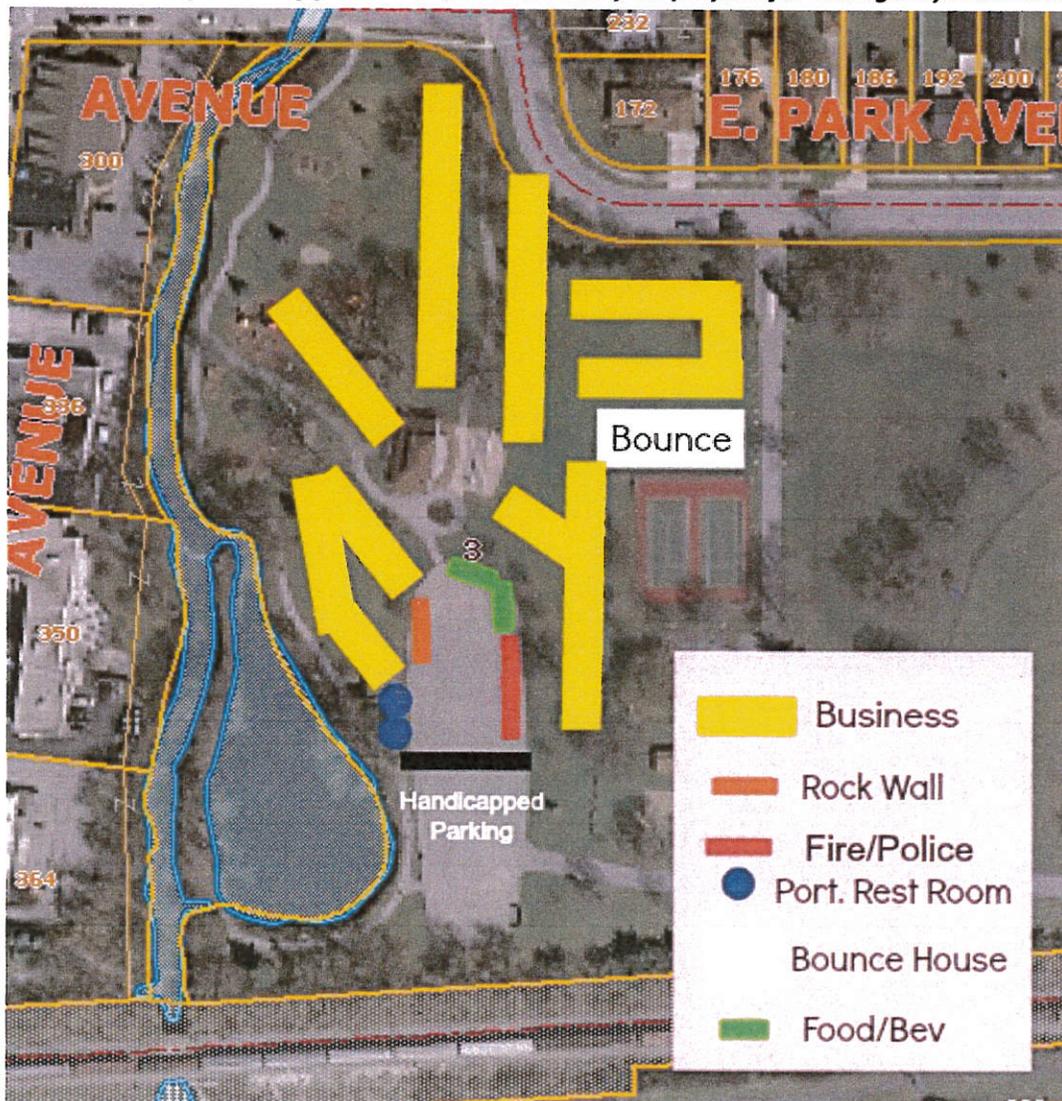
#### LCFF WILL:

- Provide Insurance Binder as prescribed by the Village of Hartland
- Contact Digger’s Hotline as prescribed by the Village of Hartland
- Any use of tents and bounce houses with stakes used, the ground will be filled of divots and grass to be left in good condition.
- Staff and Volunteers to run event and man all areas designated by us and the Village of Hartland
  - Both barricaded areas at entrance points will have a person to allow accessibility for the handicapped or otherwise physically challenged.
    - There will be signage stating that the area is for the handicapped.
- The baseball field will be roped off from the 3<sup>rd</sup> base fence area to left field.
- Businesses and vendors present will be informed they are NOT to drive on the grass and they are to park away from event to allow patrons closer parking.
- All signage deemed necessary for the event
  - Directional signs will be provided; signs will not impede the public works obligations to the park.
- Additional dumpster will be provided and all dumpsters will be emptied by Thursday morning in preparation of the concert in the park Thursday.
- Portable Lavatories (2-3) will be provided and placed strategically through the park.
  - We will also provide additional toilet paper.
- Clean up of park upon completion of the event
- Hartland Police and Fire Department will be informed of the event and asked to participate.
- Promotion of Village of Hartland materials at the event and Hartland logo on our rack cards if desired

#### NEEDS FROM VILLAGE OF HARTLAND:

- Food vendor approval from Board (all vendors are licensed and carry proper credentials by the Health Dept.)
- Access to the power panel, located on the NW corner of the tennis courts
- Extra Trash Bags in the event we need to empty canisters

- Permission to hang signage in a way that does not leave residue or do any residual at park site
  - Including a banner on the Tennis Court fence as has been done the past two years
- Ability to close the entrance to the park at East Park Street as well as on the road within the park East of the rest rooms. (by the Baseball Diamond) This is to provide a safe environment for children without the risk of moving vehicles. We will keep a staff member posted for emergency vehicles and/or special needs. *(see map)*
- Access to the Arts Stage and power at fine arts stage
- Access to all rest rooms
- Potable Water
- Ability to use the Northern most third of the parking lot for Vendor trailers and/or Activities.
- To switch the Tennis clinic from Wednesday to the rain date of Friday so the tennis courts can be utilized for the event.
- *A contact list with cell phones of parks crew, and other key employees for emergency situations*



Both Entrances to park are to be closed to allow for handicapped parking to the event.

## Hartland Kids Day 2015

### Schedule of Event

#### Volunteer Schedule

7:00 am-9:00 am: Set up begins- First group of 5 volunteers

9:00 am-12:00 pm: Second set of 5 volunteers

12:00 pm-3:00 pm: Third set of 5 volunteers

3:00 am-4:30 pm: Breakdown –Last group of 5 volunteers

#### Event Schedule

8:45 am -Business are to be set up.

9:00 am- Event officially begins!

10:00 am-3:00 pm- The stage will be utilized for entertainment (Music, magician, demonstrations, story time, etc)

3:00pm-Business are to break down event (no earlier), leaving the park as they have found it.

4:30pm - All traces of the event occurring shall be gone.

## Chimney Swift Boat Race Proposal

In May 2014, we received your approval to host a Boat / Duck Race down the part of the Bark River in Hartland. We are asking for your permission again to host the event the morning of May 23<sup>rd</sup>. Even though the chimney is officially built, we are still committed to hosting fundraisers to help pay off the debt from the chimney. We have hosted a few different fundraisers since the last boat race and have more still planned. The Boat Race was our biggest fundraiser to date and was enjoyed by the community so much that we have been asked to host it again, if even maybe make it an annual event.

Here are the details of what we would like to do:

- Fundraiser would be held on Saturday, May 23<sup>rd</sup> (Memorial Day Weekend) at Nixon Park
- We will start onsite registration at 10:00, the race events will start at 11:00
- We will be holding a bake sale / concessions throughout the event at Nixon Park
- We have at least 20 adult volunteers to help
- The majority of the adult volunteers will be placed next to the river race route for safety reasons
- Clean up in and out of the river will be done by our adult volunteers, teachers and students
- Boats will be homemade, ducks will be available for purchase the morning of the race
- The DNR has been contacted and we are waiting to hear back from them for their approval

We are asking for your approval for the event. We would also like to ask that any fees for the shelter at Nixon Park be waived, as 100% of the funds raised at the boat race will go back to the Hartland Community.

For more information on the Chimney Swift project, please visit our website at [www.savetheswifts.com](http://www.savetheswifts.com).

Thank you for your continued support for this great cause.

## Lynn Meyer

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**From:** Kelli Yogerst  
**Sent:** Wednesday, January 28, 2015 2:42 PM  
**To:** Lynn Meyer  
**Subject:** FW: Hartland Nixon Park Boat / Duck Race

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**From:** Groppi, Matthew V - DNR [<mailto:Matthew.Groppi@wisconsin.gov>]  
**Sent:** Wednesday, January 28, 2015 1:53 PM  
**To:** Val Wisniewski  
**Subject:** RE: Hartland Nixon Park Boat / Duck Race

Ok thanks for letting me know!

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Matthew Groppi  
Phone: (262) 355-6174  
[Matthew.Groppi@wi.gov](mailto:Matthew.Groppi@wi.gov)

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**From:** Val Wisniewski [<mailto:val@avalongraphics.net>]  
**Sent:** Wednesday, January 28, 2015 10:22 AM  
**To:** Groppi, Matthew V - DNR  
**Subject:** Hartland Nixon Park Boat / Duck Race

Dear Mr. Groppi,

I am writing to you on behalf of the Hartland School of Community Learning (HSCL) Swifters. We are writing to get the DNR's approval to host a fundraiser that would use part of the Bark River in Nixon Park which is located in Hartland.

The fundraiser is a homemade boat race down a section of the Bark River. Applicants would create a boat and then race it down the river. There would be 1<sup>st</sup> – 3<sup>rd</sup> place prizes as well as a prize for the most creative boat. If people didn't get a chance to make a boat, we would have a separate duck race where they could purchase a duck to race, once again having prizes for 1<sup>st</sup> – 3<sup>rd</sup> place.

All the money we make from the event will go towards helping pay off the chimney that was built as a roost rest stop for the Chimney Swift.

We had the same fundraiser last year, with your approval. This event was so popular last year that the community was asking if we could make it a yearly event. We will make sure that everything is cleaned up in and around the river and park and even created a netting system to catch everything at the end of the course.

We are writing to get your approval to host this event again in May. Please let us know if you need any more information to help make your decision. Also, you can find more information on our website at [www.savetheswifts.com](http://www.savetheswifts.com).

Sincerely,  
The HSCL Swifters

Recreation Department	Population	2012			2013			2014		
		Res	Non-Res	Total	Res	Non-Res	Total	Res	Non-Res	Total
Village of Sussex	10,623	2,320	1,553	3,873	2,437	1,776	4,213	2,426	1,944	4,369
Kettle Moraine Community Ed. Dept	10,000+	3,810	NA	3,810	3,511	NA	3,511	4,086	NA	4,086
Oconomowoc	16,181	3,712	891	4,603	3,735	1,270	5,005	4,316	1,467	5,783
Town of Mukwonago	Town 8,000 & Village 7,500	1,827	922	2,749	2,159	378	2,537	TBD	302	302
Pewaukee Park and Rec	City & Village 22,000	3,260	546	3,806	3,147	559	3,706	3,209	527	3,736
Village of Hartland	Hartland 9,192 & Delafield 7,159	1,348	1,111	2,459	1,543	1,475	3,018	1,576	1,357	2,933
Waukesha Park and Rec	No Reply			No Reply			No Reply			No Reply
Village of Elm Grove	No Reply			No Reply			No Reply			No Reply

**Requirements to be considered a resident.**

**Village of Sussex**  
 Kettle Moraine  
 if they pay their property taxes to the Village of Hartland, City of Delafield, or the Hartland Lakeside School District will be considered a "resident". One who pays taxes to other municipalities or school districts will be considered a "non-resident." Employees of businesses in the Village of Hartland are considered to be residents.  
 Lives in the School District Boundaries  
 Village of Sussex they are a resident.

**Oconomowoc**  
 Town of Mukwonago  
 A non-resident is defined as any individual that resides outside the City of Mukwonago.  
 Pays property taxes to the Town or Village of Mukwonago.  
 Oconomowoc limits. This includes individuals who live outside the City limits yet are in the Oconomowoc School District.

**Pewaukee**  
 Village of Hartland  
 Residents are individuals who pay taxes to the City or Village of Pewaukee.

**Examples of programs that are being offered at other Recreation Departments**

**Sussex Programs - Youth**  
 Kettle Moraine - Youth  
 Babysitting, Cheerleading, Spring Break Camp, Fun w/Music, Indoor Volleyball, Rockclimbing, Forensics, Intro to Acting, Home Alone, Babysitting, Tennis, Art Studio, Tumbling, Dance Classes, Soccer, Swim Lessons, T-ball, Baseball Leagues

**Sussex Programs - Youth**  
 Kettle Moraine - Adult  
 Body Basics, PIYO, Zumba, Basketballmaking, Chew On This, Running 101, Camera Classes, Gentle Yoga, Senior Fitness

**Oconomowoc - Youth**  
 Babysitting, Tennis, Dance, Tumbling, Crafts and Music Classes, Indoor Soccer, Kickball, Intro to Baseball Classes,

**Oconomowoc - Adult**  
 Zumba, Yoga, PIYO, Bootcamp, Indoor Volleyball League, Men's Basketball League, Tennis

**Pewaukee - Youth**  
 Toddler's Playgroup, Messy Madness, Kids in the Kitchen, Rock Climbing, Jr. Pirates, Show Choir

**Pewaukee - Adult**  
 Zumba, Yoga, AARP Driving Safety Course, Unique Teacher Appreciation Gifts, Learn to Play Bridge,

**Hartland - Youth**  
 Spring Break Camp, Ski Trip, Boating Safety, Yoga for Kids, Learn to Skate, Mommy & Me Cooking Class, Archery, Dance Classes

**Hartland - Adult**  
 Camera Classes, Yoga, Zumba, Social Dance, Writing Classes, Core Fitness, NIA, Trips

**How many seasonal program guides are published per Department.**

Village of Sussex (3) Winter/Spring, Summer, Fall  
 Kettle Moraine Community Ed. Dept (2) January & September  
 Oconomowoc (2) Fall/winter and Spring/summer  
 Town of Mukwonago (3) Spring, Summer Fall/Winter  
 Pewaukee Park and Rec (3) Fall/Winter, Winter/Spring & Summer  
 Village of Hartland (3) Winter/Spring, Summer, Fall

**Average of how many programs are offered per guide.**

Village of Sussex 70-80  
 Kettle Moraine Community Ed. Dept 50-60/school year  
 Oconomowoc 472 programs in 2014  
 Town of Mukwonago NA  
 Pewaukee Park and Rec 40  
 Village of Hartland 80

**Administration Staff in Department**

Village of Sussex 2 FT & 4 PT  
 Kettle Moraine Community Ed. Dept 1 FT  
 Oconomowoc 3 FT  
 Town of Mukwonago 1 FT & 1 PT  
 Pewaukee Park and Rec 3 FT  
 Village of Hartland 1 FT

2012 Fish Hatchery		2012 Hartland Community Center		2012 Parks		2012 HLSD		2012 Before/After Care		2012 Other Locations		Total
Delafield Residents	92	Delafield Residents	144	Delafield Residents	17	Delafield Residents	0	Delafield Residents	2	Delafield Residents	22	277
Hartland Resident	28	Hartland Resident	255	Hartland Resident	135	Hartland Resident	167	Hartland Resident	406	Hartland Resident	80	1071
Non-Residents	243	Non-Residents	364	Non-Residents	112	Non-Residents	112	Non-Residents	153	Non-Residents	127	1111
Total:	363	Total:	763	Total:	264	Total:	279	Total:	561	Total:	229	2459

2013 Fish Hatchery		2013 Hartland Community Center		2013 Parks		2013 HLSD		2013 Before/After Care		2013 Other Locations		Total
Delafield Residents	109	Delafield Residents	86	Delafield Residents	12	Delafield Residents	48	Delafield Residents	8	Delafield Residents	60	323
Hartland Resident	40	Hartland Resident	333	Hartland Resident	138	Hartland Resident	484	Hartland Resident	137	Hartland Resident	88	1220
Non-Residents	350	Non-Residents	490	Non-Residents	92	Non-Residents	237	Non-Residents	142	Non-Residents	164	1475
Total:	499	Total:	909	Total:	242	Total:	769	Total:	287	Total:	312	3018

2014 Fish Hatchery		2014 Hartland Community Center		2014 Parks		2014 HLSD		2014 Before/After Care		2014 Other Locations		Total
Delafield Residents	119	Delafield Residents	65	Delafield Residents	24	Delafield Residents	31	Delafield Residents	3	Delafield Residents	56	298
Hartland Resident	44	Hartland Resident	262	Hartland Resident	90	Hartland Resident	293	Hartland Resident	422	Hartland Resident	167	1278
Non-Residents	280	Non-Residents	357	Non-Residents	82	Non-Residents	272	Non-Residents	153	Non-Residents	213	1357
Total:	443	Total:	684	Total:	196	Total:	596	Total:	578	Total:	436	2933