



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

PARK AND RECREATION BOARD AGENDA
MONDAY, APRIL 6, 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 – February 2, 2015 Meeting

Department of Public Works Director Items

Discussion and Possible Consideration of a Request from the Swallow Education Foundation for Use of Hartbrook Park on Sunday, May 24 from 12 – 6 PM for a Fundraiser (Presented by Shannon Bakalars)

Discussion and Possible Consideration of a Donation by Lake Country Youth Baseball and Softball for a Baseball Field Backstop at Penbrook Park (Presented by Lake Country Youth Baseball and Softball)

Discussion on a recap of the fees paid for baseball fields and the football field, as requested by the Park Board. (Presented by Mike Einweck)

Recreation Director Items

Discussion on Possibly Renaming the Village of Hartland Recreation Department

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, FEBRUARY 2, 2015
7:00 PM
Board Room
210 Cottonwood Avenue, Hartland, WI**

Present: Tina Bromberger (arrived after first vote at 7:03 PM), Mike Cottrell, Jeff Greger, Duane Grimm, Tim Hallquist, Peggy Kallenberger and Dick Landwehr.

Others Present: Recreation Director Yogerst and DPW Director Einweck.

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 – January 5, 2015 Meeting

Motion (Grimm/Greger) to approve the January 5, 2015 Park and Recreation Board Minutes. Carried (6-0).

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)

Melissa Peterson stated that there are few changes from the previous two years.

Last year was highly successful. About 3,000 families attended the event and 53 businesses participated. No complaints were received. There were many educational opportunities; among them was the Wildlife in Need Center.

This year we have booked an educational singer, who is sponsored by Pick N Save. She performs at the State Fair every year and her name is Jamie from the Farm.

Many area businesses are showing a high level of interest.

Last year it helped to have a Kids Day advertising banner on the fence by the tennis courts a few days before the event.

Two port-a-potties were placed in the park in the past, which seemed to be under-utilized. This year they will be more visibly located. A dumpster for the additional garbage has been donated in the past by Advanced Disposal.

DPW Director Einweck mentioned to Ms. Peterson that the advertising literature should mention that Maple Avenue will be under construction at that time. He also suggested that he get together with Ms. Peterson the Monday before the event to go through Nixon Park to see if anything needs to be adjusted or if there are any other resources that either party needs to provide.

Extra restroom supplies will be provided and kept in a locked area away from the public. Tear down and clean up will be done by 5:00 PM. Ms. Peterson is hoping to have an additional food vendor this year. Last year's vendors were Buddies (selling hamburgers, hot dogs and pulled pork), Kona Ice and coffee. Jen Shoemake will be helping out again this year.

hartlandkidsday@gmail.com is the email that people should use to inquire about becoming a vendor.

It was suggested that Ms. Peterson contact and work with the high schools' DECA programs for this event. She is also thinking of contacting WCTC to work with some of their event planning students. She is looking for more volunteers and would barter booth space for volunteer hours. Generally the booth fees will be \$60 this year.

Motion (Grimm/Landwehr) to recommend to the Village Board approval of Kids Day – 2015 in Nixon Park on July 29, 2015 from 9:00 AM – 3:00 PM, similar to last year and working with Village staff on the final details. Carried (7-0).

Discussion and possible consideration of the Chimney Swift Boat Race to be held at Nixon Park on May 23, 2015 (Presented by Val Wisniewski and several students from the HSCL Swifter's)

A student gave a presentation. Last year the group conducted a boat race to raise money for building the Chimney Swift chimney. It was very successful and it was a great learning experience. They want to continue this as a community-building event and to raise money for paying for the chimney. They have received approval from the DNR for the race.

Motion (Kallenberger/Cottrell) to approve the Chimney Swift Boat Race to be held at Nixon Park on May 23, 2015, and refer to the Village Board the waiving of the park fees for the event, with the support of the Park Board. Carried (7-0).

Kelli Yogerst mentioned that this year the Recreation Department and the HSCL Swifter's are working together to sponsor Friday Fun Nights at Hartland South School. The next one is February 13.

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

Kelli Yogerst contacted some of the local communities to request comparison numbers for their recreation department enrollments. She started with 2012 and went through 2014, broke down residents and non-residents, and compared youth and adult programs.

Oconomowoc just sent their numbers to Rec Director Yogerst today. They are not listed on the spreadsheet, but are listed below.

	<u>Youth</u>	<u>Adults</u>
2012	2,462	2,250
2013	2,491	1,357
2014	2,408	1,350

Ms. Yogerst described in her spreadsheet what constitutes a resident and non-resident in each community. She described examples of youth and adult programs, how many

Village of Hartland
Park and Recreation Board Minutes
February 2, 2015 Meeting

seasonal program guides are mailed out and how many programs are offered. Also listed is how many staff help with the programs.

Rec Director Yogerst has received a few registrations from people who work in the Village of Hartland that now get the resident rate.

Starting in 2013, The Town and Village of Mukwonago signed an agreement to work together on rec programs. The Village reimburses the town for the non-resident fee. They also conduct the youth baseball and soccer programs through the rec department, which adds to their numbers.

Unfortunately, Elm Grove did not reply to the request for sharing their participation numbers. Rec Director Yogerst was hoping to hear from them as they have only one person in their rec department as well and it would have been a good comparison.

Ms. Yogerst received some new ideas going through the other municipality's programs and she is planning on putting together a five year plan regarding the direction of the Village recreation programs.

Ms. Yogerst wishes she could offer winter swim lessons at Arrowhead, but they do not want to partner with the Village. There is little available pool time for public use.

In the past the Village tried to partner with St. Johns Military School's pool. But the cost of turning up the water temperature for the classes was prohibitive.

Kelli Yogerst will be meeting with Michelle Davis of Hartland/Lakeside Schools to plan to use the Little Red School House for future senior programs and other programs.

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

Kelli Yogerst mentioned that the Kiwanis is planning their Chili Cook Off on March 15 at North Shore Middle School 11 AM – 2 PM. Complete details are not available yet, but she can send them to the Board members when she receives them. They are finalizing the details for a 3 on 3 basketball competition. They will have televisions tuned to the March Madness games.

It was brought up that Endters will probably not sell food this year on weekends at the Nixon Park concession stand.

Rec Director Yogerst mentioned the Friday Fun Nights with the Swifter's from 6:00 PM to 7:30 PM at Hartland South for Grades 3 – 5. Admission is \$3 at the door. Hot dogs and other concessions are available. Concession proceeds go to the Swifter's. Admissions cover Kelli's staff and the rest is split 80% to 20%, with 80% going to the Swifter's. February 13 is the next event.

On January 23, Recreation Director Yogerst took 86 middle school students, from grades 6 – 8, skiing at Cascade Mountain on their day off of school. The next ski trip will be on the 20th of February.

Adjourn

Motion (Grimm/Bromberger) to adjourn. Carried (7-0). Meeting adjourned at 7:44 PM.

Respectfully submitted by
Recording Secretary, Lynn Meyer, Deputy Clerk

Lynn Meyer

From: Shannon Bakalars [sbakalars@wi.rr.com]
Sent: Friday, March 27, 2015 10:29 PM
To: Lynn Meyer
Subject: Hartbrook park

Per our discussion today-

My name is Shannon Bakalars, I am a board member of the Swallow Education Foundation for Swallow school in Hartland.

We would like to reserve the south/large field on Sunday, May 24 from 12-6.

We are fundraising to raise money for a STEM/ discovery lab. We would like to have Noodles & Company and kona ice at our upcoming kickball family event!

The proceeds will be given to our school.

Thanks

Shannon Bakalars

Sent from my iPhone

**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION
2015**

*Swallow
School*

Organization or Individual's Name: Swallow School Hartland Fundraiser
 Name of Person In Charge: Jodi Patterson
 Telephone Number: (Home) 2) 361-8229 (Work) 4) 839-4746 (EMAIL) robert and jodi w gmail.com
 Address: 1271 Four Winds Way Hartland, WI 53029
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: (Must Be Completed)
Shannon Bakalars 12801 N 3374 Stone Pkce Ct 262-6964269
Name Address Phone (Home, Work & EMAIL)
Shelby King Hartland, WI 262-993-0410
Name Address Phone (Home, Work & EMAIL)

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.

Signature [Signature]

Date Paid 3-27-15 Field Fees Paid 3-27-15 Deposit Paid _____ Preps Paid _____ Receipt Number 160193
(Office Use Only)

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) <i>Tax not Charged for Tax-Exempt</i>	Deposit (See Below)	Field Prep Charges <i>See Page 2</i>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)							
Nixon	\$25.00 + 1.28						
Centennial	\$15.00 + .77						
Hartbrook <u>5/24/15 Noon</u>	\$15.00 + .77	-	-	15.77			
Penbrook	\$15.00 + .77						
Baseball Fields (Small)							
Hartbrook	\$15.00 + .77						
Joliet	\$15.00 + .77						
Nixon	\$15.00 + .77						
Softball Field							
Bark River*	\$25.00 + 1.28						
Soccer Fields (Large)							
Centennial	\$20.00 + 1.02						
Hartbrook	\$20.00 + 1.02						
Penbrook	\$20.00 + 1.02						
Soccer Field (Small)							
Hartbrook	\$20.00 + 1.02						
Football Field							
Centennial	\$100.00 + 5.10						
Tennis Courts							
Nixon	\$11+ .56 per court every 2 hours						
Penbrook	\$11+ .56 per court every 2 hours						

*Field Reservation Includes Shelter at Bark River Park Only

Turn Page Over for Prep Fees

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

210 Cottonwood Avenue, Hartland, WI 53029
 PHONE 262-367-2714 FAX 262-367-2430

REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. **NOT EXCLUSIVE TO THE PERMIT HOLDER.** Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. **DISORDERLY CONDUCT PROHIBITED.**
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact Recreation Director Kelli Yogerst at 262-367-0352.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate, or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Joliet, Hartbrook (Lg & Sm), Centennial, Penbrook, Nixon T-Ball	\$13.20		
Bark River Softball/Nixon Hardball Fields	\$33		
Soccer Fields	\$55		
Football Field	\$49.50		

Lake Country Youth Baseball and Softball
PO Box 441
Hartland, WI 53029

Dear Village of Hartland;

Lake Country Youth Baseball and Softball (LCYBS) would like to donate to the Village of Hartland the installation and equipment of a net above the baseball field backstop at Penbrook Park. In the current state, many baseballs fly over the backstop during the course of practices and games from foul balls off the batter's bat. This presents a safety hazard to unsuspecting passersby and many of these balls are permanently lost down the embankment into the wooded and swamp area.

The net system will consist of 2 poles mounted to footings located outside of the backstop area. The poles will have the appropriate hardware to raise and lower the net for seasonal use and maintenance. The net will extend from the 1st base side to the 3rd base side, from the backstop to approximately home plate, the lowest point of the net will be approximately at the top of the backstop and will be sloped higher as it extends toward the playing area. It will be very similar to the netting system at Hartbrook Park.

LCYBS will contract with professional, insured contractors to install the concrete footings, poles, netting, and any hardware deemed necessary. Installation will be in accordance with all Village of Hartland regulations.

The net system is to be maintained by the Village of Hartland. The net may be removed during the baseball offseason to prolong its life, as is current practice at Hartbrook Park.

Thank you for your consideration and continued support of baseball for the local youths.



Dale Kuphall
LCYBS VP Operations
262-391-3119
dkuphall@lcybs.org

BEACON ATHLETICS

8233 Forsythia Street #120, Middleton, WI 53562

Phone: (800) 747-5985 Fax: (608) 836-0724

2/24/2015

To: **DAVID JAMBRETZ**
HARTLAND DRW Phone: (262) 367-4750
Address: **HARTLAND, WI** Fax:

Originally Quoted By: **Jim Myrland** on **10/28/13**
Job Name: **PENNBROOK PARK CANOPY** Revised: **2/24/15**
Subject: **Custom Protective Netting Quote** Quote #: **N3781**

****THIS QUOTE VALID FOR 30 DAYS AFTER DATE RECEIVED****

Netting Specifications:

Material: **Woven Knotless Nylon**
Stock #: **# 504 ~ 180-lb. break strength**
Color: **Black**
Mesh Size: **1-7/8 Inch Square**
Edging: **Vinyl Hems With Grommets - Spaced Every Foot On All Sides**

Pricing Information: ****ALL CUSTOM ORDERS ARE FINAL UPON APPROVAL****

Net Panel Cost (all panels): \$ 546.00
Hardware Cost: \$ 2,649.00
Shipping & Handling: \$ 320.00
TOTAL DELIVERED PRICE: \$ 3,515.00

Panel Dimensions:

*** = BIAS CUT NEEDED (SEE DRAWING)

Panels Needed	Height (feet)	Length (feet)
1 ***	11.00	27.50
2 ***	9.00	10.00

HARDWARE INCLUDES:

(2) 6.625" OD SCH. 40 GALVANIZED STEEL POLES X 31' LONG (7' BURY DEPTH)
3/16" 7 X 19 STRAND GALVANIZED STEEL CABLE AND 1/4" TENEX POLYESTER CABLE
2600 HARKEN TOP PULLEYS
(2) 1200 LB. WINCHES WITH MOUNTS

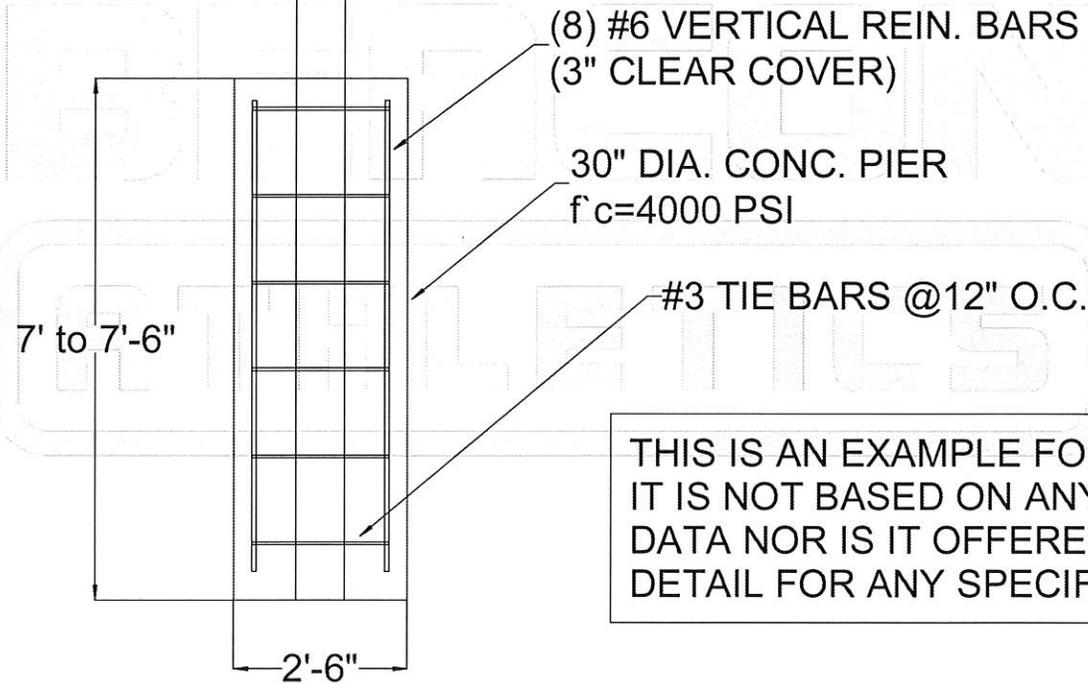
Approved By: _____

Date: _____

This approval form must be signed by the customer and returned to Beacon Athletics before a custom order can be processed.

CUSTOM ORDERS ARE FINAL UPON APPROVAL AND GENERALLY CANNOT BE RETURNED OR REFUNDED.

Any discrepancies with a custom order must be reported to Beacon Athletics within 30 days of receipt of the order.



THIS IS AN EXAMPLE FOOTING
IT IS NOT BASED ON ANY SOILS
DATA NOR IS IT OFFERED AS A
DETAIL FOR ANY SPECIFIC PROJECT

BEACON
ATHLETICS



1-800-747-5985

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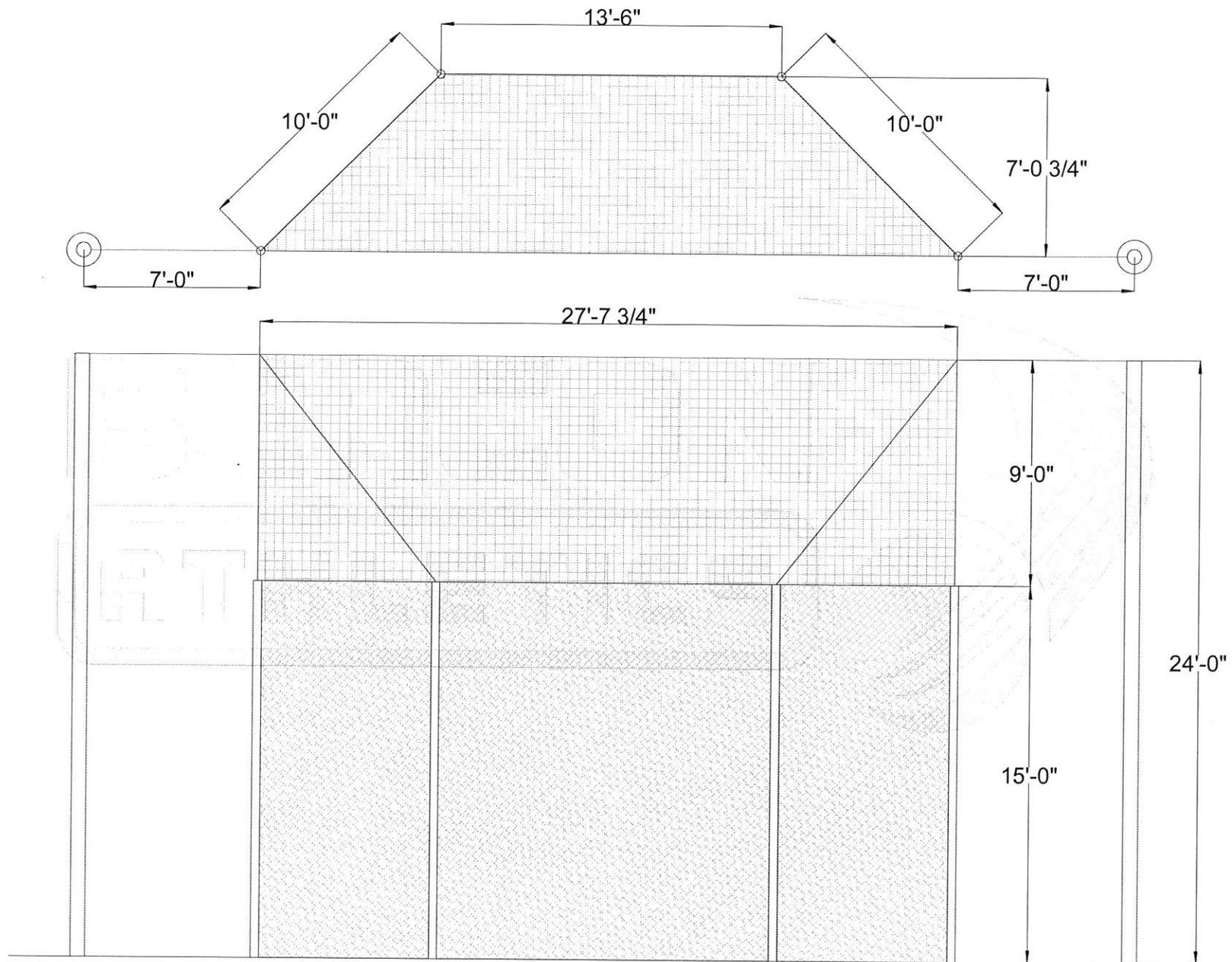
DRAWING #TBF-6

CUSTOMER: -----

SUBJECT: EXAMPLE FOOTING

DATE: 2/23/11

DRAWN BY: J MYRLAND



BEACON
ATHLETICS

1-800-747-5985



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DRAWING #N3781

CUSTOMER: VILLAGE OF HARTLAND

SUBJECT: PENNBROOK PARK

DATE: 10/29/13 **DRAWN BY: J MYRLAND**

**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION
2015**

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name	Address	Phone (Home, Work & EMAIL)

Name	Address	Phone (Home, Work & EMAIL)

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.

Signature _____

Date Paid _____ Field Fees Paid _____ Deposit Paid _____ Preps Paid _____ Receipt Number _____
(Office Use Only)

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