



ADMINISTRATION  
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HARTLAND, WI 53029  
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**PARK AND RECREATION BOARD AGENDA  
MONDAY, MARCH 7, 2016  
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 4, 2016 Meeting and January 13, 2016 Special Park and Recreation Meeting**

**Director of Public Works Items**

Presentation by Roger Boogren (Hartland Resident) to Operate a Short Wave Radio in Village of Hartland Parks to Commemorate the 100<sup>th</sup> Anniversary of the National Park Service

Discussion and Possible Consideration of an Agreement with Arrowhead High School Lacrosse and the Village of Hartland Regarding Use of Centennial Football Field

Discussion and Possible Consideration of Village of Hartland Athletic Field Users Policy and Residency Determination

Discussion Regarding Issues Listed by John McNeil (Land O' Lakes) at Nixon Hardball Field

Discussion and Possible Consideration of a Request for a Memorial Honoring the Dedication by Jim and Steve Dibb (Presented by John McNeil, Land O' Lakes)

**Recreation Director Items**

Discussion and Possible Consideration of a Request by Hartland/Lakeside School to Conduct a Boat/Duck Race in the Bark River in Nixon Park as a Fundraiser for the Chimney Swift Chimney to be held on Saturday, May 28, 2016 starting at 10:00 AM

Discussion and Possible Consideration of Hartland Kids Day – 2016 at Nixon Park on July 27, 2016 from 9:00 AM – 3:00 PM

Discussion and Possible Consideration of a Planned Event by Ana Alarcon and Elise Miller Regarding Explore Hartland Night, Thursday, August 4, 2016

**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.

## MEMO

**TO: PARK AND RECREATION BOARD**  
**FROM: Michael Einweck, Director of Public Works**  
**DATE: March 1, 2016**  
**SUBJECT: DPW Operations Report**

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### **Presentation by Roger Boogren to operate a short wave radio in the parks to commemorate the 100<sup>th</sup> anniversary of the National Park Service**

Roger lives in Hartland and he will be making a presentation on how he will be operating a short wave radio in the Village parks to commemorate the 100<sup>th</sup> anniversary of the National Park Service.

### **Consideration of the football field use by AHS Lacrosse teams**

Staff has developed the attached agreement along with a field use fee determination. A representative from AHS has been requested to attend the meeting to answer any questions.

### **Consideration of athletic field use and residency**

Staff had contacted the field users and requested their tax exempt status forms showing the address listed. So far we have received three from Chiefs, Youth Baseball and AHS. All three have addresses that are not in the Village limits. Currently, HAAA is not tax exempt and we are still awaiting LC Catch's form.

### **Discussion regarding field issues by John McNeil**

The following are some comments on the issues raised:

1. The weeds in the infield are not sprayed until June. (Why)

The fields were sprayed the last week of May due to the lateness of the weeds emerging and the wet Spring we had. Unfortunately, the contractor we hired got delayed in all of their work. We are obtaining proposals from both True Green and Frontier FS for the 2016 weed spraying and will require a spray by date. Staff will look at some spraying themselves also.

2. The infield has not been rolled.

We have not rolled the fields for a number of years because it compacts the soil which is not good for the grass.

3. The lip on the infield is awful. Was told would be fixed and it was not. 3 years running.

One truck load of material was added to the field and graded in September 2015 to reduce the amount of ponding and to reduce the lip at the grass edge.

4. The spike for the base at 3rd has been crooked for 2 yrs.

We were not notified of this and were unaware because the Village does not provide the bases. The base pegs were removed before the field work was done. They will be set and installed in spring.

5. The base lines don't line up.

We did not see this problem last year, but home plate was removed for the field work and will be installed this spring along with the base pegs.

6. No plan to stop the ponding water on the infield. I believe I spend more time pumping water out of the infield so my team can play.

Field users should not be pumping water off of the field. The game should have been canceled by the Village staff that checks the field in the late afternoon.

**VILLAGE OF HARTLAND  
PARK AND RECREATION BOARD MINUTES  
MONDAY, JANUARY 4, 2016  
7:00 PM  
Board Room  
210 Cottonwood Avenue, Hartland, WI**

Present: Tina Bromberger (arrived at 7:22 pm), Mike Cottrell, Curt Gundrum, Tim Hallquist, Peggy Kallenberger and Duane Lawson. Excused: Dick Landwehr

Others Present: DPW Director Einweck, Operations Supervisor Gerszewski and Recreation Director 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 – November 2, 2015 Meeting**

Motion (Cottrell/Kallenberger) to approve the Park and Recreation Board Minutes of November 2, 2015. Carried (5-0).

**Director of Public Works Items**

**Discussion and Possible Consideration of Village Sponsored Batting Cages in Nixon Park**

All of the user groups have been consulted and their comments have been taken into consideration. Mike Gerszewski's memo in the Park Board Packet gave a detailed description of what the Village is planning.

The layout for the east batting cage was questioned regarding the nearby house. Mike Gerszewski stated that the cage will be about 200 feet from the residence, on the west side of the drive, north of the water line that was installed. The cage will be far enough from the canteen to allow access to the canteen. No trees will be removed.

A question was asked about the netting poles for the cages. It was felt that the poles are inferior to what Delafield has. Mr. Gerszewski stated that the poles will be the taller height when the two foot extensions are welded to the existing poles. The welded area will be painted and set in two-foot concrete. The pipes are galvanized and have caps so they shouldn't rust. The crushed granite will be about 4 inches thick, maybe more.

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Clarification was made that the crushed granite planned for the cage was not allocated for the infield. The Village does not use crushed granite on the infields, only on the walkway.

It was mentioned that the crushed granite is hard on the baseballs. Mike Cottrell suggested using a crushed lime and putting turf on top of it. In the long run it is less expensive and easier on the baseballs. Mats are put down where the hitters stand; otherwise it would be high maintenance with the turf. The Village may ask for donations for the pitching mounds, due to the high installation and maintenance costs. One group has shown some interest in donating.

Mr. Cottrell mentioned that the batting cage for the Arrowhead girl's baseball team was done by volunteers and it turned out phenomenal. The volunteers put in a four inch crushed lime base and got used AstroTurf from one of the universities that was renovating their field. Staff might want to take a look.

The crushed lime is a little softer to the cover of the baseball. Mr. Gerszewski stated that the Village would be amenable to using crushed lime.

The need for a second cage on the third base side of Nixon field was questioned. The cage along the first base line would be preferred to one on the third base line. It was then suggested to build a cage at Centennial baseball field. Mr. Gerszewski said it would have to be budgeted for another year. The cage on the third base side of Nixon field is partially built and would have to be taken down and moved, which would entail an additional cost.

It was discussed that a schedule between two teams using the field can be made to share the one batting cage for pre-game practice.

The Park Board was asked where at Centennial Field they would want the batting cage placed. Further investigation will be needed to pinpoint the proper placement location.

It was clarified that the batting cage consists of poles, cable, netting and no fencing.

In the spring the Village will proceed with Nixon Park, finish that, use material different than crushed granite, maybe use turf, plan to use rubber mats for where the pitcher stands and the batter stands.

Tim Hallquist suggested tabling this item until after the discussion of the request from Land O' Lakes Baseball for use of a portable batting cage in Nixon Park.

Motion (Lawson/Gundrum) to *table* consideration of Village Sponsored Batting Cages in Nixon Park until after discussion of item #2. Carried (5-0).

Continued after discussing Item #2 and taking this item off the table:

Motion (Cottrell/Gundrum) regarding approval of the proposed batting cages at Nixon that were already placed and construction started, with the third base line cage to be completely removed, the first base line cage to be completely

removed and then re-constructed per the diagram by staff. A second cage location will be investigated at Centennial Park per the same specifications/size. Also staff will look at the differences between using the crushed granite versus the crushed lime. Carried (5-0-1). Bromberger abstained.

**Discussion and Possible Consideration of a Request from Land O' Lakes Baseball for Use of a Portable Batting Cage in Nixon Park**

It is staff's understanding that this portable batting cage is on wheels, there is netting, and it folds up. Staff has two concerns – storage and vandalism. The portable cage will not fit in the canteen.

This cage is used in the catcher's area at home plate. The Village preps the field at 7:00 AM. If the lines are disturbed during warm up, staff will not come back to fix them.

Other facilities put a mat over the lined field. When they are done practicing, they lift up the mats and the lines are still there. Mr. Gerszewski stated that it would be up to the groups to provide the mats.

Mike Cottrell described that the cage folds down into two sections that end up being five feet tall and the poles tuck into sleeves on the unit. It is made of aluminum and is very light.

Land O' Lakes is eventually thinking of renting it out to other groups. The Park Board may need to decide if that is something they would allow in a public park. The consensus of the Park Board was that the cage should be only for Land O' Lakes use, not public use.

Land O' Lakes should be notified of the following:

- LOL will not be able to store the cage in the canteen
- LOL will have to supply a mat to use over home plate area
- The Village does not want a safety issue where during batting practice, holes and uneven ground create a problem. The Village will not be re-lining or fixing anything on the field between practice and the game.
- The cage must be locked and secured after use, outside of the playing area
- Only Land O' Lakes will be allowed to use the cage

Motion (Bromberger/Cottrell) to approve the usage and outdoor seasonal storage on site at Nixon Ball Field for a portable batting cage as proposed by Land O' Lakes, with the condition that they use a mat any time the batting cage is being used and the batting cage is locked upon completion of use before a game and stored outside of the playing area. Land O' Lakes will work with the DPW so that grass maintenance can continue during the season in the area of the stored cage.

Discussion: The situation was brought up that the Village would not be able to mow the grass under the stored batting cage. DPW prefers not to mow around objects, due to potential damage. Land O' Lakes could either give the

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Village a key to unlock it or have them come and unlock it and move it. It could be worked out with Land O' Lakes.

The batting cage can only be stored outside the playing area during the baseball season. It will need to be stored in another place off season. Land O' Lakes will work with DPW for maintenance of grass at the storage area.

Carried (6-0)

Motion (Lawson/Hallquist) to take off the table Item #1 to continue possible discussion and consideration on the Village Sponsored Batting Cages in Nixon Park. Carried (6-0). See continued discussion/motion under Item # 1 above.

### **Discussion of 2015 Vandalism Report**

Overall, the vandalism total dollar amount is less than some of the past years. There has been a lot of graffiti this year, especially at Penbrook.

Mike Gerszewski noted that regarding the roof damage at the triangle bathroom, there were some arrests made and we did get some restitution. Thank you to the Police Department for nabbing the perpetrators.

Through newsletters and personal contact, the Village tries to encourage people to observe the parks and contact the police if they see anything suspicious. The money spent on vandalism repair is money the Village does not have for park improvements.

### **Informal Report by the Park Board Committee that Reviewed the Veterans Memorial Projects**

Duane Lawson, Dick Landwehr, and Peggy Kallenberger looked at 11 exhibits several weeks ago. At that time they listed three to five of their favorites on a sheet of paper and submitted them for review.

DPW has concerns regarding maintenance/vandalism/long-term viability of structures once the project is built. There are elements of many of the projects that could be combined and be feasible.

DPW Director Einweck stated that a curb cut and a walk way will probably be needed so people can walk to the project from E. Park Avenue. The new project could be moved from the present location, but the flag is used for all the ball games and it would have to be visible from the stands.

The Park Board will eventually be giving their approval to a final project.

### **Recreation Director Items**

#### **Year End Report**

Recreation numbers were up by 500 this year from last year.

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Hartland Recreation increased trips through partnerships with Sussex, Menomonee Falls and now Pewaukee in order to add the amount of trips offered.

The Hartland/Lakeside Schools and Recreation Director Yogerst are trying to run more senior programs for the community. Bingo is held every third Thursday of the month at the Little Red School House during the school year. Starting this Wednesday Wii Bowling will be held every Wednesday. We still have Seniorcize, Sheephead and Line Dancing in the Community Room. Recreation Director Yogerst's goal is to create more senior programs.

The Recreation Department is sponsoring one ski trip on January 22 for grades 6 – 8. This is a school day off. In past years there were usually about 80 kids signed up.

Starting this past fall for before and after school care, we started a discount rate for families with more than one child needing care. Also, there is a price break for signing up for multiple days. A late fee was instituted this year and it has helped cut back on children showing up without registering and paying.

Parents have been pretty good about not being late for picking up their kids from after school care by 6:00 PM.

January 11 – 15, 2016 is the free try-it week for the punch card programs listed in the program guide.

**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

There will be an athletic user's group meeting before the Village Board Meeting on February 8. Notices will be sent out soon.

**Adjourn**

Motion (Bromberger/Cottrell) to adjourn. Carried (6-0). Meeting adjourned at 8:15 PM.

Respectfully submitted by

Recording Secretary,

Lynn Meyer  
Deputy Clerk

**VILLAGE OF HARTLAND  
SPECIAL MEETING  
PARK AND RECREATION BOARD MINUTES  
JANUARY 13, 2016  
6:00 PM  
BOARD ROOM  
210 Cottonwood Avenue, Hartland, WI**

Present: Mike Cottrell, Duane Gundrum, Tim Hallquist, Peggy Kallenberger and Duane Lawson. Excused: Tina Bromberger and Dick Landwehr.

Others Present: DPW Director Einweck, Administrator Cox and Recreation Director Yogerst.

- 1. Call to Order**
- 2. Consideration of information and actions related to the Policy for Facility Reservations**
  - a. Review/Response to a request from Lake Country Youth Baseball and Softball and Village Staff for clarification of the Park Board policy.**

DPW Director Einweck thanked the Board and user groups for attending this meeting on short notice.

The Village operates a number of ball fields and there is a lot of interest in ball field use. The Park Board had approved a policy which the Village staff follows when receiving reservations. The first day of receiving reservations happens on the first working day in January. That was January 4 this year. We had a person waiting before we opened the doors to put in their reservations for the fields. In addition, we had two other user groups come in to make reservations.

Because we have a priority for field usage, staff would like the Park Board to clarify so we can follow the written policy on field reservations. The questions are, "How does the Park Board define the terms Resident Based Leagues and resident?" While residents of the Village can easily be identified, what about resident based leagues, those with Village of Hartland addresses? Leagues in which their Boards would consist primarily of or entirely of Village residents? Or leagues which the majority of their participants are residents?

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Staff would like the discussion to clarify what the main requirement is to be a resident league -- then we can determine the priorities of the applications received.

Tim Hallquist and Peggy Kallenberger were the only two present Board members that were on the Board when the policy was set up.

The Board has the policy in their packet. The top third of the policy states priority field usage. No. 1 is Village sponsored programs. No. 2 lists a few groups that are specifically identified – Land O' Lakes, Lake Country Youth Baseball and Softball, Hartland Athletic Advancement Association, then it goes into private schools, public schools, associations, businesses, resident-based leagues, and residents.

Tim Hallquist stated that since he has been on the Board for the past 20 years, the three groups have been using the fields. They are all Hartland based. That's the reason why they are listed. We haven't had a conflict in the past. When we did a couple of years ago, we asked the new group to work with the groups. In the past Lake Country Youth Baseball and Softball reserved every field, every night. They didn't use the fields every night, but they had them reserved. So we asked LCYBS to work with the other group to give them fields on the dates they weren't using them. We didn't hear back about how it worked out. We assumed no news is good news.

Mr. Hallquist continued: Because all of these groups are tax exempt (I'm assuming), to me, a Hartland based organization would have a Hartland address on their tax exempt certificate. All of these groups will entertain participants from outside of Hartland. I don't think it's fair to say 40% are from Hartland, 10% are from Delafield, etc. Where they file their paperwork for their tax exempt status would designate a Hartland address.

Mike Einweck clarified that a resident based league would have their physical address for the association of their group in Hartland (not a Hartland mailing address). Residents would live specifically in the Village of Hartland.

Tim Hallquist mentioned that LCYBS is in lieu of a Village Recreation Baseball Program.

Mike Einweck stated that we aren't questioning the named groups on the priority. We are asking about what is a resident based league? How is that defined by the Park Board? As the Village staff receives these applications, we want to be able to decide if they are indeed a priority #2 or if they fall into a priority #3.

Comments from the Park Board:

Mike Cottrell: To me a league is open to all recreational and families within a community, not a try-out. HAAA is an open league where you can register and create teams. LCYBS is the same. By definition the way this policy reads to me is it's a league open to families and all members of the community. A league runs numerous games and numerous teams with multiple fields, -- hence the reason for the program. On clarification, it says priority basis is given to those entities listed, through February 15. After February 15, it's a first come, first serve basis per the way the policy is written.

Mike Einweck asked if you have multiple priority 2 groups that apply, would it then come to a first come, first serve?

Mike Cottrell: My opinion would be no, it would need to go to the Park Board and they would discuss the direction they would have to go.

In the past, when there was a conflict with LCYBS and HAAA for using Bark River Field, the groups worked it out between themselves.

Curt Gundrum: I agree with Mike Cottrell. It wouldn't hurt to revise the policy to make the priorities clearer.

Mike Einweck: Give staff clear direction, set the policy that staff can follow, and only if there is conflict that we can't resolve or if someone wants to appeal the process, that's where you bring in the Park Board.

Pete Ludtke, HAAA: We've never had a problem between LOL and LCYBS. They always come to us at a meeting to ask for the field and it always worked pretty well. Any groups using the field must have liability insurance naming the Village of Hartland as an additional insured. Mr. Ludtke guaranteed they would follow any changes to the policy.

John McNeil, Land O Lakes: I've been doing this for five years and we never had a problem. We work with the Hawks/Legion. We only need the field nine times. We don't do practices.

Dan Hanke, President of LCYBS: The individuals that are on that field are going to be children. These three groups have always put the children first. We've been able to work this out before with other groups and we are more than willing to do it again. In the end it's all about the kids.

Candy Finco, Lake Country Catch: We've tried to get fields before and were not able to. We have a father of a team whose wife has stage 4 cancer; he has three children on these teams. This father needs Wednesdays to fit in his work schedules so he can help his wife. I asked

for seven Wednesdays and over 50% of the team has a Hartland address. The age group is U-10. We need seven Wednesdays.

Dan Hanke: The original conversation dates were Mondays and Wednesdays from April 25 through the end of June (a total of 18 days). LCYBS can figure out seven Wednesdays that LC Catch is asking for.

The Park Board was pleased that the groups are willing to work together to schedule seven dates for LC Catch.

Mike Einweck mentioned that the base pegs are there, but the groups need to provide the bases. The Village does not provide any equipment.

There will be a Village of Hartland User Group Meeting on February 8, 2016 at 6:00 PM in the Village Board Room. A representative from each group should attend. Field guidelines and other issues regarding the fields will be reviewed.

The Policy for Facility Reservations will be on the agenda at the next Park Board Meeting. (Tentatively not until March 7, 2016)

LCYBS and LC Catch will work together and let the Village know what dates have been worked out. Refunds will be determined and credited to the groups.

**b. Review and consideration of actions related to potential conflicts in scheduling of field use for youth baseball**

No additional discussion on item b.

**3. Adjourn**

Motion (Kallenberger/Cottrell) to adjourn. Carried (5-0). Meeting adjourned at 6:28 PM.

Respectfully submitted by  
Recording Secretary,

Lynn Meyer  
Deputy Clerk

# Village of Hartland/Arrowhead Union High School Centennial Park Use Agreement

**WHEREAS**, the Village of Hartland (hereinafter "Village") owns and maintains a public park and football field in Centennial Park in the Village; and

**WHEREAS**, Arrowhead Union High School (hereinafter "AHS") desires to use said field for certain games and practices for the AHS Lacrosse team,

**WHEREAS**, the Village of Hartland Park and Recreation Board and Village Board have reviewed the proposed use and desire to allow the use as described herein.

## **NOW THEREFORE, THE VILLAGE AND AHS HEREBY AGREE AS FOLLOWS:**

1. AHS will apply for the use of the football field for the spring season of Lacrosse (April through early June) by way of a Village provided Athletic Facility Reservation Form.
2. AHS is intending the use of the football field for practices and games of the boys team(s) and occasional, overflow use by the girls team(s).
3. Use of score board and press box for games is to be coordinated with the Lake Country Chiefs who own these items.
4. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
5. Village agrees to a cut length of 2½ - 3 inches during the season. Standard cutting frequency is weekly.
6. Village will provide refuse/recycling collection.
7. Village will provide restroom maintenance and cleaning
8. AHS will adhere to the Village Field Use Guidelines.
9. AHS will perform any and all required or desired field marking/painting.
10. AHS will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
11. AHS will clean area after each use and deposit trash/recyclable items into collection containers.
12. AHS will repair any damage done to the field as a result of practice or game play including, but not limited to repair or maintenance of the area around the goals or elsewhere, as necessary during the season. Explicitly, AHS will repair any damage done to the field as a result of

## Village of Hartland/Arrowhead Union High School Centennial Park Use Agreement

practice or game play at the end of the season with a proper sod installation and maintenance of sod (watering, etc.) until it is established.

13. AHS and Village will coordinate and agree on field use and cancellations due to weather or field conditions.
14. AHS and Village agree to explore the installation of a synthetic turf surface and other improvements at this field with the ultimate goal of utilizing the field for multiple sports including, but possibly not limited to, high school lacrosse and field hockey as well as football at lower levels and other public uses.
15. The fee to use the football field is \$70.00 per use. This includes games and practices. AHS will pay the full amount for the intended use of the football field prior to any use.
16. Neither AHS nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
17. AHS will be allowed to store hand tools and goals at the Park provided they are secured in an agreeable location. The paint and field painter items will need to be brought in for each use.
18. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by action of either party by November 30 of a given year for the subsequent term. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the AHS at its November meeting.
19. If the agreement is terminated, AHS, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 12). AHS may, with the Village Park and Recreation Board approval, donate these items to the Village.
20. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
21. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.

Village of Hartland/Arrowhead Union High School  
Centennial Park Use Agreement

22. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or AHS or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05
23. AHS will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
  - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
  - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.
24. The Village will bill AHS if clean-up is required after a use or if the field restoration is not completed by July 1 of each year. The Village would charge the current labor rate plus 50% for fringe benefits and any material costs or contractor costs in addition to a 3% administrative charge for billing purposes.
25. Neither AHS nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
26. AHS shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of AHS use of the property or AHS items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**[SIGNATURES FOLLOW]**

Village of Hartland/Arrowhead Union High School  
Centennial Park Use Agreement

**Village of Hartland**

By: \_\_\_\_\_  
David Lamerand, Village President

ATTEST

\_\_\_\_\_  
Darlene Igl, Village Clerk

**Arrowhead Union High School**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Title: Superintendent

ATTEST

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**VILLAGE OF HARTLAND PARK BOARD  
POLICY FOR FACILITY RESERVATIONS (Revised 8/2013)**

- All groups/individuals must make application to reserve athletic facilities, shelters and the Nixon Park Fine Arts Center for specific dates and times at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 a.m. – 4:30 p.m.
- Applications for shelters and the Nixon Park Fine Arts Center will be accepted beginning on the first working day in January. Reservations will be available on a first-come, first-serve basis.
- Athletic Field Reservations will be accepted starting the first working day in January and will be considered on a priority basis until February 15 each year. After February 15, reservations are accepted on a first -come, first-serve basis.
- Priority of Field Usage will be the following:
  1. Village sponsored programs
  2. Land O'Lakes, Lake Country Youth Baseball, Hartland Athletic Advancement Association, private schools, public schools, associations, businesses, resident-based leagues and residents
  3. Non-resident based leagues and non-residents
- During scheduling, game use will have top priority with practices being secondary.
- In order to reserve a field all of the following must be submitted at the time of application;
  - ✓ Exact dates of games and practices
  - ✓ Field preparations that are needed
  - ✓ A fully completed application
  - ✓ Completed field restoration agreement
  - ✓ All fees and deposits
  - ✓ Hartland Athletic Advancement Association is also responsible for turning in the Canteen Agreement for Bark River and Nixon Park
- Groups may cancel up to 20% of their field reservations by **March 30** and receive a full refund. If field reservations are cancelled after **March 30**, or more than 20% of field reservations are cancelled, there will be no refund.
- The Village of Hartland Park and Recreation Board reserves the right to select which athletic field and/or shelter may be reserved in order to accommodate a regular maintenance schedule for the parks.
- The master applications schedule is kept and updated at the Village office. Specific dates and times of use, including games and practices, must be provided on the application so that Village facilities are also made available to the general public.

- The Village of Hartland Park and Recreation Board reserves the right to refuse or to cancel an application to any individual or group in the event that a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.
- Applications must be submitted to the Village Hall no later than 10 days prior to the requested date.
- Applicant is responsible for general clean up of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area and the charges will be deducted from the required deposit.
- Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- Certificates of insurance naming the Village of Hartland as additional insured must be provided where required.
- Individuals or groups reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to Village ordinances and park regulations. Regulations are provided on the back of application forms and are also posted in some parks.
- Organizations engaging in recreational activities on Village park land will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
  - A. Comprehensive General Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as "additional insured".
  - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insureds".
- Organizations engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:
  - A. Comprehensive Liquor Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as "additional insureds". A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- Park users shall furnish to the Village, Certificates of Insurance evidencing the issuance of policies covering the above insurance requirements. No organized recreational activities, including practices and games, on Village park land may begin until a proper Certificate of Insurance is received. A minimum of 20 day Notice of Cancellation shall be provided.
- Separate reservations must be made for athletic fields and park shelters/general open space.

- Shelters and general open space cannot be reserved prior to January 2 of each year and the Nixon Park Fine Arts Center prior to April 1. Organized groups shall make application to reserve athletic fields prior to April 1 of each year. After April 1, Nixon Park Fine Arts Center and athletic facility reservations will be open to the general public.
- Refunds: In the case of cancellation of an event, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10.00 processing fee will be retained.
- Reservation Changes: A \$10.00 processing fee will also be charged for changing dates or times for an event.

**VILLAGE OF HARTLAND  
PARK USAGE FEE SCHEDULE**

A. Shelter and General Park Open Space Reservation (add 5.1% sales tax):

Resident:	0-50	\$50.00	51-100	\$65.00	100-200	\$80.00*	201+	\$95.00*
Non-resident	0-50	\$60.00	51-100	\$78.00	100-200	\$96.00*	201+	\$114.00*

B. Athletic Field Reservation (add 5.1% sales tax):

	Fee Per Use**
<b>Baseball Fields</b>	
<b>Large</b>	
Nixon	\$25.00
Centennial	\$15.00
Hartbrook	\$15.00
Penbrook	\$15.00
<b>Small</b>	
Hartbrook	\$15.00
Joliet	\$15.00
Nixon	\$15.00
<b>Softball Field</b>	
Bark River	\$25.00***
<b>Soccer Fields</b>	
<b>Large</b>	
Centennial	\$20.00
Hartbrook	\$20.00
Penbrook	\$20.00
<b>Small</b>	
Hartbrook	\$20.00
<b>Football Field</b>	
Centennial	\$100.00
<b>Tennis Courts</b>	
Nixon	\$11 per court every 2 hours
Penbrook	\$11 per court every 2 hours

\*Plus Security Deposit      \*\*Includes Games & Practices      \*\*\*Field Reservation Includes Shelter at Bark River Park Only

C. Nixon Park Fine Arts Center Reservation (add 5.1% sales tax):

Resident	0 - 50	51 - 100	100 - 200	201+
Resident	\$66.00	\$84.15	\$108.35	\$126.50
Non-Resident	\$78.10	\$114.00	\$150.70	\$180.95

D. Security Deposit (Refundable)

0-50	\$50.00
51-100	\$100.00
101-200	\$200.00
201-300	\$300.00
300+	\$400.00

E. Athletic Field Prep Fees

Group	Cost Per Prep
Youth Baseball Fields - Joliet, Hartbrook (Lg & Sm), Centennial, Penbrook	\$13.20
Bark River Softball/Nixon Hardball Fields	\$33
Soccer Fields	\$55
Football Field	\$49.50

**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** March 28, 2001

**Person to Contact:**

Ms. Dalton 31-07425  
Customer Service Representative

Arrowhead Union High School District  
Arrowhead Union Free High School  
% David Lodges  
700 N AVE  
Hartland, WI 53029-1143

**Toll Free Telephone Number:**

8:00 A.M. to 9:30 P.M. EST  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

39-6022439

Dear Sir:

This responds to your request for information concerning your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:

- (A) income derived from the exercise of any essential governmental function,  
and
- (B) income accruing to a state or political subdivision.

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115, following the procedures specified in Rev. Proc. 2000-4 or its successor. Your organization must also pay a user fee as described in Rev. Proc. 2000-8 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

Arrowhead Union High School District  
Arrowhead Union Free High School  
39-6022439

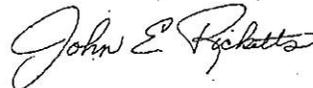
Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your organization is applying for a grant from a private foundation, the foundation may be requesting certain information from your organization because of the restrictions imposed by the Code on such foundations. One such restriction imposes a tax on private foundations that make any "taxable expenditures." Under section 4945(d) and (h) of the Code, "taxable expenditures" include (1) any grant to an organization (unless excepted), unless the foundation exercises "expenditure responsibility" with respect to the grant; and (2) any expenditure for non-charitable purposes. Under section 4942 of the Code, private foundations must also distribute certain amounts for charitable purposes each year--"qualifying distributions"--or incur a tax on the undistributed amount. "Qualifying distributions" include certain amounts paid to accomplish charitable purposes.

Private foundation grants to governmental units for public or charitable purposes are not taxable expenditures under these provisions, regardless of whether the foundation exercises "expenditure responsibility." Under section 53.4945-5(a)(4)(ii) of the Foundation and Similar Excise Tax Regulations, expenditure responsibility is not required for grants for charitable purposes to governmental units (as defined in section 170(c)(1) of the code). Similarly, grants to governmental units for public purposes are "qualifying distributions", under section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures, under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Because of these restrictions, some private foundations require grant applicants to submit a letter from the Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required to be relieved from the restrictions described above, when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

We believe this general information will be of assistance to your organization. This letter, however, is not a ruling and may not be relied on as such. If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

# SALES AND USE TAX

## CERTIFICATE OF EXEMPT STATUS (CES)

(Governmental, Religious, Charitable, Scientific or Educational Organization)

Wisconsin Department of Revenue  
PO Box 8902  
Madison WI 53708-8902  
PHONE (608) 266-2776  
TDD (608) 267-1049

Sales to the below named organization are exempt from Wisconsin sales or use tax under sec. 77.54(1) and (9a), Wis. Stats.

This certificate is valid until revoked by the Wisconsin Department of Revenue.

CES NUMBER	ES 42228
DATE ISSUED	12/28/1998

### IMPORTANT:

Sales to your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it must obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at our above number, FAX (608) 267-1030, E-mail sales10@mail.state.wi.us, or at our Web site <http://www.dor.state.wi.us>

HARTLAND YOUTH BASEBALL INC

W303N6412 IRENE LN WI 53029  
HARTLAND

# WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

Check One  Single Purchase  Continuous

Federal ID # 39-1700750

Purchaser's Business Name <span style="font-size: 1.2em;">LAKE Country CHIEFS</span>	Purchaser's Address <span style="font-size: 1.2em;">N70 W28804 Vernon Drive Hartland, WI 53029</span>
---	--

The above purchaser, whose signature appears on the reverse side of this form, claims exemption from Wisconsin state, county, baseball or football stadium, local exposition, and premier resort sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below.

I hereby certify that I am engaged in the business of selling, leasing, or renting: ES-35850  
Non-Profit Youth Football Club  
(Description of Property or Services Sold by Purchaser)

General description of property or services purchased (itemize property purchased if "single purchase"):  
Football Equipment

Seller's Name	Seller's Address
---------------	------------------

### PROPOSED EXEMPT USE

**Resale** (Enter purchaser's seller's permit or use tax certificate number) \_\_\_\_\_

**Manufacturing**

- Tangible personal property becoming an ingredient or component part, or which is consumed or destroyed or loses its identity, in the manufacture of tangible personal property destined for sale.
- Machines and specific processing equipment and repair parts or replacements thereof, exclusively and directly used by a manufacturer in manufacturing tangible personal property and safety attachments for those machines and equipment.
- The repair, service, alteration, fitting, cleaning, painting, coating, towing, installation, and maintenance of machines and specific processing equipment, that the above purchaser would be authorized to purchase without sales or use tax, at the time the service is performed thereon. Tools used to repair exempt machines are not exempt.
- Fuel and electricity consumed in manufacturing tangible personal property (effective January 1, 2006).  
 Percent of fuel exempt: \_\_\_\_\_ %      Percent of electricity exempt: \_\_\_\_\_ %
- Portion of the amount of fuel converted to steam for purposes of resale. (Percent of fuel exempt \_\_\_\_\_ %)

**Farming** (To qualify for this exemption, the purchaser must use item(s) exclusively and directly in the business of farming, including dairy farming, agriculture, horticulture, floriculture, silviculture, or custom farming services.)

- Tractors (except lawn and garden tractors), all-terrain vehicles (ATV) and farm machines, including accessories, attachments, and parts, lubricants, nonpowered equipment, and other tangible personal property that are used exclusively and directly, or are consumed or lose their identities in the business of farming.
- Feed, seeds for planting, plants, fertilizer, soil conditioners, sprays, pesticides, and fungicides.
- Baling twine and baling wire.
- Breeding and other livestock, poultry, and farm work stock.
- Containers for fruits, vegetables, grain, hay, and silage (including containers used to transfer merchandise to customers), and plastic bags, sleeves, and sheeting used to store or cover hay and silage.
- Animal waste containers or component parts thereof (may only mark certificate as "Single Purchase").
- Animal bedding, medicine for farm livestock, and milk house supplies.

February 29, 2016

AT THIS TIME, HARTLAND ATHLETIC ADVANCEMENT ASSOCIATION

IS NOT TAX EXEMPT

**From:** Candy Finco [<mailto:cfinco@cpmsales.net>]  
**Sent:** Tuesday, March 01, 2016 1:41 PM  
**To:** Lynn Meyer  
**Subject:** Re: Copy of Tax Exempt Form

I'm glad you sent this...it reminded me to check on it...ugh...now they need \$500 for the next step!!!  
Ugh!

Sent from my iPhone

On Mar 1, 2016, at 10:13 AM, Lynn Meyer <[LynnM@VillageofHartland.com](mailto:LynnM@VillageofHartland.com)> wrote:

O.K. Thanks.

**From:** Candy Finco [<mailto:cfinco@cpmsales.net>]  
**Sent:** Tuesday, March 01, 2016 9:56 AM  
**To:** Lynn Meyer  
**Subject:** Re: Copy of Tax Exempt Form

Hi Lynn

We do not have the completed paperwork from our accountant. I have contacted her and am waiting for a response.

Thank You  
Candy

Sent from my iPhone

On Mar 1, 2016, at 8:23 AM, Lynn Meyer <[LynnM@VillageofHartland.com](mailto:LynnM@VillageofHartland.com)> wrote:

Hi Candy:

I'm putting together the March 7 Park Board Agenda, which, on it, has discussion on athletic field scheduling for the future.

I have not yet received your Tax Exempt Form and would need to receive it today so that I can include it in the packet of information.

If you have any questions, feel free to contact me.

Thanks.

LYNN MEYER  
DEPUTY CLERK  
VILLAGE OF HARTLAND  
210 COTTONWOOD AVE  
HARTLAND WI 53029  
262-367-2714 (PHONE)

**From:** john mcneil [mailto:jwmcneil2002@yahoo.com]  
**Sent:** Monday, February 29, 2016 2:17 PM  
**To:** Mike Einweck  
**Subject:** Re: Park Board Meeting March 7th 2016

Its the field. In the last 5 years not much has been done.

1. The weeds in the infield are not sprayed until June. (Why)
  2. The infield has not been rolled.
  3. The lip on the infield in awful. Was told would be fixed and it was not. 3 years running.
  4. The spike for the base at 3rd has been crooked for 2 yrs.
  5. The base lines don't line up.
  6. No plan to stop the ponding water on the infield. I believe I spend more time pumping water out of the infield so my team can play.
- I could go on and its not just myself but all who use the field. I'm just the spokesman.

The Memorial would be either a plaque or a stone to honor the dedication that Jim and Steve Dibb had to Land O Lakes baseball.

In fairness the explanation I get is there isn't enough money in the budget to take care of these problems. I find that hard to believe. We are willing to do the work at no cost to the Village. This needs to change.

On Monday, February 29, 2016 3:06 PM, Mike Einweck <[mikee@VillageofHartland.com](mailto:mikee@VillageofHartland.com)> wrote:  
Good Afternoon John – could you please give us some additional information on your two items?

Specially, what type of issues are you having with the maintenance of Nixon Park. Is it the park in general or the ball field. If it is the ball field, what items are in need of attention?

Please give us some background on why the memorial is being requested and what type of memorial are you proposing.

We would need this additional information by the end of the day on Tuesday (tomorrow).

Thanks,

*Michael Einweck, PE*

**From:** john mcneil [mailto:jwmcneil2002@yahoo.com]  
**Sent:** Monday, February 29, 2016 12:09 PM  
**To:** Lynn Meyer  
**Subject:** Park Board Meeting March 7th 2016

Please put me on the agenda on March 7th. My topics of discussion are;

1. Discuss the maintenance of Nixon Park.
2. The placing of a memorial at Nixon Park for Jim and Steve Dibb.

If you have any questions feel free to contact me.

Thanks John McNeil

## Chimney Swift Boat Race Proposal

In May 2014 and 2015, 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 28<sup>th</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. 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 28<sup>th</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.

**PARK & RECREATION BOARD  
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL**

Location of Work				Hartland Kids Day, Nixon Park			
Group Sponsoring Work				Lake Country Family Fun			
Contact Person		Melissa Peterson		Phone		708-4994	
Address		N56W35146 Fordview Ln		City		Oconomowoc	
				State		WI	
						Zip 53016	
Alternate Contact Person		lakountryfamily@gmail.com		Phone		EMAIL	
Address		City		State		Zip	
Comments:							
Contractor Name				Phone		EMAIL	
Address				State		Zip	
Insurance							
Contractor Name				Phone		EMAIL	
Address				City		State	
						Zip	
Insurance							

Any group or individual desiring to do any work in any Village Park must submit an "Action Plan" for Park Board approval.

The Park Board meets on the **first Monday of the month at 7:00 p.m.** in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The **DEADLINE for submitting information to Village Hall for the agenda is on the fourth Monday of the month at 4:30 p.m.** All of the following information must be received prior to the deadline to be considered for the agenda. Anything received after the deadline will be put on the following month's agenda.

All plans, narratives, drawings, etc. must be submitted with ten (10) copies by the deadline.

**Items to be submitted in the Action Plan:**

1. Detailed description of what work is to be performed and by whom--volunteer/contractor.
2. Any literature or brochures for equipment to be installed or used in the Park System.
3. Any detailed drawings of equipment to be installed.
4. The time frame of work.
5. The responsibility to be assumed by DPW/work to be assumed by the group (be specific).
6. Copy of any proposal(s) received by the group from contractors/suppliers.
7. Copy of drawings/plans/specifications for Building Inspector to review (if needed).
  8. Map showing location of work including dimensions.
  9. Narrative/draft agreement regarding long term maintenance.
  10. Estimated cost of work/improvement(s).

**NOTE:** Approval by the Park Board is not permission to begin construction. The Department of Public Works must be informed 72 hours prior to commencement of work. All permits must be in order. Diggers Hotline must be contacted 72 hours prior to commencement of work for utility locates.

Date Applied: 2-18-16 Date of Meeting: 3-7-16 Approval \_\_\_\_\_



## Hartland Kids Day – 2016

Presented by Lake Country Family Fun

**PROPOSED DATE:** July 27<sup>th</sup>, 2016

**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 9 to 4. 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

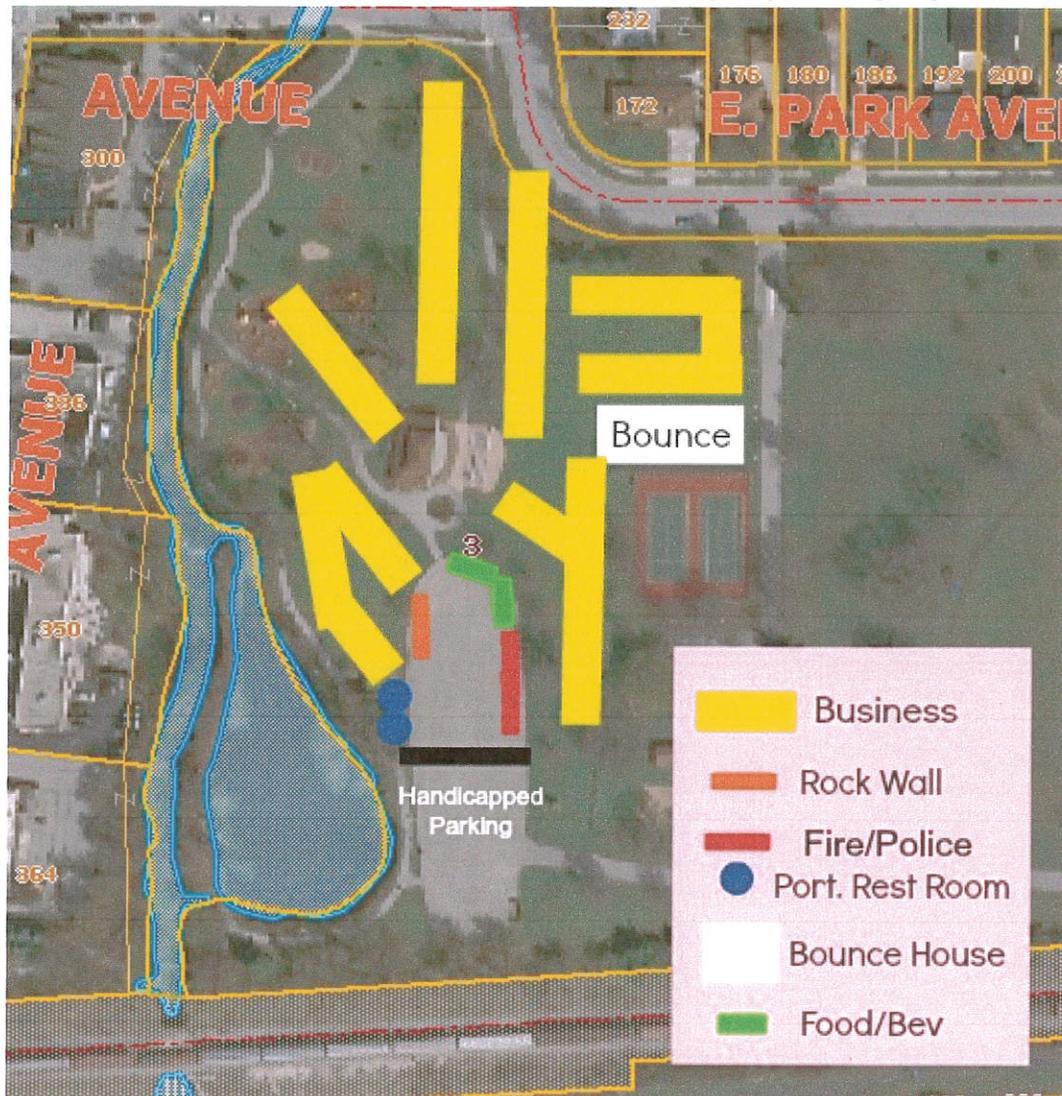
#### LCFF WILL:

- 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 three 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 2016

### 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.

Hartland Kids Day has the Village of Hartland down as a Premier Sponsor which includes:

Premier Sponsor \$1500

- Placement of Logo Banner on Event Grounds
- Premier Sponsor Mention in all Promotional Materials and Media Avenues (when allowed)
- Presenting Sponsor Mention in Print Ad/Ads (where applicable)
- Larger Sized Logo on Full Color Rack Cards (circulated around Waukesha County)
- Oversized Logo Included on HKD website "Sponsor Page" as Premier Sponsor
- Space for Event Showcasing the Village programs and services.

Thank you for the consideration,  
Melissa Peterson

## Explore Hartland Night

Thursday, August 4th, 2016

We are looking to get approval to use Nixon park on August 4th for our Explore Hartland Night. We are in the beginning stages of planning this event. This is a successor to Hartland's Neighborhood Night Out. We have changed the name of the event for marketing purposes. The biggest change to the event is the desired addition to add a sleepover in Nixon Park. We are going to encourage families to spend the night in their tents at the park after they have attended the other events for the night. A rough outline of the night's activities are below:

4:30 pm	Able to start tent set up/Sign Waivers
5-8:30 pm	Business open house and scavenger hunt (downtown)
7-9:00 pm	Classic rock band in park
9-10:30 pm	Family movie in baseball diamond (also, camping will be in diamond)
10:45 pm	Moonlight Ice Age Trail walk
Friday- 10 am	"Check out"- participants will need to be packed up and out of the diamond

### BID and organizers responsibilities

- make sure area is picked up the following morning
- providing supervision for camping and will be in designated area
- change toilet paper at night as needed
- Notify PD of event and ask for a drive through at night

### Village/Park & Rec responsibilities

- Booking and coordinating the live music
- Organizing and setting up Movie in diamond
- Providing extra garage barrels and bags
- Providing extra toilet paper

### Hike

Hoping to have help from the Ice Age Trail coordinate personnel and plan the Moonlight Hike portion of the night. Route and personnel yet to be determined.

### Bathrooms

Request bathrooms by diamond to be left open throughout event. As of right now, we don't see a need for extra restrooms. If RSVP on events Facebook page reach a concerning amount port-a-johns may be needed.

### Campfires

Designated portable campfires will be set out for participant use. The Village will need to let us know where they would like them put out.

### Parking

Campers will be encouraged to park by the Fine Arts Center (FAC)



**Organizers:**

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