



ADMINISTRATION
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**SPECIAL
PARK AND RECREATION BOARD AGENDA
MONDAY, MAY 23, 2016
6:00 PM – 6:40 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 – May 2, 2016 Meeting

Director of Public Works Items

Discussion and possible consideration of the Lake Country Rotary's plans for the Hometown Celebration in Nixon Park, June 24-25, 2016

Recreation Director Items

Discussion and possible consideration/recommendation to authorize final development of a three year agreement between the Village of Hartland Recreation Department and To The Pointe related to a dance program

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, MAY 2, 2016**

7:00 PM

Board Room

210 Cottonwood Avenue, Hartland, WI

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

Others Present: DPW Director Einweck 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.

Consideration of a Motion to Appoint a Park and Recreation Board Chairman for the Upcoming Year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission

Motion (Landwehr/Cottrell) to appoint Tim Hallquist as the Chairman of the Park and Recreation Board for the upcoming year. Carried (7-0).

Approval of Park and Recreation Board Minutes – April 4, 2016 Meeting

Motion (Bromberger/Kallenberger) to approve the April 4, 2016 Park and Recreation Board Minutes. Carried (7-0).

Director of Public Works Items

- Discussion and Possible Consideration of a request by David Cox, President of Kiwanis of Greater Hartland, to place Kiwanis signs on the two new park shelters at the Splash Pad at Nixon Park

David Cox explained that Kiwanis would like their logo sign installed on the two shelters in Nixon Park that they were instrumental in building. One sign would be on the east end of the east shelter and one sign on the west end of the west shelter.

The question was raised regarding the previous Park Board policy of not allowing any signs in the park.

Mike Einweck stated that the Rotary has a sign as part of the entrance monument for the splash pad that has some donation acknowledgements on that brick wall. The Rotary sign is three dimensional, built into the wall and is a little bit bigger than the Kiwanis signs.

Mr. Cottrell asked why, in the past, HAAA, Land O' Lakes and Lake Country Youth Baseball have all had their requests for signs denied.

Many of the requests in the past were for advertisements. The Village did allow some to be put up during games, but they had to be taken down after the game.

Park and Recreation Board Minutes May 2, 2016 Meeting

The Kiwanis signs are for a major donation acknowledgement.

Tim Hallquist suggested that the Park Board put together and approve a policy to guide what can and cannot be accepted for signs in the parks.

It was brought up that LCYBS talked to the Village about signage on the recently donated/built dugouts and that was not approved.

David Cox said it would be a good idea to talk about a policy. There may be some reason for the Village to change its mind about signage. Mike Einweck and Dave Cox have been talking with LCYBS regarding increasing their partnership for the fields. Why should the Village not acknowledge them because sometime in the future we may want to increase our partnership? Maybe there should be some recognition. The Board could come up with some standards.

Mike Einweck asked about long-term maintenance. Over time, if the sign starts to wear down, will Kiwanis take care of the maintenance? The Board was in agreement to have Kiwanis keep control of the maintenance. If the sign begins to wear out, the Village would contact Kiwanis for repairs. David Cox committed Kiwanis for the maintenance of the signs in the future.

The consensus was that the Park Board would consider a sign policy in the future, but in the meantime, approve the signage for Kiwanis.

Motion (Hallquist/Cottrell) to approve a request by David Cox, President of Kiwanis of Greater Hartland, to place Kiwanis signs on the two new park shelters at the Splash Pad at Nixon Park, with Kiwanis maintaining the signs when the Village determines the need. Carried (6-0-1). Landwehr abstained.

- Discussion and Possible Consideration of a request to place a Port-O-Potty at Cottonwood Wayside on May 6, 2016 for Hartland/Lakeside Service Learning Day that involves the cutting of invasive species along the Ice Age Trail

After the agenda packets were sent out, Mike Einweck received a call from Steve Hogan of Hartland/Lakeside Schools. He wanted to put a port-o-potty on the side of the road to be used by students working on the Ice Age Trail on May 6. Mr. Einweck suggested that the port-o-potty be placed in the Cottonwood Wayside area. He told Mr. Hogan he would present this to the Park Board. After sending out a revised agenda, we received an email from Mr. Hogan at the end of the day saying, no, the Principal revised his plans saying they would not be using a port-o-potty. Therefore, this is a non-issue.

- Discussion of an Agreement with Lake Country Lacrosse and the Village of Hartland Regarding Use of Centennial Soccer Field that has been approved by staff

The Park Board had considered and approved an agreement with Arrowhead High School for their Lacrosse team to use the football field in Centennial Park. Last week we received a similar request from Lake Country Youth Lacrosse to use Centennial Park soccer field this past Saturday and Sunday. Village staff discussed it, given we couldn't put a special meeting together in time. The requirements for the soccer field would be the same as the football field -- we allowed Lake Country Lacrosse to sign and use the same type of agreement that Arrowhead Lacrosse signed for Centennial Football field.

Mike Einweck went to the Centennial soccer field to see what the condition was, but it had just been sprayed for weeds and he could not walk the field. From a distance, he did not see any damage.

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There was baseball going on at the same time as the youth lacrosse, as well as a recreation department class. The AHS lacrosse team used the football field the previous night. There was a lot of activity at Centennial Park over the weekend.

Tim Hallquist questioned whether there were advertising signs on the fence for AHS lacrosse. Mike Einweck was not aware that there was. The fence is taken down after the game. There are no issues with the fence post holders at this point.

No motions needed on this item.

Recreation Director Items

- Discussion and Possible Consideration of an Agreement with Christ the King Church, Delafield, WI for Recreation Department Facilities Use

Back in February, Christ the King Church in Delafield, Hawks Inn and Delafield Presbyterian Church opened their doors to us because the Delafield Fish Hatchery closed for about five weeks to fix drainage issues and install a new floor. They were all very generous and allowed us to use their space. We greatly appreciate their assistance. The Village did not have to cancel any classes.

Christ the King Church mentioned that they would be happy to open their doors to more programs to provide programs to the community. On April 14, Kelli Yogerst held a Pickle ball Tournament. Hartland Recreation will now hold pickle ball on Tuesdays at Christ the King Church. The agreement says that parishioners who attend Hartland Rec classes will get the resident rate. They will not be charging the Village rent. We'll start out with pickle ball and go from there. This could be a great new location. Right now the schools are packed with their events and there isn't room for our programs.

Motion (Cottrell/Gundrum) to approve an Agreement with Christ the King Church, Delafield, WI for Recreation Department Facilities Use. Carried (7-0).

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

Today the Village had a contractor spray the weeds at our athletic fields. Nixon hardball was sprayed on April 21 because there was going to be an earlier use. We did post the spraying on the Village's website.

There is going to be a community fundraiser for Swallow School. They asked to install two small signs, one by Centennial Park and one by the off ramp at HWY 16 and North Avenue. Staff allowed that and the Building Inspector said it would be allowed for no more than three weeks prior to the event and then taken down once the event is over. Recreation Director Yogerst said Swallow School is good about allowing her to put up Recreation Department promotion signs on their property.

Staff met with Lake Country Youth Baseball and Softball and Land O Lakes at Nixon Park before the Land O Lakes game May 1. Youth baseball has agreed to donate eight tons of turface material. Normally the field takes ten tons. The Village was able to afford two tons. LCYBS will buy eight tons of turface from Reinders and have it delivered. Village staff is going to spread it on the field. The field has been leveled and pitched and both Dan Hanke and John McNeil were very happy with it. This donation will be acknowledged on the Village's website.

Park and Recreation Board Minutes
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In early June we will start the tree survey in the parks and the street trees. Wachtel Tree Service is going to be going through the parks and the right of ways to look at the condition of the trees. We do an update every five years.

Adjourn

Motion (Kallenberger/Bromberger) to adjourn. Carried (7-0). Meeting adjourned at 7:40 PM.

Respectfully submitted by

Recording Secretary,

Lynn Meyer
Deputy Clerk

MEMORANDUM

TO: President and Village Board
Park Board

FROM: David E. Cox, Village Administrator
Kelli Yogerst, Recreation Director



DATE: May 20, 2016

SUBJECT: Dance Program

As the Village Board will recall, in March, staff indicated that it was looking into the development of a major dance program to be added to the Recreation Department offerings and that the program may cause staff to approach the Village about leasing a commercial space to house the program. We have nearly finalized a proposed agreement with To The Pointe (TTP) dance studio to undertake all of its dance instruction as a Hartland Recreation Department program.

Based on discussions with the owner of TTP, Nina Gaydos-Fedak, staff is proposing to implement both “academy” level dance instruction and “recreation” level dance instruction through the Village Recreation Department using TTP instructors. After discussion, the main points of the proposed agreement are as follows:

TTP Obligations

1. Will provide studio space
2. Provide program and instructors
 - a. Four 10-week class terms annually
 - b. Not less than one major recital annually
3. Provide and install proper portable or mounted barres.
4. Implement additional camps or sessions upon agreement of VOH
5. Receives 90% of registration fees
 - a. 70% to instructor by VOH
 - b. 20% to TTP for oversight, coordination and space
6. Allow use of TTP leased space by Recreation Department classes at an agreed upon rate

VOH Recreation Department Obligations

1. Provide placement in program guide and other advertising/marketing
2. Provide dance studio flooring or forgivable loan up to \$15,000 for the floor
3. Install room divider as provided by TTP.
4. Provide registration and fee collection including covering any credit card or financing charges
5. Retain 10% of fees collected
6. Pay instructors and TTP on a monthly basis based on the actual enrollment

President, Village Board and Park Board

Dance Program

May 20, 2016

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Additionally, we are attempting to work out the details of methods by which the Village has a “right of first refusal” or some similar language to either continue the program as-is or acquire and operate the programming provided under this agreement in some other manner. Also, we are working out a method by which the Village would have the right to take over lease at the end of the term or at any other time as agreed upon by the parties.

As both Boards will recall, the Village currently offers fitness classes (and other classes) using contracted instructors that are paid a specific percentage of the class cost. Usually, that figure is 70% or 80%. Minor variances in the amount paid to the instructor usually accounts for instructor-purchased equipment. In all cases, the actual facility used for the class is provided by the Village. It is this difference that accounts for the difference is split for the dance classes. In the case of the dance program, the instructor or TTP will be providing the space and paying all costs associated with it except the cost of the dance floor itself. Under the proposal, the Village would pay the cost of the floor. Currently, the details of the floor cost are being finalized. The highest quote received for the floor is about \$15,000. We have received one other that is lower but it is being verified. The method by which the Village would cover the cost of the installation is being finalized as well. Based on discussions with the Village Attorney, rather than the Village making a direct purchase, we may work out a different method such as a forgivable loan to TTP that is eliminated by the end of the term.

Nonetheless, in order to ensure that the classes can begin on July 1, 2016, the Park Board and Village Board are asked to consider authorizing staff to move forward with the program based on the points listed above including a term ending in October 2019. Also, the Boards are asked to authorize expense of up to \$15,000 from the Corporate Reserve Fund to facilitate the installation of a dance floor in the leased studio space. A finalized agreement would be presented to the Village Board at its meeting on June 13.

Please contact either one of us if you have any questions.

DCRecreation Dance Agreement

cc: Nina Gaydos-Fedak, To The Pointe

Hometown Celebration - ABC

Thursday

Tent Set up in Afternoon - Tables and Chairs Delivered
Beer Trailer Delivered
Lake Country Rotary Set Up - 3-5PM

Friday

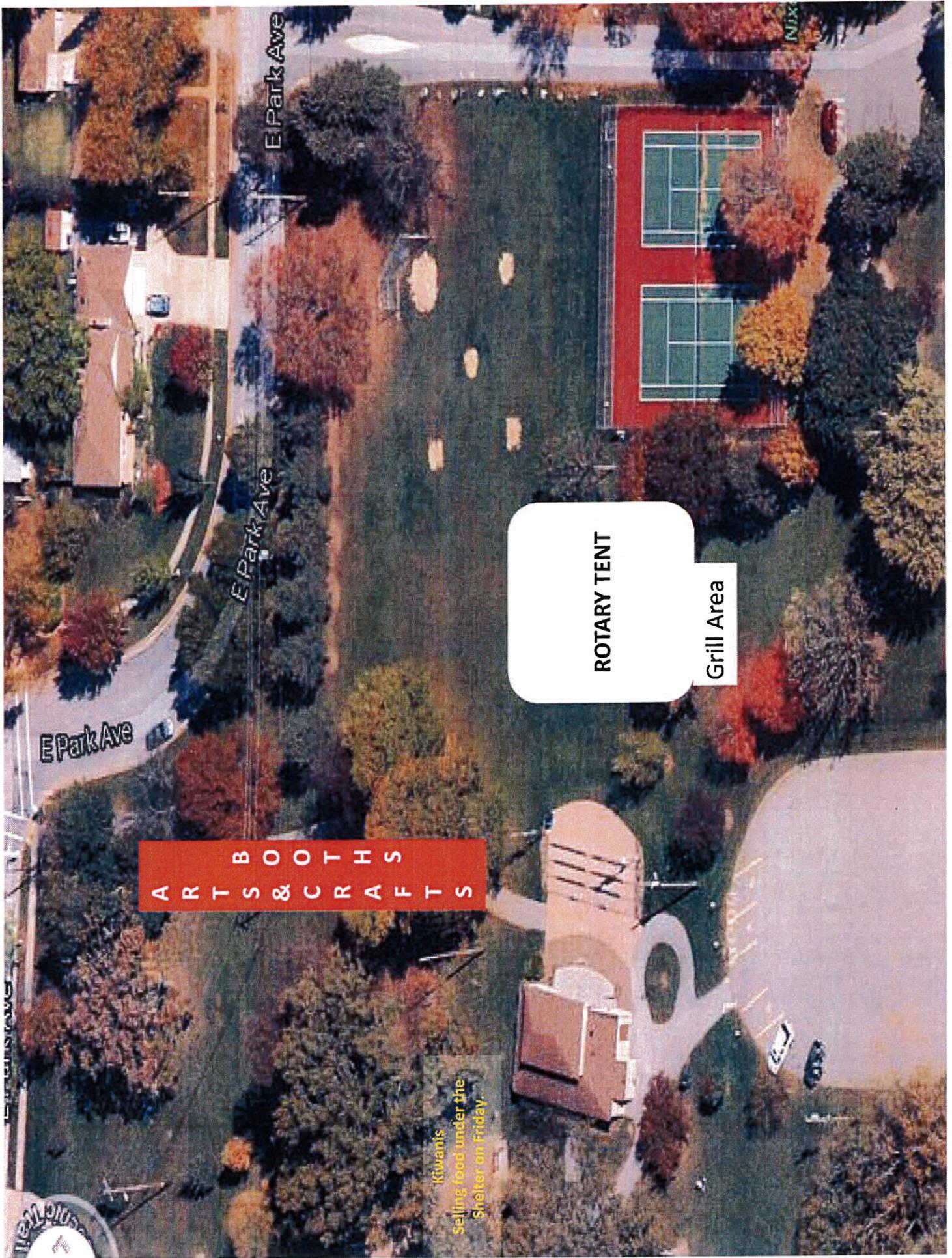
Happy Hour in the Park - 5-7pm (\$3 - All Beer and Wine)
Community Band - 6:45-8pm
Hartland Fireworks - 9-9:30pm
Andrea and the Mods - 8:30-11pm

Saturday

Ultimate Beer & Brat Celebration (Feat. Fox Bro's Award Winning Brats) - 5-7pm
Crossfire - 7-11pm
Night of the Barrels - 7-11pm

Notes

Rotary will be grilling brats from 3-7 on Saturday
No Sunday Events
Beer and Wine will be served under the fenced in tent - same as year's past
Tent Size - 60'x60'



ARTS & CRAFTS
BOOTHS

ROTARY TENT

Grill Area

Kiwanis
Selling food under the
Shelter on Friday.

E Park Ave

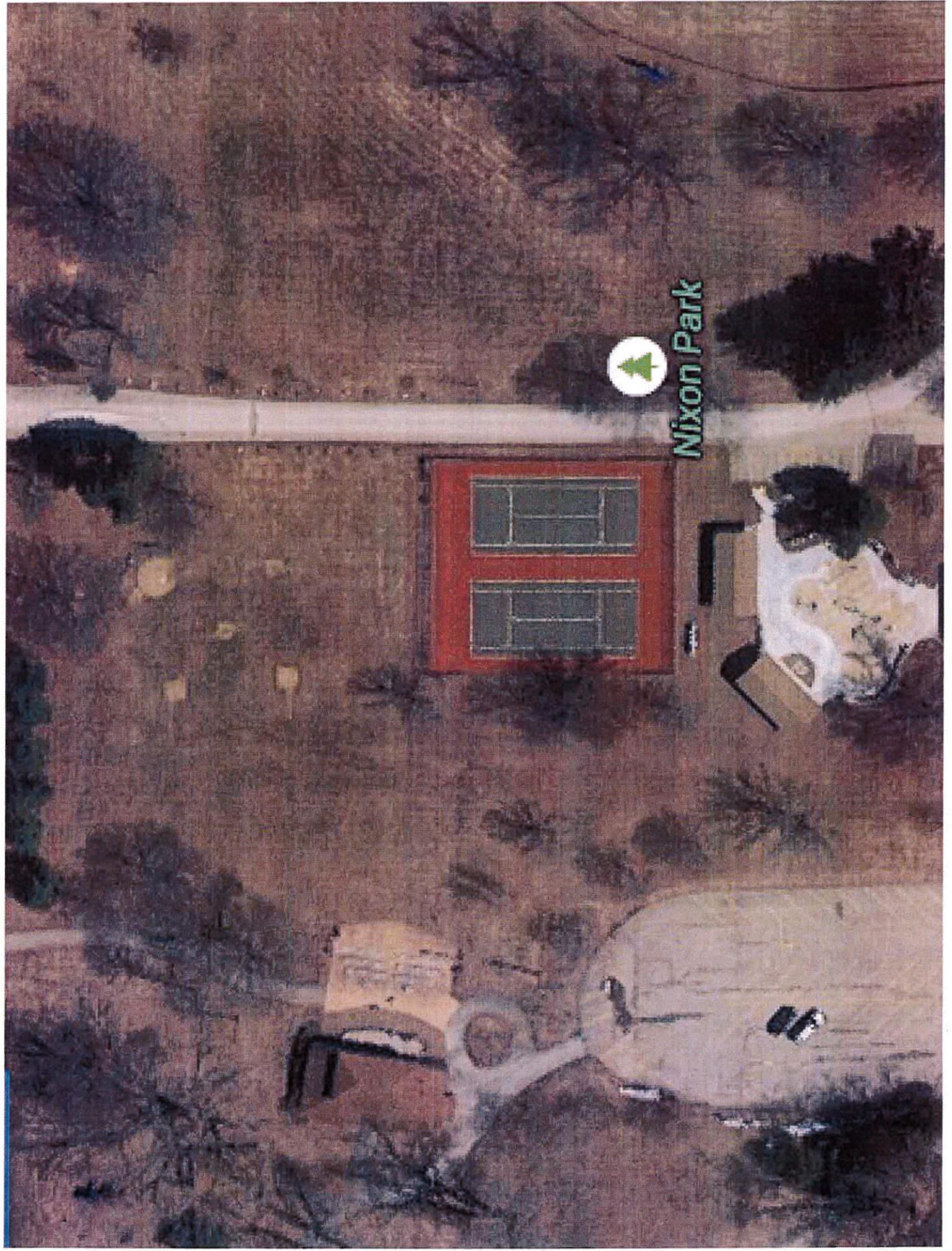
E Park Ave

E Park Ave

NIX

STREETS





Nixon Park