



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

*****NOTE DATE AND TIME CHANGE*****
PARK AND RECREATION BOARD AGENDA
MONDAY, JANUARY 9, 2017
6:00 PM
Board Room
210 Cottonwood Avenue, Hartland, WI

6:00 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 for November 7, 2016

Director of Public Works Item

Discussion and Possible Consideration of the 2017 Hartland Kids Day at Nixon Park on Wednesday, July 26, 2017

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, NOVEMBER 7, 2016**

7:00 PM

Board Room

210 Cottonwood Avenue, Hartland, WI

Present: Tina Bromberger (Arrived at 7:10 PM), Mike Cottrell, Curt Gundrum, Tim Hallquist, Peggy Kallenberger, Dick Landwehr and Duane Lawson.

Others Present: DPW Director Einweck. Excused: 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.)

Tom Ludtke introduced himself as the new President of HAAA. Tom said that he may run things a little differently than Pete Ludtke, but all in all things should be about the same.

He questioned about the fact that Pete was the "Agent" and he wasn't sure what that meant. The Board wasn't familiar that that term, but just noted that Tom was responsible for signing papers, contracts, etc.

HAAA recently reviewed their by-laws and made some changes.

Approval of Park and Recreation Board Minutes for September 12, 2016

Motion (Landwehr/Lawson) to approve the Park and Recreation Board Minutes for September 12, 2016. Carried (6-0).

Director of Public Works Item

Discussion and Consideration for "Adopt A Park" where each Park and Recreation Board Member should adopt a park to watch over and contact staff should anything need attention

At the last meeting it was suggested that the Park Board take some time before a Park Board meeting to visit all the parks. It would be helpful to the new members. If a park was assigned to each person for the year, that member could report back the things that they observe throughout the year. An email was sent to all Park Board members. Those who replied with their park choices were:

Dwayne Lawson – Nixon Park
Curt Gundrum – Hartbrook Park
Tina Bromberger – Bark River Park
Peggy Kallenberger – Penbrook Park and Cottonwood Wayside
Mike Cottrell – Centennial Park

Park and Recreation Board Meeting
November 7, 2016 Minutes

Dick Landwehr – Joliet Park and Sunnyslope Park
That leaves Castle, Northwest Park, Nottingham, Bark River Greenway and Mill Place Greenway.

Bark River Greenway goes from the south side of Centennial Park down to the parking lot behind Senor Tomas.

Tim Hallquist – Castle Park and Nottingham Park
Duane Lawson – added Mill Place Greenway in addition to Nixon Park
Tina Bromberger will add the south portion of Bark River Greenway and Curt Gundrum will add Bark River Greenway North.
Tim Hallquist will add Northwest Park

The members should notice the conditions of the parks and if any equipment might be damaged. Tina Bromberger added that she brings a garbage bag and some gloves for picking up trash. Board members should inspect the bathrooms if they are open. They will be an eye to what is going on in the parks. If necessary, report to the Police Department things that may be going on.

It was suggested that the board members should walk through the parks about once a month. It's more important to go through the parks when they are most active.

Motion (Cottrell/Bromberger) to accept the assignments of the parks to the Park Board members. Carried (7-0).

Discussion and Consideration of the Annual Review of the Bark River and Nixon Park Canteen Agreements with HAAA and the Score Board/Pressbox Agreement with Lake Country Chiefs

Mike Einweck has previously talked to Tom Ludtke regarding the canteen agreements. Everything has been working well. HAAA has made some improvements at Bark River Park. Recently they put in a new scorer's booth that has been painted. Next year there will be a combined effort on some paving around Bark River Park. HAAA will be responsible for a portion that is now gravel and the Village will be improving some existing paving under the bleachers.

The only thing that has changed in the Bark River Agreement is that when they replaced the scorer's booth, the stairs were eliminated. The part about the stairs in the agreement can be deleted. There are a few added things (i.e. nacho cheese maker) that have been added that are not listed on the agreement. Those can be added to the agreement.

If other groups want to use the canteen, they usually bring in their own items or HAAA works with them on sharing their items.

Mike Cottrell asked if there is a written agreement available for another sub-user to fill out and sign. There is no such agreement. In the past couple of years only Brewtown used the canteen for a benefit tournament.

Park and Recreation Board Meeting
November 7, 2016 Minutes

It was clarified that other groups need to get their own alcohol license unless someone from HAAA is present with their licensed bartenders. It was pointed out that as the "Agent", Tom Ludtke, will need to oversee the legalities of their alcohol licensing. Other groups need to obtain their own liquor license, insurance and servers permits if HAAA is not involved with their events. They will have to file paperwork at the Administrative office and be approved by the Village Board.

Motion (Bromberger/Cottrell) to renew the existing Bark River and Nixon Canteen Agreements. Tom Ludtke and Mike Einweck will work to revise the agreement with the minor changes for next year, per the discussions that were talked about with the Park Board tonight. Carried (7-0).

Discussion regarding the Chiefs Score Board/Press box Agreement brought the clarification that **the bleachers at Centennial Park are owned by the Village.** The bleachers are accessible. The scorer's booth is not accessible. In the agreement it says if there is someone who wants to be a scorer at a game, Chiefs would have to provide a secondary unit in the accessible bleachers so a person with disabilities can provide that service. The Village contacted the Chiefs and Dave Volk said he had no changes. He could not make tonight's meeting.

Motion (Landwehr/Bromberger) to approve the renewal of the Chiefs Agreement. Carried (6-1). Cottrell voted no.

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

The bench has been installed at Mill Place Greenway.

Regarding the batting cage at Nixon Park, the base material is down. The poles to hold the netting are in place. We are not going to install the netting now because the winter would deteriorate the netting. The orange fencing will probably stay up through the winter.

The cost of the new batting cage in Nixon Park is about \$7,000.

There was a question as to why the batting cage is perpendicular to the foul line instead of parallel. All batting cages are parallel to a foul line. The plan the Park Board saw did show it parallel. Mike Einweck thought it was shown as perpendicular. A check of the January 16, 2016 Park Board Minutes showed the approval of the perpendicular alignment. (See attached).

Adjourn

Motion (Kallenberger/Lawson) to adjourn. Carried (7-0). Meeting adjourned at 7:42 PM.

Respectfully submitted by
Recording Secretary,

Lynn Meyer, Deputy Clerk

MEMO

TO: Park and Recreation Board

FROM: Michael Einweck, Director of Public Works

DATE: January 5, 2017

SUBJECT: Request for the proposed 2017 Hartland Kids Day at Nixon Park on Wednesday, July 26, 2017

The Park and Recreation Board will be considering a request from Ms. Erin Guenterberg for holding the proposed 2017 Hartland Kids Day at Nixon Park on Wednesday, July 26, 2017. Ms. Guenterberg will be making a presentation before the Board on her request and has submitted the enclosed information on the event. In reviewing the submitted material, staff has the following comments that should be addressed during the Board's consideration.

- The proposed Business/Vendor parking in the public parking lots on Pawling Avenue should be available for the general use by the public and not specifically reserved for this use. If the vendors want to use these spaces, they should arrive early to obtain a place to park.
- Because of the popularity of the event, there is a very high demand for on-street parking. In speaking with the Police Department, it is recommended for safety purposes that the north side of Park Avenue be posted no parking for the event along with the south side of Park Court. The Police Department has portable signage that can be used.
- The applicant should make contact with the local businesses in the area to see if people attending the event can use their parking lots for parking. After approvals are obtained, the applicant should promote these additional off-street parking alternatives to the people who may attend.
- The reservation and usage fees will need to be paid and the applicant needs to provide an appropriate certification of insurance should the use be approved.

Staff will be available to address any questions the Board may have.

cc: Mike Bagin, Deputy Police Chief
Mike Gerszewski, Operations Supervisor
Dave Felkner, Foreman
Dave Jambretz, Foreman



Will send
Insurance Certificate.
& map.

ADMINISTRATION
210 COTTONWOOD AVENUE
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PARK & RECREATION BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL

Location of Work <u>Hartland Kids Day ; Nixon Park</u>			
Group Sponsoring Work <u>Lake Country Family Fun (LCFF, LLC)</u>			
Contact Person <u>Erin Guenterberg</u>	Phone <u>720-390-0263</u>	EMAIL <u>lake country family fun@gmail.com</u>	
Address <u>PO Box 596</u>	City <u>Okanachee</u>	State <u>WI</u>	Zip <u>53069</u>
Alternate Contact Person <u>Stephanie Cutler</u>	Phone <u>414-639-5707</u>	EMAIL <u>stephanie.cutler33@gmail.com</u>	
Address <u>W323 S1703 Moraine View Dr.</u>	City <u>Delafield</u>	State <u>WI</u>	Zip <u>53018</u>
Comments:			
Contractor Name		Phone	EMAIL
Address		State	Zip
Insurance			
Contractor Name		Phone	EMAIL
Address		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.

ate Applied: Dec 29, 2016 Date of Meeting: 1-9-2017 Approval _____



Hartland Kids Day 2017
Presented by Lake Country Family Fun (LCFF, LLC)

Proposed Date: Wednesday, July 26, 2017

Proposed Times: 9:00 am to 3:00 pm

Proposed Location: Nixon Park

Proposed by: Erin Guenterberg, Owner of LCFF, LLC DBA Lake Country Family Fun

WHO:

- Lake Country Family Fun is a company birthed with the idea that parents should have a site dedicated to helping them locate events and family friendly activities in the Lake Country Area.
- Our Mission Statement:
 - Lake Country Family Fun strives to be your trusted, one-stop resource for local family fun in Southeastern WI.
 - We exist to:
 - Connect families to their local communities
 - Simplify finding fun activities for families and visitors
 - Provide parenting tips and resources

WHAT:

- Hartland Kids Day is centered on the idea that communities need free, family friendly events and that these events in turn foster community.

WHERE:

- Nixon Park in Hartland is the ideal location as it has been the location for Hartland Kids Day since its first event in July 2013.
- Nixon Park is located in the heart of Hartland and has a close proximity to Hartland businesses.
- Nixon Park has a large open expanse in the park for the patrons to walk freely among the businesses' booths.
- Nixon Park is centrally located in Lake Country to attract the communities (both business and families) of Pewaukee, Merton, Hartland, Oconomowoc, Delafield, Wales, Genessee, Waukesha, and more.

WHY:

- I have been a faithful attendee of this event since 2013, having been invited by founder, Melissa Peterson.
- My children love this event as well as our family friends that we invite and meet up with every year.
- We believe in getting up and out there and exploring our communities and what they have to offer - children included!
- I take my children to the many community events (parades, festivals, street dances, movies in the park, etc...)
- We have chosen a charity to benefit from this event and will again be holding a backpack drive to benefit the Backpack Coalition, Inc., of Waukesha (www.backpackcoalition.org).

Examples of Possible Event Activities:

Farmers Discussing Food Sources	Storytime/Puppet Show/Reading
Family Dynamic Businesses- Doctors, Dentists	Magician Show
Multiple Bounce Houses	Schools - Variety
Costumed Mascots	Daycares
Athletic Associations - soccer, basketball, etc...	Music
Fine Arts Exhibits - Actors, Painters	Retzer Nature Center
Police and Fire Department - Safety Discussions	Wild Animal Rehabilitation
Karate Demonstrations	Hartland Information Area
Interactive Art	Banks and Lessons in Saving
Swim Schools	Fitness Centers

LCFF, LLC Will:

- Provide Insurance Binder as prescribed by Village of Hartland
- Contact Digger's Hotline as prescribed by Village of Hartland
- Any use of tents and bounce houses with stakes used, the grounds 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 entrances will have a person to allow accessibility for the handicapped or otherwise physically challenged.
 - There will be signage stating that the area is for handicapped patrons.

- Businesses and vendors present will be informed that they CANNOT drive on the grass and they are to park away from the event as closer parking is for patrons.
- 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 on Thursday evening.
- Portable lavatories (2-3) will be provided and placed strategically through the park.
 - We will also provide additional toilet paper.
- Clean up of the park will be at 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 racks if desired.

Needs from Village of Hartland:

- Food vendor approval from Board (All vendors are licensed and carry proper credentials by the Health Department.)
- Access to Power Panel, located on the NW corner of tennis courts.
- Extra trash bags as we plan to empty the garbage cans around the park throughout the event to avoid any overflow messes.
- Permission to hang signage in a way that does not leave residue (ie from tennis courts with zip ties as has been done the past 4 years)
- Ability to close the entrance to the park at East Park Street as well as the road within the park east of the rest room (by baseball diamonds). This is to provide a safe environment for children without the risk of moving vehicles. We plan to keep a staff member posted for emergency vehicles and/or special needs
- Access to the arts stage and power at fine arts stage.
- Access to all restrooms.
- Potable water.
- Ability to use the Northernmost 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 that the tennis courts can be utilized for this 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 at the event.

Hartland Kids Day 2017

Schedule of Events

Volunteer Schedule

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

9:00 am - Noon: Second set of volunteers

Noon - 3:00 pm: Third set of volunteers

3:00 pm - 4:30 pm: Breakdown - last group of volunteers

Event Schedule

8:45 am: Businesses are to be set up and parked away from event.

9:00 am: Event officially begins for patrons to attend!!

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

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

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

**VILLAGE OF HARTLAND
PARK SHELTER AND GENERAL PARK USE
RESERVATION APPLICATION
2017**

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

Organization or Individual's Name: Hartland Kids Day by Lake Country Family Fun

Name of Person In Charge: Erin Guenterberg

Telephone Number: (Home) 920-390-0263 (Cell) _____ (EMAIL) hartlandkidsday@gmail.com

Address: N8886 Liger Lane, Ixonia, WI 53036
Street/Mailing City Zip Code

If Above Person Cannot Be Reached: Stephanie Cutler

Telephone Number (Home) 414-639-5707 (Cell) _____ (EMAIL) Stephanie.Cutler33@gmail.com

Address: W323 S1703 Moraine View Dr. Delafield, WI 53018
Street/Mailing City Zip Code

Date Paid _____ Amount Paid \$119.83 Fee \$400 Deposit Receipt Number _____

I verify the documented information and agree to the Park Board's Policy and Village Ordinances regarding Park Usage. (See Back of Page)

Erin Guenterberg
 Signature

Permit Number _____	Fee for Shelter	Deposit (if any)	TOTAL	Date of Use	Time of Use	Resident/ Nonresident	Estimated Attendance	Electricity Needed (Yes or No)	Issued By (Office Use Only)
Bark River Park (May not use if athletic field is reserved)									
Hartbrook Park Volleyball Court									
+Nixon Splash Pad Shelter 1									
+Nixon Splash Pad Shelter 2									
+Nixon Splash Pad Shelter 3									
Nixon Park - Shelter 4 (by Fine Arts Center)									
Penbrook Park (May not use if athletic field is reserved)									
<u>Open Space Reserved (describe area)</u>	<u>119.83</u>			<u>7-20</u>	<u>7am-4pm</u>	<u>NR</u>	<u>3000</u>	<u>Y</u>	

Resident:	0-50	\$50.00 + 2.56	51-100	\$65.00 + 3.32	101-200	\$80.00 + 4.09*	201+	\$95.00 + 4.85*
Nonresident:	0-50	\$60.00 + 3.07	51-100	\$78.00 + 3.99	101-200	\$96.00 + 4.91*	201+	\$114.00 + 5.83*

*Plus Deposit

Refundable Deposit	0-100	\$0	101-200	\$200.00	201-300	\$300	300+	<u>\$400.00</u>
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PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

+ONE SPLASH PAD SHELTER TO REMAIN OPEN FOR PUBLIC USE AT ALL TIMES

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION 2017

210 Cottonwood Avenue

Hartland, WI 53029

Phone 262-367-2714

FAX 262-367-2430

Organization or Individual's Name: Hartland Kids Day by Lake Country Family Fun

Name of Person In Charge: Erin Guenterberg

Telephone Number: (Home) 920-390-0263 (Work) _____ (EMAIL) hartlandkidsday@gmail.com

Address: N8886 Leiger Lane, Ironia, WI 53036 ; PO Box 596, Okawchee, WI 53069
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Stephanie Cutler

Telephone Number: (Home) 414-639-5707 (Work) _____ (EMAIL) stephanie.cutler33@gmail.com

Address: W323 S1703 Moraine View Dr. Delafield, WI 53018
Street/Mailing Zip Code

Name of Group, Performer: _____

Description of Entertainment: _____

Is Sponsor Classified as Non-Profit: _____

Other Permits Required: Beer Shelter Other

Date Paid: _____ Fee Paid \$190.20 Deposit Paid _____ Receipt Number _____

FEES	Resident	0 - 50	51 - 100	101 - 200	201 +	
			\$66.00+ 3.37	\$84.15+ 4.30	\$108.35+ 5.54	\$126.50+ 6.46
	Non Resident	0 - 50	51 - 100	101 - 200	201 +	
		\$78.10+ 3.99	\$114.00+ 5.85	\$150.70+ 7.70	\$180.95+ 9.25	
<i>Note: Deposit to be paid by all users</i>		0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)	7/26	9-3	NR	3000	Y	Y			
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

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

[Signature]
Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

