



ADMINISTRATION
210 COTTONWOOD AVENUE
HARTLAND, WI 53029
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www.villageofhartland.com

**PARK AND RECREATION BOARD AGENDA
MONDAY, MARCH 6, 2017
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 for January 9, 2017

Discussion and possible consideration of a request by Jack Sullivan for an Eagle Scout project to construct a Kiosk/Bulletin Board in Nixon Park

Discussion and possible consideration of a proposal by Patrick Endter to operate a Beer Garden in Nixon Park from June 8 – August 20, 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, JANUARY 9, 2017
6:00 PM**

Board Room

210 Cottonwood Avenue, Hartland, WI

Present: Tina Bromberger (arrived at 6:15 PM), Mike Cottrell, Curt Gundrum, Tim Hallquist, Peggy Kallenberger, Dick Landwehr and Duane Lawson.

Others Present: Mike Einweck/DPW Director and Kelli Yogerst/Recreation Director

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.) – None.

Approval of Park and Recreation Board Minutes for November 7, 2016

Motion (Landwehr/Cottrell) to approve the Park and Recreation Board Minutes for November 7, 2016. Carried (6-0).

Director of Public Works Item

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

Erin Guenterberg of Lake Country Family Fun gave a PowerPoint presentation on the proposed 2017 Hartland Kids Day. Ms. Guenterberg purchased the business from Melissa Peterson last year. She is proposing to keep Hartland Kids Day exactly the same as in the past. This will be the fourth year.

The Mission Statement is: Lake Country Family Fun strives to be your trusted, one-stop resource for local family fun in Southeastern WI.

Last year there was an estimated 4,000 people in attendance for Hartland Kids Day.

This year, the Backpack Coalition will again be the charity to benefit from this event. People bring donations of school supplies for children whose families are in need. Last year two barrels were filled with school supplies from Hartland Kids Day.

Ms. Guenterberg listed examples of possible event activities for the day. Vendors start arriving at 7 AM. The event is from 9 AM – 3 PM. Clean up will be finished by 4:30 PM.

Mike Einweck discussed staffs' comments regarding the proposed plan.

- The public parking lots on Pawling Avenue will not be reserved, but as the vendors arrive early that day, there should be spaces for them to park in that area.
- Because of the popularity of the event, there is a very high demand for on-street parking. For safety reasons, the Police Department is recommending the north side of Park Avenue be posted no parking for the event, along with the south side of Park Court. The Police Department will use portable signage on that day.
- 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 applicant should be sure to check with Ordway's Tap for permission to use their parking spaces, since it is not open for business. Endter's does not open until 4 PM and permission should be checked into for using their parking lot. Ms. Guenterberg has already left a message at the Industries for the Blind on Maple Avenue, but has not yet heard back from them.

- Reservation and usage fees will need to be paid and the applicant needs to provide the endorsement page for the insurance certificate.

Motion (Landwehr/Kallenberger) to approve the 2017 Hartland Kids Day at Nixon Park on Wednesday, July 26, 2017, from 9 AM – 3 PM, subject to staff's recommendations. 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

Recreation Director Yogerst mentioned that this week is the Recreation Department's Free Try-It Week for punch card classes.

January 18, 2017 from 2:00 PM – 8:00 PM is an Open House at the Library celebrating the 125th Anniversary of the Village of Hartland. Administrator Cox is looking for volunteers to help plan special events between January and the Hometown Celebration in July.

Mike Einweck asked if any of the Park Board members had visited their assigned parks lately. Some had noticed that the bathrooms were locked and were told that they are always locked off season. In the summer, they are open during daylight hours and are locked at dark.

Tim Hallquist asked the question, if a tree falls and blocks the waterway, whose responsibility is it to clean it up? Mike Einweck answered that it depends upon whose property the tree was on. If it falls from the Village side of the river, we clean it out. If it falls from a private property owner, we try to make contact with them to take care of it. There are a number of areas where the property along the river is outside of the Village. For example at Centennial Park, the west side of the Bark River is the Town of Merton. In that case we try to work with the Town of Merton.

If the felled tree creates a fish habitat, the DNR wants the tree to stay. If it becomes a blockage that can cause flooding, we are allowed to take it out. Mr. Hallquist noticed that there is a down tree near the Riverwalk apartments on the east side of the river. Mr. Einweck will have the DPW take a look at it.

Curt Gundrum noticed a lot of weeds at the Hartbrook baseball field last fall. Mike Einweck stated that a contractor did spray for weeds in the fall.

Mike Cottrell asked about the bids for rebuilding Nixon hardball. The bids came in around \$36,000-\$37,000. The Park budget is about \$3,000 - \$4,000 for that project. Either a cooperative project with the user groups and the Village needs to take place, or staff will need to go to the Village Board and submit a CIP request, which would be for the 2018-2019 budget.

Tina Bromberger started the discussion regarding how many members of the community does a \$36,000 baseball field renovation benefit? It's a lot of money. There are Park Board members that feel fields are very important, but we have to look at the whole community. How many people that use the fields actually live in the Village? However, it was brought up that the Village Board feels there is a benefit to having people come through the Village, even if they do not live here.

There has been many years of deferred maintenance. Now there is an elevated infield that drops off in the outfield. Somebody is going to injure a knee because of this. Mike Cottrell thought that the elevation from third base down to the coaches' box is approximately 18 inches.

Dick Landwehr stated that this item could be brought to the Park Board and then the Village Board could possibly approve it as a budget item. Ms. Bromberger also mentioned that we need to see if the playground equipment needs updating and/or other park amenities. The Board needs to look at the whole picture. It was mentioned that the Parks have been working on a zero percent budget increase for the last four years.

Mike Einweck would like to invite the user groups that use Nixon hardball field to a future Park Board meeting. The Park Board could emphasize their participation in this project and see if the groups can come up with some solid numbers to help offset the CIP request. Thirty-six thousand dollars is a lot to allocate to any one group. We can split the cost between three or four groups and find out what year would be the best to fund that. This project will require putting in sod and people will have to stay off the sod, perhaps even into the early spring. When the field use ends in August or September, no more user groups would be allowed to use it. In the past there has been a ball group that would use the field September through October. We would need that time to build the field.

Tina Bromberger mentioned again about other areas in the parks and asked what might be needed for maintenance or replacement.

The CORP Study will be done next year after, choosing a consultant this year.

The pond dredging is coming up soon, possibly next year.

The batting cage at Nixon Park is not finished. Construction started after the baseball season was over. Winter came and it could not be finished because of the weather. It will be finished in the spring.

Adjourn

Motion (Bromberger/Cottrell) to adjourn. Carried (7-0). Meeting adjourned at 6:38 PM.

Respectfully submitted by
Recording Secretary,

Lynn Meyer
Deputy Clerk

Agenda

Ice Age Trail Hartland Kiosk Project - March 6, 2017

- What is the Project?
 - Ice Age Trail Community Committee and the kiosk design
- Where will the kiosk be placed?
 - Nixon Park 15 yards south of amphitheatre
- Benefits to the community
 - Place to post community events
 - More space to display information on Hartland
 - Provides information on the business district
 - Provides information on the Ice Age Trail
 - A place for tourist information
- Design and Dimensions of the kiosk
- Materials
 - Concrete pad 14'x14' (6" gravel base with 4" of concrete depth, mix is 6 bag 3000 psi low churt)
 - Framework of the kiosk; cedar or recycled plastic lumber
 - Roofing; plywood and dimensional asphalt shingles
 - Message boards; plexiglass, lumber material of choice, cork board, locks, plywood for frame, piano hinges
- Approximate Cost & Colors
 - Costs are approximate at this point
 - Concrete; \$2000 (Donated by local concrete companies)
 - Message boards; \$800-\$1800 (Exploring options on building vs. buying)
 - Support lumber; \$450-\$1100 (Depending on cedar or recycled plastic lumber)
 - Roofing; \$150 (flyer with color choices)
 - Miscellaneous costs; food, gas, trailer. \$500
- Maintenance
 - Continued maintenance is the responsibility of the Village
- Workers
 - Volunteer help; Boy Scout Troop, Carpenters, Ice Age Trail Community, my school community at North Shore Middle School

- Concrete companies donation of materials and labor; Todd Gaugert of T. Gaugert Landscaping, Tim Bolin of Ultimate Landscaping and Okauchee Redi-Mix

- Donations and Raised Funds
 - The Hartland Business District has donated \$1500 to the Ice age Trail Community Committee for projects on the trail. They have allowed me to use this fund for the kiosk project
 - Concrete donations through social media
 - Village of Hartland has offered some financial help
 - Presentation to Rotary for funding

- Next Steps
 - Working on completing the required Boy Scout proposal and plan (50 page document)
 - Boy Scout Troop 224 (Hartland) and Potawatomi Council of Boy Scouts will then review and approve my plan
 - Once approved by Boy Scouts, fundraising and project work can begin
 - Need to receive approval from Village of Hartland Board
 - Goal is to complete project by late August
 - Working on completing the required Boy Scout proposal and plan
 - Boy Scout Troop 224 (Hartland) and Potawatomi Council of Boy Scouts will then review and approve my plan
 - Once approved by Boy Scouts, fundraising and project work can begin
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Ice Age Trail Hartland Kiosk Project

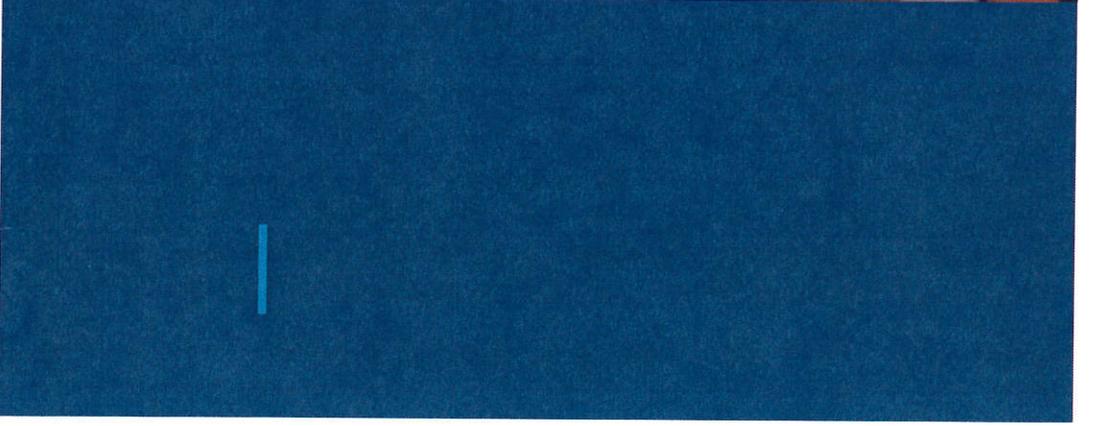
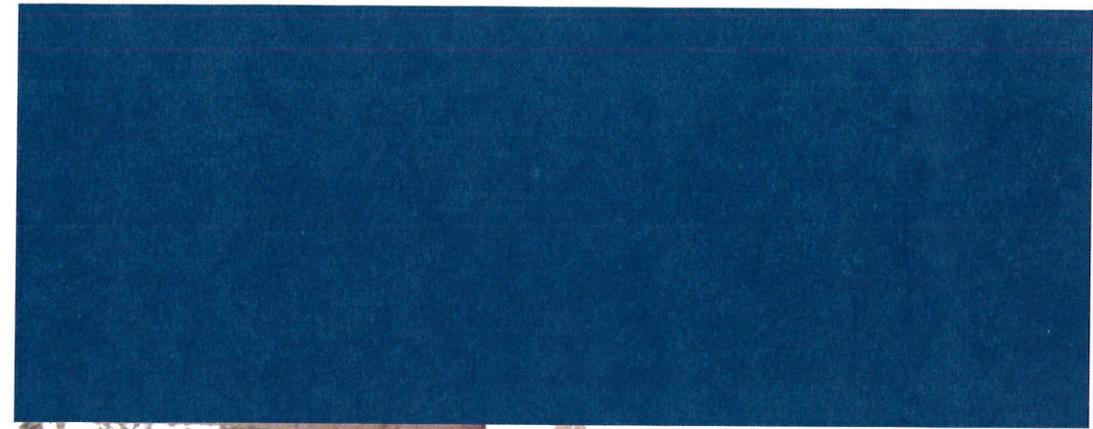


Jack Sullivan
Eagle Scout Project

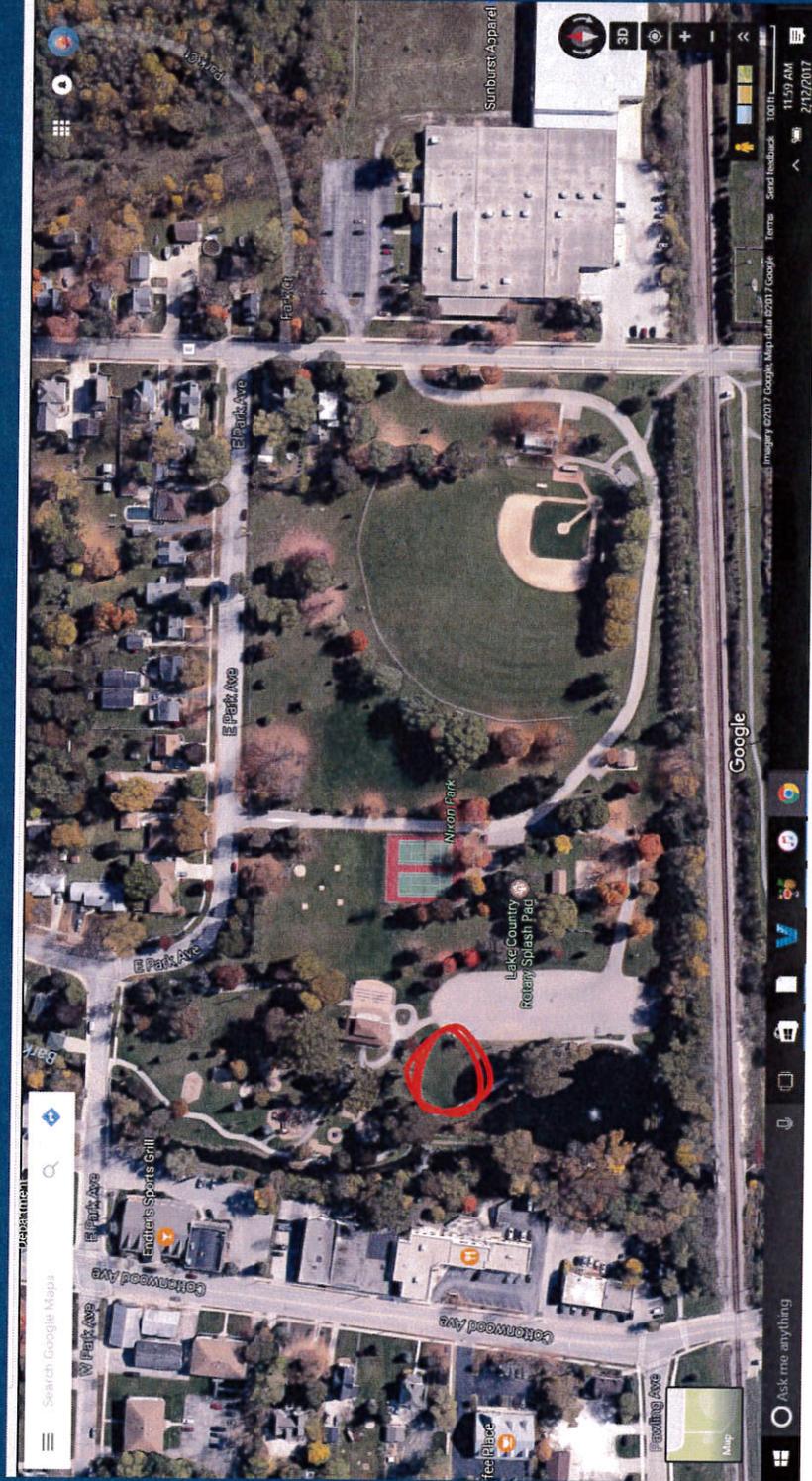


What it is





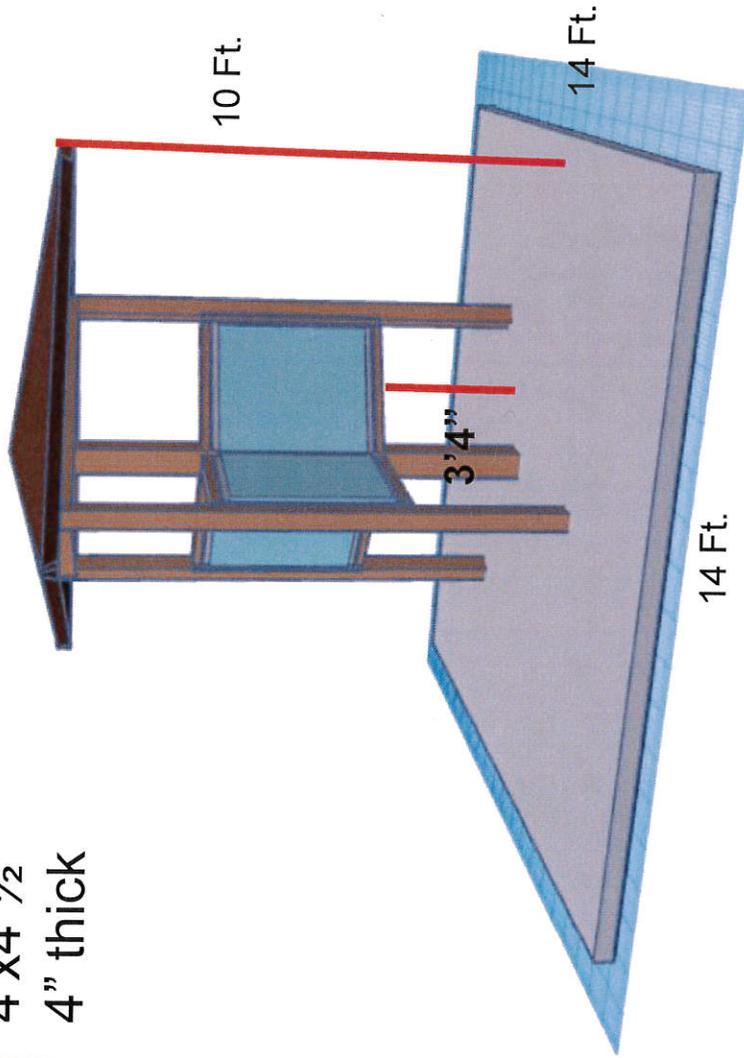
Location

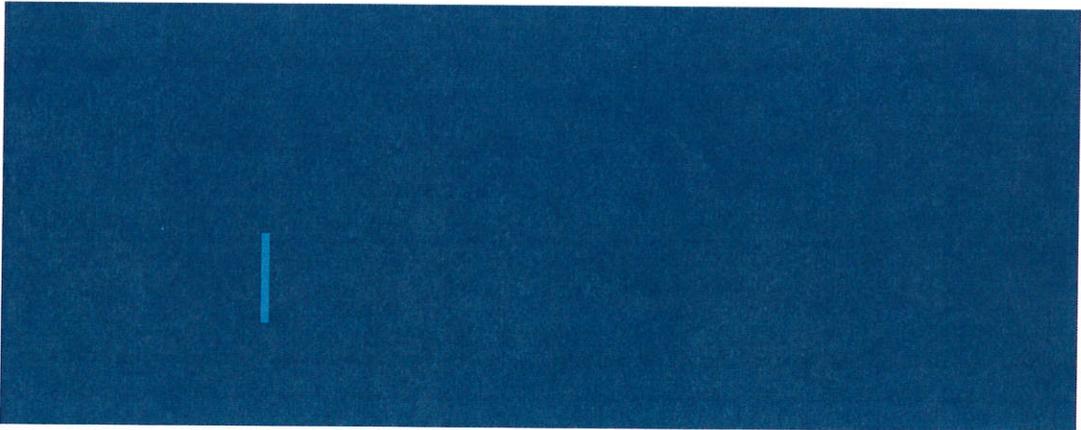
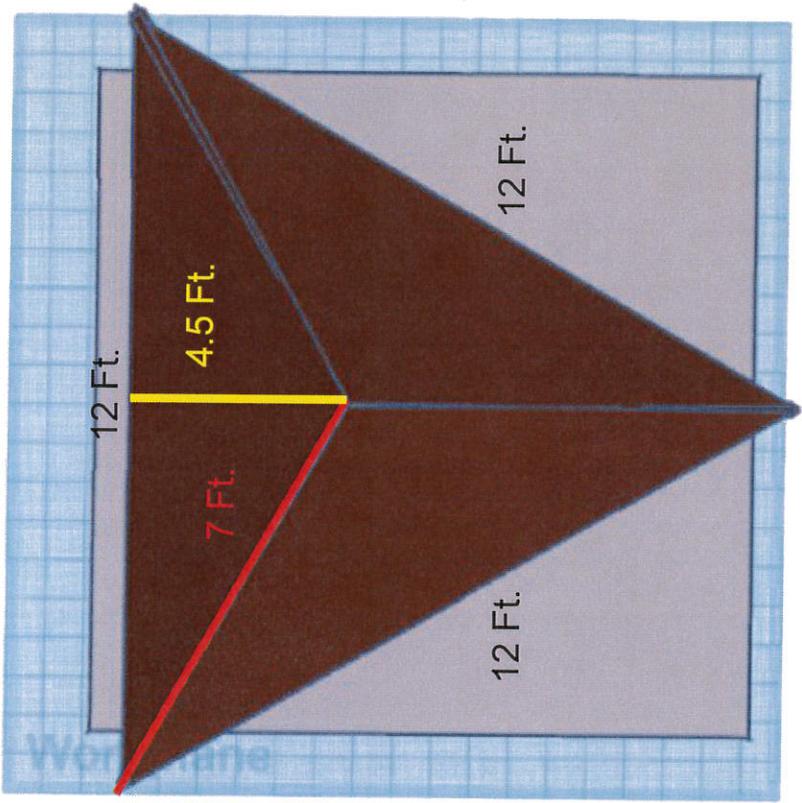
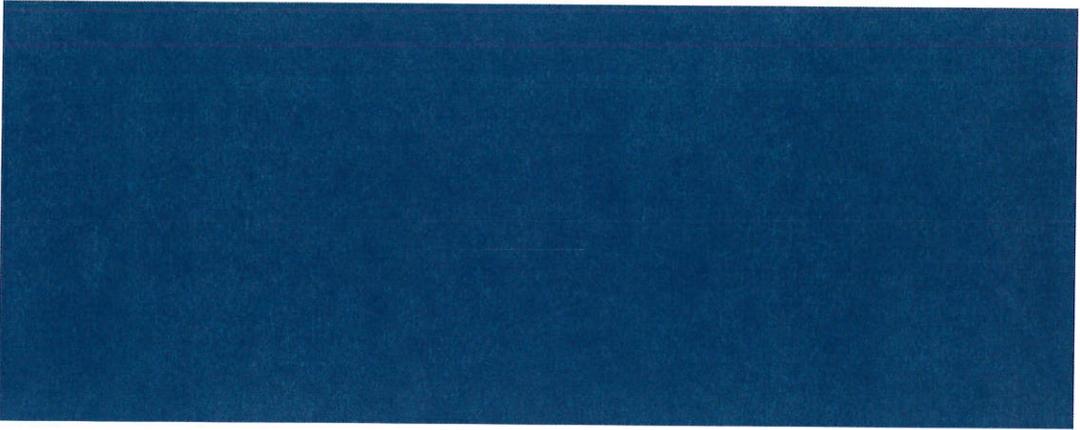


Benefits to the Community

- The Nixon Park kiosk will feature two sides for the Village, two for the Business District, and two for the Ice Age Trail Association
- Place to post community events
- More space to display info on Hartland
- Provides info on the business district
- A place for tourist information

Message board
Dimension
4'x4 1/2'
4" thick





Materials

- Concrete pad 14'x14' (6" gravel base with 4" of concrete depth)
- Framework of the kiosk; cedar or recycled plastic lumber
- Roofing; plywood and dimensional asphalt shingles (color in brochure)
- Message boards; plexiglass, lumber material of choice, cork board, locks, plywood for frame, piano hinges

Cost Approximation

- Costs are approximate at this point
- Concrete; \$2000 (Donated by local concrete companies)
- Message boards; \$800-\$1800 (Exploring options on building vs. buying)
- Support lumber; \$450-\$1100 (cost depends on cedar or recycled plastic lumber)
- Roofing; \$150
- Miscellaneous costs; food, gas, trailer. \$500

Maintenance

- My Eagle Scout Project is to plan, organize, and lead the construction of the kiosk
- The Village is the beneficiary of the project and also serves as my mentor (the Ice Age Trail Association also benefits)
- Continued maintenance is the responsibility of the Village of Hartland

Workers

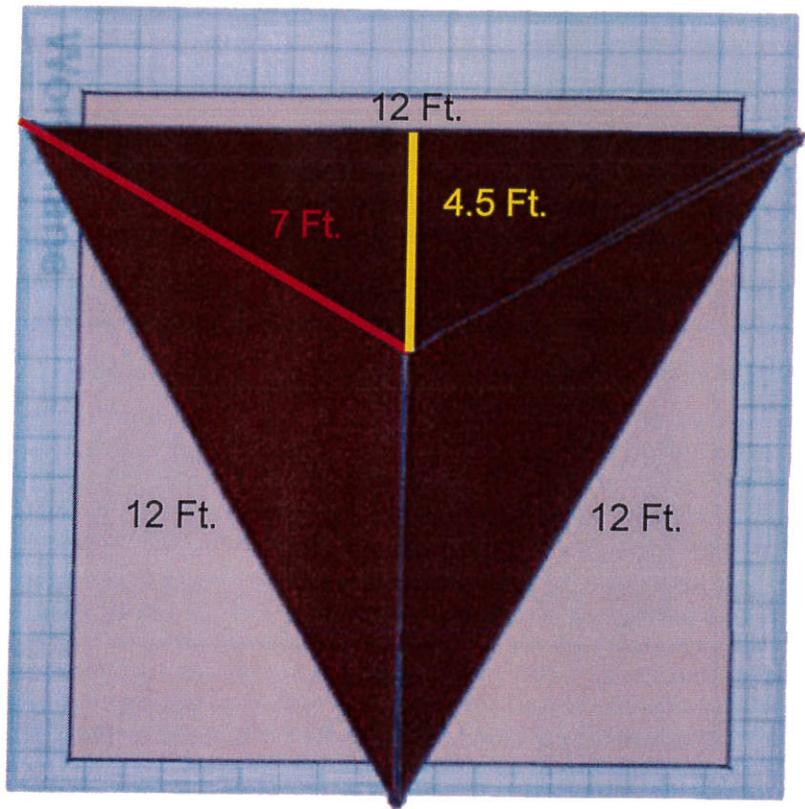
- Volunteer help; Boy Scout Troop, carpenters, Ice Age Trail Community, my school community (North Shore Middle School)
- Concrete company donation of material and labor; Todd Gaugert of T. Gaugert Landscaping, Tim Bolin of Ultimate Landscaping and Okauchee Redi-Mix
- Food for a day has been donated by Judy Hendrick

Donations and Raised Funds

- The Hartland Business District has donated \$1500 to the Ice age Trail Committee for projects on the trail. They have allowed me to use this fund for the kiosk project
- Concrete donations through social media
- Village of Hartland has offered financial help
- Presentation to Hartland Rotary for funding

Timing

- Working on completing the required Boy Scout proposal and plan
- Boy Scout Troop 224 (Hartland) and Potawatomi Council of Boy Scouts will then review and approve my plan
- Once approved by Boy Scouts, fundraising and project work can begin
- Need to receive approval from Village of Hartland Board
- Goal is to complete project by late August



Staff is requesting the roof gets shorten from 12ft to 11' or 10'.

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

Location of Work Nixon Park			
Group Sponsoring Work - Patrick Endter			
Contact Person - Patrick Endter		Phone 4143150252	EMAIL endter@sbcglobal.net
Address N56W29416 CR K	City Hartland	State WI	Zip 53029
Alternate Contact Person		Phone 369-0079	EMAIL
Address	City	State	Zip
Comments: Proposal to operate a Beer Garden in Nixon Park			
Contractor Name JD Electric		Phone 369-9862	EMAIL
Address 336 Cottonwood		State WI	Zip 53029
Insurance West Bend Mutual			
Contractor Name Patrick Endter		Phone 369-0079	EMAIL
Address 300 Cottonwood		City Hartland	State WI Zip 53029
Insurance Society			

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: _____ Date of Meeting: _____ Approval _____

LAKE COUNTRY BEER GARDEN

At Nixon Park

The following is a proposal by Patrick Endter to operate a Beer Garden in Nixon Park from June 8 to August 20, 2017.

This is a trial period. Should both the Village of Hartland and Patrick Endter deem it to be worthwhile to continue, a more permanent agreement may be reached.

Patrick Endter requests First Right of Refusal if the plan were to continue.

The Beer Garden would be located in the grassy area between the concession stand and the warming house, next to the pond and the Bark River. (See attached)

The Beer garden would be open on Thursdays and Fridays from 4:00 to 9:00pm and Saturday and Sunday's from Noon to 9:00pm.

Operation would take place out of the existing concession stand. A temporary and removable service counter would be used outside the entrance of the concession stand. (See drawing)

Products served would consist of, Beer (tapped and packaged?) Wine, Soda, Brats, Hot Dogs, Popcorn and Pretzels. Additional food and/or drink may be carried in by patrons or delivered from local restaurants.

The Village of Hartland would provide picnic tables. If more tables are needed, Patrick Endte would provide the materials and the Village DPW would construct them. Bike racks would also be provided by Patrick Endter.

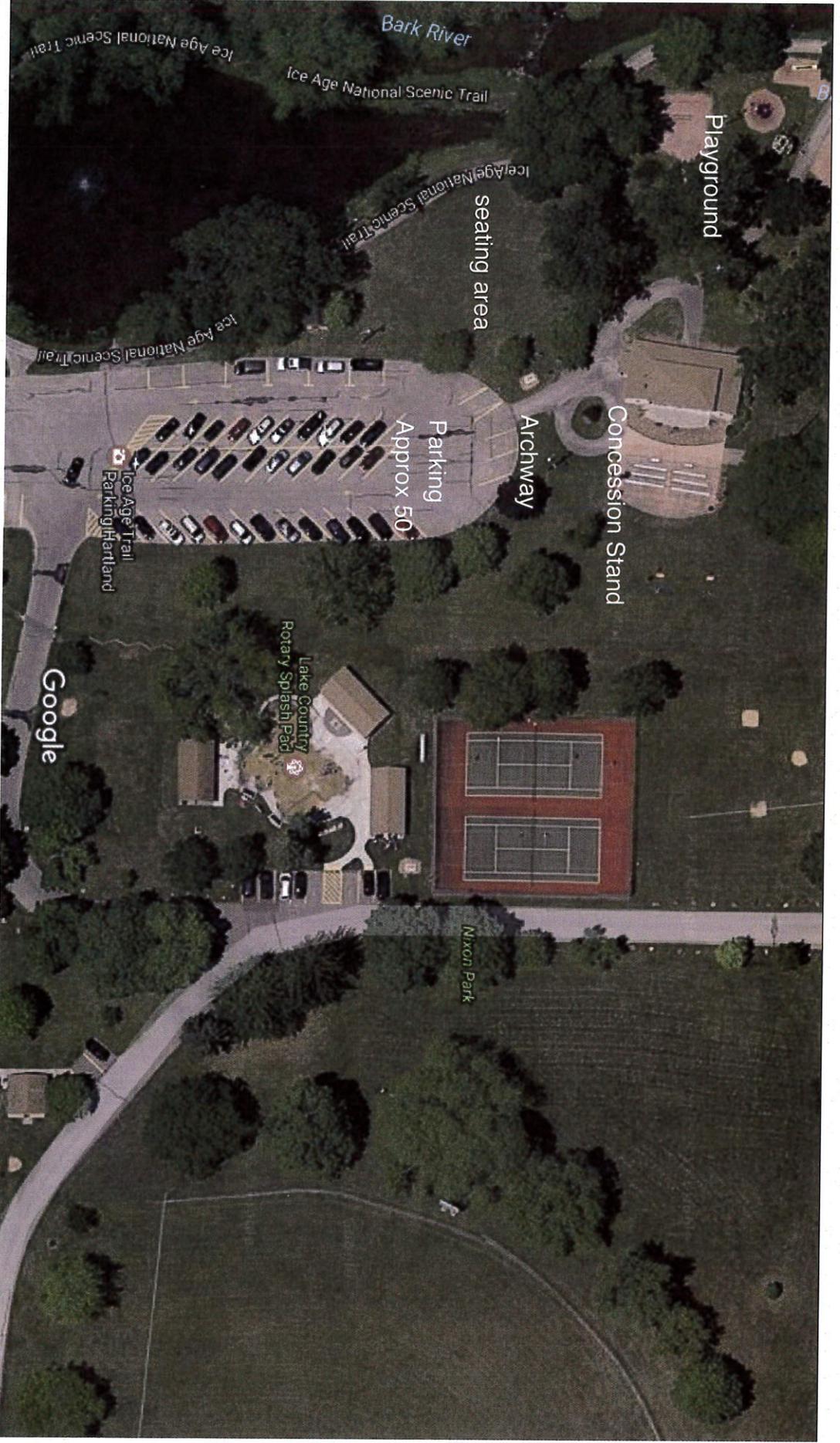
The interior of the concession stand would be modified to accommodate 2 beer coolers. Also, use of the existing refrigerator to store food as well as additional packaged beer, soda and wine. In the event the Beer garden was to not continue, Patrick Endter would restore the concession stand to its original layout. Walk-in cooler for keg storage in back of stage area.

All necessary licenses, permits, insurance etc, would be obtained by Patrick Endter

A proposed 6% of Gross Sales would be paid to the Village of Hartland for the use and up keep of the facilities and proposed area.

Patrick Endter will provide daily and weekly maintenance with assistance from The Village of Hartland DPW. (I.e. moving tables to allow for grass cutting, daily policing and clean up of surrounding area. Cleaning of the bathrooms.) Any damaged grass would be reseeded by Patrick Endter at the end of the trial period.

Additional; Lights strung from the trees to a temporary pole in the middle of the grassy area. A temporary arch at the entrance to the concession stands area with the proposed name on it. (See attached) Music performed by local artists or students as background.



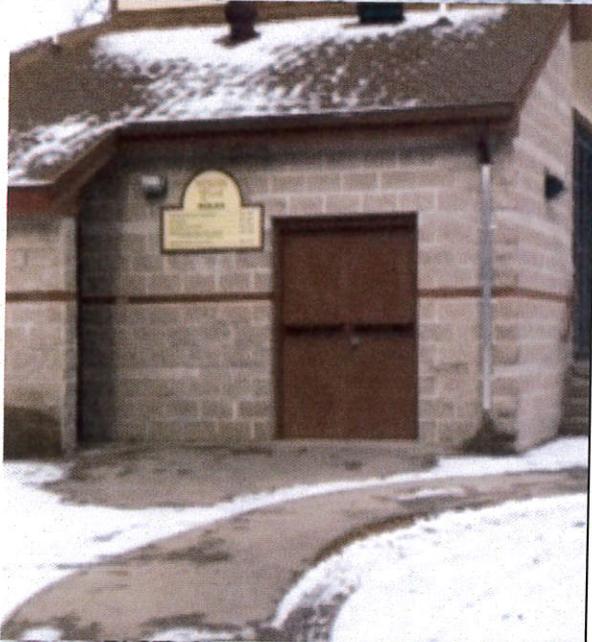
Imagery ©2017 DigitalGlobe, U.S. Geological Survey, Map data ©2017 Google 50 ft

LAKE COUNTRY BEER GARDEN at Nixon Park



<Playground
Approx
30yds

Entrance >



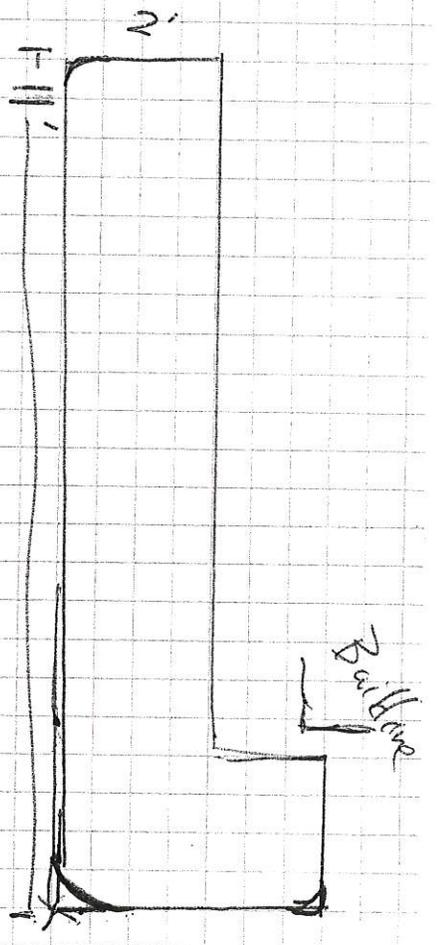
<Concession
stand

Splash Pad>
Across
parking lot



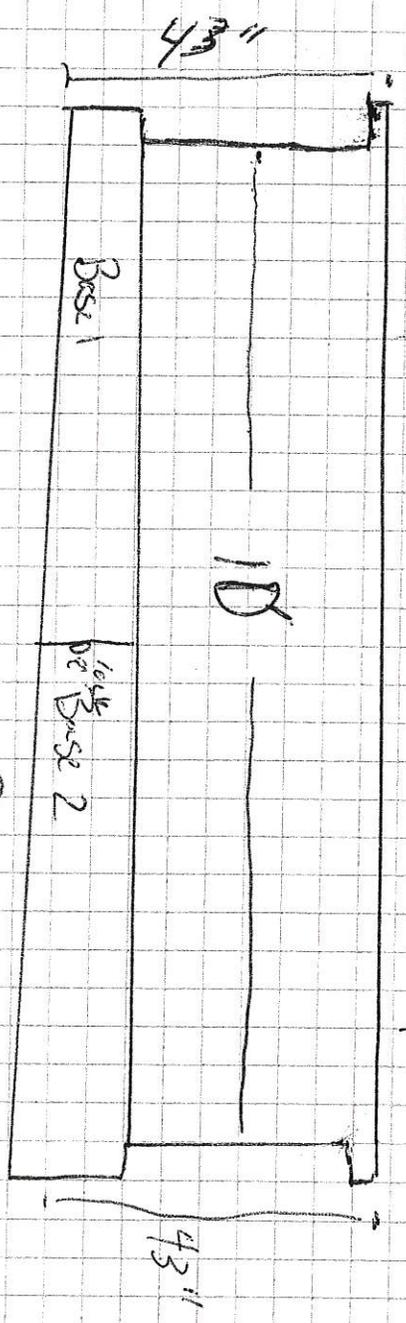
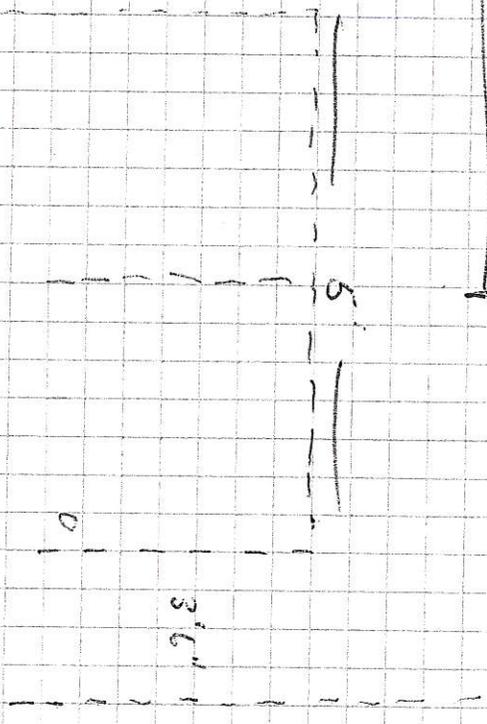
Main
Seating Area



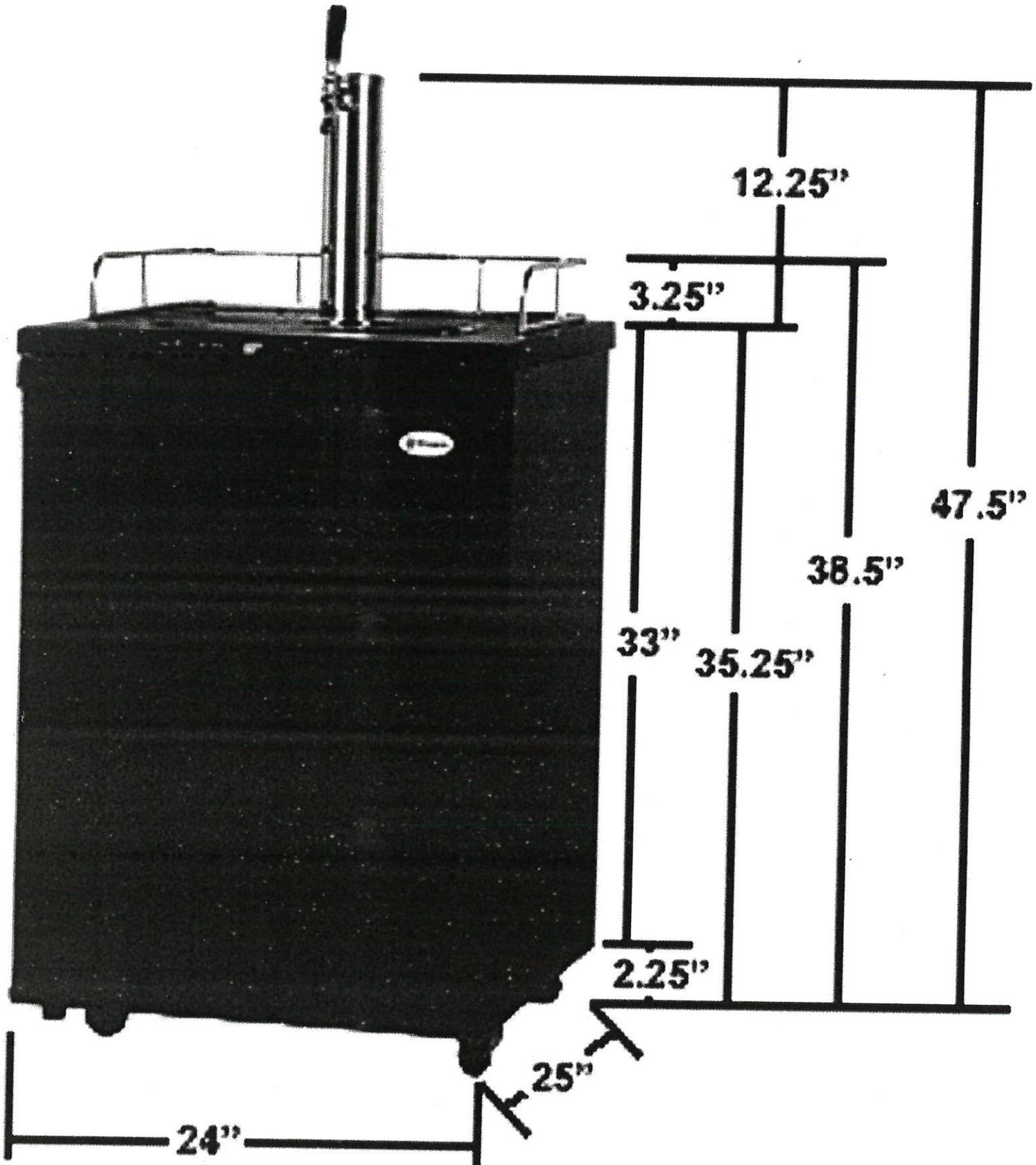


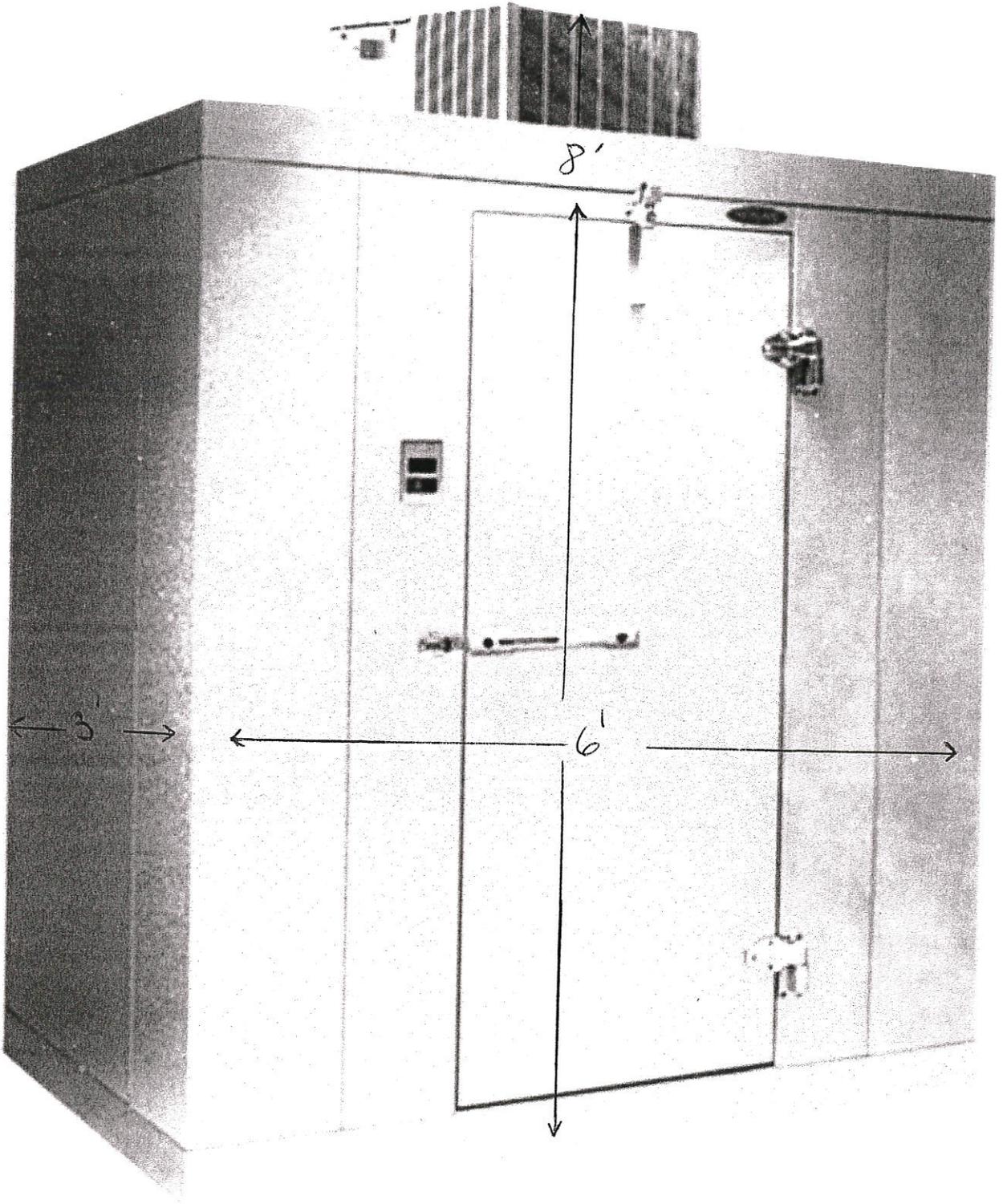
Door

Building
Corner



Base to be made on site for level purpose







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You save: \$80.02

Quantity

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Ratings

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Estabrook Park BIERGARTEN



Rear service counter Beer Only

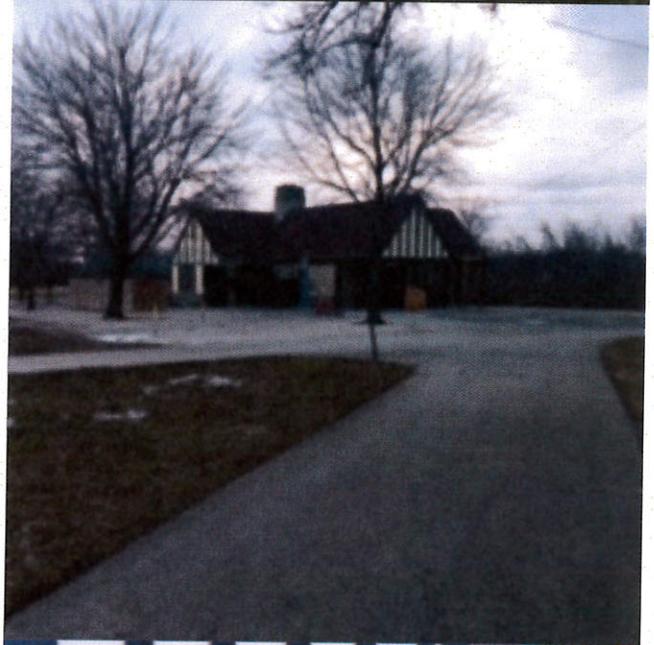
Playground Aprox 50 yards from seating



Main entrance sign

Main entrance

Similar proposed for Nixon Park



Festoon Lights run through trees

Front service counter Food and Beer



The Landing at Hoyt Park



Main seating area

Main Entrance
Fence surrounds
Pool



Beer and Food service area

Main Seating Area



Play ground
Approx
100 yds
from
seating

Stage for
Music

