

**PARK AND RECREATION BOARD AGENDA  
MONDAY FEBRUARY 5, 2018  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

**Roll Call**

**Public comments for those items not included on this agenda:** (Please be advised the Park and Recreation Board will receive information from the public for a three minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve Park and Recreation Board minutes of the January 8, 2018 meeting.

**Public Works Items**

2. Presentation and discussion of agenda preparation policy.
3. Presentation on status of the Planner Selection Committee ( T. Bromberger)

**Recreation Director Item**

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

**Other items for consideration**

5. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
6. Adjourn.

Deidre Bushéy  
Deputy Clerk

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, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

**PARK AND RECREATION BOARD MINUTES**  
**MONDAY, JANUARY 8, 2018**  
**6:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

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

Excused: Recreation Director Kelli Yogerst

Others: Mike Gerszewski

**6:00 PM Call to Order**

**Public comments for those items not included on this agenda:** (Please be advised the Park and Recreation Board will receive information from the public for a three minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) –

Operations Supervisor Gerszewski commented that he will taking responsibility of the Park Board. He also said the Park Foreman position has been eliminated and Dave Jambretz has been put back on the DPW crew. He said he will also be in charge of daily operations and a summer position will be created using one of the members of the crew to help supervise the summer help.

**1. Consideration of a motion to approve the Park and Recreation Board minutes of the October 2 and November 6, 2017 meetings-**

Motion (Cottrell/Lawson) to approve the October 2, 2017 Park and Recreation Board minutes. Carried (6-0-1). Landwehr abstained. Hallquist asked that it be noted in the minutes that the notes for the October 2, 2017 meeting were given to Mike Einweck and should be given to Operations Supervisor Gerszewski.

Motion (Bromberger/Kallenberger) to approve the Park and Recreation minutes of the November 6, 2017 meeting. Carried (7-0)

**2. Discussion and Possible Consideration of the 2018 Hartland Kids Day at Nixon Park on Wednesday July 25, 2018-**

Erin Guenterberg from 2018 Hartland Kids Day was present and said this will be the 6<sup>th</sup> year for Hartland Kids Day. She said everything will be the same except the time has been changed to 9:00 A.M. to 2:00 P.M. She said the day went very smoothly last year, the 70 businesses that were there last year will be returning this year and they will again have plenty of volunteers. Ms. Guenterberg said the extra trash bags that were provided last year worked out well. There was brief discussion on parking.

Motion (Landwehr/Kallenberger) to approve the 2018 Hartland Kids Day at Nixon Park on Wednesday July 25, 2018. Carried (7-0).

**3. Selection of a representative to the Comprehensive Plan Update Consultant Selection Committee.**

Mike Gerszewski explained that the administration would like someone to sit on the Comprehensive Plan Update Consultant Selection Committee. After a brief discussion Tina Bromberger was selected as representative with Mike Cottrell as alternate.

**4. Adjourn**

Motion (Bromberger/Kallenberger) to adjourn. Carried (7-0). Meeting adjourned at 6:19 PM.

Respectfully submitted  
By Recording Secretary,

Deidre Bushey  
Deputy Clerk

## **VILLAGE OF HARTLAND AGENDA PREPARATION POLICY**

### **Policy Statement**

It is the policy of the Village of Hartland that the members of elected and appointed bodies of the government maintain control over the conduct of business in front of the respective bodies. Subject to this policy, members of those respective bodies shall have equal authority to request items to be placed on a given agenda for discussion and consideration by the body. It is expressly stated that no single member, whether the chair, other presiding officer or member, and no member of Village staff has the authority to remove, defer or block an item from a given agenda. Once an item is presented for inclusion on an agenda, it may only be removed or deferred with the consent of the original requester or by action of the specific body.

### **Agenda Assembly**

The Village Administrator, with the assistance of the Village Clerk, shall be responsible for assembling and preparing a written agenda in accordance with applicable sections of the Village Code (e.g. §2-37 Order of Business) and disseminating said agenda in accordance with the applicable laws of the State and Hartland prior to each and every meeting of the Village Board. Notwithstanding the requirements of the Village Code, the Administrator may arrange the agenda in an order that promotes an efficient meeting with due regard for the interests of petitioners and public participants. The Village Board always retains the right to act on agenda items in an order other than published at its discretion.

### **Item Submission**

Items for inclusion on a regular agenda may be submitted to the Village Administrator by any member of the Village Board. Items presented by Village Board members to the Administrator by the end of business on the Thursday before the meeting (or second to last business day of the week preceding the meeting in the event of a Village Holiday) will be included on the next agenda or, at the request of the member, a later agenda. Any appropriate or necessary supplemental material for the requested items must be presented by the aforementioned submission deadline. Items for inclusion on regular agendas generated by staff will be included at the discretion of the Village Administrator. Members of the public are not required to be on an agenda to make comments to the Village Board, however, action will not be taken on items not listed on the published agenda. In order for an item from the public to be listed on an agenda, the requester shall have complied with normal Village processes (e.g. required Plan Commission review, etc.) and shall have included a written request and sufficient background and supplementary information by the Village Board member submission deadline listed above. At the Administrator's discretion, the deadlines may be waived for public requests.

### **Other Bodies**

Despite being written in the context of the Village Board, the provisions of this policy shall be applicable to all Village Boards, Commissions, Committees or other bodies created by the Village Board and the actions of the Village Administrator may be performed by a designee of the Village Administrator.

Approved by the Village Board: January 22, 2018

## Village of Hartland

### Agenda Preparation

#### Village Administrator Standing Body Designees

Body	Designee
Board of Zoning Appeals	Building and Zoning Official
Board of Review (Assessments)	Finance Director/Treasurer & Village Clerk
Park and Recreation Board	Public Works Director & Recreation Director
Architectural Board	Village Administrator
Plan Commission	Village Administrator
Police and Fire Commission	Police Chief & Fire Chief
Ice Age Trail Community Committee	Recreation Director
ECOS Committee	Public Works Director
Library Board (For Information)	Library Director or as determined by the Library Board*

The Designee listed above will be primarily responsible for assembly of the agenda as provided in the Village Board Policy and will ensure that the Village Clerk is provided a copy of the agenda prior to its distribution for posting/publishing as required by law. When two (2) individuals are listed, it is expected that the responsible parties will coordinate the process to ensure that it is accomplished efficiently.

Posting or publication of meeting notices (agendas) is required to be completed a minimum of 24 hours in advance of the meeting under Wisconsin Law unless a bona fide emergency exists requiring a shortened posting timeline. In order to facilitate proper posting, agendas must be provided to the Village Clerk by noon two (2) business days prior to the meeting (e.g. Monday meeting agendas to the Clerk by noon on the Thursday before, Tuesday meeting by Friday, etc.). If there is a delay in agenda production, please contact the Village Clerk by the deadline referenced above.

Please contact the Village Administrator or the Village Clerk if you have questions or need assistance. Designations for other, temporary bodies will be made as needed.

Designations effective January 25, 2018



\*The Library Board is encouraged to utilize this policy and to coordinate with the Village Clerk but may utilize a process of its own choosing subject to State Law.

**VILLAGE OF HARTLAND  
PARK AND RECREATION BOARD MINUTES  
MONDAY, MARCH 6, 2017  
7:00 PM  
Board Room  
210 Cottonwood Avenue, Hartland, WI**

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

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

**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 for January 9, 2017**

Motion (Landwehr/Lawson) to approve the Park and Recreation Board Minutes of January 9, 2017. Carried (6-0).

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

Mr. Sullivan gave a PowerPoint presentation describing his project. The kiosk/bulletin board would be a place where the Village, the Business Improvement District and the Ice Age Trail Alliance could post announcements and information to the community. It's a six-faced design with a roof structure. Each cork board/Plexiglas message board has locking doors. The proposed location is 15 yards south of the Fine Arts Center.

Basic measurements are a 10 ft. high roof and a 14 ft. x 14 ft. slab beneath the roof. The three two-sided message boards are 4 ft. x 4 ½ ft. and are 4 inches thick. The roof is a triangle shape with each side being 12 ft. long.

Mr. Sullivan is required to have step by step building instructions, which without a blueprint, Mr. Sullivan may need to make a change in the kiosk design. He has received similar blueprints for other kiosks that have been built in the area. It has been suggested that Mr. Sullivan could go to an architect to have his plan engineered and a blueprint made.

The other possible design has four double sided message boards with a roof. Adding a bench is also a possibility. There is also a plan with a two large-box design, instead of four.

The Park Board consensus was that they liked the idea of the bench and also the six faced design (if possible).

Each of the three groups would have keys to their message board.

Mr. Sullivan described the materials and costs for building the kiosk. He received generous donations of material and labor from Todd Gaugert of T. Gaugert Landscaping, Tim Bolin of Ultimate Landscaping and Okauchee Redi-Mix. The Business Improvement

Park and Recreation Board Minutes  
March 6, 2017 Meeting

District donated \$1,500. The Village of Hartland has offered financial help. A presentation will be made to the Hartland Rotary for funding.

The Village of Hartland will maintain the kiosk after it is built.

Mr. Sullivan is working on a 50-page document to be reviewed and approved by the Potawatomi Boy Scout Council before he can begin the project.

The next step will be to receive approval from the Village Board.

The goal is to complete the project by late August.

Village staff has thoroughly investigated the recycled plastic lumber that was mentioned on the list of materials to be used for the kiosk. The same type of lumber will be used as part of the bridge over the Bark River at the Riverwalk apartments. There are a number of different items out on the marketplace. The cheapest material that is often used for backyard decks will sag. One of the products being considered for the bridge structure is a fiber reinforced plastic lumber that is very strong and sturdy. The main reason for using the fiber plastic rather than cedar is for long-term maintenance. The cedar would require either staining, painting or sealing every two years. Village staff has seen it used in a boardwalk and it can last 50 years. It is probably double the cost of cedar.

This kiosk would replace the existing bulletin board. One thing to consider during construction are the shallow underground electric wires from the Fine Arts Center to the warming shed.

Mike Einweck pointed out that in the plan, the points of the roof are extending over the paved pad. Staff requested that the roof be shortened from 12 ft. to 11 or 10 ft. so any drippings from the roof edge fall on concrete and not create a mud puddle. Staff had also suggested a 10 ft. high roof after seeing how other examples of kiosks at 7 ft. high were not tall enough. Colors used will be earth toned colors similar to the shelters/fine arts center.

Mr. Sullivan will continue to work with staff on the final details.

Motion (Landwehr/Kallenberger) to approve the concept request by Jack Sullivan for an Eagle Scout project to construct a kiosk/bulletin board in Nixon Park, subject to working with staff on the final details. Carried (5-0).

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

Patrick Endter presented his proposal for a trial period of operating a beer garden in Nixon Park from June 8 to August 20, 2017. 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.

The beer garden would be open on Thursday and Friday from 4:00 PM – 9:00 PM and Saturday and Sunday's from Noon – 9:00 PM, subject to weather.

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.

Products served would consist of beer, wine, soda, brats, hot dogs, popcorn and pretzels. Additional food and/or drink may be carried in by patrons or delivered from local restaurants.

Park and Recreation Board Minutes  
June 5, 2017 Meeting

Sunday, July 2 at 1:30 pm will be the Hometown Celebration Parade.

No action was taken.

- **Update and possible consideration regarding the Jack Sullivan kiosk project in Nixon Park**

Jack Sullivan's project has changed. The Boy Scout Council Board that reviewed the project felt that the project Jack originally presented would take too much adult involvement, not enough leadership from Jack and not enough participation from fellow boy scouts. At a previous meeting, he had presented as an alternative, a two sided panel with a bench and a roof, which was a simpler version of his initial project. After a discussion with Jack and staff, it was decided to construct the alternative project at Centennial Park instead of Nixon Park. The cement footing installation will require adult assistance.

No action was taken.

#### **Director of Public Works Items**

- **Discussion of possible Capital Improvements Plan projects for the next biennium**

CIP projects are those valued at \$5,000 or more.

Projects discussed at the last meeting for 2018 – 2019 were the CORP Study, Nixon pond dredging, repairing Nixon Park tennis courts, Nixon Park field reconstruction and building a batting cage at Centennial Park. A potential project is a shelter at Centennial Park. Because it's a new project, it could be funded by incoming impact fees from the new developments.

It was suggested that the batting cage be built this fall, if possible. Staff met with Arrowhead today and they are willing to give us some of the turf from their football field. The only problem is that there are rubber particles in the turf and they don't want the rubber particles dumped at the site. The weight of the turf is two or three times as much because of the rubber particles and we would have to dispose of those rubber particles. Staff would have to check if the particles can stay in the turf or not.

At this point there have been no contributions from outside sources for the batting cages or the Nixon field reconstruction.

There was discussion about the condition of the playground equipment in the parks. Tina Bromberger will do some research for the next budget in two years regarding possible updating of the playground areas and equipment.

There were no further additions to the CIP list.

It was discussed that it has been a number of years since the Park Board, together as a group, has visited all of the parks. It was suggested that the Board do this in the future. At the next meeting, when more members are present, there should be discussion regarding choosing a date and scheduling a visit to the parks.

- **Discussion of 2016 Vandalism Report**