

**PARK AND RECREATION BOARD AGENDA
MONDAY JANUARY 7, 2019
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

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.)

1. Consideration of a motion to approve Park and Recreation Board minutes of the November 5, 2018 meeting.

Public Works Items

2. Discussion and possible consideration of the 2019 Hartland Kids Day at Nixon Park on Wednesday July 31, 2019.
3. Discussion and possible consideration of use of Centennial Park for a Ragnar Run May 17-18th, Katie Seely.
4. Discussion and possible consideration of banners and advertising space at the 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 Bush y
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, NOVEMBER 5, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Peggy Kallenberger, Dick Landwehr, Tim Hallquist, Curt Gundrum and Tina Bromberger
(arrived at 7:06 pm)
Excused: Vicki Mitchell, Duane Lawson
Others: Mike Gerszewski, Kelli Yogerst

7:00 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.)

1. Consideration of a motion to approve the Park and Recreation Board minutes of the September 4, 2018.

Motion (Landwehr/Kallenberger) to approve the September 4, 2018 Park and Recreation Board minutes. Carried (4-0).

Public Works Items

2. Discussion and possible consideration of Annual Review of the Bark River and Nixon Park Canteen agreements with HAAA, Lake Country Lacrosse Centennial Park Use Agreement and the Score Board/Pressbox Agreement with the Lake Country Chiefs.

HAAA canteen Agreements- Hallquist asked Mike Gerszewski if he had any changes, Gerszewski said he had no changes. Hallquist asked if there were any issues and Gerszewski said there were none with the Canteen agreement. Tom Luedtke from HAAA said they didn't have any issues. Discussion was held about closing the bathrooms because of cold temperatures and the concern is about the water, and making sure the bathrooms are closed by October 15th.

Lake Country Lacrosse- Gerszewski said he had no issues and thanked them for the donation to the field touchup. Wayne Lax was the representative present for Lake Country Lacrosse said they had no concerns and would like the 2 agreements combined into one.

Lake Country Chiefs agreement- Gerszewski had no issues with the agreement and the Chiefs said they had no problems for the season.

Motion (Landwehr/Gundrum) to approve the 2019 agreements for Bark River and Nixon Canteen agreements with HAAA, the Lake Country Lacrosse Centennial Park Use agreement and the Score Board/Pressbox Agreement with the Lake Country Chiefs. Carried (4-0 with 1 abstention) Bromberger abstained.

3. Discussion and possible consideration for request of installation of exhaust fan and air inlet grille in Bark River Canteen, Tom Luedtke, HAAA.

Tom Luedtke from HAAA was present and discussed the need and reason for the exhaust fan. He said he spoke to a service man who recommended that an exhaust fan would be the easiest thing to do to lower the temperature of the canteen. Gerszewski said they have no objection to the proposal and for them doing the work. Mr. Luedtke said they would pay for the installation and Gerszewski said he would have someone come in to install it.

Motion (Bromberger/Kallenberger) to table this until they have a proposal. Carried (5-0).

4. Discussion and possible consideration of banners and advertising space at the park.

A draft policy was handed out to the Park Board members. Gerszewski said the policy is with Administrator Cox for review and comment. Gerszewski researched other community's policies as well as have Clerk Igl go on the Clerks list and ask for policies out there. Gerszewski implemented the things Hallquist had asked for. He put into the draft policy that the banners would go up at the start of a season or 2 weeks before an event and come down the first business day after an event or last game of the season. Hallquist suggested with some exceptions such as coming down for 4th of July fireworks. There was discussion on possibly exempting certain organizations who may want to put up banners, sponsorships, and local businesses advertising. Hallquist asked everyone to take the draft policy home, make changes and send them to Gerszewski.

Motion (Bromberger/Gundrum) to table this item until the next meeting. (5-0).

5. Update on placement of baby changing stations and adult benches at the Fine Arts restrooms.

Gerszewski said they will be installed next spring and the cost is not very costly. He said the changing stations that bolt to the wall are \$300-\$400. He also said he is doing some research for a bench and they will be in before Memorial Day.

6. Update on Nixon baseball diamond re-build.

Gerszewski said it is done except for the clay at home plate and the pitcher's mound. He said that will go in, in the spring. He said they want powder clay and he commented further that Centennial will be done next year.

7. Discussion regarding operation of the Lake Country Beer Garden.

Gerszewski commented that the Beer Garden is very busy. He commented that there are not enough cleaning supplies, garbage bags and toiletries. Gerszewski will bring in the budget to the next meeting and see where we are at expense wise. Pat Endter will be seeding bare spots around the garbage cans. It was stated the Beer Garden is very popular.

8. Discussion on businesses using the Parks.

Yogerst said Waukesha County had asked her how she handles it when businesses use the parks. It was brought to her attention that a program called Kinder Garden (which does arts & crafts) was being held at Hartbrook without the Park & Rec department knowing about it; and they are charging a fee for the 8 week program. She went on to say there are boot camps using the parks without the Park & Rec department approval. There was discussion on organized groups using the parks and checking if they are an organized group when it is brought to our attention. There was also discussion on organized groups using the parks and profiting off of it.

Other items for consideration

- 9. Announcements: It is not completed 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.**

Gerszewski said the budget has gone through the Public Hearing.

10. Adjourn

Motion (Landwehr/Bromberger) to adjourn. Carried (5-0). Meeting adjourned at 7:53 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk

PARK BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL

Location of Work Centennial Park and roads of Hartland			
Group Sponsoring Work Ragnar Events, LLC			
Contact Person Katie Seely		Phone 801-834-9531	EMAIL katie@ragnarrelay.com
Address 12 S 400 W, Suite 200	City SLC	State UT	Zip 84101
Alternate Contact Person Troy Wheeler		Phone 716-948-7357	EMAIL troy@ragnarrelay.com
Address same	City	State	Zip
Comments: The event is a running relay race			
Contractor Name		Phone	EMAIL
Address		State	Zip
Insurance			
Contractor Name		Phone	EMAIL
Address	City	State	Zip
Insurance USATF, happy to provide a COI			

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: 12/10/2018 Date of Meeting: _____ Approval _____

Hello Tim,

Thank you so much for taking the time to review the information provided and for getting us on the park board meeting agenda. Here are a few more details that may be of help, and I look forward to hearing from you after the January meeting!

1. We have areas along our course that have nothing around for miles and we have some that are going along city streets or through residential neighborhoods.
 - a. All runners during the night are required to wear 3 pieces of safety gear to help them be visible to everyone.
 - i. A forward facing light, usually a headlamp
 - ii. A reflective vest with reflective material on the front/back/shoulders
 - iii. A rear blinking LED light
 - b. Exchanges that are near residential during these night time hours are deemed to be "Quiet Zones"
 - i. We will instruct runners of these areas in many ways
 1. It will be on the website and our app under the notes for that exchange
 2. It will be detailed at our captains meeting 2 weeks before the race to remind the captains on the team to respect these locations and keep it clean and quiet.
 3. It will be a course note that is told to every runner before they watch the safety briefing video
 4. The exchange will have signs when entering and throughout the exchange as a reminder to keep it quiet
 5. The volunteers will be there to help enforce it
 6. Staff will also be moving through the course ensuring these rules are being followed. We do have a 3 strikes policy. Any team that breaks any run receives a violation. The severity of the violation can get them more than 1 strike. If they get 3 strikes, they are out of the race and asked to leave the course. This is a more extreme situation and we have not had to do this for years as our runners have adhered to the rules.
2. We also love to partner with local schools, churches and parks. We love to support local schools and pay groups that may be fundraising for new uniforms or a school trip to come out and volunteer. Volunteering can happen from staffing the exchange to running a food fundraiser like a bake sale or spaghetti dinner and charging our runners for it. I have a volunteer coordinator that will work with each location to help with the details of how it works.
3. Our staff put on overnight running events all across the country throughout the year and are very used to restrictions on being in parks after dark when they are normally closed. Working with the local police and parks personnel usually ensures an event that has no problems within a community. It normally works better because this will be at night when pedestrian/vehicle traffic is drastically lower.
4. The size of our race can be daunting. We are expected to have about 2,200 participants and about 350 vehicles come through the area. Those numbers and the idea of it coming through at night can sound like it is too big, but once you break it down over the course of the event, it is much smaller.
 - a. Our teams are spread out over a 30-50 mile stretch.
 - b. We will only have about 375 runners on the course at any given time over this large stretch of 30-50 miles.

- i. As runners come into an exchange, it will be 1-3 runners, usually in a line behind each other at most. Most people are used to a race having a massive amount of runners on the road all at once, but ours are spread out that you may see a line of them spread out over a long distance and rarely running next to each other.
 - ii. We don't close down any streets. Our runners will run on sidewalks where they are available or the shoulder of the road running against traffic except where told otherwise.
 - iii. It really is cool at night to see a line of lights bouncing along the course!
- c. The runners will be coming into an exchange over the course of 5-8 hours. It starts out very slow with the runners very spread out. It starts to pick up a bit and they are more steady, this is the peak of the runners. After the peak it tapers off and the last runners thin out in a similar fashion to the first runners.
- d. Most people don't know there is a race going on unless they see the bib on the runners.



Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # _____

Contact Information

Organization Name (if applicable) Ragnar Events, LLC

Renter or Responsible Party Katie Seely

Home/Cell Phone 801-834-9531

Email katie@ragnarrelay.com

Address 12 S 400 W Suite 200

City/Zip Salt Lake City 84101

If above person cannot be reached: Troy Wheeler

Phone 716-948-7357

Rental Information

Event Date Friday May 17-Saturday May 18, 2019 Event Type running relay race

Arrival Time (include set-up time) 9:30 PM Friday 5/17 Departure Time (include clean-up time) 6:00 AM Saturday 5/18

Attendance 2300 Electricity - Yes _____ No Tax Exempt - Yes _____ No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Open Space Reserved (describe area below)
Centennial Park (just the parking lot) We will bring in portable washrooms in advance

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$50	\$60
51-100	65	78
101-200	80	96
201+	95	114

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200.00
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Renter's Signature

Katie Seely

Renter's Name (please print)

11/14/2018

Date

Rental Fee _____

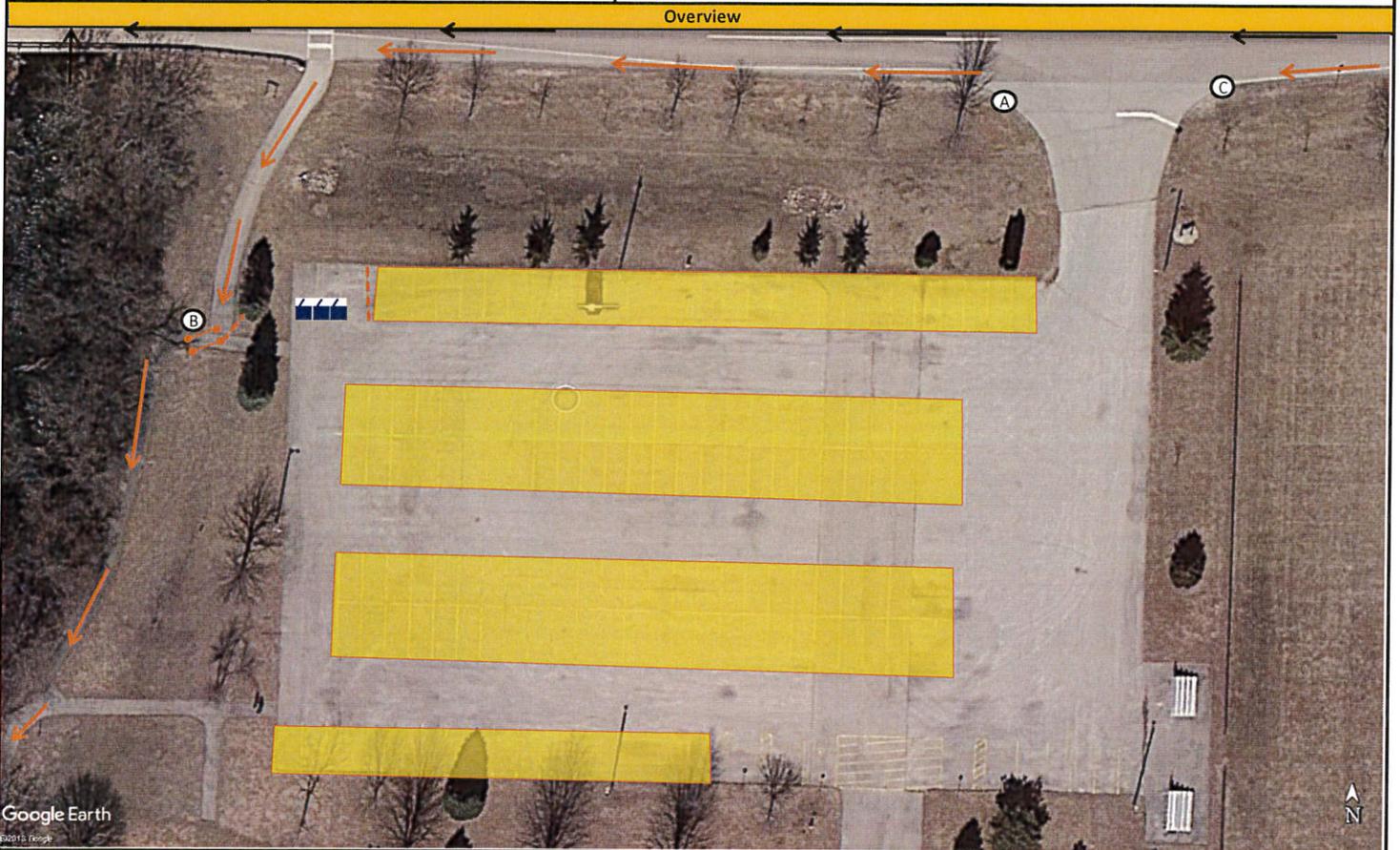
Tax (5.1% on Rental Fee) _____

Deposit (if required) _____

Total Due _____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Exchange 22	Park	Location: Centennial Park N55 W29505 County Hwy K, Hartland, WI 53029 (GPS: 43.119387, -88.335446)	Venue Contact:	Night Time Hours 7:00 PM- 6:00 AM
Max Parking Space	104	Volunteer Shift Time	Key:	Toilets
Peak Parking Needs		Shift Start End	Chute	Parking
Peak Time		Shift 1	Cones & Tape	Volunteer
			Van's Path	
			Runner's Path	



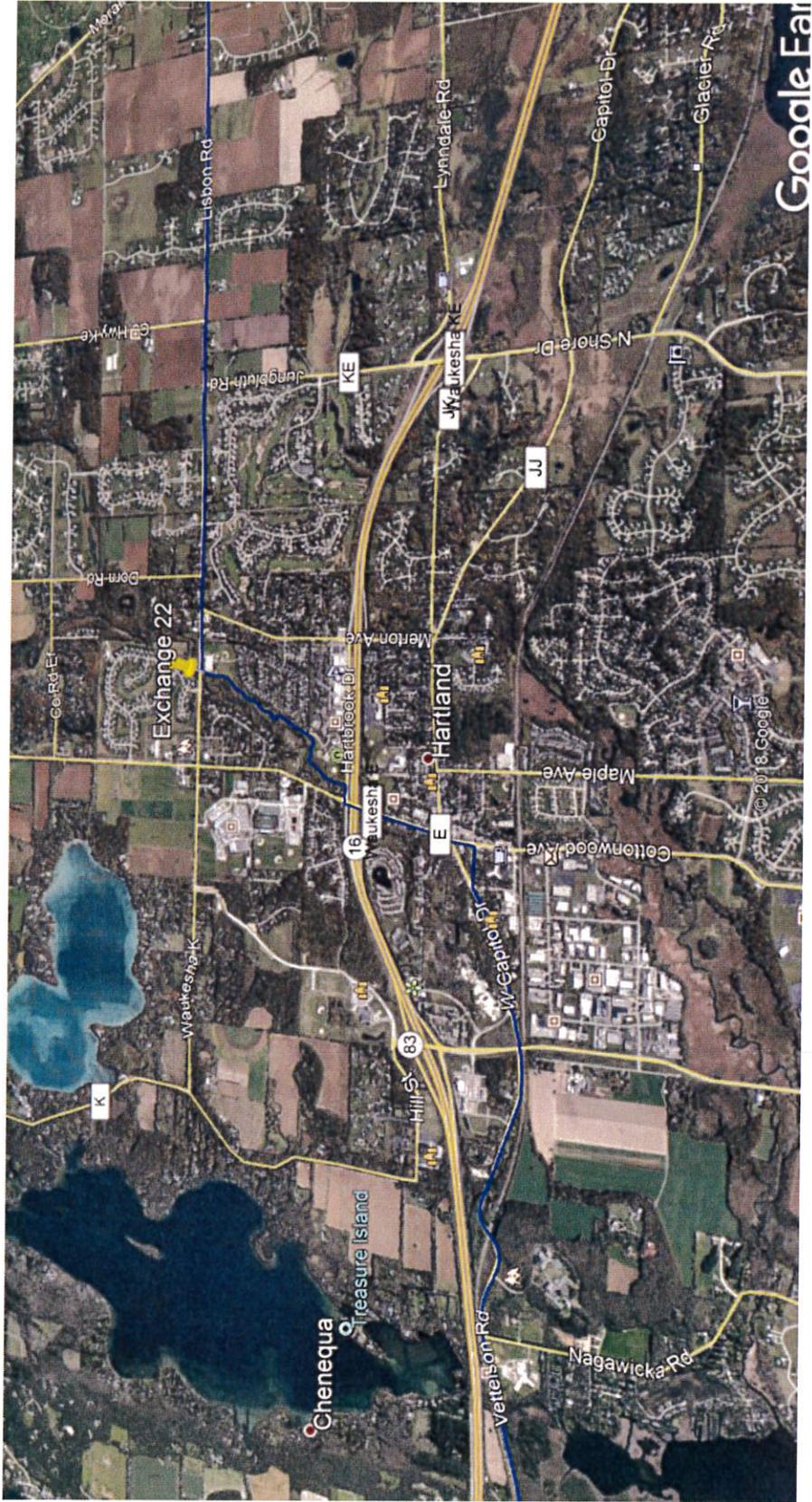
Overview Notes

CHUTE PLACEMENT	
PARKING INSTRUCTIONS	
TRAFFIC CONCERNS	
VAN/RUNNER FLOW	
PORT-A-POTTIE PLACEMENT	
PRIVATE PROPERTY CONCERNS	
OTHER DETAIL NOTES	

Volunteer Duties

A	Manage parking flow, when slow, manage toilets & clean up exchange	1
B	Manage Chute, cross team off team list, Make sure runners do not leave chute without nighttime gear during the appropriate hours.	1
C	Radioing incoming runner to volunteer at chute, assist in stopping outgoing runners until traffic is clear. Runner safety takes priority over calling team numbers	1
		3

Hartland Route



Sponsor Banner Program Advertising Policy

Purpose Statement

The purpose of allowing advertising on municipal property is not to provide a public forum for dissemination, debate or discussion of public issues but to provide additional opportunities for revenue to support programs and services for community communications. This policy is intended to provide guidelines and standards for advertising on village owned athletic fields and public parks that are frequently used and frequented by minors and their families.

Guidelines, Standards and Criteria

The purchaser of the sign will determine all of the artwork and details for the sign with their printer. The Village staff must approve the sign, its design and message before it is displayed on the approved locations. Approval will be determined based upon the purchaser being current on all payments due and owing to the Village of Hartland and the Park and Recreation Department as well as the following guidelines and standards in this policy. A fee of twenty percent of the total cost of the sign plus a fee based on length of time the sign is up (see below) will be charged for the right to put up a banner.

The Village of Hartland reserves the right to amend the policy and standards at any time and to later limit or prohibit advertising at any and all locations even though previously allowed.

Approval of the content of the sign will be based on the following criteria:

- Advertisements are intended for commercial or nonprofit use only. Advertisements are not allowed to include political or religious advertisements.
- No advertisements shall contain information that is false, misleading or deceptive.
- Advertisements are not allowed to promote alcoholic beverages, tobacco products or other addictive products. The beer garden at Nixon Park is exempt from this requirement
- Advertising may not promote unlawful or illegal goods, services or activities, or infringe on any copyright, trade, or service mark, title or slogan.
- Advertising may not be demeaning or disparaging to individuals or groups on the basis of race, color, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation.
- The advertising shall state a disclaimer on the banner, that the ad is not sponsored by and does not necessarily reflect the views of the municipality.

Approved areas:

- Fences around athletic fields and tennis courts and backstops without restriction sight
- Around driveways to parking lots in the parks
- Banners will be removed from Nixon Park fences for the Hometown Celebration fire works

The banners must comply with the following standards:

- Banners must be made of vinyl (for all season). No poster board or weather reducing material.
- Must be 3' tall by 5' long
- Grommets must be placed around the border of the sign

Guidelines of the program:

- Banners must be installed by the user groups no sooner than two weeks prior to the event or season
- All banners are temporary and seasonal
- Banners will be removed the first business day after the event or last game of the season
- The village staff must approve the sign, its design, the message and material before it is installed on the fence. It is recommended to get an approval of the design/content before it is printed
- The Village of Hartland reserves the right to remove any sign that is in poor condition as it may determine. The user group shall be responsible for the replacement of the sign that is removed
- The Public Works Department will not be responsible for any damage to the sign. Repairs or replacement of the sign due to damage caused by wear and tear, wind, vandalism theft or damage caused by any other reason will be at the purchaser's sole expense
- It is the sole right of the Department of Public Works to determine where the sign shall be placed on the fence
- The banners will be placed using zip/cable ties.
- The Department of Public Works will assess the condition of the banners through the season
- Presentation to the park board of the user group sign intentions should be considered. All follow up meetings can be administered by administration staff.
- Signs that are put up and taken down the same day will be exempt from this policy.
- Reservations of preferred sign location will be assigned by village staff on a first come, first served basis beginning on the first business day of the new year.

Fee Structure

1-3 Days: \$20.00

4-7 Days: \$50.00

8-14 Days \$100.00