

**PARK AND RECREATION BOARD AGENDA- AMENDED**  
**MONDAY SEPTEMBER 3, 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 the Park and Recreation minutes of the August 5, 2019 meeting.

**Public Works Items**

2. Discussion and possible consideration of a banner policy.
3. Discussion on a truck policy.
4. Discussion and possible re-consideration of a change to Park Shelter Reservations form deposit fees.
5. Discussion and possible consideration of approval of revised Canteen agreement with Flanagan-Dorn Post 294 American Legion.
6. Discussion and possible consideration of a request by the Lake Country Chiefs Football organization to hold a fundraising event in Nixon Park, Jason Volk.

**Recreation Director items-**

7. Discussion on Upcoming Trailtessa October Event- Hartland Marsh.

**Other items for consideration**

8. 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.
9. 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, AUGUST 5, 2019**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Peggy Kallenberger, Rick Conner, Duane Lawson and Tina Bromberger.

Others: Mike Gerszewski, Kelli Yogerst and Chip Schneeberger.

**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 minutes of July 1, 2019 meeting.**

Motion (Bromberger/Connor) to approve the Park and Recreation minutes of July 1, 2019. Carried (6-0).

**Public Works Items**

**2. Discussion and possible consideration on use of Fine Arts Center for Gratz family reunion, Traci Hildebrandt-Fitzsimmons-**

Yogerst explained the event which is a family reunion. She said she spoke to Pat Endters on August 5, 2019 and he is fine with it.

Motion (Connor/Kallenberger) to approve the use of the Fine Arts Center for the Gratz family reunion. Carried (6-0).

**3. Discussion and possible consideration of final draft of the Village of Hartland Comprehensive Outdoor Recreation Plan.**

Bromberger was on the CORP committee and stated she is very satisfied on how it went.

Motion (Kallenberger/Connor) to approve the final draft of the Village of Hartland Comprehensive Outdoor Recreation Plan. Carried (6-0).

**4. Discussion and possible consideration of change to the Park Shelter Reservation form deposit fees.**

After brief discussion it was decided that the deposit fee for 1-100 people should be \$100.00 effective on 1/1/2020.

Motion (Bromberger/Kallenberger) to approve the refundable deposit fee of \$100.00 for 1-100 people effective 1/1/2020. Carried (6-0).

**5. Discussion and possible consideration of a food truck policy.**

Gerszewski sent the food policy draft to the Village attorney and has not received any feedback.

Motion (Hallquist/Bromberger) to table until there is a response from Village attorney. Carried (6-0).

**6. Discussion and possible consideration of a Banner policy.**

DPW questioned what is being done about banners that want to be displayed for an extended time.

Motion (Hallquist/Conner) to table the Banner policy to next month. Carried (6-0).

**7. Discussion and possible consideration for relocation of Nixon Monument and flag pole.**

DPW utilities supervisor Felkner was present and said currently the flag pole and monument are in right center field on the other side of the fence. He said DPW is proposing to move the Monument and flag pole to either side of the scoreboard. He said the reason is because the light is out on it, and to run a power cable to the hard ball shelter out to the flag pole again is pretty expensive. He said so they thought if they could move it on either side of the scoreboard approximately 6-8 feet away they could take power from the score board for the light. Hallquist asked if there were trees in the way, and Felkner said maybe 2 branches might have to come down. He went on to say that at the base of the flag pole is a monument and it used to be called memorial field. They are proposing to take the monument off of there and put it on the fine arts shelter where they sell concessions. He said there are 2 plaques on the monument and asked if they want to put both on the shelter. Park Board said it would be nice to do a rededication when they are moved. He said quotes on the 30 ft. flag pole are being done. It was suggested to reach out to Bob Mallow to see if the Rotary would like to support the flag pole and the DPW said they will reach out to him. There was discussion on where to move the flag to and possible consideration of the Rotary purchasing the flag pole.

Motion (Hallquist/Conner) to approve the relocation of both plaques to the canteen wall and the flag pole to whichever side of the scoreboard DPW determines best, with possible rotary involvement in purchasing the flag pole. Carried (6-0).

**8. Discussion and possible consideration of removal of buckthorn and invasive species removal in Centennial Park-**

Chuck Schneeberger presented that Kiwanis would like to come on August 24 with a small crew and then come back in October and go down by the river to remove invasive species. He said the crew would be made of people from the Ice Age Trail Committee and Kiwanis. He said in October it will be with kids. Bromberger said it should be on the website and thinks it is a great idea. DPW said a lot of the property is private property. Bromberger asked if the property owners don't understand the invasive species and suggested an invitation to the property owners to come and learn and help. Felkner asked about info sheet about buckthorn.

Motion (Gundrum/Lawson) to approve August 24<sup>th</sup> and October date to be determined, for removal of invasive species at Centennial Park. Carried (6-0).

**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.**

Yogerst gave an update on Hartland Kids Day. DPW brought up the topic of parking at Nixon Park. Felkner drew in the parking lot east of the tennis courts and would like to try to get a dollar amount. Parking at Nixon Park to be on the next agenda.

**10. Adjourn**

Motion (Connor/Kallenberger) to adjourn. Carried (6-0). Meeting adjourned at 7:48 PM.

Respectfully submitted  
By Recording Secretary,  
Deidre Bushey  
Deputy Clerk

## 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 (minimum 13 oz.). 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 bases beginning on the first business day of the new year.

Fee Structure

<u>1-3 Days:</u>	\$20.00
<u>4-7 Days:</u>	\$50.00
<u>8-14 Days</u>	\$100.00
<u>15-30 Days</u>	\$200.00
<u>31-60 Days</u>	\$400.00
<u>Full season</u>	\$600.00

## Baseball/Softball Team Sponsorship

- Sponsor Fee = \$170 per team
- ◇ You can sponsor one or multiple teams
  - ◇ Sponsors receive a team t-shirt and a plaque with a photo of the team you sponsored at the end of the season.
  - ◇ When you sign-up to sponsor a team we ask that you send us a business card or business letterhead with the completed sponsorship form for the t-shirt design team to create your logo on the back of the player's shirts.
  - ◇ Sponsorship agreement forms are mailed out to businesses in January.

## Did You Know?

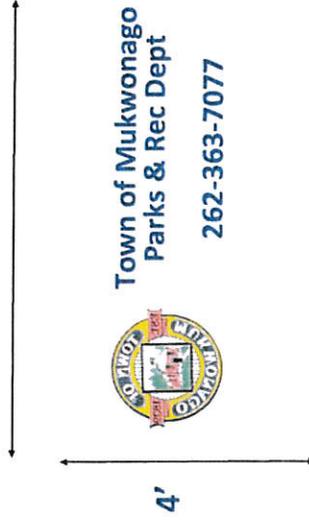
Lauren Park is host to many athletic events and visitors year round. Your Business will be viewed by thousands during the course of the following events:

- ◇ Mukwonago High School Girls Softball Games  
April through May
- ◇ Park & Rec Baseball & Softball Games and Practices.  
May through July
- ◇ Park & Rec Flag Football Games and Practices  
Mid August through October
- ◇ Mukwonago Braves Football  
1 day Scrimmage in August  
8-12 teams with over 350 Individuals in attendance
- ◇ Park Rentals by Individuals & Groups
- ◇ Daily visitors by members of the community for leisure activities

## Field Sign Program

- First Time Sponsor  
Cost: \$400
- Returning Sponsor with existing sign  
Cost: \$300
- Signs will be displayed
- ◇ April through October
  - ◇ Outfield fences on Lauren Park Fields #1 & #2

## Sample of Signage



## **City of Waukesha Parks, Recreation and Forestry Department**

### **Athletic Field Advertising Program Policy**

#### **I. PURPOSE**

The purpose of this policy is to establish procedures to sell fence banner advertising at the Saratoga Sports Complex, WRO Youth Sports Complex, Frame Park Ball Field; and scoreboard advertising at WRO Youth Sports Complex. Revenues generated will be used to offset the costs of WPRF programs, parks, and projects.

#### **II. DEFINITIONS**

Advertising: Promotion of a business or entity on a fence banner or scoreboard sign.

Athletic Field: Baseball and softball fields at Saratoga Sports Complex, WRO Youth Sports Complex, and Frame Park Ball Field.

Fence Banner: 5'h x 9'w, 5'h x 18'w, or 5'h x 27'w banner sign, printed on windscreen material and attached to outfield chain link fence. The banner will display advertising for a business or entity.

Scoreboard Sign: A 30''h x 6'w sign, mounted above or below a scoreboard at WRO Youth Sports Complex. The scoreboard sign will display advertising for a business or entity.

#### **III. PROCESS**

##### ***1. Application/Eligibility***

Applicants must submit a completed application and pay appropriate fees to the City of Waukesha Parks, Recreation and Forestry Department. Upon review and approval of application, applicant will be provided timeline details and payment receipt.

Applicants must provide a digital version of the graphics for the fence banner or scoreboard sign. Graphics must be approved by the City of Waukesha in its sole discretion. The City of Waukesha reserves the right to reject or modify the graphics, language, words, or other content. Applicant must approve any changes or modifications.

Advertising fees will be approved by the City of Waukesha Parks, Recreation and Forestry Board.

Types of advertising that are not permitted include:

- Advertising that is contrary or detrimental to the city's mission, core values, image and interest or that violate policy.
- Advertising that advocates or promotes the following: tobacco, electronic cigarettes, marijuana or other controlled substances, firearms, weapons, pornography, or that contain photographs, drawings or other images relating to such sale, use products or services.
- Advertising that advocates or promotes the sale/consumption of alcohol is not permitted at WRO Youth Sports Complex or Frame Park Ball Field.

- Advertising that is unlawful, obscene or indecent, or contains explicit messages or graphic representations pertaining to sexual contact, or contains a level of sexual overtone, innuendo, or double entendre that would be offensive to a reasonable person.
- Advertising of products or services with sexual overtones such as massage parlors, escort services, or establishments featuring X-rated or pornographic movies.
- Advertising that contains religious messages or that discuss, advocate or promote religious faith or other belief.
- Advertising relating to political campaigns or political issues.
- Advertising that promotes or supports gambling related activities or strip clubs.
- Advertising that contains text, copy, photographs, pictures, drawings, images or concepts that denigrate, demean, or disparage any individual or group of individuals on the basis of race, color, ethnicity, national origin, ancestry, gender, age, disability or sexual orientations.
- Advertising that is false, misleading or deceptive
- Advertising that is libelous or infringes on any copyright, trade or service mark, title of slogan
- Advertising that implies or declares endorsement by the City of any goods, products or services.
- Advertising that promotes or relates to any unlawful/illegal goods, products or services.

## **2. Fence Banners**

Fence banners are available in the following sizes: 5' x 9', 5' x 18', and 5' x 27'. Fence banners will be affixed to the outfield fence of the designated fields during the playing season, typically from April 1 through November 1. Advertising fee includes the cost of banner printing, installation, and for multi-year sponsors, storage during the off-season. Fence banner agreements may be for one-year or three-year terms.

## **2. Scoreboard Signs**

30" x 6' scoreboard signs are available at WRO Youth Sports Complex. Scoreboard signs will be affixed above or below the scoreboard and will remain in place for ten years, or the life of the scoreboard, whichever comes first. Fee includes the cost of sign printing and installation. Fee is payable with application.

## **3. Exceptions**

- a) **Facility Rentals** - Individuals/Organizations with approved rental agreements for Saratoga Sports Complex, WRO Youth Sports Complex, and Frame Park Ball Field have limited rights to display banner signs at the site during the term of the rental. In these cases, the renter is limited to pre-approved locations that do not include the outfield fencing.
- b) **Sponsors** - WPRF reserves the right to offer reduced-cost or complimentary field banners as a benefit to program sponsors.

## Ball Diamond Banner Sponsor

Your banner will be displayed on the outfield fence of the lighted ball diamond at Sussex Village Park from May 1–October 31. The field is directly adjacent to, and viewable from, the park's concession stand, restroom facilities, and playground.

Sponsors furnish the banner, at their expense, which shall adhere to the following specifications:

- ▶ **Size:** 5' X 8'
- ▶ **Material:** Minimum 13 oz. vinyl
- ▶ **Grommets:** At 12" intervals around the entire perimeter of banner
- ▶ **Hem:** Sewn or Fold-over



## \$300 Banner Sponsor

- Visibility in one of the most frequently used public spaces in the park.
- Exposure to 6–10 adult softball teams and spectators all summer long.
- Additional exposure to participants of the following events:
  - » Lions Flag Football practices
  - » 4th of July fireworks and activities
  - » Lions Daze

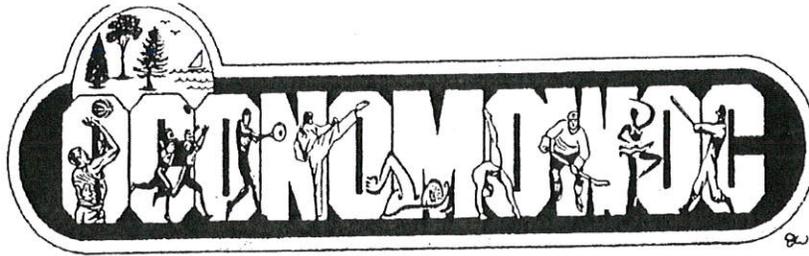
**Sponsorship commitment requested by April 1.**

## \$500 Advertising Package

- Softball Banner Sponsor benefits, plus:
- 2-Unit sized ad in all three *Activity Guides*.

**Sponsorship commitment requested by March 1.**





9/2/2000

## PARKS, RECREATION & FORESTRY DEPARTMENT

Memo

To: Roland Tonn - City Planner  
From: Endl - Parks, Recreation & Forestry  
Ref.: Advertising banners on outfield fence at Roosevelt Field.  
Date: For January 10, 2001 staff

The Recreation Department has received a proposal from the Parents For Baseball Organization requesting permission to place advertising banners on the outfield fence at Roosevelt field. Details of this request are as follows:

- > Advertising signs would be placed on the outfield fence at Roosevelt Field during the season. The approximate time frame would be April 1 - July 31 of each year.
- > These banners are 4' x 10' in size. A total of 80 banners is being proposed.
- > This advertising money will be utilized to help the organization assist financially in the baseball programs sponsored by the Recreation Department. Facility improvements will also be considered as a use of these dollars.
- > A letter has been sent to the neighbors of Roosevelt ballfield. A copy of that letter is enclosed.

On behalf of the Parents For Baseball Organization, I would like to thank you for your consideration in this matter. A brochure showing this type of product is included for your review.

add1301

**CONDITIONAL USE PERMIT  
ROOSEVELT FIELD COMMUNITY INFORMATION SIGNS**

A petition having been filed by Oconomowoc Park and Recreation Director Scott Endl, on behalf of Oconomowoc Parents for Baseball, for permission to attach signs to the outfield fence at Roosevelt Field in the City of Oconomowoc, Wisconsin, requesting a conditional use permit, upon which there has been the following proceedings:

- Preapplication meetings between the applicant, the Zoning Administrator and appropriate City staff to discuss the general concept, etc. (§17.905(2)(b)).
- Zoning Administrator determination that the application is complete as required by §17.905(4)(a).
- Zoning Administrator evaluation of the written justification for the conditional use and determination if the proposed conditional use is in harmony with the Master Plan of the City as required by §17.905(4)(b).
- After due notice, a public hearing was held before the Plan Commission on February 14, 2001.
- Plan Commission has adopted the memorandum report of the City Planner as the Plan Commission's report and has, in general, adopted the findings of fact set forth therein (Exhibit A).
- Plan Commission has, by motion duly made, seconded and carried, at its regular Plan Commission meeting of February 14, 2001, recommended to the Common Council of the City of Oconomowoc that a conditional use be granted to the Oconomowoc Parks and Recreation Department to attach community information signs to the outfield fence at Roosevelt Field.
- Plan Commission has forwarded its report and recommendation to the Common Council for final action by the Council.
- Common Council has reviewed the Plan Commission's recommendations and the proposed written conditional use permit.

The Common Council hereby accepts the Plan Commission's recommendation.

The Common Council of the City of Oconomowoc does hereby make the following findings of fact and does hereby grant a conditional use permit to attach community information signs to the outfield fence at Roosevelt Field, subject to the conditions set forth below.

#### FINDINGS OF FACT

The findings of fact listed on pages 1 and 2 of Oconomowoc Planning Staff Report No. 01-5 adopted as the City Plan Commission's report are hereby incorporated herein by reference. See Exhibit A.

#### CONDITIONS

1. Plan of Operation. The plan of operation submitted by the applicant and on file in the Office of the City Clerk is hereby approved and is incorporated herein by reference. If any terms of the plan of operation conflict with provisions of this conditional use permit, the provisions of the conditional use permit shall control.

2. Site Plan. The site plan submitted by the applicant and on file in the Office of the City Clerk is hereby approved and incorporated herein by reference.

3. Subject Property. The conditional use permit issued to the Oconomowoc Parks and Recreation Department, hereafter referred to as the "applicant," shall be limited to the property described in the application.

4. Initially Approved Activities. The applicant may install up to 80 4-foot by 10-foot open mesh signs/banners on the outfield fence in Roosevelt Field.

5. Seasonal Use. The signs/banners to be used at Roosevelt Field shall be displayed from April 1 to July 31 each year. During the baseball off-season, the signs/banners shall be removed and shall be maintained as needed, and stored in an enclosed structure.

6. Sponsorships. The signs/banners may bear the names, addresses, and phone number of sponsors of the baseball program. The signs/banners shall be uniform in color (dark green) with lettering of a uniform size, font and color (white). Corporate, company or product logos may be permitted on the signs/banners subject to Park and Recreation staff approval provided that the logo does not occupy more than 50% of the sign area and is the same color as the lettering.

7. Annual Report. The Oconomowoc Parents for Baseball shall report annually on the sponsorship program to the Oconomowoc Parks and Recreation Board, which Board shall determine if the program is to continue in subsequent years.

8. Other Activities. The applicant shall provide to the City a list of activities for which the facilities are to be used. The list shall be kept current and no change in the activities shall be permitted without prior approval of the City Plan Commission.

9. Temporary Use or Activity. No temporary use or special activity or event shall be permitted without prior approval of the City Plan Commission.

10. Junk. No junk shall be accumulated or stored on the subject property.

11. Licenses. The applicant shall be required to obtain any and all required licenses and permits from the City, County, State and Federal government. If any license or permit is issued, any and all conditions of the same are incorporated herein and made a part of the conditional use permit.

12. Lawful Operation. No use is hereby authorized unless the use is conducted in a lawful, orderly, and peaceful manner. Nothing in the conditional use permit shall be deemed to authorize any public or private nuisance or constitute a waiver, exemption or exception of any law, ordinance, order, or rule of the City of Oconomowoc or other duly constituted authorities. The conditional use permit shall not be deemed to constitute a building permit, nor shall the conditional use permit constitute any other license or permit required by law or City ordinance.

13. Federal, State, and Local Regulations. The applicant shall comply with all federal, state, and local regulations in the construction, operation, and maintenance of the proposed facilities.

14. Acceptance. The applicant, upon the granting of the conditional use permit, shall agree to accept the same in writing.

15. Fees and Expenses. The applicant, upon issuance of the conditional use permit, shall reimburse the City for all expenses incurred in issuing the permit, including but not limited to, expenses for the City Engineer in approving and granting the conditional use permit.

16. Plans. The applicant is required and must have all plans current, approved by the Plan Commission, and on file with the City Planner. The applicant shall be entitled to amend or change any plan contemplated herein subject to the aforementioned conditions and subject to approval by the Common Council after review by the Plan Commission. Any amendment and/or change in any plan will require review and a public hearing in accordance with Section 17.905 of the City of Oconomowoc Zoning Ordinance.

17. Review. The Plan Commission reserves the right to review the operation and amend the conditional use permit as the Plan Commission deems appropriate.

DATED: February 20, 2001

CITY OF OCONOMOWOC

By: J. Thomas Foti  
J. Thomas Foti, Mayor

Attest: Ardyce Senfleben  
Ardyce Senfleben, Clerk

**ACCEPTANCE**

This conditional use is accepted, and applicant/permittee agrees to abide by the terms thereof.

OCONOMOWOC PARKS AND  
RECREATION DEPARTMENT

By: Scott Endl  
Scott Endl

**City of Oconomowoc  
Department of Parks, Recreation & Forestry**

**CITY BANNER POLICY**

The City of Oconomowoc provides six locations that are available for community groups and organizations to promote charitable and/or community events. The purpose of the program is to promote free, charitable community events. It is not for private business or events outside the Oconomowoc area. *Note: Election campaign signs are not permitted on public right-of-way or on public property.*

**Eligibility**

The following groups/events are eligible to utilize the banner locations for promotion of charitable and/or community events.

- Community Organizations (Non-Profit) - Special Events / Parades
- Oconomowoc Area Churches - Special Events
- Downtown Oconomowoc Business Association (DOBA) – Special Events
- Chamber of Commerce – Special Events
- Oconomowoc Area School District – District / Community Events
- City of Oconomowoc Programs and Sponsored Events / Activities

**Application**

Eligible organizations may reserve / rent space for promoting their community events at the Parks, Recreation & Forestry Department office located in the Oconomowoc Community Center, 220 W. Wisconsin Avenue. Applications may be submitted up to 6 months in advance of the event.

**Available Sites and Fees**

1. Banner #1:	Oconomowoc Community Center	\$25	
2. Banner #2:	Roundabout	\$25	
3. Banner #3:	E. Wisc. Ave.	\$25	
4. Banner #4:	Summit & Forest St.	\$25	(Available beginning 5/1/17)
5. Banner #5:	Village Green (Facing East)	\$25	(Available beginning 5/1/17)
6. Banner #6:	Village Green (Facing West)	\$25	(Available beginning 5/1/17)

**Duration of Promotion**

Locations may be rented / reserved for one week only beginning at noon Monday and concluding at noon on the following Monday (7 days). Two locations may be reserved at a time. Additional locations may be considered one week in advance of the event if space is available.

**Banner Specifications / Requirements**

- Standard vinyl
- 3 feet high by 8 feet wide (if banner is not this size, it will not be displayed)
- Reinforced corner grommets
- Wind slits (optional)
- Banner layout, language, components must be approved by Parks, Recreation & Forestry Department. We reserve the right to refuse or remove any banner at any time.
- Banner must be delivered to the Oconomowoc Community Center by the Friday before your scheduled use. Pick up of banner is available the Tuesday after your scheduled use. Must be picked up within 3 business days or they will be disposed of.
- City staff will install and remove all banners.

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**APPLICATION**

Name of Organization: Oconomowoc Kiwanis Club \_\_\_\_\_

Full Address of Organization: PO Box 462, Oconomowoc WI 53066 \_\_\_\_\_

Contact Person: Jim Fulmer Phone Number: 262-490-1127 \_\_\_\_\_

Name of Event: Christmas Parade \_\_\_\_\_

Date of Event: Saturday, Dec. 2, 2017 \_\_\_\_\_

Dates of Use: Start: Monday, Nov. 27 Finish: Sunday, Dec. 4 \_\_\_\_\_

Please Circle Location(s):

- |            |                             |      |                              |
|------------|-----------------------------|------|------------------------------|
| Banner #1: | Oconomowoc Community Center | \$25 |                              |
| Banner #2: | Roundabout                  | \$25 |                              |
| Banner #3: | E. Wisc. Ave.               | \$25 |                              |
| Banner #4: | Summit & Forest St.         | \$25 | (Available beginning 5/1/17) |
| Banner #5: | Village Green (Facing East) | \$25 | (Available beginning 5/1/17) |
| Banner #6: | Village Green (Facing West) | \$25 | (Available beginning 5/1/17) |

*I have read the rules and regulations of the policy and agree to the terms listed above. The City is not liable for any lost or damaged signs or banners.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Below

Payment: \$25 \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date \_\_\_\_\_

## MEMO

**TO: Park and Recreation Board**

**FROM: Kelli Yogerst, Recreation Director**

**RE: Tuesday, September 3 Agenda Item “Discussion and Re-Consideration of a change to Park Shelter Reservations form deposit fees.”**

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At the Monday, August 5 Park and Recreation Board meeting a “Motion (Bromberger/Kallenberger) to approve the refundable deposit fee of \$100.00 for 1-100 people effective 1/1/2020” was made to charge a deposit for shelter reservations that had between 0 – 100 people using the shelter. Currently, there is no clean up deposit for the number of individuals in a group that ranges from 0 – 100.

After attending the meeting on Monday, August 5 and discussing the change with the Administration Department, it was brought forward how time consuming and costly it would be for staff to take deposits and return them. Interim Administrator Bailey shared with me the steps, the time it would take and cost if we were to start taking deposits for every reservation and returning them.

It is expected to take 30 minutes to an hour to process a refund for one deposit. That does not include the cost of the employee, check and mailing of the check. In 2018 there were 142 shelter rentals. This year we had 145 and continue to receive reservations. Looking at those numbers, it is expected to cost the Village approximately \$70 in postage and \$140 - \$280 in checks. These numbers also don't include the cost of the employee's time processing the check. By requesting deposits for all group sizes at the shelters, the Village could easily spend \$500 - \$1,000 in revenue, if not more.

Currently, we have not had any issues with damages done to the shelters because of a rental. It is being requested that the Park and Recreation Board reconsiders their motion “to approve the refundable deposit fee of \$100.00 for 1 – 100 people effective 1/1/2020” that was made to add a deposit to groups of 1 – 100.

CC: Ryan Bailey  
Mike Gerszewski  
Dave Felkner

**Village of Hartland/Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement** (Revised 8/27/2019)

**WHEREAS**, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

**WHEREAS**, the canteen is frequently used by Flanagan – Dorn Post 294 American Legion (hereinafter "Flanagan – Dorn Post") when games are being played on the ball field,

**NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:**

1. The Flanagan – Dorn Post will apply for all necessary permits required by Village to sell fermented malt beverages and food product.
2. Neither the Flanagan – Dorn Post nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ball field and canteen for all Flanagan – Dorn Post league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be Flanagan – Dorn Post's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the Flanagan – Dorn Post owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The Flanagan – Dorn Post shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators, before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that Flanagan – Dorn Post, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). Flanagan – Dorn Post may, with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the Flanagan – Dorn Post.
6. The Flanagan – Dorn Post will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The Flanagan – Dorn Post will provide to the Village a Five Hundred (\$500.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by September 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

**Village of Hartland/ Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement** (Revised 8/27/2019)

8. The Flanagan – Dorn Post will pay for fifty percent (50%) of the electric utility costs during the months of field use, typically; June and July. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the Flanagan – Dorn Post given 30 days to pay the Village.
9. Neither the Flanagan – Dorn Post nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
10. The Flanagan – Dorn Post shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.
11. The Flanagan – Dorn Post shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of Flanagan – Dorn Post use of the property or Flanagan – Dorn Post items used on property. Flanagan – Dorn Post shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.
12. The Flanagan – Dorn Post will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
  - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The Flanagan – Dorn Post will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional

insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

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**Village of Hartland/ Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement** (Revised 8/27/2019)

13. The Flanagan – Dorn Post shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Canteen interior

A. Refrigerator unit

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Village of Hartland**

By: \_\_\_\_\_

Jeffery Pfannerstill, Village President

Flanagan – Dorn Post 294 American Legion Representative

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**VILLAGE OF HARTLAND**  
**FINE ARTS CENTER RESERVATION APPLICATION**

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

Organization or Individual's Name: Lake County Chiefs

Name of Person In Charge: Jason or Dave Volk

Telephone Number:(Home) 262 853 3498 (Work) 262 719 6000 (EMAIL) Jason.E.Volk@gmail.com

Address: W296 N3399 S Imperial Dr. Pewaukee, WI 53072  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Dave Volk

Telephone Number:(Home) 262 719 6000 (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Name of Group, Performer: N/A

Description of Entertainment: Concert

Is Sponsor Classified as Non-Profit: N/A

Other Permits Required: Beer  Shelter  Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ 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	
<b>Note: Deposit to be paid by all users</b>		0-50	51-100	101-200	201-300	300+
<b>Refundable Deposit Amounts</b>		\$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)									
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

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

## VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.

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

Location of Work <u>Nixon Park</u>			
Group Sponsoring Work <u>Lake Country Chiefs</u>			
Contact Person <u>Jason Volk</u>		Phone <u>262 853 5490</u>	EMAIL <u>Jason.R.Volk@smcwi.com</u>
Address <u>10298 N3399 S Imperial</u>		City <u>Pewaukee</u>	State <u>WI</u> Zip <u>53072</u>
Alternate Contact Person		Phone	EMAIL
Address		City	State Zip
Comments:			
Contractor Name		Phone	EMAIL
Address		State	Zip
Insurance			
Contractor Name		Phone	EMAIL
Address		City	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.

Date Applied: 8/20/11 Date of Meeting: \_\_\_\_\_ Approval \_\_\_\_\_

Hello,

Please find attached form for use of Nixon Park. We are currently planning to use the area near the Fine Arts Stage for pig roast/chairs and tent area. Use of the open area past the baseball field for additional parking.

We are planning on booking a band to play later in the evening.

We were hoping Pat Endter with the beer garden would open for us to sell beer out of that stand but have not connected with him yet.

We are aiming for Saturday 9/28 (day after homecoming). All proceeds would go to Emma Mertens family (her father Gregg is a coach with us). They are unaware of this effort.

Please let me know if I'm missing anything or you need anything else to get the ball rolling.

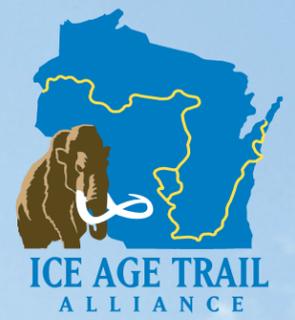
Park's lot

Fire bars

SP  
OS  
tent  
\*  
Coast  
PH

Park

# Trailtessa



[treyl-tes-sah], noun: a woman or girl who gets out on the Ice Age National Scenic Trail to experience adventure, freedom and a new way to be.

Trail retreats designed for women. Signup Today!

Explore the rugged beauty of the Ice Age National Scenic Trail. It's time to get outdoors and be free.

It's time to tell your to-do list where to go. You know the one – it keeps you superwomen busy and preoccupied managing a busy life being beautiful, sexy, nice, smart, calm, organized, and the list goes on.

Yeah, forget about that list.

Re-discover YOU with plenty of permission to be. Be you: Bold. Audacious. Strong. Adventurous. You get to choose.

Choose from a series of events, come to one or come to all. Join us on the Ice Age Trail.



## Be Blissful

**Saturday, February 23, 2019**  
**Hartman Creek State Park, Waupaca**

Enjoy pure bliss as you snowshoe through a blanket of sparkling white snow. Warm your heart and bring your tribe. Come ready to make new friends on the Trail. Warm your hands at the post-hike bonfire and relish yummy treats.

## Be Resilient

**Saturday, May 18, 2019**  
**Southern Kettle Moraine, Whitewater Lake to Oleson Cabin**

"Everyone has inside of her a piece of good news. The good news is that you don't know how great you can be!" wrote Anne Frank. Discover a new level of greatness. Challenge yourself to a 10-mile hike and do more than you think you can. Resiliency is in the soul and spirit, as well as, the hiking boots. Pre-hike material will be available to help hikers plan and prepare for this adventure. magical under the light of the moon and around a bonfire.

## Be a Nature Princess...at any age!

**Saturday, June 1, 2019**  
**Woodland Dunes Nature Center, Manitowoc**

Be fanciful. Do Princesses climb trees and get dirty? Absolutely. This program, inspired by the children's book, "Do Princesses Wear Hiking Boots?" is designed to be a royally good time, packed with opportunities to get out and get messy.

## Be Bright

**Saturday, July 13, 2019**  
**Indian Lake County Park, Dane County**

Let your heart be bright. Experience the joy and wonder of fireflies lighting up the summer night. Enjoy a picnic dinner, live music, and a hike among the hills. Take a starlight stroll alongside Indian Lake. It's magical under the light of the moon and around a bonfire.

## Be Adventurous

**Saturday, September 14 - Sunday, September 15**  
**Potawatomi State Park, Door County**

Want to dip your toe into the camping world, but don't know where to start? We will create a great community space including camp lounge, trail mix bar, and plenty of outdoor fun. We will provide the positive and welcoming vibe – you bring your food, tent, and sleeping gear. Pre-camp material will be available to help campers plan and prepare for this adventure.

## Be Fierce: Backpacking 201

**Thursday, September 12 – Sunday, September 15**  
**Northern Wisconsin**

Previous backpacking experience required as we set out to explore the rugged north woods of Wisconsin. You'll want to be prepared for primitive camping in bear country.

## Be Loved

**Saturday, September 28, 2019**  
**Obey Ice Age Interpretive Center, Chippewa County**

Be Grounded. Be Centered. Surround yourself with those you love and keep what's important to you front and center. Experience the wonder of summer turning into fall and the landscape erupting with glorious color. All paces and abilities can experience the love along the Ice Age Trail.

## Be Empowered

**Saturday, October 12, 2019**  
**Hartland Marsh, Hartland**

Pick up a set of loppers and show buckthorn who's Boss. Help restore the land to a mix of oak and prairie savannah. You'll work side-by-side with a group of dedicated Trail enthusiasts who know how to get the job done. Your stewardship efforts will be rewarded with a wonderful lunch provided by Outpost Natural Foods Co-op.

## Be Fierce: Backpacking 101

**Thursday, October 17 - Sunday, October 20**  
**Kettle Moraine State Forest- Northern Unit**

No previous backpacking experience necessary as we tackle a total distance of almost 24 miles from Glenbeulah to Mauthe Lake. Expect hilly terrain and crisp, clear streams.

Proudly partnering with  
**REI Force of Nature initiative.**



Information and registration at:  
[www.iceagetrail.org/trailtessa-force-of-nature/](http://www.iceagetrail.org/trailtessa-force-of-nature/)

