

PARK AND RECREATION BOARD AGENDA
MONDAY OCTOBER 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 the Park and Recreation minutes of the September 3, 2019 meeting.

Public Works Items

2. Discussion and possible consideration regarding projects at Bark River & Nixon & policies, HAAA - Tom Ludtke.
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 the 2020 Park Budget.

Recreation Director items-

6. Discussion and possible consideration of the 2020 Park & Recreation Budget.

Other items for consideration

7. 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.
8. 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, SEPTEMBER 3, 2019
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Peggy Kallenberger, Duane Lawson and Tina Bromberger.
Excused: Rick Conner.
Others: Mike Gerszewski and 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 minutes of August 5, 2019 meeting.

Motion (Kallenberger/Lawson) to approve the Park and Recreation minutes of August 5, 2019. Carried (5-0).

Public Works Items

2. Discussion and possible consideration of a Banner policy-

Gerszewski explained the update to the banner policy and included copies of others communities policies on banners. There was discussion on percentages and administration fees. The Board also decided to eliminate the fee of 20% percentage, raise the fee for 1-3 days from \$20 to \$30 and add the requirement of a minimum of 6 grommets on a banner.

Motion (Hallquist/Kallenberger) to approve the Banner Policy with the elimination of the whole sentence in 2nd paragraph regarding charging a fee of 20% of total cost, to change the fee structure for 1-3 days from \$20 to \$30, and to add under the banners must comply with the following standards section to require a minimum of 6 grommets on the banner. Carried (5-0).

3. Discussion on a food truck policy-

Gerszewski said the food truck policy is and has been at the Village Attorney. He has spoken to one of the Attorneys at Von Briesen and the Attorney wanted to know what is trying to be accomplished with the policy. Gerszewski said he has not received a final answer back from him yet. He said for the most part the Attorney doesn't have a problem with the policy but

did talk about changing the language on the Health dept. licensing and make sure they provide it from the county. And the other comment he had was to open it to other counties and all counties will have the food trucks comply with similar regulations.

Motion (Hallquist/Gundrum) to table the food truck policy until a final answer is received from the Village Attorney. Carried (5-0).

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

Yogerst said she talked to staff and the interim administrator and she said everyone was copied on the memo she put together after talking to him that it will take a lot of time if we were to have everyone do a deposit. Because it takes a lot of time to process even a fee, and he strongly encouraged the Board not to have a deposit fee for everyone that rents a park shelter. Bromberger said the last paragraph in Yogerst memo addressed the question that everyone had which was had there been issues with damages at the shelters from renters, and Yogerst said there has not been any damages to the shelters. Kallenberger asked about different size of groups regarding damage and Gerszewski said there hasn't had problem with any size of group. Hallquist said he has walked by a shelter at Nixon and saw paper plates in the sand etc. He said that reason he wanted the deposit to be uniform was to cover protect the village. Bromberger asked why staff couldn't just hold the check and Gerszewski explained that the Village can't just sit on a check. He said the check is cashed, and then when refunded it is put on the voucher list and it has to go to the Village Board to be approved. Yogerst said Interim administrator said the Village could easily spend \$500-\$1000 of revenue on refunding checks. Yogerst said so far this year there has been 145 rentals and it would be costly on the staff end to process refunds. Gundrum asked if there was another way to approach this. Yogerst brought up possibly getting and retaining information in the case of needing to contact someone regarding damage. The question was asked if it was legal to hang on to certain information, and someone commented that they didn't believe it was legal. Hallquist said it is about consistency and Bromberger said but if consistency costs the Village more money, is it worth it. Hallquist said during the budget time would be the time to look at the fee structure. Yogerst said she can contact other communities and find out their policies and their fees.

Motion (Gundrum/Bromberger) to table until Yogerst gets information from other communities regarding their policies and fees. Carried (5-0).

5. Discussion and possible consideration of approval of revised Canteen Agreement with Flanagan-Dorn Post 294 American Legion-

This came about because after it was approved by the Park Board & Village Board, Gerszewski was approached by a representative from the Legion and he informed him that they had some changes they wanted to make. Gerszewski said they are minor changes, they changed using it for 4 months to only using it for 2 months June and July; May and August

were removed. Gerszewski said in #8 of the policy it breaks down to 25% for the Village, 50% for the Legion and 25% for HAAA. The Legion questioned the 50% for the electric but Gerszewski explained it to him and it basically works out to about \$30 a month for the electric bill. Gerszewski said the other change was they took out the renewal of the policy at their meeting and the renewal of the policy will now take place in the month that the policy is signed annually. Hallquist asked that the word appointed be added in #11 before the word board members since they are not elected.

Motion (Bromberger/Gundrum) to approve the revised agreement with the addition of the change of the word appointed being added in #11 before the word board. Carried (5-0).

6. Discussion and possible consideration of a request by the Lake Country Chiefs Football organization to hold a fund raising event in Nixon Park, Jason Volk.

Dave Volk for the Lake Country Chiefs was present and explained they would like to hold a fundraising event at Nixon Park for Team Emma. Emma has terminal brain cancer and her dad is one of the Chiefs 6th grade coaches and her brother is on that team. He went on to say they are trying to put together a fundraiser to help the family as they consider Emma and her family as part of the Chiefs family. He said they are looking to hold it Homecoming weekend and Pat Endters has volunteered to help them with the beer and soda from the Beer Garden. He said they would like to have a pig roast and a band. They will be putting out fliers and on social media. He asked if they are able to do this, he asked what the Park Board needed from him. Hallquist said just the plan on what they plan on doing. Mr. Volk said there may be bouncy houses and Hallquist asked if they put in stakes for the bouncy houses they need to contact digger's hotline. The question of parking came up, and street parking was suggested and the upper and lower lots of the park. Hallquist said the bathrooms would still be open. The time of the event will be 3-9. Hallquist suggested reserving the pavilion and he also brought up the possibility of waiving the fees, but the Board would have to vote on it. There was brief discussion on the deposit fee. Mr. Volk is hoping the businesses and community will donate as the medical bills are mounting. Lawson asked who would be liable if there were injuries and Mr. Volk said their insurance policy is on file.

Motion (Hallquist/Kallenberger) to waive the fee for the fundraising event on September 28th at Nixon Park Carried (5-1) Bromberger opposed.

Motion (Hallquist/Gundrum) to approve the use of Nixon Park on September 28th, 2019 for fundraising event by the Lake Country Chiefs football organization.

Recreation Director items-

7. Discussion on upcoming Trailtessa.

Yogerst introduced Pat Witkowski a volunteer from the Ice Age Trail Alliance who was present to explain the event. She said IATA and the REI are hosting an event to engage

women in Nature at the Hartland Marsh and these events are called Trailtessa events. She said it will take place Saturday October 12th and one of the events will be a stewardship event. She said it is from 8:30-1:30 for up to 60 women and they would like to use the shelter there along with a portable toilet. She said they will be cutting out invasive species, cutting it out, piling it and then burning it in February or March when there is snow cover.

Other items for consideration

- 8. 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.**

Hallquist brought up the subject of #5 in the Fine Arts Center policy, especially with the upcoming fundraiser the Lake Country Chiefs will be holding. It was decided to add the Fine Arts Center policy to the agenda on an upcoming agenda of a slow month. Gerszewski said they are working thru the budget process and presented the park budget to Bailey and will go to the Village Board on the 19th. He said he will be putting it on the October agenda for the Park Board to see. Gerszewski also gave an update on the August 24th Bark River cleanup and Hallquist said another one will take place on the 19th.

9. Adjourn

Motion (Bromberger/Kallenberger) to adjourn. Carried (5-0). Meeting adjourned at 7:48 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk



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

PARK BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL

Location of Work <u>NIXON CANTEN, BACK RIVER PARK</u>			
Group Sponsoring Work <u>HAAA</u>			
Contact Person <u>TOM LUDTKE</u>		Phone <u>262 367 3996</u>	
Address <u>311 NORTH AVE</u>	City <u>HARTLAND</u>	State <u>WI</u>	Zip <u>53029</u>
Alternate Contact Person		Phone	
Address	City	State	Zip
Comments: <u>PRELIM DISCUSSIONS REGARDING PROJECTS / POLICY'S ETC.</u>			
Contractor Name		Phone	FAX
Address		State	Zip
Insurance			
Contractor Name		Phone	FAX
Address		State	Zip
Insurance			

Any group or individual desiring to do any work in any Village Park must submit an "Action Plan" for Park Board approval.

The Park Board meets on the **first Monday of the month at 7:00 p.m.** in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The **DEADLINE** for submitting information to Village Hall for the agenda is on the **fourth Monday of the month at 4:30 p.m.** All of the following information must be received prior to the deadline to be considered for the agenda. Anything received after the deadline will be put on the following month's agenda.

All plans, narratives, drawings, etc. must be submitted with ten (10) copies by the deadline.

Items to be submitted in the Action Plan:

1. Detailed description of what work is to be performed and by whom--volunteer/contractor.
2. Any literature or brochures for equipment to be installed or used in the Park System.
3. Any detailed drawings of equipment to be installed.
4. The time frame of work.
5. The responsibility to be assumed by DPW/work to be assumed by the group (be specific).
6. Copy of any proposal(s) received by the group from contractors/suppliers.
7. Copy of drawings/plans/specifications for Building Inspector to review (if needed).
 8. Map showing location of work including dimensions.
 9. Narrative/draft agreement regarding long term maintenance.
 10. Estimated cost of work/improvement(s).

NOTE: Approval by the Park Board is not permission to begin construction. The Department of Public Works must be informed 72 hours prior to commencement of work. All permits must be in order. Diggers Hotline must be contacted 72 hours prior to commencement of work for utility locates.

Date Applied: 10/1/19 Date of Meeting: 10/8/19 Approval _____

MEMO

TO: Park and Recreation Board

FROM: Kelli Yogerst, Recreation Director

RE: Information on other municipalities for deposits for park shelter reservations.

As requested at the Tuesday, September 3, 2019 staff did some research on what local surrounding municipalities were charging and doing in regards to deposits for their park shelter rentals. You will see, in the form that is included with this memo, what other municipalities' processes are for deposits. Also, included in the form are fees other municipalities charge for their shelters.

During the research it was found that some municipalities do not charge a deposit fee and some do. The way deposits are taken and given back also varies amongst communities. Some require a separate check that is then handed or mailed back to the renter after their reservation. Some take the full amount that is due, including the deposit and then the deposit is refunded back by check or onto the credit card.

As stated at the meeting on Tuesday, September 3, refunding via check will take time and money from the revenue that is generated from the shelter rentals to cover staff time and cost for materials and fees for the checks. Staff also stated that having individuals/renters cut two checks isn't ideal. That would require the individual to write two checks, staff holding onto one of the checks and then the individual having to void the check if it's sent back.

After speaking to Interim Administrator, Ryan Bailey, it is being advised to increase the fee of the shelter rentals and develop a user agreement that would enable staff to charge for any damages that occur to a shelter that is rented from groups of 1 – 50.

CC: Ryan Bailey
Mike Gerszewski
Dave Felkner

Fees and Deposits for Park Shelters				
Community	Shelter Rental fee	Deposit Required	refund policy	notes
Mukwonago	Field Park Pavilion A Resident (Main Pavilion) 1 - 49 people \$100 per day	Field Park Pavilion A and/or entire park \$200	72 hours refunded policy. Rental fee less a \$25.00 administrative processing fee. If less than 72 hours, only the security deposit is refunded.	301-400 persons - 2 port-a-pots (1 for the men & 2 for the women), 401-500 persons - 4 port-a-pots (2 for the men & 4 for the women), 501-600 persons - 6 port-a-pots (3 for the men & 6 for the women). Deposit is picked up after the event. Security Deposit and Rental fee on separate checks.
	Field Park Pavilion A Non-Resident (Main Pavilion) 50 - 100 \$150 per day	Field Park Pavilion B and C \$100		
	Field Park Pavilion A Non-Resident (Main Pavilion) more than 100 \$175 per day	Key Deposit \$10		
	Field Park Pavilion B Resident (Ball Diamond Pavilion) \$75 per day			
	Field Park Pavilion C Resident (Playground Pavilion) \$75 per day			
	Field Park Baseball Field Reservation (for non-athletic organizations) \$25			
	Field Park Baseball Field Lights (\$30 per day)			
	Entire Park Resident (\$200 per day)			
Oconomowoc	Electricity and Coordination (Pavilions B or C) \$10 per day		Two business weeks: full refund minus \$10 processing fee. Less than two weeks will not be refunded.	No, we don't even require a security deposit for the Community Center rentals. Luckily we've not had any real issues. Some damage at the Community Center that we've billed renters for and have luckily been able to collect on. They do sign a rental agreement though. Parks are hard to prove they damaged.
	Non-Resident Fee \$25 per day			
	Roosevelt Shelters \$100 per day	None		
	Roosevelt Area \$25 (no Elec, no water)			
	Fowler Park Shelter \$100 per day			
Riverside Park \$75 per day				
City Beach Band Shell \$150 per day - Director's approval				
Pewaukee	UP to 50 individuals \$50 resident and \$150 Non-Resident, Business: \$100 Resident and \$400 Non-Resident	\$100	\$20 administration fee. Less than 14 days, no refund.	Separate check they will give us either when they pick up the key or if there is no key for that park, prior to the rental date. We do not cash unless there is an issue. We return the check to them if there are no issues. Security Deposit is due two days before the rental. All garbage picked up and tied.
	51 - 100 individuals \$70 resident and \$210 Non-Resident, Business: \$140 Resident and \$600 Non-Resident	\$100		
	101 - 200 individuals \$125 resident and \$375 Non-resident, Business \$250 Resident and \$1,000 Non-Resident	\$200		
Sussex	Village Park Lion's Open Air Shelter \$155	\$100		We always have our renters pay the full amount of fees plus deposit in one payment at the time of rental. When we refund the deposit we either refund it right to their credit card (if they used that as their form of payment) or we have our finance department cut them a check within 7-10 business days.
	Village Park Early Days Open Air Shelter \$55			
	Village Park North Open Air Shelter \$80			
	Village Park Concession Stand Shelter \$45			
	Armory Park Open Air Shelter \$40			
Village Park Green Spaces \$25				
Waukesha	Picnic Shelter with 15 tables and electricity	No	Prior to 30 days of scheduled date, refunds will be made when the customer's original permit is returned to WPRF. If a refund is desired, please notify the office with a written request and the return of your original permit. You will receive a full refund credited to your WPRF account which may be used toward future registrations and/or rentals for up to two (2) years of date of issue as permitted by law. If a check or credit card refund is desired, you will receive the refund minus a \$10 service charge. NOTE: All changes within seven (7) days will result in a \$25 charge. No refunds or credit for inclement weather or for cancellations less than 30 days prior to event. No refunds or credits will be given for events scheduled as the result of a date change made to original permit less than 30 days prior to event.	
	60 or less - \$80/6 hours \$15 each additional hour			
	61 to 200 - \$150/6 hours \$35 each additional hour			
	201 to 400 - \$280/6 hours \$70 each additional hour			
	400 or more public event policies and fees will apply			
	Picnic Shelters with 5 tables and electricity			
	60 or less - \$65/6 hours \$13 each additional hour			
	61 to 200 \$120/6 hours \$25 each additional hour			
	Picnic shelters with 5 tables			
	60 or less, \$55/6 hours, \$10 each additional hour			
61 to 200, \$100/6 hours, \$20 each additional hour				
Picnic shelters with two tables, no restrooms				
60 or less, \$35/6 hours, \$10 each additional hour				

Parks

Account Description	2018 Actual	2019 Budget	Thru 06/30/19	% Used	Full Yr Est	2020 Adopted	Footnotes
Parks Wages & Benefits							
E 101-55200-110 SALARIES	\$ 28,763	\$ 31,000	\$ 11,068	36%	\$ 25,000	\$ 30,000	
E 101-55200-130 FICA	2,200	2,375	847	36%	2,375	2,300	
Sub-Total Parks Wages & Benefits	\$ 30,963	\$ 33,375	\$ 11,915	36%	\$ 27,375	\$ 32,300	
Parks Operations							
E 101-55200-220 UTILITY SERVICES	\$ 12,678	\$ 11,000	\$ 2,269	21%	\$ 9,000	\$ 9,000	
E 101-55200-350 EQUIPMENT PURCHASE	-	-	-	#DIV/0!	-	-	
E 101-55200-365 BLDGS/GROUNDS MAINT EXP	40,813	29,000	18,972	65%	26,000	30,000	
E 101-55200-370 ATHLETIC FACILITY MAINT	14,740	16,000	9,879	62%	16,000	16,000	
E 101-55200-470 LANDSCAPE PLANTINGS	2,000	2,000	-	0%	2,000	2,000	
E 101-55200-800 CAPITAL OUTLAY	2,891	6,500	2,588	40%	6,500	5,000	
E 101-55200-900 CORP RESERVE PAYBK	19,550	19,500	19,500	100%	19,500	15,575	
Sub-Total Park Operations	\$ 92,672	\$ 84,000	\$ 53,208	63%	\$ 79,000	\$ 77,575	
TOTAL PARKS BUDGET	\$ 123,635	\$ 117,375	\$ 65,123	55%	\$ 106,375	\$ 109,875	
					Decrease	-6.39%	

A
B
C
D
E
F
G

Highlight 2019: Centennial Park baseball field was reconstructed.
Spotlight 2020: The hardball field at Hartbrook Park will be reconstructed.

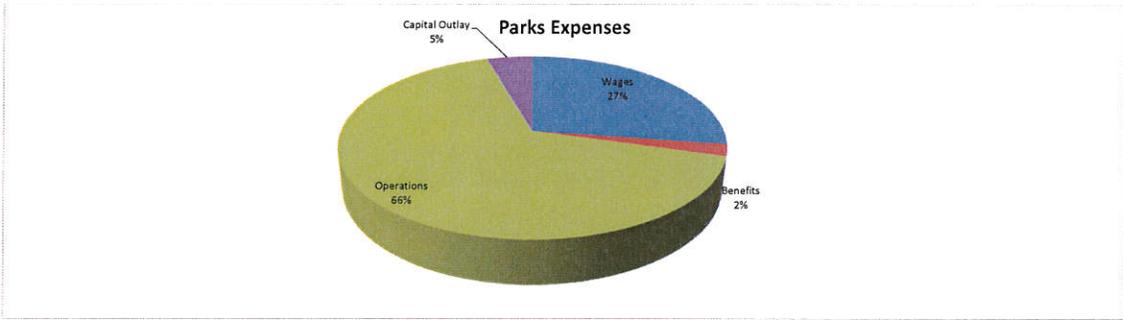
Supported Services:

Description	2017	2018	2019
Acres of Parks & Open Land	96.9	96.9	96.9
Baseball Diamonds (inc T-Ball)	8	8	8
Soccer Fields	4	4	4
Football Fields	1	1	1
Miles of Pathway	4.4	4.4	4.4
Tennis Courts	4	4	4
Basketball Courts	3	3	3
Volleyball Courts	2	2	2
Fine Arts Center	1	1	1
Splash Pad	1	1	1
Picnic Shelters	9	9	9
Playground Equipment	Various	Various	Various

Staffing:

During the summer, seasonal public works employees do the mowing and trimming. Other work is done by regular public works employees.

	2019 Budget	% of Budget	2020 Adopted	% of Budget	Incr/Decr
Wages	31,000	26%	30,000	27%	-3.23%
Benefits	2,375	2%	2,300	2%	-3.16%
Operations	77,500	66%	72,575	66%	-6.35%
Capital Outlay	6,500	6%	5,000	5%	-23.08%
Total	117,375	100%	109,875	100%	-6.39%



Footnotes to Parks Department Budgeted Line Items

- A. Account E101-55200-220 Utility Services: This account consists of our utility charges of the following – We Energies electric, and Village water and sewer for the parks and Fine Arts Center.
- B. Account E101-55200-350 Equipment Purchase: There are no projected equipment purchases in 2020.
- C. Account E101-55200-365 Building/Grounds Maintenance Expense: These are charges for the maintenance of the park’s buildings, play structures and grounds not including the athletic fields. Charges consist of cleaning supplies, paper products, electrical parts and repairs, paint, plumbing supplies and repairs, temporary restroom rentals, weed control and fertilizer, topsoil, seed and straw, garbage can liners, play equipment parts and repairs, pedestrian bridge repairs, fence repairs, and play area wood chips. There is also a charge to preventively treat some ash trees against emerald ash borer. There have been additional costs due to the Beer Garden use at the Fine Arts Center.
- D. Account E101-55200-370 Athletic Facility Maintenance: These are charges for the maintenance of the athletic fields at the parks. The charges consist of field marking paint, marking chalk, ball field turf mix, ball field sure-hop infield mix, fertilizer and weed control.
- E. Account E101-55200-470 Landscape Plantings: These are charges for the planting of trees and bushes on park land.
- F. Account E101-55200-800 Capital Outlay: These charges vary each year for large equipment purchases. For 2020, the budget includes the purchase of 5 new heavy duty picnic tables for the splashpad in an effort to prevent them from rotting and being replaced annually.
- G. Account E101-53000-900 Corporate Reserve Paybacks: These are charges for the annual payback for vehicle replacements.

Parks

Capital Outlay Schedule

Item	Add	Repl	Amt	Unit Cost	Total
101-55200-800 Capital Outlay					
1 Picnic Tables	X		5	1,000	\$ 5,000
TOTAL PARKS CAPITAL OUTLAY					\$ 5,000

Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1 Nothing Anticipated for 2020					\$ -
TOTAL PARKS CORPORATE RESERVE PURCHASES					\$ -

Impact Fee Fund

Item	Add	Repl	Amt	Unit Cost	Total
1) John Deere Mower 3 Deck Mower	X		1	55000	\$ 55,000
2) Ball Diamond Groomer	X		1	22000	\$ 22,000
TOTAL PARKS IMPACT FEE PURCHASES					\$ 77,000

VILLAGE OF HARTLAND 5 YEAR BUDGET HISTORY

Parks

Expenses	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Wages	25,124	28,987	28,763	31,000	30,000
Benefits	1,922	2,218	2,200	2,375	2,300
Operations	70,344	75,929	89,781	77,500	72,575
Capital Outlay	8,213	932	2,891	6,500	5,000
Total	105,603	108,066	123,635	117,375	109,875
Revenues	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Park Rentals	22,426	25,787	26,529	26,500	26,500
Trans from GIS	-	-	-	-	-
Total	22,426	25,787	26,529	26,500	26,500
Supported by Taxes	83,177	82,279	97,106	90,875	83,375
Population	9,141	9,170	9,197	9,212	9,212
Annual Per Capita Supported by Taxes	9.10	8.97	10.56	9.86	9.05
Per Capita Supported by Taxes Per Day	0.025	0.025	0.029	0.027	0.025
Total Exp Per Person Per Day	0.032	0.032	0.037	0.035	0.033

HARTLAND RECREATION DEPARTMENT 2019 BUDGET NARRATIVE

Highlights of 2019:

- 1) Partnership with TTP Dance Academy: We continue to partner with TTP Dance Academy. As of September 2019 TTP will be holding some of their classes in the Hartland Community Center. Their lease expired at the end of August 2019. There is also discussion that TTP may partner up with a dance studio in Delafield to offer some of their dance programs there.
- 2) New Programs in 2019: The Recreation Department offered new programs in 2019 and some of them were; wrestling in partnership with Arrowhead High School, cheerleading program in partnership with Lake Country Cheerleading, Fermentation class, Line Dancing - Learn the Steps, Acrylic Painting, Little Warrior Kid's Yoga, Spanish classes for youth, Irish Dance Lessons, Bridge, Preparing Your Home for Sale, Golf Lessons and Fishing classes.
- 3) Hartland Community Center: The Hartland Community Center was repainted in April. Recreation Department received a lot of positive feedback from instructors and participants.
- 4) Summer Camp: Summer Camp Coordinator position was changed from a seasonal to a regular year round position. It was decided amongst Summer Camp Coordinator and Recreation Director to combine Tiny Tots with Summer Camp to create one camp for ages 5 – 12. Tiny Tots was first offered in 2016. In 2018 our average enrollment for Tiny Tots and Summer Camp combined was 70 per week. This year our enrollment averaged was 54 per week.

Future Goals:

- 1) The Recreation Department will be reviewing all their programs to see where they need to add more programs, which programs to no longer offer and which ones should still be held.
- 2) The Recreation Department will also be concentrating on seeing what the upcoming trends for programs are.

Staffing/Personnel Schedule: For 2020, the Recreation Department will have one full time Director, one Recreation/Fiscal Clerk, one Before and After School Coordinator, three seasonal Before and After School Instructors, one Summer Camp Coordinator, one seasonal Summer Camp Co-Coordinator, nine seasonal Summer Camp Counselors and seasonal kickball/softball referees. Before and After School Coordinator also assists with Early Release and at Bingo. Before and After School staff also assists with Spring Break Camp.

Capital Outlay: The Recreation Department has no request for any additional capital projects at this time.

Expenses: The Recreation Department 2020 budget is slightly increasing for 2020. The Splash Pad expenses are estimated to be \$3,000 for maintenance and \$9,300 for water.
***Please note that any changes to expenses in the Recreation Department Budget will generally show complimentary changes to revenues.*

Revenues: Revenues have been based on the expected and realistic participation in classes, trips and summer recreation. The goal of the department is to continue using the partnership with the Hartland/Lakeside School District to offer new programs that will increase general recreation class revenues. The Recreation Department will also continue to work with other entities throughout the community to hold and provide programs.

Capital Improvement Plan: Request for funds to make improvements to the current Community Center is shown as a future project.

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Future Goals:

- 1) The Recreation Department will be reviewing all their programs to see where they need to add more programs, which programs to no longer offer and which ones should still be held.
- 2) The Recreation Department will also be concentrating on seeing what the upcoming trends for programs are.

Staffing/Personnel Schedule: For 2020, the Recreation Department will have one full time Director, one Recreation/Fiscal Clerk, one Before and After School Coordinator, three seasonal Before and After School Instructors, one Summer Camp Coordinator, one seasonal Summer Camp Co-Coordinator, nine seasonal Summer Camp Counselors and seasonal kickball/softball referees. Before and After School Coordinator also assists with Early Release and at Bingo. Before and After School staff also assists with Spring Break Camp.

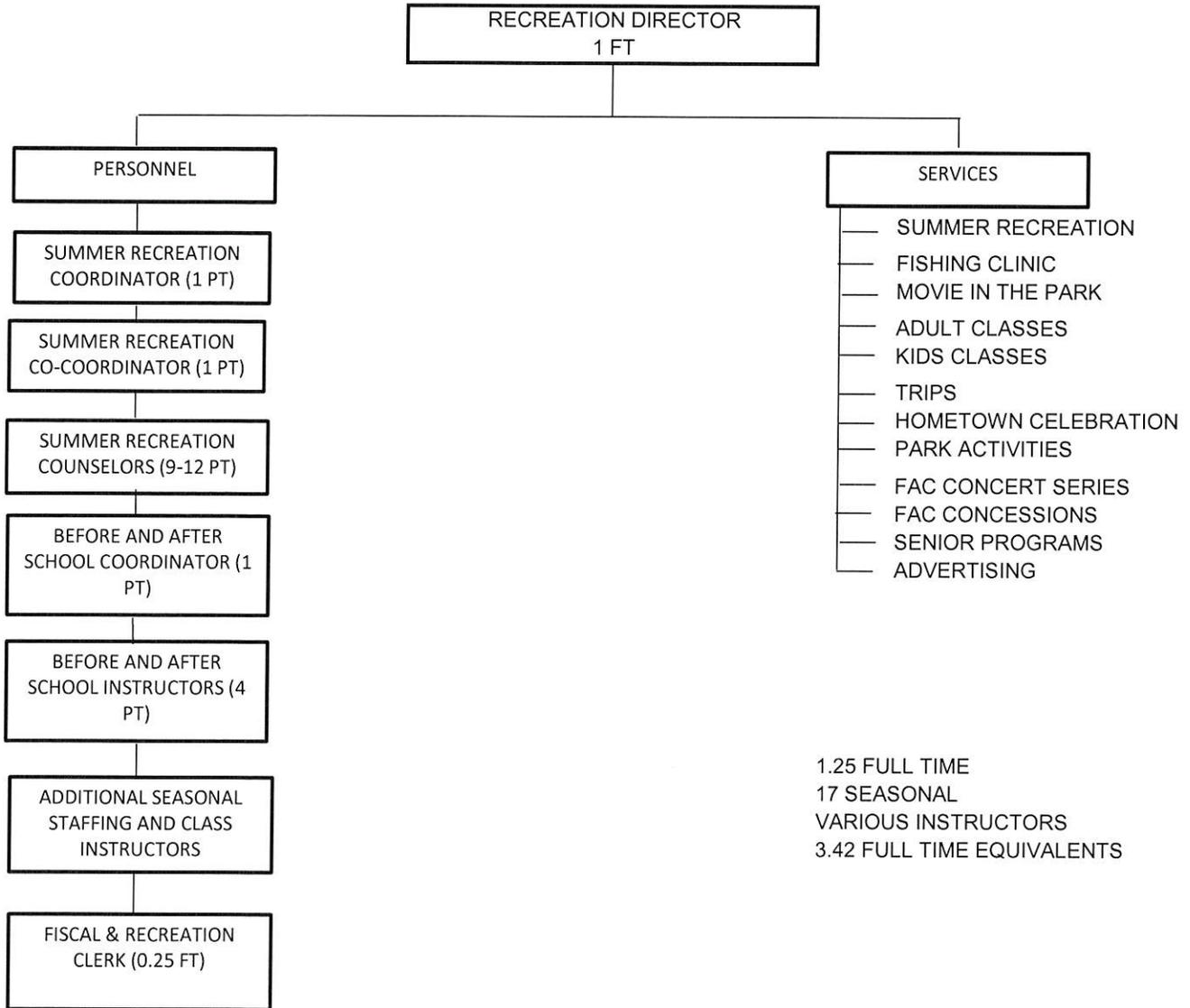
Capital Outlay: The Recreation Department has no request for any additional capital projects at this time.

Expenses: The Recreation Department 2020 budget is slightly increasing for 2020. The Splash Pad expenses are estimated to be \$3,000 for maintenance and \$9,300 for water.
***Please note that any changes to expenses in the Recreation Department Budget will generally show complimentary changes to revenues.*

Revenues: Revenues have been based on the expected and realistic participation in classes, trips and summer recreation. The goal of the department is to continue using the partnership with the Hartland/Lakeside School District to offer new programs that will increase general recreation class revenues. The Recreation Department will also continue to work with other entities throughout the community to hold and provide programs.

Capital Improvement Plan: Request for funds to make improvements to the current Community Center is shown as a future project.

2020 RECREATION DEPARTMENT



Recreation Department

Account Description	2018 Actual	2019 Budget	Thru 06/30/19	% Used	Full Yr Est	2020 Adopted	FOOTNOTES
Recreation Wages & Benefits							
E 101-55300-110 SALARIES	\$ 113,927	\$ 123,350	\$ 49,340	40%	\$ 120,000	\$ 122,000	A
E 101-55300-130 FICA	8,522	9,400	3,778	40%	8,700	9,400	
E 101-55300-140 RETIREMENT BENFTS	4,236	4,150	1,811	44%	4,150	4,400	
E 101-55300-150 HEALTH/DENTAL/LIFE	9,488	11,650	4,458	38%	11,650	11,650	
E 101-55300-180 OTHER BENEFITS	750	750	750	0%	750	750	
Sub-Total Recreation Wages & Benefits	\$ 136,923	\$ 149,300	\$ 60,137	40%	\$ 145,250	\$ 148,200	
Recreation Operations							
E 101-55300-290 OUTSIDE SERVICES	\$ 107,549	\$ 91,000	\$ 52,527	58%	\$ 117,000	\$ 110,000	B
E 101-55300-291 ACTIVENET FEES	13,799	10,000	5,099	0%	13,000	13,000	C
E 101-55300-295 TRIPS	9,641	10,000	1,421	14%	3,800	4,000	D
E 101-55300-300 OPER SUPPLIES/EXP	31,138	29,000	12,884	44%	33,800	31,000	E
E 101-55300-302 DANCE ACADEMY	35,509	31,500	21,677	69%	34,000	34,000	F
E 101-55300-303 SUMMER REC EXPNS	11,024	16,000	2,487	16%	8,000	11,000	G
E 101-55300-305 EXPENSES-OTHER	-	-	-	#DIV/0!	-	-	
E 101-55300-312 SPLASHPAD EXPNS	1,934	3,000	117	4%	3,050	3,000	H
E 101-55300-220 SPLASHPAD WATER EXP	9,412	9,300	-	0%	8,800	9,300	I
E 101-55300-800 CAPITAL OUTLAY	-	-	-	0%	-	-	
E 101-55300-900 CORP RESERVE PMTS	5,000	5,000	5,000	100%	5,000	-	J
Sub-Total Recreation Operations	\$ 225,006	\$ 204,800	\$ 101,212	49%	\$ 226,450	\$ 215,300	
TOTAL RECREATION/COMMUNITY ED	\$361,929	\$354,100	\$161,349	46%	\$371,700	\$363,500	Increase 2.7%

FOOTNOTE EXPLANATIONS ON TAB 17 PAGE 5

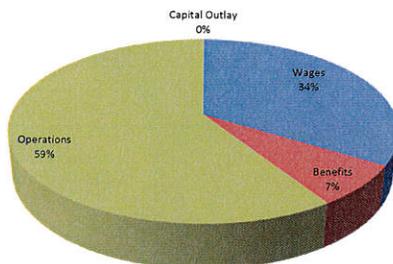
Highlight 2019: In 2019, the Hartland Community Center received a fresh coat of paint on the walls. Instructors, Participants and Recreation Director were thrilled this was done. Hartland Recreation Department and Lake Country Beer Garden worked together on the line up for the Thursday Night Concert Series. The concert series ran from Thursday, May 23 through September 26. The Rec Department was responsible for the bands from Thursday, June 6 through Thursday, August 15. Lake Country Beer Garden was responsible for the bands that played Thursday May 23 and 30 and August 22 through September 26.

Spotlight 2020: The Hartland Recreation Department will focus on utilizing the Fine Arts Center more in Nixon Park.

Operations: With increased success of existing and new programs, the Recreation Department is projecting a declining tax burden for the Village in regards to its operations.

	2019 Budget	% of Budget	2020 Adopted	% of Budget	Incr/Decr
Wages	123,350	35%	122,000	34%	-1.09%
Benefits	25,950	7%	26,200	7%	0.96%
Operations	204,800	58%	215,300	59%	5.13%
Capital Outlay	-	0%	-	0%	0.00%
Total	354,100	100%	363,500	100%	2.65%

RECREATION EXPENSES



Footnotes to Recreation Department Budgeted Line Items

- A. Account E101-55300-110 Salaries: This account is the salary of the Recreation Director, Summer Camp Counselors, and the Before and After School Program.
- B. Account E101-55300-290 Outside Services/Contracts: This represents the fees of Recreational Activities that are instructed by outside contractors hired by the Recreation Department. These instructors are paid a percentage of the fees collected for each student that enrolls in their classes. Some examples of these classes are Moderate Yoga, QiGong, Yoga for Life and Gentle Yoga.
- C. Account E101-55300-291 Active Net Fees: This represents the expense for using the recreation registration software. The registration software contract includes an annual minimum fee of \$3,600, which is based on a percentage of registration fees. The fee in the budget line is estimated to be higher because once the minimum is met, Active Net still charges a percentage for each transaction made.
- D. Account E101-55300-295 Trips: This represents the cost of the trips that are offered by the Recreation Department.
- E. Account E101-55300-300 Operating Supplies/Expenses: This represents the expenses the Recreation Department may have on a daily, weekly, monthly, or yearly basis. Some examples of these expenses are copies, postage, general office supplies, supplies for programs, t-shirts for the Fishing Clinic, Recreation Department's cell phone, mileage reimbursement, advertising fees to promote the recreation department and program guide which is produced three times a year.
- F. Account E101-55300-302 Dance Academy: This represents expenses for our Dance Academy provider TTP.
- G. Account E101-55300-303 Summer Rec Expenses: This represents the expenses for the Summer Camp Program. These consist of the fieldtrip admissions, transportation costs, supplies and equipment that are only used by Summer Camp.
- H. Account E101-55300-312 Splash Pad Expenses: This represents the annual maintenance expenses for the Splash Pad which is estimated to be approximately \$3,000. In 2019 new parts for the red, blue and yellow dumping bell, which is a feature at the Splash Pad, were bought.
- I. Account E101-55300-220 Splash Pad Water Expense. This is the annual expense for water usage paid to the Water Utility for the splash pad, which is estimated to be approximately \$9,300.
- J. Account E101-55300-900 Corporate Reserve Paybacks: Hartland Recreation Department has none at this time. TTP's dance floor was paid off in 2019.

Recreation

Personnel Wages Acct: 101-55300-110

<i>Classification</i>	<i>Full Time</i>	<i>Part Time</i>	<i>Salary Grade</i>	<i>Full Time Equivalents</i>		
				<i>2018</i>	<i>2019</i>	<i>2020</i>
Recreation Director	1		9	1.000	1.000	1.000
Fiscal and Recreation Clerk	1		5	0.250	0.250	0.250
Summer Camp Coordinator		1		0.200	0.200	0.200
Summer Camp Co-Coordinator		1	Seas	0.200	0.200	0.200
Summer Camp/Tiny Tots Counselors		9	Seas	0.840	0.840	0.840
Before/After School Coordinator		1	Seas	0.310	0.310	0.310
Before/After School Staff		4	Seas	0.610	0.610	0.610
Kickball Referee		2	Seas	0.012	0.012	0.012
<i>Employee Totals</i>	2	18		3.422	3.422	3.422

VILLAGE OF HARTLAND 5 YEAR BUDGET HISTORY

Recreation

Expenses	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Wages	107,820	108,840	113,927	123,350	122,000
Benefits	23,780	22,738	22,996	25,950	26,200
Operations	185,811	220,444	225,006	204,800	215,300
Capital Outlay	577	-	-	-	-
Total	317,988	352,022	361,929	354,100	363,500
Revenues					
Revenues	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Classes	128,694	140,772	156,518	130,000	155,000
Before/After Sch	39,023	33,259	38,408	38,000	38,000
Dance Studio	16,360	35,299	43,054	35,000	37,500
Trips	21,732	19,047	8,907	20,000	4,000
Summer Rec	41,808	51,570	63,548	55,000	55,000
Other	6,758	3,521	2,431	2,800	2,800
Splash Pad Donations	60	-	-	-	-
Total	254,435	283,468	312,866	280,800	292,300
Supported by Taxes	63,553	68,554	49,063	73,300	71,200
Population	9,141	9,170	9,197	9,212	9,212
Annual Per Capita Supported by Taxes	6.95	7.48	5.33	7.96	7.73
Per Capita Supported by Taxes Per Day	0.019	0.020	0.015	0.022	0.021
Total Exp Per Person Per Day	0.095	0.105	0.108	0.105	0.108