

PARK AND RECREATION BOARD AGENDA

MONDAY JANUARY 6, 2020

6:30 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 November 4, 2019 meeting.

Public Works Items

2. Discussion and possible consideration of the possible renaming of Hartbrook Park to Rotary Park and a plan of proposed improvements, Hartland – Lake Country Rotary Club.
3. Discussion and possible consideration of Hartland Kids Day, Erin Guenterberg.

Other items for consideration

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

Deidre Bushéy
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
MONDAY, NOVEMBER 4, 2019
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Peggy Kallenberger, Duane Lawson, Jack Kulo, Rick Connor and Tina Bromberger (arrived at 6:55pm).
Absent: Kelli Yogerst.
Others: Mike Gerszewski.

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 October 7, 2019 meeting.

Motion (Connor/Lawson) to approve the Park and Recreation minutes of October 7, 2019. Carried (6-0).

Public Works Items

2. Discussion and possible consideration of a cabinet for the Nixon Canteen, HAAA, Tom Ludtke-

Tom Ludtke of HAAA was present and explained HAAA would like to install a cabinet for storage. The cabinets he looked at are all under \$200, the one he is looking at has a keypad for locking and is 30 x 30. Gerszewski will meet with Tom sometime this week to review placement of the cabinet.

Motion (Hallquist/Kallenberger) to approve the cabinet in the Nixon Canteen subject to staff reviewing the location. Carried (6-0).

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

Gerszewski said there are no changes to the standard agreements and he said he has not heard of any issues. Dave Volk from the Chiefs did send in a comment that there were no changes to the Lake Country Chiefs agreement. Hallquist said the name of the Administrator

needs to be changes. Gerszewski asked if the Administrator or the President signature is correct endorsement.

Motion (Kallenberger/Connor) to approve the annual review of the agreements for the Bark River & Nixon Canteen, Lake Country Lacrosse Centennial Park use and the Scoreboard/Pressbox agreement with the Lake Country Chiefs, with no changes. Carried (6-0).

4. Discussion and possible reconsideration of a Food Truck Policy.

Gerszewski said this will need to go to the Village board and has been reviewed by the Village Attorney. There was discussion on flat fee vs percentages. He said typically this is a Food truck that is brought in by someone renting the fine arts center or shelter so it's usually a one-time thing. There was discussion on the Ice Cream Truck that goes around in the summer. He said the Ice Cream Truck should be handled at the Administrative level and there should be some type of permit or license. Gerszewski recommended reviewing all fees on an annual basis. There was discussion on the fee amount. Park Board recommends \$75.00 per use for the first year and to be reviewed yearly.

Motion (Hallquist/Lawson) to recommend approval the Food Truck Policy as stated. Carried (6-0).

5. Discussion and possible re-consideration of Park Shelter Reservation fees & Deposit fees.

It was stated that staff made Park Board aware that the deposit & refund process is several steps & cumbersome. Gerszewski explained that the office doesn't hold checks, they are deposited, and when issuing a refund, it would have to go on a voucher list to be approved by the Village board. It was also noted that no one have ever damaged a shelter, so Staff would like the Park Board to reconsider the changes to the fees that were voted on in September.

Motion (Kallenberger/Connor) to rescind the former recommendation of a \$100 deposit that was made at the September 3rd, 2019 meeting. Carried (5-2). Nays- Hallquist and Lawson.

Gerszewski went over the current shelter rental fees and said Yogerst did supply a spreadsheet of fees from other communities and went over those fees. There were discussion on fees in other communities. There was discussion on raising the fees a percentage and a flat amount.

Motion (Connor/Bromberger) to raise shelter fees by \$25.00 across the board. Carried (7-0).

6. Discussion and possible consideration of Field Rental Fees.

Yogerst put together a spreadsheet of fees in other communities. There has been no raise in Hartland's fees in years and other community's fees are somewhat higher than Hartland. There was discussion on the fees other communities charge, the amount of groups that are tax exempt, and how other communities charge hourly rates.

Motion (Connor/Lawson) to recommend approval of raising Field rental fees \$10 excluding the football field and tennis courts. Carried (5-2). Nays- Bromberger and Hallquist.

7. Discussion and possible consideration of Field Prep Fees.

Gerszewski provided the board with a sheet that shows the actual cost of the DPW (except it doesn't include t-ball) and said he included only summer help. He said they only use summer help that on the weekends now, and it saves on overtime. He went on to say that labor varies between fields, and there are no soccer fields currently being used in Hartland. After some discussion it was recommended to adjust the name on the form to Soccer/Lacrosse fields, as prep fee will be the same for both sports. The recommended new Fee Schedule is as follows:

1. \$60 – Lacrosse, Soccer, Football.
2. \$50 – Baseball (large fields) Bark River Softball, Nixon Hardball, Centennial & Penbrook.
3. \$15 – T-ball, Joliet and Hartbrook.

Fees must be reviewed yearly in November.

Motion (Connor/Bromberger) to increase Field prep fees as stated. Carried (7-0).

8. Discussion and possible consideration of Fine Arts Center Fees.

Gerszewski recommended leaving the deposit fees as is. After some discussion, the Park Board recommends changing the Fine Art reservation fees to the following:

<u>Resident:</u>		<u>Non – Resident:</u>	
0 – 50	\$80	0 – 50	\$100
51 – 100	\$100	51-100	\$130
101 – 200	\$125	101 – 200	\$170
201+	\$150	201+	\$200

Fees reviews annually.

Gerszewski will make the changes and bring them back for verification.

Motion (Gundrum/Bromberger) to increase Fine Arts Center fees as stated. Carried (7-0).

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.**

Village has hired new administrator and he will start on January 6th. His name is Tim Rhode and is coming from the Town of Cedarburg.

10. Adjourn

Motion (Bromberger/Gundrum) to adjourn. Carried (7-0). Meeting adjourned at 8:15 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk

PARK BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL

Location of Work Hartbrook Park			
Group Sponsoring Work Lake Country Rotary			
Contact Person Melissa Thompson		Phone 262-367-2000 x108	EMAIL thompson@swallauschool.org
Address Swallow School 2249 N 56th Court Rd E	City Hartland	State WI	Zip 53029
Alternate Contact Person		Phone	EMAIL
Address	City	State	Zip
Comments:			
Contractor Name		Phone	EMAIL
Address		State	Zip
Insurance			
Contractor Name		Phone	EMAIL
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: 1-2-2020 Date of Meeting: 1-6-2020 Approval _____

To: Village of Hartland Park Board
From: Lake Country Rotary Board Members
Re: Hartbrook Park Renovation & Potential Renaming Project
Date: January 2, 2020

Rotary 
Club of Hartland-Lake Country
Established in 1978
www.lakecountryrotary.com

Last year, Lake Country Rotary President Bob Mallow, on behalf of the club, engaged the Village of Hartland Park Board, as well as Hartland Village Board to present the concept of erecting a large, 90', American flag in Hartbrook Park. This concept was met with approval and left that the club would take the initiative of getting plans drawn and then make a presentation back to the Village Board. The club also began planning fundraising and informational efforts so that the whole community could know what was in the works and why.

Since then, our club has re-committed to investing in Hartland and this year's Board, along with club members, are very supportive of taking the flag project to another level, to include partnering with the Village of Hartland to:

- Erect the flag as already discussed;
- Assist the Village in creating a plan for additional improvements including:
 - the building of the student-designed war memorial project (there was a contest for area students 3-4 years ago);
 - ongoing Bark River clean-up in coordination with other community groups
 - review and create potential long-range plans for other improvements (baseball diamond, sand volleyball courts, basketball courts, playground area and pavillion)

With Lake Country Rotary's involvement and investment in this park, we would like the Village Board to also consider allowing the renaming of Hartbrook Park to become Rotary Park. This renaming would be symbolic for the aforementioned commitment but does not mean that Lake Country Rotary would assume maintenance or be asking to purchase the park.

Past-President Bob Mallow, current President Melissa Thompson, and President-elect Jeremy Pfaff shared this proposal with the full Village Board on November 25, 2019 and now it is our pleasure to meet with you to discuss next steps.

Lake Country Family Fun hosted its 7th annual **HARTLAND KIDS DAY** on Wednesday, July 31, 2019. This family-friendly, FREE event at Nixon Park had hundreds if not over a thousand people

attend! We sure hope you were there! There are three things that make Hartland Kids Day what it is: charity – giving back to our local community, sponsors – connecting local businesses and organizations with the community, and fun activities – because what’s summer without fun?! Plus, many thanks to **FM 106.1** for all they did to promote our event this year!

Lake Country Family Fun supported the Backpack Coalition of Waukesha County as the charity of Hartland Kids Day again. With school starting in just a month, it makes sense to have a school supply drive to help ensure that ALL children are ready to start the school year this fall.

Lake Country Family Fun readers collected so many supplies for the Backpack Coalition, which will be distributed to students in need in Waukesha County. Many, many special thanks to Anna Huf, Mrs. Royalty International; Ben Askren, local celebrity, and Charleston Orwig, local business, for assisting Lake Country Family Fun to get the word out and collect supplies for children in our communities.

SPONSORS: CONNECTING LOCAL BUSINESSES AND ORGANIZATIONS TO THE COMMUNITY

Lake Country Family Fun wants to also thank all of the **SPONSORS** for making this day possible. There were more sponsors than ever before with over 100 local businesses and organizations present or represented in the goodie bags. Each of these businesses or organizations plays an active role in keeping our communities healthy and positive. Please check out the various **SPONSORS** and support them in the community. We specifically want to thank Fleet Farm for being the premiere sponsor this year, which allowed for so much more fun for everyone! Plus, new this year, was our DJ, Dan Paulsrud, assisting our emcee Stephanie Cutler. Many thanks to both of them for making sure all the demonstration performances went off without a hitch!

FUN ACTIVITIES FOR ALL!

What was your favorite activity of the day? There were bounce houses, a rock wall, 8 stage performers, and the various activities at each booth. Plus, food

The food! We love it when attendees come hungry! Flying Cow made around 110 pizzas, and the Picnic Basket sold out of subs! Plus, Endter’s was serving up fast and easy kids meals. We didn’t forget dessert – Kona Ice was the perfect treat for the warm day as well as the prettiest cookies by All the Crumbs Cookies! I’m hungry just thinking about it.