

**PARK AND RECREATION BOARD AGENDA**  
**MONDAY MARCH 2, 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 January 6, 2020 meeting.

**Public Works Items**

2. Discussion and possible consideration of Ragnar Run event at Centennial Park on May 15-May 16, Katie Seely.

**Other items for consideration**

3. 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.
4. 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, JANUARY 6, 2020  
6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Duane Lawson, Jack Kolo, Rick Connor and Tina Bromberger (arrived at 7:00 pm).  
Absent: Peggy Kallenberger  
Others: Mike Gerszewski, Kelli Yogerst and Tim Rhode.

**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 November 4, 2019 meeting.**

Motion (Gundrum/Connor) to approve the Park and Recreation minutes of November 4, 2019. Carried (5-0).

**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.**

Melissa Thompson of the Rotary was present and explained what they are thinking about and proposing. She said last year Bob Mallow the former Rotary president had come to Park Board regarding a flag pole at Hartbrook Park and they had gotten approval to move forward. She said the Rotary used to meet at the Hartland Inn, but because of the fire there they have chosen to keep the meeting place in Hartland and they now meet at the Legion. Ms. Thompson went on to say they have recommitted to being here in Hartland and with that, would really like to do some more investing in Hartbrook Park beyond the flag itself. She said the Rotary put in the splash pad at Nixon Park a few years back and it was a collaborative project with the Village and had a huge hand with the band shell. She went on to say there has been a lot of talk of what to do with a community center in the future and that is something Rotary could potentially be interested in partnering with the Village separate from this conversation tonight. She also said the spot where the old bowling alley was could be a good spot for that too. Ms. Thompson handed out to everyone an explanation of what the Rotary is proposing and they are:

1. Erect the flag as already discussed.
2. Assist the Village in creating a plan for additional improvements including:
  - a. The building of the student-designed war memorial project (student contest that took place 4 yrs. ago).
  - b. Ongoing Bark River clean-up in coordination with other community groups.
  - c. Review and create potential long range plan for other improvements like the baseball diamond, volleyball courts, basketball courts and playground area and pavilion.

With the Rotary's involvement and investment they would like the Village Board to consider renaming Hartbrook to Rotary Park. Ms. Thompson said they while they can't be out there mowing and cleaning up they are hoping to work with the Village to accomplish these goals.

Gerszewski said the location is problematic because of the water and sewer lines and it would be very expensive to move. Hallquist asked what the memorial would be facing and he also commented on the original plan of the flag being seen from Hwy 16. He also said the 90 ft. flag pole they are proposing, the Village doesn't have any equipment to get up that high for any maintenance. Bob Mallow pointed out that the Fire dept. said their ladder can go up to 105 ft. but Hallquist said the Park Board doesn't have any jurisdiction on giving approval for the use of the large ladder that would need to be the Village Board.

Hallquist asked since the Rotary doesn't won't be doing any maintenance, would the cost and maintenance be that of the Village, such as repair, flag replacement etc. Bob Mallow said the Lake Country foundation has made a commitment to have flag replacements whenever necessary. He also commented that repair cost and the raising and lowering of flags. Gerszewski said they are raising and lowering flags almost on a weekly basis now. Ms. Thompson commented on possibility of fundraising to help cover costs.

There was brief discussion on whether the improvements the Rotary wants to do would take place first or the name change would take place first. Bob Mallow said that is something they haven't thoroughly discussed. Hallquist asked them that when they have their plan to include all of that and they can't approve something that doesn't have a plan. Lawson said he thought he heard 70 ft. at some point and Mr. Mallow said they have different levels they can do. Bromberger commented that she feels this is not on a need list and the Park Board doesn't need to take on anymore cost at this point. Hallquist said they would also need to get together with DPW regarding the location. Hallquist said he understands what they are proposing but also would like to see it warranted to change the name of the park.

**3. Discussion and possible consideration of Hartland Kids Day, Erin Guenterberg.**

Erin Guenterberg was present to explain this year's Hartland Kids Day and give the board an update of last year's Hartland Kids Day. She said the date this year will be July 29. Hallquist mentioned there is a new food truck policy in place now for food vendors.

Ms. Guenterberg commented on the shuttle and said they will have better signage this year and she wondered if the police could help. Yogerst said she should have a sit-down with the

police, and DPW before the event. Ms. Guenterberg said the parking last year went better. There was discussion on the parking and the possibility of having 2 attendants to help.

Motion (Bromberger/Connor) to approve the Hartland Kids Day 2020. Carried (6-0).

**4. Discussion and possible reconsideration of extension of Splash Pad Hours.**

Hallquist said he is in favor of it. Gerszewski said the hours would be 9 a.m. – 7 p.m. He said in looking at the water usage it was ok, even with the extended hours.

Motion (Lawson/Bromberger) to approve the extension of the Splash Pad hours for 2020. Carried (6-0).

**Other items for consideration**

**5. 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 commented that this is free try week and if anyone knows a senior fitness exercise instructor, the current one will no longer be able to teach Fridays.

**6. Adjourn**

Motion (Gundrum/Connor) to adjourn. Carried (6-0). Meeting adjourned at 7:34 PM.

Respectfully submitted  
By Recording Secretary,  
Deidre Bushey  
Deputy Clerk

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

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

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

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

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

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

**Items to be submitted in the Action Plan:**

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

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

Date Applied: 12/12/2019 Date of Meeting: \_\_\_\_\_ Approval \_\_\_\_\_



# Village of Hartland Park Facility Reservation Application

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

Permit # \_\_\_\_\_

## Contact Information

Organization Name (if applicable) Ragnar Events, LLC  
 Renter or Responsible Party Katie Seely  
 Home/Cell Phone 801-834-9531 Email katie@ragnarrelay.com  
 Address 12 S 400 W Suite 200 City/Zip Salt Lake City 84101  
 If above person cannot be reached: Troy Wheeler Phone 716-948-7357

## Rental Information

Event Date Friday May 15- Saturday May 16, 2020 Event Type running relay race  
 Arrival Time (include set-up time) 9:30 PM Friday Departure Time (include clean-up time) 6:00 AM Saturday  
 Attendance 2300 Electricity - Yes \_\_\_ No X Tax Exempt - Yes \_\_\_ No X (If yes, please include certificate)

## Rental Fees

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

### Park Shelter/Open Space

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

### Rental Fee (based on number of attendees)

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

### Refundable Deposit (based on number of attendees)

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

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

Katie Seely  
 Renter's Signature  
Katie Seely  
 Renter's Name (please print)

12/12/19  
 Date

Rental Fee	_____
Tax (5.1% on Rental Fee)	_____
Deposit (if required)	_____
Total Due	_____

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Park Shelter Use Policies

## **RESERVATIONS**

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

## **LIMITS TO RESERVATION TIME**

- Hours for all village parks are sunrise to sunset
- The Village can not guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

## **LIMITS ON USE OF FACILITIES**

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- 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.

## **FACILITY AMENITIES**

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

## **PERMITTED**

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

## **REFUNDS**

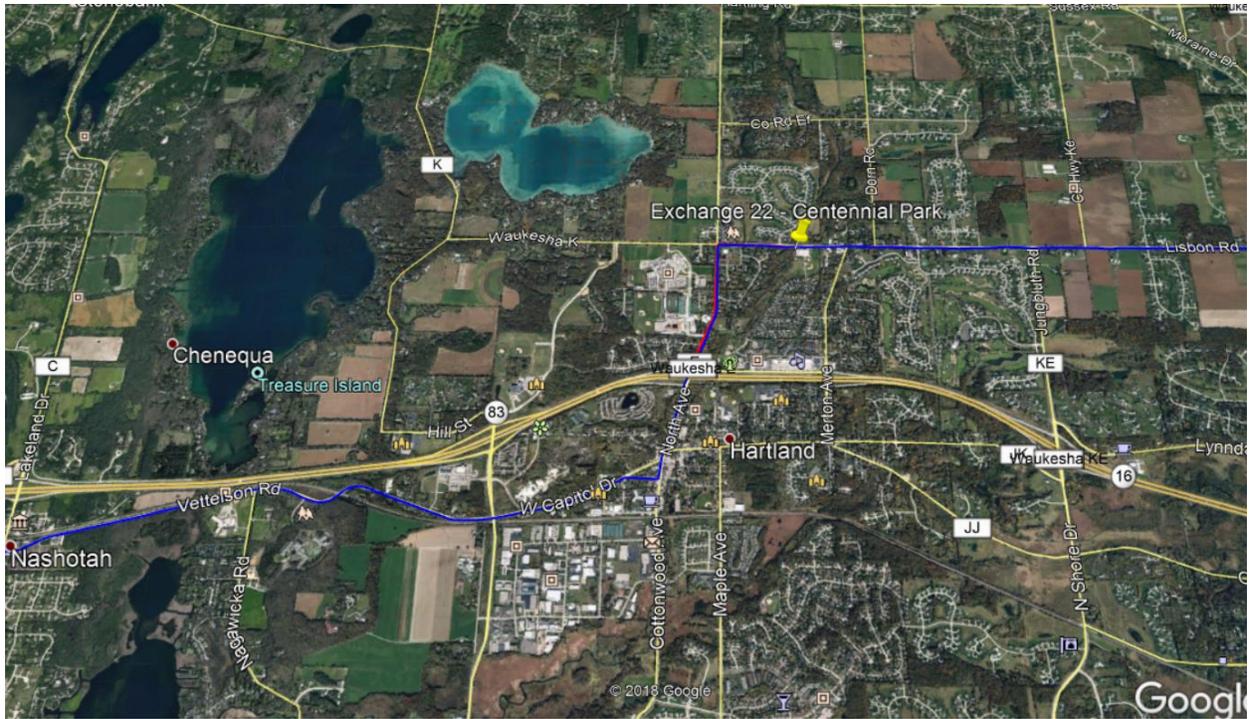
In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted. Contact the Village's Administrative Office for further assistance.

## **REMINDERS**

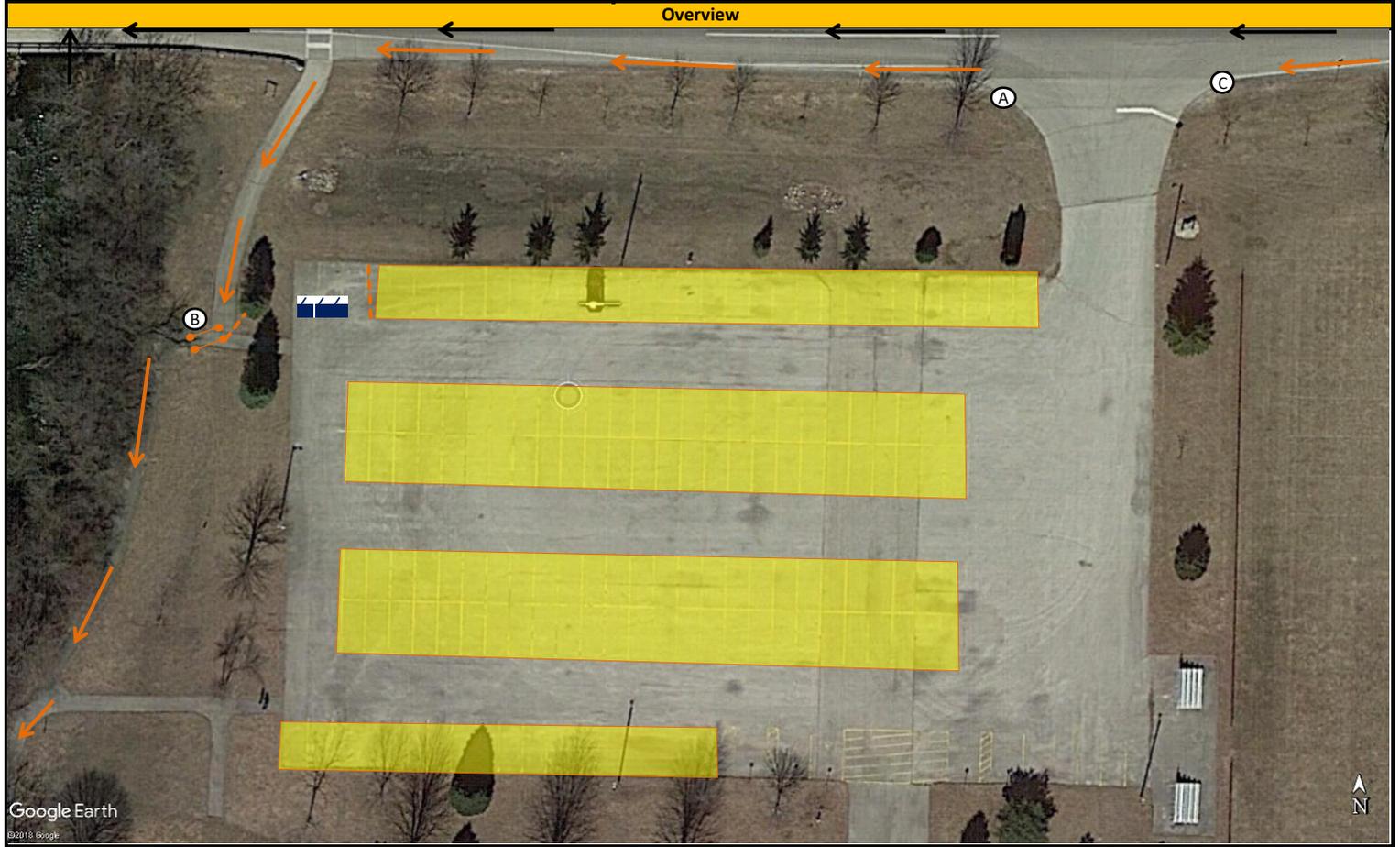
- Disorderly conduct is prohibited
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be deducted from the security deposit.



# HARTLAND ROUTE 2020



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



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

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

**From:** [Torin J. Misko](#)  
**To:** [Deidre Bushey](#); [Mike Gerszewski](#)  
**Subject:** Re: Scanned image from Village of Hartland - 31877  
**Date:** Sunday, May 26, 2019 10:01:59 AM

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The event seemed to go very well. The Police Department did not receive any complaints from residents and did not experience any problems. I am not aware of any conflicts with the June dates from the Police Department's perspective.

Torin J. Misko  
Chief of Police  
Hartland Police Department  
210 Cottonwood Avenue  
Hartland, WI 53029  
[tmisko@villageofhartland.com](mailto:tmisko@villageofhartland.com)

----- Original message -----

**From:** Deidre Bushey <[deidreb@VillageofHartland.com](mailto:deidreb@VillageofHartland.com)>  
**Date:** 5/24/19 10:52 AM (GMT-06:00)  
**To:** Mike Gerszewski <[MikeG@VillageofHartland.com](mailto:MikeG@VillageofHartland.com)>, "Torin J. Misko" <[tmisko@VillageofHartland.com](mailto:tmisko@VillageofHartland.com)>  
**Subject:** FW: Scanned image from Village of Hartland - 31877

Good morning,

I am passing this email on, that I received yesterday from Katie Seely from the Ragnar Run. She would like to know if there is any feedback regarding their event.

Dee-Dee

Hello Deidre,

Many thanks to you and the Village of Hartland for making the Ragnar possible last weekend! Do you have any feedback for us so that we can make 2020 even better?

We are potentially moving the date of the relay to June 12-13, 2020. Do you know of any conflicts for that weekend? If we kept the same date for next year it would be May 12-13, 2020 but I will be sure to notify you once we lock down a date and please let me know if you are aware of any conflicts.

Thank you again!

Katie Seely  
Ragnar Events

-----Original Message-----

**From:** Deidre Bushey <[deidreb@VillageofHartland.com](mailto:deidreb@VillageofHartland.com)>  
**Sent:** Wednesday, February 13, 2019 7:35 AM  
**To:** Katie Seely <[katie@ragnarrelay.com](mailto:katie@ragnarrelay.com)>  
**Subject:** RE: Scanned image from Village of Hartland - 31877

**From:** [Dave Felkner](#)  
**To:** [Deidre Bushey](#); [Mike Gerszewski](#)  
**Subject:** RE: Last years Ragnar Run  
**Date:** Wednesday, February 26, 2020 10:18:53 AM

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I don't recall any incidents or problems from this run.

Dave Felkner  
Village of Hartland Utilities  
210 Cottonwood Ave.  
Hartland, WI 53029  
414-630-8168  
[davef@villageofhartland.com](mailto:davef@villageofhartland.com)

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**From:** Deidre Bushey  
**Sent:** Wednesday, February 26, 2020 8:57 AM  
**To:** Mike Gerszewski <[mikeg@villageofhartland.com](mailto:mikeg@villageofhartland.com)>; Dave Felkner <[dfelkner@villageofhartland.com](mailto:dfelkner@villageofhartland.com)>  
**Subject:** Last years Ragnar Run

Can you give me feedback for the Ragnar Run last spring, I know I asked for feedback last year for the Ragnar Run, but I can't seem to find your response that you sent to me. They are on the next Park Board agenda and Tim H. asked that include DPW and PD feedback in the packet. Thanks-

Deidre Bushey  
Deputy Clerk  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029  
Phone (262) 367-2714