

**PARK AND RECREATION BOARD AGENDA  
MONDAY JULY 6, 2020**

**\*NOTE - PARK AND RECREATION BOARD MEETING TIME IS NOW 7 PM.**

**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 June 1, 2020 meeting.

**Public Works Items-**

2. Discussion on update on Reverse Hartland Kids Day July 29, 2020, Erin Guenterberg.
3. Discussion and possible consideration for use of Fine Arts Center, Lake Country Players vocal performances, July 17 & 31<sup>st</sup> 12-4:30 pm.
4. Discussion and possible consideration for Beer Garden at Hartbrook Park, Melm's Brewery.
5. Presentation of possible plans for future Pickle Ball Courts, Mike Gerszewski.

**Other items for consideration**

6. 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.
7. 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, JUNE 1, 2020  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Rick Connor and Peggy Kallenberger.  
Excused: Dwayne Lawson, Tina Bromberger & Jack Kolo  
Others: Kelli Yogerst, Mike Gerszewski, Lynn Minturn, Pat Endters

**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 May 4, 2020.**

Motion (Connor/Gundrum) to approve the Park and Recreation minutes of May 4, 2020.  
Carried (4-0).

**Recreation Director Items**

**2. Discussion and possible consideration of rental of Centennial Field for Kohl's Punt & Kick camp, Nick Croak.**

This agenda item was withdrawn.

**3. Discussion and possible consideration for a wedding at Nixon Park Shelter #4, June 12, 2020, Sue Jambretz.**

Gerszewski said this is just a standard reservation that will take place on June 12<sup>th</sup> from 2-6pm. It was stated they will also be purchasing food and drinks thru the Lake Country Beer Garden.

Motion (Kallenberger/Connor) to approve the wedding at Nixon Park Shelter #4 on June 12, 2020. Carried (4-0).

**4. Discussion and possible consideration of the Hartland Street Dance at Nixon Park, Hartland Chamber of Commerce, Lynn Minturn.**

Gerszewski said the overview was approved by the Village Board. The Hartland Chamber of Commerce is needing to move the Hartland Street Dance to Nixon Park due to the current

need for social distancing. Hallquist said the current beer serving area where it is now would be too congestive and it was suggested to move it somewhere else. Ms. Minturn said the beer area will be moved to the west side of the warming shed to plug into. She said there will be no vehicles in the parking lot except workers. They might have a food truck at night. Ms. Minturn said the band will be on the Fine Arts Center stage and they will bring in additional dumpsters if needed.

Hallquist suggested turning the speakers so people standing by the tickets and beer can hear it. Pat Endter asked if they could use the dumpsters in the park. Ms. Minturn said yes and there would be a clean-up crew on Saturday and Sunday.

Motion (Kallenberger/Connor) to approve the Hartland Street Dance at Nixon Park on July 18, 2020. (Carried 4-0).

**5. Presentation of possible plans for future Pickle Ball Courts, Mike Gerszewski-**

Gerszewski said there are 3 options:

- 1) Resurface as it is
- 2) Eliminate tennis court and reconfigure to 4 pickle ball courts
- 3) Build a new pickle ball court.

Gerszewski said he is waiting for another price quote. Revised as is \$20,160.00. Park Board asked for more information and asked to bring this back. This item was asked to keep on the table.

**6. 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.**  
None.

**7. Adjourn**

Motion (Kallenberger/Connor) to adjourn. Carried (-0). Meeting adjourned at 7: 36PM.

Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk  
Deputy Clerk

# FLOW of the REVERSE HKD 2020

## 1. Attendees buy a free ticket online (Eventbrite)

- Only 250 tickets available
- One Ticket covers one carload
- 25 cars per timeslot (10 timeslots) from 9:00 – 1:30 pm will be available
- See full ticket exclusions, details and FAQs **HERE (coming soon)**.



2. Attendees show up to the staging area to the east of Sweet Dreams (Staging Area is in the empty lot to the East of Sweet Dreams). It will be marked and parking lot attendants will be there. **Note:** You may NOT proceed to the Nixon Park entrance without starting at the staging area. You will not be allowed to enter Nixon Park without a color-coded card.

3. Attendees line up in a single file row (facing SOUTH) BEHIND the cone with your TIME SLOT time written on it! There will be 3 rows set up at a time.

**Note:** You may only show up 15 minutes before your time slot. You must arrive by 15 minutes after your time slot starts. NO exceptions. ZERO.

Example 9:00 timelot may show up to line up 8:45 - 9:15am.

The diagram shows a 3x3 grid of time slots. Each slot contains a time in a specific color. Below each time slot is a traffic cone. At the bottom of the grid is a grey bar with yellow dots and the text 'Hartbrook Ave'.

1:00	12:30	12:00
11:30	11:00	10:30
10:00	9:30	9:00

Hartbrook Ave

4. Parking Attendant staged at the CONE of each row will dismiss a few cars at a time, being in communication with the Volunteer at the entrance to Nixon Park. Each car will be handed a colored TIME card to put on their dashboard.

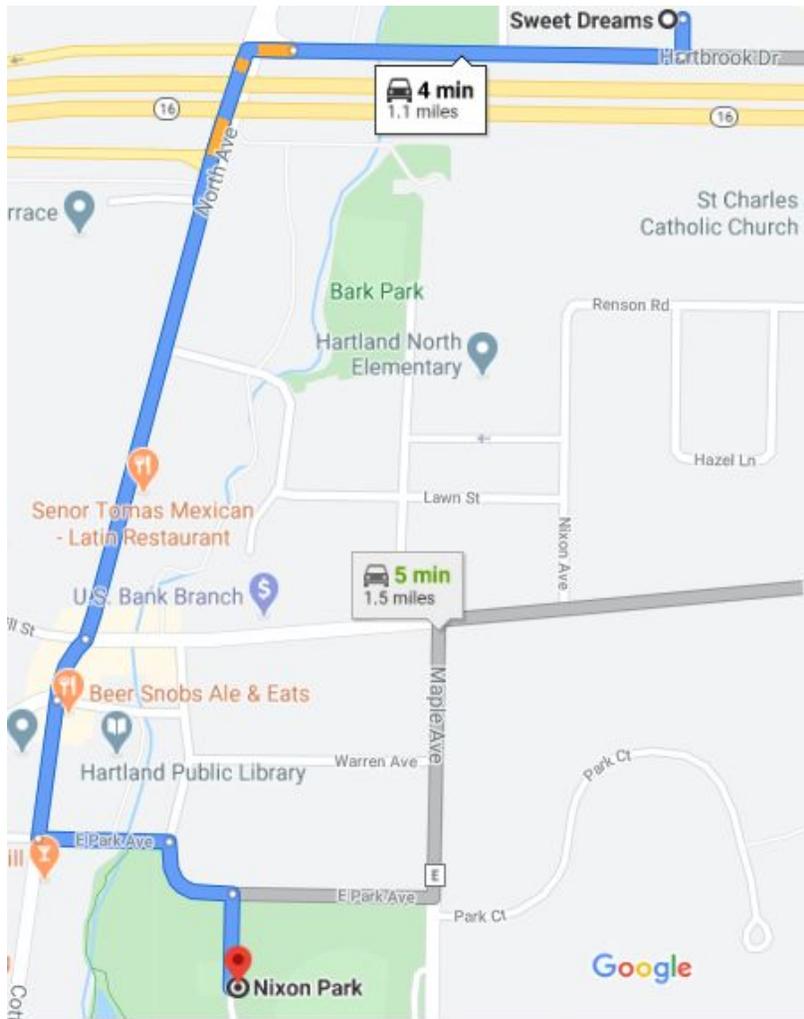
- Red – 9:00
- Navy Blue – 9:30
- Orange – 10:00
- Pink – 10:30
- Yellow – 11:00

- **Light Blue** – 11:30
- **Purple** – Noon
- **Dark Green** – 12:30
- **Grey** – 1:00
- **Light Green** – 1:30

**5. Once given timecard and the OK to proceed to HKD, follow the directions and map to drive to the HKD drive through Entrance.**

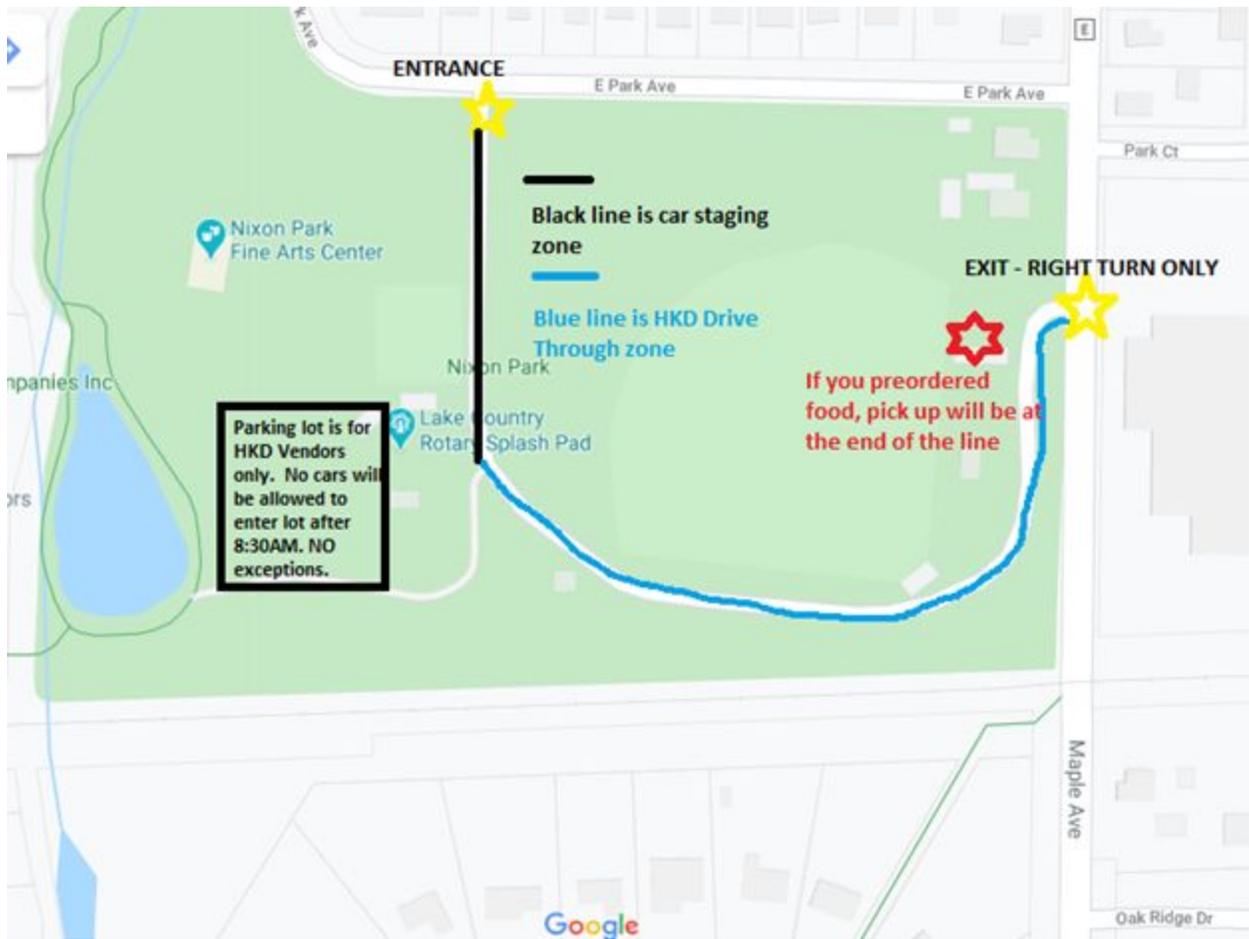
- Go West on Hartbrook Ave (turn RIGHT out of the staging area)
- Turn Left (south) on North Ave (at the stop sign)
- Turn Left (east) on Park Ave
- Turn Right to Stay on Park Ave at the T

Turn Right into the Nixon Park Entrance (Big Yellow Bus will be at the entrance)



6. At Nixon Park Entrance there will be a parking attendant to view colored card on your dashboard and he/she will allow you to drive into the black line staging area (see map below). (Once you reach the splash pad, you will hand colored card to the second attendant.)

Park layout will be as follows:



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

Location of Work: Nixon Park Arts Center			
Group Sponsoring Work: Lake Country Players			
Contact Person: Bob Hurd Sr		Phone: 920-988-9406	EMAIL: Robert_hurd@att.net
Address: 881 Winterberry Rd	City: Oconomowoc	State: WI	Zip: 53066
Alternate Contact Person: Nancy Hurd		Phone: 262-370-9246	EMAIL: nbaacr@gmail.com
Address: Same As Above	City: Same	State: Same	Zip: Same
Comments: Nixon Park Arts center will be used for fundraising for the Playhouse who will present various stage presentations that were schedule to take place at our location at 221 E. Capital Drive, Hartland.			
Contractor Name: Lake Country Players		Phone: Same as above	EMAIL: Same as above
Address: 221 E. Capital Drive, Hartland		State: WI	Zip: 53029
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.

## 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 Country PLayerS

Name of Person In Charge: Bob Hurd Sr

Telephone Number: (Home) 920-988-9406 (Work) Same (EMAIL) robert\_hurd@att.net

Address: 881 Winterberry Rd, Oconomowoc, WI 53066

Street/Mailing

Zip Code

If Above Person Cannot Be Reached: Nancy Hurd

Telephone Number: (Home) 262-370-9246 (Work) Same (EMAIL) nbaacr@gmail.com

Address: Same As above

Street/Mailing

Zip Code

Name of Group, Performer: Lake Country Players

Description of Entertainment: Vocal Performances

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer  Shelter  Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

FEES	Resident	0 - 50	51 - 100	101 - 200	201
			\$80.00+ 4.08	\$100.00 + 5.10	\$125.00 + 6.38
	Non Resident	0 - 50	51 - 100	101 - 200	201 +
		\$100.00+ 5.10	\$130.00+ 6.63	\$170.00 + 8.67	\$200.00 + 10.20

<i>Note: Deposit to be paid by all users</i>	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>Please see accompanied form</i>								

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Signature *[Signature]*

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

**From:** Bob Hurd; President Board of Directors, Lake Country Players, Hartland

**To:** Village of Hartland:

**Re:** Application Information

The following augments the actual application:

- **Date of use:**
  - **July 17 & 31<sup>st</sup>; 12:00pm & 4:30pm**
  
- **Resident/Non- Resident: Business is a Hartland resident**
- **Estimated attendance: 150 guests**
- **Insurance Cert: Available upon request**
- **Electricity Needed: Yes, for sound and basic lighting**
- **Food/Beverage sales at Concession window: I assume this would be provided by the beer garden**
- **Sales of other items: Donations for the Lake Country Playhouse**



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Date:</b> 6-17-2020
<b>Village Board Item Number: 10</b>	<b>Meeting Date: 6-22-2020</b>
<b>Submitted By:</b> Tim Rhode, Village Administrator	
<b>Subject:</b> Discussion Only. Melm's Brewing request for Beer Garden in Hartbrook Park	

**Details:** Melms Brewing of Hartland reached out to the Village to discuss the possibility of making a pop-up type beer garden this summer at Hartbrook Park. The staff has had multiple email/phone conversation about the logistics of our Lake Country Beer Garden in Nixon Park as an example. Melm's owners would like the Village Board and the Village Park Board to discuss the possibility of an additional beer garden. This agenda item is informational only, and the request should go for discussion and action by the Village Park Board before the action of the Village Board.

**Financial Remarks:**

Weekly rental fees comparable to the Lake Country Beer Garden lease has been discussed.

**Options & Alternatives:**

Melm's also reviewed the option of Centennial Park, but prefer Hartbrook Park.

**Executive Recommendation:**

Review the attached email letter from Melm's and discuss.

First, we would like to keep moving toward a beer garden this summer, and we'd like to focus on Hartbrook Park. The layout and combination of sunny space and shady space, the volleyball court, and proximity of the shelter to the parking lot all make that appear to be the best choice.

Hours of operation would be

Friday - 5-9

Saturday 2-9

Sunday 12 - 6

(hours subject to modification based on demand)

As for the rent, we appreciate and understand the need to maintain consistency and parity with the Nixon Park operation.

We would either plan to bring in food trucks, or, potentially look into the requirements to be able to sell burgers and brats and the like. As mentioned, working with civic groups for a food booth is another option but sounds like that is harder and harder to come by. We do think availability of food will be key.

Live music would not be a regular feature but we might have it from time to time. We would have games such as corn-hole and giant jenga and perhaps others.

Finally, in order to make this work we would like to have permission for temporary signage at the following locations:

On the corner leading into the park off Harkbrook Dr.

On the corner of Hartbrook and North

At Centennial Park by the walking trail.

Please let us know what else you need from us at the moment. We are very excited about this opportunity and look forward to working with the Village to make it a reality.

Kind regard,

Robert Stack, President  
Melms Brewing Company, Inc.  
418 Merton Ave.  
Hartland, WI 53029  
(262) 993-2566

Follow us on Facebook: <https://www.facebook.com/MelmsBrewery>  
and Twitter @MelmsBrewery

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and Twitter @MelmsBrewery

## Deidre Bushey

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**From:** Robert Stack <ceo@melmsbrewing.com>  
**Sent:** Monday, June 29, 2020 9:36 AM  
**To:** Deidre Bushey; Tim Rhode; Ryan Bailey  
**Subject:** Re: FW: Parks Board Agenda  
**Attachments:** hartbrook park ariel.jpg; parking lot with traLer.jpg

here are two pictures that I've tried to edit (with poor or non-existent photoshop skills) to show what we think would work for layout.

The aerial view has two black rectangles in the parking lot. The one next to the shelter would be our trailer and tent. The total footprint is about 16X 16

The one along the back of the parking lot would be for a food truck when we had one. I'm assuming about 20X20 footprint for them

The picture facing the parking lot I was able to paste in a trailer (it's a horse trailer, the only clip art I could find that worked with "Paint") in roughly the position we are suggesting. That positioning give us visibility from the street and from Hartbrook drive. We also need to be near the shelter for power as the trailer does require electricity.

If we go the route of getting a food/outdoor kitchen permit from the County we would expect to set up the grill and prep area directly behind the trailer on the grass area.

As for signage, there wasn't time to mock up signs but we would expect to place a fairly large professionally printed banner on the corner of Rae and Hartbrook, next to, or perhaps under the "HARTBROOK PARK" Sign. This sign would ideally be left up for the summer, but could be set and removed for each weekend. We would also like to be able to place signs each

weekend on the Corner of North and Hartbook and as well on the path from Centennial Park to Hartbrook. Those would be smaller signs, consistent with campaign style signs and would simply state "Melms Beer Garden - Hartbook Park" perhaps the hours and an arrow. those would be placed and removed each weekend.

Please let me know if you need any more information at this time.

Bob

Robert Stack, President  
Melms Brewing Company, Inc.  
418 Merton Ave.  
Hartland, WI 53029  
(262) 993-2566

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and Twitter @MelmsBrewery

On Tue, Jun 23, 2020 at 11:35 AM Deidre Bushey <[deidreb@villageofhartland.com](mailto:deidreb@villageofhartland.com)> wrote:

Hi Bob,

If you could get your information to me by Monday June 29<sup>th</sup>, that would be great. Also the Park Board will want to see some details on the signage and placement etc. If you have any questions just let me know.

Thanks,

Deidre Bushey

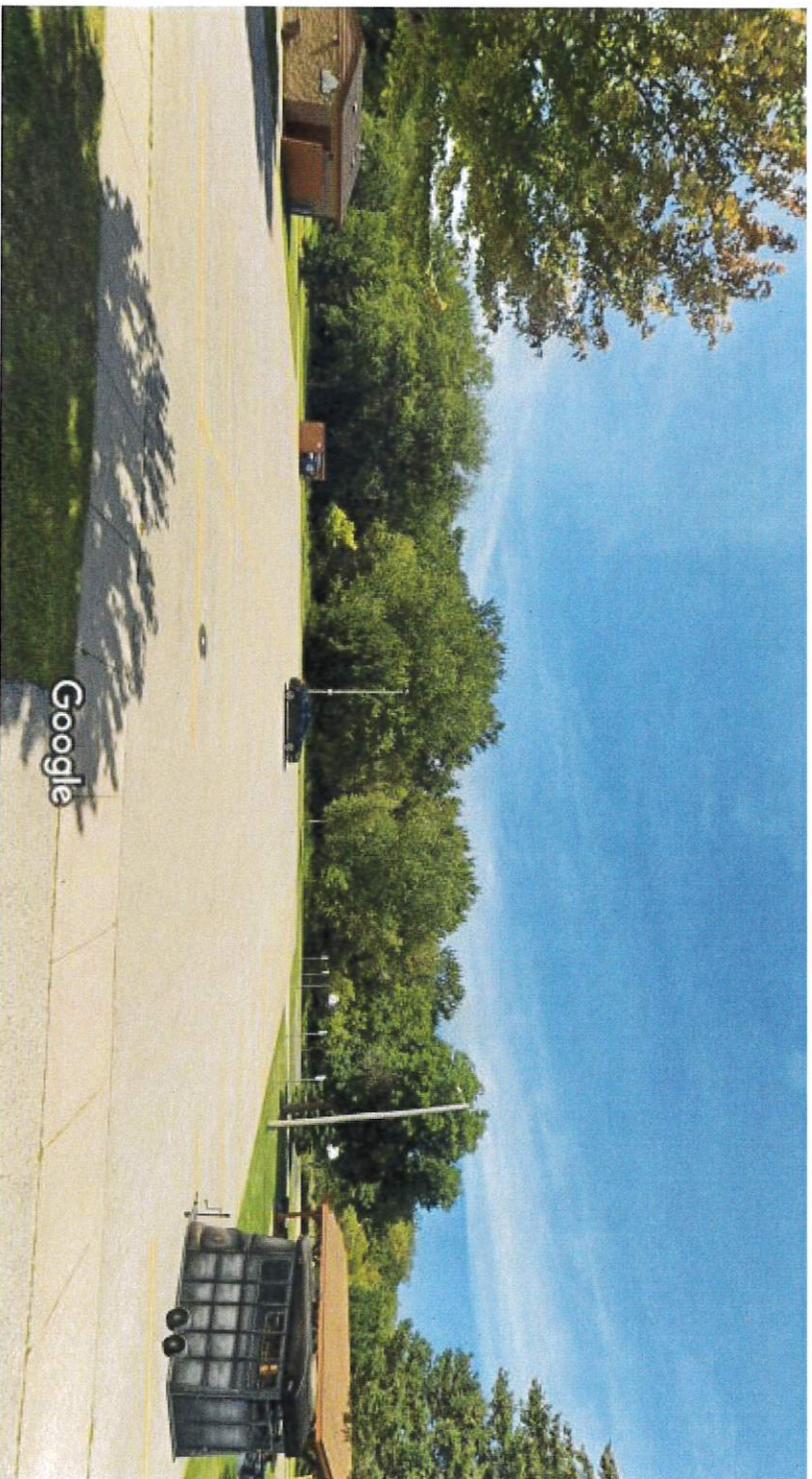
Deputy Clerk

Village of Hartland

210 Cottonwood Avenue

Hartland, WI 53029

Google Maps szu kae ur



Hartland, Wisconsin

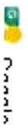


Image capture: Aug 2019 ©2020 Google

