

**PARK AND RECREATION BOARD AGENDA
TUESDAY SEPTEMBER 1, 2020
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the August 3, 2020 meeting.

Public Works Items-

2. Discussion and possible consideration use of Bark River baseball field by Brewtown Recreation, Melissa Richert.
3. Discussion and possible consideration of the 2021 Park Budget.
 - a. Tennis Courts resurfacing.

Recreation Director-

4. Discussion and possible consideration of regulations and placement of signs in Parks.
5. Discussion and possible consideration of the 2021 Park & Recreation Budget.
6. Discussion on Tuesday Pickleball and Yoga in the Park.
7. Discussion and possible consideration of rental policies.

Other items for consideration

8. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
9. Adjourn
Deidre Bush y
Deputy Clerk

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

Individuals attending public meetings will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19.

**PARK AND RECREATION BOARD MINUTES
MONDAY, AUGUST 3, 2020
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Rick Connor, Peggy Kallenberger (7:05), Dwayne Lawson, Tina Bromberger (7:05) and Jack Kolo.
Excused: Rick Connor
Others: Kelli Yogerst, Mike Gerszewski, Christina Holmes, Jeff Staus and Tony Hanke.

7:00 PM Call to Order

Public comments for those items not included on this agenda: (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of July 6, 2020.

Motion (Gundrum/Lawson) to approve the Park and Recreation minutes of July 6, 2020.
Carried (4-0).

Public Works Items

2. Discussion and possible consideration for use of Fine Arts Center, St. Charles School Theater Dept, Christina Holmes.

Christina Holmes was present and is a parent/coordinator for the Theater Dept. She said there will approx. 60 kids performing on August 15 from 11:30 to 5:30 pm. She said the admission will be free.

Motion (Hallquist/Gundrum) to the use of the Fine Arts Center by St. Charles School Theater Dept. on August 15th. Carried (4-0).

3. Discussion and possible consideration of a soccer program for kids in the Hartland area at Centennial Park, Jeff Staus.

Jeff Staus was present and explained the soccer program called Let Kids Play program. It consists of 1st-2nd graders and has about 76 kids. They are looking to use the soccer field on Monday and Wednesdays. He said it has nothing to do with the program in the industrial park. Hallquist asked them about equipment storage, Mr. Staus said he may not need it. Hallquist said they have an agreement with the Village and that all groups have agreements with the Village. Mr. Staus said he will line the fields.

Motion (Kallenberger/Bromberger) to approve the Soccer program in the Hartland Area at Centennial Park. Carried (6-0).

4. Discussion and possible consideration of use of Centennial football field for adult football league, Wisconsin Braves, Tony Hanke-

Tony Hanke was present and explained what they are proposing. They would like to use Centennial football field for 4 games on the dates 8/8, 8/15, 8/22 and 9/26. He said they provided insurance to the Village and they also paid a \$1000 refundable deposit which will be refunded if there is no damage. He went on to say the liability insurance covers if there is damage. Bromberger commented that the Village will say if the field is playable or not. Tim said they can have a food truck which is \$75 for food truck application. Hallquist also pointed out that Lake Country Chiefs own the press box. It was stated the league is run NFL style, with a 3pm kickoff, and DPW will prep the field.

Motion (Lawson/Bromberger) to approve the use of Centennial football field for adult football league Wisconsin Braves. Carried (6-0).

5. Discussion and possible consideration for use of Fine Arts Center, Magnum Opus Ballet, Abigail Henninger.

Park and Recreation Director Yogerst gave an overview of the event. It was stated that Magnum Opus Ballet cannot charge for tickets. The event is on October 4th, it is free to the public. Abigail Henninger asked they be able to ask for donations at the end of the event.

Motion (Bromberger/Kolo) to approve the use of the Fine Arts Center by Magnum Opus Ballet on October 4th, 2020. Carried (6-0).

6. Discussion and possible consideration for update of splash pad signage.

Park and Recreation Director Yogerst said the splash pad signage needs to be updated regarding pets in or on the splash pad along with splash pad hours & when they are open/closed.

Motion (Bromberger/Lawson) to approve updated sign for splash pad. Carried (6-0).

7. 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.

- Next meeting date falls on September 7th so meeting date will be September 1st..
- Tina Bromberger said she is resigning from Park Board; she has contacted the Administrator regarding her feelings on Covid-19 and has gotten no response.
- August 14/15th Kiwanis will be doing river clean-up on Rae Drive.

- Melms Beer Garden, question was brought up if they take down sign after they are done.
- There was a complaint about the Food Truck at Melms Beer Garden parking on the street, so they don't have to pay \$75 for permit.

8. Adjourn

Motion (Kallenberger/Gundrum) to adjourn. Carried (6-0). Meeting adjourned at 7:50 pm.

Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk
Deputy Clerk

Parks

Account Description	2019 Actual	2020 Budget	Thru 06/30/20	% Used	Full Yr Est	2021 Adopted	Footnotes
Parks Wages & Benefits							
E 101-55200-110 SALARIES	\$ 28,763	\$ 30,000	\$ 9,643	32%	\$ 30,000	\$ 30,000	
E 101-55200-130 FICA	2,200	2,300	738	32%	2,300	2,300	
Sub-Total Parks Wages & Benefits	\$ 30,963	\$ 32,300	\$ 10,381	32%	\$ 32,300	\$ 32,300	
Parks Operations							
E 101-55200-220 UTILITY SERVICES	\$ 12,678	\$ 9,000	\$ 2,985	33%	\$ 9,000	\$ 12,500	A
E 101-55200-350 EQUIPMENT PURCHASE	-	-	-	#DIV/0!	-	-	B
E 101-55200-365 BLDGS/GROUNDS MAINT EXP	40,813	30,000	15,914	53%	30,000	30,000	C
E 101-55200-370 ATHLETIC FACILITY MAINT	14,740	16,000	8,201	51%	16,000	16,000	D
E 101-55200-470 LANDSCAPE PLANTINGS	2,000	2,000	-	0%	-	-	E
E 101-55200-800 CAPITAL OUTLAY	2,891	5,000	595	12%	2,250	1,500	F
E 101-55200-900 CORP RESERVE PAYBK	19,550	15,575	15,575	100%	15,575	15,375	G
Sub-Total Park Operations	\$ 92,672	\$ 77,575	\$ 43,270	56%	\$ 72,825	\$ 75,375	
TOTAL PARKS BUDGET	\$ 123,635	\$ 109,875	\$ 53,651	49%	\$ 105,125	\$ 107,675	
					Decrease	-2.00%	

Highlight 2020: Centennial Park and Hartbrook baseball fields were reconstructed. Bark River bridge was replaced. A shelter was added to centennial Park.

Spotlight 2021: The Bark River Park ball field (HAAA) will be reconstructed. Tennis courts will be resurfaced.

Parks Capital Outlay Schedule

Item Description	Add	Repl	Amt	Unit Cost	total
Garbage cans		X	15	\$ 50	\$ 750
Picnic Tables		X	5	\$ 150	\$ 750
TOTAL Public Works CAPITAL OUTLAY					\$ 1,500

Supported Services:

Description	2018	2019	2020
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	10
Playground Equipment	Various	Various	Various

Staffing:

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

	2020 Budget	% of Budget	2021 Adopted	% of Budget	Incr/Decr
Wages	30,000	27%	30,000	28%	0.00%
Benefits	2,300	2%	2,300	2%	0.00%
Operations	72,575	66%	73,875	69%	1.79%
Capital Outlay	5,000	5%	1,500	1%	-70.00%
Total	109,875	100%	107,675	100%	-2.00%

Parks Expenses

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 surface 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 2021, the budget includes the purchase replacement garbage cans and wood for replacement picnic tables.
- G. Account E101-53000-900 Corporate Reserve Paybacks: These are charges for the annual payback for vehicle replacements.

PARK IMPROVEMENTS	2020	2021	2022	2023	2024	2025
REPLACE PED BRIDGE - BARK RIVER PARK	\$ 50,000					
REPLACE PED BRIDGE - HARTBROOK PARK		\$ 50,000				
HARTBROOK PARK BALL FIELD RECONSTRUCTION	\$ 20,000					
PENBROOK PARK BALL FIELD RECONSTRUCTION		\$ -	\$ 20,000			
BARK RIVER PARK SOFTBALL FIELD RECONSTRUCTION		\$ 25,000	\$ -			
REPLACEMENT OF PLAYGROUND WOOD CHIPS AND WEED BARRIER	\$ 15,000	\$ 10,000				
NIXON/HARTBROOK/CASTLE REPLACE SLIDES AND SWINGS	\$ 60,000					
TRAIL PAVEMENT MAINTENANCE		\$ 30,000		\$ 30,000		
SUBTOTAL PARK IMPROVEMENTS	\$ 145,000	\$ 115,000	\$ 20,000	\$ 30,000	\$ -	\$ -

HARTLAND RECREATION DEPARTMENT 2020 BUDGET NARRATIVE

Highlights of 2020:

- 1) Hartland Lakeside School District: Hartland Lakeside School District is not allowing the Hartland Recreation Department to use their schools; North Shore Middle School, Hartland South Elementary and Hartland North Elementary for, at least, the first half of the school year. We will revisit this again for the second half of the year at a later date.. We are able to use the Little Red School House. We will also be providing Before and After School Care at Hartland South for 2020/2021 school year.
- 2) COVID in 2020: COVID caused the Hartland Recreation Department to cancel some of their classes. Some of those classes were Spring Break Camp, Basketball in the spring, Kids Sports in the Spring, Hartland Walking Club, and other in-person classes that couldn't not, at the time, transition into an online format.
- 3) Online Classes: The only benefit of COVID is that some of the in-person classes were held via Zoom or on Google Meets. All our fitness classes were able to switch over to online. Some fitness classes are meeting in-person with the option to join in via Zoom or Google Meets. Whereas some fitness classes are only meeting online.
- 4) Future of Recreation Classes: In the Fall 2020 Program Guide we are offering in-person classes, but advertising that some classes will be able to meet online if the in-person class is unable to meet due to COVID. We are also offering some classes to originally be held online. We are looking to see how the response is to these programs. We feel this might be a new way to programming by offering the option of online classes. We have heard feedback from the fitness instructors that by having the online option participants can still participate while on vacation, work trip or if they are unable to get to class on time. Instructors like this as well. They do not have to cancel if the weather is bad, they go on vacation and etc.
- 5) Summer Camp: Due to COVID Summer Camp numbers dropped enormously. The average participants per week in 2019 was 54. In 2020 the average was 18 per week. That is a 67% decrease in enrollment. It was not the desire for this year since our numbers were increasing in previous years. Nevertheless, it was a benefit to having smaller numbers this year due to all of the safety precautions camp staff took to keep the participants and themselves safe.
- 6) Partnership with TTP Dance Academy: We continue to partner with TTP Dance Academy. As of September 2020 TTP will be holding their classes in the Hartland Community Center. At the end of August 2019 they were planning on going into the Hartland Community Center. Instead they decided to sublease their space from Snap Fitness.

Future Goals:

- 1) The Recreation Department had some classes that were not able to be held due to COVID in Spring. Look into adding more classes that can be done online if in-person can not be held.
- 2) The Recreation Department did loose KidsSports who provided MultiSport, Baseball and Soccer programs for youth. KidsSports closed their doors at the end of the Summer. Recreation Department will be looking to either take on and develop, hire and train staff to run those programs or contract out as they did with KidsSports.

Staffing/Personnel Schedule: For 2021, 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 and six seasonal Summer Camp Counselors. Before and After School Coordinator also assists with Early Release and at Bingo. Before and After School staff also assists with Spring Break Camp.

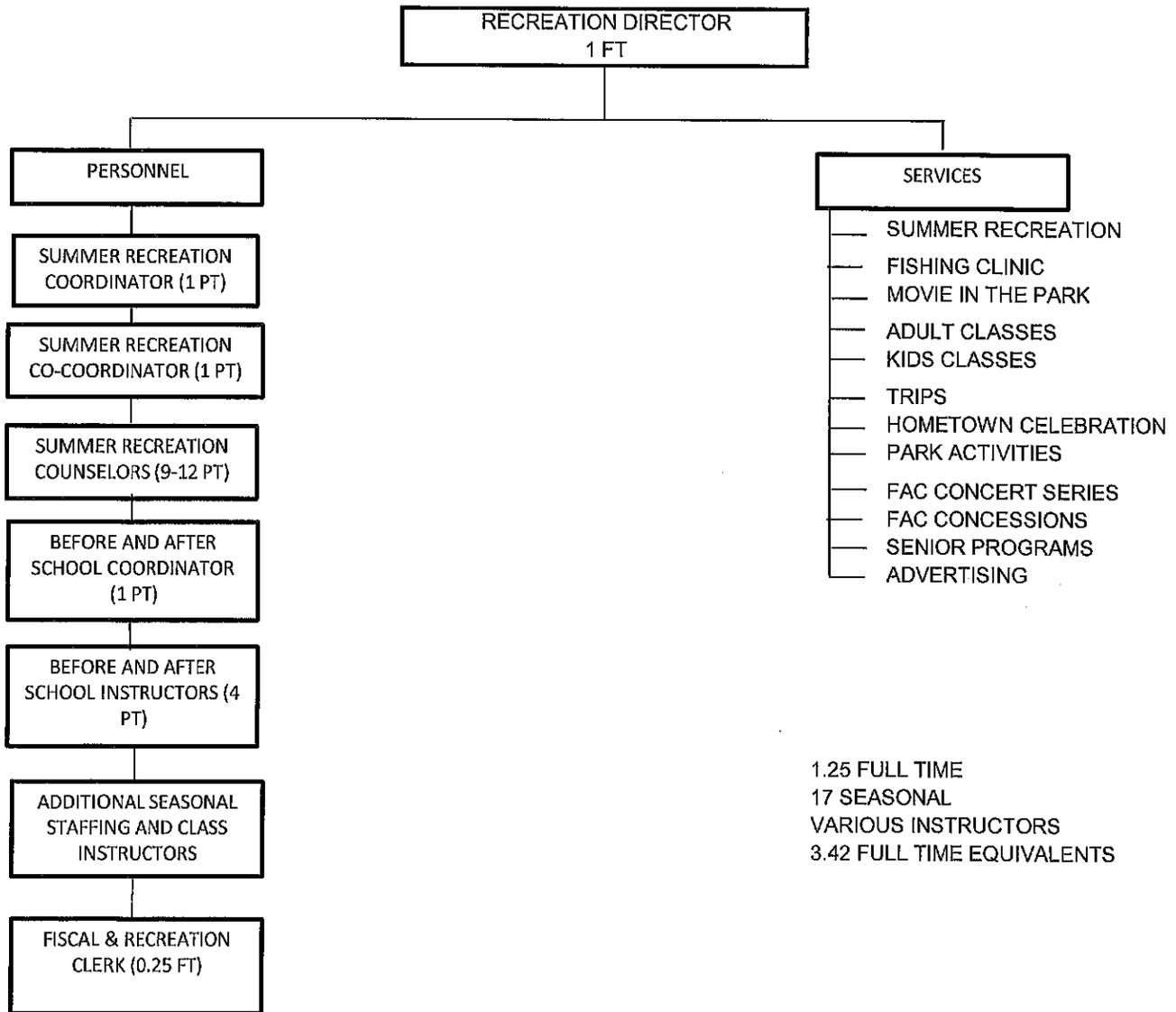
Capital Outlay: The Recreation Department has no request for any additional capital projects at this time.

Expenses: The Recreation Department 2021 budget is slightly increasing for 2021. 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 are down because of COVID. We are still unsure what will happen with classes in the future of 2020 and in 2021. We hope to continue our relationship with the Hartland/Lakeside School District and use their facilities when able to do so because of COVID.

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

2021 RECREATION DEPARTMENT



Recreation Department

Account Description	2019 Actual	2020 Budget	Thru 06/30/20	% Used	Full Yr Est	2021 Adopted	FOOTNOTES
Recreation Wages & Benefits							
E 101-55300-110 SALARIES	\$ 119,945	\$ 122,000	\$ 41,494	34%	\$ 122,000	\$ 125,000	A
E 101-55300-130 FICA	8,977	9,400	3,274	35%	9,400	9,575	
E 101-55300-140 RETIREMENT BENFTS	4,281	4,400	1,907	43%	4,400	4,520	
E 101-55300-150 HEALTH/DENTAL/LIFE	8,979	11,650	4,832	41%	11,650	11,650	
E 101-55300-180 OTHER BENEFITS	750	750	750	0%	750	750	
Sub-Total Recreation Wages & Benefits	\$ 142,932	\$ 148,200	\$ 52,257	35%	\$ 148,200	\$ 151,495	
Recreation Operations							
E 101-55300-290 OUTSIDE SERVICES	\$ 128,479	\$ 110,000	\$ 24,684	22%	\$ 36,800	\$ 75,000	B
E 101-55300-291 ACTIVENET FEES	14,335	13,000	3,776	0%	6,700	10,400	C
E 101-55300-295 TRIPS	4,531	4,000	405	10%	920	3,200	D
E 101-55300-300 OPER SUPPLIES/EXP	31,465	31,000	13,511	44%	28,500	28,000	E
E 101-55300-302 DANCE ACADEMY	36,398	34,000	15,481	46%	19,200	22,400	F
E 101-55300-303 SUMMER REC EXPNS	16,557	11,000	1,269	12%	1,800	8,800	G
E 101-55300-304 TBALL	-	-	-	#DIV/0!	-	6,000	
E 101-55300-305 EXPENSES-OTHER	-	-	-	#DIV/0!	-	-	
E 101-55300-312 SPLASHPAD EXPNS	3,215	3,000	-	0%	1,114	3,000	H
E 101-55300-220 SPLASHPAD WATER EXP	9,258	9,300	-	0%	9,300	9,300	I
E 101-55300-800 CAPITAL OUTLAY	-	-	-	0%	-	-	
E 101-55300-900 CORP RESERVE PMTS	5,000	-	-	#DIV/0!	-	-	J
Sub-Total Recreation Operations	\$ 249,238	\$ 215,300	\$ 59,126	27%	\$ 104,334	\$ 166,100	
TOTAL RECREATION/COMMUNITY ED	\$392,170	\$363,500	\$111,383	31%	\$252,534	\$317,595	Decrease -12.6%

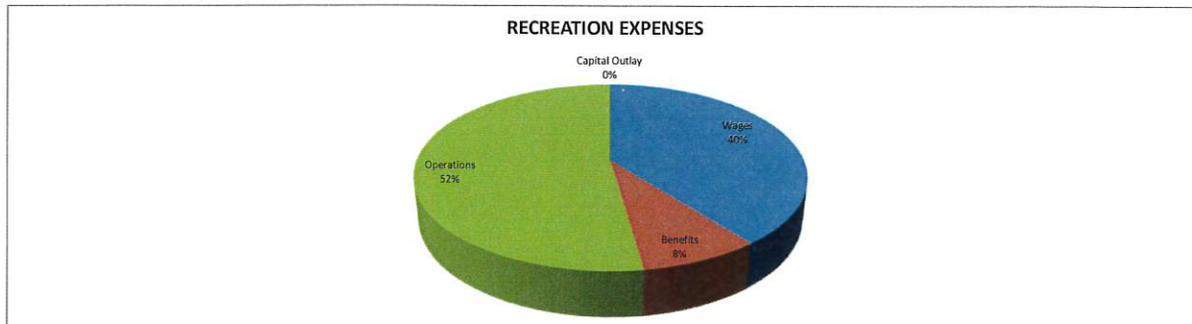
FOOTNOTE EXPLANATIONS ON TAB 17 PAGE 5

Highlight 2020: 2020 had the biggest attendance at the Thursday Night Concert Series. Each week the crowd was either double or triple the size it normally is in the past years. We also had some great new acts; Myles Wangerin, Fat Andy and Mission Accomplished. Due to COVID, some bands had to cancel.

Spotlight 2021: [Redacted]

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.

	2020 Budget	% of Budget	2021 Adopted	% of Budget	Incr/Decr
Wages	122,000	34%	125,000	39%	2.46%
Benefits	26,200	7%	26,495	8%	1.13%
Operations	215,300	59%	166,100	52%	-22.85%
Capital Outlay	-	0%	-	0%	0.00%
Total	363,500	100%	317,595	100%	-12.63%



Footnotes to Recreation Department Budgeted Line Items

- A. Account E101-55300-110 Salaries: This account is the salary of the Recreation Director, Recreation/Fiscal Clerk, 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.
- 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.

VILLAGE OF HARTLAND - CULTURE & RECREATION BUDGET 2021

Recreation

Personnel Wages Acct: 101-55300-110

Classification	Full Time	Part Time	Salary Grade	Full Time Equivalents		
				2019	2020	2021
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
Employee Totals	2	18		3.422	3.422	3.422

VILLAGE OF HARTLAND 5 YEAR BUDGET HISTORY

Recreation

Expenses	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Wages	108,840	113,927	119,945	122,000	125,000
Benefits	22,738	22,996	22,987	26,200	26,495
Operations	220,444	225,006	249,238	215,300	166,100
Capital Outlay	-	-	-	-	-
Total	352,022	361,929	392,170	363,500	317,595
Revenues					
Revenues	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Classes	140,772	156,518	171,139	155,000	107,000
Before/After Sch	33,259	38,408	37,698	38,000	30,400
Dance Studio	35,299	43,054	34,405	37,500	28,000
Trips	19,047	8,907	4,863	4,000	3,200
Summer Rec	51,570	63,548	57,953	55,000	44,000
T-Ball	-	-	-	-	19,500
Other	3,521	2,431	4,861	2,800	2,150
Splash Pad Donations	-	-	-	-	-
Total	283,468	312,866	310,919	292,300	234,250
Supported by Taxes	68,554	49,063	81,251	71,200	83,345
Population	9,170	9,197	9,212	9,212	9,212
Annual Per Capita Supported by Taxes	7.48	5.33	8.82	7.73	9.05
Per Capita Supported by Taxes Per Day	0.020	0.015	0.024	0.021	0.025
Total Exp Per Person Per Day	0.105	0.108	0.117	0.108	0.094