

**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	\$ -	\$ -