

PARK AND RECREATION BOARD AGENDA
AMENDED
MONDAY JANUARY 8, 2018
6:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

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 Park and Recreation Board minutes of the October 2 and November 6th meetings.

Public Works Items

2. Discussion and Possible Consideration of the 2018 Hartland Kids Day at Nixon Park on Wednesday, July 25, 2018.
3. Selection of a representative to the Comprehensive Plan Update Consultant Selection Committee.
4. Announcements: It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members
5. Adjourn.

Deidre Bushéy
Deputy Clerk

Notice: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any government body at the above stated meeting other than the governmental body referred to in the above 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.

**VILLAGE OF HARTLAND
PARK AND RECREATION BOARD MINUTES
MONDAY, OCTOBER 2ND, 2017
7:00 PM
Board Room
210 Cottonwood Avenue, Hartland, WI**

Present: Tim Hallquist, Tina Bromberger, Mike Cottrell, Duane Lawson and Curt Gundrum.

Excused: Peggy Kallenberger and Dick Landwehr.

Others Present: DPW Director Einweck, Recreation Director Yogerst, Courtney Marshalek, Carol Zahorik, Michelle Bonness, David Pride and Tom Ludtke.

Motion to nominate a Chairperson Pro-Tem for tonight's meeting in the absence of Chairperson Hallquist.

Motion (Bromberger/Lawson) to nominate Mike Cottrell as Chairperson Pro-Tem for tonight's meeting. Carried (5-0).

7:00 PM Call to Order

Public comments for those items not included on this agenda (Please be advised per Wisconsin Act 123, the Park Board will receive information from the public for a three minute time period, with time extensions per the Park Board Chairman's discretion, per person, be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) – NONE.

Approval of Park and Recreation Board Minutes for May 1st and June 5th, 2017

Motion (Bromberger/Gundrum) to approve the Park and Recreation Board Minutes for May 1, 2017 and June 5th, 2017. Carried (5-0).

Director of Public Works Items

- **Presentation and consideration of the final report from the Environmental Corridor and Open Space Task Force.**
Courtney Marshalek gave a short presentation and presented the final report which was included in the packet. Mike Einweck read his presentation which was also included in the packet. It was discussed what is important in each park and that invasive species need to be controlled to help the park and plants. It was also stated there is a need to save the Oak trees at Penbrook Park as Buckthorn is taking nutrients away from the Oak trees. She said in their report they have outlined what actions are needed at each park. Courtney Marshalek said that the Task Force was only ongoing for a year and that they are looking for Village approval to have some type of board to oversee this moving forward. The Task Force also feels that the Village should review the municipal code to insure it in line with Waukesha County. The Task Force also said they think the Village should implement action at Penbrook Park and coordinate their efforts with the Ice Age Alliance. Courtney Marshalek said the Task Force would like to see some money designated for signs in the park to educate and also for pamphlets to go to homes. It was pointed out that the Task Force looked at the other parks in the village system and there are isolated areas that have an urgent need to remove invasive species. Mike Eichwech said that the Village had allocated

Park and Recreation Board Minutes
October 2, 2017 Meeting

\$10,000 to the Task Force and none of that was used to prepare the report so they would like to see the appropriate funds be carried over to next year's budget. It was also discussed how to approach homeowners and how they can maintain their properties.

Motion (Bromberger/Hallquist) to advance the Eco Task Force report as submitted to the Village Board. Carried (5-0).

- **Discussion regarding the Park Board's comments on their individual park visits.**

Mike Cottrell stated Park Board members were assigned parks to visit and comment on. Gundrum said he was assigned Hartbrook Park. He said the overall park was in good condition. The parking lot and picnic structure were in good condition as were the bathrooms. He said he noticed the baseball field was well maintained and the grass was cut. Also the playground area had fresh wood chips, looks nice and equipment is in good condition also. He said the bridge and walkway were in good condition. He said the only concern he had were a few dead trees along the walkway. Duane Lawson read his report. He stated he and his wife walked Nixon Park and Mill Pond. He said everything seemed to be well cared for and the baseball field is in great shape. He said he spoke to several women having lunch near concert area and they were very pleased with how clean the playground and picnic area was.

There was some discussion on the area Tina Bromberger visited which was Bark River and Greenway. She said she saw no obvious issues but mentioned she thought the bridge seemed a little narrow.

Mike Cottrell said at Centennial Park the football field was in good shape. He said the volleyball court is in rough shape, the weeds were just sprayed and the playground is light on wood chips otherwise good. Also he said the top unit on slide is discolored and the entry part that is gravel is weedy. He said baseball lines need a good spring cleanup and a clean-up job along Ice Age trail is needed by river. He said there is an area there that would be a nice sitting area and along the path of the river is over grown.

Tim Hallquist had no comments.

- **Discussion and possible consideration of a meeting date and time to tour the Village Parks as a group.**

The date of October 21st at 8 a.m. was discussed, Mike Einweck will check to see if he is available and it was decided to meet at Centennial Park. It was decided to allocate between 8 a.m.-11 a.m. and see how much they can get done. After some discussion the Park Board decided to also meet on November 6th at 5:30 p.m. and work on what was left. Staff will send out a reminder.

Motion (Lawson/Gundrum) to approve October 21st at 8 a.m. and November 6th at 5:30 p.m. to tour Village Parks as a group. Carried (5-0).

- **Discussion and possible consideration of the 2018 Park Budget.**

Mike Einweck said everyone was copied with the information from the previous agenda packet. He said the Park Board budget was included in that agenda. He went over the pie chart in the budget and he said seasonal staff of maintaining the parks is at \$24,000 for the summer. He also said that building and grounds maintenance was increased by \$1000 which would make it go from \$26,500 to \$27,500, and for the field maintenance they have \$16,000 budgeted. He said the landscape plantings which is to replace trees that have died at the park is budgeted at \$2000. In regards to Capital Outlay, he said typically they replace

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10 picnic tables and 10 garbage cans. He said they are also looking to replace a ball field diamond groomer and a hand held blower for cleaning paths and the splash pad. He said the corporate reserve is the amount charged by the Village to basically fund vehicle replacements in the budget. He said the front deck riding mower has been dropped and they are not considering it this year. There was discussion on projects in 2018 and 2019 such as replacing pedestrian bridge, asphalt repair and the tennis courts. There was also discussion on the beer garden and having the revenue generated from it go back into the parks system.

Motion (Bromberger/Gundrum) made to advance the budget to the Village Board as it stands with caveat that all revenue generated by activity in the park system stay within the park system for continued improvement and maintenance. Carried (5-0).

Recreation Director Items

- **Discussion and possible consideration of the 2018 Recreation Budget.**
Kelli Yogerst went over the 2018 recreation expenses and revenues. She said there was a 1.1% increase dues to wages and salaries. Kelli Yogerst pointed out that the revenues have slowly been going up since 2015. There was discussion on existing programs. Kelli said she felt that the actual 2017 numbers would come in line with what she had projected for 2017. Mike Einweck said that he and Kelli had run the budget past the Village Board but they like to run it past the Park Board in case there was something that needed to be adjusted.

Motion (Bromberger/Gundrum) to approve Recreation Budget. Carried (5/0).

- **Update on partnership between Hartland-Lakeside School District and Village of Hartland Recreation Department**
Kelli stated that the school district working with the Village of Hartland Recreation Department is a wonderful partnership. She said they are very helpful and they go the extra mile. She said the Recreation department saw an increase of over 1,000 participants from 2015 to 2016.
- **Announcements: It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Park and Recreation Board members or other Village staff members.**
Jeff Plannerstill commented on meeting with other people/organizations and come up with ways to generate revenue for the parks.

Adjourn

Motion (Lawson/Bromberger) to adjourn. Carried (5-0). Meeting adjourned at 8:36 p.m. PM.

Respectfully submitted by
Recording Secretary,

Deidre Bushey
Deputy Clerk

**VILLAGE OF HARTLAND
PARK AND RECREATION BOARD MINUTES
MONDAY, NOVEMBER 6, 2017
7:00 PM
Board Room
210 Cottonwood Avenue, Hartland, WI**

Present: Tina Bromberger, Mike Cottrell, Peggy Kallenberger, Dick Landwehr and Curt Gundrum.

Excused: Tim Hallquist, Duane Lawson and Recreation Director Yogerst

Others Present: DPW Director Einweck, Tom Ludtke and Wayne Hofman

Motion to nominate a Chairperson Pro-Tem for tonight's meeting in the absence of Chairperson Hallquist.

Motion (Kallenberger/Landwehr) to nominate Mike Cottrell as Chairperson Pro-Tem for tonight's meeting. Carried (4-0).

7:00 PM Call to Order

Public comments for those items not included on this agenda (Please be advised per Wisconsin Act 123, the Park Board will receive information from the public for a three minute time period, with time extensions per the Park Board Chairman's discretion, per person, be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) – NONE.

Approval of Park and Recreation Board Minutes for October 2nd, 2017

Approval of Park and Recreation Minutes for October 2nd, 2017 will be brought to the next meeting due to lack of majority.

Director of Public Works Items

Discussion and Consideration of the Annual Review of the Bark River and Nixon Park Canteen Agreements with HAAA, AHS and Lake Country Lacrosse Centennial Park Use Agreement, and the Score Board/Pressbox Agreement with Lake Country Chiefs.

Einweck reminded everyone that the November meeting is when the Annual Review of agreements for the Bark River and Nixon Park Canteens are done as well as the agreements with Arrowhead, Lake Country Lacrosse and Lake Country Chiefs.

Mr. Ludtke from the HAAA was present and Einweck said the staff had no changes. Einweck said they had talked about asphalt work previously and the rebuild of the Nixon Park field. He said in regards to the rebuild it will have to be scheduled before the season. Mr. Ludtke said Nixon starts their season early so the rebuild will be dependent on the weather and on their schedule. Einweck said if it is not done in the spring then they will have to select a date in the fall. The timeframe for the rebuild itself was discussed.

There was also discussion on the Legion possibly wanting to sell items out of the Canteen. Einweck said the Village has an agreement with the HAAA for the 2 Canteens and the Village takes care of the field rentals. He said if the HAAA wants to let someone use that under their agreement, they can open it up to let someone utilize it but they can't sublet to them. And he said if there is any damage the Village will still go back to them because they opened it up for someone to use. Einweck pointed out that if the HAAA

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doesn't want to do it, the Village will need to know and have to work out a separate agreement with the Legion.

Einweck said the staff has no proposed changes to the agreement. Motion (Landwehr/Bromberger) to renew the existing Bark River and Nixon Canteen Agreements. Carried (5-0).

Arrowhead agreement- Ryan Mangan notified the Village that Arrowhead has decided not to use the field next year.

Lake Country Lacrosse- Wayne Hofman was present. He asked if the agreement was the standard agreement. Einweck stated it is the use agreement and the field maintenance agreement. He said it is \$70 per use, Lake Country Lacrosse does their own striping, and Mr. Hofman's group brings in benches for their players. Mr. Hofman asked about bringing in a box for equipment. Einweck said he has no problem with that except boxes tend to walk away if not chained down. There was discussion on chaining the box to the fence behind the home plate backstop at Centennial field.

Motion (Landwehr/Bromberger) to renew the existing Lake Country Lacrosse agreement. Carried (4-0) with Bromberger abstaining.

Lake Country Chiefs agreement- Einweck stated no one was present from the organization but they could still act on it. It was brought up that the Lake Country Chiefs are not giving any attention to the Pressbox. Bromberger asked if they are aware it is their responsibility, and it was stated it is in their agreement. Since they moved to Arrowhead 10+ yrs. ago and use Centennial field on a limited basis, it hasn't gotten their attention. Bromberger felt it should be clarified before moving forward and there are other issues too. There was discussion on the items that concern the Park Board such as damaged boards, Pressbox needing paint, scoreboard and if there are any issues with the electric.

Motion (Bromberger/Gundrum) to approve the renewal of the Chiefs Agreement contingent on the confirmation of their ongoing commitment to maintaining equipment and the identified concerns from the Park Board which include maintenance of the scoreboard, a fresh coat of paint on the Pressbox, replace damaged boards on the Pressbox and check the electrical. Carried (5-0).

Adjourn

Motion (Landwehr/Bromberger) to adjourn. Carried (5-0). Meeting adjourned at 7:30 p.m.

Respectfully submitted by
Recording Secretary,

Deidre Bushey
Deputy Clerk

MEMO

TO: Park and Recreation Board

FROM: Michael Einweck, Director of Public Works

DATE: January 3, 2018

SUBJECT: Request for the proposed 2018 Hartland Kids Day at Nixon Park on Wednesday, July 25, 2018

The Park and Recreation Board will be considering a request from Ms. Erin Guenterberg for holding the proposed 2018 Hartland Kids Day at Nixon Park on Wednesday, July 25, 2018. Ms. Guenterberg will be making a presentation before the Board on her request and has submitted the enclosed information on the event. In reviewing the submitted material, staff has the following comments that should be addressed during the Board's consideration.

- The proposed Business/Vendor parking in the public parking lots on Pawling Avenue should be available for the general use by the public and not specifically reserved for this use. If the vendors want to use these spaces, they should arrive early to obtain a place to park.
- Because of the popularity of the event, there is a very high demand for on-street parking. In speaking with the Police Department, it is recommended for safety purposes that the north side of Park Avenue be posted no parking for the event along with the south side of Park Court. The Police Department has portable signage that can be used.
- The applicant should make contact with the local businesses in the area to see if people attending the event can use their parking lots for parking. After approvals are obtained, the applicant should promote these additional off-street parking alternatives to the people who may attend.
- The reservation and usage fees will need to be paid and the applicant needs to provide an appropriate certification of insurance should the use be approved.

Staff will be available to address any questions the Board may have.

cc: Mike Bagin, Police Chief
Mike Gerszewski, Operations Supervisor
Dave Felkner, Utility Operations Supervisor

Hartland Kids Day 2018



**YOUR LOCAL GUIDE
TO ALL THINGS**

Family

Event Information

Date: Wednesday, July 25, 2018

Times: 9:00 am to 2:00 pm *Note Time Change

Location: Nixon Park

Organizer: Erin Guenterberg, Owner of
LCFF, LLC DBA Lake Country Family Fun

Lake Country Family Fun

- Lake Country Family Fun is a company birthed with the idea that parents should have a site dedicated to helping them locate events and family friendly activities in the Lake Country Area.
- Our Mission Statement:
 - Lake Country Family Fun strives to be your trusted, one-stop resource for local family fun in Southeastern WI.
 - We exist to:
 - Connect families to their local communities
 - Simplify finding fun activities for families and visitors
 - Provide parenting tips and resources

Why Nixon Park?

- Nixon Park in Hartland is the ideal location as it has been the location for Hartland Kids Day since its first event in July 2013.
- Nixon Park is located in the heart of Hartland and has a close proximity to Hartland businesses.
- Nixon Park has a large open expanse in the park for the patrons to walk freely among the businesses' booths.
- Nixon Park is centrally located in Lake Country to attract the communities (both business and families) of Pewaukee, Merton, Hartland, Oconomowoc, Delafield, Wales, Genessee, Waukesha, and more.

Why Hartland Kids Day Needs to Continue:

- I have been an attendee of this event since 2013, having been invited by founder, Melissa Peterson.
- I co-organized and ran the 2016 HKD event with Melissa Peterson.
- My children love this event as well as our family friends that we invite and meet up with every year.
- We believe in getting up and out there and exploring our communities and what they have to offer - children included!
- Families in the area and the businesses featured look forward to this event every year.
- There were thousands of attendees last year
- We have chosen a charity to benefit from this event and will again be holding a backpack drive to benefit the Backpack Coalition, Inc., of Waukesha (www.backpackcoalition.org).

Examples of Possible Event Activities:

Farmers Discussing Food Sources	Storytime/Puppet Show/Reading
Family Dynamic Businesses- Doctors, Dentists	Magician Show
Multiple Bounce Houses	Schools - Variety
Costumed Mascots	Daycares
Athletic Associations - soccer, basketball, etc...	Music
Fine Arts Exhibits - Actors, Painters	Retzer Nature Center
Police and Fire Department - Safety Discussions	Wild Animal Rehabilitation
Karate Demonstrations	Hartland Information Area
Interactive Art	Banks and Lessons in Saving
Swim Schools	Fitness Centers

LCFF, LLC Will:

- Provide Insurance Binder as prescribed by Village of Hartland
- Contact Digger's Hotline as prescribed by Village of Hartland (5-7 days prior to event)
- Any use of tents and bounce houses with stakes used, the grounds will be filled of divots and grass to be left in good condition.

LCFF, LLC Will:

- Staff and volunteers to run event and man all areas designated by us and the Village of Hartland
 - Both barricaded areas at entrances will have a person to allow accessibility for the handicapped or otherwise physically challenged.
 - There will be signage stating that the area is for handicapped patrons.

LCFF, LLC Will:

- Inform businesses and vendors present that they CANNOT drive on the grass and they are to park away from the event as closer parking is for patrons. (Pawling Ave lot).
- All signage deemed necessary for the event
 - Directional signs will be provided. Signs will not impede the public works obligations to the park.
- Work with the Hartland Police Department to place “No parking” signs on one side of East Park Avenue to alleviate traffic congestion.
- Work with area businesses to alleviate parking congestion.

LCFF, LLC Will Maintain a Clean Park:

- Additional Dumpster will be provided and all dumpsters will be emptied by Thursday morning in preparation of the concert in the park on Thursday evening. (Advanced Disposal)
- Portable lavatories (2-3) will be provided and placed strategically through the park.
 - We will also provide additional toilet paper.
- Clean up of the park will be at completion of the event
- What we need: Extra trash bags as we plan to empty the garbage cans around the park throughout the event to avoid any overflow messes.

LCFF, LLC Will involve the Hartland Community:

- Hartland Police and Fire Department will be informed of the event and asked to participate
- Promotion of Village of Hartland materials at the event and Hartland logo on our media if desired.

Schedule of Events:

Volunteer Schedule

7:00 am - 9:00 am: Set up Begins - First group of volunteers

9:00 am - Noon: Second set of volunteers

Noon - 2:00 pm: Third set of volunteers

2:00 pm - 3:30 pm: Breakdown - last group of volunteers

Event Schedule

8:45 am: Businesses are to be set up and parked away from event.

9:00 am: Event officially begins for patrons to attend!!

10:00 am - 2:00 pm: The stage will be utilized for entertainment (Music, magician, demonstrations, storytime, etc...)

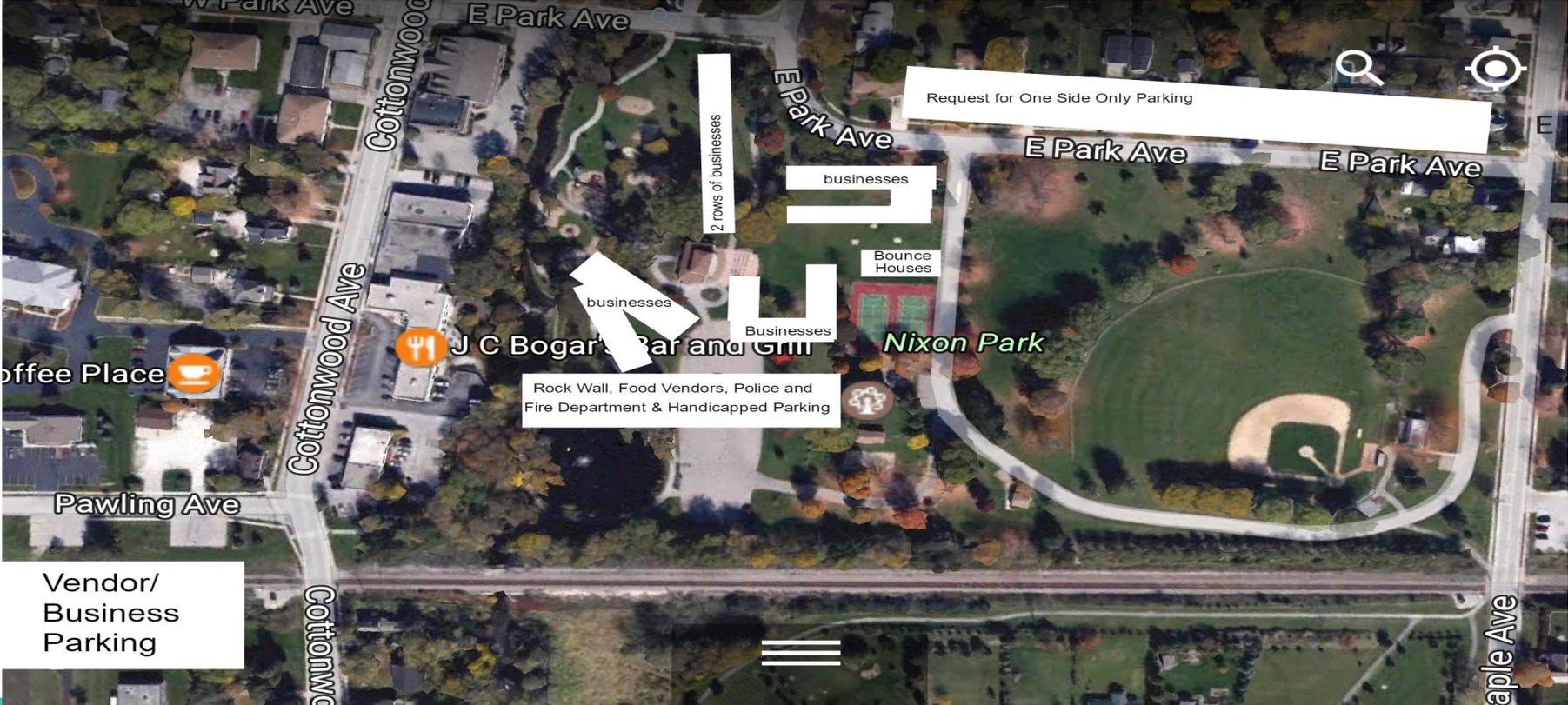
2:00 pm: Businesses are to break down event (no earlier), leaving the park as they found it.

3:30 pm: All traces of the event occurring shall be gone.

What we need from the Village of Hartland:

- Food vendor approval from Board (All vendors are licensed and carry proper credentials by the Health Department.)
 - Flying Cow Pizza, Kona Ice, and another food vendor will be asked again to be food vendors.
- Access to Power Panel, located on the NW corner of tennis courts.
- Permission to hang signage in a way that does not leave residue (ie from tennis courts with zip ties as has been done the past 5 years)
- Ability to close the entrance to the park at East Park Street as well as the road within the park east of the rest room (by baseball diamonds). This is to provide a safe environment for children without the risk of moving vehicles. We plan to keep a staff member posted for emergency vehicles and/or special needs
- Access to the arts stage and power at fine arts stage.
- Access to all restrooms.
- Potable water.
- Ability to use the Northernmost third of the parking lot for vendor trailers and/or activities
- To switch the tennis clinic from Wednesday to the rain date of Friday so that the tennis courts can be utilized for this event.
- A contact list with cell phones of parks crew and other key employees for emergency situations.

Map of Nixon Park



Thank You!



**YOUR LOCAL GUIDE
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