

PARK AND RECREATION BOARD AGENDA
TUESDAY JANUARY 4, 2022
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 December 6, 2021 meeting.

Public Works Items

2. Discussion and possible consideration of current field rental policy.

Recreation Director

3. Update related to ice rink.
4. Discussion and consideration of a contract related to carnival.

Other items for consideration

5. 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.
6. 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.

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, DECEMBER 6, 2021
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Rick Conner, Nick Miller, Randy Ferrell and Craig Eisenhut.
Others: Dave Felkner, Kelli Yogerst.
Absent: Shanta' de Boer

7:02 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 the November 1, 2021, Park Board meeting-

Motion (Connor/Eisenhut) to approve the Park and Recreation minutes of November 1, 2021 minutes. Carried (6-0).

Public Works Items-

2. Discussion and possible consideration on a Carnival -

Felkner said they had met with the representative from Spectrum, and he said there is no way he could park his 8-10 trailers at Nixon Park so they took him to a vacant lot over in the industrial park with hopes the owner would give them permission. However, the owner said he has plans to develop that lot. Felkner said they picked out 5 other areas, Y site on Cottonwood/ Lindenwood, Centennial, the quarry, Waukesha State Bank ... They chose Centennial because they have generators they have to run and PD chief thought it would be nice to keep that sound away from residential areas. Felkner said several texts, phone calls and emails have been sent to the owner of Spectrum and he has not responded. He said he spoke to another company, but they are booked that week. A solid confirmation is needed from him that he is going to commit to the Carnival. Felkner and Hallquist met with a Spectrum rep, and it was stated that parking would not work in Nixon Park.

Motion (Ferrell/Conner) to table discussion of the Carnival until next meeting. (6-0).

Recreation Director-

3. Discussion and possible consideration for Hartland's Bark River Bash April 30th, Kiwanis-

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Jim and Lynn Muenzenberger were present for Kiwanis. Kiwanis is looking to do another Bark River Bash event. The time would be from 9-2. There was discussion on starting the kayaking earlier as last year there was not a lot of time between the kayaks and rubber duck run. Muenzenberger said they would possibly like to rent the warming shed and Felkner said they would need to fill out a park facility application.

Motion (Eisenhut/Conner) to approve Hartland's Bark River Bash on April 30th 2022 by Kiwanis. Carried (6-0).

4. Discussion and possible consideration for Winter Play Date Nixon Park, January 29th, 2022

Kiwanis-

Lynn Muenzenberger was present for Kiwanis. She said they would like to do a Winter Play Date at Nixon Park on January 29th. She said it would from 2-5pm. She said the events are free. She said they will have winter bowling and hot chocolate. She said Kiwanis is not looking to make money. A possible bonfire was brought up too. She said Kiwanis is looking to have the fees waived.

Motion (Miller/Gundrum) to approve a Winter Play Date at Nixon Park on January 29th with the waiving of the fee for 1 time for the first time and condition approval by the Kiwanis and the Village of Hartland Fire Department. Carried (6-0).

5. Discussion on Holiday Train Event December 18, 2021-

Yogerst said there will be having a virtual viewing of the Holiday train on December 18th at 7pm. She said it is also part of the Food Drive for the local food pantries. She said there will be a 20 x 40 tent with heat. She said she thinks Arrowhead honor society will be doing a bake sale and giving away hot chocolate. She said if people bring in 10 items or more, they will be put in a drawing for a free shelter rental. She said the goal is to raise food for the food pantry. Miller stated that the virtual viewing was not good last year.

6. Discussion and Consideration for Food Truck Permit for Centennial Park-

1:00 Discussion on Food Truck policy. Trustee Meyers said the Village has helped businesses in the Village during hard economic times. He said no one in the Village is experts on food trucks. He said lets move these away from businesses in the Village and the furthest away is Centennial park. He said when they applied for a permit they would get sticker. He said he came up with \$75 a day fee. He said he would like to see it tried to see if it works. He said he come up with a time frame and a fee and they wouldn't be parked by the businesses. Felkner asked if it was a 90-day fee or a daily fee. Meyers said it is one or the other and he wants to keep them away from the businesses. Felkner said if the goal is to keep them away from businesses that's great. Miller said he doesn't like the idea of food trucks outside of Hartland and they could pay the \$500 and sit there for every day for 3 months and make their money back in a week. Meyers asked if the fee should be raised and several board members agreed it should be raised. There was brief discussion on raising the fee. Steve from Beer Snobs was present and said he didn't agree with Trustee Meyers. He said he went out and purchased an abandoned property and turned it into a restaurant. He said he doesn't think the Village should be encouraging low fee food trucks to compete with his business

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that puts tax dollars into the Villages hands for the Village. He said that upsets him. He said the fees should not be token fees because if they are he will be asking for a reduction in his taxes. He said if they get low rates then he should get low rates. He said several businesses are not in favor of this. He said his business supports the businesses and groups in Hartland and food trucks don't give back anything to the community. He said they pay taxes, support the community, and ask the board to say no to food trucks. Meyers said he has had people ask him when Hartland is going to bring in Food Trucks. Mr. Berger said food trucks do not invest in the community, He said he invests into the community. Hallquist commented that there have been 4 tournaments at Centennial Park. Meyers asked Berger what fee he thinks is fair, and Berger said he doesn't think there should be food trucks in Hartland. Felkner said this was proposed to the VB and the VB wanted to know what the PB thoughts on this. Hallquist said when we were going thru the Parks Food Truck, the admin at the time Rhode thought the proposed fee at that of 200 was too high so he lowered it to 75. Hallquist feels this proposed fee is too low and should be higher to equalize the taxes that businesses pay. Felkner said what ultimately needed to be decided is if the Park Board wants food trucks and if you do is this the policy you want to abide by.

Motion (Ferrell/Gundrum) to recommend denial of Food Truck Permit to the Village Board in all parks. Carried (6-0).

7. Update on Ice Rink Sponsors-

Yogerst said Citgo donated \$500 and Avalon Graphics donated \$1000. She said Endter's and JB electric went in together to donate \$1,000. She said \$25,575 has been raised so far. There was brief discussion on in the future possibly renting the whole Ice Rink to a group. Yogerst will reach out to other communities with Ice Rinks to see if they rent their rinks out for special occasions.

**8. 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 is scheduled for January 4th.

9. Adjourn-

Motion (Gundrum/Conner) to adjourn. Carried (6-0). Meeting adjourned at 8:30 pm.
Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk

VILLAGE OF HARTLAND PARK BOARD POLICY FOR FACILITY RESERVATIONS

- All groups/individuals must make application to reserve athletic facilities, shelters and the Nixon Park Fine Arts Center for specific dates and times at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 a.m. – 4:30 p.m.
- Applications for shelters and the Nixon Park Fine Arts Center will be accepted beginning on the first working day in January. Reservations will be available on a first-come, first-serve basis.
- Athletic Field Reservations will be accepted starting the first working day in January and will be considered on a priority basis until February 15 each year. After February 15, reservations are accepted on a first -come, first-serve basis.
- Priority of Field Usage will be the following:
 1. Village sponsored programs
 2. Land O'Lakes, Lake Country Youth Baseball, Hartland Athletic Advancement Association, private schools, public schools, associations, businesses, resident-based leagues and residents
 3. Non-resident based leagues and non-residents
- During scheduling, game use will have top priority with practices being secondary.
- In order to reserve a field all of the following must be submitted at the time of application:
 - ✓ Exact dates of games and practices
 - ✓ Field preparations that are needed
 - ✓ A fully completed application
 - ✓ Completed field restoration agreement
 - ✓ All fees and deposits
 - ✓ Hartland Athletic Advancement Association is also responsible for turning in the Canteen Agreement for Bark River and Nixon Park
- Groups may cancel up to 20% of their field reservations by **March 30** and receive a full refund. If field reservations are cancelled after **March 30**, or more than 20% of field reservations are cancelled, there will be no refund.
- The Village of Hartland Park and Recreation Board reserves the right to select which athletic field and/or shelter may be reserved in order to accommodate a regular maintenance schedule for the parks.
- The master applications schedule is kept and updated at the Village office. Specific dates and times of use, including games and practices, must be provided on the application so that Village facilities are also made available to the general public.

- The Village of Hartland Park and Recreation Board reserves the right to refuse or to cancel an application to any individual or group in the event that a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.
- Applications must be submitted to the Village Hall no later than 10 days prior to the requested date.
- Applicant is responsible for general clean up of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area and the charges will be deducted from the required deposit.
- Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- Certificates of insurance naming the Village of Hartland as additional insured must be provided where required.
- Individuals or groups reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to Village ordinances and park regulations. Regulations are provided on the back of application forms and are also posted in some parks.
- Organizations engaging in recreational activities on Village park land will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
 - A. Comprehensive General Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as "additional insured".
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insureds".
- Organizations engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:
 - A. Comprehensive Liquor Liability Insurance in an amount of at least \$500,000. The policy must include the Village and its agents, officers and employees as "additional insureds". A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- Park users shall furnish to the Village, Certificates of Insurance evidencing the issuance of policies covering the above insurance requirements. No organized recreational activities, including practices and games, on Village park land may begin until a proper Certificate of Insurance is received. A minimum of 20 day Notice of Cancellation shall be provided.
- Separate reservations must be made for athletic fields and park shelters/general open space.

- Shelters and general open space cannot be reserved prior to January 2 of each year and the Nixon Park Fine Arts Center prior to April 1. Organized groups shall make application to reserve athletic fields prior to April 1 of each year. After April 1, Nixon Park Fine Arts Center and athletic facility reservations will be open to the general public.
- Refunds: In the case of cancellation of an event, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10.00 processing fee will be retained.
- Reservation Changes: A \$10.00 processing fee will also be charged for changing dates or times for an event.

**VILLAGE OF HARTLAND
PARK USAGE FEE SCHEDULE**

A. Shelter and General Park Open Space Reservation (add 5% sales tax):

Resident:	0-50	\$75.00	51-100	\$90.00	100-200	\$105.00*	201+	\$120.00*
Non-resident	0-50	\$85.00	51-100	\$103.00	100-200	\$121.00*	201+	\$139.00*

B. Athletic Field Reservation (add 5% sales tax):

<u>Baseball Fields</u>	Fee Per Use**
Large	
Nixon	\$35.00
Centennial	\$25.00
Hartbrook	\$25.00
Penbrook	\$25.00
Small	
Hartbrook	\$25.00
Joliet	\$25.00
Nixon	\$25.00
Softball Field	
Bark River	\$35.00***
Soccer Fields	
Large	
Centennial	\$30.00
Hartbrook	\$30.00
Penbrook	\$30.00
Small	
Hartbrook	\$30.00
Football Field	
Centennial	\$100.00
Tennis Courts	
Nixon	\$11 per court every 2 hours
Penbrook	\$11 per court every 2 hours

*Plus Security Deposit

**Includes Games & Practices

***Field Reservation Includes Shelter at Bark River Park Only

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Village of Hartland
Park Usage
Fee Schedule

C. Nixon Park Fine Arts Center Reservation (add 5% sales tax):

Resident	0 – 50 \$80.00	51 – 100 \$100.00	100 – 200 \$125.00	201+ \$150.50
Non-Resident	0 – 50 \$100.00	51 – 100 \$130.00	100 – 200 \$170.00	201+ \$200.00

D. Security Deposit (Refundable)

0-50	\$50.00
51-100	\$100.00
101-200	\$200.00
201-300	\$300.00
300+	\$400.00

E. Athletic Field Prep Fees

Group	Cost Per Prep
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	\$50.00
Joliet, Hartbrook (small). Nixon T-baill	\$15
Soccer Fields	\$60
Football Field	\$60