

**PARK AND RECREATION BOARD AGENDA**  
**MONDAY JUNE 3, 2024**  
**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 May 6, 2024, meeting.

**Recreation –**

2. Discussion and possible consideration of Park Mobile Food Vendor application for Dough Nation Mini Donuts to sell donuts in Nixon Park.
3. Recap on "The Wall that Heals".

**Public Works –**

4. Discussion of options for sound deflection in Penbrook Park for pickleball.
5. Discussion of actions taken to maintain the Village pathway connecting Hart brook Park to Centennial Park.
6. Discussion on illegal or grass parking at Nixon during Special Events, beer garden, etc.
7. Update on score board for Nixon Park.

**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 the Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

**PARK AND RECREATION BOARD MINUTES**  
**MONDAY MAY 6, 2024**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Randy Ferrell, Rick Conner, and Kathy Van Thiel.  
Excused: Nick Miller  
Absent: Craig Eisenhut  
Others: Sara Rennekamp, Leo Jungbluth, Tom Jenson, Cloe Machajewski, Jim Muenzenberger, Mark Hughes, Tom McGate, and Laurie Kaiser.

**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.)  
No Public comments.

**1. Consideration of a motion to appoint a Park and Recreation Board Chairman for the upcoming year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission.**

Motion (Conner/DeBoer) to appoint Tim Hallquist as Park and Recreation Board Chairman for the upcoming year. Carried (5-0).

**2. Consideration of a motion to approve the Park and Recreation minutes of May 6, 2024.**

Motion (Conner/Farrell) to approve the May 6, 2024, minutes. Carried (5-0).

**Other items for Consideration-**

**3. Discussion and consideration on proposed landscaping project for the Library and Centennial Park, Hartland ECOS ad hoc committee.**

Muenzenberger of the ECOS committee proposed the \$6,000 budget and gave an overview of the landscaping project. There will be installation of mixed perennials and they will be spraying for Japanese knotweed. Hallquist said to get with Library Director Kristensen for bench installation.

Motion (Farrell/de Boer) to approve the proposed landscaping project for the Library and Centennial Park, Hartland ECOS ad hoc committee. Carried (5-0).

**Recreation –**

**4. Discussion of Special Event Rotary’s request for a Park Board representative at the July 12, 2024, splash pad special event, 2024.**

Rennekamp said Rotary is looking for someone from the Park Board to present at their splash pad special event. Hallquist volunteered to be present at their special event.

**5. Discussion and consideration of Special Event, Kids Business Fair, June 8, 2024.**

Rennekamp said they would like the addition of a bounce house to the event. It was stated they will have to get a locate prior to setting up the bounce house and power will be required for the bounce house.

Motion (Conner/de Boer) to approve the addition of a bounce house to the Kids Business Fair Special Event, June 8, 2024. Carried (5-0).

**6. Discussion and consideration of Wisconsin Athletic Club’s Special Event, Goat Yoga in Nixon Park, June 9, 2024**

Katie from the WAC was present and said they will shift the time to 10am-1pm. Farrell asked if the time change will be an issue, and it was stated that it will not be an issue.

Motion (Farrell/Conner) to approve the Wisconsin Athletic Club’s Special Event, Goat Yoga in Nixon Park, June 9, 2024. Carried (5-0).

**7. Discussion and consideration on Penbrook Park’s Pickleball court hours-**

Rennekamp said they received a complaint regarding Pickleball. Tom Mcgate was present and explained there is playing of pickleball from sun-up to sun-down. He asked if there are hours that can be put in place. He said it is really loud and echoes through the trees. He said they do not ask friends to come over due to the noise.

Rennekamp said last year all scheduling was done at Penbrook. Mr. Mcgate said pickleball does not stop, it goes on all day. Mr. Mcgate asked if a sign could be put up with the hours. Farrell said we could look into a sound barrier.

Motion (Conner/Farrell) to table this agenda item, to look for solutions. Carried (5-0).

**8. Discussion and consideration on Joliet Park’s portable restroom location-**

Rennekamp commented that they are trying to move it over by the pine trees by the third base line. Discussion on moving it into the trees by third baseline and use it as a natural barrier and Leo will talk to the owner.

Motion (Farrell/Van Thiel) to move the portable restroom location into the trees for a natural barrier. Carried (5-0).

**9. Discussion on advertising for baseball fields.**

Rennekamp went over the fees and examples. Hallquist asked if others leave it up year-round.

Rennekamp suggested beginning with softball if the Village was going to go ahead and start advertising.

It was stated with timing it is a little late for this in the season. Rennekamp asked if this would affect other things and events in the parks. Van Thiel asked who would be responsible for replacement if there is damage to a banner. It was decided to look into this more.

**10. Discussion on Cottonwood wayside park shelter rental, chimney rental and providing firewood.**

Rennekamp is looking into the popularity of it. Discussion on whether to offer firewood, chimney should we provide the firewood or let them bring it in. Will check into type of wood. Will look into this further.

**Public Works –**

**11. Discussion and consideration of New Scoreboard for Nixon, Lake Country Youth Baseball & Softball-**

Mark Hughes was present and explained the new scoreboard. They are looking into putting in a new scoreboard. The key would be available in a utility box and would be available to all user groups. Hallquist commented on power going out to the new scoreboard, temporary banner for advertising under new scoreboard and stipulation for damaged controller. Farrell commented on the cost and to make sure the electricity is run appropriately.

Motion (Connor/Eisenhut) to approve the new scoreboard for Nixon. Carried (5-0). This will need to go to Arch Board and Village Board for the cost of the electricity.

**12. Discussion on privacy fence at Cottonwood wayside for port-a-potty.**

Discussion on privacy fence for the port-potty due to neighbor complaining.

**13. Update on dead grass in the parks-**

Jungbluth commented that they are reseeding due to damage caused by Insight. Coming in better than thought, and it was not all dead. He said they cut grass and laid grass seed and with the rain it is coming in good.

**14. Discussion on the "Wall that Heals."**

The schedule of events was stated.

**15. Update on Hometown Celebration**

Rennekamp said not much to update.

**16. 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.**

Rennekamp – Zumba started last week and is going well. T-ball is starting next week. Hometown Celebration, still trying to get revenue.

Jenson – gave updates on Nixon, did review of repair of flooding issues.

**PARK BOARD MINUTES**  
**MONDAY MAY 6, 2024**  
**7:00 PM**  
**PAGE 4**

Hallquist – Kiwanis will be repainting the path at Castle Park. Jenson will reach out to Muenzenberger.

**17. Adjourn -**

Motion (Hallquist/de Boer) to adjourn. Carried (5-0).

Meeting adjourned at 8:45 pm.

Respectfully submitted By Recording Secretary,  
Deidre Bushey - Deputy Clerk



Village of Hartland

Park Food Vendor Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Contact Information

Business Name DOUGH NATION
Business Owner Name CHRIS FANNING
Home/Cell Phone 262-957-4489 Email doughnationwi@gmail.com
Address 577 BRADFORD WAY City/Zip HARTLAND, WI 53029

Food vendors that hold a Retail Food License are required to provide a copy with proof of insurance.

- Copy of Retail Food Facilities license issued by Waukesha County or State of Wisconsin
Copy of Proof of Insurance

Food vendors and products that do not require a Retail Food License: (check if applicable):

- non-profit church sports event prepacked products
Homemade baked goods - goods produced in baker's home that are shelf stable & do not require refrigeration.
Pickles, sauerkraut, jam, jellies, salsas and applesauce.

Event Information

Person/Group Reserving Park Facility/Event Name DOUGH NATION at Thursday Night Concerts
Event Location: NIXON PARK Event Date 6/29, 6/27, 8/8, 8/22, 8/27, 9/5, 9/12, 9/19
Arrival Time (include set-up time) 3:00 PM Departure Time (include clean-up time) 10:00 PM
Description of what will be sold: HOT, FRESH MINI-DONUTS
Location where food will be sold: NIXON PARK

Food Vendor Fee

Vendor Fee \$75

Check, cash and credit card are accepted (checks payable to Village of Hartland). Fees and deposits must be paid at the time of application.

Application must be approved by the Village's Park and Recreation Board. I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Signature [Handwritten Signature] Date 5/24/24
Name (please print) Chris Fanning

Park Food Vendor Fee \$75

Office Use Only: Date Paid 5/24/24 Amount Paid \$75 Receipt # 255691 Processed [Signature]



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ASSURED PARTNERS OF IL LLC/PHS 83551680 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (866) 467-8730 (A/C, No, Ext):		<b>FAX</b> (A/C, No):
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Dough Nation LLC 577 BRADFORD WAY HARTLAND WI 53029-2541	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>
	<b>INSURER A:</b> Hartford Underwriters Insurance Company		30104
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			83 SBA AL7D51	05/14/2024	05/14/2025	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
A	Employment Practices Liability Insurance			83 SBA AL7D51	05/14/2024	05/14/2025	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

Village of Hartland  
 Thursday Night Concerts  
 210 COTTONWOOD AVE  
 HARTLAND WI 53029

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan S. Castaneda*

© 1988-2015 ACORD CORPORATION. All rights reserved.



WAUKESHA COUNTY  
DEPARTMENT OF PARKS AND LAND  
USE  
Division of Environmental Health

License, Permit or Registration

The person, firm, or corporation whose name appears on this license is hereby authorized to operate the facility indicated below. The operation and maintenance of the facility shall be in accordance with the Waukesha County Code. This is not a zoning permit.

ACTIVITY <b>Retail Food - Serving Meals, Transient - Transient-Non-TCS</b>	EXPIRATION DATE 30-Jun-2024	I.D. NUMBER HDEH-CSXG3E
LICENSEE MAILING ADDRESS DOUGH NATION, LLC 577 BRADFORD WAY HARTLAND WI 53029	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS DOUGH NATION SPECIAL EVENTS WAUKESHA WI 53188

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DIVISION OF  
ENVIRONMENTAL HEALTH  
515 W MORELAND BLVD AC 260  
WAUKESHA, WI 53188  
(262)896-8300

\* Include the name of your facility and the ID number.