



Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

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www.villageofhartland.wi.gov

PARK AND RECREATION BOARD AGENDA

TUESDAY SEPTEMBER 2, 2025

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 4 2025, meeting.

Recreation –

2. Discussion and consideration for a Special Event at Nixon Park, Trunk or Treat by Sweet Dreams Car Show, Oct. 26th, 2025, Ylli Berisha.

Other Items for Consideration

3. 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.
4. 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 the Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

PARK AND RECREATION BOARD MINUTES
MONDAY AUGUST 4, 2025
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Kathy Van Thiel, Rick Conner, Randy Ferrell, Shaunta' de Boer, and Craig Eisenhut.
Excused: Nick Miller
Others: Sam Blonien, Tom Jenson, Leo Jungbluth, Nicole Diedrick , Mal Kaul, Andy Kristensen, & Jake Zuehl.
7:00 PM Call to Order

1. Consideration of a motion to approve the Park and Recreation minutes of the May 5th, 2025, meeting.

Chairperson Tim Hallquist called for consideration of a motion to approve the Park and Recreation minutes of the May 5th, 2025, meeting.

Motion (Conner/Eisenhut) to approve the Park and Recreation minutes of the May 5th, 2025, meeting. Motion carried with one abstention – de Boer.

2. Consideration of a motion to approve the Park and Recreation minutes of the June 4, 2025, meeting.

Chairperson Hallquist noted that the previous vote on the June minutes had only three affirmative votes with two abstentions, which did not constitute a quorum, so the minutes needed to be approved again.

Motion (Conner/de Boer) to approve the Park and Recreation minutes of the June 2nd, 2025, Motion carried with one abstention – Eisenhut.

3. Discussion & possible consideration for Special Event with 2 food trucks for Hartland-Lakeside Education Foundation Back to School Bash, September 12th, Nixon Park

Rec Director Sam Blonien introduced the item, explaining that HLEF was looking to have two food trucks at their Back-to-School Bash event on September 12th at Nixon Park.

A representative from HLEF explained that last year's event was held at Hartland South, but many attendees went to the Arrowhead game afterward. This year, they wanted to centralize the event at Nixon Park, which also provided bathroom facilities for attendees with young children. The representative requested approval for food trucks, suggesting a shaved ice truck and possibly a taco truck, being careful not to compete with existing vendors like Beer Snobs.

Craig Eisenhut pointed out that the proposed food truck locations on the submitted map were not in the designated food truck area. He explained that the designated area was near the pickleball courts in the new parking lot on the east side of the park. The HLEF representative agreed to relocate the food trucks to the proper area.

It was noted that food trucks would need to supply their own power, as stated in the village rules. The event would run from 5-7 PM on September 12th (Friday), with setup starting at 4 PM. The board also advised that vendors would need to complete proper applications through the Recreation Department administration staff.

Motion (Eisenhut/Farrell) to approve the Back to School Bash at Nixon Park on September 12th with the stipulation that food trucks be placed in the designated food truck location. Motion carried unanimously.

4. Discussion and possible consideration for Special Event for the 2nd Annual Pumpkin Party in the Park, October 11th at Nixon Park

Sam Blonien introduced the representatives from the Pumpkin Party event, Andy and Jacob, who explained their plans for the second annual event. They described the same concept as last year with a trunk-or-treat in the parking lot and various activities in Nixon Park. New this year, would be the closure of Park Avenue for pedestrian safety, a pumpkin river flow, a movie, and a pumpkin trebuchet. The trebuchet would be built as an Eagle Scout project.

The representatives had already spoken with DPW staff about precautions to protect the grass beneath the pumpkin launching area. They also discussed the entrance plan, which would be from Maple Avenue since the East Park entrance would be closed for safety reasons. Volunteers would be stationed to direct traffic.

The event would run from 4-8 PM, with setup beginning in the late morning or early afternoon after any morning events in the park. There will be no food trucks this year, with food and beverage service provided by Beer Snobs and Kiwanis, who will be selling different items to avoid overlapping.

Motion (Conner/de Boer) to approve the special events for the second annual Pumpkin Party in the Park on October 11th at Nixon Park. Motion carried unanimously.

5. Discussion & possible consideration of Special Event, Fall in line 125, September 19th-20th, 2025, Centennial Park, Tydish Running

Sam Blonien introduced Nicole Diedrick, owner of Tydish Running (an acronym for "Tell Your Dog I Says Hi"), who presented her proposal for a 125-mile trail run. The event would start in the Northern Kettle Moraine and finish at the southern Kettle Moraine Forest.

Diedrick explained that Centennial Park would serve as an aid station at mile 73 of the race. The aid station would be open from 11:10 PM on September 19th until 1:46 PM on September 20th. She emphasized that her event was not a rowdy party scene but focused on the sport and athletes. Runners typically spend less than 90 minutes at an aid station before continuing. The event currently had 12 runners registered, and she anticipated no more than 15 people coming through the aid station at any time, plus 2-3 volunteers.

The board discussed logistics, including that runners would be coming from Dorn Road and hopping back on the Ice Age Trail after the aid station. All runners would have proper headlights and reflective gear for nighttime running. Diedrick requested use of the pavilion at Centennial Park overnight (past the normal 9 PM park closing time) and access to power at the pavilion. She confirmed that runners would have to leave the aid station by 1:46 PM cutoff time on Saturday or be disqualified from the race.

Board members expressed interest in the event and how it could benefit the community. They noted that police would be notified and would likely take patrol laps through Centennial Park during the overnight hours.

Motion (Farrell/ Conner) to approve the Fall in line 125 on September 19th through the 20th at Centennial Park for the Tydish Running event. Motion carried unanimously.

6. Discussion of the CIP Parks Budget for 2026 and 2027

Public Works Director Jenson presented the Capital Improvement Plan (CIP) for Parks for 2026 and 2027.

For 2026, the planned projects included:

- Castle Park playground equipment

- Nixon Park baseline and backstop fence and fieldwork (though Eisenhut noted they might not do the fencing due to feedback from user groups)
- Garbage can replacement (20 cans, with 16 just at the splash pad area)
- Picnic tables (planning to do one shelter each year with heavy-duty galvanized tables with composite material)
- Playground wood chips (annual replacement)

For 2027, the planned projects included:

- Pembroke Park playground equipment
- Castle Park basketball court (which was previously presented by students from Hartridge)
- Fine Arts Center door replacements (both the double doors on the back and the beer garden doors)
- Bark River softball field restoration
- Continued garbage can and picnic table replacements
- Playground wood chips

Hallquist brought up a previously discussed idea for a new pavilion with bathrooms and a kitchen near the splash pad, which had been made possible by moving the road. Jenson explained this project had been pushed back due to budget considerations with the new municipal building, but it remained a possibility for 2028 or beyond. The pavilion would serve as another rental facility and revenue generator for the village.

7. Discussion and Consideration of the two options for Castle Park Playground Replacement

Jungbluth said there are two options for the Castle Park playground replacement. Both options were from the same vendor that had supplied playground equipment for Centennial, Nixon, and Hartland Sports parks.

It was explained that both options were ADA accessible and were within \$10,000 of each other in price, with Option 1 being more expensive. Option 1 was described as having more of a "wow factor" and appearing larger and more extravagant. Option 2 featured monkey bars and other climbing equipment more suitable for older children.

The board discussed maintenance concerns, with staff, noting that Option 2 had some features, particularly on the teeter-totter, that might be more prone to breakage. The board considered whether features like monkey bars could be added to Option 1 if desired.

After discussion, most board members expressed a preference for Option 1 due to its more impressive appearance and play value for children, though Craig Eisenhut preferred Option 2.

Motion (de Boer/Hallquist) in consideration for Option 1 as shown for Castle Park playground replacement. Motion carried unanimously with the understanding that staff would have discretion to make minor modifications as needed.

8. Announcements

Recreation Director Sam Blonien provided several updates:

- Day Camp ended successfully on Friday with many positive parent comments, particularly about the leadership of Heather.
- Hometown was a success.
- Tee-Ball program also ended on Friday with an awards ceremony.

- Activity Guide wrapping up.
- Planning for Hometown 2026 had begun.
- The activity guide would be online by the end of the week and mailed out in 1-2 weeks.
- Hometown celebrations had gone well, with positive feedback on the carnival.

DPW updates included:

- A new staff member, Jorge Groves, started that day.
- The building study presented at the last board meeting showed strong resident support for the parks.
- Residents had expressed pride in the parks during public comments.

Adjourn

Motion (Eisenhut/de Boer) to adjourn. Motion carried unanimously.

Meeting adjourned at 7:55 pm.



210 Cottonwood Avenue
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SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEES ARE NON-REFUNDABLE

APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT

ORGANIZATION INFORMATION			
Name of Organization Trunk or Treat			
Street Address Nixon Park	City Hartland	State WI	Zip 53029
Phone Number	Are you a 501(c)3 Organization?	Yes	<input checked="" type="radio"/> No
Event Contact Person (First & Last Name) Ylli Berisha			
Address 180 E capitol Dr	City Hartland	State WI	Zip 53029
Email Prctransportation4@gmail.com	Phone Number 262-313-8710	Day of Event Phone Number 262-313-8710	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION			
Name of Event Trunk or treat by Sweet Dreams		Date(s) of Event Oct. 26 - 2025	
Event Start Time		Event End Time 3PM - 7PM	
Location of the Event* Nixon Park			
Will your event take place in a Village of Hartland Park? YES			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>			

OTHER INFORMATION

Generally describe your event and its purpose *Big car show for Halloween for all ages. We provide candy for our show cars, they put candy in the trunk, and kids can go grab candy. Super friendly car show.*

Estimated Number of Participants <i>100-180 show cars</i>	Spectators <i>over 400</i>	Vendors <i>2-3</i>
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Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* *NO* Yes No

Will you be selling/serving food? Yes No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.* *Possibly* Yes No

If yes, how many food trucks will be at the event? *1*

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.* Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.* Yes No

Does the event involve amplified music? Yes No

If yes, will the amplified music be a: *60's music* Band DJ

Hours of amplified music: *3-7 PM*

Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.

Is street closure requested? Yes No

Hours of street closure:

Diagram for Street Closure Provided? Yes No

Will you need barricades provided by the Village for your event? Yes No

How many barricades needed for your event? *0*

"Road Closed" signs requested? Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.* Yes No

Will you be providing portable restrooms and wash stations? Yes No

OTHER INFORMATION CONTINUED

If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?

we will have Porta Potty's in all locations where they are most needed. we also will have garbage cans all over and stay after to clean up

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Yes, I marked it on the map.

Will you provide a dumpster/clean-up services?

Yes

No

If yes, please describe your clean-up and refuse collection plan.

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

Yes

No

Will the event require first aid and/or emergency responders?

Yes

No

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000, must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents?

I can call my insurance and see

Yes

No

DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval. The applicant is responsible for obtaining all necessary reservations, permits and licenses.

[Signature]
 Signature of Applicant

8-18-2025
 Date

For staff use only

Park/Rec. Board approval, if necessary, on:

- Application forwarded to:
- Administrator
 - Building Inspector
 - Fire Chief
 - Police Chief
 - Public Works Director
 - Rec Director

Village Board approval, if necessary, on:

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.	8-19-25		SH by SP	
Clerk				
Fire				
Police				
Public Works				
Rec	8-20-25		SPB	

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ Park Facility Fees	_____ Temp. Bartender's	
_____ Solicitor's Permit(s)	_____ Temp. Class B	

All requirements for this special event have been met.

Village Administrator approval _____ **Date** _____

24 more
show cars
here

have about 80
show cars here

10 more
show cars here



Village of Hartland GIS



Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
262-367-2714

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 170'

Print Date: 8/15/2025