



Village of Hartland

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PARK AND RECREATION BOARD AGENDA MONDAY NOVEMBER 3, 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 October 6, 2025, meeting.

Recreation –

2. Discussion of the Farmers Market at Nixon Park and cost for annual usage fee for the Farmers Market.

Public Works -

3. Discussion and consideration to raise prep fees and field rentals.
4. Discussion and consideration of Arrowhead Youth Lacrosse agreement for 2026.

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 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 OCTOBER 6, 2025
7:00 PM

Present: Tim Hallquist, Shaunta De Boer, and Nick Miller. Craig Eisenhut participated via phone.
Excused: Kathy Van Thiel, Randy Ferrell, and Rick Conner
Others: Sam Blonien, Tom Jenson, Leo Jungbluth, Cory Bahr, and Elaine Houdek.

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 the September 2, 2025, meeting -

Hallquist opened the meeting and called for consideration of the September 2, 2025 meeting minutes. She made a motion to approve the Park and Recreation meeting minutes for September 2, 2025. The motion was seconded. When asked if there was any discussion, none was offered. The vote was called and all members voted in favor. The motion carried.

2. Discussion on Recreation Budget -

Recreation Director Sam Blonien presented the recreation budget, noting that she had a very easy budget with nothing changing from the prior year. She explained that the biggest focus would be on securing more sponsorships, especially for hometown events. Blonien expressed hope of getting new programs off the ground and mentioned potentially adding a color run to add more family activities. She confirmed that the numbers had been consistent with what was happening last year, though she acknowledged she had only been in the position for six months and had only seen a couple of things. When asked for comments from board members, none were offered.

3. Discussion and Consideration of Special Event for Ice Age Moonlight Hike, November 8, 2025, Cottonwood Wayside, Jake Zuehl

Jake Zuehl presented plans for another moonlight hike, which they had been conducting for approximately 4-6 years. The event will take place November 8th at the Cottonwood Wayside. Zuehl stated they would hopefully have a fire and inquired whether he needed to contact the fire chief for permission, given that it would be in a contained chimney. Staff indicated it should not be a problem since it was contained and not an open pit and offered to run it by Dave Jambretz if needed.

Discussion turned to firewood, with Zuehl suggesting they needed less than last year, referencing Leo's tendency to provide excessive amounts. Staff confirmed they could provide wood from pallets they could cut up. Zuehl confirmed they had received confirmation from police about putting cones on one side of the road for parking and noted he hadn't spoken to Dorner yet but was sure they could use their parking lot as in previous years.

The event would feature free apple cider and hopefully good weather. Zuehl reported that in past years they had been lucky with the weather and consistently had over 100 people, maybe 120-130

attendees. He noted that at least half, if not two-thirds, were usually from out of town, hearing about the event through Ice Age Trail channels, though there was a good number of non-trail walkers, especially those with kids.

Motion by Miller to approve the special event for the Ice Age Moonlight Hike on November 8th with the stipulation of less firewood from Leo. Second by de Boer. Motion carried unanimously.

4. Discussion on Hartland Farmers Market moving to Nixon Park in 2026, Hartland Chamber of Commerce

Elise from the Hartland Chamber of Commerce presented a proposal to move the farmers market to Nixon Park. The market currently runs on Sundays from 9 AM to 1 PM. Elise clarified she did not expect fees to be waived and understood there would need to be proper permitting for a regular recurring event.

Discussion revealed that the market had previously paid \$75 for the year, which the coordinator had complained about, though other markets like Oconomowoc and Waukesha charged \$400-500. Elise explained the Chamber would be promoting the event, running the financials, handling banners and marketing aspects, and had marketed to all their businesses about participation opportunities. She noted the Chamber had a bigger network than the current coordinator.

Regarding location preferences, Elise initially thought about placing vendors around the picnic tables on the walking path but learned that vehicles being able to park and be stationed there was non-negotiable for the coordinator. This created challenges as vendors wanted to drive their pickup trucks up, open the tailgate, and sell directly from their vehicles, which they currently do at the Pawling location.

Various location options were discussed, including the parking area by the splash pad (deemed too heavily used on summer weekends), the food truck area (furthest from the beer garden), and potentially blocking off a portion of the main parking lot. Staff noted concerns about restricting parking on Sundays when the beer garden operates from noon to 4 PM, though the farmers market would run in the morning.

Board members discussed the complexity of allowing some vendors vehicle access while others wouldn't have it, potential conflicts with the park's no fork-and-plate food policy, and the logistics of managing a growing market. The coordinator reportedly had a maximum of 9 vendors previously, with expectations to potentially double that number.

Hallquist suggested that if the Chamber was taking it over, they should try it for a year at the current location to see what they could do with it before considering a move to Nixon Park. The discussion concluded with agreement that Elise would talk to the vendors about interest, potentially discuss with Craig about using his lot at the current location and return with more specific plans including a mapped layout if they still wanted to pursue Nixon Park as a venue.

5. Discussion and possible consideration of changes in Park Shelter and Athletic Field applications fees & deposits

Tom presented proposed changes to the park shelter and athletic field application fees and deposits, explaining the changes were driven by the new Civic Rec programming system which made it difficult to accommodate all the current fee categories. The main changes included eliminating the number of participants as a fee factor and standardizing refundable deposits across all fields rather than per-field deposits.

For athletic facilities, the restoration deposit increased from \$150 to \$250 to ensure adequate coverage for any potential damage, though Tom noted the deposit was rarely kept. For user groups who use multiple fields, instead of charging \$150 per field, they would now charge a single \$2,000 deposit that transfers between all fields used.

For shelter reservations, they eliminated confusing items like "other structures to be placed in park" (bounce houses, dunk tanks) that were rarely used. The refundable deposit structure was simplified to only charge deposits for groups over 100 people, with no deposit for 0-100 attendees and starting deposits at 101+ attendees.

Additional clarifications were added to the back of applications regarding bounce houses, tent staking requirements (must use sandbags or weights, no staking), table placement, and a 20% processing fee for cancellation refunds. A reminder was added that trash is collected only once daily in the morning.

Eisenhut asked if the changes would be more profitable than the current system. Tom explained it wasn't about profitability but streamlining - the amounts were relatively the same but consolidated. Discussion arose about field prep fees, currently at \$60 per prep compared to other communities (Pewaukee at \$35, Oconomowoc at \$30, New Berlin at \$80). Eisenhut suggested the village's \$60 prep fee might be undervalued given that years ago LCBYS paid \$75 for field prep work.

After discussion about whether to delay approval to consider prep fee increases, the board decided to approve the current changes to avoid delaying user group packets that needed to be distributed by end of October, with the option to revisit prep fees at the January meeting and send an addendum if needed.

Motion by Hallquist to approve the changes in the park shelter and athletic field application fees and deposits. Second by Eisenhut. Motion carried unanimously.

6. Announcements

Tom from Public Works announced that the splash pad building was up by Nixon Park along the fence line by the tennis court, with plumbing and finishing touches still to be completed. He also mentioned bringing the tree budget to the Village Board at the next meeting, primarily for street trees with some park trees included. He noted they had removed mulch from around trees and planted grass instead to prevent excessive mulch buildup and tree suckering. Leaf season preparation was underway.

Sam Blonien announced they were working on the winter/spring guide, fall classes were going well, and they would be helping with the Pumpkin Party in the Park that weekend, including assisting with the pie eating contest. Recreation would be setting up a station on the Haunted Trail. Discussion followed about hay bale setup on Thursday, with Kiwanis having purchased them from Schuetz Farm this year, and five decoration scenes being planned. The pumpkin race down the river and potential pumpkin chucking (if the catapult was ready) were also mentioned.

7. Adjourn

Motion by de Boer to adjourn. Second by Miller. Motion carried unanimously.

Meeting adjourned at 7:44pm.

Full Time Labor Wages 2 x 36.15 median	Chalk 6.46 per 50lb bag 60 per year so 2.16 per prep	Paint 24 3 gallon buckets a year at 68.795 per bucket so 9.17 per prep	Cost without Equipment
\$72.30	\$2.16	\$9.17	\$83.63
Full Time Weekends 2 x 54.22			
\$108.45	\$2.16	\$9.17	\$119.78
Summer Help 18 .00/hr Starting			
\$36.00	\$2.16	\$9.17	\$47.33
Summer Help Weekends 2 x 27.00/hr			
\$54.00	\$2.16	\$9.17	\$65.33
			AVERAGE
			\$79.02

Truck x 2 hrs Class 101 16.58/hr 2024	Trailer x 2 hrs Class 490 11.42/hr 2024	Groomer / Lawnmower x 2 Class 410 18.90/hr 2024	Equipment Costs	Total
\$33.16	\$22.84	\$37.80	\$93.80	\$177.43
\$33.16	\$22.84	\$37.80	\$93.80	\$213.58
\$33.16	\$22.84	\$37.80	\$93.80	\$141.13
\$33.16	\$22.84	\$37.80	\$93.80	\$159.13

Village of Hartland/Arrowhead Youth Lacrosse Centennial Park Use Agreement

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a public park and soccer field in Centennial Park in the Village; and

WHEREAS, Lake Country Lacrosse (hereinafter "LCL") desires to use said field for certain games for the LCL teams,

NOW THEREFORE, THE VILLAGE AND LCL HEREBY AGREE AS FOLLOWS:

1. LCL will apply for the use of the soccer and football fields for their use by way of a Village provided Athletic Facility Reservation Form.
2. LCL is intending the use of the soccer and football fields for games and practices of their grade school aged teams.
3. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
4. Village agrees to a cut length of 3 inches during the season. Standard cutting frequency is weekly.
5. Village will provide refuse/recycling collection.
6. Village will provide restroom maintenance and cleaning.
7. LCL will adhere to the Village Field Use Guidelines.
8. LCL will perform any and all required or desired field marking/painting.
9. LCL will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
10. LCL will be allowed to store goals at the Park provided they are secured in an agreeable location. The paint and field painter items will need to be brought in for each use.
11. **Goals and equipment must be removed from the Park at the close of each season.**
12. LCL will clean area after each use and deposit trash/recyclable items into collection containers.
13. If fields are damaged, repairs to the field will be done by a contractor hired by the Village. The User Group will be responsible for the cost.
14. LCL and Village will coordinate and agree on field use and cancellations due to weather or field conditions.
15. The fees to use the soccer and football fields will defer to the Athletic Facility Application. This includes games and practices. LCL will pay the full amount for the intended use of the soccer and football fields prior to any use.
16. LCL will provide to the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by July 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate

Village of Hartland/Arrowhead Youth Lacrosse Centennial Park Use Agreement

plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.

17. Neither LCL nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
18. This Agreement is just for the current proposed use and will not be automatically renewed.
19. If the agreement is terminated, LCL, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 11).
20. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
21. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.
22. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or LCL or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05.
23. LCL will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below. The policy shall include the Village and its agents, officers and employees as “additional insured”.
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
 - 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.
23. Neither LCL nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
24. LCL shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of LCL use of the property or LCL items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Dated this _____ day of _____ 2026.

2026 LCL agreement

Village of Hartland/Arrowhead Youth Lacrosse
Centennial Park Use Agreement

Village of Hartland

By: _____

Ryan Bailey, Village Manager

Arrowhead Youth Lacrosse

By: _____

Printed Name: _____

Title:

2025 Parks/Arrowhead Youth Lacrosse Centennial Park
Use Agreement

2026 LCL agreement