PARK AND RECREATION BOARD AGENDA
MONDAY, SEPTEMBER 11, 2017
6:00 PM
Board Room

210 Cottonwood Avenue, Hartland, WI

6:00 PM **Call to Order**

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

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.)

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

Director of Public Works Items

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

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

Discussion and possible consideration of the 2018 Park Budget

Recreation Director Items

Discussion and possible consideration of the 2018 Recreation Budget

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

Adjourn

The meeting will be held in the Village Board Room of the Community Center in the Hartland Municipal Building located at 210 Cottonwood Avenue.

Darlene Igl
Village 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, CMC, Village Clerk, at (262) 367-2714. The Municipal Building is handicap accessible.

VILLAGE OF HARTLAND
PARK AND RECREATION BOARD MINUTES
MONDAY, MAY 1, 2017
7:00 PM
Central Area of the Community Center
210 Cottonwood Avenue, Hartland, WI

Present: Tina Bromberger, Mike Cottrell, Curt Gundrum, Tim Hallquist and Duane Lawson. Excused: Peggy Kallenberger and Dick Landwehr.

Others Present: Director of Public Works Einweck, Recreation Director Yogerst and Deputy Clerk Meyer.

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.

Consideration of a Motion to Appoint a Park and Recreation Board Chairperson for the Upcoming Year – duties involve running Park and Recreation Board meetings and being a member of the Jt. Architectural Board/Plan Commission

Motion (Bromberger/Cottrell) to appoint Tim Hallquist to the Park and Recreation Board Chairperson for the upcoming year. Carried (5-0).

Approval of Park and Recreation Board Minutes for April 3, 2017

Motion (Cottrell/Gundrum) to approve the Park and Recreation Board Minutes for April 3, 2017. Carried (4-0-1). Tina Bromberger abstained.

Presentation by Charlie McCarthy and possible consideration of an Eagle Scout Project for Improvements to Cottonwood Wayside

Charlie McCarthy is a Boy Scout from Troop 49 in Oconomowoc. Both of his parents work in Hartland. He was looking for a place to hike and found the Cottonwood Wayside, which he felt is a nice trail, but he also saw that he could make some improvements.

Mr. McCarthy proposes to install seven benches throughout four locations, construct and install an interpretive sign at the John Muir Overlook and put together an informational brochure about the surrounding area and the local chimney swifts. The wooden benches will be roughly 5 feet long and anchored to the ground. Either wood chips or crushed Lannon stone will be installed at the foot of the benches.

Three of the benches will be at the start of the trail overlooking the retention pond, one on each side of the boardwalk and two benches at the overlook that is about halfway through the trail.

The interpretive sign will be at the John Muir Overlook. It will give information on John Muir, his legacy and information on the Bark River and surrounding wildlife.

Mr. McCarthy will be making informational brochures (placing them at the beginning of the trail) about the surrounding plant and animal life, information on the local chimney swift population and conservation efforts, as well as information on the local invasive species. The brochure will be contained in a water resistant plastic container, similar to what is there now.

All Eagle projects are entirely self-fundraised. Mr. McCarthy will be giving a hand-out to local businesses to see if they will contribute to the project. Many suppliers will donate supplies to Eagle projects.

The benches will be built off-site in early June and installation should take place in early July.

Questions/Discussion:

The benches will be anchored/staked into the ground similar to how the existing benches that are on the trail.

Mike Einweck commented on the benches at the beginning of the trail where the edge of the mowing strip is. He suggested that Mr. McCarthy cut into that high grass area and put the benches in there with the mulch or stone. That way the Village will not have to mow around the individual benches. The other bench locations are satisfactory.

Treated lumber will be used for the benches and it will age naturally.

This project will serve the Village, The Ice Age Trail and The Waukesha County Land Conservancy.

It was mentioned that there might be a concern about the treated lumber. Mr. McCarthy stated that none of the benches are on the Waukesha County Land Conservancy, but he will be talking to a representative from the Ice Age Trail and will check with them about the materials and chemicals possibly leaching into the soil.

The information brochures will be stored at the site in something similar to what is there now, which is a clear, water resistant container with a lid.

It was mentioned that the Arrowhead Environmental Science teacher is keeping a count of the Chimney Swifts. He may be a good resource for Mr. McCarthy.

Motion (Bromberger/Lawson) to approve an Eagle Scout Project proposed by Charlie McCarthy for Improvements to Cottonwood Wayside, with the applicant continuing to work with Village staff on any outstanding details. Carried (5-0).

Discussion of possible Capital Improvements Plan projects for the next biennium

Every two years the Village does the borrowing for Capital Improvement Projects. The project list needs to be to the Village Board by July.

In 2018, we are looking at replacing a pedestrian bridge at Nixon Park South, adding a picnic shelter at Centennial Park and budgeting for the CORP Study update.

In 2020, there is a potential plan for a bathroom facility and drinking fountain in Penbrook Park.

The next Nixon Park pond dredging is in 2018. There are no funds or grants available to help with the cost. It was estimated that the cost is between $200,000 - $300,000.

The question was brought up about the idea of installing artificial turf on the football field at Centennial Park. However, no user group has contacted the Village regarding funding of an artificial turf project. The Village would not be able to pay for that. The cost would be from $500,000 to $800,000.

Mike Einweck reported on what projects on the list have been done:

- Pathway project at Nottingham
- Pathway project at Mill Place
- Tree Surveys

The Nixon tennis court repairs were not done. It's going to be a larger than anticipated project (more than the $5,000 budgeted). It will be rolled over into the next two-year planning period. There is not an updated cost at this time.

The donor recognition at the Fine Arts Center will be done this year.

The idea of rehabilitating the Nixon ball diamond was discussed, however, no user groups have come forward with the $36,000 - $38,000 for that potential project. The Village did roll the outfield last year. This year it has been too wet to roll.

Park Board CIP 2018-2019 project suggestions:

- Nixon Pond dredging
- Nixon Park Tennis Courts
- Nixon Park Field Reconstruction

CIP projects are those that are $5,000 or greater.

It was mentioned that there are a lot of branches/sticks down in Nixon Park due to the recent wind storms. Mr. Einweck stated that the DPW will be picking those up in the parks very soon.

The splash pad will open Memorial Day weekend starting May 27.

It was asked if the splash pad needs annual maintenance. Mr. Einweck stated that three times during the season the Village hires a professional cleaner to clean off the concrete. Staff does repairs, when needed.

The Park Board requested a 2016 vandalism report for the next meeting.

There was extensive graffiti damage in Hartbrook Park in early April. The doors to the restroom, the garbage dumpster and surround, the speed limit sign on Rae Drive, the metal box for the t-ball field and one of the trees all had damage.

Chairperson Hallquist questioned building a restroom at Penbrook Park. He felt there was a great potential of vandalism there. Mr. Einweck stated that it would be costly to connect the sewer and water near to the amenities in that park. Now there is one regular and one handicap accessible port-a-potty at Penbrook.

Mike Einweck reported that a volunteer group from Divine Redeemer recently did general clean up at Nixon Park. They also spread wood chips over the island between the pedestrian bridges. This material was from the Village's supply of chips from the recent Village-wide branch pickup.

Certified playground chips will come from a company that we used last year at Castle Park that also installs the chips for a lesser price that we used to pay for the chips themselves.

There was discussion on how weeds are controlled in the playground areas. Weed barriers don't work well because the decomposed woodchips act as a medium that the weeds can still grow in. Spraying herbicides is not possible because it would expose the children. Consequently, the weeds are pulled by hand. The Village does spray the athletic fields and we post that information on the Village website.

The new Nixon Park batting cage was discussed. The Village hopes that when Arrowhead replaces their artificial turf, we could get a swatch from them to use. We don't have a location for a Centennial Park cage yet. It was suggested to put down ¼ inch of rubber (golf mat) until the turf is available, otherwise a hole will be dug out in no time from the cleats. Pitching screens for the batting cage are owned and kept by LCYBS and Land O Lakes.

Chairperson Hallquist suggested that the Board should think about any additional CIP items for discussion at next month's meeting. Additional/replacement playground equipment might be needed.

The 2018-2019 projects listed are Nixon pond dredging, Nixon Park tennis courts, Nixon Park infield reconstruction, and an additional batting cage at Centennial Park.

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

Kelli Yogerst mentioned that this year's Hometown Celebration will be from June 30 – July 2. June 30 will be the music/fireworks. July 1 will be the 125th Anniversary activities in Nixon Park. Ms. Yogerst has been working on a 5K race the morning of July 1st. The route will go around the River Reserve Subdivision and back to Nixon Park. A pie baking contest, bounce houses, games and ice cream will be some of the activities on July 1. We are looking for volunteers to help out. The parade will be July 2.

Duane Lawson, Dick Landwehr and Tina Bromberger have been reappointed to another two-year term on the Park and Recreation Board

June 10, 2017 9:30 AM – 1:00 PM is a work day to help remove invasive species in the Hartland Marsh Preserve

The Partnering to Preserve Hartland Marsh Logo was viewed by the Park Board.

The Summer Recreation Program Guide is online and should be in mailboxes in a few days.

Recognition of Lynn Meyer, Deputy Clerk, for her 20 years of service to the Park Board and Village of Hartland and congratulations on her upcoming retirement on September 5, 2017.

Adjourn

Motion (Bromberger/Cottrell) to adjourn. Carried (5-0). Meeting adjourned at 7:40 PM.

Respectfully submitted by
Recording Secretary,

Lynn Meyer
Deputy Clerk

VILLAGE OF HARTLAND
PARK AND RECREATION BOARD MINUTES
MONDAY, JUNE 5, 2017
7:00 PM
Board Room
210 Cottonwood Avenue, Hartland, WI

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

Excused: Curt Gundrum, Tim Hallquist and Duane Lawson.

Others Present: DPW Director Einweck and Recreation Director Yogerst.

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

Motion (Kallenberger/Landwehr) to nominate Tina Bromberger 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 May 1, 2017

Motion (Cottrell/Kallenberger) to approve the Park and Recreation Board Minutes for May 1, 2017. Vote (3-0-1). Landwehr abstained. Motion did not pass.

Motion (Kallenberger/Cottrell) to table until the next meeting approval of the Park and Recreation Board Minutes for May 1, 2017. Carried (4-0).

Recreation Director Items

- **Presentation by Recreation Director Yogerst and possible consideration of Hometown Celebration and 125th Anniversary Nixon Park Activities in Nixon Park on July 1, 2017**

  Kelli Yogerst described the Hometown Celebration events for June 30, July 1, and July 2, 2017. A change from previous years is that it is the Village's 125th Anniversary this year and the Rotary will not be holding their beer and food festival as they had done the last few years.

  This year, on June 30, there will be arts and crafts vendors, the Hartland Community Band Concert, fireworks at 9:30 PM and live music afterwards by Montage.

  Saturday, July 1 activities consist of a Family 5K Run/Walk, bounce houses, arts and crafts vendors, a history walk, a pie baking contest, old fashioned games, hands on experiences, popcorn and ice cream social by Hartland Fire, old time music and Endter's Beer Garden. We are looking for volunteers to help out throughout the day. Proceeds from the pie contest will go to the Hartland Food Pantry.

Sunday, July 2 at 1:30 pm will be the Hometown Celebration Parade.

No action was taken.

- **Update and possible consideration regarding the Jack Sullivan kiosk project in Nixon Park**

  Jack Sullivan's project has changed. The Boy Scout Council Board that reviewed the project felt that the project Jack originally presented would take too much adult involvement, not enough leadership from Jack and not enough participation from fellow boy scouts. At a previous meeting, he had presented as an alternative, a two sided panel with a bench and a roof, which was a simpler version of his initial project. After a discussion with Jack and staff, it was decided to construct the alternative project at Centennial Park instead of Nixon Park. The cement footing installation will require adult assistance.

  No action was taken.

Director of Public Works Items

- **Discussion of possible Capital Improvements Plan projects for the next biennium**

  CIP projects are those valued at $5,000 or more.

  Projects discussed at the last meeting for 2018 – 2019 were the CORP Study, Nixon pond dredging, repairing Nixon Park tennis courts, Nixon Park field reconstruction and building a batting cage at Centennial Park. A potential project is a shelter at Centennial Park. Because it's a new project, it could be funded by incoming impact fees from the new developments.

  It was suggested that the batting cage be built this fall, if possible. Staff met with Arrowhead today and they are willing to give us some of the turf from their football field. The only problem is that there are rubber particles in the turf and they don't want the rubber particles dumped at the site. The weight of the turf is two or three times as much because of the rubber particles and we would have to dispose of those rubber particles. Staff would have to check if the particles can stay in the turf or not.

  At this point there have been no contributions from outside sources for the batting cages or the Nixon field reconstruction.

  There was discussion about the condition of the playground equipment in the parks. Tina Bromberger will do some research for the next budget in two years regarding possible updating of the playground areas and equipment.

  There were no further additions to the CIP list.

  It was discussed that it has been a number of years since the Park Board, together as a group, has visited all of the parks. It was suggested that the Board do this in the future. At the next meeting, when more members are present, there should be discussion regarding choosing a date and scheduling a visit to the parks.

- **Discussion of 2016 Vandalism Report**

The report from DPW Supervisor Jambretz listed one incident of spray painting on the Castle Park path that was removed by Premier Blasting for $175.

- **Discussion and possible consideration of a request from Trustee Wallschlager to install a basketball court in Nixon Park**

  Trustee Wallschlager was not present, but Mike Einweck has spoken to her regarding this item and her email regarding this subject is in the Park Board packet.

  Ms. Wallschlager feels that there is an older child population that is lacking activities in the Village. For the teenage group, she thought that a basketball court would be a good use of recreational activities. The Village used to have a basketball court in Nixon Park where the splash pad is now. When the basketball court was there, the Police Department had complaints of fights, drugs and criminal damage to property stemming from use of the courts. Deputy Police Chief Collura reported that the amount of calls for juvenile problems in the park have dropped off. Complaints now are mainly parking issues due to people using the splash pad. Over the last year comments have been favorable and the splash pad is seen as a positive change.

  The Village has a full court at Hartbrook Park, a full court at Penbrook Park and a half court at Joliet Park. The schools have basketball courts as well. There has been vandalism with people cutting down the nets on the basketball hoops. Chain nets are not allowed.

  Considering the discussion that has taken place tonight, Mike Cottrell stated that he is not in favor of going forward with the basketball court idea for Nixon Park. He felt no further discussion was needed. The Park Board felt there are enough basketball courts within close proximity of Nixon Park for people to use. With the success of the splash pad and where Nixon Park has gone, the board does not want to revert back to the prior situation with the significant police reports.

  Dick Landwehr suggested that the Park Board send their recommendation back to the Village Board for their review.

  With the limited funds available for use in the parks, the Board did not see a need for an additional basketball court. A quick internet check showed that a basketball court would cost approximately $25,000 to build.

  Motion (Cottrell/Kallenberger) to recommend to the Village Board that based on the current data and information that the Park Board has been provided from the DPW and the Police Department, at the current time, it is not necessary to move forward with replacing the basketball court in Nixon Park due to the success of splash pad and the fact that we have numerous courts available to the public. Carried (4-0).

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

This Thursday is our first Thursday night concert. The band is the Whiskey Belles and it is also the grand opening of the Beer Garden.

Dick Landwehr asked what the Village will do about the Centennial Football field that the pictures in the board packet show as being damaged. Mike Einweck and Mike Gerszewski met with the field caretaker from Arrowhead, Mike Mueller, and they discussed areas that will need sod, aerating and slit seeding (with a 50-50 grass mix (a rye that comes up first and then the perennial grass would come in). If the seeding doesn't take hold, they would go to sodding because there is a use in the fall for football. The field use agreement requirements address not using the fields when they are wet. Unfortunately, Arrowhead lacrosse had a double header game when the field was wet. The agreement had stated use for only games, but the lacrosse coach had the team use the field for practices as well, which unfortunately conflicted with the Recreation Department program scheduled on that field. Kelli Yogerst had to cancel a couple of her programs because the lacrosse players were already on the field and she didn't realize she could ask them to leave because they had not reserved or paid for those days. As part of their agreement, AHS will pay for the repairs and also the days they used the field that had not been reserved previously. Mr. Einweck encouraged all the Park Board members to go out to Centennial Park during and after the restoration phase and make a decision as to if lacrosse should be allowed to use the field next year.

It was asked if the restoration will be able to "take" by the time the field is needed for football season. Sod will be used if the seed does not take. The Village will have to re-evaluate before football starts to see if the field is playable with the repairs. AHS will try to start this week with the restoration. Football starts the end of August.

Using the field when they had not reserved it was brought up to Arrowhead. They said the coach was not aware of that situation. The biggest concern was that the Village had to cancel our programs for them. The Park Board needs to consider these things for next year and for the possible renewal of the agreement.

Adjourn

Motion (Cottrell/Kallenberger) to adjourn. Carried (4-0). Meeting adjourned at 7:45 PM.

Respectfully submitted by
Recording Secretary,

Lynn Meyer
Deputy Clerk

Parks

Account Description	2016 Actual	2017 Budget	Thru 06/30/17	% Used	Full Yr Est	2018 Adopted	Footnotes
Parks Wages & Benefits							
E 101-55200-110 SALARIES	$ 25,124	$ 24,000	$ 9,619	40%	$ 24,000	$ 24,000	
E 101-55200-130 FICA	1,922	1,920	736	38%	1,920	1,920	
Sub-Total Parks Wages & Benefits	*$ 27,046*	*$ 25,920*	*$ 10,355*	*40%*	*$ 25,920*	$ 25,920	
Parks Operations							
E 101-55200-220 UTILITY SERVICES	$ 11,670	$ 10,800	$ 2,930	27%	$ 11,500	$ 11,800	A
E 101-55200-350 EQUIPMENT PURCHASE	1,495	-	-	#DIV/0!	-	-	B
E 101-55200-365 BLDGS/GROUNDS MAINT EXP	25,844	26,500	10,772	41%	26,500	27,500	C
E 101-55200-370 ATHLETIC FACILITY MAINT	13,464	16,000	9,975	62%	16,000	16,000	D
E 101-55200-470 LANDSCAPE PLANTINGS	1,771	2,000	-	0%	2,000	2,000	E
E 101-55200-800 CAPITAL OUTLAY	8,213	9,677	932	10%	9,677	4,500	F
E 101-55200-900 CORP RESERVE PAYBK	16,100	16,100	16,100	100%	16,100	19,550	G
Sub-Total Park Operations	*$ 78,557*	*$ 81,077*	*$ 40,709*	*50%*	*$ 81,777*	$ 81,350	
TOTAL PARKS BUDGET	**$ 105,603**	**$ 106,997**	**$ 51,064**	**48%**	**$ 107,697**	**$ 107,270**	
					Increase	*0.26%*	

Highlight 2017: A permanent batting cage was constructed at Centennial Park. This was the first year of having a beer garden at Nixon Park.

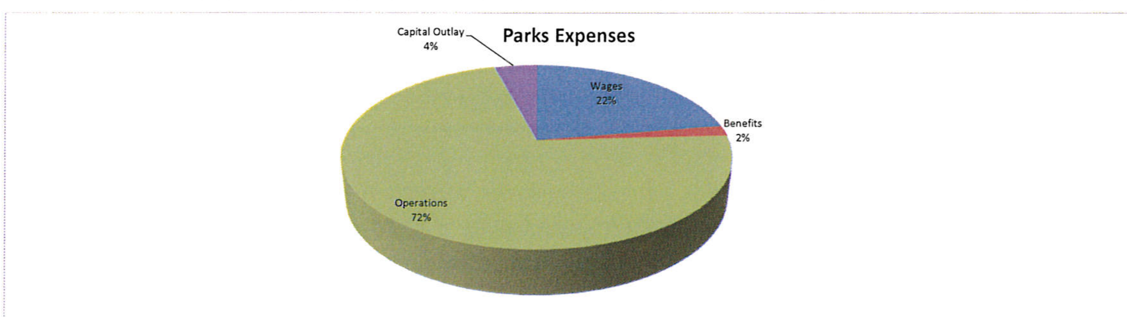
Spotlight 2018: We will continue to budget funds in the 365 account to treat ash trees in the parks to prevent Emerald Ash Borer. The hardball field at Nixon Park will be reconstructed.

Supported Services:

Description	*2016*	*2017*	*2018*
Acres of Parks & Open Land	96.9	96.9	96.9
Baseball Diamonds (inc T-Ball)	8	8	8
Soccer Fields	4	4	4
Football Fields	1	1	1
Miles of Pathway	4.4	4.4	4.4
Tennis Courts	4	4	4
Basketball Courts	3	3	3
Volleyball Courts	2	2	2
Fine Arts Center	1	1	1
Splash Pad	1	1	1
Picnic Shelters	9	9	9
Playground Equipment	Various	Various	Various

Staffing: During the summer, seasonal public works employees do the mowing and trimming. Other work is done by regular public works employees.

	2017 Budget	% of Budget	2018 Adopted	% of Budget	Incr/Decr
Wages	24,000	22%	24,000	22%	0.00%
Benefits	1,920	2%	1,920	2%	0.00%
Operations	71,400	67%	76,850	72%	7.63%
Capital Outlay	9,677	9%	4,500	4%	-53.50%
Total	106,997	100%	107,270	100%	0.26%



Parks

Capital Outlay Schedule

Item		Add	Repl	Amt	Unit Cost	Total
101-55200-800 Capital Outlay						
1	Picnic Tables		X	10	100	$ 1,000
2	Garbage Cans		X	10	50	500
3	Ball Diamond Groomer		X	1	2,750	2,750
3	Blower		X	1	250	250

TOTAL PARKS CAPITAL OUTLAY **$ 4,500**

Corporate Reserve Purchases

Item		Add	Repl	Amt	Unit Cost	Total
1	Riding front deck mower	X		1	$ 53,000	$ 53,000

TOTAL PARKS CORPORATE RESERVE PURCHASES **$ 53,000**

Impact Fee Fund

Item	Add	Repl	Amt	Unit Cost	Total
None Anticipated in 2018					

TOTAL PARKS IMPACT FEE PURCHASES

Parks

Expenses	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
Wages	20,170	22,507	25,124	24,000	24,000
Benefits	1,543	1,722	1,922	1,920	1,920
Operations	68,254	71,796	70,344	71,400	76,850
Capital Outlay	8,113	6,545	8,213	9,677	4,500
Total	98,080	102,570	105,603	106,997	107,270

Revenues	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
Park Rentals	21,899	21,916	22,426	21,000	22,500
Trans from GIS	-	-	-	-	-
Total	21,899	21,916	22,426	21,000	22,500
Supported by Taxes	76,181	80,654	83,177	85,997	84,770
Population	**9,118**	**9,124**	**9,141**	**9,141**	**9,141**
Annual Per Capita Supported by Taxes	**8.36**	**8.84**	**9.10**	**9.41**	**9.27**
Per Capita Supported by Taxes Per Day	0.023	0.024	0.025	0.026	0.025
Total Exp Per Person Per Day	0.029	0.031	0.032	0.032	0.032

CORPORATE RESERVE PAYBACK SCHEDULE

VEHICLE/DESCRIPTION EQUIP #	TYPE	YEAR PURCH	REPL YRS	YR TO REPL	EST/ACT PURCH PRICE	2017	2018	2019	2020	2021	2022	2023	>2023
PARKS													
1	MOWER	2012	7	2019	18,000	3,600	-	-					-
2	MOWER	2014	7	2021	20,805	3,150	3,150	3,150	3,125	3,125			-
3	MOWER	2011	7	2016	24,000	3,000	3,000	3,000	3,000	2,800			-
4400	TRACTOR	2012	10	2022	40,000	4,000	4,000	4,000	4,000	4,000	4,000		-
4610	TRACTOR	2003	10		30,000	-	-	-	-	-	-	-	-
11'	MOWER	2017	8	2025	14,000		1,750	1,750	1,750	1,750	1,750	1,750	3,500
11'	MOWER	2011	8	2019	13,000	1,650	1,650	-	3,000	3,000	3,000	3,000	12,000
LS	LAWN SWEEPER	1998	10		10,000		-	-	-	-	-	-	-
TA	TURF AERATOR	1997	10	2016	10,000	-		4,000	1,000	1,000	1,000	1,000	2,000
UT	TRAILER	2001	10	2016		700	700	700	700	700	700	700	2,100
TD	TOPDRESSER	2012	10	2022		-	-	-	-	-	-	-	-
	RIDING FRONT DECK M	2018	10	2028		-	5,300	5,300	5,300	5,300	5,300	5,300	21,200
PARKS TOTAL					179,805	16,100	19,550	21,900	21,875	21,675	15,750	11,750	40,800
	ADJUSTED PAYBACK					16,100	19,550	21,900	21,875	21,675	15,750	11,750	40,800
						0	0	0	0	0	0	0	0

VEHICLE REPLACEMENT SCHEDULE/CORPORATE RESERVE PURCHASES

DESCRIPTION/VEHICLE EQUIPMENT TYPE		YEAR	MAKE	MODEL	INITIAL COST	REPLACE INTERVAL	2017	2018	2019	2020	2021	2022	2023	>2023
PARKS														
1	MOWER 54"	2012	TURF TIGER	SST61A	20,000	7 YRS	-	-	-	-	-	-	-	-
2	MOWER 60"	2014	JOHN DEERE	1435	20,805	7 YRS	-	-	-	-	-	-	-	-
3	MOWER 72"	2011	JOHN DEERE	F1435	13,500	NOT REPLACING	-	-	-	-	-	-	-	-
4400	TRACTOR	2012	JOHN DEERE	4400	38,000	10 YRS	-	-	-	-	-	-	-	2022
4610	TRACTOR	2003	JOHN DEERE	4610	24,500	10 YRS	-	-	-	30,000	-	-	-	-
11'	MOWER	2009	BUSH HOG	TD1100	10,642	8 YRS	14,000	-	-	-	-	-	-	-
11'	MOWER	2011	BUSH HOG	TD1100	11,815	NOT REPLACING	-	-	22,000	-	-	-	-	-
LS	LAWN SWEEPER	1998	WISC TURF	LS	7,000	10 YRS	-	-	-	-	-	-	-	-
TA	TURF AERATOR	1997	AIRAVATOR	TA	4,200	10 YRS	-	-	10,000	-	-	-	-	-
UT	TRAILER	2001	H&S MFG	UT46L	1,600	10 YRS	-	-	-	-	-	-	-	-
TD	TOPDRESSER	2012	TORO	44507	10,000	15 YRS	-	-	-	-	-	-	-	2027
	RIDING FRONT DECK M	2018	JOHN DEERE		53,000	10 YRS	-	53,000	-	-	-	-	-	-
						PARKS TOTAL	14,000	53,000	32,000	30,000	-	-	-	-

STORM SEWER IMPROVEMENTS						
MISC. STORM SEWER REPAIR	$ 55,000	$ 55,000	$ 57,500	$ 57,500	$ 60,000	$ 60,000
STORM SEWER CB REPAIR	$ 50,000	$ 50,000	$ 52,500	$ 52,500	$ 55,000	$ 55,000
222/224 WILLOW COURT DRAINAGE IMPROVEMENTS - OPTION 3	$ 28,000					
258 BIRCH COURT DRAINAGE IMPROVEMENTS	$ 33,600					
MS4 PERMIT IMPROVEMENTS BELOW						
NIXON POND STUDY/DNR ENGAGEMENT RE: MS4 CREDIT FOR POND TSS REDUCTION	$ 7,500					
NIXON POND MODS DESIGN STUDY/CONSTRUCTION		$ 100,000				
NIXON POND DREDGING		$ 160,000				
E. INDUSTRIAL DRIVE/PROGRESS DRIVE BIORETENTION/STORM (30% + GRANT APP: DESIGN/BID; CONST)	$ 20,000	$ 195,000				
ST. CHARLES REGIONAL INFIL POND IMPROVEMENT			$ 15,000	$ 60,000		
HARTRIDGE REGIONAL INFIL POND (30% + GRANT APP; DESIGN/BID; CONST)			$ 15,000	$ 160,000		
HARTBROOK PARK BIORETENTION SWALE (30% + GRANT APP; BID/DESIGN; CONST)					$ 15,000	$ 95,000
SUBTOTAL STORM SEWER REPAIR	**$ 194,100**	**$ 560,000**	**$ 140,000**	**$ 330,000**	**$ 130,000**	**$ 210,000**
SIDEWALK & CURB AND GUTTER IMPROVEMENTS						
DOWNTOWN SIDEWALK REPAIR & STAMPED CONCRETE	$ 20,000					
MISC SIDEWALK & CURB REPAIR VILLAGE WIDE					$ 75,000	
SUBTOTAL SIDEWALK/C&G IMPROVEMENTS	**$ 20,000**	**$ -**	**$ -**	**$ -**	**$ 75,000**	**$ -**
PARK IMPROVEMENTS						
REPLACE PED BRIDGE - NIXON PARK SOUTH	$ 30,000					
REPLACE PED BRIDGE - BARK RIVER PARK	$ 38,000					
REPLACE PED BRIDGE - NORTH AVENUE PARKING LOT			$ 30,000			
CENTENNIAL PICNIC SHELTER		$ 60,000				
REPLACEMENT OF TWO DOORS AT BARK RIVER PARK CANTEEN	$ 9,200					
NIXON PARK BALL FIELD RECONSTRUCTION	$ 36,000					
REPAIR TENNIS COURTS AT NIXON AND PENBROOK PARKS	$ 36,000					
REPLACEMENT OF PLAYGROUND WOOD CHIPS AND WEED BARRIER	$ 39,000					
ASPHALT REPAIR AT BARK RIVER PARK	$ 8,000					
CORP STUDY UPDATE	$ 17,000					
PENBROOK - BATHROOM FACILITY/DRINKING FOUNTAIN				$ 250,000		
SUBTOTAL PARK IMPROVEMENTS	**$ 213,200**	**$ 60,000**	**$ 30,000**	**$ 250,000**	**$ -**	**$ -**
OTHER IMPROVEMENTS						
Police Department						
NOTHING NOTED	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal Police Department	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Municipal Building/Cemetery						
CEMETERY DRIVEWAY REPLACEMENT	$ 39,700					
DOWNTOWN TREE GRATES	$ 13,000	$ 14,000	$ 15,000			
DPW GARAGE FIRE & BURGLAR SYSTEM	$ 20,000					
MUNI BUILDING, DPW GARAGE AND WATER FACILITIES LOCK SYSTEM	$ 40,000					
DPW GARAGE FURNACE & EXHAUST SYSTEM	$ 18,000					
DOWNTOWN PARKING LOT PROJECTS	$ 150,000		$ 550,000			
Subtotal Municipal Building	**$ 280,700**	**$ 14,000**	**$ 565,000**	**$ -**	**$ -**	**$ -**
Fire Department						
PARKING LOT REPAIR		$ 6,500				
REPLACEMENT OF TRUNKED RADIO SYSTEM AND HAND HELD UPGRADES			$ 30,000			
Subtotal Fire Department	**$ -**	**$ 6,500**	**$ 30,000**	**$ -**	**$ -**	**$ -**
Recreation Department						
VILLAGE HALL COMMUNITY CENTER STUDY	$ -	$ -	$ -			
VILLAGE HALL COMMUNITY CENTER UPGRADE						
Subtotal Recreation Department	**$ -**	**$ -**	**$ -**			
Library						
NEW ROOF AND ROOF REPAIRS	$ -	$ -	$ 65,000			
Subtotal Library	**$ -**	**$ -**	**$ 65,000**			
Miscellaneous Projects						
Impact Fee Study	$ 30,000					
Trunk Radio Consolidated Waukesha County Dispatch	$ 4,854	$ 4,854	$ 4,854	$ 4,854	$ 4,854	
Subtotal Miscellaneous Projects	**$ 34,854**	**$ 4,854**	**$ 4,854**	**$ 4,854**	**$ 4,854**	**$ -**

HARTLAND RECREATION DEPARTMENT
2018 BUDGET NARRATIVE

Highlights of 2017:

1) *Partnership with TTP Dance Academy:* As of June 2017 the Recreation Department and TTP Dance Academy have been partners for one year out of their 3 year contract. The goal of the partnership is to offer Academic and Recreational dance classes to the community.

2) *Partnership with the Hartland/Lakeside School District*: The Recreation Department and Hartland/Lakeside School District continue to work together to offer programs to the community. Programs that were offered in 2017 were; bee keeping, camera classes, dog training, cooking classes, pickleball tournament, basketball classes and etc.

3) *Summer Afternoon Camp and Tiny Tots Camp:* This year Summer Afternoon and Tiny Tots Camp were held at Hartland North Elementary. Both camps in 2016 were held at North Shore Middle School in the afternoon, 12:30 – 5:30 pm. Camp followed after Hartland Lake Side School District's morning summer program, Summer Splash, 8:30 am – 12:30 pm. In 2017 Hartland Lake Side School District split up the participants amongst all of their schools: Hartland North, Hartland South and North Shore Middle School. Due to this, the Hartland Recreation Department bussed camp attendees who attend Sumer Splash at North Shore Middle School over to Hartland North so they may attend Summer Afternoon camp. Summer Afternoon Camp enrollment continues to increase. In 2015 the average number of participants per week was 28 kids. In 2016 the average was 40 and in 2017 it was 47. Tiny Tots, camp for 5 – 6 year olds, which was first offered in 2016, continues to stay the same as 2016 with an average of 14 – 15 participants per week. We did have to increase staff for Summer Afternoon Camp due to 2 camp participants with special needs that required one on one attention from staff.

4) *Lake Country Beer Garden:* 2017 is the first year the Lake Country Beer Garden was at Nixon Park. The Beer Garden has been a great addition to Nixon Park, especially on Thursday nights during the Thursday Night Concert Series. Attendance has noticeably increased at the concerts.

5) *Pickleball:* From fall 2016 to summer 2017, participation and the demand for pickleball has increased. In 2015 Hartland Recreation Department only offered it in the summer. Fall 2016 was the first time it was offered indoors on Tuesday evenings. Due to the popularity, starting in winter/spring of 2017 pickleball added Friday evenings and Sunday afternoons at Hartland North. In the summer it is now offered Monday and Friday mornings and Tuesday and Thursday evenings at Nixon Park.

Future Goals:

1) The Recreation Department will continue to work on increasing program offerings and publicity of offerings to the community.
2) The Recreation Department will work on utilizing the Fine Arts Center more by seeking different entertainment opportunities at Nixon Park for the 2018 summer.
3) The Recreation Department will continue to develop senior programs.
4) The Recreation Department will continue to work on the prospect of a Community Center for the Village of Hartland.

Staffing/Personnel Schedule: For 2018, the Recreation Department will have one full time Director, one Recreation Clerk, one Before and After School Coordinator, four Before and After School Instructors, one Summer Camp Coordinator, one Summer Camp Co-Coordinator, eight seasonal Summer Camp Counselors and two kickball referees.

Capital Outlay: The Recreation Department has no request for any additional capital projects at this time.

Expenses: The Recreation Department 2018 budget is increasing 1.1% mainly due to personnel costs as the Recreation Department increases its' programming.. The Splash Pad expenses are estimated to be $3,000 for maintenance and $9,300 for water. ***Please note that any changes to expenses in the Recreation Department Budget will generally show complimentary changes to revenues.*

Revenues: Revenues have been based on the expected and realistic participation in classes, trips and summer recreation. The goal of the department is to continue using the partnership with the Hartland/Lakeside School District to offer new programs that will increase general recreation class revenues. The Recreation Department will also continue to work with other entities throughout the community to hold and provide programs.

Capital Improvement Plan: Request for funds to make improvements to the current Community Center is shown as a future project.

2018 RECREATION DEPARTMENT

RECREATION DIRECTOR
1 FT

- PERSONNEL
  - SUMMER RECREATION COORDINATOR (1 PT)
  - SUMMER RECREATION COUNSELORS (9PT)
  - BEFORE AND AFTER SCHOOL COORDINATOR (1 PT)
  - ADDITIONAL SEASONAL STAFFING AND CLASS INSTRUCTORS
  - FISCAL & RECREATION CLERK (0.25 FT)
- SERVICES
  - SUMMER RECREATION
  - FISHING CLINIC
  - MOVIE IN THE PARK
  - ADULT CLASSES
  - KIDS CLASSES
  - TRIPS
  - HOMETOWN CELEBRATION
  - PARK ACTIVITIES
  - FAC CONCERT SERIES
  - FAC CONCESSIONS
  - SENIOR PROGRAMS
  - ADVERTISING

1.25 FULL TIME
17 SEASONAL
VARIOUS INSTRUCTORS
3.22 FULL TIME EQUIVALENTS

Recreation Department

Account Description	2016 Actual	2017 Budget	Thru 06/30/17	% Used	Full Yr Est	2018 Adopted	FOOTNOTES
Recreation Wages & Benefits							
E 101-55300-110 SALARIES	$ 107,820	$ 98,000	$ 45,102	46%	$ 98,000	**$ 115,000**	A
E 101-55300-130 FICA	8,191	7,500	3,456	46%	7,500	**8,800**	
E 101-55300-140 RETIREMENT BENFTS	4,097	4,100	1,604	39%	4,100	**4,150**	
E 101-55300-150 HEALTH/DENTAL/LIFE	9,850	11,200	4,807	43%	11,200	**11,750**	
E 101-55300-180 OTHER BENEFITS	1,642	750	750	0%	750	**750**	
Sub-Total Recreation Wages & Benefits	***$ 131,600***	***$ 121,550***	***$ 55,719***	***46%***	***$ 121,550***	***$ 140,450***	
Recreation Operations							
E 101-55300-290 OUTSIDE SERVICES	$ 96,918	$ 88,000	$ 44,354	50%	$ 100,300	**$ 88,000**	B
E 101-55300-291 ACTIVENET FEES	11,981	8,000	4,368	0%	11,000	**8,000**	C
E 101-55300-295 TRIPS	11,921	7,000	6,347	91%	14,250	**7,000**	D
E 101-55300-300 OPER SUPPLIES/EXP	29,210	29,000	11,084	38%	29,000	**29,000**	E
E 101-55300-302 DANCE ACADEMY	14,494	45,000	13,595	30%	29,200	**31,500**	F
E 101-55300-303 SUMMER REC EXPNS	12,563	8,000	904	11%	14,200	**8,000**	G
E 101-55300-305 EXPENSES-OTHER	579	-	-	#DIV/0!	-	**-**	
E 101-55300-312 SPLASHPAD EXPNS	1,237	3,000	495	17%	3,000	**3,000**	H
E 101-55300-220 SPLASHPAD WATER EXP	5,108	9,300	-	0%	9,300	**9,300**	I
E 101-55300-800 CAPITAL OUTLAY	577	-	-	0%	-	**-**	
E 101-55300-900 CORP RESERVE PMTS	1,800	6,800	6,800	100%	6,800	**5,000**	J
Sub-Total Recreation Operations	***$ 186,388***	***$ 204,100***	***$ 87,947***	***43%***	***$ 217,050***	***$ 188,800***	
TOTAL RECREATION/COMMUNITY ED	**$317,988**	**$325,650**	**$143,666**	**44%**	**$338,600**	**$329,250**	
					Increase	***1.1%***	

FOOTNOTE EXPLANATIONS ON TAB 17 PAGE 5

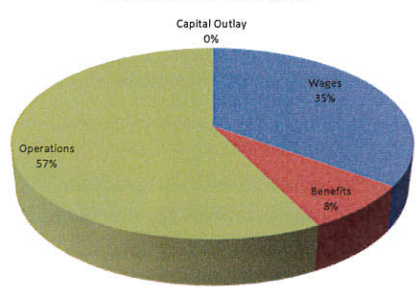
Highlight 2017: We saw increased attendence at Nixon Park during the Thursday Night Concert Series. The Beer Garden has been a huge contributor to the increase in attendence. The First Annual Pickleball tournament was held at North Shore Middle School. The goal is to continue offering this tournament as it's expected to grow in participation.

Spotlight 2018: The Hartland Recreation Department will continue to develop programs for all ages.

Operations: With increased success of existing and new programs, the Recreation Department is projecting a declining tax burden for the Village in regards to its operations.

	2017 Budget	% of Budget	2018 Adopted	% of Budget	Incr/Decr
Wages	98,000	30%	115,000	35%	17.35%
Benefits	23,550	7%	25,450	8%	8.07%
Operations	204,100	63%	188,800	57%	-7.50%
Capital Outlay	-	0%	-	0%	0.00%
Total	325,650	100%	329,250	100%	1.11%

RECREATION EXPENSES



Footnotes to Recreation Department Budgeted Line Items

A. Account E101-55300-110 Salaries: This account is the salary of the Recreation Director, Summer Camp Counselors, and the Before and After School Program.
B. Account E101-55300-290 Outside Services/Contracts: This represents the fees of Recreational Activities that are instructed by outside contractors hired by the Recreation Department. These instructors are paid a percentage of the fees collected for each student that enrolls in their classes. Some examples of these classes are Moderate Yoga, QiGong,Yoga for Life and Gentle Yoga.
C. Account E101-55300-291 Active Net Fees: This represents the expense for using the recreation registration software. The registration software contract includes an annual minimum fee of $3,600, which is based on a percentage of registration fees. The fee in the budget line is estimated to be higher because once the minimum is met, Active Net still charges a percentage for each transaction made.
D. Account E101-55300-295 Trips: This represents the cost of the trips that are offered by the Recreation Department.
E. Account E101-55300-300 Operating Supplies/Expenses: This represents the expenses the Recreation Department may have on a daily, weekly, monthly, or yearly basis. Some examples of these expenses are copies, postage, general office supplies, supplies for programs, t-shirts for the Fishing Clinic, Recreation Department's cell phone, mileage reimbursement, advertising fees to promote the recreation department and program guide which is produced three times a year.
F. Account E101-55300-302 Dance Academy: This represents expenses for our Dance Academy provider TTP.
G. Account E101-55300-303 Summer Rec Expenses: This represents the expenses for the Summer Camp Program. These consist of the fieldtrip admissions, transportation costs, supplies and equipment that are only used by Summer Camp.
H. Account E101-55300-360 Splash Pad Expenses: This represents the annual maintenance expenses for the Splash Pad which is estimated to be approximately $3,000.
I. Account E101-55300-365 Splash Pad Water Expense. This is the annual expense for water usage paid to the Water Utility for the splash pad, which is estimated to be approximately $9,300.
J. Account E101-55300-900 Corporate Reserve Paybacks: Hartland Recreation Department contributed to the dance floor for the dance academy at To The Pointe to be amortized over the 3 year life of the dance academy agreement.

Recreation

Personnel Wages Acct: 101-55300-110

Classification	Full Time	Part Time	Salary Grade	Full Time Equivalents		
				2016	2017	2018
Recreation Director	1		7	1.000	1.000	**1.000**
Fiscal and Recreation Clerk	1		5	0.250	0.250	**0.250**
Summer Camp Coordinator		1	Seas	0.200	0.200	**0.200**
Summer Camp/Tiny Tots Counselors		9	Seas	0.840	0.840	**0.840**
Before/After School Coordinator		1	Seas	0.310	0.310	**0.310**
Before/After School Staff		4	Seas	0.610	0.610	**0.610**
Kickball Referee		2	Seas	0.012	0.012	**0.012**
Employee Totals	2	17		3.222	3.222	**3.222**

Recreation

Expenses	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
Wages	76,053	82,748	107,820	98,000	115,000
Benefits	18,858	19,664	23,780	23,550	25,450
Operations	118,872	144,201	185,811	204,100	188,800
Capital Outlay	-	-	577	-	-
Total	213,783	246,613	317,988	325,650	329,250

Revenues	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Adopted
Classes	85,732	108,527	128,694	110,000	115,000
Before/After Sch	27,046	38,276	39,023	38,000	38,000
Dance Studio	-	-	16,360	50,000	35,000
Trips	13,340	23,032	21,732	10,000	20,000
Summer Rec	20,109	18,938	41,808	30,000	35,000
Other	5,006	5,791	6,758	5,300	5,300
Splash Pad Donations	5,058	5,063	60	-	-
Total	156,291	199,627	254,435	243,300	248,300
Supported by Taxes	57,492	46,986	63,553	82,350	80,950
Population	**9,118**	**9,124**	**9,141**	**9,141**	**9,141**
Annual Per Capita Supported by Taxes	**6.31**	**5.15**	**6.95**	**9.01**	**8.86**
Per Capita Supported by Taxes Per Day	**0.017**	**0.014**	**0.019**	**0.025**	**0.024**
Total Exp Per Person Per Day	**0.064**	**0.074**	**0.095**	**0.098**	**0.099**