

**PARK AND RECREATION BOARD AGENDA
MONDAY MAY 4, 2020
6:30 PM
HELD AS A ZOOM MEETING**

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 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.
2. Consideration of a motion to approve the Park and Recreation minutes of the March 2, 2020 meeting.

Recreation Director Items

3. Discussion and possible consideration of a Dog Walk & Park Party August 29, 2020, Kelly Zimmerman-Emma loves Dogs Foundation.
4. Discussion and possible consideration for the Village to build pickle ball courts at Nixon Park, David Adamski.

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

To participate in the Village of Hartland Park "Zoom" Board meeting, please dial 1 (312) 626- 6799. The Meeting ID is 893 2626 0838. You will be able to listen to the meeting; however, the only opportunity to talk during the session will be at the start of the meeting, when the Park Board Chairman asks for public comment.

PARK AND RECREATION BOARD MINUTES
MONDAY, MARCH 2, 2020
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Duane Lawson, Rick Connor, and Peggy Kallenberger.
Absent: Tina Bromberger
Excused: Jack Kolo
Others: Mike Gerszewski

6:30 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 January 6, 2020.

Motion (Connor/Gundrum) to approve the Park and Recreation minutes of January 6, 2020 with the correction of the call to order time being changed to 6:30 pm instead of 7 pm.
Carried (4-0) with 1 abstention Peggy Kallenberger.

Public Works Items

2. Discussion and possible consideration of Ragnar Run at Centennial Park on May 15-16, Katie Seely.

Margerate Arts was present for the Ragnar Run and gave a brief overall of the event. They will have 3 volunteers 1 for traffic – cars, 1 to direct runners in and 1 to direct runners out. She went on to say 10 pm – 6 am will be quiet time and there will only be 40 vehicles at a time. Ms. Arts said Centennial Park is a runner exchange. She said they are hoping to have the same route or similar with about 350 teams with the range of 6 -12 people average. A recommendation was made for them not to go behind the houses along the trail but to take Hwy K to North Ave and go through town.

Motion (Lawson/Kallenberger) to approve the Ragnar Run at Centennial Park on May 15-16, 2020. Carried (5-0).

- 3. 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.**

Administrator Rhode and Operations Supervisor Gerszewski met with the Rotary about Hartbook Park. Rhode and Gerszewski will have a meeting with Bob Mallow and Michelle Thompson and Hallquist would like to attend also. Summer Camp registration information is now available. Team Emma has a fundraiser coming up. The Village hired a consultant firm and brought in an interim DPW Director.

4. Adjourn

Motion (Kallenberger/Gundrum) to adjourn. Carried (5-0). Meeting adjourned at 6:45 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk



Paws in the Park - Inaugural Emma Loves Dogs Walk

29th August 2020

OVERVIEW

The Emma Loves Dogs Foundation was created on August 30th, 2019 which was Emma's 8th birthday. Eight months earlier we didn't know if we would celebrate that day with her after her DIPG brain tumor diagnosis however she beat the odds and made it to her birthday and the kick off of her foundation. She passed away on November 18th, 2019 after a ten month battle against cancer but her legacy will continue to carry on through the Emma Loves Dogs Foundation. This inaugural event "Paws in the Park" will celebrate her 9th birthday and the 1 year anniversary of the foundation. We want to share that with the community since they supported her through her journey and beyond.

GOALS

1. Raise money for the Emma Loves Dogs Foundation.
2. Celebrate Emma and her legacy with the local community.

SPECIFICATIONS

- Nixon Park Party 3pm-10pm
 - Dog Walk start 4pm
 - Walk through the village (See addendum for proposed route)
 - Food Trucks at finish in Nixon Park - 3-4 proposed
 - Bounce Houses, Climbing Walls
 - Beer Garden - Endters has confirmed agreement to proposal (see signed addendum)
 - Raffle
 - Band or DJ - TBD
 - Glow party and Lantern Launch
 - K9 Police presence

VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue

Hartland, WI 53029

Phone 262-367-2714

FAX 262-367-2430

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number:(Home)_____ (Work)_____ (EMAIL)_____

Address: _____
Street/Mailing Zip Code

If Above Person Cannot Be Reached: _____

Telephone Number:(Home)_____ (Work)_____ (EMAIL)_____

Address: _____
Street/Mailing Zip Code

Name of Group, Performer: _____

Description of Entertainment: _____

Is Sponsor Classified as Non-Profit: _____

Other Permits Required: Beer ☐ Shelter ☐ Other ☐

Date Paid: _____ Fee Paid _____ Deposit Paid _____ Receipt Number _____

FEES	Resident	0 – 50 \$80.00+ 4.08	51 – 100 \$100.00 + 5.10	101 – 200 \$125.00 + 6.38	201 \$150.50 + 7.68
	Non Resident	0 – 50 \$100.00+ 5.10	51 – 100 \$130.00+ 6.63	101 – 200 \$170.00 + 8.67	201 + \$200.00 + 10.20
<i>Note: Deposit to be paid by all users</i>					
Refundable Deposit Amounts		0-50 \$50.00	51-100 \$100.00	101-200 \$200.00	201-300 \$300.00
					300+ \$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	☐ Yes ☐ No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Signature _____

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.



Village of Hartland GIS

DISCLAIMER:

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

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



SCALE: 1" = 167'



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21
He
26

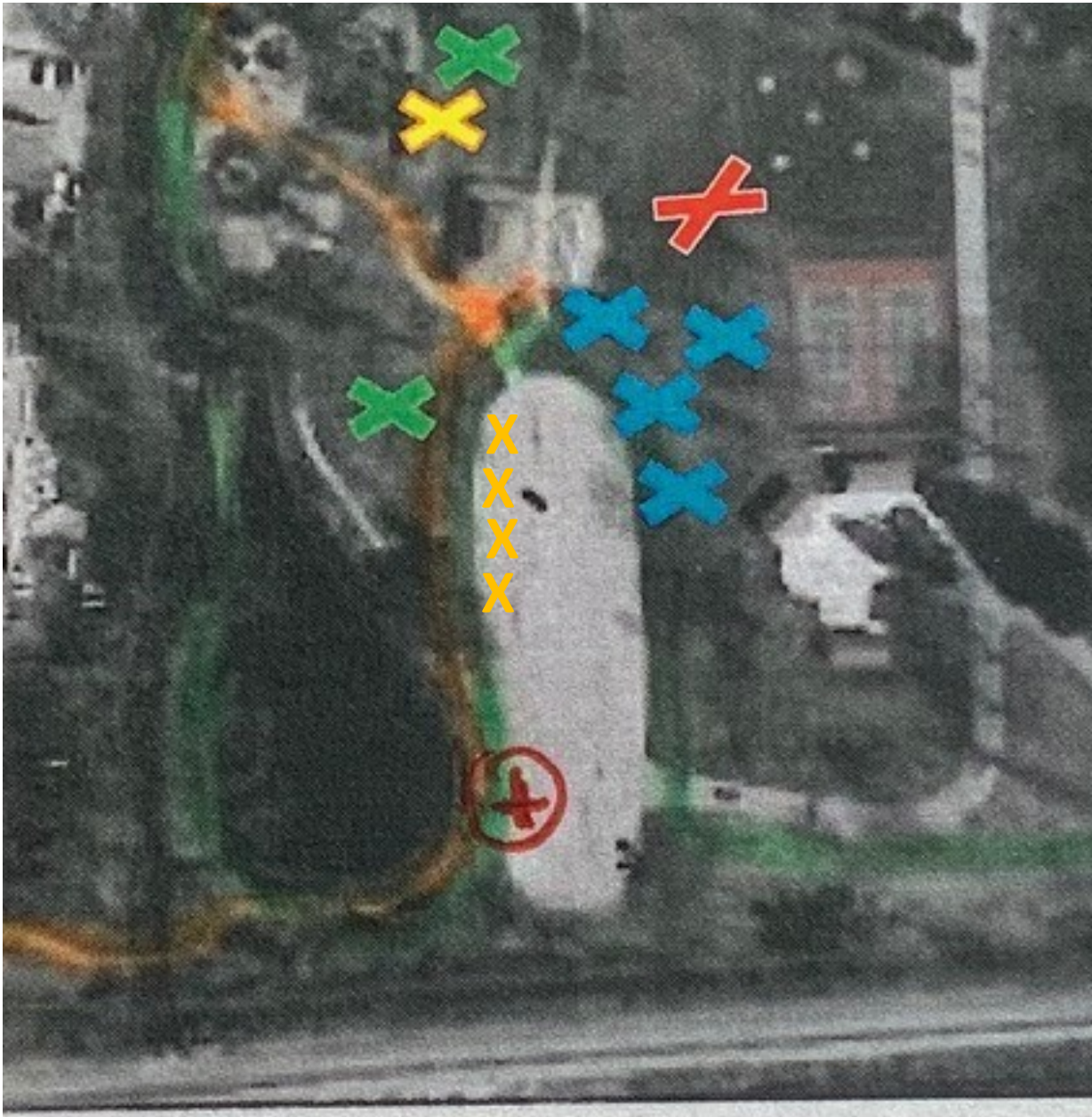
✕ Check in tables in shelter & Start/Finish Walk

✕ Food Trucks

✕ Porta-Johns

✕ Bounce House(s)

⊕ Dog waste stations



**“X” Village Staffs
proposed placing
of food trucks**

Hartland Pickleball



What are we asking for?



Nixon or Penbrook the future



Points to consider

- Hartland community organized pickleball is always full
 - Waitlist is full too
- Wisconsin Athletic Club (WAC) has three courts running which are fully utilized (Three courts full M-W-F 12:00 – 2:00, Tues. - Thurs. 8:00 – 10:00)
- Pickleball is arguably the fastest growing sport in the country especially for 50+ demographic
 - Demographics for Hartland is changing – lots of empty nesters looking for activities
- Arrowhead has 12 tennis courts
 - When residents want to play tennis this is where they go
- Hartland has zero Pickleball courts
 - When residents want to play Pickleball they go to Waukesha
- Legend Clubs either have or are replacing tennis courts with Pickleball courts – listening to their members
- Hartland residents driving to Waukesha to play – why?
- Pickleball is a social sport that can be competitive

Specifics and estimated costs

- Convert Nixon Park or Penbrook park court areas to permanent pickleball facilities supporting 4 courts

- Estimated costs

- | | |
|-------------------------------|--------------------|
| • Court re-surfacing/painting | \$5,000 - \$10,000 |
| • Net posts (qty. 8) | \$2400 |
| • Nets (qty. 4) | \$600 |
| • Additional fencing | \$1500 |
| • Total estimated cost | \$9,500 - \$14,500 |

- Source

- [https://www.pickleballcentral.com/Pickleball Court Construction Guide s/188.htm](https://www.pickleballcentral.com/Pickleball_Court_Construction_Guide_s/188.htm)

Four Pickleball Courts Per Tennis Court Diagram

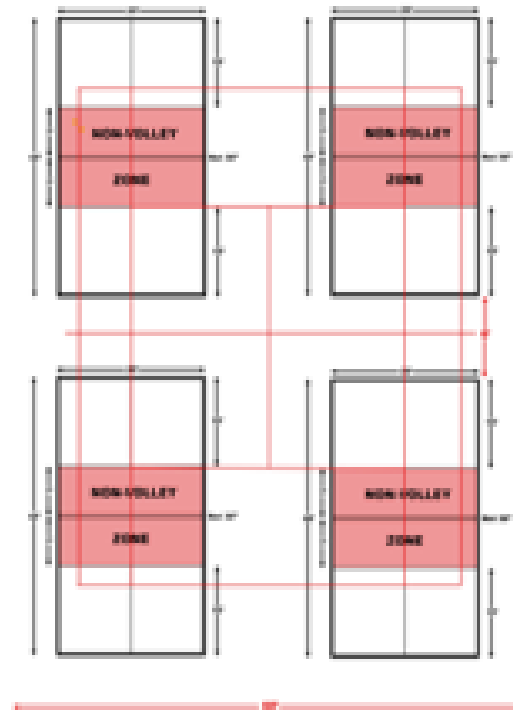


Diagram showing the layout for four pickleball courts on a tennis court. Tennis court shown with red lines.

MEMO

TO: Park and Recreation Board

FROM: Kelli Yogerst, Recreation Director

RE: Park Usage Update

According to Governor Evers' extension of the Stay At Home Order that went into effect on April 24 and will remain in effect until Tuesday, May 26, 2020, stated "You may engage in outdoor activities that meet social distancing requirements. You may travel to open public and state parks for walks, hikes and bike rides. No team or contact sports are permitted. Playgrounds are closed."

The extension also stated that "Local health officials may close public parks and open spaces if it becomes too difficult ensure social distancing or the areas are being mistreated."

The Village of Hartland is following these guidelines by not putting up nets for tennis, basketball or volleyball. Athletic field preps are not being done, but maintenance of the parks is being completed. Signs are posted that playgrounds are closed. Restrooms are currently not open for public use.

At this time no direction from the Governor has been given about Splash Pads. DPW has reported that it would take two days to get the splash pad operable.

I have been sitting in on Zoom meetings that the Wisconsin Park and Recreation Association has been having for their members. These meetings are an opportunity to receive other Park and Recreation Department's ideas, thoughts and guidance on topics such as summer camp, before and after school care, parks, staffing and etc. WPRA has a lobbyist firm that is expressing the need to receive more guidelines from the Governor in regards to pools, splash pads and summer camps.

If inappropriate usage of the park is being held, the Village's goal is to not write tickets, but receive compliance from those users. The Village of Hartland will continue to follow guidelines set by the Governor.

NOTE: The above information is in accordance to the guidelines set by the Governor as of April 27, 2020. If changes occur before the May Park and Recreation Board meeting, Village staff will update Park and Recreation Board members during the meeting on Monday, May 4, 2020.

CC: Mike Gerszewski
Dave Felkner
Tim Rhode