

PARK AND RECREATION BOARD AGENDA - AMENDED
MONDAY DECEMBER 6, 2021
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 November 1, 2021 meeting.

Public Works Items-

2. Discussion and possible consideration on a Carnival.

Recreation Director-

3. Discussion and possible consideration for Hartland's Bark River Bash April 30th, 2022, Kiwanis.
4. Discussion and possible consideration for Winter Play Date Nixon Park, January 29th, 2022 Kiwanis.
5. Discussion on Holiday Train Event December 18, 2021.
6. Discussion and consideration for Food Truck Permit for Centennial Park.
7. Update on Ice Rink sponsors.

Other items for consideration

8. Announcements: It is not contemplated that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.
9. Adjourn
Deidre Bush y
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at (262)367-2714. The Municipal Building is handicap accessible.

Individuals attending public meetings will be required to maintain appropriate social distancing, (i.e., maintain a 6-foot distance) and be free of symptoms related to COVID-19.

To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The Meeting ID is 829 6014 2977 Or participate online:

<https://us02web.zoom.us/j/82960142977?pwd=dkUzZWd2d0FvY2RqcFp5b3p6Sk9zZz09>

PARK AND RECREATION BOARD MINUTES
MONDAY, NOVEMBER 1, 2021
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Tim Hallquist, Curt Gundrum, Rick Conner, Shaunta' de Boer, Nick Miller and Craig Eisenhut.
Others: Dave Felkner, Kelli Yogerst, Mark Pape, Tom Ludtke, Matt McQuestion, Jeff Staus, Tom Lay, and Jeff Olson. Dan Barbacovi by phone.
Excused: Randy Ferrell

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 October 4th, 2021, Park Board meeting-

Motion (Miller/Gundrum) to approve the Park and Recreation minutes of October 4, 2021 minutes. Carried (6-0). With correction of dollar amount in #8, it should be \$21,575 not \$421,575.

Public Works Items-

2. Discussion and possible consideration on a Carnival -

Dan Barbacovi from Spectrum Carnivals phoned in and said he has done New Berlins Park & Recreation 4th of July event for 15 years. He said he brings a variety of rides along with the typical games and food. He said he was not sure how big of an event the Park Board wanted this to be. He said employees are drug and alcohol tested, uniformed, wear name tags etc. He said safety is very important and they have a certified welder. He commented that there are good carnivals and there are bad carnivals. He said there are only 8 carnivals left in the state of Wisconsin. He said larger areas are better and larger rides are favorable. He said all games are good and there are no scam games. He went on to say the lights are nice, they are LED's. He said they do have generators.

Felkner asked how many trailers/bunk houses he has. Mr. Barbacovi said about 10 in all, and they are 8 x 38. He said it depends on how big the carnival is on how many bunk houses there are. He said the bunk houses are typically kept in a different area than the rides. Felkner asked if it could be scaled down, and Mr. Barbacovi said you could, but he said that he needed 11-13 rides & games + food to be profitable. Mr. Barbacovi was asked what the times of operation would be, and he said it could be worked out but generally noon to 11pm. Felkner ask Mr. Barbacovi to explain how the

Village makes money off this. Mr. Barbacovi said the Village will get a percentage of every ticket sold. He said he takes the sales tax and insurance off the top. He went on to say he covers the electric the fuel, the payroll and the Village will get check from the percentage. Yogerst asked if a certain amount has to be made to get a percentage. He said they do have to make a certain amount to cover their costs then the Village gets a percentage after that.

Mr. Barbacovi commented that everything done in this area has done well. He said he thinks the Hartland area would do very well. He said fireworks nights and music nights are big nights. Miller asked if they had to have food trucks and Mr. Barbacovi said the food trucks travel with the carnival and he prefers to bring the food trucks. He said the cotton candy and funnel cakes do well.

Hallquist asked if the bunk houses could be offsite because he was not sure there was enough room in the area. He said it isn't about the food, it is about the space. Felkner commented that people watch the fireworks from the grassy area. Mr. Barbacovi asked how many people come to the fireworks and Kelli said it would be jammed packed possibly 4000-6000 people. Yogerst also said there would be music every night Thursday – Sunday.

Hallquist said the logistics would need to be determined. He said we need to do more and if a rep could come down would be best. He said that would be the next step to see if the area is big enough. Mr. said he will contact his rep and then get with the Park Board. There was discussion on the Fine Arts Center and music tents. There was discussion on possibly having the beer tent or food in the parking lot. It was decided to table this for now.

Felkner asked when Spectrum Carnival contacts us to get references.

Motion (Hallquist/Conner) to table discussion of the Carnival for now. (6-0).

Public Works Items-

3. Discussion and possible consideration of Annual Review of the Bark River, Nixon Park Canteen agreements with HAAA, Flanagan-Dorn Canteen agreement, Lake Country Lacrosse Centennial Park Use Agreement and the Score Board/Press box Agreement with the Lake Country Chiefs.

DPW Supervisor Felkner said they would go through the agreements one at a time:

Bark River Canteen agreement – Felkner said he did not see anything that should be changed, except the name needs to be changed on the back from Tim Rhode to Ryan Bailey under administrator.

Hallquist mentioned #3 regarding signage and they had come to the board last month about adding some verbiage to the scoreboard.

Motion (Conner/Miller) to approve the Bark River Canteen agreement for HAAA. Carried (6-0).

Nixon Park Canteen – Felkner said it is identical to the Bark River and does not see anything that needs to change.

Motion (Conner/DeBoer) to approve the Nixon Park Canteen agreement for HAAA. Carried (6-0).

Flanagan – Dorn Canteen – Felkner said it is similar to the other Canteen agreements. Tom Lay mentioned they have not received anything from the Village for what they owe for the electric and they said they will pay the Villages portion as well.

Motion (Conner/Eisenhut) to approve the Flanagan-Dorn Canteen agreement. Carried (6-0).

Lake Country La Crosse Centennial Park Use agreement-

Felkner said that it needs to be added to #1 that they also use the soccer field, and #11 in the agreement after explicitly is removed and replaced with "Season ending sod repair the Village of Hartland will repair. He also said #15 item the storage of tools will be removed.

Motion (Hallquist/Conner) to approve the Lake Country Lacrosse Centennial Use agreement. Carried (6-0).

Score Board/Press box Agreement with the Lake Country Chiefs-

Felkner said the in the agreement, it needs to be added that the portable lights will be located between the fence and parking lot outside of field of play.

Motion (Conner/DeBoer) to approve the Score Board/Press Box agreement with the Lake Country Chiefs with the addition of placing light between fence and parking lot. Carried (6-0).

Let Kids Fly Agreement-

Felkner said #11 wording in the agreement will be removed and replaced with the Village will have that repaired. Also #15 in agreement, they are not allowed to store hand tools, so delete hand tools wording.

Motion (Eisenhut/Conner) to approve the Let Kids Fly Centennial Park Use Agreement with the changes in #11 and #15 as mentioned. (6-0).

Oconomowoc Rugby Football Club Centennial Park Use Agreement-

Felkner said #11 in the agreement will be removed and replaced with the Village will have that repaired.

Motion (Conner/Gundrum) to approve the Oconomowoc Rugby Football Club Centennial Park Use agreement with the changes in #11. Carried (6-0).

4. Discussion and possible consideration for bonds for user groups.

Felkner also brought up that he would like on the deposit form, the fee for Centennial football raised from \$250 to \$550, and Centennial soccer from \$150 to \$550, the reason is because the price for split seeding and fertilizing which will cost \$550 so the current deposit amounts would not cover it. He also would like that if the deposit needed to be held to add 3% admin fee added to the bill, because it takes longer for Administration to process. If there is no damage, the deposit would be returned. Hallquist said the deposits for softball & Pickleball are ok.

Motion (Conner/Miller) to approve the increase for the Centennial Football and Centennial Soccer deposits with the changes previously stated. Carried (6-0).

Recreation Director-

5. Discussion and possible consideration on fee adjustments for athletic fields-

Yogerst said everyone has a copy of the current athletic field rental form in their packet. She said back in October, there was a suggestion to do reservations hourly. Hallquist commented that it is very hard to regulate reservation times and not sure hourly reservation times would work. Miller agreed that hourly reservation times may not work. Felkner said he agreed as well and did not know who would monitor hourly reservation times. Felkner said he would like to increase the field fee for Centennial hardball from \$25 to \$35. Hallquist asked if everyone was ok with the current prep fee amount, and everyone was. He asked if Pickleball should be added to the form on the line that the Tennis courts is on. Yogerst said Pickleball could be added. Hallquist asked if Pickle ball charge is for 2 courts since 2 courts can fit on 1 tennis court. Hallquist said it could be added to the Tennis ball line. Brief discussion on Tennis & Pickleball fees. Hallquist asked if any other fees needed to be increased and there were no other fees to be increased.

Motion (Hallquist/Conner) to approve the increase in the fee for Centennial field from \$25 to \$35. Carried (6-0).

6. Update on Sponsors-

Hallquist said everyone a handout with the current dollar amount from sponsors. Hallquist said he and Felkner will get a speaker system set up so music can be playing but it will not be Bluetooth. Hallquist said they will get a receiver and need to look at times to monitor. There was discussion on possible timer system for speaker and lights.

7. Discussion on Grand opening of Ice Rink-

Yogerst said the Grand Opening will be held on December 11th with it starting at about 4:30. She said there will be a surprise visitor with Mrs. Klaus coming in. She said she is trying to come up with ideas of what to do. There will be extra signs put up by the pond stating thin ice. The question of Ice Rink rules was brought up. There was discussion on the hours of the Ice Rink and Hockey. Hallquist said they could talk to the Police Department regarding the hours of when it will close. Kelli suggested sunup to sundown for the hours. She said she thinks Sussex Ice Rink closes at 9pm. Hallquist said 9 pm makes sense. It was stated that for the ribbon cutting ceremony itself, President Pfannerstill would like to do the presentation. Yogerst asked everyone to let her know if anyone has any ideas of what activities to do on the Grand opening. Miller said the BID will be meeting to talk about a donation. Yogerst said they will accept donations after the ceremony. And it would be good to get the banners up as soon as possible.

8. 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.

Felkner gave an update on the merry-go-round, the bases are in, and installation will be within a week. Yogerst said t-ball fees are changing from \$60 to \$80 for a resident and \$75 to \$95 for non-resident and late fee is going from \$110 to \$125. Miller commented that there is a typo in item #8

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7:00 PM
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of the October Park Board minutes, the total is listed as 421,575 and it should be \$21,575. Yogerst said Evan Frank will be doing an article on the Ice Rink. She said she reached out to the Freeman as well.

9. Adjourn-

Motion (Gundrum/Hallquist) to adjourn. Carried (6-0). Meeting adjourned at 8:52 pm.

Respectfully submitted By Recording Secretary,

Deidre Bushey- Deputy Clerk

Hartland's Bark River Bash – 2022

Hosted by the Hartland Kiwanis and Hartland Business Improvement District

April 30, 2022, running approximately **9am-2pm**.

Features:

- **9am-11am** Kiwanis Bark River Canoe/Kayak Run – casual tour starting in Centennial Park and finishing at Nixon Park. (Suggested donation \$10-20)
- **12-12:30pm** – Kiwanis Rubber Duck Derby- from the covered bridge (Bark River Greenway) to the Nixon Park Pond area.
- **1pm-2pm** Kiwanis/BID secondary raffle of certificates and prizes.
- **10am-2pm** Kiwanis Hammer-schlagen at Nixon Park.
- **10am-2pm** Hartland BID vendor booths (BID and non-BID vendors)
- **10am- 2pm** Beer Garden and food provided by Endter's.
- **10am -2pm** Music in the Nixon Park bandshell.
- **10am -12** Hartland IATC- Ice age trail tour from Nixon to Centennial Park and back.

Vendors and other groups are welcome to create fun and games that relate to the theme of the day.

Updated 11/18/21.



Village of Hartland Park Facility Reservation Application

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

Permit # _____

Contact Information

Organization Name (if applicable) Kiwanis of Greater Hartland
 Renter or Responsible Party Kiwanis of Greater Hartland - Lynn Muenzenberger event chairperson
 Home/Cell Phone 262-844-3265 (cell) Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland, WI 53029
 If above person cannot be reached: Jim Muenzenberger Phone 262-844-3266

Rental Information

Event Date January 29, 2022 Event Type Free Community Event
 Arrival Time (include set-up time) 10:00am Departure Time (include clean-up time) 6:00pm
 Attendance unknown Electricity - Yes ___ No ___ Tax Exempt - Yes No ___ (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Centennial Park
- Open Space Reserved (describe area below)

Nixon Park playground area and shelter 4, also Fine Arts Concession stand

Rental Fee (based on number of attendees)

| Attendees | Resident | Non-resident |
|-----------|----------|--------------|
| 0-50 | \$75 | \$85 |
| 51-100 | 90 | 103 |
| 101-200 | 105 | 121 |
| 201+ | 120 | 139 |

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Renter's Signature
Lynn Muenzenberger

12/3/2021

Date

Renter's Name (please print)

| | |
|----------------------------|-------|
| Rental Fee | _____ |
| Tax (5% on Rental Fee) | _____ |
| Deposit (if required) | _____ |
| Structures deposit (\$100) | _____ |
| Total Due | _____ |

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

LIMITS TO RESERVATION TIME

- Hours for all village parks are sunrise to sunset
- The Village can not guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

LIMITS ON USE OF FACILITIES

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- 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.

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted. Contact the Village's Administrative Office for further assistance.

REMINDERS

- Disorderly conduct is prohibited
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be deducted from the security deposit.



Winter Play Day: Saturday, January 29, 2022

2:00 – 5:00pm

Nixon Park

Bring your family for a play day in Nixon Park!

Free Games to be set-up in the park, near the playground

Hot chocolate provided in the concession stand, we may solicit donations

Ongoing Activities:

- Snowball Toss
- Snow Obstacle Course
- Ice bowling
- Freeze bubbles
- Winter Hopscotch in the snow
- Scavenger Hunt
- Ice skating

Scheduled Activities

- Hula Hoop Contest – who can last the longest
- Penguin Egg Hunt – spread colored plastic eggs filled with small candy

Snowball Toss



Supplies for DIY Frosty Snowball Toss:

- ✓ 18 - 24 (or more) 16 ounce Mason Jars
- ✓ 9 or more sheets of felt - white color
- ✓ 6+ Assorted Color sheets of Felt (for scarves)
- ✓ 60+ Medium - Large Black Buttons
- ✓ Hot Glue Gun and glue sticks
- ✓ [Table Tennis Balls](#) (Ping Pong Type Balls)
- ✓ Table with decorations
- ✓ Stand Behind Lines (tape, [cones](#) or [chalk](#) on the sidewalk)

We first covered the mason jars with white felt. Then cut strips of different colors to make the scarfs around the neck of the jar. Finally, hot glue on the white felt to finish the look, then glue on the buttons.

Set up your table with the edge of the Snowmen placed 1 - 2 inches apart.

Players are given 5 ping pong balls for a chance to land one of the balls into any snowman with a particular color scarf.

Snow Obstacle Course

Supplies:

4 large cones (to designate start & finish), Wood plank wide enough to walk across
Hula Hoop, Smaller cones, Pool noodles, Plastic sled

1. Mark off start with 2 cones. Run to designated spot,
2. Make a snow angel.
3. Walk across the plank.
4. Throw a snowball through the hula hoop.
5. Crawl through the hula hoop.
6. Go around the cones (slalom course).
7. Jump over the pool noodles.
8. Pick up sled, lie on stomach on the sled and pull yourself over the finish line.

Ice Bowling

10 water bottles and a balloon

Fill the water bottles with colored water leave room at the top or leave the lid off to give the water room to expand as it freezes so it doesn't distort the bottom of the bottle. Fill a round balloon with water and freeze to make a round bowling ice ball. Once it's all frozen solid, take outside and set up a bowling lane! The bottles are the pins and the ice water balloon is the ball.

Freeze Bubbles

Need: bubble solution/wands

If the outside weather is below 32 degrees, you can make bubbles outdoors. Blow a bubble and catch it on the wand. Wait and watch as it freezes. It will turn into a crystal ball and then shatter like glass; you'll see ice crystals form. You'll also notice the vibrant colors!

Winter Hopscotch in the snow

- Use a spray bottle filled with water and food coloring to outline a hopscotch board in the snow
- Have kids make a snowball and throw it to the first square in the board.
- Follow the traditional rules of hopscotch and have each participant jump on one foot to pick up their snowball and hop back to the beginning. Pass the snowball to the next player.
- Hop through the squares, skipping the one with the snowball on. Each square gets one foot unless there are two adjoining squares, in which case you can put down both feet at the same time one in each square.
- Repeat a square further until all participants have completed the course!

Scavenger Hunt

WINTER

SCAVENGER HUNT

- | | |
|--|---|
| <input type="checkbox"/> Pinecone  | <input type="checkbox"/> Snowman  |
| <input type="checkbox"/> Mittens  | <input type="checkbox"/> Sled  |
| <input type="checkbox"/> Wreath  | <input type="checkbox"/> Evergreen Tree  |
| <input type="checkbox"/> Hot Cocoa  | <input type="checkbox"/> Icicles  |
| <input type="checkbox"/> Warm Hat  | <input type="checkbox"/> Bird Nest  |
| <input type="checkbox"/> Snow  | <input type="checkbox"/> Scarf  |
| <input type="checkbox"/> Animal Tracks  | <input type="checkbox"/> Shovel  |



**SATURDAY
DEC. 18**

Show starts
7:00 PM

**Nixon
Park**

Join us at Nixon Park as we view the virtual train to celebrate the holidays by listening to great music and donating to help local food pantries in Hartland.

Bring 10 items to donate to the food pantry and be entered to win a free Nixon Park shelter rental.

MUSICAL GUESTS:

- The Strumbellas
- Steven Page
- Keb Mo
- The Trews

- Tanika Charles
- Sierra Noble
- Aysanabee
- Odds

cpr.ca/holidaytrain

Centennial Park Food Truck Parking

Food trucks for public offerings will be limited to Village approved locations only.

| | |
|--------------------------------|---|
| Park Available: | Memorial weekend until last weekend in October |
| Requirements: | All state, county, and local licenses and permits |
| Village License | |
| 90 Day Fee: | \$500.00* |
| Daily Fee: | \$75.00* |
| Open Hours: | Sunrise to sunset unless an approved event is happening |
| Food Truck Selling on | |
| Business Property: | \$75.00 per day for three continuous days* |
| Food Truck Not Selling: | All state, county, and local licenses and permits |

*Vendor must have Village Permit Sticker which must be visible on front of unit.

Vendor or business owner will purchase Village Permit Sticker from Village Office. Permit will be issued upon vendor providing all state, county, and local licenses.