

**PARK AND RECREATION BOARD AGENDA - AMENDED  
MONDAY AUGUST 1, 2022  
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 June 6, 2022, meeting.

**Public Works –**

2. Discussion and possible consideration to allow Kiwanis to paint on Nixon Paths.

**Recreation Director-**

3. Discussion and possible consideration for Summit Street Wealth Management family picnic at Nixon Park, Aug 21<sup>st</sup>, 2022, Lauren Knop.

**Other items for consideration**

4. 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.
5. Adjourn  
Deidre Bushéy  
Deputy Clerk

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact 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.

**PARK AND RECREATION BOARD MINUTES**  
**MONDAY, JUNE 6, 2022**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Curt Gundrum, Randy Ferrell, Rick Conner, Craig Eisenhut and Nick Miller.  
Others: Dave Felkner, Kelli Yogerst, Leo Jungbluth

**7:02 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.)

None.

**1. Discussion and possible consideration to approve the May 2, 2022, Park and Recreation meeting minutes.**

Motion (Conner/Eisenhut) to approve the Park and Recreation minutes of May 2, 2022. Carried (6-0). Hallquist commented that item 6 on last agenda was tabled, and she will need to reapply if

**Public Works Items-**

**2. Discussion and possible consideration of Eagle Scout Project, Penbrook Trail, Dylan Berenson-**

Jungbluth introduced Dylan Berenson, the Eagle Scout that will be doing the project. Dylan is proposing to 2 tables and 4 benches on the Penbrook Trail. He said the benches and tables will be designed like the ones at the Cottonwood wayside. He said they will be put in the ground with chips. He said for the cost he will be fundraising to cover the cost. His timeframe is next year. DPW ran this by the Police Department due to it being set back in the woods and the Police Department supports this project. Felkner said the wood chips will be donated by a local arborist. Felkner said this will need to go to the Village Board to get approved also.

Motion (Eisenhut/Gundrum) to approve the Eagle Scout Project for Penbrook Trail. Carried (6-0).

**Recreation Director-**

**3. Update and review of Saturday scheduling during Hometown Celebration weekend-**

Yogerst said Saturday there will be a Family Run 5k at 8:30, starts by the Nixon Park baseball diamond. Car show will start at 10 am with awards being done at 1pm and there will be approximately 100 cars there. She said a DJ will be from 3-6pm. Live music will be playing from 7-10 which will be Stetson & Lace. A beer trailer will be brought in and there is only 1 food truck so

far. Regarding the care show, Connor said he talked to Mike Kusch and he will put it on several car show sites that he is on. Bags Tournament does not have a lot of interest, there are other bags tournaments are going on plus it is late in the year. Discussion on getting the word out for the bags tournament. The Optimist club will be doing a 50/50 raffle as well.

**4. Discussion and possible consideration for July date for Park and Recreation Board meeting -**

Next Board meeting will be held on July 5<sup>th</sup> at 7:00 pm.

Motion (Conner/Ferrell) to hold next Park and Recreation Board meeting on July 5<sup>th</sup> due to holiday. Carried (6-0).

**5. 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.**

Eisenhut commented on a 1<sup>st</sup> Base line at Nixon, and the fence. Felkner said DPW is working on getting a proposal to raise fence at Penbrook and century fence will also look at raising fence at Nixon. Brief discussion on the type of fence.

Ferrell commented on 2 types of fences, black and link.

Yogerst commented that that Summer Camp starts next week. She also said the fishing clinic had 15-20 kids participate.

Hallquist reminded everyone of the Hometown Celebration weekend coming up.

**6. Adjourn-**

Motion (Conner/Eisenhut) to adjourn. Carried (6-0). Meeting adjourned at 7:29 pm.

Respectfully submitted By Recording Secretary,  
Deidre Bushey - Deputy Clerk







210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.com](http://www.villageofhartland.com)

## SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
<b>FEES ARE NON-REFUNDABLE</b>			

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

ORGANIZATION INFORMATION			
Name of Organization <i>Summit Street Wealth Management</i>			
Street Address <i>1300 Summit Ave Ste. 203</i>	City <i>Oconomowoc</i>	State <i>WI</i>	Zip <i>53066</i>
Phone Number <i>262-354-6000</i>	Are you a 501(c)3 Organization?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Contact Person (First & Last Name) <i>Lauren Knop</i>			
Address <i>1300 Summit Ave. Ste #203</i>	City <i>Oconomowoc</i>	State <i>WI</i>	Zip <i>53066</i>
Email <i>lauren.knop@1pl.com</i>	Phone Number <i>262-354-6000</i>	Day of Event Phone Number <i>262-269-8759</i>	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION			
Name of Event <i>SSWM Family Picnic</i>	Date(s) of Event <i>Aug. 21, 2022</i>		
Event Start Time <i>10:00 am</i>	Event End Time <i>3:00 pm</i>		
Location of the Event* <i>Nixon Park Shelter 4</i>			
Will your event take place in a Village of Hartland Park? <i>Yes</i>			<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b>			
<b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b>			

**OTHER INFORMATION**

Generally describe your event and its purpose

Kona Ice - catered  
 We will bring in catered food.  
 There will be a musician and face painting.

Estimated Number of Participants

50

Spectators

50

Vendors

3

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes

No

Will you be selling/serving food?

serving

Yes

No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes

No

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

None

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes

No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a: 2 person band

Band

DJ

Hours of amplified music:

11:30am - 1:30 pm

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

Is street closure requested?

Yes

No

Hours of street closure:

Diagram for Street Closure Provided?

Yes

No

Will you need barricades provided by the Village for your event?

Yes

No

How many barricades needed for your event?

"Road Closed" signs requested?

Yes

No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.*

Yes

No

Will you be providing portable restrooms and wash stations?

Yes

No

**OTHER INFORMATION CONTINUED**

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

Will you provide parking for participants?

Yes  No

*If yes, where will parking be available?*

Will you provide a dumpster/clean-up services?

Yes  No

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

Will the event require additional security?

Yes  No

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

Yes  No

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

Yes  No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes  No

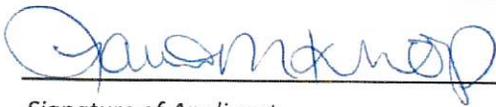
**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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



Signature of Applicant

10-10-22

Date

*For staff use only*

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

\_\_\_\_\_

Village Board approval, if necessary, on:

\_\_\_\_\_

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief
- Police Chief
- Public Works Director
- Rec Director

Date: \_\_\_\_\_

BI

DEPT.	APPROVE	DENY	BY	REASON (if denied)
<del>Clerk</del>	SDH		SDH	
Fire	SDH		D. J. [Signature]	
Police	TJM		Torin Misko	
Public Works	DJ		D. J. [Signature]	
Rec	[Signature]		[Signature]	

*Fees*

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

All requirements for this special event have been met.

Village Administrator approval

Date

\_\_\_\_\_

\_\_\_\_\_



# Village of Hartland Park Facility Reservation Application

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

Permit #

22-52

## Contact Information

Organization Name (if applicable) Summit Street Wealth Management  
 Renter or Responsible Party Lauren Knop  
 Home/Cell Phone 262-269-8759 Email lauren.knop@lpl.com  
 Address 1300 Summit Ave Ste. #203 City/Zip Oconomowoc 53026  
 If above person cannot be reached: Tim Schlosser Phone 262-354-6000

## Rental Information

Event Date Sunday, Aug. 21, 2022 Event Type Client Appreciation Picnic  
 Arrival Time (include set-up time) 10:00 am Departure Time (include clean-up time) 3:00 pm  
 Attendance 100 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)

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	<u>103</u> 145
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.

Lauren Knop  
 Renter's Signature  
Lauren Knop  
 Renter's Name (please print)

4/22/22  
 Date

Rental Fee	<u>145</u>
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	<u>152.25</u>

Office Use Only:

Date Paid 4/22/22

Amount Paid 152.25

Receipt # 236606

Processed DB