

**PARK AND RECREATION BOARD AGENDA  
TUESDAY DECEMBER 5, 2023  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

**Call to Order**

**Public comments for those items not included on this agenda:** (Please be advised the Park and Recreation Board will receive information from the public for a three-minute time period per person with time extensions per the Park and Recreation Chairperson's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve the Park and Recreation minutes of the October 2, 2023, meeting.

**Recreation –**

2. Discussion and possible consideration for ice cream cart, Little Dippers, Tanya Little.
3. Discussion and possible consideration for Special Event Winter Play Date, Jan. 20, 2023, Kiwanis.
4. Discussion and possible consideration for Special Event, Bark River Bash, May 4, 2023, Kiwanis.
5. Discussion and possible consideration for Special Event, Full Moon Hike, January 25, 2024, Ice Age Trail Community.
6. Discussion and possible consideration of Park Shelter deposits.
7. Discussion on future Carnival.

**Public Works –**

8. Discussion and possible consideration of Annual Review of
  - a. Bark River HAAA agreement.
  - b. Nixon Park Canteen HAAA agreement.
  - c. Flanagan-Dorn Canteen agreement,
  - d. Lake Country Lacrosse Centennial Park Use Agreement
  - e. Let Kids Fly agreement.
9. Discussion and possible consideration of the Ice Age Trail Committee and Environmental Corridor and Open Space Committee.

**Other Items for Consideration**

10. Discussion and possible consideration for January date for Park and Recreation Board meeting.
11. 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.
12. Adjourn  
Deidre Bush y  
Deputy Clerk

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

**PARK AND RECREATION BOARD MINUTES**  
**MONDAY, OCTOBER 2, 2023**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Present: Tim Hallquist, Shaunta' de Boer, Kathy Van Thiel, Craig Eisenhut, and Nick Miller and  
Absent: Randy Ferrell  
Others: Sara Rennekamp, Leo Jungbluth, and Dave Felkner.

**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.)  
No public comments.

**1. Discussion and consideration to approve the Aug. 7, 2023, Park, and Recreation meeting minutes –**

Motion (Conner/de Boer) to approve the Park and Recreation minutes of Aug. 7, 2023. Carried (4-0).

**Recreation –**

**2. Discussion on the 2023 T-Ball recap –**

Rennekamp included in the packet a breakdown of revenues & expenses and she said there was a \$4597.97 profit on the T-Ball program. Anticipating spending \$200 on shelves at Centennial for existing equipment. Rennekamp gave an overview of the practices and games. Enrollment was 165 participants, down from the previous year, 75% were residents, 20% non-residents, 5% were late registrants and there was a total of thirteen teams. Rennekamp sent a survey to the parents and received positive responses overall. The survey showed parents prefer 1 night a week vs 2 nights a week and would like to see a longer season.

Hallquist asked if 20% non-residents is typical and Rennekamp said she can check. She said enrollment was down this year due to competition, LCYBS doing T-Ball again.

She is looking at raising fees \$5 for residents and \$15 for non-residents and keeping late registration at \$125. If it is changed to 1 night a week, Rennekamp said she would probably extend the season.

She will put T-Ball details in the Winter program guide.

**3. Discussion on groups utilizing the parks without renting park space.**

Rennekamp said there were multiple times this past year that groups utilized the parks but did not fill out the Shelter rental form because they were grandfathered in because they had not paid a fee in the past.

Discussion on how to control it and the need to define “open space.” Hallquist asked staff to come up with some descriptions and define “open space” and bring it back to the next meeting to go over it.

**4. Discussion and consideration of 2024 park shelter rental fees.**

Rennekamp went over the resident/non-resident and attendee totals for this year and the last several years. She also researched some other communities to see their fees and fee structures. Discussion on adjusting the fees. It was decided to make the following fees changes:

0-50 - \$85 R \$140 NR  
51-100 - \$100 R \$155 NR  
101 + - \$150 R \$205 NR  
Remove the 201+

Motion (Miller/Conner) to approve the Park Shelter fee changes for 2024. Carried (6-0).

**5. Discussion and consideration 2024 field rental fees.**

Rennekamp and Jungbluth went over the current fees for fields and Pickleball rentals. Jungbluth researched what other communities charge for preps and field use charges. Felkner said there were numerous issues this summer with LCYBS making so many changes. Discussion on the new software that will be utilized in scheduling fields and shelter rentals. Discussion on raising field fees for 2024 by \$5. Jungbluth researched a prep machine and went over the numbers.

Motion (Conner/Van Thiel) to increase the field rental fees across the board by \$5. Carried (6-0).

Rennekamp went over our current Pickleball court fees and what other communities charge. The Village of Hartland court fees are \$15 + tax for every 2 hours. Another community charges \$10 per hour for residents and \$20 for non-residents. Discussion on raising the tennis/pickleball court fees \$5.

Motion (Van Thiel/Conner) to increase the tennis/pickleball courts fees by \$5. Carried (6-0).

**6. Review of 2024 Recreation Budget.**

Rennekamp gave a recap of the 2024 Recreation Budget. Great sponsor Bank Five Nine was a sponsor this year and they are contemplating being a sponsor next year for \$10,000 for 17 weeks. Summer camp went well and had a revenue of \$6,100.00. There were 44-54 participants weekly, new themes were done as well as field trips. Hometown Celebration and National Night out had a great turnouts. Next year’s date for NNO is Aug. 8<sup>th</sup>, 2024. New programs this year were Zumba in the park and indoor pickleball. Brief discussion on a carnival in the future.

**Public Works Items-**

**7. Review of 2024 Park Budget.**

Felkner did a recap of the Park Budget:

Replacing the wood chips.

Resurfacing three basketball courts, re-doing the backstop, and extending the overhang at Penbrook. Splashpad updates will be \$35,000.

Met with Rotary to see if they could help offset the costs.

Beer Garden lights need updating,

The playground equipment was replaced, new fountain with lights.

**8. Discussion on Nixon Parking, citations, warnings, etc.**

Felkner gave an update on Nixon Park Construction and hopefully will be done in a couple of weeks. The water is turned off for the season at Nixon Park. Regarding citations, PD has gone into the park fourteen times to give warnings with five of those fourteen were no contacts, meaning the people were already gone by the time they got there. No citations have been given yet. Discussion on citations in the park next season.

**Other items for consideration-**

- 9. 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.**

Rennekamp said she and Village Manager Bailey did approach City of Delafield in negotiating their terms for the programs and program guide.

Jungbluth said the new Nixon Park playground equipment has been installed, concrete pathway is in as well as the wood chips. Hoping to get it fenced off so the new grass seed can grow.

Felkner said Hartbrook Bridge has been completed, only a few things left to do is put up some rails for ADA.

**10. Adjourn-**

Motion (Conner/Eisenhut) to adjourn. Carried (6-0).

Meeting adjourned at 8:23 pm.

Respectfully submitted By Recording Secretary,  
Deidre Bushey - Deputy Clerk

## Business Plan

### **Little Dipperz Ice Cream and Treats** Hartland, WI

October 9, 2023

This business plan details an ice cream cart affiliated with a locally owned ice cream shop located in the Village of Hartland, Wisconsin's downtown and business improvement district. Little Dipperz anticipates success of the ice cream cart due to its mobility and premium ice cream offerings.

#### INTRODUCTION

The purpose of this business plan is to outline the parameters under which the principal will pursue the operation of a non-motored ice cream cart in the Village of Hartland.

Owners Tanya Little is confident that Little Dipperz Ice Cream Cart, named Crestopher Walkin', will be successful as it brings a popular treat to potential customers in the village.

#### EXECUTIVE SUMMARY

Crestopher Walkin' is a non-motored pushcart based at 230 Pawling Avenue, that will sell hand-dipped ice cream and other treats.

The cart's primary customers will be drawn from the Village of Hartland's 9,320 residents, and visitors to Hartland's parks and beer garden. There is no direct competition within the Village of Hartland, and no outside competition within 4 miles of the shop.

Tanya Little will be the hands-on manager for daily operations, employee management, inventory control, and accounting but will retain her present position as a Training Manager for Medline Industries in Hartland. Additionally, approximately three employees will be hired to work shifts during peak sales periods. Other part-time employees may be hired on an "as needed" basis for special functions.

Based on a preliminary timetable it is anticipated that the cart will be operational for business no later than February 1, 2024. Seasonal hours of operations are tentatively set for:

Monday	11 am – 1 pm	5 pm – 8 pm
Tuesday	11 am – 1 pm	5 pm – 8 pm
Wednesday	11 am – 1 pm	5 pm – 8 pm
Thursday	11 am – 1 pm	5 pm - 9 pm
Friday	11 am – 1 pm	5 pm – 9 pm
Saturday	11 am – 1 pm	5 pm – 9 pm

Sunday	11 am – 1 pm	5 pm - 7 pm
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## DESCRIPTION OF THE BUSINESS/OBJECTIVES

Crestopher Walkin' will be a mobile ice cream cart dedicated to selling high quality, Wisconsin made hand-dipped ice cream and treats. The main items for sale will be hand dipped ice cream cups/cones, and other frozen novelty treats. Most of these items will be consumed immediately on the premises.

The mission of Little Dipperz Ice Cream and Treats and is as follows: *"Little Dipperz is dedicated to serving the community by providing high-quality, locally sourced ice cream and treats while delivering a stellar customer experience."*

Service is at the heart of this business. But service goes beyond that of service to the customer. Little Dipperz is dedicated to serving Wisconsin makers and dairy farmers by serving the finest ice cream products and locally sourced treats. Little Dipperz will serve its employees by offering service-learning opportunities and scholarships for continuing and secondary education. Little Dipperz will serve the natural environment by using sustainable products and practices to the maximum degree possible.

## THE MARKET

The purchase of hand-dipped ice cream and related products is basically an impulse-type purchase by a consumer relating to one of the following stimuli:

- Passing by the cart on the way to another destination,
- Visual contact with the cart
- Observing someone else consuming one of the cart's products,

Basing the cart at 230 Pawling Avenue, which is only 1.5 blocks from Cottonwood Avenue's, Nixon Park entrance, gives the cart the opportunity to maintain supply of ice cream and treats decreasing disruptions in service, which motivates the consumer to purchase the products offered.

Crestopher Walkin' is additional marketing strategy of Little Dipperz by generating off-site sales. Additionally, there are many fairs, festivals, and celebrations within the Little Dipperz geographic service area where significant additional sales may be generated on ice cream bars and other novelties. Most importantly, these outside sales will give the shop name recognition which will help make it a primary destination for an expanded segment of the market.

Additional methods of enhancing the shop's name recognition will be local and social media advertising with coupons, special promotions, and discounts to employees, first responders, and military personnel.

Lastly, additional sales revenue and name recognition for the shop will be generated by sponsoring sports, social, educational, and fund-raising activities within the communities served by Little Dipperz. The principals have numerous fund-raising ideas and plans for community involvement that will help make the shop a money-maker.

## COMPETITIVE ANALYSIS

Crestopher Walkin' would feature hard-scoop Cedar Crest ice cream. There are no other scoop shops within 4 miles of the village. Mobile vendors of frozen desserts that frequent the area are shaved ice, soft-serve ice cream, and custard.

## MANAGEMENT

The principal will manage this business. Tanya Little will be the hands-on manager for the daily operation of the shop. Tanya Little will also oversee the responsibilities and performance of the following duties:

- Plan, coordinate and execute merchandising and promotion of Crestopher Walkin', including Grand Opening activities, and a year round calendar of holidays, special events and numerous other promotional activities.
- Prepare all products to be sold, sourcing the most cost-effective suppliers on goods. Maintain adequate levels of inventory, while maximizing inventory turns and losing no sales due to out-of-stocks.
- Ensure that standards of product quality control and shop cleanliness required by the local, county, state laws, and company are maintained daily.
- Recruit, select, interview, and hire all cart personnel.
- Perform orientation, training, and re-training of all cart personnel.
- Perform or hire all required accounting functions for the shop.
- Personally make a commitment to give 100% best effort and a personal commitment to operating the cart to its greatest potential. Tanya will demonstrate the leadership necessary to operate the shop successfully daily, and to ensure an acceptable return on the initial investment.

## PERSONNEL

Two people may be hired to work the cart on a part-time basis. There will be no full-time employees other than management.

Tanya Little has developed an orientation and training program which all cart employees must complete prior to starting work. A written policies and procedures manual will be the foundation for that training. All cart employees will be trained to perform all customer service, quality control, and cleanliness and sanitation procedures utilized by the shop, and will know exactly what is expected of them as a Little Dipperz employee.

The principal holds a Master's degree in Adult Education and Professional Development, a Doctorate of Education, with a Higher Education Leadership concentration, and has worked for

many different supervisors over the years. Tanya Little has extensive experience in customer service, inventory control, employee management, and training.

## DEVELOPMENT TIMETABLE

The proposed timetable for the project is as follows:

TASK	TARGET TIMETABLE
Cart Improvements	February 1, 2024
Cart inspections	March 1, 2024
Cart Launch	April 1, 2024 (weather permitting)



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>Kiwanis Club of Greater Hartland</i>			
Street Address <i>PO Box 444</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number	Are you a 501(c)3 Organization?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Contact Person (First & Last Name) <i>Lynn Muenzenberger</i>			
Address <i>182 Warren Ave</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>lmuenzenberger@yahoo.com</i>	Phone Number <i>262-844-3265</i>	Day of Event Phone Number <i>262-844-3265</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>Winter Play Day</i>	Date(s) of Event <i>January 20, 2024</i>
Event Start Time <i>2:00 pm</i>	Event End Time <i>4:00 pm</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<p><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></p> <p><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></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose  
 Winter Play Day - games, activities & egg hunt for kids and families.  
 Complimentary hot chocolate will be provided.

Estimated Number of Participants <b>Unknown</b>	Spectators	Vendors <b>None</b>
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you be selling/serving food? <b>Serving complimentary hot chocolate</b>		<input checked="" type="radio"/> Yes <input type="radio"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, how many food trucks will be at the event?		
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the event involve amplified music?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, will the amplified music be a:		<input type="radio"/> Band <input type="radio"/> DJ
Hours of amplified music:		
<p><i>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.</i></p>		
Is street closure requested?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Hours of street closure:		
Diagram for Street Closure Provided?		<input type="radio"/> Yes <input type="radio"/> No
Will you need barricades provided by the Village for your event?		<input type="radio"/> Yes <input checked="" type="radio"/> No
How many barricades needed for your event?		
"Road Closed" signs requested?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>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.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Will you be providing portable restrooms and wash stations?		<input type="radio"/> Yes <input checked="" type="radio"/> 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? *Event will be cancelled*  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.

Supra A. Muryshvige  
 Signature of Applicant

11/3/2023  
 Date

**For staff use only**

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

Application forwarded to:

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

Village Board approval, if necessary, on:  
 \_\_\_\_\_

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

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire	<u>DJH</u>		<u>[Signature]</u>	
Police	<u>11/17/23</u>		<u>[Signature]</u>	
Public Works	<u>11.13.23</u>		<u>[Signature]</u>	
Rec	<u>✓</u>		<u>[Signature]</u>	

**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 # \_\_\_\_\_

## 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 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 Saturday, Jan 20, 2024 Event Type Winter Play Day - free community event  
 Arrival Time (include set-up time) 10:00am Departure Time (include clean-up time) 5:00pm  
 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)

Open space in front of Fine Arts Center, Splash Pad area  
Beer Garden area, outside of warming hut

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

*Asking for Rental Fee to be waived since this is a free community event for kids & families.*

Attendees	Resident	Non-resident
0-50	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

### Refundable Deposit (based on number of attendees)

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

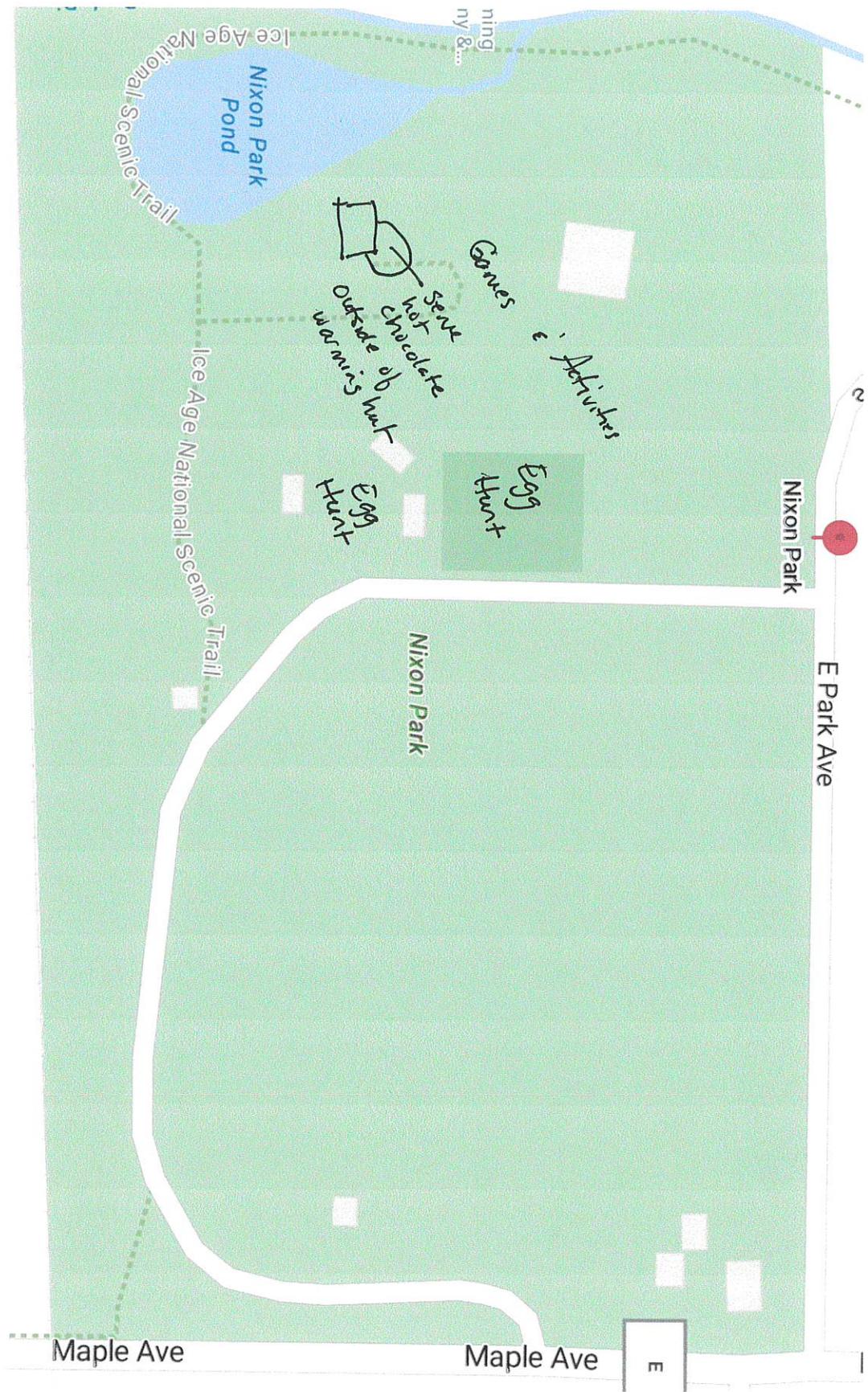
I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Lynn Muenzenberger  
Renter's Signature  
Lynn Muenzenberger  
Renter's Name (please print)

11/3/23  
Date

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

Winter Play Day



E Park Ave

Nixon Park

Maple Ave

Maple Ave

m

Nixon Park

Nixon Park Pond

Ice Age National Scenic Trail

Ice Age National Scenic Trail

Games & Activities

Send hot chocolate outside of warming hut

Egg Hunt

Egg Hunt

ning ny &...

2



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	<b>CONTACT NAME:</b> Lisa Christenson <b>PHONE (A/C, No, Ext):</b> 317-817-5172 <b>E-MAIL ADDRESS:</b> kiwaniscert@hylant.com	<b>FAX (A/C, No):</b> 317-817-5151
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	<b>INSURER A:</b> Lexington Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 747049885      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2023	11/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			013136005	11/1/2023	11/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2023	11/1/2024	All Claims \$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).  
January 20th, 2024 or any future date(s) during the policy term.  
Free Family Community Event - Winter Games for kids  
Located @ Nixon Park & Centennial Park, Hartland, WI  
Kiwanis Club of Greater Hartland

**CERTIFICATE HOLDER**      **CANCELLATION**

Village of Hartland Attn: Sara Rennekamp 210 Cottonwood Ave. Hartland, WI 53029	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>

**ENDORSEMENT**

This endorsement, effective 12:01 AM 11/01/2023

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

**COMMERCIAL GENERAL LIABILITY POLICY**

**SCHEDULE**

**Name of Additional Insured Person(s) or Organization(s)**

Village of Hartland  
Attn: Sara Rennekamp  
210 Cottonwood Ave.  
Hartland., WI 53029

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



---

Authorized Representative



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	_____

**FEES ARE NON-REFUNDABLE**

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

ORGANIZATION INFORMATION			
Name of Organization <i>Kiwanis of Greater Hartland</i>			
Street Address <i>PO Box 444</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-844-3265</i>	Are you a 501(c)3 Organization?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Contact Person (First & Last Name) <i>Jim Muenzenberger</i>			
Address <i>182 Warren Ave</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>jlmuenzenberger@yahoo.com</i>	Phone Number <i>262-844-3266</i>	Day of Event Phone Number <i>262-844-3266</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>Bark River Bash</i>	Date(s) of Event <i>May 4, 2024</i>
Event Start Time <i>8<sup>00</sup> am</i>	Event End Time <i>3<sup>00</sup> pm</i>
Location of the Event* <i>Centennial Park and Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p><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></p> <p><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></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose  
 Canoe/Kayak paddle down the Bark River starting near Centennial Parking lot and finishing near playground in Nixon Park. Rubber duck derby from covered bridge (Bark River Greenway) to Nixon Park. Hartland BID to organize vendor booths along Nixon Park path. Endter's to open Beer Garden. Music in bandshell.  
 Purpose: Community event and fundraiser

Estimated Number of Participants Unknown - weather dependent	Spectators	Vendors
---	------------	---------

Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application. Endter's to open Beer Garden</i>	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
--	----------------------------------	-----	-----------------------	----

Will you be selling/serving food? Endter's to sell food	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
--	----------------------------------	-----	-----------------------	----

Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
---	-----------------------	-----	----------------------------------	----

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

Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
--	-----------------------	-----	----------------------------------	----

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
---	-----------------------	-----	----------------------------------	----

Does the event involve amplified music?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
---	----------------------------------	-----	-----------------------	----

If yes, will the amplified music be a:	<input checked="" type="radio"/>	Band	<input type="radio"/>	DJ
--	----------------------------------	------	-----------------------	----

Hours of amplified music:	10:00am - 2:00pm
---------------------------	------------------

*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?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
------------------------------	-----------------------	-----	----------------------------------	----

Hours of street closure:	
--------------------------	--

Diagram for Street Closure Provided?	<input type="radio"/>	Yes	<input type="radio"/>	No
--------------------------------------	-----------------------	-----	-----------------------	----

Will you need barricades provided by the Village for your event?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
--	-----------------------	-----	----------------------------------	----

How many barricades needed for your event?

"Road Closed" signs requested?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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Will you be erecting any tents, canopies or other temporary structure(s)? <i>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.</i>	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
---	-----------------------	-----	----------------------------------	----

Will you be providing portable restrooms and wash stations?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	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?*

Centennial parking lot, Street parking, Nixon park parking areas

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? *Event will be cancelled*  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

11-7-23  
 Date

*For staff use only*

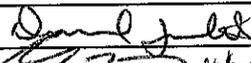
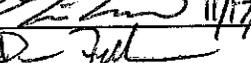
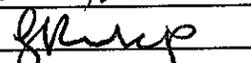
Park/Rec. Board approval, if necessary, on:

Application forwarded to:

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

Village Board approval, if necessary, on:

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

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire	✓			
Police	✓		 11/17/23	
Public Works	✓			
Rec	✓			

**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 #

## Contact Information

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

## Rental Information

Event Date May 4, 2024 Event Type Community Event/Fundraiser  
Bark River Bash  
 Arrival Time (include set-up time) 8:00am Departure Time (include clean-up time) 3:00pm  
 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)

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

Attendees	Resident	Non-resident
<u>0-50</u>	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

### 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.

Jim Muenzenberger  
 Renter's Signature  
Jim Muenzenberger  
 Renter's Name (please print)

11/3/23  
 Date

Rental Fee \_\_\_\_\_

Tax (5% on Rental Fee) \_\_\_\_\_

Deposit (if required) \_\_\_\_\_

Structures deposit (\$100) \_\_\_\_\_

Total Due \_\_\_\_\_

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# 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: Kiwanis of Greater Hartland, Hartland/BID

Name of Person In Charge: Jim Muenzenberger

Telephone Number: (Home) Cell 262-844-3266 (Work) \_\_\_\_\_ (EMAIL) jmuenzenberger@yahoo.com

Address: 182 Warren Ave Hartland, WI 53029  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: Lynn Muenzenberger

Telephone Number: (Home) Cell 262-844-3265 (Work) \_\_\_\_\_ (EMAIL) jmuenzenberger@yahoo.com

Address: 182 Warren Ave Hartland, WI 53029  
Street/Mailing Zip Code

Name of Group, Performer: A Little Bit of Heaven Band

Description of Entertainment: Music during Bark River Bash

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer  Shelter  Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

FEES	Resident	0 - 50	51 - 100	101 - 200	201	
			\$80.00 + 4.00	\$100.00 + 5.00	\$125.00 + 6.25	\$150.50 + 7.53
Non Resident	0 - 50	51 - 100	101 - 200	201 +		
		\$100.00 + 5.00	\$130.00 + 6.25	\$170.00 + 8.50	\$200.00 + 10.00	
<b>Note: Deposit to be paid by all users</b>		0-50	51-100	101-200	201-300	300+
<b>Refundable Deposit Amounts</b>		\$50.00	\$100.00	\$200.00	\$300.00	\$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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale	<u>BID Food vendors may apply separately</u>								

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

Jim Muenzenberger  
 Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

## **Hartland's Bark River Bash – 2024**

**Hosted by the Hartland Kiwanis and Hartland Business Improvement District**

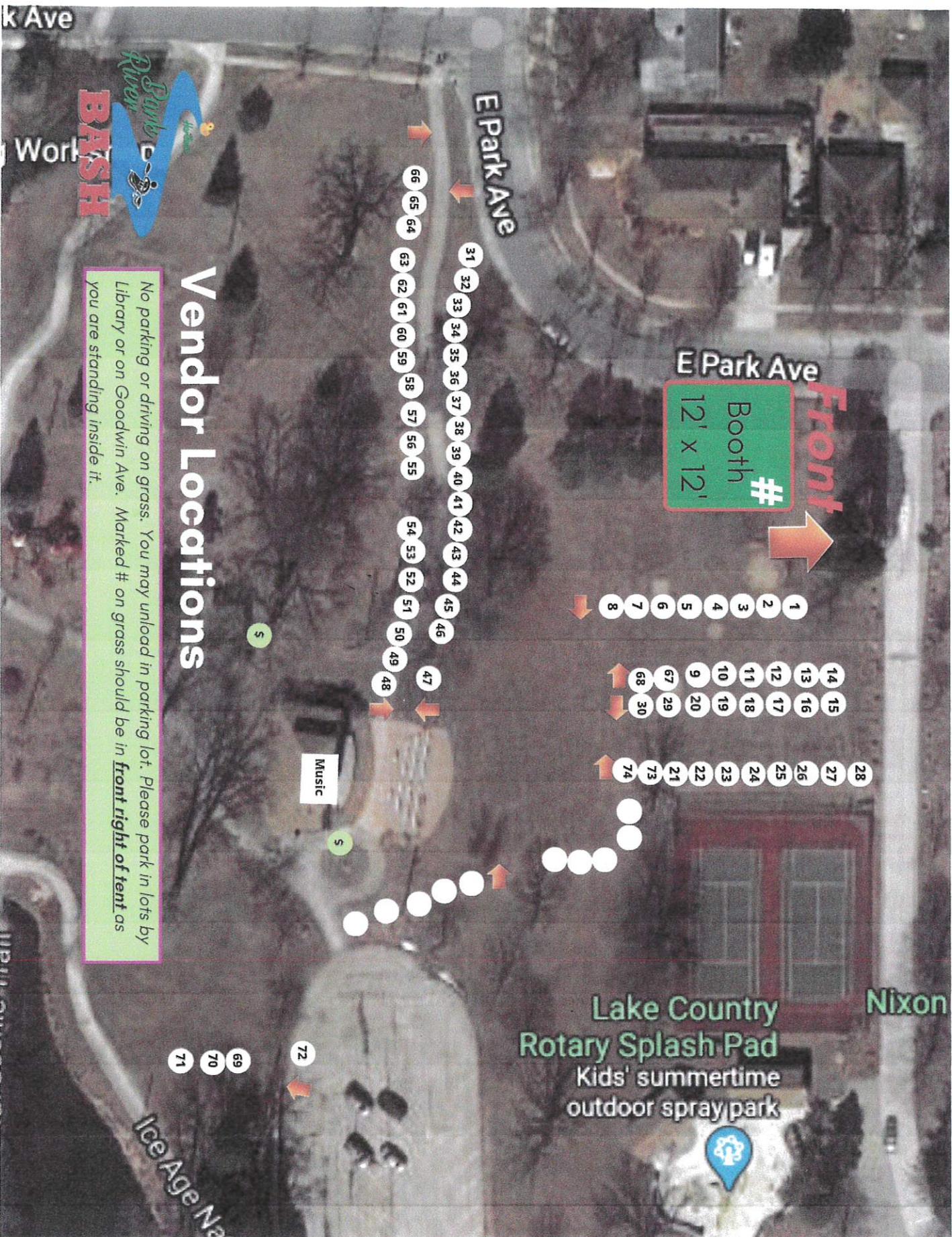
**May 4, 2023**, running approximately 9am-2pm.

### **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 11/7/23.



**Front**  
Booth #  
12' x 12'

# Vendor Locations

No parking or driving on grass. You may unload in parking lot. Please park in lots by Library or on Goodwin Ave. Marked # on grass should be in **front right of tent** as you are standing inside it.



Lake Country  
Rotary Splash Pad  
Kids' summertime  
outdoor spray park

Nixon

Ice Age Na

E Park Ave

E Park Ave

Music

- 66 65 64
- 63 62 61 60 59 58 57 56 55
- 54 53 52 51 50 49
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- 71
- 72



**ENDORSEMENT**

**This endorsement, effective 12:01 AM 11/01/2023**

**Forms a part of policy no.: 013136005**

**Issued to: KIWANIS INTERNATIONAL, INC.**

**By: LEXINGTON INSURANCE COMPANY**

**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

**COMMERCIAL GENERAL LIABILITY POLICY**

**SCHEDULE**

**Name of Additional Insured Person(s) or Organization(s)**

Village of Hartland  
Attn: Sara Rennekamp  
210 Cottonwood Ave.  
Hartland,, WI 53029

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;  
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



---

**Authorized Representative**



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

## 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>Ice Age Trail Community</i>				
Street Address <i>210 Cottonwood Avenue</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-0352</i>		Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Sara Rennekamp</i>				
Address <i>210 Cottonwood Avenue</i>		City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>Sarar@villageofhartland.wi.gov</i>	Phone Number <i>262-367-0352</i>		Day of Event Phone Number <i>262-490-9982</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>Full Moon Hike</i>		Date(s) of Event <i>January 25, 2024</i>		
Event Start Time <i>6:30 PM</i>		Event End Time <i>8:00 PM</i>		
Location of the Event* <i>Nixon Park through Maple Wayside</i>				
Will your event take place in a Village of Hartland Park?				<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 A free community event to hike from Nixon Park through Maple Wayside and back. Hot chocolate will be served out of the warming shed.			
Estimated Number of Participants 150-200	Spectators Ø	Vendors Ø	
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		Yes	No <input checked="" type="radio"/>
Will you be selling/serving food?		Yes <input checked="" type="radio"/>	No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		Yes	No <input checked="" type="radio"/>
If yes, how many food trucks will be at the event?			
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>		Yes	No <input checked="" type="radio"/>
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>		Yes	No <input checked="" type="radio"/>
Does the event involve amplified music?		Yes	No <input checked="" type="radio"/>
If yes, will the amplified music be a:		Band	DJ
Hours of amplified music:			
<i>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.</i>			
Is street closure requested?		Yes	No <input checked="" type="radio"/>
Hours of street closure:			
Diagram for Street Closure Provided?		Yes	No <input checked="" type="radio"/>
Will you need barricades provided by the Village for your event?		Yes	No <input checked="" type="radio"/>
How many barricades needed for your event?			
"Road Closed" signs requested?		Yes	No <input checked="" type="radio"/>
Will you be erecting any tents, canopies or other temporary structure(s)? <i>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.</i>		Yes	No <input checked="" type="radio"/>
Will you be providing portable restrooms and wash stations?		Yes	No <input checked="" type="radio"/>

**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?* Nixon Park

Will you provide a dumpster/clean-up services? Yes  No

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

~ 6:45pm - 7:45pm

Will the event require additional security? *Maple Ave crosswalk @ Cardinal Ln*  Yes  No  
*Maple Ave crosswalk @ Maple Wayside*

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





# 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) Ice Age Trail Community  
 Renter or Responsible Party Sara Rennekamp  
 Home/Cell Phone 262-367-0352 Email SaraR@villageofhartland.wi.gov  
 Address 210 Cottonwood Avenue City/Zip Hartland 53029  
 If above person cannot be reached: Jim Muenzenberger Phone 262-844-3266

## Rental Information

Event Date January 25, 2024 Event Type Hike  
 Arrival Time (include set-up time) 6:00 pm Departure Time (include clean-up time) 8:15 pm  
 Attendance 150+ Electricity -  Yes  No Tax Exempt - Yes  No  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)
- Nixon Warming Shed (flat fee \$75)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

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

Attendees	Resident	Non-resident
0-50	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

### 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.

Sara Rennekamp  
 Renter's Signature  
Sara Rennekamp  
 Renter's Name (please print)

11-13-23  
 Date

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

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_





# 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) \_\_\_\_\_

Renter or Responsible Party \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

If above person cannot be reached: \_\_\_\_\_ Phone \_\_\_\_\_

### Rental Information

Event Date \_\_\_\_\_ Event Type \_\_\_\_\_

Arrival Time (include set-up time) \_\_\_\_\_ Departure Time (include clean-up time) \_\_\_\_\_

Attendance \_\_\_\_\_ 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)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

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

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

#### 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Name (please print)

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

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 cannot 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.



**Payment Method**  
**(Check all that apply.)**

Checks Payable to:  
*Village of Hartland*

Cash

Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered. A convenience fee of 2.75% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:**    Visa    MasterCard    Discover    American Express    **Total Amount: \$** \_\_\_\_\_

**Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Entire **name is it appears on the credit card** (please print legibly): \_\_\_\_\_

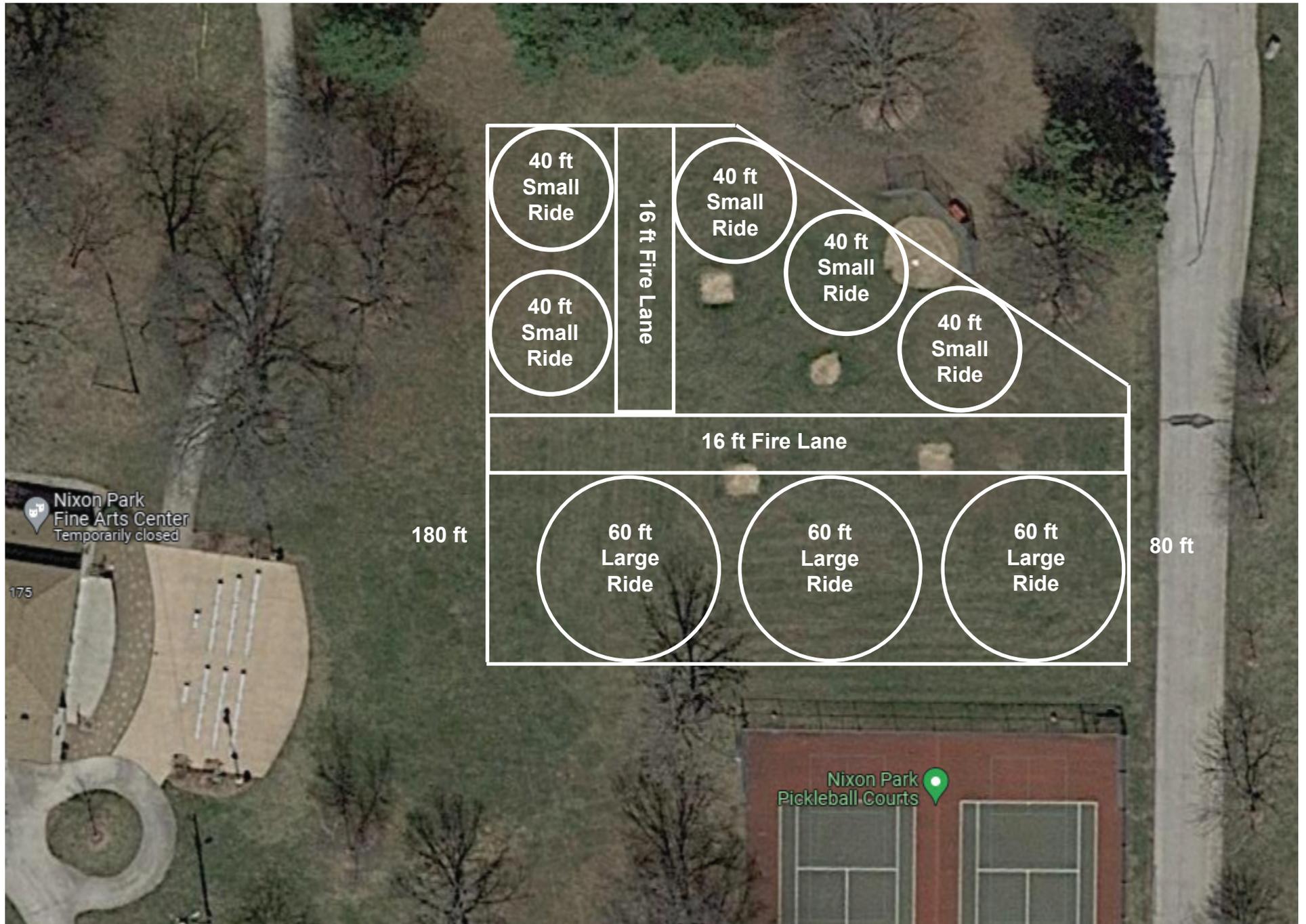
\_\_\_\_\_

*I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.*

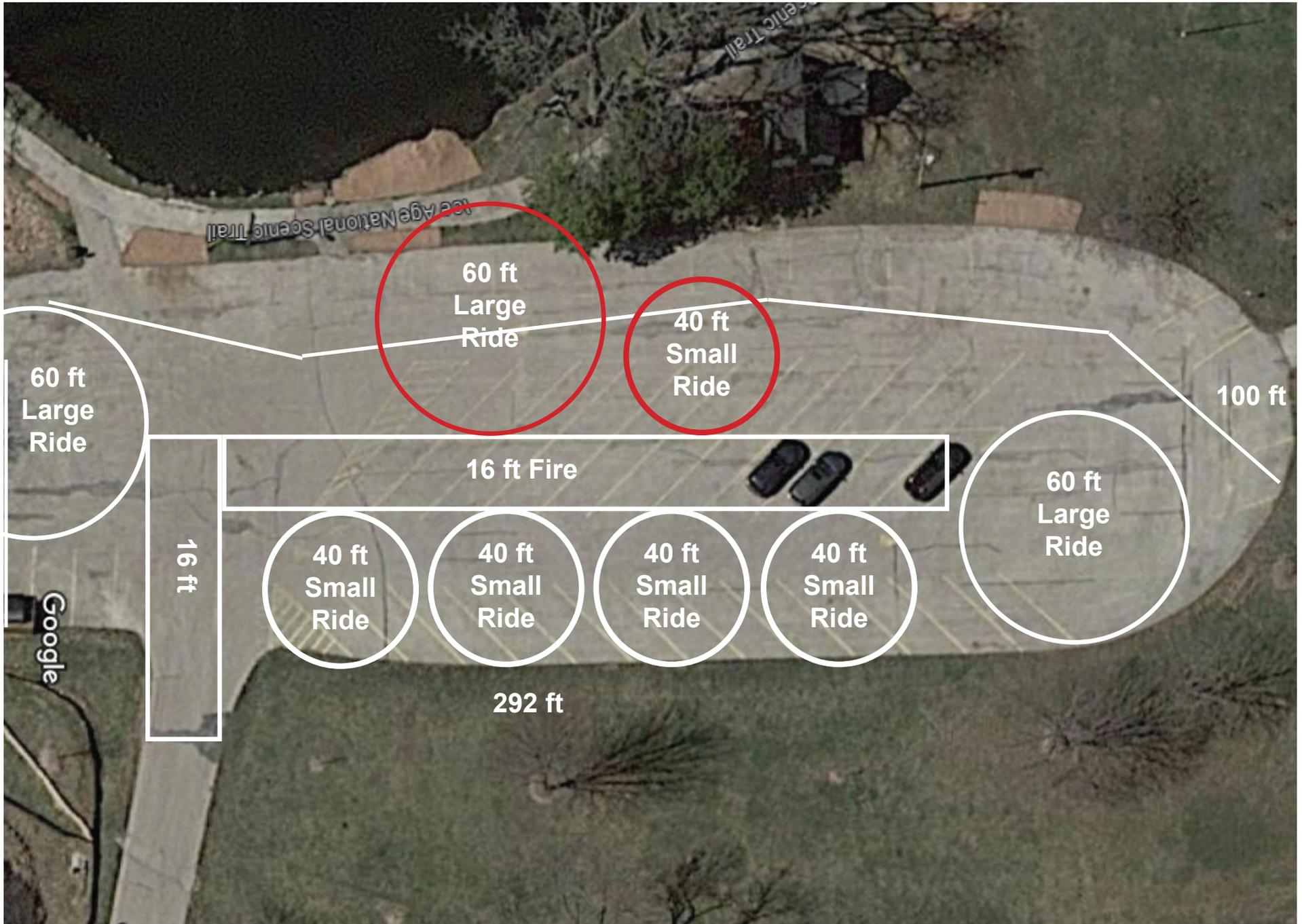
**Signature (REQUIRED):** \_\_\_\_\_

**(This portion of the form will be destroyed after transaction is complete.)**

# Nixon Park Carnival Lay Out



# Nixon Park Carnival Lay Out



**Village of Hartland/Hartland Athletic Advancement Association**  
**Bark River Park and Canteen Agreement** (Revised 11-10-2023)

**WHEREAS**, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Bark River Park in the Village; and

**WHEREAS**, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

**NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:**

1. The HAAA will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. The HAAA acknowledges that the canteen is located in a designated flood plain/floodway, and hereby releases the Village from any claims that the HAAA may have arising out of flood or water damage to the HAAA equipment/materials in the canteen, at any time in the future.
3. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
4. The responsibility and authority to schedule and allow use of the softball field/shelter, rest rooms and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales. HAAA may sell food and beverage for HAAA events only, unless approved by the Park and Recreation Board.
5. The HAAA will be allowed to store hand tools, bases, field chalk, chalker and field dry material in the storage room of the canteen. This area shall be kept in a clean and tidy manner at all times.
6. The HAAA shall thoroughly clean the canteen and garage area and remove all equipment and materials from the canteen and garage area with the exception of the shelves, the walk-in cooler, the refrigerator, the standup freezer and the popcorn maker. All electrical devices shall be turned off and unplugged, before October 31<sup>st</sup> of each year of this agreement.
7. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item thirteen). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.

**Village of Hartland/Hartland Athletic Advancement Association**  
**Bark River Park and Canteen Agreement** (Revised 11-10-2023)

8. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:

- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
- B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

9. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any coolers or refrigerators where their product is stored.

10. The HAAA will provide to the Village a One Thousand (\$1000.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31<sup>st</sup>. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

11. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village. When other users are permitted by the Village to use the facilities, HAAA will only charge an electric use fee commensurate with the use by the user.

12. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.

**Village of Hartland/Hartland Athletic Advancement Association**  
**Bark River Park and Canteen Agreement** (Revised 11-10-2023)

13. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping up debris in the shelter, around the canteen and in the paved area around the ball field; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in the bleachers and dugouts.

14. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.

15. The HAAA shall be responsible for the maintenance and/or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Field lights, concrete bases and wiring
- B. Score board and wiring
- C. Score booth and stairs
- D. Flag pole and Flag

Canteen interior

- A. Walk in cooler
- B. Standup freezer
- C. Refrigerator
- D. Popcorn maker
- E. Sound system and wiring
- F. Speakers and mounts
- G. Desk
- H. All shelving units
- I. Hand tools and equipment

Canteen storage room

- A. hand tools
- B. bases
- C. field chalk
- D. chalker
- E. field dry material

Village of Hartland/Hartland Athletic Advancement Association  
Bark River Park and Canteen Agreement (Revised 11-02-2015)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Village of Hartland**

By: \_\_\_\_\_

Ryan Bailey, Village Manager

**Hartland Athletic Advancement Association**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: President \_\_\_\_\_

**Village of Hartland/Hartland Athletic Advancement Association**  
**Nixon Park and Canteen Agreement** (Revised 11-10-2023)

**WHEREAS**, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

**WHEREAS**, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

**NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:**

1. The HAAA will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ball field and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The HAAA shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators, before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.
6. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The HAAA will provide to the Village a One Thousand (\$1000.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31<sup>st</sup>. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

**Village of Hartland/Hartland Athletic Advancement Association**  
**Nixon Park and Canteen Agreement** (Revised 11-10-2023)

8. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village.
9. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
10. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.
11. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.
12. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
  - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
  - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

Village of Hartland/Hartland Athletic Advancement Association  
Nixon Park and Canteen Agreement (revised 11-10-2023)

13. The HAAA shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Scoreboard and wiring
- B. Sound equipment

Canteen interior

- A. Refrigerator units
- B. Hand tools and equipment

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Village of Hartland**

By: \_\_\_\_\_

Ryan Bailey, Village Manager

**Hartland Athletic Advancement Association President**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: President

**Village of Hartland/Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement** (Revised 11/10/23)

**WHEREAS**, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

**WHEREAS**, the canteen is frequently used by Flanagan – Dorn Post 294 American Legion (hereinafter "Flanagan – Dorn Post") when games are being played on the ball field,

**NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:**

1. The Flanagan – Dorn Post will apply for all necessary permits required by the Village to sell fermented malt beverages and food product.
2. Neither the Flanagan – Dorn Post nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ball field and canteen for all Flanagan – Dorn Post league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be Flanagan – Dorn Post's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the Flanagan – Dorn Post owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The Flanagan – Dorn Post shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that Flanagan – Dorn Post, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). Flanagan – Dorn Post may, with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the Flanagan – Dorn Post.
6. The Flanagan – Dorn Post will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The Flanagan – Dorn Post will provide to the Village a One Thousand (\$1000.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by October 31st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

**Village of Hartland/ Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement** (Revised 11/10/2023)

8. The Flanagan – Dorn Post will pay for fifty percent (50%) of the electric utility costs during the months of field use, typically; June and July. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the Flanagan – Dorn Post given 30 days to pay the Village.

9. Neither the Flanagan – Dorn Post nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.

10. The Flanagan – Dorn Post shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.

11. The Flanagan – Dorn Post shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of Flanagan – Dorn Post use of the property or Flanagan – Dorn Post items used on property. Flanagan – Dorn Post shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.

12. The Flanagan – Dorn Post will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:

- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
- B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The Flanagan – Dorn Post will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

Village of Hartland/ Flanagan – Dorn Post 294 American Legion  
Nixon Park and Canteen Agreement (Revised 11/10/2023)

A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

13. The Flanagan – Dorn Post shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Canteen interior

A. Refrigerator unit

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Village of Hartland**

By: \_\_\_\_\_

Ryan Bailey, Village Manager

Flanagan – Dorn Post 294 American Legion Representative

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Village of Hartland/Lake Country Lacrosse Centennial Park Use Agreement

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

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

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

1. LCL will apply for the use of the soccer and football fields for their use by way of a Village provided Athletic Facility Reservation Form.
2. LCL is intending the use of the soccer and football fields for games of their grade school aged teams.
3. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
4. Village agrees to a cut length of 3 inches during the season. Standard cutting frequency is weekly.
5. Village will provide refuse/recycling collection.
6. Village will provide restroom maintenance and cleaning.
7. LCL will adhere to the Village Field Use Guidelines.
8. LCL will perform any and all required or desired field marking/painting.
9. LCL will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
10. LCL will be allowed to store goals at the Park provided they are secured in an agreeable location. The paint and field painter items will need to be brought in for each use.
11. Goals and equipment must be removed from the Park at the close of each season.
12. LCL will clean area after each use and deposit trash/recyclable items into collection containers.
13. If fields are damaged, repairs to the field will be done by a contractor hired by the Village. The User Group will be responsible for the cost.
14. LCL and Village will coordinate and agree on field use and cancellations due to weather or field conditions.
15. The fee to use the soccer and football fields is \$35.00 per use per field. This includes games and practices. LCL will pay the full amount for the intended use of the soccer field prior to any use.
16. LCL will provide to the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by July 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate

## Village of Hartland/Lake Country Lacrosse Centennial Park Use Agreement

- plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.
17. Neither LCL nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
  18. This Agreement is just for the current proposed use and will not be automatically renewed.
  19. If the agreement is terminated, LCL, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 11).
  20. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
  21. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.
  22. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or LCL or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05.
  23. LCL will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below. The policy shall include the Village and its agents, officers and employees as “additional insured”.
    - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
    - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village Park land.
  23. Neither LCL nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
  24. LCL shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of LCL use of the property or LCL items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

**Village of Hartland**

Village of Hartland/Lake Country Lacrosse  
Centennial Park Use Agreement

By: \_\_\_\_\_  
Ryan Bailey, Village Manager

**Lake Country Lacrosse**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Village of Hartland/Let Kids Fly Centennial Park Use Agreement

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

**WHEREAS**, Let Kids Fly (hereinafter "LET KIDS FLY") desires to use said field for certain games for the LET KIDS FLY teams,

## **NOW THEREFORE, THE VILLAGE AND LET KIDS FLY HEREBY AGREE AS FOLLOWS:**

1. LET KIDS FLY will apply for the use of the soccer field for their use by way of a Village provided Athletic Facility Reservation Form.
2. LET KIDS FLY is intending the use of the soccer field for games of their grade school aged teams located at the Southwest open space of the park.
3. The Village will provide standard field maintenance as necessary including watering, weed/pest control, and cutting.
4. Village agrees to a cut length of 3½ inches during the season. Standard cutting frequency is weekly.
5. Village will provide refuse/recycling collection.
6. Village will provide restroom maintenance and cleaning.
7. LET KIDS FLY will adhere to the Village Field Use Guidelines.
8. LET KIDS FLY will perform any and all required or desired field marking/painting.
9. LET KIDS FLY will provide field equipment including, but not limited to, goals and other equipment necessary for practice or games.
10. Goals and equipment must be removed from the Park at the close of each season.
11. LET KIDS FLY will clean area after each use and deposit trash/recyclable items into collection containers.
12. If fields are damaged, repairs to the field will be done by a contractor hired by the Village. The User Group will be responsible for the cost.
13. LET KIDS FLY and the Village will coordinate and agree on field use and cancellations due to weather or field conditions.
14. The fee to use the soccer field is \$35.00 per use. This includes games and practices. LET KIDS FLY will pay the full amount for the intended use of the soccer field prior to any use.
15. LET KIDS FLY will provide to the Village a one thousand (\$1,000.00) dollar deposit that will be refunded if clean-up and field restoration is satisfactorily completed by July 1st. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. Additional funds shall be billed should the deposit not be enough to repair any damage to the field because of their use. The Village would charge the current labor rate plus 50% for fringe benefits and any material costs in addition to a 3% administrative charge for billing purposes.
16. Neither LET KIDS FLY nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.

## Village of Hartland/Let Kids Fly Centennial Park Use Agreement

17. This Agreement is just for the current proposed use and will not be automatically renewed. Any field restoration will need to be completed within two weeks of the end of use.
18. If the agreement is terminated, LET KIDS FLY, at their sole expense, shall remove all of their equipment and restore all Village property to its condition prior to installation of these items (see Paragraph 11).
19. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.
20. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.
21. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or LET KIDS FLY or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05
22. LET KIDS FLY will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below. The policy shall include the Village and its agents, officers and employees as “additional insured”.
  - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured” along with the appropriate endorsement pages.
  - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land.
22. The Village will bill LET KIDS FLY if clean-up is required after a use or if the field restoration is not completed by July 1 of each year. The Village would charge the current labor rate plus 50% for fringe benefits and any material costs or contractor costs in addition to a 3% administrative charge for billing purposes.
23. Neither LET KIDS FLY nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
24. LET KIDS FLY shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of LET KIDS FLY use of the property or LET KIDS FLY items used on property. A certificate of insurance shall be provided to the Village at the beginning of each year.

Village of Hartland/Let Kids Fly  
Centennial Park Use Agreement

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**Village of Hartland**

By: \_\_\_\_\_  
Ryan Bailey, Village Manager

ATTEST

**Let Kids Fly**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

-

1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND

2 ORDINANCE NO. \_\_\_\_\_

3 AN ORDINANCE

4 REPEALING PRIOR RESOLUTIONS 1.25-2016-01 and 11-27-2017-01  
5 and CREATING §70-31 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES  
6 WITH RESPECT TO THE PARK AND RECREATION BOARD BY ESTABLISHING AN  
7 ADVISORY COMMITTEE TO SAME  
8  
9

10  
11 **THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS**  
12 **FOLLOWS:**

13 **SECTION 1:** PRIOR RESOLUTIONS 1.25-2016-01 and 11-27-2017-01 OF THE VILLAGE  
14 OF HARTLAND are hereby repealed as follows: Finding and intent

15 The Village Board has re-examined its prior resolutions 1.25-2016-01 and 11-27-2017-01 and  
16 finds that objectives underscoring the creation of the Ice Age Trail Community Committee and  
17 the Environmental Corridor and Open Space Committee are in certain respects interrelated but in  
18 need of greater administrative focus and oversight by the Park and Recreation Board.

19 Hence, it is hereby determined that it is in the best interests of the Village to:

20 (1) formally declare that the certain Memorandum of Understanding (“MOU,” dated 9.14.2015)  
21 entered into by the Village with the Ice Age Trail Alliance is now concluded and the goals of that  
22 instrument are hereby reconsidered, modified, transferred and superseded by this organizational  
23 amendment;

24 (2) dissolve the *Hartland Ice Age Trail Community Committee* and terminate all appointments  
25 thereto effective upon the passage of this Ordinance Amendment;

26 (3) formally declare that the duties of the *Environmental Corridor and Open Space Committee*  
27 are hereby reconsidered, modified, transferred and superseded by this organizational amendment;

28 (4) dissolve the *Environmental Corridor and Open Space Committee* and terminate all  
29 appointments thereto effective upon the passage of this Ordinance Amendment;

30 It is directed that the codified version of this ordinance include the Findings and Intent section  
31 which is made a part of and incorporated in this ordinance.

32 **SECTION 2:** Chapter 70 of the Village of Hartland Municipal Code of Ordinances pertaining to  
33 Parks and Recreation is hereby amended by the creation of the additions shown with an  
34 underline as follows:

35 **70-31 Advisory Committee to the Parks and Recreation Board for Village Open Areas**

36 (a) *Open Areas* as used in this subsection is defined as all areas within the Village that  
37 have been zoned or are candidates for re-zoning as P-1 under Hartland Zoning  
38 Ordinance.

39 (b) An Advisory Committee of Seven Members shall be appointed by the Village  
40 President, with the approval of the Village Board of Trustees, to be made up of not  
41 less than five (5) Village residents with one of the appointees specifically being  
42 designated by the Village President as the Chair of the Advisory Committee and  
43 liaison to the Parks and Recreation Board.

44 (c) The term of the members of the Advisory Committee shall be for two years ending on  
45 the second April 30<sup>th</sup> following their appointment. No compensation shall be paid to  
46 members of the Advisory Committee except for direct reimbursement for authorized  
47 expenses.

48 (d) The Advisory Committee shall conduct all of its business as any other governmental  
49 subunit of the Village of Hartland except that any action taken shall be communicated  
50 to the Parks and Recreation Board through its liaison to same but shall only be  
51 advisory to, and non-binding on any governmental subunit of the Village.

52 (e) The scope of the agenda of the Advisor Committee may from time to time involve  
53 but not necessarily include the following:

54 (1) Assisting in maintaining an inventory of Village owned, other publicly or non-  
55 profit held and privately held parcels of land that contain stands of woods, wetlands,  
56 open fields and other varied environmental corridors within the boundaries of the  
57 Village of Hartland.

58 (2) Assisting in monitoring the condition of those environmental areas in the prior  
59 paragraph with priority on the condition of such environmental areas owned by the  
60 Village.

61 (3) Assisting in the development and implementation of an educational plan for the  
62 environmental areas owned by the public or by private parties.

63 (4) Assisting in promoting the increased usage and awareness of the Ice Age  
64 National Scenic Trail through responsible tourism development.

65 (5) Assisting in carrying out any tasks assigned to it by the Parks and Recreation  
66 Board with respect to any Open Areas using the resources allocated, if any, for such  
67 tasks by same.

68

69

70 **SECTION 3:** If any section, sentence, clause, phrase or portion of this ordinance is for any  
71 reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall

72 be deemed a separate, distinct and independent provision, and such holding shall not affect the  
73 validity of the remainder of such ordinance.

74

75

76 **SECTION 3:** This ordinance shall take effect and be in full force from and after its passage and  
77 publication.

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79

80 Passed and approved this \_\_\_\_\_ day of November, 2023.

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83

VILLAGE OF HARTLAND

84

85

By: \_\_\_\_\_

86

Jeffrey Pfannerstill, Village President

87 ATTEST:

88

\_\_\_\_\_

89

Sandee Policello, Village Clerk

## VILLAGE OF HARTLAND

### RESOLUTION NO. 1.25-2016-01

#### **A Resolution Creating the Ice Age Trail Community Committee**

**Whereas**, in October 2015, the Village of Hartland was named the first Ice Age Trail Community in the State of Wisconsin by the Ice Age Trail Alliance; and

**Whereas**, the Ice Age Trail Community program is intended to cross market the Hartland community to users of the Ice Age Trail and the Trail to residents of the Hartland community through community events and Trail-related programs and activities; and

Whereas, the Village Board of Trustees for the Village of Hartland finds that it is appropriate to create a committee of area residents and other interested parties to undertake the tasks associated with planning and executing the Village's participation in the Ice Age Trail Community program and to serve as a general advocate for the Ice Age Trail in Hartland.

**Now, Therefore, Be It Resolved**, by the Village Board of Trustees for the Village of Hartland, that a committee called the Ice Age Trail Community Committee is hereby established consisting of seven (7) members having terms and duties as described below.

- 1) **Membership:** Seven (7) members to be appointed by the Village President with approval of the Village Board of Trustees including at one member of the Hartland Business Improvement District Board or its designee, the Village Administrator or his/her designee, a representative of the Waukesha Chapter of the Ice Age Trail Alliance, and sufficient interested members of general public as may be necessary to fill the available positions. General members need not be residents of the Village of Hartland but residents will be given preference during appointments. Members will be appointed to two (2) year terms except that initial appointments shall be one (1) year for three (3) members of the Committee and two (2) years for four (4) members of the Committee. Additionally, non-voting, participating liaisons representing the Hartland Public Works Department and the Hartland Area Chamber of Commerce may be appointed annually by their respective management or board.
- 2) **Meetings:** The Committee shall select a chairperson from within its membership and such chairperson shall be responsible for ensuring that a written agenda is posted with the assistance of the Village Clerk in compliance with State Law and local ordinance. Meetings may be held as deemed necessary by the Committee but shall occur not less than quarterly.
- 3) **Duties:** The duties of the Committee shall be as follows.
  - a) Act **as a committee** of the Village of Hartland.
  - b) Assist the Village in the implementation of its obligations as set forth in the Memorandum of Understanding between the Village and the Ice Age Trail Alliance as it relates to its status as an Ice Age Trail Community.

## Memorandum of Understanding

Between

Ice Age Trail Alliance and Village of Hartland, WI



This Memorandum of Understanding (MOU) is entered into by and between the Ice Age Trail Alliance, a 501(c) (3) non-profit organization, located at 21 10 Main Street, Cross Plains, WI 53528, hereinafter referred to as IATA, and Village of Hartland WI located at 210 Cottonwood Ave, Hartland, WI 53029, hereinafter referred to as Trail Community.

Purpose: The purpose of this MOU is to promote the natural and cultural heritage of Wisconsin along the Ice Age National Scenic Trail as a destination for visitors who increasingly ask for outdoor experiences and places to enjoy nature.

Statement of Mutual Interests and Benefits: IATA is dedicated to creating, supporting and protecting a 1,000 mile footpath tracing glacial formations across the state, providing opportunities for people to connect with the Wisconsin landscape. The Trail Community adjoins the Ice Age National Scenic Trail (IANST), which offers basic tourism amenities and can be marketed as a nature-based tourism destination, resulting in local economic stimulus and increased public awareness of the natural and cultural heritage of Wisconsin.

This MOU is established between IATA and Trail Community to help each other accomplish mutually beneficial objectives:

- A. Educate local businesses of the value of the IANST as an economic resource.
- B. Enable both parties to apply for targeted grants to assist in the community's efforts towards nature-based tourism development, economic development and trail-related infrastructure development through the development of promotional products, educational resources and/or signature events.
- C. Increased usage and awareness of 'the IANST and IATA, attracting more eco-tourists to local communities.
- D. Promote responsible tourism development within the community and support the IANST and IATA.

In consideration of the above premises, the parties agree as follows:

### IATA Shall:

1. Promote the Trail Community and businesses as destinations through its website and other media.
2. Engage its local chapter as a conduit for community support.
3. Offer outreach materials to the community such as brochures, newsletters, posters, displays, etc,
4. Provide information on hiking opportunities near the community which can be reproduced and distributed to visitors to Trail Communities.
5. Provide periodic guided hikes that pass through the Trail Community.

6. Provide support at local festivals or other community events to encourage interest in the IAT and IATA when possible.
7. Provide two 18" x 24" metal signs with the Ice Age Trail Community logo for posting at the entrances of Trail Community. If the Trail Community requests additional sign, IATA will make them available to the community at IATA cost.
8. Arrangements will be made to regularly maintain the section(s) of the Ice Age National Scenic Trail near the Trail Community so that casual day hikers can easily locate and follow it.
9. Make use of IATA logos available pending Executive Director approval. Make arrangements for use of IANST logos through the National Park Service.

Trail Community Shall:

1. Include the IANST and the IATA in their promotional materials, on their website and through social media.
2. Make Ice Age Trail information available to the public at the local visitor centers and/or Chamber of Commerce and provide space for an IATA display or wall mounted poster.
3. Work with the local IATA contact to promote periodic guided hikes or events
4. Assist in promoting special events such as National Trails Day
5. Monitor the number of visitors who are seeking the Trail Community as a destination for hiking.
6. Engage businesses to assure that IATA maps and brochures will be available and Ice Age Trail Community designation is evident.
7. Encourage local businesses to embrace IAT users and support IATA events.
8. Install the two Ice Age Trail Community signs at the entrances of the community as soon as possible after the issuance of the Proclamation.
9. Provide a one-time cost sharing contribution of \$2,500 to the IATA.

We, the undersigned, have agreed on the contents of this MOU. Any changes must be agreed to by both parties.

Trail Community (Town, City, Village, County)

Signed David C. Lemen 9/14/15  
 , Title Date

Signed [Signature] 9/15/15  
 , Title Date

Ice Age Trail Alliance

Signed \_\_\_\_\_  
 , Executive Director Date

## VILLAGE OF HARTLAND

### RESOLUTION NO. 11-27-2017-01

#### A RESOLUTION CREATING THE ENVIRONMENTAL CORRIDOR AND OPEN SPACE COMMITTEE

**Whereas**, the Village of Hartland Comprehensive Development Plan: 2035 identifies the importance of protecting and maintaining the Village's natural resources; and

**Whereas**, the Village of Hartland previously formed the Environmental Corridor and Open Space Task Force to evaluate and recommend actions related to Village-owned parcels of land that contain stands of woods, wetlands, open fields and other varied environmental corridors including portions of the Hartland Marsh and portions of certain public parks as well as privately held lands of a similar nature; and

**Whereas**, on October 23, 2017, the Village Board accepted the final report of said Task Force, which report contained, among several recommendations, a recommendation to establish a permanent committee of the Village with the purpose of "implementing, monitoring, organizing and providing ongoing recommendations for management of the Environmental Corridors within the Village of Hartland;" and

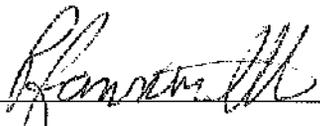
**Whereas**, the Village Board of Trustees for the Village of Hartland finds that it is appropriate to create such Environmental Corridor and Open Space Committee.

**Now, Therefore, Be It Resolved**, by the Village Board of Trustees for the Village of Hartland, that there is hereby established an Environmental Corridor and Open Space (ECOS) Committee having terms and duties as described below.

- 1) **Membership:** Five (5) members to be appointed by the Village President with approval of the Village Board of Trustees consisting of interested residents of the Village of Hartland. Such members shall have staggered 3 year terms. Initial appointments shall be made as follows: two (2) members shall be appointed to terms ending April 2018, two (2) members shall be appointed to terms ending April 2019 and one (1) member shall be appointed to a term ending April 2020. Thereafter, all terms shall be three (3) years in length and persons appointed to fill vacancies shall serve until the end of the original term.
- 2) **Liaisons** shall be appointed annually by the Park Board and Plan Commission and such liaisons shall be advisory to the ECOS Committee and shall not be voting members.
- 3) **Meetings:** The Committee shall select a chairperson from within its membership and such chairperson shall be responsible for ensuring that a written agenda is posted with the assistance of the Village Clerk in compliance with State Law and local ordinance. Meetings may be held as deemed necessary by the Committee but shall occur not less than quarterly.

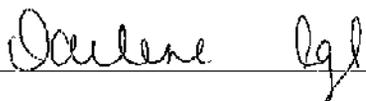
- 4) Duties: The duties of the Environmental Corridor and Open Space Committee shall be as follows.
- a) Act as a committee of the Village of Hartland.
  - b) Develop and implement programs, events and activities to implement the goals and recommendations found in the ECOS Task Force Report accepted by the Village Board on October 23, 2017 or such approved successors or supplements to that report.
  - c) Maintain an inventory of Village owned, other publically or non-profit held and privately held parcels of land that contain stands of woods, wetlands, open fields and other varied environmental corridors within the boundaries of the Village of Hartland.
  - d) Monitor and assess the condition of those environmental areas with priority on assessing the condition of such environmental areas owned by the Village of Hartland.
  - e) Develop and recommend to the Village of Hartland Village Board or Village of Hartland Park Board, as appropriate, specific written plans for improvements or enhancements to the environmental areas owned by the Village including proposed budgets. .
  - f) Develop and implement an educational plan for the environmental areas owned by private parties.
  - g) Develop and present for consideration by the Village Board an annual proposed budget for undertaking the activities of the Committee and for implementing activities based on the Task Force Report or the Committee's assessment of environmental areas.
  - h) Develop and recommend to the Village of Hartland Village Board, Village of Hartland Park Board or Village of Hartland Plan Commission, as appropriate, additions or amendments to Village Code or regulations that will serve to implement the goals and recommendations described in the ECOS Task Force Report or such approved successors or supplements to that report.
  - i) If authorized by the Village Board, develop and implement work days or other activities to implement the approved improvements or enhancements on Village-owned lands.
- 5) Compensation: No compensation shall be paid to members of this Committee or such subcommittees as may be created except for direct reimbursement for authorized expenses.

Dated this 27<sup>th</sup> day of November, 2017.

1 / 1 - 

Jeffrey  
Pfannerstill, Village President

ATTEST:



Darlene Igl, MMC, WCPC, Village Clerk