

PARK AND RECREATION BOARD AGENDA
MONDAY FEBRUARY 4, 2019
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 Park and Recreation Board minutes of the January 7, 2019 meeting.

Public Works Items

2. Discussion and possible consideration of Discussion and possible consideration for donation of an 80' flag pole and large American flag at Hartbrook Park.
3. Discussion and possible consideration of use of the Fine Arts Center by The Augustine Academy June 4, 2019 with the ability to bring in food trucks and possibly sell craft/flower garlands.
4. Discussion and possible consideration of field reservations and fees.
5. Discussion and recommendation of replacement bridges for recreational trails.

Other items for consideration

6. 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.
7. Adjourn

Deidre Bush y
Deputy Clerk

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

PARK AND RECREATION BOARD MINUTES
MONDAY, JANUARY 7, 2019
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Peggy Kallenberger, Dick Landwehr, Tim Hallquist, Curt Gundrum, Vicki Mitchell, Duane Lawson and Tina Bromberger

Others: Mike Gerszewski

7:00 PM Call to Order

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

1. Consideration of a motion to approve the Park and Recreation Board minutes of the November 5, 2018.

Motion (Landwehr/Gundrum) to approve the November 5, 2018 Park and Recreation Board minutes. Carried (7-0).

Public Works Items

2. Discussion and possible consideration of 2019 Hartland Kids Day at Nixon Park on Wednesday July 31, 2019.

Erin Guenterberg owner of Lake Country Family Fun was present and gave a brief recap of the 2018 Hartland Kids Day event. She said over 85 businesses participated last year, thousands of people attended and they made major donations to the Backpack Coalition of Waukesha County.

She said this year the event will take place on July 31st at Nixon Park from 9am-2pm. She said one of the biggest problems they run into is parking and she will be asking again that the police put up no parking signs on Park Avenue. She said she is going to ask Dousman Transport to see if they will provide a shuttle bus service.

Lake Country Family Fun will provide an insurance binder, contact digger's hotline prior to the event, repair any divots in the grass and staff & volunteers run the event along with manning all areas. They will work with the Hartland P.D. to place no parking signs on the east side of Park Avenue to alleviate traffic congestion.

Motion (Landwehr/Kallenberger) to approve the 2019 Hartland Kids Day. Carried (7-0).

3. Discussion and possible consideration for use of Centennial Park for a Ragnar Run May 17-18, Katie Seely.

Hallquist said the Ragnar Run is a relay race that will come into Hartland during the night and will just be using the parking lot at Centennial Park. Operations Supervisor Gerszewski said the route was changed because he and the Police Chief did not think running on the path behind houses at night was a good idea, so the route was altered to take place all on roads instead of part of it on the trail. There was brief discussion on the relay race. Operations Supervisor Gerszewski said the Ragnar Run people will handle all the logistics.

Motion (Kallenberger/Lawson) to approve the use of Centennial Park for a Ragnar Run on May 17-18. Carried (7-0).

4. Discussion and possible consideration of banners and advertising space at the park.

Operations Supervisor Gerszewski said he has not gotten feedback from Administrator Cox yet. Hallquist said he has gotten feedback from Pfannerstill and that he is very much for the policy. Operations Supervisor Gerszewski said they will make a recommendation to groups that want to put up banners/signs on how they want them placed. There was brief discussion on the banners and advertising space. It will be going to the Village Board for approval with restrictions.

Motion (Hallquist/Landwehr) to approve the policy for banners and advertising space at the park. (7-0).

Other items for consideration

5. Announcements: It is not completed that these matters will be discussed or acted upon and may include items for future consideration. The following individuals may provide announcements: Park and Recreation Board members or other Village Staff members.

Hallquist said he would like to be on the agenda for next month to look at field reservations and fees. Operations Supervisor Gerszewski said the next seasonal park person in charge of the seasonal help will be Jake Schlafer.

6. Adjourn

Motion (Landwehr/Gundrum) to adjourn. Carried (7-0). Meeting adjourned at 7:34 PM.

Respectfully submitted
By Recording Secretary,
Deidre Bushey
Deputy Clerk

PARK BOARD
APPLICATION FOR PLACEMENT ON AGENDA FOR ACTION PLAN APPROVAL

Location of Work <u>HARTBROOK PARK OR SHY 16 CORRIDOR</u>			
Group Sponsoring Work <u>HARTLAND-LAKE COUNTRY ROTARY CLUB</u>			
Contact Person <u>BOB MALLOW, PRESIDENT</u>	Phone <u>362-367-8210</u>	EMAIL <u>R.MALLOW@AMFAM.COM</u>	
Address <u>PO BOX 315</u>	City <u>HARTLAND</u>	State <u>WI</u>	Zip <u>53029</u>
Alternate Contact Person <u>NONE AT THIS TIME</u>			
Address	City	State	Zip
Comments: <u>DONATION TO THE VILLAGE OF HARTLAND</u>			
Contractor Name <u>FLAG CENTER</u>		Phone <u>414-278-1776</u>	EMAIL <u>FLAGCENTER.NET</u>
Address <u>2954 N 117TH ST, WAUWATOSA</u>		State <u>WI</u>	Zip <u>53222</u>
Insurance <u>WILL BE PROVIDED WHEN CONTRACT IS SIGNED</u>			
Contractor Name		Phone	EMAIL
Address	City	State	Zip
Insurance			

Any group or individual desiring to do any work in any Village Park must submit an "Action Plan" for Park Board approval.

The Park Board meets on the **first Monday of the month at 7:00 p.m.** in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The **DEADLINE** for submitting information to Village Hall for the agenda is on the **fourth Monday of the month at 4:30 p.m.** All of the following information must be received prior to the deadline to be considered for the agenda. Anything received after the deadline will be put on the following month's agenda.

All plans, narratives, drawings, etc. must be submitted with ten (10) copies by the deadline.

Items to be submitted in the Action Plan:

1. Detailed description of what work is to be performed and by whom--volunteer/contractor.
2. Any literature or brochures for equipment to be installed or used in the Park System.
3. Any detailed drawings of equipment to be installed.
4. The time frame of work.
5. The responsibility to be assumed by DPW/work to be assumed by the group (be specific).
6. Copy of any proposal(s) received by the group from contractors/suppliers.
7. Copy of drawings/plans/specifications for Building Inspector to review (if needed).
 8. Map showing location of work including dimensions.
 9. Narrative/draft agreement regarding long term maintenance.
 10. Estimated cost of work/improvement(s).

NOTE: Approval by the Park Board is not permission to begin construction. The Department of Public Works must be informed 72 hours prior to commencement of work. All permits must be in order. Diggers Hotline must be contacted 72 hours prior to commencement of work for utility locates.

Date Applied: _____ Date of Meeting: _____ Approval _____

Flag Center

Flag and Flagpole Specialists
2954 N. 117th Street Wauwatosa, WI 53222
7158 S. 13th Street Oak Creek, WI 53154

SALES ORDER

1524

www.flagcenter.net 414.778.1776

SOLD TO:

Robert Mellow
Waukegan - Lake County Rotary

CUSTOMER ORDER NO. _____ DATE _____

TAX EXEMPT NO. _____ SALESPERSON _____

SHIP TO _____

TERMS:

CASH	CHARGE	C.O.D.	MDSE. RET'D	PAID OUT	SHIP VIA	F.O.B. POINT
						12" BASE 4" TOP

QUANTITY	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
		601H	\$9000.-	
		Install	+ \$2520	= \$11,520 00
		Includes 10x15' US		
		Custom 6x10'		
	Hole	30x6' Deep		
		701H	\$9815.-	
		Install	\$2645-	= \$12,460 00
		Includes 12x18' US		
		Custom 8x12'		
	Hole	30x7' Deep		
		801H	\$12,685.-	
		Install	\$2,865-	= \$15,550 00 *
		Includes 15x25' US		
		Custom 10x15'		
	Hole	36x8' Deep		

RECEIVED BY

TOTAL

THANK YOU

Deidre Bushey

From: Kelli Yogerst
Sent: Thursday, January 03, 2019 1:13 PM
To: Deidre Bushey; Mike Gerszewski
Subject: FW: Tall American Flag & Pole
Attachments: scan.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Deidre,

Please put this item on the agenda for the February Park and Rec meeting. Mike G, do they need to include anything else?

Kelli Yogerst, Recreation Director
Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
(262)367-0352

Hartland Recreation Department now has their own [Facebook](#) page.
Like and follow us to stay up to date on what is happening in the Rec. Dept.
We will also post on our [Facebook](#) page if a class is canceled or relocated due to the weather

From: Mallow, Robert L [mailto:RMALLOW@amfam.com]
Sent: Thursday, January 03, 2019 1:01 PM
To: David Cox <davidc@VillageofHartland.com>; Kelli Yogerst <kelly@VillageofHartland.com>; Mike Gerszewski <MikeG@VillageofHartland.com>
Cc: Thompson, Melissa <thompson@swallowschool.org>; G Schilling <gschilling@hartlake.org>
Subject: Tall American Flag & Pole

David, Kelli, & Michael – I am submitting an application for placement on the agenda for your February 4, 2019 Park Board Meeting. As a community project the Hartland – Lake Country Rotary Club would like to erect an 80' flagpole at the Hartbrook Park or SHY 16 corridor. We will need your OK to proceed. The contractor with the preliminary pricing would be the Flag Center, 2954 N 117th St, Wauwatosa, WI 53222. There are no drawings at this time, and with the go ahead from your committee, we would have this as a drawing/design project for the Hartland Area Schools. The Flagpole would be donated to the Village of Hartland for ownership, maintenance, and insurance coverage, with the Hartland – Lake Country Rotary Club assuming future flag replacement costs. I have attached the current proposed installation cost of \$15,550.00, plus an estimated \$5,000.00 for benches and landscaping. Please let me know if you have any other questions.

Bob Mallow
President
Hartland – Lake Country Rotary Club

**VILLAGE OF HARTLAND
FINE ARTS CENTER RESERVATION APPLICATION
2017**

210 Cottonwood Avenue Hartland, WI 53029 Phone 262-367-2714 FAX 262-367-2430

Organization or Individual's Name: The Augustine Academy
 Name of Person In Charge: Erika Marcott
 Telephone Number:(Home) _____ (Work) 262-361-3322 (EMAIL) emarcott@augustineacademy.com
 Address: PO Box 180066 Delafield, WI 53018
Street/Mailing Zip Code
 If Above Person Cannot Be Reached: Lyn Reiter
 Telephone Number:(Home) _____ (Work) _____ (EMAIL) info@augustineacademy.com
 Address: same as above
Street/Mailing Zip Code
 Name of Group, Performer: The Augustine Academy
 Description of Entertainment: Shakespeare Play
 Is Sponsor Classified as Non-Profit: yes

Other Permits Required: Beer Shelter Other None

Date Paid: 1/25/19 Fee Paid 219.85 Deposit Paid 100.00 Receipt Number 204007
 Total 219.85

FEES	Resident	0 - 50	51 - 100	101 - 200	201 +
			\$66.00+ 3.37	\$84.15+ 4.30	\$108.35+ 5.54
	Non Resident	0 - 50	51 - 100	101 - 200	201 +
		\$78.10+ 3.99	\$114.00+ 5.85	\$150.70+ 7.70	\$180.95+ 9.25

Note: Deposit to be paid by all users	0-50	51-100	101-200	201-300	300+
Refundable Deposit Amounts	\$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)	6/4/19	3-8pm	NR	100		Y	219.85		
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	Food Trucks (one or two) Possibly have crafts/flower garlands for sale								

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

Erika Marcott
Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK