

## **HARTFORD PARKS AND RECREATION COMMISSION MINUTES**

Wednesday, February 3, 2016

6:30 PM - City Hall – Council Chambers

Present: Jeff Troeller, Amy Hoffmann, Tim Michalak, Mark Kohnhorst, Scott Helms, Todd Rusniak, Dave Ziemer

1. President Troeller called the meeting to order at 6:30 PM; "This is an open meeting under 19.81 to 19.98 of the Wisconsin State Statutes".

2. Approval of Minutes

**MOTION** by Tim, seconded by Dave to approve the January monthly minutes with the amendment to have Mark Kohnhorst listed as excused.

**MOTION CARRIED**

3. Informational Monthly Staff Reports – Reviewed

4. Communication and Correspondence - None

5. Appearances / Public Comments – None

6. Old Business

Research on Adult Softball League and Concession Sales – No report at this time.

7. New Business

### **ADMINISTRATION**

Ad-ucation Banner Proposal to Place Advertising Banners at Recreation Center - The Commission Packet included a flyer from Ad-ucation Media. Ad-ucation media works with schools and business to sell large display, positive, advertising boards to be placed in schools and businesses. The Director was approached by Bob Jewell, founder of this company, as Mr. Jewell had potential advertisers requesting a spot in the Recreation Center. The Recreation Department has, itself, participated as a sponsor of a board in the local schools. With up to 30% of the advertising fee going back to the Recreation Department, there is a potential of up to \$1,100 per year per board. The Director would consider placing two in the building, but at this time, is unsure of the exact location. It is understood that the advertisers would want to be in a very visible, high traffic area. Staff will have the right to accept or reject any advertiser. The Director asked if any Commissioner had any reservations about this venture.

**MOTION BY** Tim, seconded by Mark to continue working with Ad-ucation.

**MOTION CARRIED**

### **RECREATION PROGRAMS / ACTIVITIES**

Staff mentioned these upcoming programs:

Pre-School Valentine Special – Saturday, February 13

Snowed In at the Movies – Grades 9-12, Friday, February 26

Fitness Classes – Session 2 Starts Week of February 22nd

### **ADULT / YOUTH SPORT**

Staff mentioned these upcoming programs:

Pee Wee Soccer – Saturday, February 20

Co-Ed Volleyball – Wednesday, February 17

Youthball Registration – March 7-18

Adult Spring Volleyball – Registrations accepted through February 22

## **AQUATICS**

### Veterans Memorial Aquatic Center Update

**FUNDRAISING** – To date over one million dollars have been collected of the slightly over 2.3 million pledged. Since the overall pledged amount is slightly over the campaign goal there may be the ability to accept a few of the alternates that couldn't be accepted during the bid process due to lack of funds. The Director would like to have Burbach, the pool designer, prioritize the alternates as to what should be done now during construction and what can be done after construction is completed.

Also in regards to fundraising, the Recognition Committee, which was created during the campaign, continues dialogue with Honor Craft, the firm hired by City to design and construct the recognition display that will be in bathhouse lobby as well as the recognition plaques that will be placed around the pool site for the individual naming rights.

**CONSTRUCTION** – Work has slowed slightly due to the weather, however, once there is a stretch of 40 degree days, the contractor will be ready to do several substantial concrete pours. In the meantime, there is work being done on the forms for the diving hopper walls and lazy river walls. The water slides are scheduled for delivery in mid- March and weather permitting will be constructed then. The mechanical building's roof is on as is the bathhouse's roof. The gas line is being trenched to the mechanical building. Electric work is also being done particularly in the bathhouse.

Veterans Aquatic Center Summer Swim Lesson Schedule – The swimming schedule will include three 2-week sessions, 5 days per week, at the Veterans Aquatic Center. The Signicast Pool will include the regular three 4 week sessions meeting two nights per week. Also in June a morning 4 week session meeting two days a week will be added since the outdoor lessons will not be able to begin until after July 5.

WSI Course – This seven week course will be on Wednesdays nights starting March 16.

Veterans Memorial Aquatic Center and New Age Rule & Lifejacket Recommendation – Executive Summary – The Aquatic / Fitness Supervisor has been reviewing our pool policies, updating staff manuals, and researching other pool facility's policies and rules. Based on some of this research, staff is considering increasing the minimum age that a child can be unsupervised at the pool. Staff is looking to change the rule from 5 and under to 7 and under in which a parent must be in the pool with the child. In researching other facilities, the age range was 6-10 with the average being age 7. Commissioner Kohnhorst asked if it had to be a parent or could it be a sibling or someone else supervise the child. The Aquatic Fitness Supervisor indicated it could be anyone 18 or older. If the guardian was at least 16 and had proof of having a babysitting certification, they would be allowed to supervisor the child 7 or under.

The second rule being reviewed by staff for change is to allow lifejacket use by patrons. Should a patron come with a lifejacket to use, staff would request to inspect the lifejacket to be sure it is a coastguard approved vest and meets the proper size and weight of the user. All strap/buckles need to be used as well. Any child in a lifejacket must still be in arms reach of a parent/guardian. In researching other community pools using the same guidelines, those facilities have not found the use of lifejackets to be a problem. Many have said it only happens about 10 times or so in a summer in which a child comes with a lifejacket. Lifejackets will not be allowed on the slides.

The Director asked if we should have lifejackets available for patrons to use. The Aquatic Fitness Supervisor prefers that we supply the jackets. She believes there are grants available to help cover the cost of purchasing them. Alderperson Michalak would like to get an opinion from the City Attorney on, if by offering a life vest, the City is incurring additional liability should anything happen to the child while in the jacket. Commissioner Rusniak commented that there could be a liability on the City if the patron brings their own jacket and we approve the use of that jacket. He too is interested in knowing the City Attorney's thoughts on this matter. This item is tabled pending staff discussions with the City Attorney.

**MOTION BY:** Michalak, seconded by Troeller to approve the minimum age of 8 in which a child can be unsupervised at the pool and those 7 and younger must have an adult with them in the water at all times.

### **MOTION CARRIED**

## **PARKS OPERATIONS**

Parks Project – No report available at this time. The Director commented that crews have been working on small equipment repairs and painting signs and backboards.

Portable Ice Rink Park Site Locations and Rink Sizes – The Director wanted to discuss, but not necessary take action on, possible ice rink sites and sizes that could be used starting next season. Some considerations when picking a site is: is there a shelter that can be used as a warming shelter; is the rink easily accessible for snow removal; is there parking available; are there restrooms available or would a portable toilet need to be brought in; is there water available to flood the rink- fire hydrants can be used, but it is frowned on, so in the past a water truck or pumper truck has been used; is the site somewhat secure to prevent vandalism; are there any other activities nearby that participants can also partake in.

Independence Park was the initial site that was considered by staff for a portable ice rink. It has a shelter with fireplace, open space for the rink and parking. Willowbrook Park could also be considered as it too has a shelter and open area, parking, and a flood light on top of the shelter for security and use after dark. If a small rink was being considered, then Jordan Park could be considered. The park would need to have some landscaping adjustments to add some open space including tree removal, however, this site is near downtown, the Rec Center could serve as a warming area and it also has bathrooms.

When considering what size rink is needed, the use of the rink needs to be considered. Rinks can be used for hockey and/or general skating. Hockey use could require larger rink sizes for regulation size hockey, but it could also be done on a smaller size rink. However, no matter what rink size, when hockey is played, there is always the concern for errant hockey pucks, especially in a confined, tighter space. Rinks need to be kept away from cars. With general skating, almost any size rink and park space works well. Alderperson Michalak questioned if two rinks would be purchased that could be kept on two different sites and allow for two different rink uses as it is often difficult to have hockey and general skating on the same rink at the same time. The Director understands those concerns and would love to see two separate rinks, but would like to start with just one rink to confirm how much it is being used.

Alderperson Michalak asked if lighting the rink was important. The Director believes lighting should be talked about at some point, not only for the safety skaters and allowing skating past 4:30 PM when it begins to get dark in the winter, but it is also good for security. The previous site did have lighting.

The budget includes \$12,000 for the rink and any related equipment. NICE Rink is the only company the Director knows of that manufacturers and sells portable rinks. The City of Omro has a NICE rink and it has worked well for

them. Omro staff has said the rinks are easy to install each season. They did suggest getting the cheapest liner as no matter what, you will end up replacing the liner every year.

Discussion was held regarding putting a rink on a basketball court or hard type surface in a park such as a parking lot. Commissioner Rusniak suggested creating a concrete bowl that could be flooded but also used as a basketball court or playground area.

Suggested sights can be reviewed at the annual Commission Park tour this summer.

Discuss Willowbrook Park Playground Project – The Capital Improvement Budget includes \$50,000 to replace the main playground piece at Willowbrook Park, which is 20 years old. This budget number includes equipment, installation and surface material. Staff would like to consider a poured-in-place surface material as the park has experienced flooding and the washing away of playground chip material in the past. This poured-in-place material could be as high as \$20,000 of the \$50,000 budget.

The Director asked for feedback on some initial ideas for the new equipment. The current piece, like many playground structures in the city, is a modular play structure including slides, bridges, climbing pieces, etc. This modular style equipment could be purchased again, a newer style of multi piece equipment could be considered or even putting 4 or 5 individual play pieces all within the safety surface area could be done.

The Director would like to have a focus on what the expectation of the Commission is for new equipment at this park, given the wide range of playground equipment choices available today.

Commissioner Hoffmann commented that the age of kids playing on the equipment at Willowbrook Park are younger children and thus she believes the equipment should be for a younger age group.

At this time, the Commission did not have much input. Alderperson Michalak did ask for additional pictures of the playground pieces currently at Willowbrook Park to help him visualize what is there already. The Director will put this item under old business to talk about it at a future meeting. The Director was not planning on starting this project this spring, but would like to get the conceptual ideas down to get the project out for specs and bids so it can be installed this fall.

Action to Approve the Name of Independence Park Soccer Field #8 as “Ehley Field” – At the November Commission meeting, the Commission considered and approved a request to name soccer field #8 at Independence Park “Ehley Field”. After that initial approval, a 60 day period for public comment was held. No comments were received. Upon final approval by the Commission, the name request will be taken to the Common Council for approval.

**MOTION by** Troeller, seconded by Hoffmann to make final approval of the name “Ehley Field” for soccer field #8 at Independence Park.

**MOTION CARRIED**

#### **OTHER REPORTS /COMMISSION REQUESTS**

None.

#### **ADJOURNMENT**

**MOTION BY** Michalak seconded by Ziemer to adjourn at 7:35 PM.

**MOTION CARRIED**

Submitted by,

Sara Cummings

"Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting." Members of the Common Council may attend the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) such attendance may be considered a meeting of the Common Council may attend the meeting without violating the open meeting law."