

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, June 1, 2016

6:30 PM - City Hall – Council Chambers

Present: Jeff Troeller, Amy Hoffmann, Joe Kohler, Mark Kohnhorst, Todd Rusniak, Dave Ziemer, Scott Helms

Before the meeting, the Commission met at the Veterans Memorial Aquatic Center for a site tour.

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 Kohnhorst, seconded by Ziemer to approve the May monthly minutes with the change that Mark Kohnhorst should be listed as excused.
MOTION CARRIED
3. Informational Monthly Staff Reports – The monthly statistic report has not been completed as the office has been busy with summer programming and work with the new Aquatic Center.
4. Communication and Correspondence - None
5. Appearances / Public Comments –
Mike Scepanski - Mike appeared in front of the Commission to discuss his Eagle Scout Project. He plans on continuing work on the Libby Lagoon trail. He will be clearing out about 1000 feet of the trail between the two ponds, leveling the area and laying mulch. He will also install two park benches. He anticipates the cost of this project to be \$1,000 which he will raise by turning in metal scrap and holding brat frys. The rental equipment needed for this project including tractor to haul material, wood chipper and a tractor with grater blade on it, will be donated. This project continues the work by Mike's brother, John, who restored the walking bridge that comes off of Airport Drive to the lagoon. In the future, this trail will connect to the Rubicon River Trail as that trail is extended from Wacker Drive. Future work on the Rubicon River Trail likely would be done when Liberty Avenue is constructed.
6. Old Business - None
7. New Business

ADMINISTRATION

July Park Tour Meeting – The July Meeting, on July 6, will include the annual Park Tour. The Commission suggested visiting Rotary Park (new bridge), the Lagoon, and the Beautification for Hartford Club's Riverbank Project west of the dam.

RECREATION PROGRAMS / ACTIVITIES

Summer Playgrounds – There are 23 Junior Leaders registered, 30 youth registered at Independence and 60 registered at Woodlawn. The program begins on June 6th. Staff has met a few times to plan their summer activities.

Fisheree – This annual event is sponsored by the Kettle Moraine Lions Club and will be held on Saturday, June 17, 8-11 AM. The Kettle Moraine Lions Club pays for the fish that are stocked, obtain the door prizes and organize the event. The City helps get the porta-johns and orders the fish.

City Band Summer Concerts – These will be held at Woodlawn Park again this summer on Wednesday evenings from 8-9 PM, June 22 to August 10.

ADULT / YOUTH SPORT

Youthball Season Report – Most leagues have started play. The new traveling league with Slinger, Jackson and Richfield for our 2nd-6th grade leagues, both boys and girls, are going well.

Summer Tennis Program – Matt Lane will be teaching our summer tennis programs including the adult and youth programs. New this year is an in-house youth Tennis Matches. With our lower numbers in our traveling tennis team, it was decided to try an in-house league to keep it more affordable and less travel and thus time for families

AQUATICS

Summer Swim Lesson Registration – Our first indoor session begins tonight. There are three evening sessions offered at the indoor pool and one morning session offered. The outdoor lessons are scheduled to begin on July 11 with three sessions being offered. Registrations are going well.

Signicast Aquatic Center Open Swims – Special open swims will be held in the afternoons at the indoor pool from June 4-24 as we wait for the opening of the Outdoor Aquatic Center.

Veterans Aquatic Center Project and Operational Planning –

TENTATIVE GRAND OPENING AND RIBBON CUTTING – Contractors are now telling staff it will be early July before the pool is completed. It will be very difficult to hit the original opening date of July 2. Once the contractors are able to give us a tentative opening date, staff will coordinate some soft openings and ribbon cutting.

CONSIDER STAFFS RECOMMENDATION FOR PRIVATE RENTAL – EXECUTIVE SUMMARY – The ability to rent the Veterans Memorial Aquatic Center for private parties will be available with limited hours. Hours available for private rentals would be Monday through Friday starting at 8:30 PM, Saturday and Sunday at 7:30 PM or Sunday at 9:30 AM. In establishing the rate, staff considered staff and overhead expenses which, for 2 hours, is around \$500. Staff suggests using a sliding fee scale based on the number of people for the party.

0-200 people	\$900
0-300 people	\$900 + \$1.75/swimmer above 200
0-450 people	\$900 + \$1.50/swimmer above 200
0-600 people	\$900 + \$1.25/swimmer above 200

There have been a few businesses that have inquired about private rentals for this year. In discussions with them, they also asked about a refund policy, in particular should it rain. Commission discussed the following refund situations.

Weather Related Refunds –

Full Refund should the weather prevent the rental from being held.

Pro-rated refund should the event start but weather conditions require cancellation

- \$200 kept when the rental is cancelled from 1-60 minutes into the rental time.
- \$400 kept when the rental is cancelled from 60-90 minutes into the rental time.

- No refund after 90 minutes of rental time.

Renter Cancels

- \$100 kept if cancelled with a minimum of one week prior to rental date
- \$200 kept if cancelled with less than one week before the date
- No refund if cancelled day of rental

A note will be made on the rental form that the pool policy is to open if the air temperature is 60 degrees or above. Groups will not be able to cancel the day of event because of forecasted rain or they feel it is too cold.

Commissioner Helms asked if parties could bring in food. They would not be allowed to bring in food but we would have our concessions open.

Commissioner Kohnhorst questions if having rentals go until 10:30 PM might be late and cause concern for the local residents. The Director did not feel there would be an issue with rentals lasting until 10:30 PM.

MOTION BY Rusniak, seconded by Ziemer, to approve the private rental fee structure of 0-200 people \$900 ; 0-300 people \$900 + \$1.75/swimmer above 200; 0-450 people \$900 + \$1.50/swimmer above 200; 0-600 people \$900 + \$1.25/swimmer above 200 and the refund policy of: Full Refund should the weather prevent the rental from being held. Pro-rated refund should the event start but weather conditions require cancelation. If the rental is cancelled from 1-60 minutes into the rental time, all will be refunded but \$200. If the rental is cancelled due to weather from 60-90 minutes into the rental time, all will be refunded but \$400. No refund after 90 minutes of rental time. Should the renter cancel with a minimum of one week prior to rental date, all will be refunded but \$100. Should the renter cancel with less than one week prior to rental date, all will be refunded but \$200. If the renter cancels day of, no refund will be issued.

MOTION CARRIED

REVIEW VMAC PROCEDURES FOR CLOSING IN COLD WEATHER OR SEVERE WEATHER – The Director shared a handout regarding the Inclement Weather Policy for Veterans Memorial Aquatic Center. The recommendation will be to wait one hour from opening before closing. Manager can make a decision to close the facility and have staff return at 4:30 PM to finish closing duties if weather is yet inclement. If the weather is no longer harsh, the Aquatic Center will re-open at 5:00 PM. The aquatic center will be closed for the day when the air temperature is below 60 degrees at noon.

PARKS OPERATIONS

Parks Project – Not available at this time.

Independence Park Baseball Storage Shed / Garage – Executive Summary – The City has an equipment shed by the ball diamonds of Independence Park. The Hartford Baseball Club asked staff for permission to have their own shed at the park as the size of the current shed cannot support both groups. Staff suggested that rather than having two sheds, a larger shed/garage that both groups could use be built. It would be designed with doors and secured areas inside for each group to store the items they need. The current shed would be moved to Lincoln Athletic Fields as the shed there is small. Lincoln Athletic Field's shed would be moved to the tennis courts at Willowbrook as the Lock Box storage is too small to hold all the equipment needed for our tennis programs.

The Club has agreed to share the cost for the new shed. The size would be similar to the shed built by the soccer club located in Independence Park as well. Staff estimated the cost would be around \$7,000-\$9,000. The funding for the City's portion would be taken from the Youthball Special Deposit account which has a balance of \$78,558. Plans would be to construct this in September.

Commissioner Hoffmann questioned the placement of the shed. The Director commented that there is not a lot of room, but the likely placement would be down the fence lines between the North and East diamonds, just a bit further down than where the current shed is.

MOTION BY – Jeff, seconded by Dave, to approve the construction of a joint, larger storage shed at Independence Park ball diamonds, sharing the cost with the Hartford Baseball Club.

OTHER REPORTS /COMMISSION REQUESTS

President Troeller asked about the Mill Pond fountains. The Director reminded the Commission that last year there were some issues with a loud humming noise coming from the fountains. Reinders worked on the fountains last summer, but wanted them back during the winter months to further correct the problem. Staff will be meeting with Reinders tomorrow and will get them installed. A fountain on the east side of Grand Avenue will not be installed until after that side is dredged as the fountain sits too close to the bottom and sucks up too much debris. The dredging will be done the next time the Mill Pond is drained, which will be when work on the north retention wall is done. The retention wall project is a minimum of 5 years out.

ADJOURNMENT

MOTION BY Ziemer seconded by Helms to adjourn at 7:15 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."