

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

Wednesday, February 7, 2018  
6:30 PM - City Hall – Council Chambers

Present: Jeff Troeller, Todd Rusniak, Jeff Turchi, Scott Helms, Mark Kohnhorst, Amy Hoffmann  
Excused: 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 Kohnhorst seconded by Hoffmann to approve the January monthly minutes.  
**MOTION CARRIED**
3. Informational Monthly Staff Reports – Reviewed
4. Communication and Correspondence – None
5. Appearances / Public Comments – None
6. Old Business – None
7. New Business

### **ADMINISTRATION**

Cub Scout Pack 3794 Family Pack Model Consideration – Executive Summary - The Hartford Recreation Department is the Charter Organization for Cub Scout Pack 3794. As such, the Parks and Recreation Commission is asked to vote on whether the Pack should allow girls and make Pack 3794 into, what is referred to by Boy Scout of America, a 'Family Model' Pack. While the Commission discussed this in December, Pack Leaders asked for time to survey the Pack families to get a better understanding of their wishes. Only 12 families replied. Of those families, 4 had girls that could qualify should the pack include girls. Only one of those 4 indicated interest in having their daughter involved. Based on this, the Pack Leaders do not feel that a sudden growth in members would be an immediate concern. In further conversations with the Leaders, Cubmaster, Jeff Iding mentioned to the Director that the Leaders have a better understanding of the Family Model than they had a few months ago. Jeff said there still are a few Leaders who prefer a boys only den.

**MOTION BY** Troeller, seconded by Rusniak to approve Pack 3794 to be a Family Pack which would allow girls to join.

### **MOTION CARRIED**

Comprehensive Outdoor Recreation Plan (CORP) – In mid January, the Director sent letters seeking proposals to update the City's CORP. Four proposals were received. A Committee will be reviewing the proposals. The updated five year CORP would be for 2019-2023. While our current plan has expired staff still refers to it for scheduling projects and CIP budgets. Having an updated plan will give us eligibility to submit State and Federal Grant proposals.

The process of updating the CORP will include Commission meetings with the firm hired, stakeholder meetings, open houses, staff consultations and DNR preliminary comments/review. The last two updated plans took a year to complete. Staff hopes to start this plan in March and finish is December. There is \$25,000 in the budget to hire a firm to update the CORP.

Westside Park Scoreboard Advertising Contract – Executive Summary – The City Council recently approved a change in City ordinance to allow larger scoreboards with more advertising space on the board. Scott Helms, Co-

Curricular Director at the High School, got a preliminary budget for the board and installation of \$34,000. With that number in mind, Scott worked with staff to propose the following for sponsor panel prices...

2'x6'6" (Side Panel-2)	\$6,000
2'x5'6" (Left or Right of Pitch Count-2)	\$4,000
2'x4' (Below Scoreboard-5)	\$3,000

Since the Hartford High School, Baseball Club and Hartford Hawks are the users of the baseball field, they would be the organizations to obtain panel sponsors to cover the cost of the board. Since this is a City Park, the advertising contractual arrangements would need to be managed by the City of Hartford. The Commission received a copy of the contract which is similar to the City's Banner Agreement Contracts for both West Side Park and Lincoln Athletic Fields. The Scoreboard panel contract would be for 6 years. At that time the sponsor could renew or a new sponsor could be brought in.

Staff is looking for approval or recommendation from the Commission on the panel fees.

Jeff Turchi asked if staff was anticipating purchasing the scoreboard prior to getting sponsors. Staff did not believe so.

**MOTION BY** Rusniak, seconded by Turchi to approval the West Side Park scoreboard sponsor panel fees as presented as well as the terms and conditions as outlined in the contract.

**MOTION CARRIED**

Recreation Center Facility Tour – After the adjournment of the regular meeting, the Commission toured the Recreation Center with highlights on the following facility space/program planning, equipment and current/future capital projects.

- Fitness Room Equipment Upgrade – This year's CIP includes \$34,500 to update/replace most of the selectorize weight machines in the cardio room and an elliptical. The old equipment will be sold through either local advertising and blind bids, or on the Wisconsin Municipality Auction website.
- Pool Pac Replacement – Signicast's dehumidification heat recovery system is scheduled to be replaced this summer. This is a \$190,000 CIP budget item that will take 6-8 weeks causing a longer summer maintenance shut down.
- Boiler Room Heat Exchanger – The heat exchangers will also be replaced this summer. This is a \$12,000 CIP budget item.
- Fitness Class / Room Assignments – Staff has had discussions with a possible long-term renter of one of our rooms for fitness classes. Before entering into any agreement/contracts, staff reviewed our own classes and space demands. While this may limit us in increasing fitness class offerings, staff believes the rent received will exceed any potential revenue from any unrealized classes.
- Review of the Signicast Family Aquatic Center
  - o Lighting Upgrade Reviewed
  - o SCS Play Feature Upgrades (new water control handles)
  - o SCS Play Feature Future Upgrade – Remove shower arm and replace with bucket fill/dump) - \$6,000. This is a 2018 Capital Outlay Project
- Upcoming Projects
  - o Therapy Pool Pac Replacement - \$45,000 in 2020
  - o Roof Upgrade - \$225,000 in 2021 – it was noted on the tour that this year the roof will require significant patching
  - o Pool Resurface - \$35,000 in 2021
- Items to consider for future budget plans

- o 2019 – budget for engineering study and design for building’s dewatering system in pool mechanical room and replace with exterior deep water well/pump as current pumps in can not maintain dewatering during wet springs
- o Gymnasium Floor – Strip and Sand, Repaint Lines, Re-Coat – the gym continues to see increase usage and staff has not been able to maintain consistent floor maintenance that keeps up with the volume of traffic. At this time, a complete Strip, Sand, Repaint is required.
- o Community Rooms A/B wall divider – This dividing wall has had a lot of use over 18 years and has warped and bended over time, causing difficulties in pulling out the wall and securing it into a locked position.
- o Office Gate –this gate, which is to secure the front desk when closed, has experienced breaking and warping over the years. Staff would look at other options in gates or curtains as the curvature of the desk creates maintenance issues for aluminum/metal gates.
- o Office Area Remodeling – Before purchasing a gate, staff would review remodeling the front office counter as it does not create a good work space for staff.
- o Office Carpet – Staff believes the 18 year old carpet should be replaced in the next five years.
- o Lobby Area Expansion – Fitness Center areas are well utilized and undersized. Staff feels that remodeling the lobby is a way to increase the fitness room space.

### **RECREATION PROGRAMS / ACTIVITIES**

Jr. High Stuck at the Movies – Much like the High School Snowed in at the Movies night, this event will feature movie and food! This event, though, will be held during the day, February 19, when schools are off. We have invited Slinger Recreation to be part of this event. Kids will be able to watch two movies, eat pizza, drink orange sugar water, have some ice cream and popcorn.

### **ADULT / YOUTH SPORT**

#### Upcoming Programs

- Youthball Registration – February 26 – March 9
- Fastpitch Softball Clinic – February 25 – March 25, 4:00 PM
- Baseball Open Gym – February 25 – March 25 5:30 PM
- Pee Wee Basketball & Soccer, February 24 – March 24, 10:00/11:00 AM
- Adult Fitness Classes, Winter Session 2 – Begins week of February 19

### **AQUATICS**

#### SIGNICAST AQUATIC CENTER

Inflatable Water Feature – During open swim on Thursday, January 11, staff demo’d in an inflatable water feature. While there was a minor increase in attendance, staff admits there was not a lot of advance advertising notice. Staff sees a benefit in having an inflatable that could be brought for some special swims. The inflatable can bring novelty to the pool without needing to install a permanent water feature. The cost of these type of inflatables is around \$4,000-\$7,000.

Special Swims – the following special swims were mentioned

- Sweetheart Special – Buy One, Get One, Thursday, Feb. 15, 3:30-5:15 PM
- Small Fry Saturdays – 7 and under Free on Saturday Open Swim in February
- Family Game Night – Friday, February 16th, 6:30-8:30 PM

#### VETERNAS MEMORIAL AQUATIC CENTER

Aquatic Staff Manual Updates & Policy Changes – The Aquatic / Fitness Supervisor has been reviewing the Veterans Memorial Aquatic Center Staff Manual. While this was updated last year, it is a continuous project to be sure old information is removed and update policies are added.

## **PARKS OPERATIONS**

Jordan Park open Shelter Eagle Scout Project Concept Plan – Executive Summary – Craig Beine, a scout in St. Kilian Pack 741, is requesting permission to replace the picnic table/shelter structure in Jordan Park for his Eagle Scout Project. The structure is believed to be 45 years old and requires extensive repair and updates. In their discussions, Craig and the Director agree that the project could include construction of a new, slightly larger structure, perhaps about 14' x 20' sitting on a concrete base. A metal red roof is also proposed as well as electrical service. If electric could not be done at this time, a conduit would be installed below the slab that would allow for electric installation at a later date. A possible concrete walk from the parking lot to the shelter was also discussed. Craig, with the approval of his Troop and the Parks and Recreation Commission, proposes a completion date of September 2018.

The Director believes this shelter would be a benefit to the park. The park is along the Rubicon River Trail and the shelter could serve as a rest stop for bikers and walkers. It also serves the weekly Farmer's Market from May through October. In addition, this park and thus shelter could be of value to larger events planned by the Recreation Department, the Schauer Arts and Activities Center and Auto Museum.

Craig would be responsible for raising the necessary funds/donations for the project. Staff would assist in demolition of the existing structure and excavation of soils to prepare for construction.

**MOTION BY** Hoffmann, seconded by Kohnhorst, to approve the shelter project to be completed by Boy Scout Craig Beine for his Eagle Scout Project.

### **MOTION CARRIED**

Scharfenberger Donation – Volunteer City Forester, Dave Scharfenberger, donated \$2,000 to the Parks Department for new trees. This generous donation will purchase 8-12 balled trees. This is a much needed donation as City staff continue to remove Ash trees in City Parks due to the Emerald Ash Borer.

### Parks Project Report –

Willowbrook Tennis Courts – Bid documents for the tennis court re-surface project are completed and due February 22<sup>nd</sup>. Work on this project is to be completed by early August.

Ice Rinks – due to the warm weather, some of the bumpers and kicker plates on both rinks fell. However, lower evening temperatures froze the fallen bumpers and kicker plates into the ice. In talking with other communities that use this type of ice rink system, they too had similar issues. Staff has placed cones in the areas where the sides fell, marking the area off limits, until the water thaws again and staff can reset the sides.

Ash Tree Removal – Staff has been working on removing the diseased Ash trees at Independence Park, particularly around the baseball field parking lot and also in West Side Park. In Independence Park, staff have removed 8-10 trees. At West Side, 18 Ash trees have been removed.

## **OTHER REPORTS /COMMISSION REQUEST**

None

## **ADJOURNMENT**

**MOTION BY** Rusniak seconded by Troeller to adjourn at 7:15 PM and tour the Recreation Center.

## 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."