

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, October 3, 2018
6:30 PM – City Hall – Council Chambers

Present: Todd Rusniak, Karen Buhle, Jeff Troeller, Scott Helms, Amy Hoffmann, Joe Fulop, Mark Kohnhorst

1. President Rusniak 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** Fulop seconded by Buhle to approve the September 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

Comprehensive Outdoor Recreation Plan, Approval of Final Draft – Executive Summary- The City of Hartford hired MSA professional services in March of 2018 to update the City's Comprehensive Outdoor Recreation Plan. The process includes regular meetings to discuss the CORP and input received from the community through a public open house meeting, online survey and stakeholder survey. The final plan includes plan purpose and process explanation; evaluation and inventory of local, county, regional and private facilities; goals, objectives, policies and programs; analysis of needs and demands; recommendations, and implementation. Appendixes include survey summary, park and open space classification, park and recreation maps, master park plan for Centennial Park and Charles Brasure Park.

Becky Binns, the consultant from MSA that has worked with the City on the CORP, explained that the CORP should guide the budget and financial decisions on park and trail acquisitions and developments. Having an updated CORP also allows the City to apply for State and Federal grants. She commented that this current plan includes a section on Goals, Objectives and Policies, something the previous plan did not.

From the last draft the Commission reviewed, Becky did decrease by 25 acres the amount of developed parkland in the City. The plan originally included wetland areas at Independence Park. By decreasing the total developed park acreage, the parkland per resident ratio also decreases slightly. Alderperson Fulop asked if page 56, listing the recommended improvements at Independence Park, could list the total estimated cost for paving the service roads and parking lot instead of listing it at \$20/SF.

Should the Commission approve this plan, the Plan would then go to the Planning Commission for approval at their October 8 meeting and then to the City Council for approval at their October 23 meeting.

A Resolution For Adoption was prepared by Becky Binns. Adopting this plan through resolution is one of two ways to accept the plan. The Smart Growth Plan adoption would require a 30 day public comment which would delay

the adoption of the plan. Becky said that adopting the plan as a Smart Growth Plan is not required to apply for Federal, State or DNR funds.

MOTION BY Troeller, seconded by Hoffmann, to adopt by resolution the Comprehensive Outdoor Recreation Plan 2018-2023 for the City Of Hartford.

MOTION CARRIED

Cub Scout Pack 3794 Fall Recruitment Registration Report – With the new Boy Scout policy of allowing girls to join, the Recreation Department sponsored Pack 3794, reported that at their Fall Recruitment meeting held a few weeks ago, 25 new youth register, however no girls.

RECREATION PROGRAMS / ACTIVITIES

The Director mentioned these upcoming programs:

- Red Cross Babysitting Class, October 17
- After School Program (Gym, Pool, Activity Room, Library), Starts October 2
- Monster Fun Run/Walk, October 25
- Halloween Hoopla, October 24

ADULT / YOUTH SPORT

The Director mentioned these upcoming programs:

- Lunch Time Hoops, Starts October 2
- Adult Volleyball Winter League, Registration Through October 23
- Pee Wee and Youth Basketball, Starts October 20
- Pee Wee and Youth Indoor Football, Starts October 20

AQUATICS

Signicast Aquatic Center –

Special Swim – Pumpkin Splash – Tuesday, October 23, 3:15-5:30 Open Swim. Swim with pumpkins floating in the pool and play some pumpkin games.

Veterans Memorial Aquatic Center –

An End of the Season report was shared with the Commission. The report is a comparison of the last three years' average temperature, total attendance as well as admission, passes, concessions, lessons and rent revenues. In general, the report shows a slight increase in most areas. Our largest revenue increases were in daily admissions and concessions. However, pass sales were down from last year. Staff believes the cooler 2017 summer made people a bit wary of purchasing a season pass but that then increased our daily admission as we had many warm days this past summer. The Director stated that invoices will continue to come through for the remainder of the year, including utilities, however he believes the pool will come close to breaking even for 2018.

Opening an hour later on the weekends did not seem to hurt attendance and made it easier to schedule staff. Changing up the concession products throughout the summer and adding specials worked well. One of the biggest sellers this year were chicken strips. Staff tried a new vendor for this product and had many favorable comments about the strips. Staff may consider using a soda dispenser for soda products rather than bottled soda to help lessen the amount of left over product at the end of the year.

Commission Helms asked if the day passes the department donated for various events were well used. The Aquatics/Fitness Supervisor commented that around 150 participants from the Laps for Logan event used their free swim pass. Also, many of the competitors at the Swim Club's swim meet in June used their free swim pass. Commissioner Helms wondered if Staff would be working with the Laps for Logan event again next year. The Director said he has been in contact with the organizer, Laurie Johnson, and is reviewing VMAC's opening schedule, keeping in mind time needed for contractors to finish work, staff training, and scheduling.

PARKS OPERATIONS

VFW Flag/Equipment Storage Shed at Sawyer Park – Executive Summary – The VFW is requesting permission for a 10'x14' storage shed to be located at the end of Sawyer Park, southwest of the driveway. A map of the park indicating the location of this shed was included in the Executive Summary. This shed would store the Avenue of Flags flags and equipment which are currently stored in a trailer and brought to the park each time the display is presented, approximately 8 – 10 times per year. The VFW will pay for the shed and the Parks Department will assist with excavation of topsoil and placing a stone base at the site. The cost for stone base is around \$100 and crew time would be around 3-4 hours. The Director will have final approval of shed design including siding and roof color.

MOTION by Fulop, seconded by Helms to approve allowing the VFW to place a storage shed at Sawyer Park for the purpose of storing the Avenue of Flags equipment and flags.

MOTION CARRIED

Discuss 2018 CIP Project Plans for Veterans Park Playground – The 2018 CIP includes \$65,000 for new modular playground equipment at Veterans Park. The current playground was purchased in 1996. At last year's WPRC conference, the Director had met with a representative from Landscape Structures, the company we purchased the current equipment from. The Director received information on 'Retro Fitting' playground equipment. A retro fit upgrades parts of the structure but re-uses other parts such as posts, decks, and hardware. This refreshes the look and use of the equipment and brings it up to current codes while saving money.

Landscape Structures had given the Director two options for retro fitting the piece at Veterans Park at a cost of around \$34,000-\$36,000. This cost includes \$20,000 for a poured in place (PIP) safety surface. At this time, it is too late in the season to do a poured in place surface. Therefore, the Director would like to take some time and further evaluate if a retro fit and poured in place option would be best, or if it would be better to retro fit and keep the wood fiber surface material or if an entirely new structure should be purchased.

Some concerns the Commissioners had were on how long a retro fit would be warrantied and if the life span of a retro fit would require a total replacement of the structure sooner than if a new structure was purchased. Should the life span of a retro fit be shorter than a new piece, would a poured in place be ideal or should the wood fiber surface continue to be used until a total replacement was done, as a PIP would need to be removed and re-poured when new equipment is installed. Thus, will a retro fit truly be a cost saving method of updating the play equipment at Veterans Park.

Commissioner Hoffmann believed that Rossman School had some play equipment retro fitted recently. The Director will reach out to their head of maintenance.

MOTION by Troeller, seconded by Fulop to carry forward the CIP funds for new playground equipment for Veterans Park so additional research can be done on the retro fit option.

MOTION CARRIED

Park Memorial Bench Donation – Two individuals have contacted the Director regarding purchasing a park bench in memory of a loved one. One bench will be placed near the library by the Mill Pond and the other in Woodlawn Park. An "In Memory" plaque will be secured to the bench recognizing the loved one.

West Side Park Baseball Field Scoreboard Project – Sponsor Recruitment Letter & Handouts – The Director shared a letter drafted by Staff that could be sent to area business and organizations that may be interested in advertising on the new scoreboard that is to be installed at West Side Park. The Department hopes to have all 9 panels sold by mid December as staff works with the scoreboard company in having the board constructed and installed by the Spring season.

Aldersperson Fulop asked if these panels would be seen from Hy 60. When informed that they would not be visible from the road, he wondered if the back panel could be used to sell space. The Director will research that additional option.

Park Project Report – Eagle Scout Craig Beine has poured the concrete slab for the picnic structure in Jordan Park. Staff hopes he will have this structure completed by the Monster Run so they can use it for the end of the run cider and cookies.

Staff is working on wintering the outdoor pool parks as well as mowing when it's not raining.

OTHER REPORTS /COMMISSION REQUESTS

None

ADJOURNMENT

MOTION BY Troeller, seconded by Fulop to adjourn at 7:31 PM.

MOTION CARRIED

Submitted by Mike Hermann and 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."