

## HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, May 3, 2023

5:30 PM – City Hall Council Chambers

Present: Todd Rusniak, Scott Helms, Joe Kohler, Kate Carroll, Dan Hummel

Excused: Jon Klabecek, Ken Mikulec

1. President Rusniak called the meeting to order at 5:30 PM; "This is an open meeting under 19.81 to 19.98 of the Wisconsin State Statutes".
2. Approval of Minutes – **MOTION BY** Kohler, seconded by Helms to approve April minutes.  
**MOTION CARRIED**
3. Informational Monthly Staff Reports – Reviewed The Director shared a few more tidbits regarding registration / revenue for the month of April:

Last year the online registration for the month of April totaled \$28,947. This year the total online registration for April was \$41,350.

This year the first day of online registration alone, we made almost as much as all of April last year: \$22,558 with 425 individual activities registered for on April 19, 2023.

For swim lessons this month, in house and on line registrations, the Indoor Swim Lessons there were 193 classes registered for with a total revenue of \$9,520. Our Outdoor Swim Lessons had 515 classes registered for with a total revenue received of \$24,915 for the month of April.

Compared to last year, Indoor Swim Lessons had 130 classes registered for with a total of \$6055 in revenue and Outdoor Swim Lessons last year totaled 398 registrations for a total of \$17,290 for the month of April.

Also, the department received over \$6000 in payments for Silver memberships in March. This is the most we have received for one month. Not long ago, staff noted that \$4,000 was a decent deposit. Most recently, about the last 5 months, we were earning \$5,000 per month for Silver member attendance. However, with summer, staff anticipates revenue to drop back to \$3,000- \$4,000 but will expect it to pick up again in the fall and get to the \$6,000 amount by winter.

4. Communication and Correspondence

Hartford Community Service Inc. Donation - The Department received a \$1,500 check to go towards the new holiday run event that will take place prior to the holiday parade. The Recreation Center will be co-organizing this run with the Chamber with the plan that this will be a United Way fundraiser. The goal is to solicit enough sponsorships to cover the overhead costs so all registration fees can go to the United Way.

Wisconsin Tennis Association Grant – The Department received a \$750 grant to go towards a new tennis backboard for Willowbrook Park. The Department received half of the grant with the remaining to be given once the project is completed. The Director is also applying for a \$5,000 USTA Grant that will also be used for the tennis backboard.

5. Appearances / Public Comments – None
6. Old Business – None

## 7. New Business

### ADMINISTRATION

Mayor Appointment to the Commission- The Mayor reappointed Joe Kohler to be the Parks and Recreation Commission's aldermanic representative.

Election of Officers – President Rusniak opened the floor for nominations for President of the Parks and Recreation Commission.

**MOTION BY** Helms to nominate Todd Rusniak as President.

No other nominations. The floor was closed.

#### **MOTION CARRIED**

President Rusniak opened the floor for nominations for Vice President of the Parks and Recreation Commission.

**MOTION BY** Kohler to nominate Scott Helms as Vice-President.

No other nominations. The floor was closed.

#### **MOTION CARRIED**

Summer Activity Guide – A copy of the guide was given to the Commission. This can also be found on line.

Summer Fun Tickets – The prices of many of the Summer Fun Tickets that the office sells changed after our books went to print. The ones that changed are all of the boat rides and the new attraction "Land of Natura". Staff did have the graphic artist that does our guides update the prices so they could be correct in the on line version of the Activity Guide. Staff will use that updated page to post on social media and around the Recreation Center.

### RECREATION PROGRAMS / ACTIVITIES

Summer Playground Camp Report – Applications for Playground leaders have been low. As such, staff lowered the number of enrollments accepted with hopes to raise registration maximums should additional staff be hired. Most sessions are already filled with the lower maximum registration number of 22. Wait lists are being accepted and those on the wait list will be contacted should we be able to add staff.

Fitness Classes – The first session of summer fitness classes will begin the week of June 5. Some classes have been adjusted with consideration to lower participation numbers in the summer.

Program Supervisor Report – This last month has been busy with Youthball and Playground preparations. Two of the three coaches meetings for Youthball were held with T-ball coming up in two weeks. The meetings ran smoothly and all teams had coaches present! Melanie has also been in contact with other area teams to get the 12-14 softball team more games as Slinger and Hartford only have one team each and Jackson had none. - Melanie was able to find a few additional games to add to their schedule. All league schedules have been completed.

Also this month, Melanie has helped with marketing for positions, interviewing, and hiring umpires and playground leaders. She did also find a Youthball Coordinator and made the official offer of employment today.

Golf Simulator Update - Additional renderings from Foresight were shared with the Commission. After doing a walk through with maintenance, it was decided to move the simulator into the opposite corner of room 210 as water piping and roof drains in the ceiling in the original corner make it difficult to place there. The simulator has been received and staff is waiting on verification from Foresight on our proposed change of location and then they will schedule the install. The Director hopes to have Foresight installation staff on site in 2-4 weeks.

## ADULT / YOUTH SPORT

Youthball Report – Diamond League, Rookieball, and our baseball and softball traveling teams have all had their coaches' meetings, with the 3-6 year old T-Ball leagues being held on May 16. The coaches are excited to get going and they've contacted their teams to get them ready for practices. Games start at the end of May or beginning of June for all leagues. There is always a need for umpires.

## AQUATICS

### VMAC

Summer Schedule – The Aquatic Fitness Supervisor directed the Commission to the schedule as listed in the Summer Activity Guide pointing out that the pool will be open Saturday and Sunday, June 3 & 4, then re-opening June 8 for 'regular' season. He stated that due to many schools still in session June 5-7 we would be closed those days.

The Aquatic Fitness Supervisor also mentioned the change in the Thursday night swim. Thursday night swim is going to be 7:30-9:30 PM which is a change from 8:00-10:00 last year. Also, there will be no 'free' re-entry this year. Those without a season pass will have to pay \$3/\$4 to reenter for the night swim. This is a reduced cost. However, it is meant to help us recover the cost of these additional swim hours.

Director informed the Commission that the pool is not open Memorial Day weekend as history has shown the weather is not ideal for swimming, staffing can be difficult on the holiday weekend and when the pool has opened that weekend, attendance was low.

Swim Pass Sales – Seasons passes have gone on sale. There is a \$10 discount off of family passes and \$5 off individual passes if purchased this month.

Swim Lessons – The Aquatic Fitness Supervisor indicated that pages 7-10 in the Activity Guide cover the swim lessons offered this summer. As the Director indicated at the beginning of the meeting, registrations have been going very well with a 10% increase in registrations from last year in the same registration time period.

### SIGNICAST AQUATIC CENTER

Swim Lessons – There is a 40% increase in registration over last year's same time period. The first session will begin on May 15. This is a bit earlier than usual, as staff wanted to be able to get in three full sessions before the indoor pool maintenance shut down in August.

AQUATIC/FITNESS SUPERVISOR REPORT – This month, Zack has been working on cleaning the outdoor pool. At this point, the pool is 60% clean. The hope is to fill the pool on Friday which will give staff time to take care of any mechanical issues that may arise. Zack will be working on the lazy river next with hopes to have that filled by the third week in May. The bathhouse and deck will also be cleaned.

Zack is also working on a new program for private swim lessons. There is a high demand for this service, but not enough staff to be able to handle the demand. Currently there are 37 on the wait list. His plan is to give private swim lessons time slots that the parent can sign up for. We would have a dedicated instructor during those times/sessions to teach the private lessons. Currently, the private lesson list is shared with instructors who can decide to reach out to families and schedule lessons....or not. This time slot method will give everyone on the wait list a fair chance of getting private lessons.

Zack is also finalizing swim team contracts with area clubs for use of VMAC this summer. Based on preliminary discussions with the clubs, he expects to exceed projected rental revenue for the summer.

## PARKS OPERATIONS

Centennial Park Update – As announced at the last Council meeting the landscape work has stopped due to coal contaminates found in the soil. Staff will need a remediation plan that must be approved by the DNR. The most affordable option is to remove 2' of material and replace with clean fill. Estimated cost is \$300,000. Construction on the pavilion can continue as the concrete has 'capped' the contaminates. With regards to the pavilion, plumbing and electrical has been roughed in. The block walls will begin this week and will take about 2 weeks to construct. Once that is completed, the structural steel will be erected. Framing is scheduled to begin on May 22. The Director does not believe the soil work will cause a delay in park use. The current schedule to complete the park was in August/September and this does not take into factor seeding/grass growth. The 'busy' park season is mostly over. Staff will have more time to plan a grand opening for the Summer 2024 schedule.

Parks Project Report – Unfortunately snow removal and salting continued through the early part of April. Maintenance on mowers and small equipment was also worked on. There have been more burials than usual this month. Bleachers were moved back to West Side plus the park bathrooms have been prepped for park season opening. The Maintenance Supervisor commented that despite the snow earlier this month, crews have also started mowing, concentrating on the cemeteries to be sure they are ready for Memorial Day.

Summer staff is still needed. An additional person for seasonal parks and one for seasonal building maintenance is still being sought.

Friday, April 28 was the City's official Arbor Day. The Director, Boy Scout Troup 3794, and Cory Gritzmacher, our Volunteer Forester, planted 6 trees in parks. Cory did a nice presentation for the scout troop and they then helped mulch and water three of the trees.

## OTHER REPORTS /COMMISSION REQUESTS

None

## ADJOURNMENT

**MOTION BY** Carroll seconded by Hummel to adjourn at 6:10 PM.

**MOTION CARRIED**

Submitted by,

Randy Wojtasiak 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."