

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, September 7, 2022

5:30 PM – City Hall – Council Chambers

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

Excused: Kate Carroll, John Klabachek, 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 – Tabled - there was no quorum of Commissioners that were at the August and July meeting to be able to approve the minutes.
3. Informational Monthly Staff Reports – Reviewed
3. Communication and Correspondence – None
4. Appearances / Public Comments - None
5. Old Business – None
6. New Business

ADMINISTRATION

Fall Activity Guide Handout – Copies were given to the Commission. New classes highlighted included craft classes which instructor Cheryl Burns continually adjusts and change to new trends, a Mommy and Me fitness class, High Fitness and Rest and Relaxation.

Recreation Center De-Watering Update – Brian Wirth, Head of Maintenance, John Griffin, City Engineer and Randy Wojtasiak, Parks and Recreation Director, met with representatives from Trerracon and RaSmith on Aug 23 concerning the de-watering at the Recreation Center. During higher periods of precipitation or snow melt, the lower level of the pool mechanical room, which is adjacent to the pool, floods from water that is penetrating the below grade walls and slab openings. The project team is looking to install a large dewatering well adjacent to the below grade area in order to provide permanent dewatering for this area. Staff was asked to self-monitor the ground water levels daily, which Brian has been doing. RaSmith is working on a design plan. The full DeWatering Project is in the 2024 CIP.

The Commission asked for an update to this project at the next meeting.

Alcohol Allowed in the Recreation Center - Last Spring, the Parks and Recreation Commission and the Common Council approved allowing rental groups to consume alcohol in the Recreation Center, Library, and City Hall. Staff has received final instructions on the stipulations required. If alcohol is to be consumed, the Recreation Office will need, on file, two weeks prior to the rental, Certificate of Liability Insurance naming the City of Hartford, Parks and Recreation Department as the certificate holder and the renter as insured. This can typically be obtained from your home owners or renter insurance company. Only beer, wine, spritzers are allowed for consumption. Hard alcohol is not allowed at all. Alcohol can not be sold and is only allowed in the front Community Rooms (Room A/B) at the Recreation Center.

2023 Recreation and Aquatic Fees – Executive Summary – As staff developed the 2023 budgets, program, membership and rental fees were reviewed for increases. In general, staff prefers to increase fees moderately year by year as needed, instead of large increases every few years. Increases are implemented to help cover the cost of the program. With the need to increase staff wages to a minimum of \$10 - \$15 depending on the program, most programs, memberships and rental fees are being increased for 2023. Most programs will be increased \$3-\$4. A few will be increased a bit more. The Director shared with the Commission a list of the programs that are being increased with the amount it is increasing by.

Commissioner Hummel felt fees could be increased even more to ensure the department does not lose staff. Alderperson Kohler stressed that we should be sure our fees are in line with other Recreation Departments. He agreed with the philosophy of not increasing by large amounts but instead evaluating and adjusting each year as needed.

MOTION BY Kohler, seconded by Helms to approve the Parks and Recreation increased fees as presented.

MOTION CARRIED

RECREATION PROGRAMS / ACTIVITIES

Community Chorus – Community Chorus will be starting on September 6. Dr. Mark Weller is the new Director.

Fitness Classes – Session 1 will begin the week of September 27. New classes include High Fitness, a high intensity work out, Rest and Relax, a meditation style wellness class and a Mommy and Me Fitness Class.

ADULT / YOUTH SPORT

Adult Volleyball – Ten teams are registered for Fall league which will start on September 12. This is likely the highest team enrollment for the Fall league that we have ever had.

Flag Football Registration Update – Twelve teams total, six each in both age groups. Games will start on Saturday. High School players are all set with their rosters.

Touch a Truck – This annual family event will be held on Saturday, September 17 from 9:00 AM – 11 AM at the Recreation Center parking lot. The Program Supervisor has been in touch with various companies to have their work trucks at the event. In addition, City Departments will also be providing trucks.

AQUATICS

Veterans Memorial Aquatic Center –

SUMMARY– The end of Season Report was shared and discussed. It was another successful season with daily admissions and overall revenues up. Season passes were down a bit, but attendance was similar to last year. In general, the discounted admission coupon from the county did not seem to have a significant impact on attendance or admission sales. In the next few months, final expenses will be calculated and Staff will be able to share Revenue Vs. Expenses at that time.

Signicast Aquatic Center

MAINTENANCE SHUT DOWN – All joints in the pool were re-caulked again this year. Last years re-caulking did not hold. This year staff planned for an extended shut down to give the caulk more time to cure/dry. All other annual maintenance work has been done and went smoothly.

POOL RE-OPEN – The pool will re-open with lap swim on September 10. Open swims will begin October 1.

SWIM LESSONS – Session 1 starts September 10.

PARKS OPERATIONS

BMX Track Maintenance - Joshua Osborne reached out to the Director regarding doing some volunteer maintenance at the BMX Bike Track at Independence Park. He is proposing a dual use for the track where RC cars would also be raced there. This park amenity was originally designed and developed by Brian Dickerson who volunteered his time to create this BMX Bike Track. Unfortunately, staff has not had the time or resources in the past years to keep up with the maintenance on the track as well as it could be. Joshua will be sharing with the Director a master plan for some adjustments, not complete remodel, of the track. Alderson Kohler asked if there would be a schedule of when the track would be used for Bikes and when for RC Cars be raced. The Director indicated that would be the goal.

Centennial Park Update - Wall construction has been delayed since August 20 due to high water. We expect construction to resume after Labor Day. Despite the weather delays, wall completion is still scheduled for October 2022. Wall construction method has been modified somewhat to reduce the amount of soil excavated and the cost of disposal. Staff has switched from using Waste Management (Menominee Falls) to GFL (Mayville) to take advantage of a reduced price for soil disposal and a shorter trucking round trip. To cover the unexpected cost of contaminated soil removal, the ADA Fishing Pier and Asphalt Path along the top of the wall have been removed from the project. Staff is looking for alternatives to complete these two project items, however, they may need to be included in a future CIP.

Staff has met with MSA to finalize audio-visual items for the performance side of the building. Some of the original audio-visual plans have been scaled down due to costs. MSA is on schedule to have bids ready by the end of October.

Alderson Kohler asked if the fundraising campaign for the park is still going. The Director indicated a major donor for the enclosed shelter is still being sought. President Rusniak asked for an fundraiser update at the next meeting.

Park Bathroom Renovation Updates - The bid opening for the three Park bathroom renovations was Aug 22. There was one bid for the bathrooms and one bid for the Centennial Park ADA fishing pier and asphalt path. The bathroom bid came in higher than the \$138,000 CDBG grant. In reviewing the project, Staff has decided to move forward with Woodlawn Park bathroom renovation at a cost of \$79,013 and Independence Park bathroom renovation at a cost of \$103,443. Willowbrook Park bathroom renovations, which was bid at \$150,000, will not be done at this time. The additional \$45,000 that is not covered by the CDBG grant for the Woodlawn and Independence Park bathroom renovations will come from the park reserve fund. By doing this, the proposed Veterans Park shelter will be removed, at this time, from the CIP.

Park Project Report –

- Restroom cleaning and shelter reservation preparations
- Removed large, split Willow tree at Willowbrook Park
- Installed memorial bench at Willowbrook
- Worked on Eagle Scout Project for park bench/fishing area by Rotary Bridge
- Cut down unwanted sapling trees/overgrowth from riverbank south of Rotary Bridge with the help of the GPS Ed school group. This group has helped in the City parks with many other projects over the years. They do a stupendous job with each project. Staff is hoping they will be able to stain the Rotary Park bridge yet this year.

OTHER REPORTS /COMMISSION REQUESTS

None

ADJOURNMENT

MOTION BY Kohler, seconded by Hummel to adjourn at 6:20 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."