

**HARTFORD PARKS AND RECREATION COMMISSION
MINUTES**

Wednesday, October 5, 2022
5:30 PM – City Hall – Council Chambers

Present: Todd Rusniak, Scott, Helms, Kate Carroll, Ken Mikulec, John Klabecek

Excused: Joe Kohler, Dan Hummel

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** Helms, seconded by Klabecek to approve the July minutes.
MOTION CARRIED

MOTION BY Mikulec, seconded by Carroll to approve the August minutes.
MOTION CARRIED

MOTION BY Helms, seconded by Rusniak to approve the September minutes.
MOTION CARRIED
3. Informational Monthly Staff Reports – Reviewed. President Rusniak commented that the total attendance at VMAC for August was down compared to 2021. Commissioner Carroll commented that the Signicast swim lesson attendance was down compared to 2021. The Aquatic / Fitness Supervisor explained that in preparation for the pool having an earlier shut down for annual maintenance in August, swim lessons started earlier in May to end earlier in August compared to other years.
4. Communication and Correspondence – None
5. Appearances / Public Comments – None
6. Old Business - None
7. New Business

ADMINISTRATION

Review and Take Possible Action: Buckskinners Rental Policy – Executive Summary – The Hartford Buckskinners annually seeks use of Woodlawn Park over a 7-day period in September. If charged the full park reservation fee for this 7 day event, the total would be \$2,300. The organizer has indicated that, as they are not generating profits for this event, the increased fee would be difficult. While the group does not hold a non-profit status, it does work with area schools and offer ‘school days’ at the encampment. The park reservation fee for non-profit/school groups would total \$1,170. In light of this, the organizer, in 2021, asked if the Commission would accept a \$1,000 donation in lieu of fees. Previously, the donation was \$500.

This event does create extra work for park staff and does not allow other paid rentals use of the park. In addition, staff believes there is a way for the organizer to generate more revenue by increasing camper fees and admission fees. However, staff sees this event as educational and a tourist community event and a reason to help the organizer with costs.

In 2021 and 2022 the Commission agreed to a donation of \$1,000 for this event but wanted to review this annually. Staff recommends keeping the donation gift to \$1,000 or approving the park rental to be classified as School-Non-Profit and thus require a rental fee of \$1,170.

MOTION BY Mikulec, seconded by Klabecek to keep a donation gift amount of \$1000 for the 2023 Buckskinners event.

MOTION CARRIED

RECREATION PROGRAMS / ACTIVITIES

Staff mentioned the following upcoming programs:

Halloween Hoopla – Free Family Event with costume judging and games. Ages 0-6. Wednesday, October 26 from 6-6:45 PM

Glow in the Dark Pumpkin – Craft program for kids ages 6+ on Saturday, October 15.

ADULT / YOUTH SPORT

Staff commented on the following upcoming programs:

Adult Winter Volleyball League Team Registration Deadline October 19. League will start November 7.

Youth Saturday Sports, Starts October 22

Pee Wee Basketball, Ages 4-6, 10 AM

Youth Basketball, Ages 6-8, 9 AM

Pee Wee Football, Ages 4-6, 11 AM

Indoor Kickball, Ages 6-10, Noon

AQUATICS

Veterans Memorial Aquatic Center –

CAULK WORK ON JOINTS - Ron Sutterlin was hired to re-caulk some gutter and interior pool joints in both the lazy river and main pool. These joints failed this past summer causing water loss which led to higher utility costs. There were funds remaining from the CIP slide restoration work that was used for this project. Staff noticed immediately that the new caulk was working as water pooled along these joints instead of draining into them. In addition, the Director informed the Commission that Safe Slide Restoration began work on restoring both slides on Sunday. Work included a waxing – similar to waxing a car - and filling in cracks, scratches and gaps in the slides.

Commissioner Carroll asked if it was normal for caulk to be failing at this time in the pool's life. Staff indicated that the higher end caulk will last about 5 years. VMAC is 6 years old. Also, part of the issue with the caulk failing is that it was painted over. When that happens, the caulk does not have the ability to expand and contract as it should. The replacement caulk used is not high end, but still should last 2.5 years. Staff chose not to use a higher end caulk as the pool is scheduled to be re-painted in 20_____ and all caulk will have to be pulled at that time.

Signicast Aquatic Center -

UPCOMING SWIM PROGRAMS & SPECIAL SWIMS -

Treasure Hunt – Friday, October 13, 3:30-5:15 PM - Hunt for coins to earn a prize

Pumpkin Splash – Saturday, October 28, 1:00-3:45 PM– Pumpkins floating in the pool and organized games by lifeguards.

Session 2 Swim Lessons – 98% full and starts the beginning of November. Staff has been able to add another instructor for two of the nights. With that, Wednesday nights will have 5 instructors, the most we have ever had for indoor swim lessons.

PARKS OPERATION

Centennial Park Update - Work has started again on the wall after numerous rainfalls have refilled the pond delaying the project as we wait for the pond to drain. Despite the rain set backs, the wall is half finished with the difficult area between the Post Office parking lot and the dam being complete. With that section done, the work should progress faster. The contractor is still targeting the end of October for completion.

Last week only a small amount of contaminated soil was taken to the landfill which naturally lessens the cost of remediation and hauling. The City Engineer is working with Washington County Brownfield program in hopes to get funding assistance for the investigation and remediation of the contaminated soil.

Bids for park construction are due Thursday, October 6 at 2 PM. Staff is hoping to have contracts signed by early November. Should the weather be good, the contractor could start construction before year end.

President Rusniak asked if grant funding is still in place for this park project. The Director said we have already received \$175,000 of the Stewardship Grant.

Park Bathroom CDBG Grant Update – The contract for the bathroom renovation project at Woodlawn Park and Independence Park have been signed and a pre-construction meeting with the contractor, Hassinger, is scheduled for Tuesday, October 11. The project is to be completed by year end to receive the CDBG Grant funding.

The Director updated the Commission on the funding for this project. Initially, staff had hoped to have funding to cover the cost of three park bathroom renovations (Woodlawn, Independence and Willowbrook), an ADA Pier at Centennial Park and paved trail at Centennial Park. Due to the cost of those projects, only two park bathrooms will be renovated and the asphalt path and ADA fishing pier would not be completed with the CDBG funding. Even with the elimination of some of the work there was still a \$45,000 short-fall for the two bathrooms. Staff had planned to use the Park Reserve Funds to cover this short fall. However, this Grant funding is also tied into a project with the Housing Authority. Some of the work that was to be done with the Housing Authority is not able to be completed. As such, money has become available to cover the park restroom short fall.

Park Project Report – The Director reported that we only have two seasonal staff still working and one only works 20 hours per week. In the month of September, we only averaged two full time staff per day as each crew member took time off throughout the month. While staff works diligently to get projects done, there is always many that sit waiting. Currently, the new swing set for Sawyer Park is in storage, waiting to be installed as staff has time. The Director is working to get quotes on playground equipment for Homestead Park. The goal would be to have it ordered yet this year, but installation would have to wait until 2023.

Projects/Special Work that was completed in September:

Woodlawn Park – Prepped the park for Buckskinners Event as well as provided support during the weeklong event and clean up after the event. Also fixed the block that fell of the retaining wall.

Recreation Center – Equipment coordination for Touch A Truck event.

Bernd Park – Shims put on foot bridge for temporary repair to the gap between bridge and sidewalk/abutment.

Commissioner Helms asked about the status of the additional park staff position that has been requested in the 2023 budget. The Director explained that the City Administrator was working on a balanced budget and the park

position along with an additional Engineering position likely would not be available to fill until July 1st as a budget balancing measure.

OTHER REPORTS /COMMISSION REQUESTS

The Director announced that Tyler Mentzel, the Aquatic/Fitness Supervisor, has accepted the Director position at the Port Washington Recreation Department. His last day will be October 19. The Director thanked Tyler for his years with the Hartford Recreation Department, complimenting him on the great things he has done including staff training, new programs and overall pool management. The Commission echoed the Directors comments.

ADJOURNMENT

MOTION BY Carroll, seconded by Mikulec, to adjourn at 6:00.

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."