

## HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, April 7, 2021

6:30 PM - City Hall – Council Chambers

Present: Todd Rusniak, Karin Buhle, Joe Kohler, Amy Hoffmann, Todd Bultman

Excused: Scott Helms, 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 Hoffmann seconded by Buhle to approve the March 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

Dog Park Friends Group – After a long winter and the snow melts, the dog park shows it's wear with mud, fecal matter, dog toys, etc. Staff, along with the City Administrator, has discussed making a Friends of the Dog Park group to help maintain the park and be an advocate for improvements and changes. A Friends of the Dog Park poster that was created by staff was shared with the Commission. This has been hung at the dog park and sent to area dog businesses such as groomers, retail, dog day cares, and veterinarians, asking if they would post the flyer in hopes of getting noticed by dog owners. So far there has been minimal interest.

2021 Stewardship Grant Application Centennial Park Phase II – MSA & Staff To Complete Application – A DNR Representative that is familiar with the City and the Centennial Park project recommended the City apply for the Stewardship Grant for Phase II of the park project even though we do not know the status of the 2019 application at this time. MSA will help staff prepare this grant application. Regarding the 2019 application, although a final decision from the State has not been received, Staff is in the belief that the City would be receiving a substantial grant. The Director stressed this is not an official announcement yet, but staff is optimistic it will be announced soon.

2021 Summer Playground Camp Proposed Operation Changes – Executive Summary – Staff recommends adjusting the Summer Playground program for 2021. Staff based these recommendations on how well the program worked last year as well as researching other Recreation Departments and their Summer Camp programs.

Staff recommends, instead of an eight week long program as we had prior to COVID, keeping the 5 two week sessions we had last COVID summer. This will give families the flexibility to sign up for weeks they need and not register for weeks they may have other commitments or vacations. Each session would be set with a capacity of 65 youth. This will keep the group sizes to 10-16 per leader. The fee for a 2 week session will be \$70, \$35 per

week. In the past, the entire 8 week program was about \$70. Last year, the cost for a 2 week session was \$50. In comparing prices of other Departments, fees ranged for \$67 to \$159 per week.

Part of the increase in registration fees will be to help offset wage increases. In review of other Departments, the Camp Supervisor wage ranged from \$12-\$20/hr and the leaders from \$9-\$12. Staff recommends the Supervisor pay rate to be \$12 which is up from \$10.50 and leader pay to \$10 which is up from \$9.

Even with these wage increases, with the new session/fee format, the program budget would still meet the projected levy support with an enrollment minimum of 42 per session. Last summer we reached capacity in all but one session with 35-42 registrations.

Commission felt staff did a great job researching the information and making the recommended changes.

**MOTION BY** Kohler, seconded by Buhle to approve the changes to the Summer Playground operation plan including increased registration fees and staff wages.

**MOTION CARRIED**

Summer Activity Guide – Will be distributed week of April 12<sup>th</sup>.

**RECREATION PROGRAMS / ACTIVITIES**

Upcoming Programs

- Session III Fitness – Classes start week of April 5
- Happiness Blooms Craft Class – Tuesday, April 27
- It's Your Birthday, Pre-School Fun Day, Saturday, April 24

**ADULT / YOUTH SPORT**

Upcoming Programs

- Youthball Registration Report – 392 registered making 37 teams. Rosters, game schedules and practice schedule are being finalized. Umpires needed.
- Youth Baseball Clinic, Starts April 10, Saturday
- Pee Wee Tennis, Starts April 10, Saturday

**AQUATICS**

Signicast Aquatic Center

MOTHERS DAY SPECIAL – Mother's swim for free, May 9, 1-3:45 PM

SWIM ASSESSMENTS – Friday, May 7 at 6:30 PM. Parents can have their child assessed to clarify what level they should sign up for summer swim lessons. This is free and pre-registering is not required.

Veterans Memorial Aquatic Center

SWIM PASSES – Season passes will be available starting May 10. It will be noted when purchased that there is no guarantee admission if capacity is reached even with a season pass and no refunds issued.

**PARKS OPERATIONS**

Centennial Park Pavilion Design – MSA has been working on a design plan for the Centennial Park pavilion. The goal is to have a rendition so potential donors for the Capital Campaign can be approached for naming rights of the pavilion. MSA, with staff input as well as input from Todd Rusniak, Commission representation, has been developing a design plan that is well thought out with all important aspects for the pavilion included. The pavilion has a train depot look to keep with the theme of the park. Materials and colors would complement the nearby Library. With that, Alderperson Kohler asked that staff be sure to consider low maintenance materials to keep long term costs down.

Disc Golf Tournament Woodlawn Union – Staff was approached by Hartford Bible Church to rent the Disc Golf course for an event on Tuesday, June 15. A couple of years ago, the Commission established rental rates for such tournaments. The Director met with Dan Hummel, representative of Hartford Bible Church, to review fees and discuss the tournament. Dan is very excited to host this tournament and has plans to hold another this summer as well as some workshops. Also in the meeting with Dan was the Program Supervisor to discuss options to have Dan run some camps with our Summer Playground Program.

West Side Park Batting Tunnel Turf Purchase – This dual tunnel was a joint project with the City and High School. Originally, the High School had obtained free used turf to use in this tunnel. However, once rolled out it was discovered this turf was in poor condition. New turf was purchased with the City covering \$2700 of the cost and the HS covering the other half. The City's portion is being taken from the West Side Park fundraising account which has a balance of \$18,000. To be sure this tunnel would be ready for the Spring season, the Director went to the Council to get approval a few weeks ago.

Parks Project Report – Special projects:

Batting tunnel at Westside Park

Tree Removals at Willowbrook Park

Removed and stored ice rinks

Set up tennis nets – earlier than they have ever been installed

Begin park set up – trash barrels, picnic tables, etc.

Water service hook up at Woodlawn Park – rest of parks to follow but official park season is May 1<sup>st</sup>

Ball field site evaluations concerning Spring maintenance

Continued work on the Pleasant Hill Cemetery GIS records as time permits

#### **OTHER REPORTS /COMMISSION REQUEST**

Commission Bultman commented that he has been approached by residents of the Borlen Farms subdivision regarding the timeline for the playground equipment at Homestead Park. In 2023 there is \$100,000 in the CIP budget and \$20,000 in 2025 for playground equipment, small open shelter and a paved area for basketball. Todd commented that the subdivision now, unlike a few years back, is very eager to have this site developed.

#### **ADJOURNMENT**

**MOTION BY** Hoffmann seconded by Bultman to adjourn at 7:22 PM.

**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."