

## **HARTFORD PARKS AND RECREATION COMMISSION MINUTES**

Wednesday, May 5, 2020

6:30 PM – City Hall Council Chambers

Present: Todd Rusniak, Mark Kohnhorst, Todd Bultman, Scott Helms, Joe Kohler

Excused: Karin Buhle

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** Bultman, seconded by Kohler to approve April 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**

Mayor Appointments to the Parks & Recreation Commission – The Mayor has re-appointed Scott Helms to another three year term on the Commission. Amy Hoffmann's term also expired and she has chosen not to renew her seat. The Mayor will appoint a new member to the Commission.

Election of Officers – President Rusniak opened the floor for nominations of President of the Parks & Recreation Commission. Commissioner Helms nominated Todd Rusniak. Todd accepted. No other nomination were made. The floor was closed for nominations.

### **MOTION CARRIED**

President Rusniak opened the floor for nominations of Vice-President of the Parks & Recreation Commission. President Rusniak nominated Scott Helms. Scott accepted. No other nomination were made. The floor was closed for nominations.

### **MOTION CARRIED**

Centennial Park Pavilion Drawing, Action To Approve – Executive Summary – The redevelopment project for Centennial Park includes a multi-functional shelter for reservations, restrooms and performance area. MSA Professional Services was retained by the City to develop a detailed drawing of this shelter. Having this detailed drawing and cost estimate will help not only with DNR Stewardship Phase II Grant Application, but also assist in the capital campaign for naming opportunities.

City staff and Parks and Recreation Commission President Rusniak worked with MSA in preparing the floorplan/design to be functional for all potential user groups. The Commission received copies of the exterior renditions of the shelter and a floor plan. The exterior will be consistent with the railroad theme of the park and designed to resemble a train depot. MSA drew inspiration from photos the Director obtained from the Library's History Room of Hartford's train depot going back to the early 1900's. Stone to match the library was

incorporated into the design and although the rendering provided reflects brown, a red shingle will be used to follow the trend of red roofs on park buildings along the Rubicon River.

The estimated cost of the building is \$669,000. The City was recently awarded \$350,000 from the DNR Stewardship Grant application. The fundraising campaign for this park re-development project has raised close to \$150,000. Additional grants will be sought including a DNR Stewardship Phase II Grant. The balance of this Park Project will be funded from the Parks Trust Fund account.

Staff is looking for approval of the Centennial Park Pavilion floor plan and elevation drawings as presented.

Many of the Commission members had concerns about parking, especially if large events are held at the site. The Director commented that a few additional spots were being added at the site plus there is parking at the library, which is just a short walk across a bridge, as well as downtown parking. He stated that MSA's estimate for 'standing' events at the site could accommodate up to 450 people. Less for sitting/blanket events.

Commissioner Kohnhorst asked about incorporating a stage, which would help those further back see the performance, rather than a flat performance area. The Director said there would be a portable stage stored on site.

Commissioner Helms asked if the performance area was going to be acoustically constructed. The Director assured the Commission that the City Administrator during design discussion emphasized that the performance area is well constructed with acoustics, lighting, etc. for performances. Helms questioned the number of restrooms for large performances. The Director commented that large performances would have to bring in portable restrooms as the shelter restrooms would not be sufficient for large gatherings. Helms also wondered if the paved paths would allow for vehicles to pass, such as food trucks. The Director indicated they would. Helms asked for confirmation that one of the playgrounds has been named through a sponsorship. The Director confirmed. Helms also mentioned having parades end at this location might be nice as the bands in the parade can continue performing at the pavilion.

**MOTION BY** Kohnhorst, seconded by Bultman to approve the Centennial Park Pavilion floor plan and elevation drawings as presented.

**MOTION CARRIED**

COVID 19 And City Facilities Update – The City Administrator has announced that City buildings could move to a 75% capacity as of May 1<sup>st</sup>. He forecasts that by June 1<sup>st</sup> City facilities would be at 100% capacity, no face masks requirements and plexi glass barriers removed.

Summer Activity Guide– Available on line and at the Recreation Center.

Summer Fun Tickets – Discounted tickets for Great America, Noah's Ark, Mt. Olympus, Milwaukee County Zoo, Wisconsin Ducks and Pirates Cove Adventure Golf will be available at the Recreation Office this summer.

**RECREATION PROGRAMS / ACTIVITIES**

Summer Playground Camp Registration Report – Average of 20 registrations per session. Information including registration form is going out to schools, being placed on Facebook as well as mailed to possible interested youth including previous participants.

Cops, Rods & Reels New Program with Slinger Recreation Department held on Thursday, June 24<sup>th</sup> at the Mill Pond. Local police officers will help teach youth in the community to fish or just fish alongside them. The hope is that there will be some fish remaining from the Youth Fisheree that is held the Saturday prior.

Fitness Classes – New classes for the summer include Yoga in the Park and Bootcamp at the Park.

Women's Self Defense This new program is offered to those 13 and older. Session 1 is held at the Recreation Center in May and Session 2 is held in Slinger in August.

### **ADULT / YOUTH SPORT**

Youthball Report Most of the leagues have begun practicing with games beginning in June. The T-Ball programs will begin the first week of June. Umpires needed.

Outdoor Youth Pickleball This will be the first time holding this program outdoors. We are sandwiching it in between tennis lessons with our tennis instructor leading the program. This will be on Tuesdays starting June 8.

LaCrosse Camp – This new introductory youth camp will be held on Monday & Tuesday, July 19/20 in Slinger.

### **AQUATICS**

Veterans Memorial Aquatic Center –

OPENING DAY - Memorial Day Weekend Saturday, Sunday, Monday, 12am-6pm, Regular season will begin June 5 .

SWIM PASSES – Sales Start Monday, May 10

VMAC PAYMENT OPTIONS – Credit Cards will be accepted at the pool this summer.

VMAC SWIM LESSONS – Session 1 Starts June 7th

SWIM LESSON COVID GUIDELINE CHANGES – Since last summer, parents were required in the water for Level 1 swim lessons and the pre-school classes to do the hands on part of the instruction. Many facilities are now allowing their instructors to do the hands on part of the class. As such, starting with summer lessons, parents will not be required in the class, but still can be if they so wish. Instructors will be allowed to do hands on instructing wearing a face shield.

Signicast Family Aquatic Center –

END OF INDOOR SEASON OPEN AND TODDLER SWIMS – The last day of open swim is May 23 and the last day of toddler swim is May 27.

SUMMER INDOOR SWIM LESSONS – Session 1 starts June 2. Classes are Monday and Wednesday for four weeks.

### **PARKS OPERATIONS**

Parks Project Report

West Side Park - Batting tunnel turf, netting and equipment completed  
- Infield base and top dressing materials applied

Willowbrook Park – 3 Memorial Trees planted and 3 Arbor Day trees planted

Various Parks - Athletic Fields Prepped

Woodlawn Park – Eagle Scout Project, Bryce Graef, site materials for bench installation

- All Parks - Staff is preparing/cleaning shelters for the summer reservation season. Including trash barrels, picnic tables, plumbing hookups
- Mowing

Upcoming Summer Park Community Events

JORDAN PARK FARMERS MARKET – This will now be run by the MILL and will start May 15<sup>th</sup>

KETTLE MORAINES LIONS CLUB FISHEREE – This is scheduled for Saturday, June 19

Hartford Rotary Request for Environmental Stewardship Project – Rotary Park – The Hartford Rotary would like to complete an environmental stewardship project at Rotary Parks that would include water catchment system with rain barrels, rain gutters, prairie plantings north of the gazebo and planting two Wisconsin native trees. Education placards would be placed around the area as well. The Rotary will take on all costs for this project and long term care. Mark Lindborg with the Rotary will be leading this project.

**MOTION BY** Kohler seconded by Bultman to approve the Hartford Rotary Environmental Stewardship Project as presented.

**MOTION CARRIED**

**OTHER REPORTS /COMMISSION REQUESTS**

Alderman Kohler requested an earlier meeting time in the summer. Commissioners were in favor of a 5:00 or 5:30 start time. The Director will check on the Council Room availability and respond back to the Commission.

President Rusniak commented that he has heard from community members as well as visiting teams/ fans/ umpires on how nice the baseball fields in Hartford are being maintained. Rusniak stressed that users of the fields should be conscientious in maintaining the fields and giving that extra time after the game to drag and protect.

**ADJOURNMENT**

**MOTION BY** Helms seconded by Kohnhorst to adjourn at 7:35 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."