

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

Wednesday, April 6, 2022

5:30 PM - City Hall – Council Chambers

Present: Todd Rusniak, Joe Kohler, Scott Helms, Todd Bultman, Ken Mikulec

Excused: Karin Buhle

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 the March monthly minutes.

**MOTION CARRIED**

3. Informational Monthly Staff Reports – Reviewed The Director noted that our senior fitness programs are at a pre-Covid level of attendance. He also noted that the Signicast Aquatic Center open swims, lap swims and swim lessons are also showing increased attendance. The Director did attribute the increase in swim lessons to the new Star Fish swim program we are using as the Aquatic/Fitness supervisor has been able to train new instructors as needed/when he has 2 or more interested in training. Finally, the Director commented that memberships and use of the fitness room has shown an increase in numbers.

4. Communication and Correspondence – None

5. Appearances / Public Comments – None

6. Old Business – None

7. New Business

### **ADMINISTRATION**

Recreation Supervisor Vacancy- The Recreation Supervisor has resigned, giving a three-week notice. The job posting for this position was shared with the Commission. Application deadline is April 15 with interviews to follow immediately.

Parks and Recreation Director – The Parks and Recreation Director has officially given notice of his retirement. His last day will be July 29<sup>th</sup>. The City Administrator has started posting the position and that posting was included in the Commission Packet. The hope is to hire someone to start in early July to have a month overlap where the current Director can help the new Director through the transition process.

City of Hartford and Hartford High School Athletic Field Agreement – The City has been in a three-way agreement with Jt. 1 School District and the HUHS School District regarding the shared use of Lincoln Athletic Fields. The agreement was good for 50 years, sun setting in 2049. Jt. 1 is in the process of selling Lincoln Athletic Fields, including Gib Mahr, to HUHS. As a result, HUHS and the City will be entering into a new agreement for use of those softball diamonds. This new agreement will secure access to these fields for Park and Recreation Programming for the same length of time as the previous agreement.

The City will have first priority access to the two multi use diamonds located adjacent to Sunset Drive for programs from June 1 to July 31. The City shall also receive priority access in booking the Lincoln Athletic Softball and Baseball fields. The City shall coordinate scheduling in advance with the HUHS Athletic Director.

The City shall have access to the restrooms on the property while using the fields for programs. The District shall run all concession services and will retain all revenue generated. Should the District not run concessions, the City shall have the right to provide concessions and retain all revenue.

The District will waive user fees. The City shall be allowed to charge recreational league and instruction fees for programming, but not charge for use of field or admission.

The District will be responsible for general maintenance. The District may request financial assistance from the City for future and/or ongoing maintenance and/or capital development of the property. The City is not obligated to share in these costs. The City will provide custodial services while property is in use by the City.

Recreation Center Site Tour – at the end of the regular meeting, the Commission went to the Recreation Center for updates on the following:

- New Display Monitors – A advertising contract was entered into with Bob Jewell and Ad-ucation for digital marketing/advertising inside the Recreation Center. Monitors were placed in the fitness room, weight room, lobby and aquatic viewing area. Bob Jewell and Ad-ucation will sell advertising with the City receiving a portion of the advertising fee. The Recreation Center will be able to promote our own activities and programs as well, free of charge. Staff will have full refusal should the advertising sold conflict with our own programming or mission statement.
- Review Room 210 and Discuss Options – Room 210 had formerly been rented by Jazzercise. Jazzercise recently ended their rental contract with the Department and thus the room is now available for other programming options. Staff has not decided the best use of the room yet, but is considering a permanent tumbling room which could also be used for birthday party rentals and a golf simulator room as well as an additional fitness studio.
- Inspection of Waterslide / Tower Condition – Despite attempts to repair cracks and deterioration in the water slide columns and stairs 3 years ago, they both continue to erode. The City Engineer will be conducting an in depth analysis to determine if they can be repaired or new columns and stairs are needed.

## **RECREATION PROGRAMS / ACTIVITIES**

Pre-School Prep – This new program will teach 2 ½ year olds about colors, shapes, numbers and their name. It is a four-week program on Fridays for 1.5 hours. This program is full with 8 registered.

## **ADULT / YOUTH SPORT**

Youthball Report – Game schedules, rosters and coaches have all been organized for the traveling leagues. The cooperative umpire training with Jackson, Slinger and Richfield will be April 24. By attending this training, umpires can earn \$40/game. Without the training, the pay rate will be \$30. Either pay rate is an increase for all of our leagues. Staff was able to lessen the number of games needing two umpires, as well as the fact that there are less teams in our leagues thus less games overall to umpire, to be able to offer this increase in umpire wages and yet stay within budget.

Blitz Football – This program will start April 21 and be held on Thursdays. Coach Redders and High School players will work with kids ages 5-8 and 9-11 on fundamental skills. This is held at Woodlawn Park. Registrations have steadily been coming in.

Outdoor Pee Wee Soccer – This program for ages 4-6 will be held at Woodlawn Park on Saturdays starting in May to June. Two time spots are available and staff expects both times to fill. Simple drills will be used to teach kids soccer basics in the outdoor environment.

## **AQUATICS**

### Signicast Aquatic Center

LIFEGUARD TRAINING COURSE – The Aquatic / Fitness Supervisor will be running this training April 11 – May 16 on Monday nights. Just in time for our outdoor season. There are 10 students registered.

SIGNICAST SUMMER LESSON SCHEDULE – With a longer shut down anticipated for the Indoor Pool Annual maintenance, summer lessons will begin on May 16. By starting this early, there will still be time to get in 3 full sessions of lessons before the pool shut down.

### Veterans Memorial Aquatic Center

OPENING WEEK STAFF SCHEDULE CONFLICTS – Due to the High School's last day of school being Wednesday, June 8, the pool schedule has been modified to not open for weekday open swims until Thursday, June 9. The morning swims (lap, water walking, toddler and swim lessons) will not begin until Monday, June 13.

## **PARKS OPERATIONS**

Centennial Park Design Plans – Discussion & Consideration for Fitness Features -The plans for the re-development of Centennial Park include a budget of \$31,750 for new fitness related equipment / exercise activity. In the mid 1980's 10 fitness activities were placed around the Millpond. Only two units remain but must be removed due to age/condition. The other 8 were removed due to deterioration and re-development of the south wall/trail. In 2010 two Life Trail exercise units were installed on the north side of the pond. These are designed for older adult population and were chosen due to the nearby older adult living complexes. Their condition remains good. Each station has three panels of information/activities.

Staff is recommending a new compact area of equipment/activity that will address a more active youth and younger adult age group. There are many choices. Staff included images and information on a variety of equipment including a climbing rock, bamboo jungle, cargo net and fitness circuit equipment. Staff recommends a poured in place surface material regardless of the equipment chosen, which will cost around \$10,000-\$15,000. In review of the equipment options, the Commission felt the fitness circuit style would be the most value for the money as well as appeal to a wide range of users. Commissioners also suggested the Department try to get a discount by purchasing not only this fitness equipment but also the play equipment for Centennial Park if ordered from the same dealer/manufacturer.

The Director commented that time is of essence to choose the equipment as park construction is to start this fall. He would try to have MSA put together a rough park design with a fitness circuit style equipment by the June or July meeting.

Park Restroom Remodel Design Update - The Director had hoped to have preliminary drawing available for Commission review, but at this time he does not.

Mill Pond Wall Project Update - The City has obtained the DNR permit required for this project and draining of the pond will begin in August.

July 4th Fireworks Independence Park Plans Reviewed – Festival Foods is sponsoring the entire fireworks show. The additional funds they are contributing compared to previous year's fundraising efforts will allow for a bigger show with bigger fireworks. Due to the larger shells that will be used, a larger location with a bigger 'fall out' zone is required. Staff, as well as Five Star Fireworks, the company the City has used in years past, have reviewed Independence Park and believes using the back small shelter green space will work nicely. A site plan was shared with the Commission.

Of concerns by staff and Commission will be parking, the flow of traffic prior to and after as this site has only one way out and lighting (portable lighting will need be brought in). The Police are aware of the issues with parking and traffic flow and will be on site during and after the show to direct traffic.

Parks Project Report –

- Park tree trimming especially in Willowbrook
- Stump grinding at Willowbrook
- Tree removal by Willowbrook tennis courts
- Provide assistance to VBH with new stone borders and boulders in Riverwalk
- Ice Rink maintenance
- Repairs to park signs and benches

**OTHER REPORTS /COMMISSION REQUEST**

None

**ADJOURNMENT**

**MOTION BY** Bultman seconded by Mikulec to adjourn at 7:17 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."