

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, March 2, 2022

5:30 PM – City Hall Council Chambers

Present: Todd Rusniak, Joe Kohler, Todd Bultman, Scott Helms, Ken Mikulec, 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 Mikulec, seconded by Helms to approve the February minutes.
MOTION CARRIED
3. Informational Monthly Staff Reports – Director pointed out that numbers are improving each month from the COVID shut downs and restrictions.
4. Communication and Correspondence – None
5. Appearances / Public Comments – None
6. Old Business - None
7. New Business

ADMINISTRATION

Discussion and Consideration of Recreation Center Room Rental Policy Including Permitted Alcohol – Executive Summary – The Director referred to the Executive Summary. He noted that the City Administrator was seeking the opinions of the Parks and Recreation Commission as it concerned allowing alcohol consumption in the Recreation Center. The City rents public meeting rooms at the Library, City Hall and Recreation Center. The undocumented rule is that no alcohol is allowed. However, at City Hall, the American Legion uses a meeting room and has alcohol. With this in mind, City staff is considering allowing alcohol in other City building's rentable rooms. Some parties have been turned away due to the no alcohol rule. If approved, a policy would be put in place to limit where alcohol could be consumed, insurance requirements and other expectations.

The Director added these additional comments that were not in the Executive Summary. In the Recreation Center, alcohol should only be allowed in Community Room(s) A/B as it will have more direct supervision by staff unlike the rentable rooms on the second level. Due to the family image of the Recreation Center, the alcohol would have to remain in the room. The City Attorney is researching any liability the City could have should alcohol be allowed. The City's insurance carrier, CVMIC, has recommended that the rental party provide insurance. The City Attorney felt that a type of insurance that could be allowed is the renter's home owner's policy to meet the insurance liability concern. The Director also believes a new level of training would be needed for building and desk staff.

The Commissioners' comments were as follows. Vice President Helms questions if outdoor shelters require insurance if the renting party has alcohol. The Director said that City Attorney, Ian Prust, indicated that outdoor rentals fall under the Wisconsin Recreation Immunity Law and therefore his position is that the city has higher protections so as to not require insurance.

While Alderperson Kohler is concerned how staff would be trained to handle any difficult situations that may arise due to alcohol consumption, he also believes the staff would do just fine. He also believes it is prudent for the City Attorney to research any liability, especially with having a pool/swim parties, but in general, felt the rentals at the Recreation Center are typically 'tame', as they are often for only short time periods of time for simple parties like showers. Also, Alderperson Kohler commented that since we are not providing or serving the alcohol, it alleviates some of the liability the City may have. He is interested in other Recreation Centers policies and recommends limiting the alcohol to beer and wine, Hard liquor could be added later, after a 'test' period. He also suggests a policy of no drinking prior to entering the pool. The Director indicated that was not possible to enforce and know who had been drinking. He confirmed however that alcohol could not leave the rental room.

President Rusniak says it should be limited to only the two front rooms and no consumption of anyone under 21 regardless of parents being present.

Vice President Helms asked what type of supervision would the Library or City Hall have. The Director is unaware. He commented that perhaps the Police would monitor the rentals at City Hall and does not know what supervision is provided during library rentals, especially if they are after operating hours.

Commissioner Buhle commented that she is concerned about the family image of the Center but also doesn't believe rentals would be consuming a great deal of alcohol. However, she commented, that should it become an issue, the policy could always be eliminated.

Commissioner Mikulec is in favor of allowing alcohol in the building believing that the type of rentals we host are not the type to have drunken issues. He also commented to try a 'pilot' program with just the front rental rooms and if it goes well, expand it to other rooms in the facility. He stated that allowing alcohol will be good.

Commissioner Bultman suggested having a higher deposit should staff believe it would be wise in case of higher damage or clean up.

Collectively the Commission supported a trial rental policy for allowing alcohol in Community Room A/B with consideration for no hard liquor and age must be 21. Nor formal motion was presented.

Recommendation to Approve Architectural Design Inc. to Complete Three Park Restroom Remodel Design Plans – Executive Summary – The 2022-2023 Capital Improvement Program includes remodeling of the park restrooms at Woodlawn, Independence and Willowbrook Park for a total of \$230,000. This project will be funded by General Obligation Debt and a Community Development Block Grant funding. This Grant was awarded as the bathroom remodels will also be addressing ADA compliance. The restrooms also need updates due to age and will include updating interior finishes, lighting/electrical and entrances.

Staff is recommending the design service of Architectural Design Inc., Gene Eggert which will include:

Schematic Design – floor plan, interior elevation plan, exterior elevation plan.

Design Development – Preparing toilet space

Construction Drawings – Prepare final drawings for permitting and construction

Structural Engineering – should structural changes be necessary

The total proposed cost for these services is 12,924.74 of which \$1500 is included for structural engineering if needed.

The Independence Park restroom project was not scheduled for work until 2023. Soon after the 5 year CIP budget schedule was confirmed, information regarding the CDBG Grant became available that supports moving the project earlier to be completed with the other two restrooms in 2022 as the Grant requires all works to be completed by October 31, 2022. The Grant portion of the Independence Bathrooms is \$15,000. As the GO Debt

borrowing cycle for the years 2022-23 will make the additional funds available at the time of borrowing, staff recommends the project is changed within the CIP and approved in the 2022 budget.

Aldersperson Kohler asked how staff chose Architectural Design, Inc. The Director explained that last summer staff had a construction company give a cost estimate for budget purpose. The construction company said the project really needed architecture design plans and recommended a local architect they have used, Gene Eggert. Staff meet with Gene, felt good about his work experience, knowledge and felt his preliminary price estimate was very fair. In January, staff prepared a request for proposal (RFP) and sent it to Architectural Design Inc. The Director stated that a second proposal was not obtained. Aldersperson Kohler went on to stress that as this project, for the Grant purposes, needs to be completed by October 31, staff should not delay as materials could be very difficult to get. He advises that staff proceeds with caution on costs and deadlines.

Motion by Kohler, seconded by Bultman to approve staff's recommendation that Independence Park restroom project is moved from 2023 to 2022 in the CIP schedule and to approve entering into an agreement with Architectural Design Inc., Erin, Wisconsin to complete the restroom remodel design plans for Willowbrook, Woodlawn and Independence Park at a cost not to exceed \$12,924.79.

MOTION CARRIED

RECREATION PROGRAMS / ACTIVITIES

Cops and Ballers – Co-Op Program with Slinger Parks and Recreation and the Hartford and Slinger Police Department. Kids ages 6-14 will focus on positive activities while working on basketball skills with contest and games played with and against the officers. Saturday, April 16, 9:30-11:00 AM.

ADULT / YOUTH SPORT

Youthball Registration – Registration has ended with over 350 youth registered. Some leagues are closed but other leagues are open for late registrations based on creating nice roster numbers and number of teams per league. Staff will begin looking at the number of sponsors and coaches that have registered and begin making team rosters. Umpires will be needed.

Baseball Clinics- Indoor clinics for ages 4-6 and 7-9 held on Saturdays, April 2-May 7.

Football Camps – Outdoor camp with HS coaches and players held on Thursdays, April 21-May 19 for ages 5-8 and 9-11.

Alumni Basketball Tournament- After a 2-year COVID hiatus, this Basketball Tournament is scheduled for Saturday, April 16. Teams of up to 6 to be made with a majority of HUHS graduates.

AQUATICS

Veterans Memorial Aquatic Center

Summer Staff Report – The Aquatic Fitness Supervisor has been reaching out to previous staff and accepting new staff applications. At this time, he sees a need for more lifeguards as he typically likes to hire 40 guards and currently, we he has 30.

There is a lifeguard class the department is offering in April. Staff is reviewing incentives for people to take this class. One incentive is to return a portion of the course fee should the student guard for us. The Commission was in favor of this idea even suggesting offering a higher incentive and placing an hour minimum on 'earning' the incentive.

Signicast Aquatic Center

Lifeguard Training Course – Class is schedule on Mondays, April 11-May 16 from 5:30-9:00 PM. Must be at least 15 years of age by May 16.

PARKS OPERATIONS

Parks and Buildings Summer Season Maintenance Jobs Available – Applications are being accepted for parks and building maintenance this summer.

OTHER REPORTS /COMMISSION REQUESTS

Aldersperson Kohler updated the Commission on the Digital Advertising in the Recreation Center that the Commission approved at the last meeting. He stated the monitors are up and put in strategic locations in the building and he is of the understanding that advertising as well as Department marketing will be appearing soon.

President Rusniak mentioned that the May 4th meeting will be at 7:30 PM.

ADJOURNMENT

MOTION BY Buhle, seconded by Rusnaik, to adjourn at 6:21 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."