

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, May 4, 2022

7:30 PM – City Hall Council Chambers

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

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** Buhle, seconded by Mikulec to approve April minutes.

MOTION CARRIED

3. Informational Monthly Staff Reports – Reviewed

4. Communication and Correspondence

The VFW donated \$4,750 for a new swing set at Sawyer Park. This will be installed as staff has time. It has a red/white/blue color scheme to fit with the Flag Memorial/Veterans Memorial Park that it is in. Any further donations received for this park's play amenities would go toward a new slide.

The Department also received \$225 from the Hartford Jaycees. This organization has been disbanded due to lack of memberships and per by laws needed to disperse any remaining funds. Staff will use the funds for additional play equipment for our Toddler Gym program

5. Appearances / Public Comments – None

6. Old Business – None

7. New Business

ADMINISTRATION

Recreation Supervisor Vacancy Report – Melanie Giammarco was introduced to the Commission as our new Recreation Supervisor. Her first day will be May 16. Melanie has experience working at YMCA's for the last several years and before that was the Assistant Program Director in Greenfield. She has a double major in Recreation Management from UW LaCrosse and also Art / Graphic Design.

Summer Activity Guide Handout – A copy was given to the Commission.

Recreation Center De-Watering Evaluation – New Monitoring Well Installed – The Recreation Center sits below the ground water table. Pumps in the pool mechanical room are constantly running, pushing the water away from the facility. During the high water periods these pumps are not able to keep up with the water and we have overflow into this mechanical room. The City Engineer has hired a firm to install a monitoring well to monitor the ground water levels with the goal to install an exterior de-watering system to pull water away from the building. The water, which is pure ground water, would get diverted into the river as it does now.

RECREATION PROGRAMS / ACTIVITIES

Session 1 Fitness Classes – First summer fitness session starts the week of May 23 and includes Yoga in the Park as well as many of the indoor classes we ran this past winter.

Summer Playground Camp Report – Initial interviews were done by the Office Manager with 6 applicants. They are all young and need a lot of time off. We have lowered our maximum enrollment to 25 with waitlist taken. Once the new Program Supervisor begins, she will evaluate the applicants and confirm staffing. Should we be able have enough staff to increase enrollment, the waitlist would be called.

ADULT / YOUTH SPORT

Youthball Report – Schedules for all leagues are done. Coaches background checks are almost complete. Traveling leagues have their equipment, practice schedule and rosters. Younger leagues will have coaches' meetings on May 16 & 17. Games will begin after Memorial Day.

AQUATICS

VMAC

Staffing and Season Operation Plan – The Aquatic/Fitness Supervisor is finalizing the staff schedule. There are many unfilled spots. While the open spots are not alarming and will not cause a full shut down of the pool, many days certain amenities will be closed at various times in the day.

SIGNICAST AQUATIC CENTER

CIP Projects – Budget Estimate and Scheduling Discussion – An engineering firm was consulted regarding the slide tower. The engineer confirmed that the tower itself is safe, however, some material will need to be chipped out and tuckpointing done to refill areas to avoid potential falling hazards. However, the tower would need to be replaced in the near future. The slide itself will need to be resurfaced / gel coated and is slated in next year's CIP. Staff is considering adding the tower replacement to the CIP for next year as well to complete both projects at the same time.

The re-surfacing / re-coating the pool basin – the Diamond Brite surface material – is in this year's CIP. The three bids for this project all came in, on average, over budget by over \$80,000. The initial CIP budget amount of \$46,000 was based on a quote staff received in June of 2020. The company that gave us the quote is no longer in business but it was a company that the Department had used for other projects and was reputable. Staff believes increase in costs across the globe for materials, shipping and labor attributed to the high bids.

A new water feature is in next year's CIP. Staff will re-submit the pool re-surfacing for next year's CIP and combine the two projects. Staff may try to reach out for capital donations for the water feature.

These four major CIP projects will be re-evaluated as the CIP Budgets are worked on next month. Staff is considering doing the Therapy Pool surface this year as the bids for that, \$47,000, fit in this year's overall CIP amount. Of the pools, the therapy pool surface is in the worse shape. However, staff is evaluating if it would be more cost effective to do both pools at same time.

Swimming Wage Report From Wisconsin Parks and Recreation Agencies – The Commission received a wage comparison report done by Wisconsin Parks and Recreation that shows over 35 Parks and Recreation Department's wages for lifeguards, swim instructors, fitness instructors, pool admissions, managers and concessions. In review, Hartford's pay rates are only in the middle pay range for all aquatic positions even after our recent pay increase.

PARKS OPERATIONS

Centennial Park Re-Development Plan – Site Plan Review – MSA should be at the June Commission meeting to present the design plan for this park. The Director did share some initial design documents with the Commission. MSA is waiting for staff to confirm playground plans before finalizing the design. Staff does intend to condense the playground area as currently shown so there is less surface material needed. President Rusniak expressed concerns about where the fitness equipment is located as there is a grading slope in that location. The Director said MSA has not completed grading plans and that level of design concerning how the slope/storm water run-off will be incorporated into the construction of that area.

Park Restroom Remodel Design – The Director shared the preliminary drawings for the park bathroom remodels for Woodlawn, Willowbrook and Independence Parks. The City Planner and City Engineer have approved these preliminary drawings and the architect will work on the more detailed construction plans. The reason for these remodels is due to age of the facilities as well as to make them ADA compliant. Due to the ADA complaint component of this project, the City was able to obtain a CDBG Grant of around \$65,000. However, a requirement of the grant is that the project is completed by October 31st. The City may need to apply for an extension. Total cost estimate of the projects three restrooms is \$230,000. The goal will be to bid this project in June with construction to begin no later than September. Once the work begins, port-a-toilets will have to be used at the parks and rental parties will be informed.

The remodel is nothing elaborate but will include updates to some lighting, paint and new fixtures. To highlight the designs for each park:

Independence Park will lose a toilet in the women's bathroom going from three to two and a urinal in the mens going from two to one.

Willowbrook Park, instead of having separate Mens and Womens bathroom, will have two family bathrooms with one toilet and sink in each. While this building is not registered as a historic building, the Historic Society hopes to have it registered at some point. The Architect is doing his best to retain the design structure of the building. In particular, the doors will need to be wider, but will still keep the arched design.

Woodlawn Park will lose a toilet in the women's toilet and go from four to three. The mens will keep the two toilets but will lose one urinal, but will still have one. Staff learned, while working on this project, that the shelter/restroom at Woodlawn does not have a foundation but instead is a 'pole shed' construction, supported by columns. The Architect recommends pulling the dry wall to confirm these columns have not deteriorated.

Parks Project Report – At this time, we only have two returning seasonal staff and one new applicant. Six seasonal staff are needed. Staff has re-worked the wage to raise it by \$3 bringing it to \$14/hour in hopes to get a few more applicants.

The Arbor Day tree planting this month will include 3 trees at Willowbrook. Other trees planted included one at Pleasant Hill Cemetery and two City Park Memorial trees.

OTHER REPORTS /COMMISSION REQUESTS

The Director mentioned that the City will be offering the Director position to one of the candidates recently interviewed and the recommendation would be announced and approved at next week's Common Council Meeting.

ADJOURNMENT

MOTION BY Bultman seconded by Rusniak to adjourn at 8:25 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."