

PARK BOARD MEETING OF THE CITY OF HUDSON, WISCONSIN

Tuesday, February 2, 2021

5:00 p.m.

To access the meeting please use the link or phone number below. If you cannot access the meeting via the methods below or need any special accommodations please contact Aaron Reeves at 715-716-5741 or areeves@hudsonwi.gov

Join Zoom Meeting

<https://us02web.zoom.us/j/87329226804?pwd=dIFBWFpMTGsvTG4zbTR5RjI3RDB1QT09>

Meeting ID: 873 2922 6804

Passcode: 666801

Call in Phone Number: 312-626-6799

This meeting can also be viewed live via YouTube (River Channel) and Facebook (@hudsonriverchannel) and on Community Access TV Channel 15. Written comments prior to the meeting can be emailed to Deb Andrews dandrews@hudsonwi.gov

AGENDA

(Click on agenda items to access documents related to that item)

1. Call to Order
2. Discussion and possible action on January 12, 2021 Park Board meeting minutes
3. New Business:
 - A. Grandview Park Field 4 Renovation Proposal from Hudson Boosters
 - B. Discuss Sandpiper Fastpitch request letter
 - C. Nick Janse – Car Show Proposal for Prospect Park on May 15, 2021, 10 a.m. to 2 p.m.
4. Old Business:
 - A. Request to place a temporary sled holder/structure at the Vine Street Sledding hill – Emily Mandell, Hudson, WI
 - B. Memorial Policy
5. Project Update
 - A. Boat Launch Reconstruction project
6. Communications and Items for Future Agendas
 - A. 2021-2025 Outdoor Recreation Plan
7. Adjournment

Pat Casanova, Chairman

Posted on the city website on January 27, 2021

Notice is hereby given that a majority of the City Council may be present at the aforementioned meeting of the Plan Commission to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N. W. 2d 408 (1993), and must be noticed as such, although the Council will not take any formal action at this meeting.

CITY OF HUDSON PARK BOARD MEETING - ZOOM
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON WI
JANUARY 12, 2021

MEMBERS PRESENT via ZOOM Pat Casanova, Paul Deziel, Karen Neset, Karen Stankevitz, and Pam Brokaw

ABSENT Mike Kennedy, Dan Korum

OTHERS PRESENT via ZOOM Michael Mroz, Matt Parent, Dave O'Brien, Amanda Seis, Emily Mandell, Dennis Kroll, Aaron Haskins and others

The meeting was called to order by Chairman Casanova at 5:03 p.m.

CONSIDERATION OF PARK BOARD MEETING MINUTES MOTION by Deziel, second by Brokaw, to approve the November 10, 2020 Park Board meeting minutes. MOTION CARRIED.

2021 GRANDVIEW CONCESSIONS AGREEMENT Mroz stated the Hudson Boosters has requested the use of Grandview Park concessions for the 2021 season per the terms of the Agreement. Noted 6% of the revenue collected is allocated to the Grandview Improvements fund and is used for various field improvements.

MOTION by Deziel, second by Stankevitz to approve the 2021 Grandview Park Concessions Agreement with the Hudson Boosters. MOTION CARRIED.

REVIEW 2020 BOAT LAUNCH SUMMARY Mroz provided a summary of the boat launch fees collected for 2020. Noted an estimated \$66,376.66 was collected with funds allocated to the general Park operating budget. Casanova added the fees are based on the WI DNR State guidelines.

REVIEW THE PARK DEDICATION FUNDS Mroz presented the most current information on the funds available through Park Dedication fees. Noted the overall funds are at \$598,223.26 and are collected through development. He mentioned the Grandview Pavilion currently under construction will absorb the balance of Trust A (north of I-94) and that the remaining funds on Trust B(south of I-94) will be used for future park development.

Mroz stated other fees collected include a portion of the Mooring fee that is allocated for Lakefront Park improvements and costs associated directly to the mooring area and concessions. He stated a quarterly update will be provided.

REQUEST TO PLACE A TEMPORARY SLED HOLDER/STRUCTURE AT THE VINE STREET SLEDDING HILL – EMILY MANDELL, HUDSON, WI Emily Mandell, Vine Street, presented a request to place a temporary structure at the Vine Street sledding hill that would hold donated sleds for use by sledders. She noted the structure would serve as an opportunity to provide free sleds donated by the community.

The overall Park Board questioned if the city could be held liable for incidents caused using the donated sleds. In addition, it was questioned where the structure would be stored, etc. Mroz stated the structure could be stored at a city garage and that he would contact the City Attorney in regard to the liability concerns.

CITY OF HUDSON PARK BOARD MEETING - ZOOM
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON WI
JANUARY 12, 2021

MOTION by Deziel, second by Brokaw to table the approval of the temporary sled holder structure for Vine Street to the next meeting and to recommend staff to contact the City Attorney to discuss the city's liability. MOTION CARRIED.

APPROVE THE 2021 PARK BOARD MEETING SCHEDULE Mroz presented the 2021 Park Board meeting schedule. Noted this is subject to change due to meeting conflict.

MOTION by Deziel, second by Stankevitz to approve the 2021 Park Board meeting schedule. MOTION CARRIED.

GRANDVIEW PARK AND BURTON PARK BALL FIELD FEE STRUCTURE Mroz provided a fee structure that would be used for organizations requesting the use of ballfields at Burton Park and Grandview Park. He stated the user fees will be based on various priority levels which gives the Hudson School District and local organizations a higher priority. Fees will be collected as noted in the fee structure for games and practices.

Discussion continued the importance of each organization complying with the request for documentation based on each of the priorities. Mroz stated letters and the fee structure will be sent to the various organizations with a deadline of March 1, 2021 for the upcoming season.

Aaron Haskins provided information on the Sandpipers organization, affiliated with The Cage (batting cage) and is asking that the city work with the organization as they establish 501C3 status.

MOTION by Deziel, second by Neset to approve the fee structure for field use at Burton Park and Grandview Park and to recommend the Hudson School District be included as a Priority 1. MOTION CARRIED.

PROJECT UPDATE Mroz stated the ice rinks continue to be challenging due to the change in temperatures and weather issues. Noted the new hockey board system will help with next years flooding as well as field improvements for Burton Park. Mroz stated costs for contracting services to flood the rinks at Burton could be considered in the 2022 budget.

COMMUNICATIONS AND FUTURE AGENDA ITEMS.

Mroz stated a draft of the Memorial policy will be presented at the next meeting.
Mroz stated a draft of the 2021-2025 Outdoor Recreation Plan will be presented.
Chairman Casanova requested an update on the Boat Launch Improvement project.

MOTION by Deziel, second by Brokaw to adjourn the meeting. 5:51 p.m. MOTION CARRIED.

Submitted by,

Deb Andrews, Acting Secretary



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 27, 2021

SUBJECT: Grandview Park Field Renovation Proposal from Hudson Boosters

BACKGROUND:

Staff received a request from Hudson Boosters to renovate a field at Grandview Park to accommodate 13U baseball. The field renovations are estimated to cost \$3,150 and will be covered 100% by the Hudson Boosters.

Enclosed are the minutes from a recent Hudson Booster meeting that approved the field renovations.

STAFF RECOMMENDATION:

Staff recommends approving Hudson Boosters to renovate either field 3 or field 4 at Grandview Park to accommodate 13U Baseball.



PROPOSAL

Date: 1/11/2021

Submitted To:
Matt Parent
Hudson boosters

Submitted By:
Joe Skaar
Joe@northtechirr.com

Proposed Scope of Supply

Grandview fields

Extend infield / Retro fit current irrigation system

Remove 10' X 120' of outfield turf from foul line to foul line
Haul / disposal \$715

Install 15 yards of ball diamond aggregate \$1800

Retrofit current irrigation system to accomadate infield changes
Install irrigation heads along new infiled / outfield \$635

Proposal Price

\$3,150

Payment Terms

Proposed Project Schedule

Commencement of work is estimated to take place within 30 days of proposal acceptance/contract ratification or as weather permits.
Completion of work is estimated at 7 business days following commencement.

General Terms and Conditions

Terms and Conditions according to NorthTech Irrigation standard contract terms.

Limited Warranty

All material is guaranteed to be supplied per specification. All work shall be completed according to industry standard workmanlike manner. All products and services are warranted for a period of 1 year on Irrigation, 30 days on sod from date of purchase.

Cancellation

Buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Seller may withdraw this proposal if not accepted within thirty (30) days.

Acceptance

This proposal is valid for thirty (30) days.

HUDSON BOOSTERS, INC.
P.O. Box 354
Hudson, WI 54016



012021 Meeting of the Hudson Booster Board of Directors
Remote Meeting & R&G

Members Present: (12 of 12) Brent Hedding, John Herink, Matt Parent, Dan Hanlon, Ken Steltzner, Tom Smith, Corey Breault, Dave O'Brien, Luke Trieb, Scott Johnson, Amanda Abrahamson, Holly Schultz

Dave Obrien nominated for At-Large position

Annual Meeting

Annual meeting will be held upstairs of the Rod & Club 2/15/21 starting at 7:00pm. An invite with RSVP will be sent out prior.

By-Laws

Reviewed By-Laws and accepted changes. Revised By-Laws will be presented to membership at the annual meeting and voted on.

Hot Air Affair

There will not be a bingo event this year. In lieu of helpers for that event, Dave Huehn has requested three volunteers to assist with parking for the hot air affair. Dan will send out a notice to membership.

Easter Egg Hunt

Easter Egg hunt is scheduled for 4/03/21. We have until 2/15 to cancel. We'll hold off making a decision until the annual meeting.

Golf Tournament

Golf Tournament is now scheduled for August 23 at Kilkarney.

Booster Days

- City currently restricts outside events to 50 people.
- Construction is being held off until after Booster Days.
- City is requiring a covid plan for ALL events.
- Discussed different versions or alternates to Booster Days
- Insurance coverage/rates should see very little change.
- Badgerland Midway is being recommend as the carnival vendor.

Andy Sexe will be attending the March meeting.

Treasurer update

Discussed \$12K discrepancy in quick books.
2020 P&L is close to being closed.

HUDSON BOOSTERS, INC.

P.O. Box 354
Hudson, WI 54016



Softball update

Met with tri-county. MN plans on conducting "normal" season.
Tournaments are being planned.
New fee structure for Grandview has been sent out.
Discussing raising traveling fees to \$460. Intent is to "break even".
Games should commence end of May.

Baseball update

Traveling registration is at 100%.
Expressed difficulties with trusted coaches.
Inhouse registration should be opening soon.

Motion made to spend \$4000 to make field modification to Grandview field 4 (recommended by city) to accommodate 13U baseball. \$4000 is based off actual quote. Money would come from baseball budget. The city supports this project and will discuss at the February Board meeting – **PASSED (Unanimous)**

Football update

No report given

Fundraising update

Short report given. Exploring alternate fundraising opportunities.

Next meeting (2/10/21)

Location TBD

Reviewed 2020 financials.

Matt presented the baseball budget.

Motion made to approve budget as written but add \$10/kid as a line item to cover the cost of running the Booster program (not including 2021 traveling baseball due to their registration is already open. Will include this fee for future seasons). **PASSED**

Ken brought up the use of Amazon Smile. We will get this in place.

No in person December General Meeting.

Annual meeting will be February 15th

HUDSON BOOSTERS, INC.

**P.O. Box 354
Hudson, WI 54016**



Elections

Nominations opened for President, Secretary, and two at-large positions.
Plan on January 18th Annual Meeting and elections.

President -- Open

Secretary – Amanda Abrahamson nominated

At Large positions Tony Stanek.

current at-large members are interested in staying.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@hudsonwi.gov
ph: 715-716-5746

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 27, 2021

SUBJECT: Discuss the Sandpiper Fastpitch request letter

BACKGROUND:

Following the January 12th, 2021 meeting, city staff received the enclosed letter from Sandpipers Fastpitch.

The letter requests reconsideration some language found in the Athletic Field User Documents approved by the Park Board. Staff is not able to make these changes administratively and thus have put them on the Park Board agenda for discussion.

RECOMMENDATION:

Review and discuss the letter received by Sandpiper's Fastpitch.

Mike and Deb,

Thank you for the opportunity to provide input and be a part of the field usage priority discussions.

As stated at Tuesday's Park Board meeting, Sandpipers currently have 5 teams registered, insured and ready for this upcoming season. Our teams are made up of local Hudson girls, who were part of the Boosters program up until 2020. Every Sandpiper coach and numerous parents have volunteered time, served on past Booster Softball Committees and contributed to Boosters funding for multiple years prior to 2020.

We understood we were taking a risk leaving the Boosters program and securing fields was a top concern for us. The reality is there won't be any more competitive softball teams from Hudson than have been in the past. Based on the numbers from last season, Boosters at most will field 3 teams in 2021.

It is also known that there was an attempt by the current Booster Softball Commissioner to keep Sandpipers off of Grandview last season by overbooking fields. The Booster President and Board Members were made aware of this and addressed it last fall. Our concerns are still there with the possibility of priority given to non-local club teams, operating out of MN, partnering with Booster Softball. Additional concerns come from hearing Booster Baseball is looking to move teams to Grandview to take advantage of Booster Softball's long standing relationship with Grandview and knowledge of the diminished number of travel softball teams Boosters will have.

We appreciate that the City is in the process of creating a system for reserving their facilities. Sandpipers Fastpitch held a meeting specifically to discuss Tuesday's Park Board meeting and came up with additional items and support for the City's consideration:

1. Revise Priority 3 to remove non-profit requirement or create a new Priority 4 for youth sports organizations with 85% local participation without a non-profit designation to ensure local teams are ahead of non-residents regardless of non-profit status.
 - Sandpiper Fastpitch is made up of entirely volunteers and does not intend to operate for profit. Being a new organization, we have not filed with the IRS and are currently reviewing the requirements. The reality is we will not meet these requirements by March 1st for the 2021 season and would fall to priority level 6, the same as all non-local for profit organizations.
 - There is a benefit being proposed for non-profits with the reduced rental rates, so we feel priority for reservations would better serve the Hudson softball community if established based on local verses non-local status over the current priority levels.

- Clarify non-profit and/or not-for-profit requirement. Would a 501c7 be accepted the same as a 501c3?
2. Prioritize requests for youth softball over other youth sports and organizations. We understand that the School District and Boosters will be given top priority, but we would like to request that Priority 2 be applied specifically to Booster Softball.
- There are very few fields dedicated to softball in the Hudson area. This is supported by the School District's reliance on Grandview for JV softball practices and games. We believe local youth softball teams should be given priority for reserving Grandview and Burton to ensure Hudson girls, regardless of affiliation, will continue to have a home for softball within the City of Hudson. We realize the needs of Baseball are growing, but feel strongly that this should come as a detriment to the sport of softball.
3. We would like clarification on the fee structure and if teams will now be charged for practices. Current field rental fees are structured per day/night, and fees were only collected for games. Is the intent to now charge by the hour or would the City consider keeping fees per day/night or per game?
- In the past softball teams typically practiced twice a week for 1.5 hours and fields were shared between two teams. Games are scheduled as 65-70 minute double headers with an hour prior warmup. Is the expectation that teams will be charged for 3.5 hours for hosting games?
4. Our intent for the 2021 season is to request a minimum of 2 fields/evening Monday through Thursday for the duration of the season. We are open to using Burton again, but we would still request a field at Grandview in addition. We could accommodate our teams this season with the use of Burton and Grandview Field 5, if that would be an option.
- Once requests are submitted on March 1st, what is the expected end date for the field assignments to be made? We understand this a large undertaking, but realize teams will not know their specific needs for games.

Thank you again for your time, and we look forward to partnering with the City to continue providing an additional opportunity for local youth softball in Hudson.

Sandpiper Fastpitch

City of Hudson Grandview/Burton User Fees

Facility use rental requests may be directed to:

Deb Andrews dandrews@hudsonwi.gov

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 7
Grandview per field	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$20.00/hr	\$30.00/hr
Grandview Scoreboards per field	N/C	N/C	N/C	N/C	N/C	\$10.00/hr	\$10.00/hr
Grandview Lights per field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Grandview Field Marking per Field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Burton Per Field	\$5.00/hr	\$5.00/hr	\$5.00/hr	\$5.00/hr	\$5.00/hr	\$15.00/hr	\$15.00/hr
Burton Field Marking per Field	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Field Prep and Marking: Additional fees added for field striping, lining, or other prep work. The cost for striping is \$50.00 per field. Users may chalk and/or strip grass fields but must be approved by Public Works staff.

Organizations will be invoiced at the end of each season based on scheduled times. Any discrepancies between the calendar and actual filed use may be challenged during the invoice period.

***The fields are open for public use if they are not reserved or have been prepped for future use.**

*** A single time user is exempt from submitting insurance documentation.**

Priority Classes

Highest priority is 1, lowest priority is 7.

Priority 1

Hudson Adult Softball Association

Priority 2

Hudson School District Athletic Director Scheduled Event(s)

Priority 3

Hudson Boosters

Priority 4

Other local non-profit youth sports organizations serving groups with 85% Hudson child/youth participation

Priority 5

Documented non-profit groups or organizations that reside in the City of Hudson.

Priority 6

Documented non-profit groups or organizations with mailing address outside the City of Hudson.

Priority 7

For-profit or commercial groups or organizations.

Priority Class Required Documentation

Priority 1 Required Documentation

- 1) Voided Check from Hudson Adult Softball Association (address:)
- 2) Certificate of Insurance with the "Insured" being a Hudson mailing address.

Priority 2 Required Documentation

- 1) Credential demonstrating position held within the Hudson School District

Priority 3 Required Documentation

- 1) Certificate of Insurance with the "Insured" being a Hudson mailing address.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 4 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 5 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) Certificate of Exempt Status issued by the Wisconsin Department of Revenue
- 4) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 6 Required Documentation

- 1) Certificate of Insurance.
- 2) Listed as a 501 (c) 3 on <https://501c3lookup.org/state/WI>
- 3) IRS Form 990 showing tax exempt status and year of formation. <https://www.irs.gov/charities-and-nonprofits>

Priority 7 Required Documentation

- 1) Certificate of Insurance

Policies

Field Allocation Process:

- 1.) Field request are to be submitted by March 1.
- 2.) Following the submission deadline, department staff will begin the allocation process of assigning Athletic Fields, dates, and times to various organizations based on the priorities in this policy (See priority group classification). **It may not be possible to grant all requests.**
- 3.) Once allocations are determined by the department, they will not be changed during the season, except for rescheduling due to weather.
- 4.) **NO ONE TEAM MAY RESERVE A FIELD MORE THAN THREE DAYS/WEEK**
- 5.) If two or more organizations in the same priority level submit competing applications, allocations will be done via lottery.
- 6.) Once completed, calendars will be sent back to the organizations who received field time(s). For larger events such as tournaments where commitments must be made and published in advance, no priority displacement will occur.

Cancelation Policy:

- 1) Cancelation form 14 days or more will not be charged.
- 2) Cancelation from 7-14 days will result in being charged 50% of the published rate.
- 3) Cancelation from 0-7 days will result in being charged 100% of the published rate.
- 4) **Cancelation due to weather will not be charged.**
- 5) The determination of whether or not to charge for a cancelation will be made by the City of Hudson.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@hudsonwi.gov
ph: 715-716-5746

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director
Park Board

DATE: January 28, 2021

SUBJECT: Review the request by Nick Janse to hold a car show at Prospect Park on Saturday, May 15, 2021 at 10 am to 2 pm

BACKGROUND:

Nick Janse provided a proposal to host a car show at Prospect Park on Saturday, May 15, 2021. Mr. Janse would like to use the green space in the area shown on the map beginning at 10 a.m. to 2 p.m.

NOTE: Mr. Janse hosted a car show at Lakefront Park in 2020 using the parking lot area.



CITY OF HUDSON PARK EVENT



(File with Parks Department at least 30 working days before event or when reservation is made)

1. **Authorized Representative** responsible for the conduct of the event and who will be on-site and available to the City for communications and necessary contacts.

Name NICK Janse

Address 846 Wyldwood Ln Hudson WI 54016

Telephone (daytime) 715-410-8084 (evening) same

2. **Location of event**

Park Name Prospect Park

Address 110 Third St

3. **Description of the event**

Car meet / car show. We will have 30-40 cars parked 6-7 feet apart on the open field and we will have masks and we will social distance. I am hoping for this space so we have room to distance the cars and people.

4. **Date and hours (include setup and takedown operations)**

May 15th, 10am-2pm

5. **Estimated number of people attending** 40-50

6. **Number of tickets to be sold** 0

7. **Plans to limit the maximum number of people permitted to assemble:**

Well the limited parking by the park should keep it down.

8. **Plans for fencing, the location/gates**

No plans for gates or fencing

9. **Plans for supplying potable water (include vendor contracts, source, amount available, and location of outlets)**

No water needed

10. Plans for toilet and lavatory facilities (include vendor contracts, source, number and locations, type, and means of waste disposal)

No need for toilet

11. Plans for holding, collection and disposal of refuse (include vendor contracts by hauler licensed in the State of Wisconsin)

No need for trash

12. Plans for illumination (include the source, amount of power and location of lamps, if any)

No Need for Lights

13. Plans for parking vehicles (include the size and location of lots, points of highway access, interior roads, routes, and any shuttle services)

We have two parking areas so we shouldn't need bussing.

14. Plans for telephone service (include the source, number and location of telephones, including cell phones, available for public use)

No phones needed.

15. Plans for security (include the vendor contracts, number of guards, their deployments, names, addresses, credentials, and hours available; include another sheet if necessary)

We shouldn't need security

16. Plans for fire protection (include the number, type and location of protective devices, alarms and extinguishers, and the number of emergency fire personnel available to operate the equipment)

We don't need fire.

17. Plans for emergency medical service

No need for EMT's

18. Plans for sound control/amplification (include the number, location and power of amplifiers and speakers, if any)

No need for music

19. Plans for food and beverages (include the names and addresses of all concessionaires and copies of their license, permit, or registration)

We might do food truck.

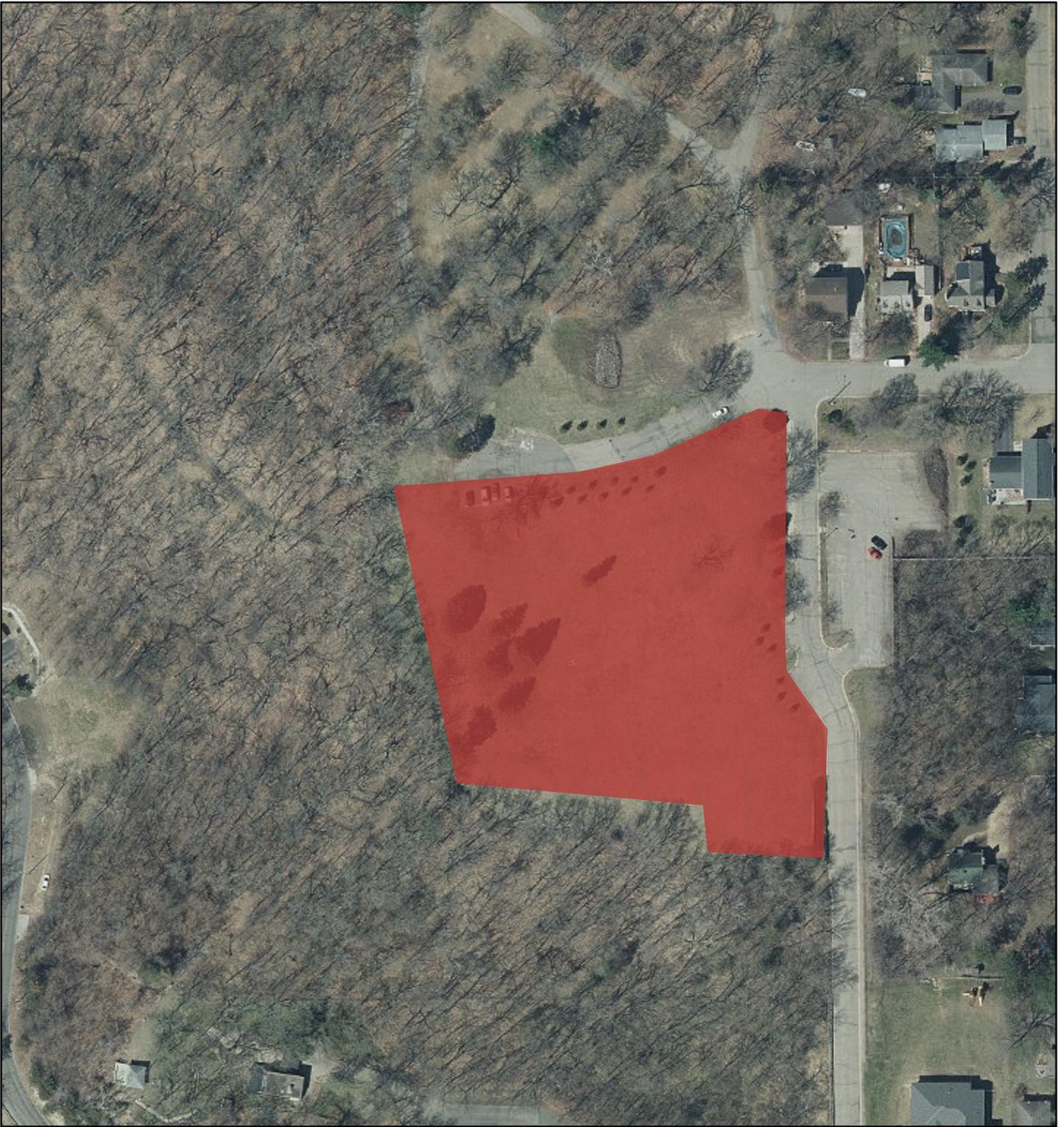
20. Plans for amusement/entertainment (describe the specific vendors or providers allowed to operate on the grounds, and their names, addresses and license/permit numbers, if any)

No entertainment.

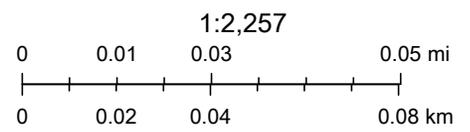
INSURANCE Each applicant for a special event permit shall furnish to the City, no later than ten (10) days before the special event, a certificate of insurance and any necessary Endorsements written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability, obligations, or claims which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers compensation coverage in accordance with CH. 101, Wis. Stat. The certificate shall provide that the insurance company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal, or material change. The insurance shall be written in comprehensive form and shall protect the applicant and the City against all claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The insurance policy shall name the City of Hudson, its officers, agents, and employees as additional insureds under the policy on a primary and noncontributory basis. The applicant shall be required to provide bodily injury and property damage coverage of at least \$1,000,000 plus an umbrella of \$3,000,000. The Council may increase the minimum requirement for bodily injury and property damage coverage up to \$3,000,000, considering risk factors involved in the proposed special event. Such risk factors may include, but shall not be limited to, events involving large numbers of people, use of live animals, competitive physical events, fireworks, amusement rides, inflatables, and other similar type risk factors, or as further described in a policy adopted by the Council relating to insurance requirements.

INDEMNITY I/we agree to indemnify and hold the City of Hudson, its agents, officers, servants and employees harmless from and against any and all liabilities, damages, claims and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for a special event.

ArcGIS Web Map



1/28/2021, 1:26:17 PM



SCC CDD



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 27, 2021

SUBJECT: Request to place a temporary sled holder/structure at the Vine Street Sledding hill- Emily Mandell

BACKGROUND:

At the previous Park Board meeting staff was directed to contact the City Attorney to discuss liability concern with the placement of a temporary sled holder/structure at Vine Street Sledding Hill.

Attached is the proposal noting the specifications and a drawing.

Per discussion with the City Attorney, it is suggested a sign be placed next to the structure stating "These sleds are donated by private citizens. Use at your own risk"

Public Works & Park staff will continue to monitor the sledding hill and remove any sleds that are damaged or left on the sledding hill

Vine Street Sled Structure Proposal

Emily Sies-Mandel <emily.ann.sies@gmail.com>

Wed 1/6/2021 4:10 PM

To: Deb Andrews <dandrews@hudsonwi.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Proposal

Hudson community members seek to contribute a temporary sled holder/ structure to be seasonally placed at the Vine Street Sledding Hill. This structure would serve as a free lending library for sleds, and, as such, would help support outdoor recreation opportunities for community members. In addition, this structure would help support a safe form of recreation amidst COVID considerations.

Similar to the "Little Free Library" concept, sleds could be placed in the structure and used by residents. Community members would have the opportunity to take a sled, and use it for recreation, and then return the sled for community use with good stewardship.

Dimensions

22 inches wide

32 inches tall

30 inches deep

Ability to collapse for ease of transport and storage

Dimensions account for varying sled types (saucer, plastic, foam sleds)

Dimensions account for holding 5-7 sleds at any given time

Dimensions account for youth usage

****Attached are prototype drawings that depict dimensions** WILL SEND PHOTOS IN A FOLLOWING, SEPERATE EMAIL**

Installation

Construction and installation could occur within a short timeframe to take advantage of the abundant amount of snow. There is identified and confirmed community member support for gathering the materials and building the structure; no funds are being requested in this community-driven project. The proposed location of the structure is within the location "Vine Street Square" as seen in GOOGLE MAPS. The proposed location is on the corner of Cole Street and 10th Street in Hudson.

Specifics

Any additional sleds remaining at the end of the winter sledding season may be stored or donated. Additionally, the shelter could be stored off season and brought out for the winter months, The structure could be secured at the base by sandbags as well. Little to no maintenance is required for this community project.





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TO: Park Board

FROM: Michael Mroz; Public Works & Parks Director

DATE: January 27, 2021

SUBJECT: Discussion and possible action to amend the policy for placing memorials on public property.

BACKGROUND:

The current policy for placing memorial on public property was approved by Common Council on May 4, 2009. The policy establishes guidelines for placement and maintenance of memorials on public property.

At the July 7th Park Board meeting, members reviewed an updated memorial policy drafted by Paul Deziel and made further recommendations to address the types of memorials, identify locations for placement, and steps for removal.

Update: The City Attorney has since reviewed the revised Memorial Policy, drafted by Paul Deziel. No comments or recommendations were made. Staff is requesting Park Boards feedback on the attached draft Memorial Policy and sample Memorial Policy form.

STAFF RECOMMENDATION:

Staff recommends the upon approval of the final draft that it be forwarded to the Plan Commission prior to bringing to Common Council, which adheres to the current review process.

Enclosure: Draft City of Hudson Memorial Policy

City of Hudson

Policy for Placing Memorials on Public Property

1. Summary of Policy

1.1 The purpose of this policy is to establish guidelines for placement and maintenance of memorials on public property owned or controlled by the City of Hudson. The purpose of these guidelines is to preserve and enhance the appearance of City parks, parkways, recreational facilities and conservancy areas within the City. This policy shall apply to all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park parkway, recreation facility, walking trail or conservancy area in the City of Hudson.

1.2 Memorials can include fountains, statues, monuments, sculptures, plaques, murals, public artwork, plants, trees, benches, park or playground equipment, pavilions, or other similar structures. The subject for memorials shall be limited to a person, group, organization, or event that is significant or related to the City of Hudson community and is not currently memorialized. Applications for memorials should be submitted to the City Administrator. The proposed memorial containing plaques must meet specific wording criteria approved by the Common Council (see section 2.4)

2. Approval Criteria for Memorials

2.1 All memorials must be significant or related to the Hudson community. In determining significance or related to the community, the City will consider the extent to which the memorial serves the following objectives:

- a. Protects, enhances, or perpetuates sites which represent or reflect elements of the City of Hudson's cultural, social, economic, political, and architectural history;
- b. Safeguards the City of Hudson's historic, geographic, cultural heritage;
- c. Fosters civic pride in the notable accomplishments of Hudson residents, or Hudson organizations/groups with longstanding tie to the community;
- d. Protects and enhances the City of Hudson's attractions to residents;
- e. Enhances the visual aesthetic character of Hudson.

2.2. Proponents of memorials will be responsible for all costs, planning and design requirement associated with the construction and placement of the memorial.

2.3 Memorials must be aesthetically complementary to the proposed surroundings. Memorials commemorating the death of private individuals (excluding domestic pets and animals) are permissible and should be related to the Hudson community.

2.4 Wording for memorials must be approved by the City before construction. Text should be brief and avoid the use of jargon or acronyms. Historical text should be well researched from a wide range of authoritative sources and be verified by a qualified historian. Acknowledgement of artists that have engaged in the design and construction of the project is to be included on the memorial in accordance with copyright law.

2.5 Applicants for Memorials in parks will work with the Park Department to choose memorials from a list of options and locations prioritized according to city plans. Applicants requesting a memorial outside of parks will work with the Plan Commission. Factors to consider regarding location include but are not limited to the subject of the memorial, the relevant theme of the park or location, and the City plans for the proposed location. The Common Council shall make the final decision after review and recommendations from the Park Board (if the memorial is proposed for a park) or the Plan Commission.

3. Ownership, Installation, Maintenance, & Removal of Memorials

3.1 Memorials shall be owned by the City, but installation, including costs, shall be the responsibility of the donor. Plans and specifications for installation must be approved by the City. The donor will be required to maintain liability insurance during the construction period of a memorial if applicable. Donated items that become damaged, vandalized, or can no longer be repaired will be removed. If the memorial is removed, the City will make best efforts to notify the donating party by letter.

3.2 Generally, memorials will be re-evaluated by the City of Hudson after ten (10) years to determine their enduring commemorative value.

3.3 Generally, it is expected that a memorial will be in place at the designated site for a period of at least ten (10) years from the time of installation, however, the City reserves the right to remove the memorial before ten years. Situations in which a memorial may be removed include, but are not limited to:

- A. The area in which the item is sited is to be redeveloped;
- B. Use of the area in which the items are sited changes significantly in character and the item is not deemed suitable for the site; or
- C. The structure or support of which the items is located is to be removed or permanently altered.

3.5 Generally the City shall maintain the memorial. However, in some situations the City and the donor may agree in writing to have the donor maintain the memorial. In those cases the donor will be responsible for the cost of maintenance. The City reserves the right to remove any memorial which is not maintained to the agreed level, interferes with normal maintenance, or is deemed as a safety or health risk. Costs will be borne by the memorial proponent.

3.4 The City of Hudson will consider requests to replace existing memorials that have been damaged or otherwise degraded. Replacements shall conform to current design specifications and guidelines.

4. Applications Procedures

4.1 Written applications for all memorials should be sent to:

City Administrator
City of Hudson
505 Third Street
Hudson, WI 54016

4.2 Proposals for memorials will be reviewed by:

- a. Hudson Park Board (if proposal involved City Park property)
- b. City of Hudson Plan Commission for recommendations on location
- c. City Attorney
- d. Common Council

4.3 Applicants for all memorials must contain the following information:

- a. If memorial location is in a park- check the list of choices on the application
- b. If memorial location is outside a park-, the type, size, and dimensions of memorial along with proposed location (include a site plan drawing and elevation drawing or perspective drawing from at least two directions)
- c. the text and diagrams of any plaque or engraving;
- d. a brief description of the significance or relatedness to the Hudson community of the person, group, organization, or event to be commemorated.

5.0 Policy Review

This policy replaces all previous policies, guidelines or approval procedures relating to the installing and maintaining memorials on city owned or controlled property in the City of Hudson. Existence of a memorial does not establish a precedent for future approvals. The City may revise the Policy as City Staff, Park Board, or Common Council deem necessary.

CITY OF HUDSON
MEMORIAL APPLICATION

Full Name:

Address:

City/State/Zip:

Phone Number:

Email Address:

Type of Memorial:

Size and Dimensions:

Proposed Location/ Park Name or Public Property Location (Include a map):

Information regarding the placement of memorial and the significance to the Hudson community of the person, group, organization, or event to be commemorated, and documentation of community support:

Will there be a plaque? If so, style of plaque, size, text for plaque:

Review Procedure

Hudson Park Board:

Date: _____

Hudson Plan Commission for recommendation on location:

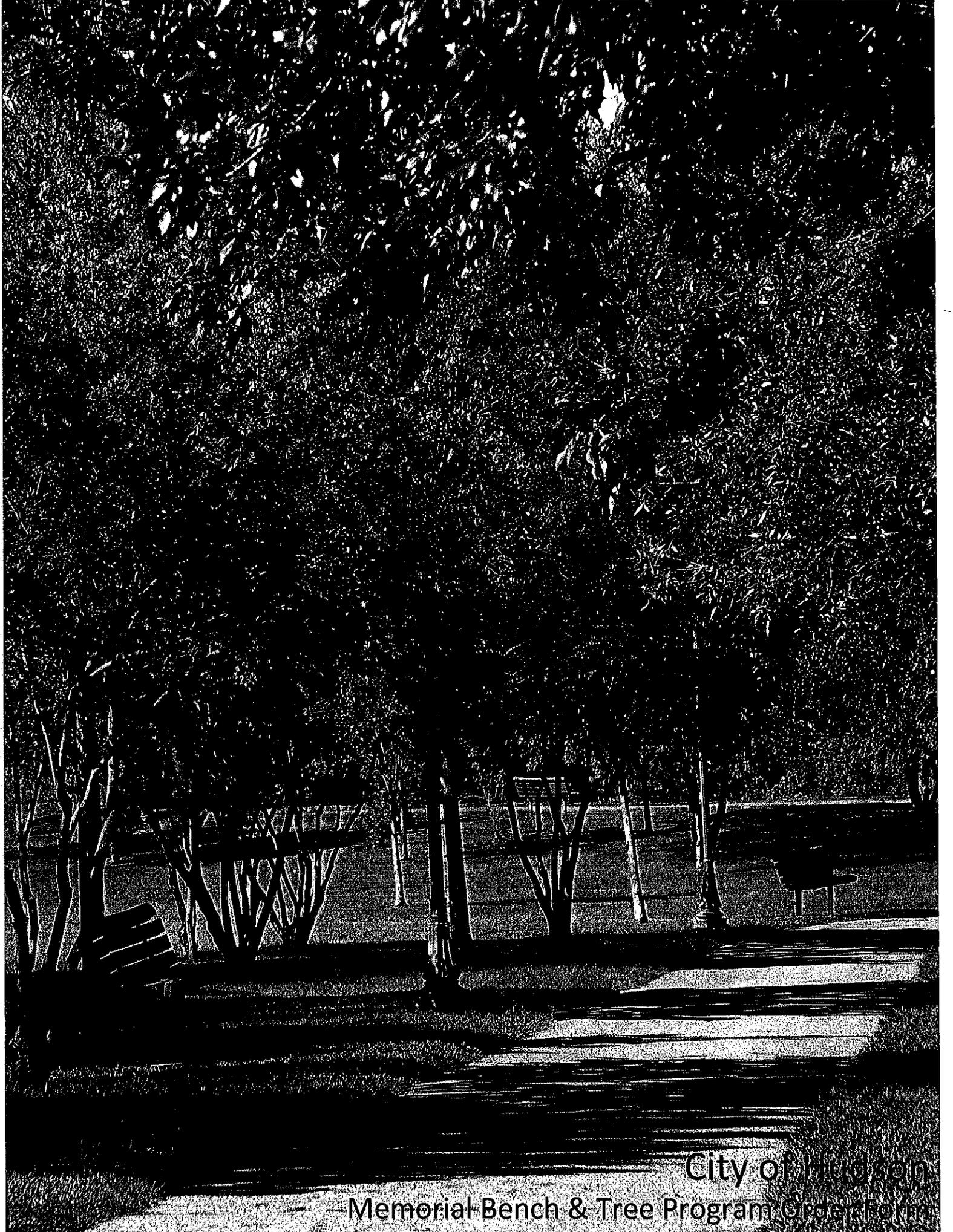
Date: _____

City Attorney:

Date: _____

Common Council (Final Approval):

Date: _____



City of Hudson
Memorial Bench & Tree Program Order Form

About the Program

Through the Memorial Bench and Tree Program, anyone can provide a unique dedication to honor a friend, relative, or member of an organization by placing a bench or tree in one of Hudson's parks or adjacent to a City trail.

The memorial gift is a valuable contribution to the park system to be used by many and enjoyed by all.

Bench installations will be done throughout the summer as requests are received.

Tree requests will be planted in the fall.

BENCHES

Six-foot memorial benches, similar to the one pictured, can be placed at the locations listed. Benches come with a custom-engraved 4"x6" metal plaque (see plaque detail section). Cost to donate a memorial bench is \$1,200.



Locations Available

Prospect Park	Anderson Park
Birkmose Park	Weitkamp Park
Lakefront Park	Along City Trails

**Staff will verify and approve requested placement.*

TREES

Memorial Trees can be planted in the following parks:

Birkmose Park	Anderson Park
Burton Park	Williams Park
Weitkamp Park	Webster Park
Grandview Park	Along City Trails



Trees must be ordered through the City of Hudson and will be planted at the desired site in the fall. Cost to donate a memorial tree is \$400.

Tree availability will vary depending on the species selected and time of year.

PLAQUE

A 4" x 6" metal plaque can be added to the bench or tree. The plaque holds up to four lines of text and approx. 30 characters per line.

Plaque will look like the photo below.

