

PARK BOARD MEETING OF THE CITY OF HUDSON, WISCONSIN

Tuesday, January 12, 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/85614100376?pwd=YVJjSytGMEhNMjJLYkpleUdJNUhYdz09>

Meeting ID: 856 1410 0376

Passcode: 371998

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 November 10, 2020 Park Board meeting minutes
3. New Business:
 - A. 2021 Grandview Park Concessions Agreement
 - B. Review 2020 Boat Launch detail
 - C. Review Park Dedication funds
 - D. Request to place a temporary sled holder/structure at the Vine Street Sledding hill – Emily Mandell, Hudson, WI
 - E. Approve the 2021 Park Board meeting schedule
4. Old Business:
 - A. Grandview & Burton Park ball field fee structure
5. Project Update
6. Communications and Items for Future Agendas
 - A. Memorial Policy
7. Adjournment

Pat Casanova, Chairman

Posted on the city website on January 5, 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
NOVEMBER 10, 2020

MEMBERS PRESENT via ZOOM Pat Casanova, Paul Deziel, Mike Kennedy, Karen Neset, Karen Stankevitz, and Dan Kennedy

ABSENT Dan Korum, Pam Brokaw

OTHERS PRESENT via ZOOM Michael Mroz, Christopher Mick, Matt Parent, Amanda Abraham

The meeting was called to order by Chairman Casanova at 5:00 p.m.

CONSIDERATION OF PARK BOARD MEETING MINUTES MOTION by Kennedy, second by Deziel to approve the October 6, 2020 Park Board meeting minutes. MOTION CARRIED.

APPROVE THE 2021 PARK USER FEES FRO RESERVING PAVILIONS AND THE BANDSHELL AT LAKEFRONT PARK & 2021 BOAT LAUNCH FEES Mroz stated the parks had one of the busiest years of reservations due to the pandemic CDC guidelines for social distancing. He is recommending the fees for reserving space remain the same for 2021.

Mroz stated the boat launch is expected to reach a record high for the 2020 season. He stated the fees will remain in line with the Wisconsin State Park entrance fees. Noted Wisconsin residents are \$8.00, and Out of State is \$12.00. He added that season passes will also continue to be available for \$80.00 for Wisconsin resident and \$120.00 for Out of State.

Deziel asked if the Grandview Park pavilion will be reserved in 2021. It was the consensus of the Board to review the space at a later date and determine if a fee should be implemented for Grandview Park pavilion.

MOTION by Deziel, second by Kennedy to approve the 2021 fees for reserving the park pavilions, bandshell and boat launch as presented. It was noted there is a fee for requests by non-profit organizations with proof of a 501C3 exemption certificate. MOTION CARRIED.

APPROVE THE 2021 BOAT LAUNCH FEES & POLICY REVISIONS Mroz stated the Mooring fees have remained at \$560 annually and is recommending no change for 2021. He is recommending changes to the policy that will allow the Public Works Director to issue a mooring spot to any vacant openings on a first come basis once the alternate list is exhausted.

MOTION by Deziel, second by Kennedy to recommend the 2021 Mooring fee remain at \$560 for the 2021 season and to change the language in the policy about filling the vacant mooring spots once the alternate list is exhausted. MOTION CARRIED.

SPRING 2021 SOLAR SYSTEM WALK – PRESENTATION BY CHRISTOPHER MICK, HUDSON LIBRARY Christopher Mick presented the slides for the proposed 2021 Solar System Walk that will include 10 solar system graphics, QR code, and a map. He stated the walk will begin at the Hudson Library, on the sidewalk, south to the area just before the Boat launch. It is anticipated the graphics would be installed and remain in place until July 31 weather permitting.

MOTION by Deziel, second by Kennedy to approve the Hudson Library's install of the 2021 Solar System Walk as presented. MOTION CARRIED.

CITY OF HUDSON PARK BOARD MEETING - ZOOM
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON WI
NOVEMBER 10, 2020

GRANDVIEW & BURTON PARK BALL FIELD FEE STRUCTURE Mroz presented a draft fee structure for users requesting fields at Grandview Park and Burton Park. He commented that the demand for use of the athletic fields has increased due to the pandemic and that an agreement with the organizations is much needed.

Mroz noted the draft fee structure was created based on other surrounding communities by prioritizing the schools and local nonprofit organizations. Further discussion continued whether seniority should be a higher priority for field use. The draft will be presented at the next meeting.

PROJECT UPDATE Mroz stated the electrical service is expected to be in place mid-December for the Grandview Park shelter. He stated the docks have been removed from Lakefront Park and that a summary of the year will be presented at the next meeting. Noted all park restrooms have been winterized and that portable restrooms will be in place a few of the parks.

Mroz stated a filming crew has been authorized to use Lakefront Park in the upcoming month to film a movie using the lights in the park.

MOTION by Deziel, second by Kennedy to adjourn the meeting. 5:55 p.m. MOTION CARRIED.

Submitted by,

Deb Andrews
Acting Secretary





Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
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www.ci.hudson.wi.us

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 6, 2021

SUBJECT: Approve the concessions agreement with the Hudson Boosters for the operation of concessions at Grandview Park

BACKGROUND:

Hudson Boosters submitted a request to operate concessions at Grandview Park for 2021. Attached is the Agreement for use of the concessions.

- The Agreement states the Concessionaire will pay to the City 6% of all gross revenues of all sales on a monthly basis. NOTE: The collection of concessions will be placed in a non-lapsing account designated for Grandview Park maintenance and improvements.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Recommend approval of the Hudson Boosters request to operate concessions at Grandview Park in 2021 per the terms of the Agreement.

2021 GRANDVIEW PARK CONCESSION AGREEMENT

This Concession Agreement entered into this ___ day of _____, between the City of Hudson with its offices at 505 Third Street, Hudson, Wisconsin 54016, herein designated "**CITY**," and Hudson Boosters Inc. a non-profit corporation, hereinafter designated "**CONCESSIONAIRE**." For and in consideration of the mutual covenants and conditions hereafter set forth, the City does hereby grant unto the Concessionaire the right and privilege to operate the concession stand building in Grandview Park for the 2020 concession year, upon the terms, conditions and covenants herein contained.

1. DESCRIPTION OF PREMISES. For purposes of this concession agreement, the concession stand to be occupied by the Concessionaire located at 1100 Carmichael Road, Hudson Wisconsin, and used for the purposes as provided for in this agreement is set forth on the building drawing attached hereto and incorporated herein by reference as Exhibit "A".

2. TERM. The term of this agreement shall be for the period commencing May 1, 2021 to October 31, 2021. In the event that the Concessionaire desires to extend this agreement for an additional term, the Concessionaire shall request such an extension on or before April 1, 2022. Thereafter, the parties shall negotiate the terms of any renewal agreement. The City may, but is not obligated to, grant an extension or renewal of this agreement. The Concessionaire shall not be delinquent in payment of any debt owed to the city, including personal property taxes or any other debt to the City. Any such delinquency shall be a breach of this agreement.

3. HOURS OF OPERATION. The concession stand may be open only during any scheduled games or tournaments at Grandview Park.

4. PAYMENT. For and in consideration of the privileges granted herein, the Concessionaire shall pay to the City 6 % of the gross revenues of all sales. The Concessionaire shall provide to the City a monthly financial sales report and payment within five (5) days after the end of the months of, June, July, August, September and October. Failure to provide monthly sales reports shall be considered a breach of the agreement and subject to termination as outlined in paragraph 26 of this agreement. A final payment and report shall be due on November 15, 2021. Payments under this paragraph shall be in addition to the user fees paid to the City by the Hudson Boosters for use of the Grandview Park facility. The City shall bill the Hudson Boosters separately for the user fees and any other services.

The City's share of concession revenues received under this section shall be placed in a non-lapsing account designated for Grandview Park maintenance and improvements.

5. SECURITY DEPOSIT. Prior to commencement of any sales, the Concessionaire shall deposit with the City the sum of \$250.00, to be held as a security deposit. The

Concessionaire shall be returned the security deposit providing there are no other charges due and owing from the Concessionaire to the City.

6. INDEMNIFICATION. The Concessionaire agree to indemnify and save harmless the City against any cause of action, claim, damage, costs or expense, including reasonable attorney fees, arising out of its management and operation of the concession stand or from any breach or default by the Concessionaire in the performance of this agreement or from any other negligence of the Concessionaire in its operation of the premises.

7. INSURANCE. The Concessionaire agrees that it will place and keep in effect during the terms of this agreement a comprehensive general liability policy covering the premises and providing insurance coverage with minimum limits of liability for bodily injury to one person in the amount of \$500,000.00 and bodily injury to any group of persons as a result of one accident in the amount of \$1,000,000.00. The Concessionaire agrees that the City shall be named as an additional insured on a primary and non-contributory basis and without cost or expense to the City. Concessionaire agrees that it will place and keep in effect during the term hereof a liability policy providing insurance coverage for damage to property in the amount of \$100,000.00.

All insurance requirements set forth in the preceding paragraph shall be placed with responsible insurance companies approved by the City, which approval shall not be unreasonably withheld, and authorized to do business in the State of Wisconsin and shall be in a form approved by the City. All such policies or certificates of insurance and related endorsements evidencing such coverage shall be deposited with the City and maintained during the term of this lease. Said insurance shall not be subject to cancellation except for thirty (30) days prior written notice to the City. ***The concession stand may not operate until city has been provided with certificate of insurance and related endorsements.***

8. UTILITIES. The City shall provide and pay for all electrical, water and sanitary sewer charges and expenses for the building.

9. NO PARTNERSHIP. Any intention to create a joint venture, partnership or agency relationship between the City and Concessionaire is hereby expressly disclaimed.

10. INDEPENDENT CONTRACTOR. The status of the Concessionaires is that of independent contractors. The Concessionaires further agree that Concessionaires shall not:

- A. Create any lien or security interest on any property owned by the City.
- B. Make any agreement or bill any work, product or services to the City.

C. Represent Concessionaire as a representative, agent or employee of the City.

11. WORKER COMPENSATION INSURANCE. If required by Wisconsin law, the Concessionaire shall provide Worker Compensation insurance for its employees or members exercising employee functions under the terms of this agreement and if wages are provided such individuals. Concessionaire shall comply with all federal and state rules regarding social security and withholding of income taxes.

12. NONDISCRIMINATION. The Concessionaire agree not to discriminate against any employee, applicant for employment, or patron because of age, race, religion, color, disability, sex, physical condition, developmental disability, sexual orientation, conviction record, national origin, or any other basis prohibited by state or federal law.

13. PERSONAL PROPERTY. The Concessionaire shall furnish all personal property necessary for the operation of the concession-stand. The Concessionaire may remove this property at any time during the lease, and upon termination of the lease within a reasonable time as required by the City. The Concessionaire shall not at any time remove any fixture or property of the City. Any personal property or other fixture installed by the Concessionaire on the premises which the City determines cannot be removed without damage to the premises shall not be removed and shall become the property of the City at no cost to the City. The Concessionaire shall notify the City ten (10) days prior to any such planned removal. All sink, window fixtures, receptacles, lights or other attached fixtures installed by the City shall remain on the premises.

14. CLEANING AND MAINTENANCE. The Concessionaire shall be responsible for the cleaning of the concession stand building including the concession area and storage area. The following items would be included in this section:

- A. The concession area shall be cleaned and sanitized by the Concessionaire when sales have stopped and prior to leaving for the day such that they are cleaned and sanitized for the next day's usage. Tasks included in this item, but not limited to, cleaning and rinsing of floors, sanitizing of counters, and floor sweeping.
- B. The building interior and immediate area around the concession building shall be kept free of refuse and litter by the Concessionaire. This includes refuse and litter in dugout or player areas. Concessionaire will also be responsible for emptying trash receptacles in this area each day after activity is complete and placing bags in dumpsters within park boundaries. All refuse will be bagged. City will provide refuse receptacles and recycling receptacles. In the event refuse and litter is not picked up, trash receptacles not emptied, and/or recycling receptacles not emptied, and/or not transported to the parks dumpsters the Concessionaire shall be billed for the cleanup work at the

City's of Hudson's annual service charge rates. Payment for cleanup work shall be paid within 14 days of billing. Failure to pay such billings will constitute a breach of the agreement and remedies will be sought as outlined in paragraph 26.

C. The City shall supply the following items and services for maintenance of the concession stand and building restrooms:

1. Hand soap dispensers, soap, towels, toilet paper, urinal blocks and all other restroom facility supplies
2. Light bulbs for building/restroom lights
3. Mop, pail, bucket for floor cleaning

D. At the end of Concessionaire's activity each day, the Concessionaire shall be responsible for locking and securing the park building. The rest rooms shall be opened daily by City staff for daily park activities.

15. SIGNAGE AND ADVERTISING. The erection of signs and advertising or display material will be prohibited on the building exterior or park grounds unless approved by the City. All signs, advertising, and display materials shall be restricted to the interior of the concession stand.

16. ALTERATIONS. The Concessionaire shall not make any alterations, improvements, additions or changes to the premises without the express written consent of the City. Repairs to City owned items in the concession stand area shall be done by the City within a reasonable period of time.

17. GRANDVIEW PARK COMPLEX. The development, management, and administration of Grandview Park shall remain exclusively under the jurisdiction of the City, and the Concessionaire shall manage only the premises designated for the concession stand, and operation of league play and tournaments occurring at Grandview Park.

18. RIGHT OF ENTRY. The City shall have the right to enter the premises at any reasonable time, upon reasonable notice, and for the purpose of inspection or making repairs or improvements, which the City deems necessary.

In the event of emergency, the City may order the closing of the concession stand on a temporary basis.

19. USE BY OTHERS. The City retains the right to allow other tournaments by other than the Hudson Boosters if the facility is available. The Concessionaire shall cooperate with the City on the operation of the concession stand and building for these events.

20. DESTRUCTION OF PREMISES. In the event that Grandview Park, or a part thereof, is damaged or destroyed by fire, wind, flood, or other unavoidable casualty so as to render it wholly unfit for operation, this agreement shall terminate; and the City shall refund any prepaid fees paid hereunder. The City shall not have any obligation to replace, restore, rebuild, or substantially repair the damaged premises.

21. NO WASTE OR NUISANCE. The Concessionaire shall not cause or allow any waste or nuisance upon the premises. No refuse shall be left in the building overnight. The Concessionaire shall not permit any disorderly conduct or behavior in the immediate area of the concession stand or playing fields. Any radio, stereo, or public address system played in the concession stand or playing field area shall be at a reasonable level of volume. The City may order the use of any of these devices to be discontinued if it creates a nuisance for the surrounding area.

The Concessionaire shall maintain all properties that are subject to this agreement in their present condition; ordinary wear and tear excepted and shall maintain high standards of cleanliness and sanitation. Garbage must be placed in specific receptacles and shall not be allowed to collect in the facility.

The City and Concessionaire encourage recycling of refuse materials. All recyclable materials generated by concession stand operations shall be properly sorted and deposited in the recycling dumpster which shall be located on park grounds. Park visitors and users will be encouraged to recycle through signage and placement of labeled refuse containers for recyclable materials. The Concessionaire has first right to recyclable materials provided they are removed from park premises on a daily basis. The City will furnish a minimum of two (2) containers for aluminum cans at the concession stand.

22. FIRE EXTINGUISHER. The City shall provide one (1) fire extinguisher for the premises, which will be located in the concession area. The extinguisher will remain the property of the City, and all service work and refilling of the extinguisher shall be done by the City, unless the extinguisher is used in an improper manner by the Concessionaire or person involved in Hudson Boosters activities.

23. CONCESSION SALES.

A. The following items MAY NOT be sold by the Concessionaire:

1. Any type of fireworks
 2. Any other item dangerous, offensive, or inappropriate to a proper and safe park environment
 3. Any food items which require the use and installation of an overhead exhaust fan system.
 4. Alcohol Beverages.
- B. All other food and concession items shall be allowed.
- C. A list of items and purchase prices shall be submitted to the City Parks Department for approval before the start of operation. Prices shall be similar to those charged at other retail establishments in the area.

24. PLAYING FIELD AND PARK MAINTENANCE RESPONSIBILITIES:

- A. The City shall:
1. Cut the grass, provide weed control and trimming.
 2. Fertilize the outfields at a minimum of two (2) times per year and roll them one (1) time.
 3. Water the grass when necessary.
 4. Provide and apply infield dirt when necessary.
- B. The Concessionaires shall:
1. Remove refuse from dugouts (player areas) and infields after Concessionaires activity.

It is the intention of the Concessionaire and Hudson Parks Department that a cooperative attitude exists between the parties with the common goal of providing an aesthetic and well maintained facility.

25. SIGNAGE. All regulatory signage will be provided and placed by the City. Banners and other signs announcing tournament registration and information must be in compliance with the City Sign Ordinance shall be allowed on the property.

26. REMEDIES OF CITY. In the event during the term of this agreement:

- A. The Concessionaire has failed to pay a fee installment, with such breach having continued after five (5) day written notice, or,
- B. Concessionaire has failed to comply with any other provision of this agreement and shall not have cured such failure within five (5) days after City, by written notice, has informed Concessionaires of such non-compliance; or,
- C. Concessionaire ceases to conduct its normal business operations in the concession area or has vacated or abandoned the premises; or,
- D. Concessionaire does or permits to be done anything which creates a lien upon the premises of the City.
- E. Violates any provision of the Hudson Municipal Code or Chapter 125 of Wisconsin Statutes.
- F. Fails to provide monthly sales reports, as outlined in paragraph 4, shall be considered a breach, with the agreement being subject to cancellation.

The City, upon five (5) days written notice to Concessionaire, may elect to cancel and terminate this agreement. The Concessionaire shall forfeit Concessionaires' security deposit and the City may re-enter into possession and may operate the concession stand itself or enter a new agreement with another party for the remainder of the term.

No right or remedy herein conferred upon or reserved to the City is intended to be exclusive of any other right or remedy given herein or now or hereafter existing at law or in equity or by statute.

27. PARK BOARD. The Concessionaire shall meet with the Park Board to discuss the concession stand operation and this agreement on an annual basis.

28. SURRENDER. Within one (1) week of the end of operations herein defined, the Concessionaire shall peaceably surrender the premises and shall remove all of Concessionaire's property; and the City shall conduct a final inspection and shall provide Concessionaire with a written report for any deductions from the security deposit and the balance thereof shall be returned to the Concessionaire with such written report.

29. AMENDMENTS. Any amendment to this agreement shall be in writing and shall be signed by both parties.

IN WITNESS THEREOF, the said parties have executed this agreement this
__ day of _____, 2021.

CITY OF HUDSON

Richard O'Connor, Mayor

**CONCESSIONAIRE/REPRESENTATIVE
Hudson Boosters**

Name- Contact Person - Signature

Printed Name of Contact Person

Phone Number

Email Address

Signatures authenticated this ____ day of _____, 2021

CONCESSIONAIRE/REPRESENTATIVE – CONTACT INFORMATION

1. CONTACT PERSON NAME/PHONE

2. CONTACT PERSON NAME/PHONE

2020

Detail Boat Launch

DATES - TKTS	WI RES		OUT OF STATE		QTY	COLLECT	DEPOSIT
	QTY	COLLECT	No	Dollars			
4/26/2020 - 5/12/2020	42	\$ 324.00	159	\$ 1,916.00	201	\$ 2,240.00	
4/26/2020 - 5/12/2020	43	\$ 337.25	154	\$ 1,848.10	197	\$ 2,185.35	\$ 4,425.35
5/14/2020 -5/26/2020	52	\$ 426.00	95	\$ 1,145.00	147	\$ 1,571.00	\$ 5,996.35
4/27/2020 - 5/15/2020	43	\$ 351.00	51	\$ 629.00	94	\$ 980.00	\$ 6,976.35
5/20/2020 - 5/25/2020	38	\$ 320.00	40	\$ 514.00	78	\$ 834.00	\$ 7,810.35
5/20/2020 - 5/25/2020	59	\$ 487.00	74	\$ 903.00	133	\$ 1,390.00	\$ 9,200.35
5/26/2020 - 6/1/2020	64	\$ 512.00	182	\$ 2,186.25	246	\$ 2,698.25	\$ 11,898.60
6/4/2020 - 6/17/2020	87	\$ 667.00	194	\$ 2,329.00	281	\$ 2,996.00	\$ 14,894.60
5/1/2020 - 6/17/2020	228	\$ 1,785.97	456	\$ 5,473.30	684	\$ 7,259.27	\$ 22,153.87
6/17/2020 - 6/23/2020	105	\$ 825.57	174	\$ 2,096.00	279	\$ 2,921.57	\$ 25,075.44
6/24/2020 - 8/25/2020	1654	\$ 20,263.92	801	\$ 6,411.70	2455	\$ 26,675.62	\$ 51,751.06
Aug & Sept 2020	179	\$ 2,180.89	84	\$ 676.00	263	\$ 2,856.89	\$ 54,607.95
8-27 TO 9-19	83	\$ 664.00	108	\$ 1,303.71	191	\$ 1,967.71	\$ 56,575.66
10-8 TO 10-18	68	\$ 816.00	42	\$ 511.00	110	\$ 1,327.00	\$ 57,902.66
9-20 TO 11-10	130	\$ 1,040.00	115	\$ 1,551.00	245	\$ 2,591.00	\$ 60,493.66
9-17 TO 9-27	163	\$ 1,304.00	154	\$ 1,944.00	317	\$ 3,248.00	\$ 63,741.66
10-9 TO 10-18	42	\$ 336.00	46	\$ 516.00	88	\$ 852.00	\$ 64,593.66
10-6 TO 10-18	33	\$ 264.00	44	\$ 531.00	77	\$ 795.00	\$ 65,388.66
9-2020 TO 11-2020	7	\$ 58.00	13	\$ 156.00	20	\$ 214.00	\$ 65,602.66
9-2020 TO 11-2020	28	\$ 226.00	0	\$ -	28	\$ 226.00	\$ 65,828.66
9-2020 TO 11-2020	0	\$ -	43	\$ 516.00	43	\$ 516.00	\$ 66,344.66
10-Oct	2	\$ 20.00	1	\$ 12.00	3	\$ 32.00	\$ 66,376.66
	3150		3030				



Michael Mroz
Public Works & Parks Director
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TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 6, 2021

SUBJECT: Review the Parkland Dedication Funds

BACKGROUND:

Staff will present the Parkland Dedication Funds to the Park Board. The number are compiled through November 2020.

PARK DEDICATION FEES - FUND 280

Account	Description	Reserved Total	280.11331	280.11332	280.11333	280.11334	280.11336		280.11338	
			Park Trust A North 94	Park Trust B South 94	Grandview Improvement	Anderson Park	Dog Park	General Donations	Boat Mooring	Lakefront Concessions
Revenues										
	Collections	84,332.83	61,959.00	11,895.00			104.27	10,115.00		259.56
	Concession Revenue	-								
	Market Adjustment	-								
		84,332.83	61,959.00	11,895.00	-	-	104.27	10,115.00		259.56
Total Funds Available										
		756,994.68	219,203.40	450,304.18	1,835.91	(0.00)	47.64	2,453.88	77,992.42	5,157.25
Expenditures										
2019 Activity Paid 2020										
2020 Activity										
280.25.55450.215	Engineering Services	(1,771.20)	(1,771.20)							
280.25.55450.299	Other Contractual Services	(154,134.00)	(154,134.00)							
280.25.55470.399	Activity Supplies	(1,610.91)			(1,610.91)					
280.25.55490.399	Mooring Decals	(226.06)						(226.06)		
280.25.55490.829	Mooring Bouys	(1,029.25)						(1,029.25)		
		-								
Total Funds Expended										
		(158,771.42)	(155,905.20)	-	(1,610.91)	-	-	-	(1,255.31)	-
Encumbered but not expended										
Balance 12/31/2020										
		598,223.26	63,298.20	450,304.18	225.00	(0.00)	47.64	2,453.88	76,737.11	5,157.25
			*Balance Committed to Grandview Park Facility		*Balance Committed to Grandview Park Ball Field upgrades					



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Deb Andrews
Executive Assistant
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715-381-4599

TO: Park Board

FROM: Michael Mroz, Director of Parks

DATE: January 6, 2021

SUBJECT: 2021 PARK BOARD MEETING SCHEDULE

The following dates are scheduled for the 2021 Park Board Committee meetings.
All meetings will begin at 5:00 p.m. unless noted on the agenda:

Tuesday, February 2, 2021

Tuesday, March 2, 2021

Tuesday, April 13, 2021

Tuesday, May 4, 2021

Tuesday, June 1, 2021

Tuesday, July 13, 2021

Tuesday, August 3, 2021

Tuesday, September 14, 2021

Tuesday, October 5, 2021

Tuesday, November 2, 2021

Tuesday, December 7, 2021



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

TO: Park Board

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 5, 2021

SUBJECT: Discussion and possible action on the Grandview & Burton Park Athletic Field User Documents.

BACKGROUND:

At the October Park Board meeting, staff was directed to develop athletic field user documents to be more consistent with the Hudson School District. This was in response to an increased demand for Hudson's athletic facilities this summer due to COVID-19 that exposed some shortcomings that need to be corrected prior to the 2021 season.

The City has relied on verbal and handshake agreements with area organizations and who gets priority for field time. Because there are so many youth sports organizations out there the City needs to develop a fee structure that coincides with an organization's affiliations.

Staff presented the draft to the Park Board in November and based upon the feedback received some modifications were made to the document, which staff will present to the Park Board for further discussion.

RECOMMENDATION:

Review and discuss the Grandview & Burton Park Athletic Field User Documents.

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
Grandview per field	\$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	\$2.00/hr	\$5.00/hr	\$10.00/hr
Grandview Lights per field	\$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
Burton Per Field	\$5.00/hr	\$5.00/hr	\$5.00/hr	\$5.00/hr	\$10.00/hr	\$15.00/hr
Burton Field Marking per Field	\$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.**

Priority Classes

Highest priority is 1, lowest priority is 6.

Priority 1

Hudson Adult Softball Association

Priority 2

Hudson Boosters

Priority 3

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

Priority 4

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

Priority 5

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

Priority 6

For-profit or commercial groups or organizations.

Priority Class Required Documentation

Priority 1 Required Documentation

- 1) Credentials demonstrating affiliation with the Hudson Adult Softball Association.

Priority 2 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 3 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 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) 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.

Policies

Field Allocation Process:

- 1.) The allocation of fields will follow the guidelines of this document. Once allocations are determined by the Department, they will not be changed during the season, except for rescheduling due to weather.
- 2.) Field request are to be submitted by March 1.
- 3.) **NO ONE TEAM MAY RESERVE A FIELD TIME MORE THAN THREE DAYS/WEEK**
- 4.) If two or more organizations in the same priority level submit competing applications, allocations will be done by lottery.
- 5.) Following the submission deadline, the 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.**
- 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.



City of Hudson Department of Public Works
505 3rd St • Hudson, WI 54016 • Phone (715)-381-4599
www.hudsonwi.gov

FIELD USE APPLICATION

Name of sponsoring agency/group: _____

Priority 1 Priority 2 Priority 3 Priority 4 Priority 5 Priority 6

Contact person: _____

Address: _____ City: _____ Zip: _____

Work #: _____ Cell #: _____

Email address: _____

Requested Field (Indicate facility and number of fields)

Field Location	Field #	Date(s)	Start Time(s)	End Time(s)

***If necessary, attached a separate calendar with all requested dates.**

Please check all that apply (please note: there is an associated fee for these items)

Field Prep

Base Length: _____ Pitching Mound: _____

Field Lighting (Grandview Only)

Scoreboards (Grandview Only)

* I have received a copy of Hudson’s Athletic Fee Schedule and shall comply with all requirements they contain. I shall exercise the utmost care in the use of the facility and will take responsibility for any and all damage that may occur from use of the premises.

Signature _____ **Date** _____

HUDSON BOOSTERS, INC.

P.O. Box 354
Hudson, WI 54016



The Hudson Boosters has been an integral part of the Hudson community since 1954. The Hudson Boosters provides organized youth sports for the Hudson community in Baseball, Softball and Football. The area of responsibility is roughly equal to the Hudson School District spanning several jurisdictions. In addition to providing organized youth sports, the Hudson Booster organization is involved in other community events such as the 4th of July Booster Days event.

Hudson Boosters is a federally registered 501-(c)3 non-profit organization. Verification of this status can be made thru <https://501c3lookup.org/state/WI>. Upon request, a federal IRS form 990 can be provided.

From 2017-2019, the Hudson Boosters has had a total of 3,981 youth registrations in its youth programs. The approximate breakdown is:

Jurisdiction	Number of Registrations	Percentage
City of Hudson:	1,328	33.35%
Town of Hudson:	1,360	34.15%
North Hudson:	398	10.01%
Troy	385	9.66%
St. Joes	289	7.25%
Houlton	112	2.82%
Other	110	2.76%
Total	3,981	100.00%

As part of promoting and supporting the youth sports program, the Hudson Boosters has made several donations toward field improvements. The following donations and improvements have been paid for by hosting games and tournament at Grandview and using the proceeds to improve the playing fields. In recent years these donations and improvements have included the following to the City of Hudson:

Jurisdiction	Year	Item	Cost
City of Hudson	2016	Batting Cage at Grandview	\$5,876.52
City of Hudson	2019	Infield Diamond Dirt Grandview	\$1,482.25
City of Hudson	2020	Infield Renovation Cost Share Grandview	\$2,395.18
City of Hudson	2020	Four Scoreboards and Installation Grandview	\$35,812.38
		Total	\$45,566.33

The Hudson Boosters commitment to supporting the Hudson community thru organized youth sports and other community events is unsurpassed by any other local organization. The Hudson Boosters has enjoyed the close working relationship with the City of Hudson and looks forward to continuing the relationship well into the future.

David M. O'Brien
Hudson Booster Board
Member At Large

“For the Betterment of Hudson Youth”