

Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net
Website: www.mounthorebwi.info

PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JANUARY 27, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the November 25, 2008 meeting.
- 3) Consider Viking Park scheduling conflict.
- 4) Consider Contract Amendment with Mike McCoy of McCoy Productions for the creation of construction documents for shelter at Sunrise Park.
- 5) Consider increase of Recreation Department non-resident fee from \$5.00 to \$10.00.
- 6) Consider increase of Recreation Department program fees.
- 7) Consider rental of Recreation Department play equipment.
- 8) Recreation Director's report.
- 9) Parks and Urban Forestry Director's report.
- 10) Set next meeting date and time.
- 11) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

January 27, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Mark Webber, Dave Hoffman, and Tom Shay present. Also present were Village Administrator Larry Bierke, Parks and Urban Forestry Director Jeff Gorman, and Park and Recreation Director Jill Dudley.

MINUTES: McDonough-Sutter moved, Shay seconded, to approve the minutes of November 25, 2008 meeting. Motion carried.

VIKING PARK: Chair Hofstetter updated the Commission on the concerns arising regarding the summer scheduling of Viking Park. The Commission decided to research, review, and then propose a "School Use Agreement" to the Mount Horeb Area School District. After an agreement has been drafted, a face-to-face meeting would be scheduled to propose the agreement to the School Board. The Commission also requested Bierke send them a full packet of the documented history for them to review.

McCOY PRODUCTIONS CONTRACT: Motion to approve a contract amendment for \$19,500 of Parkland Development Funds to engage McCoy Productions for the creation of construction documents for a shelter at Sunrise Park.

NON-RESIDENT FEES: Dudley asked if non-resident fees could be increased from \$5 to \$10 to better reflect increased costs of operation of the department. It was discussed that non-resident fees apply to park users who live outside of the school district. There were several questions why users outside of the Village are charged the same fees as those within the Village. Hofstetter explained that the Rec. Department uses many school facilities at no charge. If the school district should change their policy and begin charging the Village for use of facilities, it would then make sense for the Village to consider changing the definition of non-resident to reflect the change in facility funding. Shay moved, Webber seconded to increase non-resident fees to \$10.00. Motion carried.

PROGRAM FEES: The Commission was asked to consider an increase in Recreation Department program fees. Hoffman moved, Webber seconded to increase Volleyball, T-Ball & Coach Pitch, Intermediate Baseball and Softball, and Tennis Lessons fees by five dollars each. Motion carried.

RENTAL OF BOUNCY HOUSE: Dudley brought forward a proposal to rent out the Recreation Department's Bouncy House. The Commission expressed concerns about time used to organize a rental program and the dangers of unsupervised rentals that

could result in too many children using the facility at once, and the likelihood of the inflatable getting a hole in it. Dudley will follow up with more research and take the rental out of the recreation guide until a decision is reached.

RECREATION DIRECTOR REPORT: Dudley mentioned she wanted to discuss independent swim lessons at the February meeting, and that the recreation guide will go to the printer this week.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman had nothing to report at this time.

The next meeting will be on February 24th at 5:30pm.

McDonough-Sutter moved, Shay seconded to adjourn at 6:40pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator

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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, FEBRUARY 24, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the January 27, 2008 meeting.
- 3) Consider Viking Park scheduling conflict.
- 4) Consider swimming pool drain compliance contract proposal.
- 5) Consider rental of Recreation Department inflatable bouncy house.
- 6) Consider independent swim lessons.
- 7) Recreation Director's report.
- 8) Parks and Urban Forestry Director's report.
- 9) Set next meeting date and time.
- 10) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

February 24, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Mark Webber, Dave Hoffman, Steve Haroldson, and Tom Shay present. Also present were Village Administrator Larry Bierke, and Park and Recreation Director Jill Dudley.

MINUTES: McDonough-Sutter moved, Shay seconded, to approve the minutes of January 27, 2009 meeting. Motion carried.

VIKING PARK: Bierke updated the Commission and went through the materials included in commission member's packets. Hofstetter went over a school use policy that he had found in his documents that further suggested that the Village had priority over recreational teams and leagues when reserving school managed facilities. Dudley will inquire for a copy of the current school policy for comparison.

The Commission decided to wait until their next meeting to determine what action should be taken. Bierke said that he would have a copy of the DNR document sent to the school district by the next meeting.

SWIMMING POOL DRAIN COMPLAINT: Bierke went over the bid document included in Commission packets. There is a new law that requires changes to the way our swimming pool drains. Shay moved, Webber seconded to approve a contract with Ramaker and up to \$5,100 for engineering services to get issue taken care of. Motion carried.

BOUNCY HOUSE: Dudley asked if the proposed policy would be sufficient to rent out the Village's Bouncy House. The Commission asked that the deposit be changed to \$100 and that the Village's insurance company approve the waiver. Haroldson moved, Hoffman seconded to approve the rental policy for the Bouncy House. Motion carried.

INDEPENDENT SWIM LESSONS: Dudley presented a proposal for the Village to provide one on one swimming lessons. Hoffman moved, McDonough seconded to authorize Dudley to start offering independent swim lessons. Motion carried.

RECREATION DIRECTOR REPORT: Dudley noted that she wanted to do background checks on department volunteers. Webber moved, Haroldson seconded to approve the background checks as a Village policy. Motion carried.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman was not present and had nothing to report at this time.

The next meeting will be on March 25th at 5:30pm.

Hoffman moved, Shay seconded to adjourn at 6:40pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator

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PARKS, RECREATION, AND FORESTRY COMMISSION WEDNESDAY, MARCH 25, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the February 24, 2009 meeting.
- 3) Consider Viking Park scheduling conflict.
- 4) Update on Park Development Fund.
- 5) Consider park development needs and funding options.
- 6) Update on Sunrise Park shelter plans.
- 7) Recreation Director's report.
- 8) Parks and Urban Forestry Director's report.
- 9) Set next meeting date and time.
- 10) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

March 25, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Mark Webber (left at 6:30 pm), Dave Hoffman, Steve Haroldson, and Tom Shay present. Also present were Village Administrator Larry Bierke, and Park and Forestry Director Jeff Gorman.

MINUTES: McDonough-Sutter moved, Webber seconded, to approve the minutes of February 24, 2009 meeting. Motion carried.

VIKING PARK: The Commission reviewed the school district's policy that was included in their packets. It was decided that Dudley should meet with Grady and discuss concerns about how the policy is not being followed.

PARK DEVELOPMENT FUND: Gorman went over his memo on the fund balance for the Park Development Fund.

PARK DEVELOPMENT NEEDS & FUNDING: Gorman went over his list of five park capital needs for 2009. Webber will check with the Frolic to inquire about possible funding for the park improvements. Gorman will put together a plan for a kid's component to be added to the Frolic Sunrise Park and get it to Webber.

McDonough-Sutter moved, Haroldson seconded to install concrete slabs at Sunrise Park and sidewalks at the Aquatic Center out of the available Park Development Fund. Motion carried.

SUNRISE PARK SHELTER PLANS: The Commission discussed the architecture and the budget for the park shelter. There was also discussion about the environmentally friendly aspects of the shelter.

RECREATION DIRECTOR REPORT: Dudley was not present.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman went over his written report.

The next meeting will be on April 28th at 6:30pm.

Shay moved, McDonough-Sutter seconded to adjourn at 6:54pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator

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PARKS, RECREATION, AND FORESTRY COMMISSION WEDNESDAY, JUNE 17, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the March 25, 2009 meeting.
- 3) Election of Chairperson.
- 4) Consider report from Ramaker and Associates regarding VGBA Drain Compliance at the swimming pool.
- 5) Consider proposal from Badger Swimpools for pool renovation/VGBA compliance.
- 6) Consider background check guidelines for Recreation Volunteers.
- 7) Discussion on MHASD and Village co-op projects.
- 8) Consider request for private use of pool.
- 9) Recreation Director's report.
- 10) Parks and Urban Forestry Director's report.
- 11) Set next meeting date and time.
- 12) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

JUNE 17, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:31pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Mark Webber, and Tom Shay present. Also present were Village Administrator Larry Bierke, Park and Recreation Director Jill Dudley, and Park and Forestry Director Jeff Gorman.

MINUTES: Webber moved, McDonough-Sutter seconded, to approve the minutes of March 25, 2009 meeting. Motion carried.

ELECTION OF CHAIRPERSON: Webber moved, Shay seconded to elect Hofstetter as Chairperson. Motion carried.

RAMAKER AND ASSOCIATES REPORT ON SWIMMING POOL VGBA DRAIN COMPLIANCE: Gorman went over the report with the Commission. The Big Pool needs new grates. The Wading Pool has three drains that need to be replaced with **one drain and the 2" surface skimmers need to have their pipes plugged**. The Plunge Pool needs to have the water slide pipe moved and connected to the surge tank.

VGBA DRAIN CONTRACT: The Village received a bid from Badger for \$15,315 and we are awaiting a bid from Newman Pools. Webber moved, McDough-Sutter seconded to recommend the Parks Director accept the low bid for replacing the park drains to expedite a fall construction schedule. Motion carried.

VOLUNTEER BACKGROUND CHECKS: Bierke and Dudley went over with the Commission the legal opinion that was provided by the Village Attorney. Dudley will do background checks and decide the relevance of an applicants history as it relates to **the volunteer/employee's position**. **The Police Department should be used as a resource as needed.**

MOUNT HOREB AREA SCHOOL DISTRICT: The Commission discussed the relationship between the school district and the Park and Recreation Department. The Commission recognized that the Village Board was interested in making a payment to the school district for recreational spaces used, however the Commission decided not to act on the issue until a formal directive or motion was made by the Village Board.

REQUEST FOR PRIVATE TRAINING USE OF THE POOL: Bierke went over a request from a resident that wanted to use the swimming pool to train for the Olympics. The Commission decided that the swimmer would need to have a Village lifeguard present and would only be able to use the swimming pool before 6 AM or after 10 pm.

RECREATION DIRECTOR REPORT: Dudley reported that swimming pool passes were up this year and so are program participants. Bierke went over 2009 budget concerns as discussed by the Committee of the Whole.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman went over his written report. He also discussed the building plans for Sunrise Park Shelter.

The next meeting will be on August 25th at 5:30pm.

Webber moved, McDonough-Sutter seconded to adjourn at 7:20pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator

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PARKS, RECREATION, AND FORESTRY COMMISSION SEPTEMBER 22, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the June 17, 2009 meeting.
- 3) Consider Gator Swim Team storage shed proposal.
- 4) Consider agreement with MHASD regarding Viking Park.
- 5) 2009 Aquatic Center report.
- 6) Recreation Director's report.
- 7) Consider reservation guidelines for Skate Park.
- 8) Review concept plans for Sunrise Park playground with Bob Szalkowski.
- 9) Review plans for Sunrise Park shelter with Michael McCoy of McCoy Productions.
- 10) Parks and Urban Forestry Director's report.
- 11) Set next meeting date and time.
- 12) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

SEPTEMBER 22, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Mark Webber, Dave Hoffman, and Steve Haroldson present. Also present were Village Administrator Larry Bierke, Park and Recreation Director Jill Dudley, and Park and Forestry Director Jeff Gorman.

MINUTES: McDonough-Sutter moved, Webber seconded, to approve the minutes of June 17, 2009 meeting. Motion carried.

GATOR SWIM TEAM STORAGE SHED: Mary Seidl from the Gator Swim Team was present to explain the Teams need for a 10x12 Storage Shed. Hoffman moved, Webber seconded to approve the construction of a 10x12 storage shed at Boecks Park conditioned upon the design and location approval from the Village Park and Forestry Director. Motion carried.

AGREEMENT WITH MOUNT HOREB AREA SCHOOL DISTRICT: Hoffman moved, Haroldson seconded to approve the proposed agreement as amended. Motion carried.

2009 AQUATIC CENTER REPORT: Dudley went over the report and discussed equipment needs and changes that are planned with the Commission. The Commission also discussed raising aquatic fees.

RECREATION DIRECTOR REPORT: Dudley reported that the Mount Horeb Summer Frolic gave the Recreation Department \$1,000 for two new basketball hoops and backboards. The PAR 3 meeting in Fort Atkinson provided an opportunity to review the impressive quality of parks in Fort Atkinson. Skibba will be starting a CSI Mount Horeb event where children are given clues to a make believe crime.

SKATEPARK RESERVATIONS: Bierke noted that he had a request to reserve the Skate Park for a private party and wanted to get feedback from the Commission on their level of interest in allowing reservations. The Commission discussed and decided against allowing anyone to reserve the skate park.

The Commission Chair skipped to number 9 on the agenda.

REVIEW PLANS FOR SUNRISE PARK SHELTER: The Commission listened to Michael McCoy of McCoy Productions review the building plans for the proposed park shelter. Mr. McCoy went over the costs and energy efficiency aspects of the proposal.

SUNRISE PARK PLAYGROUND: Gorman and Bob Szalkowski went over the playground plan for Sunrise Park.

Hoffman left at 7:06 pm.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman went over his written report, noting that the Frolic donated \$3,980 for a set of 5-row bleachers.

The next meeting will be on October 27th at 5:30pm.

McDonough-Sutter moved, Haroldson seconded to adjourn at 7:14pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator

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PARKS, RECREATION, AND FORESTRY COMMISSION OCTOBER 27, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Review minutes of the September 22, 2009 meeting.
- 3) Discuss joint Village Board/MHASD Board of Education meeting regarding the Recreation Department.
- 4) Budget update.
- 5) Recreation Director's report.
- 6) Parks and Urban Forestry Director's report.
- 7) Set next meeting date and time.
- 8) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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PARKS, RECREATION AND FORESTRY COMMISSION

OCTOBER 27, 2009

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Duane Hofstetter called the meeting to order with members Mary McDonough-Sutter, Tom Shay, and Steve Haroldson present. Also present were Village Administrator Larry Bierke, Park and Recreation Director Jill Dudley, and Park and Forestry Director Jeff Gorman.

MINUTES: McDonough-Sutter moved, Shay seconded, to approve the minutes of September 22, 2009 meeting. Motion carried.

VILLAGE BOARD/SCHOOL BOARD JOINT MEETING UPDATE: Trustee Haroldson updated the Commission on the conversations and actions taken at the joint meeting the night before. At the joint meeting the School Board announced that they were not interested in annexing their 26 acres of land on County JG. The idea of the School District providing recreation services in lieu of the Village Recreation Department was not discussed.

BUDGET UPDATE: Haroldson and Bierke updated the rest of the Commission on the Village Boards progress with the 2010 budget. Changes were being proposed to the funding of park improvements at Sunrise Park and Hofstetter was willing to attend the Village Board's public hearing on the budget to represent the Commission.

RECREATION DIRECTOR REPORT: Dudley reported on this year's Creepy Crawl that took place on the Military Ridge Bike Trail.

PARKS AND URBAN FORESTRY DIRECTOR REPORT: Gorman went over a pool leak problem that is budgeted for repairs next year.

The next meeting will be on November 24th, at 5:30pm.

McDonough-Sutter moved, Shay seconded to adjourn at 6:29pm. Motion carried.

Respectfully Submitted,
Lawrence F. Bierke, Village Administrator