



Village of Mount Horeb

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

REVISED
MEETING TIME CHANGE TO 6:00PM
PARKS, RECREATION, AND FORESTRY COMMISSION
TUESDAY, FEBRUARY 26, 2013

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** 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) Consider minutes of the December 18, 2012 meeting.
- 3) Consider wage ranges for Recreation Department seasonal staff.
- 4) Recreation Director's report.
- 5) Park and Urban Forestry Director's report.
- 6) Set next meeting date and time.
- 7) 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.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

PARKS, RECREATION AND FORESTRY COMMISSION

FEBRUARY 26, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 6:00 pm with members Doug Kellogg, Mary McDonough Sutter, Mary Seidl, George Seivers, Tom Shay and Mark Webber present. Recreation Director Jill Dudley, Parks and Forestry Director Jeff Gorman and Assistant Village Administrator Kathy Hagen were also present.

MINUTES: McDonough Sutter moved, Webber seconded to approve the minutes of the December 18, 2012 meeting. Motion carried.

RECREATION DEPARTMENT SEASONAL STAFF WAGES: Dudley reviewed a handout of the proposed seasonal staff wages for 2013 and informed the Commission that the proposed wages would not increase the 2013 budget. McDonough Sutter moved, Webber seconded to approve the 2013 Recreation Department seasonal employee wages. Motion carried.

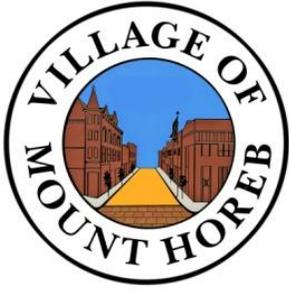
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the Spring/Summer Activity Guide was mailed on February 13 and the Recreation Department has already had a lot of online enrollments. Dudley also sent a letter to the Chamber of Commerce asking for team sponsorships and has already received ten sponsorships for a total of \$1300. Dudley had also hired most of her seasonal staff.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: Gorman updated the Commission on the status of the 2013 capital projects and the Emerald Ash Borer Management Plan draft. The Parks and Forestry Department will be planting 45 trees this spring and have completed 11 of 13 tree removals this winter. Two swimming pool circulation pumps and motors have been taken in for maintenance. In January, Gorman, Hagen and Village Administrator Dave Ross met with Mark Webber and members of the youth baseball association regarding fundraising for Summer Frolic Sunrise Park to complete the second baseball/softball diamond and park pathways. The youth baseball association is planning a fundraising campaign that will start in early March.

The next meeting is scheduled for March 19, 2013 at 5:30 pm.

Motion made by McDonough Sutter, seconded by Shay to adjourn at 6:20 pm.

Jeff Gorman
Parks and Forestry Director



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REVISED
PARKS, RECREATION, AND FORESTRY COMMISSION
TUESDAY, APRIL 23, 2013

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) Consider minutes of the February 26, 2013 meeting.
- 3) Consider final agreement with MoHo Gators.
- 4) Consider donation to the Dane County Humane Society.
- 5) Discuss and consider minimum patron totals for pool to remain open.
- 6) Discuss Grundahl Park hockey rink.
- 7) Recreation Director's report.
- 8) Park 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

APRIL 23, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:34 pm with members Mary McDonough Sutter, Doug Kellogg and George Sievers present. Recreation Director Jill Dudley, Parks and Forestry Director Jeff Gorman and Assistant Village Administrator Kathy Hagen were also present. Commission members Mary Seidl, Tom Shay and Mark Webber were absent.

MINUTES: McDonough Sutter moved, Kellogg seconded to approve the minutes of the February 26, 2013 meeting. Motion carried.

CONSIDER AGREEMENT WITH MOHO GATORS: Dudley reviewed the proposed agreement between the MOHO Gators and the Village of Mount Horeb regarding the use of the Aquatic Center for the 2013 season. McDonough Sutter moved, Kellogg seconded to accept the agreement as proposed. Motion carried.

CONSIDER DONATION TO THE DANE COUNTY HUMANE SOCIETY: Dudley requested donating an aquatic center pool pass to the Dane County Humane Society again this year for them to use in their fundraiser. Sievers moved, Littel seconded to approve the donation. Motion carried.

CONSIDER MINIMUM PATRON LOADS FOR THE AQUATIC CENTER TO REMAIN OPEN: Dudley discussed the possibility of establishing a policy to require a minimum number of pool patrons at the facility in order to keep the facility open for the day. Currently, the aquatic center stays open even if there are only 2-3 people using the facility. Dudley surveyed other municipal aquatic centers to see if they had similar policies in place and shared that with the Commission. McDonough Sutter and Kellogg suggested studying the issue during the 2013 season and see how often and at what times the facility remains open for a small number of patrons. Littel also suggested studying the issue in 2013 and considering a policy in 2014, pointing out that there is no mention of a policy in the current Recreation Department Activity Guide.

DISCUSS GRUNDAHL PARK HOCKEY RINK: Little moved, Sievers seconded to table the agenda item for a later meeting date. Motion carried.

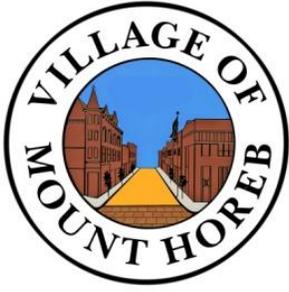
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the department is gearing up for the spring and summer activities and that all staff have been hired. She also reported that she has received sponsorships from several businesses to use for purchase team shirts.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: Gorman had no report.

The next meeting is scheduled for May 28, 2013 at 5:30 pm.

Motion made by McDonough Sutter, seconded by Kellogg to adjourn at 5:55 pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, MAY 28, 2013

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) Consider minutes of the April 23, 2013 meeting.
- 3) Discuss and consider Park fees in lieu of land dedication, park improvement fees, and park-related building permit fees
- 4) Recreation Director's report
- 5) Park and Urban Forestry Director's report
- 6) Set next meeting date and time
- 7) Adjourn.

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PARKS, RECREATION AND FORESTRY COMMISSION

May 28, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:34 pm with members Mary McDonough Sutter, Mark Webber, Mary Seidl, Tom Shay and George Sievers present. Recreation Director Jill Dudley, Assistant Village Administrator Kathy Hagen, Village Administrator Dave Ross and Village President Dave Becker were also present. Parks and Urban Forestry Director Jeff Gorman and Commission member Jim Hadac were absent.

MINUTES: McDonough Sutter moved, Seidl seconded to approve the minutes of the April 23, 2013 meeting. Motion carried.

DISCUSS AND CONSIDER PARK FEES IN LIEU OF LAND DEDICATION, PARK IMPROVEMENT FEES AND PARK-RELATED BUILDING PERMIT FEES: A discussion took place with Village President Dave Becker and Village Administrator Dave Ross regarding park fees in the Village including fees a developer is responsible for. A motion was made by Sievers, seconded by Webber to recommend to the Village Board to leave the current fee in lieu of land dedication at \$2,550 per residential unit except there will be a credit of \$1,300 per residential unit for the fee in lieu of land dedication for all lands dedicated and accepted by the Village when that land has street improvements already installed. Motion carried.

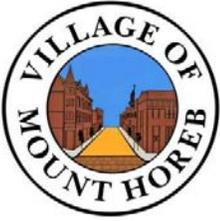
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the department is gearing up for the summer activities that begin in June. She also reported that the summer staff training will be held on Thursday, May 30 at the Senior Center.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: No report given.

The next meeting is scheduled for June 25, 2013 at 5:30 pm.

Motion made by Shay, seconded by McDonough Sutter to adjourn at 6:56 pm.

Jill Dudley
Recreation Director



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REVISED

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, JUNE 25, 2013

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) Consider minutes of the May 28, 2013 meeting.
- 3) Adjourn (depending on weather) to Town Land Company property adjacent to Blue Mounds Street (former Darrow Concrete) for a site visit.
- 4) Reconvene at Municipal Building, 138 E Main Street, for remaining agenda items.
- 5) Consider recommendation for parkland dedication for Town Land Company LLC development.
- 6) Consider recommendation for amplified sound event at the Mount Horeb Family Aquatic Center.
- 7) Discuss Grundahl Park hockey rink.
- 8) Recreation Director's report.
- 9) Park and Urban Forestry Director's report.
- 10) Set next meeting date and time.
- 11) Adjourn.

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PARKS, RECREATION AND FORESTRY COMMISSION

June 25, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:30 with members Mary McDonough Sutter, Mark Webber, Tom Shay, George Sievers and Mary Seidl present. Village Administrator Dave Ross, Assistant Administrator Kathy Hagen, Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Jim Hadac was absent.

MINUTES: McDonough Sutter moved, Shay seconded to approve the minutes of the May 28, 2013 meeting. Motion carried.

SITE VISIT: The Commission left the Municipal Building and met for a site visit with Terry Monson of Town Land Company, LLC at property owned by Mr. Monson on Blue Mounds Street (former Darrow Concrete property). Commission member Jim Hadac arrived at the meeting. The Commission reviewed the area proposed for development including 5.6 acres to be donated to the Village for park purposes which includes a football/soccer field, 3 goal posts, announcer's stand, storage shed, concrete pad and surrounding land.

The Commission reconvened at the Municipal Building for the remaining agenda items.

CONSIDER PARK LAND DEDICATION FROM TOWN LAND COMPANY, LLC: Village Administrator Ross reviewed the proposed parkland dedication for the Town Land Company property on Blue Mounds St. Mr. Monson has agreed to donate the 5.6 acres with improvements listed above and pay \$87,000 cash upon approval of the overall development of his property. The \$87,000 is estimated to be enough to install a 60-space parking lot, including engineering costs and the installation of a 200' ADA pathway. Gorman provided the Commission an estimate of the annual maintenance costs for the property and portable toilets(s). McDonough Sutter said she liked the idea, but she is concerned about serving one user group at the property – youth athletes. She asked how the property could appeal to other park users, including pre-school aged children. Seidl stated that she would like to have seen a more comprehensive plan for the property, but understands the time frame did not allow for that up to this point. Webber moved, Shay seconded to recommend the proposal to the Plan Commission and Village Board. Motion carried.

CONSIDER AMPLIFIED SOUND EVENT AT THE MOUNT HOREB FAMILY AQUATIC CENTER: Dudley explained that she is considering having a "Flick 'N Float" program at the aquatic center August 16 which involves showing a movie on a big screen for pool patrons and using amplified sound. The event would begin at 8:30pm. Sievers moved, Seidl seconded to approve the use of amplified sound for the event. Motion carried.

DISCUSS GRUNDAHL PARK HOCKEY RINK: Gorman informed the Commission that over the past three years, use of the Grundahl hockey rink has dropped off significantly. Gorman stated that during the 2012-13 season, the hockey rink was in good condition for skating 33 days. Of the 15 days that the rink was staffed by the Recreation Department, there was 8 days when no one showed up to skate at all and a total attendance of 45 people for the 15 days. On four Saturdays, there were no more than 4 skaters.

Gorman also stated that the hockey boards are deteriorating and estimated that the cost to set up and take down the boards, establish the ice and maintain the rink is approximately \$2500/year. That does not include Recreation Department staff wages to supervise the rink.

Gorman questioned putting the resources into the hockey rink with such small attendance and suggested running just the Garfield rink next season and allowing hockey to be played at designated times. Webber moved, Seidl seconded to run one ice rink at Garfield Park next season and evaluate after the season. Motion carried.

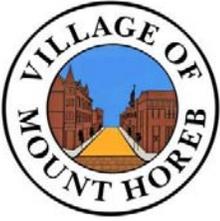
RECREATION DIRECTOR'S REPORT: Dudley reported that she is really pleased with the pool staff and swimming instructors so far this season. She has had a lot of positive comments on the swimming instructors. She is also starting to work on the fall/winter activity guide.

PARK AND FORESTRY DIRECTOR'S REPORT: Gorman informed the Commission that the department will be working on tree removals as part of the 2013 street construction project and have several areas in the Village that need to be pruned for low-hanging branches. He also informed the Commission that the tennis court repairs and resurfacing has been completed.

The next meeting is scheduled for July 23, 2013 at 5:30pm.

Motion made by Webber, seconded by McDonough Sutter to adjourn at 7:08pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JULY 23, 2013

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) Consider minutes of the June 25, 2013 meeting.
- 3) Consider tree removals in front of Viking Plaza.
- 4) Consider Parks, Recreation and Forestry Capital Improvement Plan for 2014-2018.
- 5) Consider changes to Recreation Department fall and winter program fees.
- 6) Recreation Director's report.
- 7) Park and Urban Forestry Director's report.
- 8) Set next meeting date and time.
- 9) Adjourn.

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PARKS, RECREATION AND FORESTRY COMMISSION

July 23, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:30 pm with members Mary McDonough Sutter, Mark Webber, George Seivers, Mary Seidl and Jim Hadac present. Assistant Village Administrator Kathy Hagen, Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Tom Shay was absent.

MINUTES: McDonough Sutter moved, Seidl seconded to approve the minutes of the June 25, 2013 meeting. Motion carried.

CONSIDER TREE REMOVALS IN FRONT OF VIKING PLAZA: Rick Field from Viking Plaza and Don Neff from Viking Hardware were present to request the removal of approximately half of the Village's 12 maple trees in front of Viking Plaza, along Business 18-151. They are concerned that the trees are getting so large that they are blocking the view of the businesses and signs in Viking Plaza. Gorman and Village President Dave Becker had previously met with Field and Neff to look at the trees and listen to their concerns. Gorman provided a memo to the Commission providing background information on the issue and outlining his recommendation which included removing five trees (two of which were in poor condition) and pruning the remaining trees to allow for better visibility. Seivers handed out many pictures that he had taken of the trees and stated that it may be best to prune all the trees and not remove any. McDonough Sutter and Littel recommended removing the two trees that are in poor condition and pruning the rest. Following considerable discussion, Seivers moved, Seidl seconded to remove the two trees in poor condition and prune the remaining ten trees. The Commission also recommended that the Village consider allowing a Viking Plaza sign in the right of way and suggested that the business owners contact Village Administrator Ross regarding installing new signs. Motion carried.

CONSIDER PARKS AND FORESTRY DEPARTMENT CAPITAL IMPROVEMENT PLAN FOR 2014-2018: Gorman reviewed his five-year capital improvement and equipment requests with the Commission. McDonough Sutter moved, Seidl seconded to approve the five-year plan as presented. Motion carried.

McDonough Sutter left the meeting at 6:25 pm.

CONSIDER RECREATION DEPARTMENT CHANGES TO FALL AND WINTER PROGRAM FEES: Dudley distributed a handout summarizing her recommended fee changes. She is recommending that the fee for the "Fit for Life" program be raised from \$55 to \$65 for the fall/winter program as a result of the instructor cost increasing from \$20/class to \$40/class. Dudley stated that the instructor does an excellent job with the program. Webber moved, Seidl seconded to approve the fee increase. Motion carried.

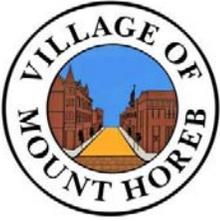
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the pool season is going really well and this year's staff is doing an excellent job. They performed a "Red Shirt" drill with the guards last week and that went very well. The annual Pool Bash is scheduled for August 1 which includes fun activities and a DJ. The "Flick N Float" will be August 16 and sponsors have already covered the cost of the movie. The summer soccer program is underway and has 320 kids participating.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: Gorman had no report.

The next meeting is scheduled for August 27 at 5:30 pm.

Motion made by Seidl, seconded by Webber to adjourn at 6:37 pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, AUGUST 27, 2013

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) Consider minutes of the July 23, 2013 meeting.
- 3) Staff presentation regarding pool operations – a review of historical revenues and expenditures, long-term capital needs, options for decreasing expenditures or raising revenues, and other pool-related considerations.
- 4) Recreation Director's report.
- 5) Park and Urban Forestry Director's report.
- 6) Set next meeting date and time.
- 7) Adjourn.

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PARKS, RECREATION AND FORESTRY COMMISSION

August 27, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:30 pm with members George Sievers, Mark Webber, Mary McDonough Sutter, Jim Hadac and Mary Seidl present. Assistant Village Administrator Kathy Hagen, Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Tom Shay was absent.

MINUTES: Webber moved, McDonough Sutter seconded to approve the minutes of the July 23, 2013 meeting. Motion carried.

STAFF PRESENTATION OF POOL OPERATIONS: Dudley, Gorman and Hagen provided the Commission with information on pool operations including historical revenues and expenditures, long-term capital needs and options for increasing revenues and decreasing expenses. Hagen informed the Commission that she was not looking for any action to be taken at this meeting. Information supplied would be used to make decisions at a future Commission meeting.

Dudley offered three different ways to cut costs at the aquatic center including eliminating or making changes to the concessions, closing the wading pool and waterslide at certain times of the week or closing the entire facility to the public one day per week. Dudley also provided the Commission a spreadsheet comparing revenues and expenses of 20 different southern Wisconsin community aquatic centers.

Gorman said he has reduced the swimming pool water temperatures from 82 degrees to 80 degrees and hopes to save at least 10% in heating costs. Another cost-saving option that he mentioned was using a pool covers to help retain pool heat. He estimated a \$6,000 investment for the three pools and a payback period of three years. Gorman also reviewed an evaluation of the aquatic center that he performed last spring. The report highlights the condition of all facilities and equipment at the aquatic center and suggests a timeline for repairs and replacements.

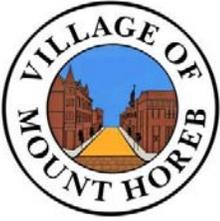
RECREATION DIRECTOR'S REPORT: Dudley reported that the fall/winter activity guide is finished and has been mailed out. The "Flick-N-Float", a new program at the aquatic center, went very well and had an approximate attendance of 100 people. Flag football has started up and we have 141 participants.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman reported that the tree pruning and removals in front of Viking Plaza had been completed and did help to improve the visibility of the shopping center. He also informed the Commission that the Parks Department has started mowing the football fields owned by Terry Monson on Blue Mounds Street in anticipation of a lease agreement for the property and use by the youth football association.

The next meeting is scheduled for September 24, 2013 at 5:30 pm.

Motion made by McDonough Sutter, seconded by Webber to adjourn at 6:52pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, OCTOBER 22, 2013

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) Consider minutes of the August 27, 2013 meeting.
- 3) 2013 Aquatic Center annual report.
- 4) Consider Mount Horeb Family Aquatic Center pool operations.
- 5) Discuss and consider 2014 MoHo Gators agreement.
- 6) Discuss and consider Mount Horeb Family Aquatic Center season dates for 2014.
- 7) Recreation Director's report.
- 8) Park and Urban Forestry Director's report.
- 9) Set next meeting date and time.
- 10) Adjourn.

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PARKS, RECREATION, AND FORESTRY COMMISSION

October 22, 2013

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:30 pm with members George Sievers, Mark Webber, Mary McDonough Sutter, and Mary Seidl present. Assistant Village Administrator Kathy Hagen, Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission members Tom Shay and Jim Hadac were absent.

MINUTES: Webber moved, McDonough Sutter seconded to approve the minutes of the August 27, 2013 meeting. Motion carried.

AQUATIC CENTER ANNUAL REPORT: Dudley reviewed the 2013 Annual Aquatic Center Report with the Commission. Dudley commented that the pool season went very well and the aquatic center staff did an excellent job. Revenues were down about 10 percent from 2012, but it was noted that 2012 was an exceptionally hot summer, resulting in higher attendance and more season pass sales. There was some discussion that it may be a good idea to put some type of signage at the park to notify people of special events taking place at the aquatic center.

CONSIDER AQUATIC CENTER POOL OPERATIONS: Hagen reviewed the discussion at the August Park, Recreation, and Forestry Commission meeting regarding ways to boost revenues or cut expenditures. One option was to make changes to the concession stand. A recommendation was made to reduce the staff in the concession room from three employees to two and shorten the hours that the concession is open from 1:00-7:00pm to 2:00-6:00pm. McDonough Sutter was concerned that reducing staff would result in unsafe food handling if employees are required to prepare food and take money at the same time. She suggested cutting foods that take more prep time such as pizzas, pretzels, and popcorn. Webber asked if food prices need to be evaluated. Sievers pointed out that in 2013 the concessions lost approximately \$5,500. He would like to see the concessions get closer to breaking even and suggested that Dudley use her discretion for ways to raise revenues and/or cut expenses. Another possible cost-saving option was to close the wading pool and waterslide area early on certain days. It was determined that staff would close that area at 6:00pm on Mondays and Wednesdays in 2014 and evaluate.

CONSIDER AQUATIC CENTER SEASON DATES FOR 2014: Dudley reviewed the Recreation Department's proposed dates and hours of operation for 2014. The proposed season would run from June 6-August 23 which is similar to 2013. Hagen noted that there are some Village Board members that would like to see the pool season extended one more week at the end of the season. Sievers stated that 2014 would be a good year to try it since August 31 falls on a Sunday. Dudley was concerned that she may not have enough life guards available during that week to have the pool open. She said she could get by with five lifeguards if she only opened the big pool during that week. She was also concerned about being open during the Labor Day weekend. The Commission would like to try to have the pool open through Saturday, August 30. Dudley was unsure if she would have the "Dog Day" at the pool if the season was extended. Dudley said she would contact the guards this winter to see how many would be available to work the last week of August.

CONSIDER 2014 MOHO GATORS AGREEMENT: Dudley reviewed the Gator's request for 2014 pool usage. The Gators do not plan to have the night practices from 8:30-10:00 Monday –Thursday in 2014. They did request using the pool June 6-July 25 from 4:00-5:30pm Monday through Fridays, but the Commission denied the request. In addition to the 2013 practice times, the Commission is allowing the Gators to use two lanes of the pool on Mondays and Wednesdays from 7:00-8:30, June 6-July 25. The Agreement between the Gators and the Village was also discussed. Hagen pointed out that the Gators paid \$2500 for pool time in 2013. Although not in the contract, Dudley was hesitant to allow the Gator swimmers to use the locker rooms inside the bathhouse due to continuous messes inside the building, suggesting that they continue using the restroom on the outside of the building. Seidl stated that the young swimmers get cold, especially early in the season, and like to warm up with a shower. The Commission recommended putting something in the 2014 agreement regarding locker room usage and suggested the possibility of a cleaning deposit. If the Gators leave a mess in the locker rooms, then they will not be allowed to use the locker rooms for the rest of the season. The Commission directed staff to bring a draft agreement to the next meeting.

RECREATION DIRECTOR'S REPORT: Dudley updated the Commission on the Tri-County basketball program and informed them that the Creepy Crawl will take place on Friday, October 25.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: Gorman told the Commission that a Mount Horeb Area Dog Park Group has formed and has requested to be on the November meeting agenda. They are currently exploring possible sites for a dog use area and have their first organizational meeting on November 18. The group has also been in contact with Dane County Parks. Gorman said the new cannon base has been built at Liberty Park and the cannon will be placed there within the next week. The Parks and Forestry Department will be planting 11 trees this fall. Gorman also stated that Hagen had submitted a Community Foundation Grant to purchase pool covers and reels for the aquatic center for \$6,088. Gorman is attending the grant public hearing tonight. Hagen informed the Commission that the request by Town Land Company, LLC for the development on Blue Mounds St. including 5.6 acres of parkland was sent back to staff by the Plan Commission and will likely reduce the parkland dedication and fee in lieu of parkland if a reduced number of units is approved as a result of a revised project. The Plan Commission is meeting on October 23, 2013 to discuss the number of units allowable for the development.

The next meeting is scheduled for November 26 at 5:30pm.

Motion made by McDonough Sutter, seconded by Webber to adjourn at 7:16pm.

Jeff Gorman
Parks and Forestry Director



Village of Mount Horeb

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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, NOVEMBER 26, 2013

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) Consider minutes of the October 22, 2013 meeting.
- 3) Discuss and consider 2014 Mount Horeb Family Aquatic Center Concession Stand Pricing.
- 4) Presentation by Mount Horeb Dog Park Group.
- 5) Recreation Director's report.
- 6) Park 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.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

PARKS, RECREATION AND FORESTRY COMMISSION

November 26, 2013

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, Wisconsin. Commission Chair Randy Littel called the meeting to order at 5:30 pm with members Mary Seidl, George Sievers, Tom Shay, Jim Hadac and Mark Webber present. Assistant Village Administrator Kathy Hagen, Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Mary McDonough Sutter was absent.

MINUTES: Webber moved, Shay seconded to approve the minutes of the October 22, 2013 meeting. Motion carried.

AQUATIC CENTER CONCESSION PRICING: Dudley provided handouts and reviewed the concession prices and profit margins for various items at the Mount Horeb Family Aquatic Center. With the anticipated reduction to staff at the concession stand in 2014, Dudley is planning to eliminate some of the items on the menu next year, especially items that are not good sellers. Hadac recommended focusing sales on those items that are the best sellers. Littel said he realizes it is difficult for the concessions to make a profit when you factor in staff wages, but stated that the Commission would like to see the concessions come close to breaking even in 2014.

MOUNT HOREB AREA DOG PARK GROUP PRESENTATION: Lisa Sciezinski and approximately 12 dog park supporters were present to provide information on the need for a dog park in the Mount Horeb area. Sciezinski is the founder of the newly formed Mount Horeb Area Dog Park Group which had its' first organizational meeting on November 18, 2013. She reviewed statistics and research studies from various dog parks in Dane County and across the country and explained the community benefits of having a local dog park. She has also been talking to the Dane County Parks Department about establishing a dog park and finding available land. She suggested that a community-wide survey be taken to see what kind of interest is out there for a dog park and questioned whether a survey could be distributed in the utility bills. Gorman stated that the Village of Mount Horeb is hoping to begin updating its' Comprehensive Outdoor Recreation Plan in 2014 and that would be a great opportunity for the Dog Park Group to be involved in that process. Webber suggested that the Dog Park Group provide the Commission more statistics from other municipal dog parks in the Dane County area including park development costs, maintenance costs, fundraising, surveys, fees, etc. Littel informed the Dog Park Group that the Village does not have any money budgeted in 2014 for any preliminary work in developing a dog park and suggested that the group start fundraising. One of the dog park supporters in the audience commented that a dog park in Mount Horeb would not be just a nice amenity, but is a necessity for the community and would address a demographic that has not been served.

RECREATION DIRECTOR'S REPORT: Dudley said she surveyed her returning lifeguards to see if they were available to work the extra week if the pool season was extended in 2014 from August 23 to August 30. Four said "yes", eight said "no" and one said "maybe". She needs a minimum of four guards to have the main swimming pool open. Dudley said she will still have to hire some guards for 2014 and hopes that some of them will be available for the extra week. Dudley is planning to have the pool staffed until August 30.

Dudley also informed the Commission that Matt Skibba has hired all rink staff for the Garfield skating rink this winter. The Recreation Department's basketball programs are in full-swing. The Tri-County boys program will begin on December 9 and the final tournament for the girls is in early December. The Recreation Department is offering a new 3rd and 4th grade program this season that requires less practice and traveling than the Tri-County program. They have two girls' teams and one boys team for this program. The Saturday morning youth basketball programs will be starting in January.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman informed the Commission that the department was successful in obtaining a Community Foundation Grant of \$6,600 to cover the costs of pool covers and reels for the Aquatic Center. He also reported that the cannon base and installation has been finished at Liberty Park and that the Emerald Ash Borer had been found in the City of Madison, resulting in quarantine for Dane County.

The next meeting is scheduled for January 28, 2014 at 5:30pm.

Motion made by Seidl, seconded by Webber to adjourn at 6:38pm.

Jeff Gorman
Parks and Forestry Director