

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

PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JANUARY 25, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 28, 2010 meeting.
- 3) Consider a user fee to charge organizations for use of park athletic fields.
- 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.

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PARKS, RECREATION, AND FORESTRY COMMISSION

January 25, 2011

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, WI. Chair Randy Littel called the meeting order at 5:00pm with members Mary Anderson, Mary McDonough Sutter, Mary Seidl, Doug Kellogg, Mark Webber, and Tom Shay present. Also present were Recreation Assistant Matt Skibba, and Parks and Forestry Director Jeff Gorman.

MINUTES: Mary McDonough Sutter moved, Webber seconded, to approve the minutes of the December 28, 2010 meeting.

PARK USER FEES: The commission reviewed the letter submitted by Gorman about user fees for organizations using the Village park athletic fields. Gorman stated there is an agreement already established with the Mount Horeb Youth Baseball Association, and the commission decided the letter will not be sent to that organization. The commission also discussed charging user fees for fitness classes run at Liberty Park. The commission asked Skibba to talk to the instructor. Sutter moved, Anderson seconded to send the letter to the Mount Horeb Youth Soccer Association and the Mount Horeb Youth Football program. Motion carried.

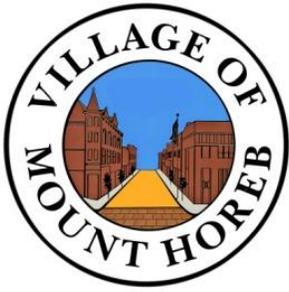
RECREATION DIRECTOR'S REPORT: Skibba reported the 2011 Spring and Summer Activity Guide would be distributed as an insert in the Town and Country Shopper on Wednesday, February 9.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman updated the Commission on the request to carry over \$2000 from 2010 parks operation budget to the 2011 parks operating budget for painting the dragon heads and scales on the Mount Horeb Station restroom building. The Village Board voted to approve a carry over of \$1500. Gorman informed the Commission that the ordinance changes proposed at the December 28, 2010 meeting have been approved, and are in the process of being changed. Gorman also updated the commission on the status of the shelter building at Sunrise Park.

The next meeting was set for February 22, 2011 at 5:00pm.

McDonough Sutter moved, Shay seconded to adjourn at 5:38pm. Motion Carried.

Respectfully Submitted,
Matt Skibba, Recreation Assistant



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, FEBRUARY 22, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 January 25, 2011 meeting.
- 3) Consider a user fee for park athletic fields.
- 4) Review Summer Frolic Sunrise Park development plan.
- 5) Consider definition of resident fees.
- 6) Recreation Director's report.
- 7) Park and Urban Forestry Director's report.
- 8) Set next meeting date and time.
- 9) 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 22, 2011

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, WI. Chair Randy Littel called the meeting order at 5:00pm with members Mary Anderson, Mary McDonough Sutter, Doug Kellogg, Mark Webber and Tom Shay present. Also present were Recreation Assistant Matt Skibba, and Parks and Forestry Director Jeff Gorman. Commission member Mary Seidl was absent.

MINUTES: Shay moved, McDonough Sutter seconded, to approve the minutes of the January 25, 2011 meeting.

PARK USER FEES: The Commission discussed the proposal to charge a participant fee for groups using the Village athletic fields. Two representatives from the Mount Horeb Youth Soccer Association spoke against the proposal, stating that not all soccer players in their association use the Village fields and that the additional fee would present an additional hardship for the association. Webber moved, Anderson seconded to recommend approval of the \$5.00 participant fee, but to be sure to only charge those participants that are actually using Village fields. Revenue from the new fees would go into the Park Development fund. The recommendation will be forwarded to the Village Board for final approval.

REVIEW SUMMER FROLIC SUNRISE PARK DEVELOPMENT PLAN: Gorman updated the Commission on the status of the park development at Sunrise Park. The commission decided to move up the installation of the rubber playground surfacing to this year if the Summer Frolic Committee will supplement funding needed to complete the project. The Commission also agreed to make it a priority to try to install the asphalt path around the park's perimeter in 2012. The commission discussed possible memorial options at Sunrise Park for a Mount Horeb family wanting to do something in memory of their daughter.

CONSIDER DEFINITION OF RESIDENT FEES: Skibba asked the Commission whether business owners who own property in the Village should pay non-resident fees for recreation programs. The Commission decided this should be dealt with on a case-by-case basis, and the property owner in question should not pay non-resident fees.

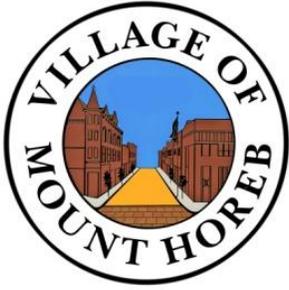
RECREATION DIRECTOR'S REPORT: Skibba reported that Dudley would be back from leave on March 14. He informed the Commission that over 200 people had registered for spring and summer programs in less than two weeks. Skibba also informed the Commission that as of February 14, the ice and hockey rinks are closed for the season.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman informed the commission that six trees were damaged from the ice storm.

The next meeting was set for March 22, 2011 at 4:00pm.

McDonough Sutter moved, Shay seconded to adjourn at 5:53pm. Motion Carried.

Respectfully Submitted,
Matt Skibba, Recreation Assistant



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, MARCH 22, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at **4:00pm** 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 February 22, 2011 meeting.
- 3) Revisit user fee for park athletic fields.
- 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
MARCH 22, 2011

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. Chairman Randy Littel called the meeting to order at 4:12 pm with Mark Webber, Mary McDonough Sutter, Tom Shay, Mary Anderson, and Mary Seidl present. Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Doug Kellogg was absent.

MINUTES: McDonough Sutter moved, Shay seconded, to approve the minutes of the February 22, 2011 meeting. Motion carried.

PARK USER FEES REVISITED: Chair Littel explained that the Village Board had a question whether participants involved in more than one sport on Village athletic fields would be charged for each activity they participate in. The Commission clarified that the \$5 fee would be charged per participant per sport at the time they register for an activity. Therefore, a child playing spring soccer and fall youth football on Village athletic fields would have to pay the \$5 fee twice. It was also noted that even though soccer players in the Mount Horeb Soccer Club play in the spring and in the fall, they only register once and would be charged a total of \$5 for one year (spring and fall). The Commission also recommended considering charging the Mount Horeb Youth Baseball Association beginning in the spring of 2012. McDonough Sutter moved, Webber seconded, to forward the clarified proposal to the Village Board for final approval.

RECREATION DIRECTOR'S REPORT: Dudley reported that Recreation Program Assistant, Matt Skibba performed very well during Dudley's maternity leave. Dudley also said the Recreation Department is trying several new programs and the registration is doing very well, especially with the online registration offered.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman reported that the Mount Horeb Summer Frolic Committee has agreed to donate \$10,500 to pay for the poured-in-place rubber safety surfacing at the Summer Frolic Sunrise Park playground.* The Committee will also be continuing their support for the park with a \$65,000 donation which will go toward the shelter/restroom building.

Gorman also reported that he will be attending a workshop on March 24 that will cover park security and the new ADA requirements for park areas. Gorman will also be hosting a regional forestry meeting on March 29 dealing with Emerald Ash Borer response planning and updates.

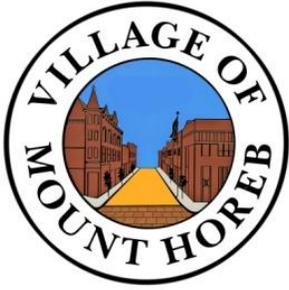
GATOR SWIM TEAM REPORT: Seidl reported that there are already 106 swimmers registered for the coming season.

The next meeting was scheduled for April 26, 2011 at 5:00pm.

Motion made by McDonough Sutter, seconded by Shay, and carried to adjourn at 4:45pm.

Jeff Gorman, Parks and Forestry Director

***See April 26, 2011 correction of minutes**



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, APRIL 26, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 March 22, 2011 meeting.
- 3) Consider removing spruce trees at Mount Horeb Station.
- 4) Consider surveillance camera bids for Sunrise Park shelter.
- 5) Consider sign at Sunrise Park to recognize Summer Frolic Committee.
- 6) Sunrise Park update.
- 7) ADA update.
- 8) Consider 2011 summer Gators pool use for practices and masters swimming.
- 9) Recreation Director's report.
- 10) Park 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
APRIL 26, 2011

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. Chairman Randy Littel called the meeting to order at 5:05 pm with Mark Webber, Mary McDonough Sutter, Tom Shay, Mary Anderson and Mary Seidl present. Recreation Director Jill Dudley and Parks and Forestry Director Jeff Gorman were also present. Commission member Doug Kellogg was absent.

MINUTES: One correction was made to the March 22, 2011 minutes. Under Parks and Urban Forestry Director's Report, the Summer Frolic Committee agreed to donate \$8,000 instead of \$10,500. Webber moved, Shay seconded, to approve the corrected minutes of the March 22, 2011 meeting. Motion carried.

TREE REMOVALS AT MOUNT HOREB STATION: Gorman recommended the removal of three spruce trees that are getting too large for their growing space and are currently interfering with the flag poles, flag lights, and sidewalks near the Mount Horeb Station. Gorman further recommended replacing the spruce trees with trees or shrubs of a more appropriate size. The Commission agreed to support the proposal.

SURVEILLANCE CAMERA BIDS: Gorman reviewed the bids he had received for surveillance cameras at the new park shelter at Summer Frolic Sunrise Park. He received a bid for \$5,585.06 from Badger Security Integration for a three-camera system and a bid for \$3,240 from Boldtronics for a two-camera system. McDonough Sutter moved, Webber seconded, to award the bid to Boldtronics and fund it with a combination of the Parks Capital Fund and the Park Development Fund.

SUMMER FROLIC COMMITTEE RECOGNITION SIGN: Gorman proposed creating and installing an informational sign at Summer Frolic Sunrise Park recognizing the Summer Frolic Committee and their contributions over the years to the Village's parks and recreation facilities. Webber agreed to take the idea to the Summer Frolic Committee along with the draft text for the sign. Gorman will put the item on the Commission's May agenda.

SUNRISE PARK UPDATE: Gorman informed the Commission that contractors have resumed work on the new park shelter, and that the shelter work should be completed by the end of next week.

Gorman also reported that he had received \$10,000 for a landscaping project in memory of Ava Czyzewski. Kittleson Landscape will be performing the construction for the memorial project which will consist of a seating area with pavers, boulders and a block wall, along with a flagpole, tree and other plantings.

Gorman also recommended purchasing three new trash receptacles for the new shelter and using Park Development Funds. The Commission agreed that nice- looking, durable receptacles that are bolted to the concrete would be a good idea.

ADA UPDATE: Gorman briefly reviewed some of the highlights of the new 2010 ADA Standards as it relates to parks and aquatic facilities. Gorman recommended performing an in-house evaluation of all Village park facilities by March 15, 2012 and developing a phasing plan based on the results of the evaluation. The Village should set a goal for compliance by March 15, 2015. Gorman identified two projects that he is aware of now that should be done by the compliance date. They include installing a new ADA approved pool access lift, and installing an ADA approved path from the Sunrise Park shelter to

the new ball field. McDonough Sutter asked if the Village staff had the time to perform the ADA evaluation or if the Village should consider hiring a consultant. She also asked if it is absolutely necessary to purchase a new pool lift considering there is always staff on hand to assist handicap patrons. Gorman said he should have time during the fall and winter to work on the ADA evaluation and suggested following the codes as they are written.

GATORS POOL USE FOR 2011: Seidl informed the Commission on the hours that the Gator Swim Team will be using the pool during the 2011 season:

M,W,F : 5:30-6:30am, Masters Swimming (Adult)

T,Th: 5:30-6:30am, Pool vacuuming/cleaning

M-F: 6:30-10:00am, Team practices

M-Th: 8:30-10:00pm, Team practices

RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that there was a resident inquiring about using the pool for an exercise class on Tuesday and Thursday mornings from 5:30-6:30 am. The Commission agreed that time was not available due to the necessity to vacuum the pool at that time.

Dudley discussed the problems she experienced this spring regarding her 7th and 8th grade baseball program and finding available field space for practices and games, considering the Primary Center field will not be available once school is out due to the school construction. The Recreation Department initially cancelled the program, but was able to find a way to restore the program and support one team. The Recreation Department will determine after this season whether or not to continue offering this program. Dudley will be meeting with a representative from the Youth Baseball Association on Thursday to discuss field use issues.

Dudley also reported that there is a balance of approximately \$7,700 in the ballfield improvement account within the Parks Development Fund. Revenues for this account come from the Grundahl Park outfield fence advertising signs.

McDonough Sutter left the meeting at 6:05pm.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman reviewed past MG&E natural gas bills since 2008 and pointed out the savings of over \$6,000 per year due to the installation of a new swimming pool heater and savings of over \$2,000 per year due to repair of a break in the pool piping.

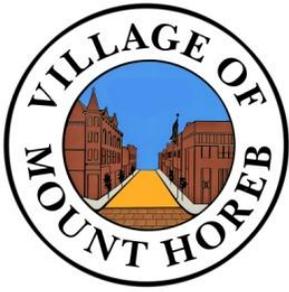
Gorman reported that he was receiving his first shipment of trees Wednesday morning and that his department will be planting approximately 50 trees this spring.

Gorman also suggested including an agenda item for next month's meeting to honor Duane Hofstetter's contributions to the Village of Mount Horeb and to parks, recreation and forestry in Mount Horeb. The Commission agreed that this should be placed on the May agenda.

The next meeting was scheduled for May 24, 2011 at 5:00pm.

Motion made by Webber, seconded by Seidl and carried to adjourn at 6:13pm.

Jeff Gorman
Parks and Forestry Director



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AMENDED

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, MAY 24, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm at the **Summer Frolic Sunrise Park Shelter, 119 Telemark Parkway**, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Consider minutes of the April 26, 2011 meeting.
- 3) Consider changes to Recreation Department fall and winter program fees.
- 4) Consider fee waiver for fundraiser.
- 5) Consider Gator storage shed at the Aquatic Center.
- 6) Sunrise Park update.
- 7) Consider Sunrise Park shelter budget.
- 8) Consider Summer Frolic Committee recognition sign at Sunrise Park.
- 9) Consider recognition for former member of Parks, Recreation, and Forestry Commission.
- 10) Consider official designation of Heritage Park at 110 N Second Street.
- 11) Recreation Director's report.
- 12) Park and Urban Forestry Director's report.
- 13) Set next meeting date and time.
- 14) 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

May 24, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb met on the above date at 5:00pm at the Summer Frolic Sunrise Park Shelter, 201 Telemark Parkway, Mount Horeb, WI. Chair Randy Littel called the meeting order at 5:06pm with members Mary Anderson, Mary McDonough Sutter, Mary Seidl, Doug Kellogg, Mark Webber and Tom Shay present. Recreation Director Jill Dudley, Peggy Donaldson, and Betty Drape were also present. Parks and Urban Forestry Director Jeff Gorman was absent.

MINUTES: McDonough-Sutter moved, Webber seconded, to approve the minutes of the April 26, 2011 meeting.

CONSIDER OFFICIAL DESIGNATION OF HERITAGE PARK AT 110 N. SECOND

STREET: Note – this agenda item was moved up due to the Heritage Park representatives being present at the start of the meeting. Donaldson and Drape would like to have Heritage Park be an official Village Park and find funding to be put in the 2012 budget for a sign to be placed at the park. The cost of the sign will be approximately \$495.00. McDonough-Sutter moved to approve the designation of Heritage Park as an official Village Park. Anderson seconded and the motion carried.

CONSIDER CHANGES TO RECREATION DEPARTMENT FALL AND WINTER

PROGRAM FEES: Dudley proposed increases for the following 2011-2012 fall and winter programs: adult coed volleyball, youth basketball, and adult circuit/cross training. Webber moved, Shay seconded to approve fee changes. Motion carried.

CONSIDER FEE WAIVER FOR FUNDRAISER: Dudley proposed that shelter fees be waived if the group reserving a shelter is organizing a fundraiser. McDonough-Sutter moved to waive shelter fees for those organizing a fundraiser only if they are a Village of Mount Horeb resident. Anderson seconded and the motion carried.

CONSIDER GATOR STORAGE SHED AT THE AQUATIC CENTER: Seidl informed the commission that the Gator's Swim Team wishes to place a storage shed inside the fenced in area of the pool. Seidl explained that this storage shed would be used to store concession items. McDonough-Sutter moved to approve the storage shed only with site line approval from Gorman. Shay seconded and the motion carried.

SUNRISE PARK UPDATE: Gorman sent an email to commission members explaining that the final phase of the playground is complete. Gorman also reported that 16 new trees have been planted by the Parks and Forestry Department at the park which were paid for by the Mounds Vue Garden Club. Gorman explained that the shelter is complete except for one plumbing issue. Gorman expects the shelter to be open this coming weekend and would like to have a ribbon cutting ceremony.

CONSIDER SUNRISE PARK SHELTER BUDGET: Gorman gave a copy of a memo to the commission which shows how he would cover the shortfall of \$11,950 in additional expenses to the Summer Frolic Sunrise Park. Gorman would use \$2,000 from the Park Development Fund, transfer \$5,000 from the pool budget into the Parks Capital Projects Fund, and increase the Parks Capital Projects Funding by \$5,000 which would need a budget amendment. Shay moved to approve the shelter funding, McDonough-Sutter seconded. Motion carried.

CONSIDER SUMMER FROLIC COMMITTEE RECOGNITION SIGN AT SUNRISE PARK: Webber stated that the Summer Frolic Committee approved the idea of an informational sign at Summer Frolic Sunrise Park. They decided on the type of sign they would like and will inform Gorman of this. McDonough-Sutter moved to go forward with the purchase and installation of the Summer Frolic Committee sign. Anderson seconded and the motion carried.

CONSIDER RECOGNITION FOR FORMER MEMBER OF PARKS, RECREATION, AND FORESTRY COMMISSION: This item will be placed on the June agenda as there is a policy that needs to be looked at before the commission will move forward with this request.

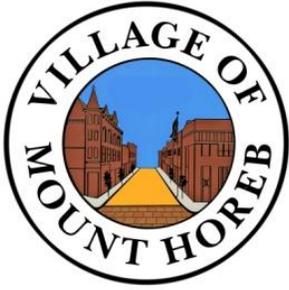
RECREATION DIRECTOR'S REPORT: Dudley reported that Beth Croope has taken another position this summer so Kim Zahler will be the new Aquatic Center Coordinator. Dudley informed the commission of the upcoming summer staff training on June 2, 2011. Dudley also asked the commission if outside fitness groups can have use of park storage rooms which the commission declined.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman was not present to give report

The next meeting has not been decided on at this time. The Commission would like to include the ribbon cutting ceremony with the next meeting. An email will be sent out to get a date set.

Motion made by McDonough-Sutter, seconded by Shay and carried to adjourn at 5:46pm.

Respectfully Submitted,
Jill Dudley, Recreation Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JUNE 28, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:15pm at the **Summer Frolic Sunrise Park Shelter, 119 Telemark Parkway**, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call.
- 2) Consider minutes of the May 24, 2011 meeting.
- 3) Consider recognition for former member of Parks, Recreation, and Forestry Commission.
- 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
JUNE 28, 2011

The Parks, Recreation and Forestry Commission of the Village of Mount Horeb met on the above date at the Sunrise Park Shelter, 119 Telemark Parkway, Mount Horeb, Wisconsin. Chairman Randy Littel called the meeting to order at 5:15 pm with Mary McDonough Sutter, Tom Shay, Mary Anderson and Mary Seidl present. Recreation Director Jill Dudley and Parks and Urban Forestry Director Jeff Gorman were also present. Commission members Doug Kellogg and Mark Webber were absent.

MINUTES: Shay moved; McDonough Sutter seconded to approve the minutes of the May 24, 2011 meeting. Motion carried.

RECOGNITION FOR FORMER MEMBER OF COMMISSION: Gorman recommended formally **recognizing Duane Hofstetter's contributions** to the Village of Mount Horeb, including 28 years on the Village Board and 31 years as Chair of the Parks, Recreation and Forestry Commission, by naming the 21-acre Conservation Park after him. Seidl moved; Shay seconded to name the Duane R. Hofstetter Conservation Park. Motion carried.

RECREATION DIRECTOR'S REPORT: Dudley discussed the upcoming fall and winter guide and some of the new programs that the Recreation Dept. will be running.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman updated the Commission on the damage from the June 8 storm. The Village lost 11 street trees and another 12 trees had to be repaired. In addition, the aluminum bleachers and the baseball backstop at Sunrise Park were also damaged as was the chain link fence at the Aquatic Center.

Gorman reminded the Commission that Kathy Hagen will no longer prepare the agendas for meetings. That duty is now the responsibility of the Recreation Director and the Parks and Forestry Director with advice from the Commission Chair.

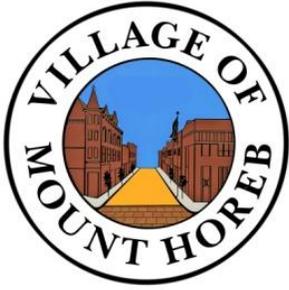
Gorman informed the Commission that Cameron Penne is interested in doing an Eagle Scout Project which included painting the Garfield Skating Shelter and making some improvements to the interior of the building.

Gorman also informed the Commission that he had received a \$1,000 gift from the Ken Sutter Memorial to be used at Sunrise Park. Gorman suggested that a park bench would be appropriate and well-used near the shelter.

The next meeting was scheduled for August 23, 2011 at 5:00 pm.

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

Jeff Gorman
Parks and Forestry Director



Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, AUGUST 23, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 June 28, 2011 meeting.
- 3) Consider Landmarks Foundation, Inc. request for water service at the proposed Heritage Park and Gardens.
- 4) Consider Sunrise Park shelter funding.
- 5) Review and consider Parks and Forestry budget for 2012.
- 6) Review and consider Recreation budget for 2012.
- 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.

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
AUGUST 23, 2011

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. Chairman Randy Littel called the meeting to order at 5:00 pm with Mark Webber, Mary McDonough Sutter, Doug Kellogg and Mary Anderson present. Recreation Director Jill Dudley and Parks and Urban Forestry Director Jeff Gorman were also present. Commission member Tom Shay was absent and Commission member Mary Seidl arrived at 5:04pm.

MINUTES: McDonough Sutter moved, Webber seconded to approve the minutes of the June 28, 2011 meeting. Motion carried.

LANDMARKS FOUNDATION REQUEST FOR WATER SERVICE: The Landmarks Foundation and Mound Vue Garden Club requested that the Village of Mount Horeb install some type of water service at the proposed Heritage Park and Gardens, 110 N. Second St. The water would help the Garden Club maintain the flowers and other plantings in front of the District #1 Schoolhouse and eliminate the need for club members to carry buckets of water to the site. The water could also be used for various outdoor functions.

Gorman reviewed two options to provide the water, with option #1 involving the installation of a second (non sewer) water meter in the District #1 Schoolhouse with a lockable hose bib on the exterior of the building. The estimated cost for installation and one year use is \$494 plus water usage at \$2.46/1000 gallons. Option #2 involves tapping into the water main under the municipal parking lot near the water tower and installing approximately 80 feet of copper pipe at least 6 feet deep to a yard hydrant near the flower garden. The estimated cost for option #2 is \$3,658.

Webber moved, Kellogg seconded to approve option #1, with the Village paying the installation costs and the Landmarks Foundation and/or Garden Club responsible for all future utility bills, including the monthly meter charge and water usage. Motion carried.

SUNRISE PARK SHELTER FUNDING: Gorman informed the Commission that the Sunrise Park Shelter Project is still over budget. The July budget amendment of \$12,000 does not cover the \$15,921 needed to close out the project. Gorman recommended covering the \$3,921 with \$1,000 from the Parks Operating Budget and \$2,921 from the Park Development Fund. The expenditure would be authorized in the budget and an additional budget amendment would not be necessary. McDonough Sutter moved, Anderson seconded to approve the funding and forward it to the Finance Committee. Motion carried.

CONSIDER 2012 PARKS AND FORESTRY BUDGET: Gorman reviewed his proposed operating and capital budgets for 2012. Anderson made a motion to remove the 1999 GMC 1-ton dump truck replacement request from the Capital Budget. The motion failed for lack of a second. McDonough Sutter moved, Webber seconded to approve the Parks and Forestry Department proposed budgets. Motion carried.

CONSIDER 2012 RECREATION DEPARTMENT BUDGET: Dudley reviewed her proposed operating budgets. Webber moved, Anderson seconded to approve the Recreation Department proposed 2012 budget. Motion carried.

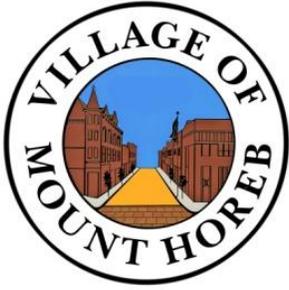
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that there is a new cross country ski club forming and they had inquired with the Recreation Department about being run under the Village. The Commission agreed not to explore the idea since the club would not be using any of the Village's facilities. Dudley reported that the newly offered evening swimming lessons went well and that more Dads were able to bring their children at that time. Dudley reviewed an email regarding various pool complaints. The Commission will be discussing the aquatic center more at the September meeting. Dudley also reported that the activity guide went out and that many programs were filling up quickly. The NFL flag football program had 108 kids registered. Dudley informed the Commission that there is an upcoming joint school/Village meeting in which recreation programs and user fees will likely be discussed again.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman handed out an article written by Duane Hofstetter in the Wisconsin Parks and Recreation Association Impact magazine regarding Comprehensive Outdoor Recreation Plans. Gorman stated there is no new update regarding the request by the Landmarks Foundation to create Heritage Park and Gardens at 110 N. Second St. The Village Administrator is currently looking into the necessary requirements for this to happen, including a zoning change. Gorman also informed the Commission that Wayne Haskins had asked to be on the September agenda to discuss a mud volleyball tournament at the Summer Frolic.

The next meeting was scheduled for Wednesday, September 28 at 5:00 pm.

Motion made by Seidl, seconded by Kellogg to adjourn at 6:57pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION WEDNESDAY, SEPTEMBER 28, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 August 23, 2011 meeting.
- 3) Consider request from Wayne Haskins to run a four-court mud volleyball tournament at the 2012 Summer Frolic.
- 4) Discussion with Landmarks Foundation, Inc. **regarding "Heritage Park and Gardens"**.
- 5) 2011 Aquatic Center Annual Report.
- 6) Update on Parks and Forestry and Recreation Department 2012 Budgets.
- 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
SEPTEMBER 28, 2011

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. Chairman Randy Littel called the meeting to order at 5:02 pm with Mark Webber, Doug Kellogg, Mary Seidl, Mary McDonough Sutter and Mary Anderson present. Recreation Director Jill Dudley and Parks and Urban Forestry Director Jeff Gorman were also present. Commission member Tom Shay arrived at 5:15pm.

MINUTES: Webber moved, Kellogg seconded to approve the minutes of the August 23, 2011 meeting. Motion carried.

REQUEST FOR MUD VOLLEYBALL AT 2012 SUMMER FROLIC: Village resident and Summer Frolic Committee member Wayne Haskins was present to request that the Village allow him to run a four-court mud volleyball tournament during the 2012 Summer Frolic. The tournament would take place in the same area that the current volleyball tournament is held, just south of the Grundahl Park enclosed shelter building and would consist of 32 teams with approximately 10 players per team. Haskin's main goal is to increase revenues going back into the community with registration fees and additional participants and spectators spending more money at the Frolic. Haskins has researched several other mud volleyball tournaments held across the country and says it is becoming very popular. Following the tournament, the mud courts would be graded and seeded to allow the area to be used in the fall for flag football and for the hockey rink in the winter.

McDonough Sutter thought it is good to have additional recreational opportunities and recommended trying it next year if the Summer Frolic Committee approves the idea. Webber also approved the idea provided that the Parks Department was comfortable with it. Gorman stated he was OK with the idea as long as the area is cleaned up and restored so the hockey rink is not affected. Webber will report back to the Commission after the Summer Frolic Committee has had a chance to discuss the proposal.

LANDMARKS FOUNDATION REQUEST FOR SIGN AT "HERITAGE GARDENS": Landmarks Foundation member Peggy Donaldson was present to suggest that a sign be installed to identify the public area in front of the District #1 Schoolhouse at 110 N. Second St. as "Heritage Gardens". The Commission suggested that Mrs. Donaldson work with Jeff Gorman to bring a sign design to a future meeting and that the Landmarks Foundation shares the cost of the sign with the Village.

2011 AQUATIC CENTER ANNUAL REPORT: Dudley reviewed the 2011 annual report for the Mount Horeb Family Aquatic Center which included information on lifeguards, special events, attendance, revenues and suggestions for 2012. McDonough Sutter recommended having copies of the report on hand at the aquatic center next year in case any patron wants to see it. Dudley said she would also post it on the Recreation Department website.

Mary Seidl and Kris Sutter-Parent also reviewed the Mount Horeb Gators Swim Team season and report.

2012 BUDGET UPDATE: Gorman informed the Commission that so far all budget requests for 2012 have been approved with the exception of the 1999 dump truck replacement and \$66,000 for improvements at Summer Frolic Sunrise Park which included asphalt paths, expanding the ballfield to accommodate 90 foot bases and installing fence for the ball field.

Commission member Seidl left at 6:02pm.

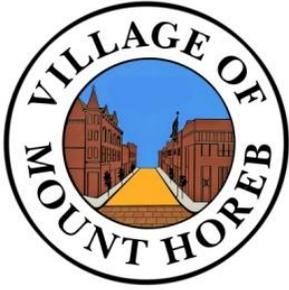
RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the girl's Tri-County basketball program is underway and going well and the CSI program was a success. She has 31 people signed up for "backs and bellies" and is offering a yoga program for seniors at the Senior Center. Dudley said she is interested in making non-resident fees uniform for all programs to avoid confusion. The proposed structure would start with the spring/summer activities guide. Dudley will put this on the next meeting agenda for discussion.

PARKS AND FORESTRY DIRECTOR'S REPORT: Gorman informed the Commission that the Nordic Ski Club will be using Liberty Park during the winter festival for skiing demonstrations. Gorman also said the Mount Horeb Area School District is interested in designating the Duane R. Hofstetter Conservation Park as a school forest. The designation would still give the Village complete control over the park and would not require any financial commitment from the Village. The designation would however make the property eligible for grants through the school forest program. Gorman will provide more details when he receives more information.

The next meeting was scheduled for Tuesday, October 25 at 5:00 pm.

Motion made by Shay, seconded by McDonough Sutter to adjourn at 6:12 pm.

Jeff Gorman
Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, NOVEMBER 22, 2011

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:00pm 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 September 28, 2011 meeting.
- 3) Consider removing park pay phones.
- 4) Consider School Forest designation for Hofstetter Conservation Park.
- 5) Consider non-resident fees for Recreation Department programs.
- 6) Consider shelter rental fee changes.
- 7) Consider Recreation Department program fee changes.
- 8) Set 2012 Aquatic Center dates and discuss hours of operation and fees.
- 9) Recreation Director's report.
- 10) Park 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
NOVEMBER 22, 2011**

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. Chairman Randy Littel called the meeting to order at 5:00 pm with Mary McDonough Sutter, Doug Kellogg, Mary Anderson and Tom Shay present. Recreation Director Jill Dudley, Parks and Urban Forestry Director Jeff Gorman and Village Administrator Dave Ross were also present. Commission members Mary Seidl and Mark Webber were absent.

MINUTES: McDonough Sutter moved, Shay seconded to approve the minutes of the September 28, 2011 meeting. Motion carried.

CONSIDER REMOVING PARK PAY PHONES: Gorman requested to remove the pay phones at Grundahl Park and the Aquatic Center Bathhouse since they get used very little and the monthly charge for having them exceeds the revenue that the Village receives. Gorman also believes that with the use of cell phones and the phones inside the bathhouse, the public will have phones available to them if necessary. Shay moved, Anderson seconded to approve the removal of the two park pay phones. Motion carried.

SCHOOL FOREST DESIGNATION FOR HOFSTETTER CONSERVATION PARK: Beth Hamelink, Biology Teacher at the Mount Horeb High School was present to propose designating the Duane Hofstetter Conservation Park as a school forest. This would allow the schools to use it for educational purposes and opens up the possibility of receiving additional funding for improvements. There would be no financial obligation on the part of the Village. Shay moved, Anderson seconded to recommend the designation to the Village Board for their approval. Motion carried.

NON-RESIDENT FEES FOR RECREATION DEPARTMENT PROGRAMS: Dudley recommended charging an additional \$10 for all non-residents (residing outside the Village limits) registering for all programs other than swimming pool related programs. Dudley explained that she would like to make all non-resident fees consistent with the aquatic center fee structure to reduce confusion. McDonough Sutter moved, Shay seconded to approve the additional \$10 non-resident fee. Motion carried.

PARK SHELTER RENTAL FEES: Dudley recommended increasing the fees for reserving park shelters, park ball diamonds and soccer fields. She also recommended charging more for shelters with kitchenettes than shelters without. The current fees and proposed fees are as follows:

Current fees:

Shelter fees - \$40 Resident \$50 Non-Resident (if required, pick up keys by **noon the Thursday before event**)
Single weekday ballfield use - \$45 (includes field prep before first game only)
Single weekend ballfield use - \$65 (includes field prep before first game only)
Weekend ballfield use - \$120 (includes field prep before first game each day only)

Proposed fees:

Level 1 Shelters (without kitchenette): Boecks, Grundahl Open Picnic Shelter & Waltz

Level 2 Shelters (with kitchenette): Grundahl Enclosed Shelter, Liberty & Sunrise

Level 1 Fees =	\$50 for residents	Level 2 Fees =	\$60 for residents
	\$70 for non-residents		\$80 for non-residents
Ball Field Fees =	\$50 for single weekday use	Soccer Field Fees =	\$25 for single weekday
	\$75 for single weekend use		\$40 for single weekend use
	\$125 for whole weekend use		\$60 for whole weekend use

McDonough Sutter moved, Shay seconded to approve the park shelter and field fee changes. Motion carried.

RECREATION DEPARTMENT'S SCHOOL DISTRICT FEES: Ross and Dudley explained that they had met with school district officials regarding the Village Recreation Department paying a fee for Village programs that use indoor school facilities. Ross and Dudley proposed a \$5 additional fee for adults registering for Recreation Department programs that take place in school facilities. Programs affected include Circuit Training, Gymnastics, Men's Basketball, and Scuba. McDonough Sutter moved, Anderson seconded to charge a user fee of \$10 for non-residents and \$5 for residents at time of registration for the above programs. Motion carried.

2012 AQUATIC CENTER DATES, HOURS OF OPERATION AND FEES: Dudley handed out her proposed aquatic center hours and dates of operation for the 2012 season. She also proposed a \$5 fee for each additional family member beyond five members in family memberships. Shay moved, Kellogg seconded to approve the pool hours, dates and additional fee. Motion carried.

RECREATION DIRECTOR'S REPORT: Dudley informed the Commission that the Tri-County basketball program is underway and running well and the 2012 Spring/Summer Guide is complete. There will be two new programs offered in 2012 – The Amazing Race and Bridge. Dudley also informed the Commission that she will be having surgery in early January and will be away from work for a short time. Matt Skibba will be attending the next Park, Recreation and Forestry Commission meeting.

PARK AND URBAN FORESTRY DIRECTOR'S REPORT: Gorman informed the Commission that his department just finished its fall tree planting program in which 43 trees were planted. Fourteen of those trees were donated by the Mounds Vue Garden Club. The Parks and Forestry Department is currently working on winterizing the remaining shelters and equipment and will be starting tree pruning.

The next meeting was scheduled for Tuesday, January 24 at 5:00 pm.

Motion made by McDonough Sutter, seconded by Shay to adjourn at 5:58 pm.

Jeff Gorman
Parks and Forestry Director