

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

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, JANUARY 28, 2014

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30 pm 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 November 26, 2013 meeting.
- 3) Consider MoHo Gators 2014 Agreement and Hold Harmless.
- 4) Consider GAGA Ball pit construction and donation.
- 5) Consider recommendation for parkland dedication for Town Land Company LLC development.
- 6) Mount Horeb Area Dog Park Group update.
- 7) Emerald Ash Borer Powerpoint Presentation.
- 8) Consider Emerald Ash Borer Management Plan.
- 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.

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.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

January 28, 2014, 5:30 PM, Municipal Building Board Room

PRESENT: Hadac, Littel, Shay, Seidl, Sievers, Webber

ABSENT: McDonough Sutter

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 11/26/13 meeting

- Sievers moved, Webber seconded to approve the minutes of the November 26, 2013 meeting. Motion carried.

2014 MoHo Gators Pool Use Agreement

Dudley reviewed the proposed agreement between the MoHo Gators and the Village for 2014.

- The MoHo Gators recommended changing the second sentence of the third paragraph on page one of the agreement to read: "All policies, rules and regulations that govern the MoHo Gators and the use of all park and recreational facilities are subject to change at the discretion of the Mount Horeb Park, Recreation and Forestry Commission."
- Dudley and Gorman recommended that item #4 be amended to include the Gators remove and install the new pool cover as necessary and as trained by the Village.
- The MoHo Gators recommended removing the maximum number of hours for pool usage of 336. Sievers recommended changing the last sentence in item #9 to read: "Hours per year may not exceed 336 without approval of the Village of Mount Horeb Recreation Director."
- Shay moved, Webber seconded to approve the 2014 agreement with the recommended changes. Motion carried.

Ga Ga Ball Pit Donation and Construction

- Sievers moved, Seidl seconded to table the discussion of installing a Ga Ga Ball pit until the February meeting. Motion carried.

Parkland Dedication for Town Land Company, LLC Development

- Hagen reviewed the revised parkland dedication and fees in lieu of dedication by Town Land Company LLC for the Monson parcel on Blue Mounds Street. Due to the scope of the project being reduced from 159 units to 82 units, the Village ordinances would require a land dedication of 3.47 acres if no fees were charged or 3.0 acres and \$36,484 for fees in lieu of dedication. Town Land Company has agreed to dedicate 3.4 acres of land and \$36,484 in fees, which is more than required by Village ordinance. The 3.4 acres would be enough land to have the multi-purpose athletic field, parking lot with 60 stalls and an area for a playground. Hagen said the cost estimate from the Village engineer to build the parking lot is \$88,000.
- Gorman said if the Village acquires the land, it would be very important to get a water service to the athletic field to keep the turf in good condition.
- Webber moved, Seidl seconded to recommend the 3.4 acre land dedication and \$36,484 in fees to the Village Board for approval.

Mount Horeb Area Dog Park Group Update

- Lisa Sciezinski informed the Commission that the dog park group has had two more meetings and is considering applying for non-profit status. She provided additional information prior to the meeting regarding area dog parks and plans for building dog

parks. She is interested in getting a dog park survey out to Village residents through utility bills and Hagen informed her that it is possible but there is a fee associated with it.

- Sciezinski said a representative from Dane County Parks will be at their next meeting on February 5 to make a presentation on county dog parks.
- Another member of the dog park group informed the Commission that the City of Milton built a local dog park for \$15,000 and their Parks and Recreation Commission Chair, Ryan Peterson would be happy to provide any information to the Commission.

Emerald Ash Borer Powerpoint Presentation

- Gorman showed a powerpoint presentation that he developed with information on the Emerald Ash Borer. He is also planning to present it to the Village Board in March.

Emerald Ash Borer Management Plan

- Gorman reviewed his written EAB Plan and supporting information. Due to some new research information that was presented at an urban forestry conference that morning, Gorman would like to make some minor revisions to the plan and present it to the Commission at the February meeting.
- Sievers moved, Shay seconded to table the discussion of the EAB plan until the February meeting. Motion carried.

Recreation Director's Report

- Dudley informed the Commission that the Garfield ice skating rink has been well-used and that having open skating and hockey together has gone well with only a few minor instances noted. There have been many positive comments about the warming house and ice skate donations continue to come in.
- The Recreation Department activity guide has gone to print and new programs in 2014 include intermediate yoga, summer container design, succulent trough garden, children's painting and 6th-8th grade flag football.
- The winter youth basketball program has 122 participants.
- Dudley is interviewing candidates for summer positions.

Park and Urban Forestry Director's Report

- The Garfield ice rink was ready for skating on December 13, the earliest on record. Ice conditions have remained good and the rink has only been closed a couple days due to warm weather.
- Bids are due February 3 for the construction of the second baseball/softball field at Sunrise Park. The Mount Horeb Summer Frolic Committee has agreed to donate \$30,000 to the project. The Mount Horeb Youth Baseball Association has donated \$3,000 and has another \$1,400 committed for the project.
- I have received bids and have ordered a new pickup truck from the low bidder, Middleton Ford. The 2014 Ford F-250 should arrive around March 1.
- I am currently working on developing Request For Proposals for the update of our Comprehensive Outdoor Recreation Plan. I would like the Commission to review the RFP's at the February meeting.

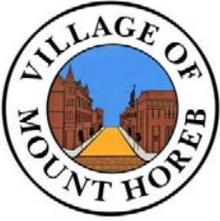
Next Meeting

- The next meeting was set for February 25, 2014 at 5:30 pm.

Adjourn

- Webber moved, Shay seconded to adjourn at 7:15 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, FEBRUARY 25, 2014

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 January 28, 2014 meeting.
- 3) Consider Gaga Ball Pit construction and donation.
- 4) Consider fundraising agreement to raise money for Sunrise Park baseball field improvements.
- 5) Update on Mount Horeb Area Dog Park.
- 6) Consider Request for Proposal for Comprehensive Outdoor Recreation Plan Update.
- 7) Consider Sunrise Park ball diamond construction bids.
- 8) Consider Emerald Ash Borer Management Plan.
- 9) Recreation Director's report.
- 10) Park and Urban Forestry Director's report.
- 11) Set next meeting date and time.
- 12) Adjourn.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

February 25, 2014, 5:30 PM, Municipal Building Board Room

PRESENT: Hadac, Littel, Sievers, Webber

ABSENT: McDonough Sutter, Seidl, Shay

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 1/28/14 meeting

- Webber moved, Sievers seconded to approve the minutes of the January 28, 2014 meeting. Motion carried.

Consider Gaga Ball Pit Donation and Construction

- Lisa Mahoney from the St. Michael's Council of Catholic Women was present to request that the Village install a Gaga Ball (Panda Ball) pit at one of the Village parks. The group is willing to donate \$800 towards the project. The group played the game, a form of "dodgeball", at a recent fundraiser and said it was very popular.
- Gorman researched costs and reported that the \$800 donation should cover all materials for the project and also said the Parks Department could build the pit. Gorman recommended the end of the basketball court at Grundahl Park for a location.
- Webber moved, Hadac seconded to accept the donation and build the pit at Grundahl Park. Motion carried.

Fundraising Agreement for Sunrise Park Ball Diamond Improvements

- Christina Williams from Sports Image, Inc. was present and explained that her company had been working with the Mount Horeb Youth Baseball Association (YBA) on ways to fundraise money to be used for ball diamond improvements at Sunrise Park. Her company sells advertising packages and uses the ball diamond fences for advertising space. She was seeking permission from the Village to utilize the ball diamond fences.
- Dudley expressed concern that if the YBA raises funds for the baseball fields that they might feel they have first priority when it comes to scheduling the fields, but YBA president Eric Steinhoff said that would not be the case. The Recreation Department would still have scheduling priority since the Village owns the fields.
- Sievers questioned why Sports Image would work directly with the YBA and not with the Village. Gorman explained it was suggested by Village Administrator Dave Ross that YBA work directly with Sports Image.
- Gorman also provided a list of baseball field improvements that could be added if enough money is raised, including lights, batting cages and covered dugouts. He also stated that any money raised helps reduce Village capital expenditures over time.
- Littel suggested that the discussion be tabled until the next meeting to allow Village staff to discuss the item further.

Mount Horeb Area Dog Park Group Update

- Gorman informed the Commission that he had attended the last Dog Park Group meeting and Dane County Parks Planner Chris James made a presentation at the meeting giving some background information on Dane County Park dog parks and what they look for when developing a dog park. Gorman said the Dog Park Group appears to be focusing on working with the county to find land for a regional dog park.

- Lisa Sciezinski from the Mount Horeb Area Dog Park Group said her group was trying to assist the county in finding land suitable for a dog park and that the county was going to explore the school property south of the Village on Hwy. JG and also some land adjacent to Stewart Park.

Consider Request for Proposal for Comprehensive Outdoor Recreation Plan

- Gorman provided a draft RFP to send out to consultants for updating the CORP and suggested one addition to the draft. His deadline is March 21, so he will have results for the next Commission meeting.
- Hagen suggested making sure to add a statement that the Village has the right to reject bids.
- Webber moved, Sievers seconded to approve the RFP with the changes. Motion carried.

Consider Sunrise Park Ball Diamond Construction Bids

- Gorman reviewed the four bids that he received for the construction project. The Village has budgeted \$73,000 for the project and the low bidder was Ball Diamond Fine Sports Turf at \$61,850, which included the fencing. Gorman stated that he had worked with this company several times in the past and is comfortable with them. Gorman recommended accepting the bid.
- Webber moved, Hadac seconded to recommend to the Village Board accepting the bid of \$61,850 from Ball Diamond Fine Sports. Motion carried.

Consider Emerald Ash Borer Management Plan

- Gorman reviewed the changes that he made to the EAB plan since the last meeting. The revised plan includes chemically treating 79% of the Village's ash street trees four times over the next 11 years and treating approximately 50% of the Village's ash park trees. He also provided a letter of support for ash tree conservation and frequently asked questions regarding the use of insecticides to treat EAB.
- Webber moved, Hadac seconded to recommend approval of the plan to the Village Board. Motion carried.

Recreation Director's Report

- Dudley informed the Commission that Phil Waefler has been named the Recreation Department's Volunteer of the Year for 2013.
- The rink season is officially over and there were many positive comments on the rink and having the hockey at Garfield Park this year. The Rec. Dept. is considering adding another "hockey night" next season, potentially Friday night in addition to Wednesday.
- The 2014 spring and summer activity guide is now out and there have been a lot of registrations coming in. Some spring programs start next week already.
- Dudley expressed concern about the discussions the school board is having about taking over some of the recreation programs. Littel thought that these programs being discussed are more pre-K enrichment and educational programs that the Village Recreation Department does not currently offer. He said there will be more discussions in the near future but does not see the school trying to compete with the Recreation Department.

Park and Urban Forestry Director's Report

- Gorman stated that Parks Dept. really liked just having one skating rink at Garfield Park this year and said one of the side benefits is that the Rec. Dept. has been able to rent the Grundahl Park shelter several times this winter for sledding and birthday parties.
- Gorman informed the Commission that the Parks and Forestry Dept. is behind with tree pruning this winter as a result of the weather and the long skating season, but said they will be making a push in the next few weeks to try to get caught up.

Next Meeting

- The next meeting was set for March 25, 2014 at 5:30 pm.

Adjourn

- Webber moved, Sievers seconded to adjourn at 6:30 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, MARCH 25, 2014

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 25, 2014 meeting.
- 3) Consider fundraising agreement with Sports Image, Inc.
- 4) Consider proposals for Comprehensive Outdoor Recreation Plan.
- 5) Emerald Ash Borer update.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

March 25, 2014, 5:30 PM, Municipal Building Conference Room

PRESENT: Shay, Littel, Sievers, Webber, Seidl

ABSENT: McDonough Sutter, Hadac

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 2/25/14 meeting

- Webber moved, Sievers seconded to approve the minutes of the February 25, 2014 meeting. Motion carried.

Consider Fundraising Agreement with Sports Image, Inc.

- Christina Williams from Sports Image, Inc. presented her proposal to help the Village raise funds for Sunrise Park. Her plan includes selling two-year advertising packages to businesses and placing advertising on the outfield fences of the two baseball diamonds at Sunrise Park. Windscreen ad sizes are 6'x10' for \$3000 (2 years) and 4'x8' for \$2500 (2 years). There are six spaces available for 6'x10' ads and sixty three spaces available for 4'x8' ads. According to Williams, the Village would receive 70% of the net revenue after the cost of the signs, artwork, printing and shipping is deducted. Sports Image seeks out initial sponsors and handles all renewals. The Village would be responsible for installing the signs and any damage to the signs for the two-year agreement period. The approximate cost to replace a damaged sign is \$200. Three concerns raised by the Commission about the wind at Sunrise Park. Williams said the signs hold up very well and the signs should be able to be left up for the entire two-year period. The signs allow 25% of the wind to pass through. If businesses renew for another two-year agreement, a new sign would be made at that time. Gorman talked with a fencing contractor from Century Fence about the wind load on the fence and he stated that there should be no issues with the 4'x8' fence signs on the fence but had some concern with the 6'x10' signs that would be placed on the 12' portion of outfield fence. Seidl asked if the Village would be able to approve the signs before they are produced to make sure they are appropriate and referred to the recently revised advertising policy that the school board just adopted. Williams said the Village would have the opportunity to approve the signs.

Sievers moved, Seidl seconded to table the discussion at this time in order to explore additional information. Motion carried.

Consider Proposals for Comprehensive Outdoor Recreation Plan

- Gorman received two proposals to update the Comprehensive Outdoor Recreation Plan (CORP). SAA Design Group's bid was \$13,355 and Vandewalle and Associate's bid was \$8,780. The Village budgeted \$9,200 under in the 2014 Capital Projects. Mike Slavney from Vandewalle and Associates was present to review his company's proposal with the Commission. SAA Design Group was unable to have a representative at the meeting due to a scheduled vacation. Seidl recommended that the Commission allow SAA the opportunity to present their proposal at another time. Webber likes the continuity of working with Vandewalle since Slavney is also the Village Planner. Hagen stated that she has had a very good working relationship with Vandewalle. Littel felt that due to the significant difference in quotes, it was not necessary to allow SAA to appear before the Commission.

Sievers moved, Shay seconded to accept the proposal from Vandewalle and Associates for updating the CORP. Motion carried.

Emerald Ash Borer Update

- Gorman informed the Commission that the Village Board had approved the Emerald Ash Borer Management Plan and that he has sent out requests for proposals for chemically treating 112 street trees with insecticides. Proposals are due March 28 at noon.

Recreation Director's Report:

- Dudley informed the Commission that the Recreation Dept. is still taking a lot of registrations for spring and summer programs. There is 11 registrants for the babysitting class; 12 for children's painting; 25 for Fit For Life; 12 for water exercise class and Circuit Training has increased from 18 to 31 registrants.
- She has been working with the school district on moving the location for some of the Recreation programs due to the extended school year.
- Dudley attended a Badger Aquatic Professionals meeting and came away with some good ideas to use at the aquatic center. One of the ideas is to use a "When To Work" program which is an internet based program to help schedule lifeguards and pool staff. The cost for three months is only \$80.
- Dudley has attended the last two Mount Horeb School Board meetings since there was discussion regarding the Recreation Department. Dudley reported that some of the school board members were misinformed that the Rec. Dept. was pulling in a lot of net revenue from programs and the school board may want to consider charging more for the Rec Dept. using the school's facilities. Dudley provided financial information to the school board to show that recreation programs are not a large revenue generator. She informed the Commission that this topic will be on the next joint meeting of the school and Village.

Parks and Forestry Director's Report:

- The Girl Scouts will be constructing and installing three "little libraries" at three of the Village parks – most likely Sunrise, Ibinger Ridge and Boecks. Gorman will meet with them for final approval of location.
- The Mount Horeb Gators swim team has donated \$250 towards the \$400 fence screen to be installed on the chain link fence at the west end of the main swimming pool. The screen is to help reduce noise for the neighbors near the pool.
- American Transmission Company has donated \$250 to the Village to go towards the 2014 Arbor Day program.
- The Parks and Forestry Dept. will be removing three street trees on Green Street as part of the 2014 street construction project.

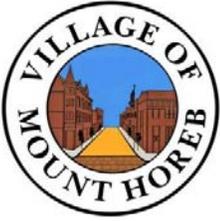
Next Meeting

- The next meeting is set for April 22, 2014 at 5:30 pm.

Adjourn

- Webber moved, Sievers seconded to adjourn at 6:48 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, APRIL 22, 2014

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 March 25, 2014 meeting.
- 3) Discussion with Village resident regarding planting trees and other vegetation along the Highway 18/151 corridor on the south border of Mount Horeb.
- 4) Consider recommendation of Arbor Day Proclamation.
- 5) Discuss Summer Frolic Sunrise Park fundraising.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

April 22, 2014, 5:30 PM, Municipal Building Conference Room

PRESENT: Sievers, McDonough-Sutter, Webber, Hadac, Shay (arrived at 5:32 pm)

ABSENT: Littel, Seidl

OTHERS PRESENT: Dudley, Hagen – Village of Mount Horeb

Sievers called the meeting to order at 5:30 pm.

Minutes of the 3/25/14 meeting

- Webber moved, McDonough-Sutter seconded to approve the minutes of the March 25, 2014 meeting. Motion carried.

Discussion with Village resident regarding planting trees and other vegetation along the Highway 18/151 corridor on the south border of Mount Horeb

- Steve Books discussed his proposal with the commission. He thought that maybe the Arbor Day Foundation could donate trees for this project. Hagen mentioned that only a small portion of the area where Books would like to see trees go up is in the Village. She also mentioned that there may be deed restrictions that might not allow this. Shay mentioned that certain types of trees attract deer so that is something that will need to be looked at. The commission decided to have Jeff Gorman talk with the DOT to see if this is something that would be allowed and then have him report back at the next meeting.

Consider recommendation of Arbor Day Proclamation

- One of the four requirements to maintain Tree City USA status is to have an Arbor Day Proclamation declared by the village president. Gorman asked that the commission approve this proclamation which has been signed by Village President, Dave Becker. Webber moved, Shay seconded to recommend approval of the Arbor Day Proclamation. Motion carried.

Discuss Summer Frolic Sunrise Park fundraising

- The commission discussed the costs associated with having Sports Image, Inc work on getting signage at Sunrise Park, and wanted to see if there are other companies that do this type of marketing and what their pricing structure is. There are many questions that need answers before going forward. The commission asked Hagen to check with other communities to see if they work with any sports marketing firms on similar projects.

Recreation Director's Report:

- Dudley met with the admissions/concessions supervisor and lifeguard manager and they are getting things ready for the upcoming summer. The concession stand items and pricing have been set.
- The Recreation Department has been busying with spring programs starting up and field scheduling with the baseball, softball and soccer groups.
- The School District is reseeding the practice fields this summer so the soccer and football groups will not be able to use them in the fall. Due to this, they want to use Village park areas but we are not sure we have much available due to our soccer and flag football groups.
- Dudley received a letter from Tri 4 Schools asking for a donation for the silent auction at their first ever Summer Shindig. The commission suggested a shelter rental and a one day family pool pass.

Parks and Forestry Director's Report (written):

- The Village has awarded the bid for Emerald Ash Borer treatments to Estate "The Tree Care Specialists". The company is located in Sauk City and their bid was \$5,657.60. I had budgeted \$8,800.00 for the project. I will be meeting with the company in a couple weeks to discuss the procedure and timeline.
- Construction of the second baseball field at Sunrise Park will likely start around the first of June. I will have a pre-construction meeting next month with the field construction contractor and fencing contractor to review the plans, field layout and to issue the erosion control permit.
- This week we worked with Whitney Tree Service in removing 24 stumps and we dug all tree planting holes for the spring planting season.
- All park shelter restrooms are now open for the season.

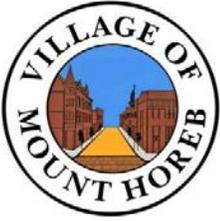
Next Meeting

- The next meeting is set for May 27, 2014 at 5:30 pm.

Adjourn

- McDonough-Sutter moved, Webber seconded to adjourn at 6:42 pm.

Minutes prepared by Jill Dudley, Recreation Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JUNE 24, 2014

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 22, 2014 meeting.
- 3) Comprehensive Outdoor Recreation Plan introductory discussion with Mary Robb from Vandewalle and Associates.
- 4) Consider noise mitigation update.
- 5) Recreation Director's report.
- 6) Park and Urban Forestry Director's report.
- 7) Set next meeting date and time.
- 8) Adjourn.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

June 24, 2014, 5:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Webber, Littel, Recknor

ABSENT: Hadac, Shay, Seidl

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:34 pm.

Minutes of the 4/22/2014 meeting

- Webber moved, Sievers seconded to approve the minutes of the April 22, 2014 meeting. Recknor abstained. Motion carried.

Consider Noise Mitigation Update

- Gorman updated the Commission on Steve Book's proposal to plant trees / vegetation on the north side of the Highway 18/151 right of way between Sand Rock Road west to Fink's quarry. Gorman met with Todd Hogan from the State Dept. of Transportation and looked at the proposed area. Hogan informed Gorman that the DOT does allow people to plant in the right of way as long as the plantings are at least 40' from the white line along the edge of the highway. A planting plan would have to be submitted and approved by DOT first. In this particular area, the roadside drops down considerably into a valley. Any trees planted would have to be very tall before any noise abatement was accomplished. Any planting north of the DOT right of way fence would have to be at least 3' from the fence. Therefore, any plantings would be on private land and an agreement would have to be worked out with the landowner. No further action was necessary.

Recreation Director's Report

- Dudley informed the Commission the Matt Skibba, Recreation Program Assistant, has left and taken a similar position with the City of Monroe. Dudley has finished interviewing candidates for the vacated position and has identified one candidate that she would like to hire. The Village is currently going through the approval process for this candidate.
- The pool staff is doing a great job. This year's lifeguard manager is Katy Miller and the head guards are Ava Jansen and Lindsay Zimmer. Katy is concerned about having enough guards on staff for the proposed August 30 closing date. She would prefer the closing date to be August 23. Concession stand hours at the pool are from 2:00-6:00pm this year, but they have had one staff member in the concession area at 1:00 to sell pool passes.
- Swim lessons and recreation programs are going well. Some programs had to be moved due to anticipated construction projects in the high school and gymnastics had to be cancelled. I may try to make the spring gymnastics program larger to make up for the cancelled program.

Comprehensive Outdoor Recreation Plan Introductory Discussion

- Mary Robb from Vandewalle and Associates was present to discuss the CORP planning process including a preliminary project schedule and different methods of receiving public input for the plan. There was some discussion on whether the schedule allowed enough time to get a public survey out to the community and get the results back. The Commission agreed that

since there was no absolute deadline to complete the CORP, they would take the time necessary to go through the planning process thoroughly and do it right. The first official CORP planning meeting will take place at the Commission meeting in July.

Parks and Forestry Director's Report

- Gorman handed out his written report with several updates

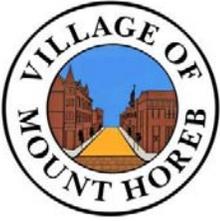
Next Meeting

- Dudley will email Commission members to determine the next meeting date and time.

Adjourn

- Recknor moved, Webber seconded to adjourn at 7:00 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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, JULY 22, 2014

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 6:30pm 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 24, 2014 meeting.
- 3) Discuss Comprehensive Outdoor Recreation Plan.
- 4) Discuss capital requests for 2015 Budget.
- 5) Discuss 2014 pool season ending date.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

July 22, 2014, 6:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Hadac, Littel, Recknor, Seidl, Shay

ABSENT: Webber

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 6:30 pm.

Minutes of the 6/24/2014 meeting

- Recknor moved, Sievers seconded to approve the minutes of the June 24, 2014 meeting. Motion carried.

Discuss Pool Season Ending Date

- Life guard manager Katy Miller was present to discuss a closing date for the family aquatic center. She provided a list of the last day that each pool staff member could work. Only two life guards could work up to August 30 due to fall sports schedules and / or attending college. Eight guards are necessary to keep the aquatic center open. Miller and Dudley recommended that the last day for public swimming is Saturday, August 23, with the “dog day” at the pool on Sunday, August 24. Recknor moved, Shay seconded to close the pool on August 24, following the dog day. Motion carried.

Discuss Comprehensive Outdoor Recreation Plan

- Hagen reviewed the possible dates and locations to hold the public CORP planning workshop. Hagen also informed the Commission that Vandewalle will be administering an online public survey to get feedback for the plan. Notices about the survey will be printed on utility bills, posted on the website, included in Village meeting packets and placed at the Senior Center. The Commission reviewed the draft of the online survey. The Commission agreed to allow non-Village residents to fill out the survey, but the results would be kept separate from Village residents. Seidl recommended that “Indoor fitness center” and “indoor sports facilities” be added to the list of facility options on the survey that residents may want to utilize. Hagen will continue to work on dates and locations for a public workshop in the fall.

Discuss 2015 Capital Requests

- Gorman handed out a spreadsheet with his capital requests for the 2015 budget and reviewed it with the Commission.

Recreation Director’s Report

- Dudley introduced Megan Hornby to the Commission. Hornby replaced Matt Skibba as the Recreation Program Assistant and Jill is very happy to have her on board. The Recreation Department’s summer soccer program has started and there are over 300 participants and 65 coaches. Flag football will be starting in August and Hornby is working on getting coaches. Dudley is working on the fall and winter Rec guide which will be out on August 20. The pool season is going well and the annual pool bash will be held next Thursday.

Parks and Forestry Director’s Report

- Gorman informed the Commission that the GAGA ball pit has been a very popular addition to Grundahl Park. Construction has begun on the new baseball/softball field at Sunrise Park. The

Parks Dept. has installed 90 cubic yards of playground safety surfacing at Grundahl, Nesheim, Himself, Boecks and Grandma Foster parks. Gorman updated the Commission on vandalism that occurred on June 26, 28 and July 17 at Waltz and Liberty parks. Graffiti was sprayed on the park shelters and the Waltz park sign. Costs for cleanup and repairs are approximately \$1,600 and Gorman is working with the Police Dept. to identify the two suspects with surveillance camera footage.

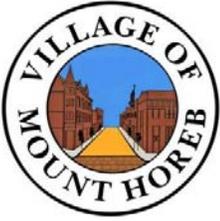
Next Meeting

- The next meeting was set for August 26, 2014 at 5:30 pm.

Adjourn

- Seidl moved, Shay seconded to adjourn at 7:50 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, AUGUST 26, 2014

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 22, 2014 meeting.
- 3) Discuss and consider Comprehensive Outdoor Recreation Plan draft including setting public workshop date and final approval schedule.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

August 26, 2014, 6:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Hadac, Littel, Recknor,

ABSENT: Webber, Seidl, Shay

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 7/22/2014 meeting

- Recknor moved, Sievers seconded to approve the minutes of the July 22, 2014 meeting. Motion carried.

Discuss Comprehensive Outdoor Recreation Plan Draft

Mary Robb from Vandewalle and Associates received feedback from the Commission regarding possible dates and times for the public participation meeting and the length of the public survey. The Commission set the date for the public meeting for October 18. Hagen reserved the meeting room at the Mount Horeb Public Library from 9:30am-12:30 pm. The Commission will decide at the September meeting if the meeting format will be an open house, focus group or workshop.

The Commission also determined they would like the public survey to be open for approximately four weeks to allow people to respond. Robb informed the Commission that, to date, only seven people have filled out the survey. In an effort to obtain more responses, Dudley is going to send out an email blast through the Recreation Dept. and post something on the Recreation Dept. facebook page. Gorman is going to submit an article in the newspaper.

Robb also reviewed the draft CORP up to this point including population estimates, household statistics, goals, objectives and policies, NRPA standards and park service areas. The Commission and Village staff indicated some changes that should be made for the final draft.

Recreation Director's Report

- Dudley informed the Commission that there had been very few complaints regarding closing the pool for the season on August 24. The season pool report will be reviewed at the September meeting. The new Activity Guide is out and there are several new programs. The flag football program has started and there are 140 participants.

Parks and Forestry Director's Report

- Gorman updated the Commission on the progress of the new youth baseball/softball field at Sunrise Park. He has also hired Coplien Painting of Monroe, Wisconsin to paint the wading pool and plunge pool this fall. Coplien's bid was \$7,035 and \$12,000 was budgeted. Gorman also informed the Commission that the severe storm that hit the Village in early August resulted in the loss of 10 street trees. Gorman was out of the state on vacation at the time, but reported that Village Parks and Forestry, Public Works and Utility crews did an excellent job of cleaning up the storm damage.

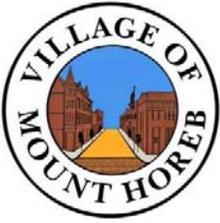
Next Meeting

- The next meeting was set for September 23, 2014 at 5:30 pm.

Adjourn

- Recknor moved, Hadac seconded to adjourn at 8:12 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, SEPTEMBER 23, 2014

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 26, 2014 meeting.
- 3) Discuss and consider the Comprehensive Outdoor Recreation Plan.
- 4) Discuss 2014 Pool Report.
- 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.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

September 23, 2014, 6:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Hadac, Littel, Webber,

ABSENT: Recknor, Seidl, Shay

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 8/26/2014 meeting

- Hadac moved, Webber seconded to approve the minutes of the August 26, 2014 meeting. Motion carried.

Discuss Comprehensive Outdoor Recreation Plan

- Hagen told the Commission that decisions had to be made regarding the date and format of the CORP public meeting. Vandewalle recommended an “open house” format for the meeting as opposed to a focus group or workshop. The majority of the survey respondents also favored an open house. Also, in order to give the Commission more time to review the final draft and avoid having a special meeting in October, Vandewalle recommended delaying the public meeting until November. This would also delay the final approval of the CORP until after the new year (2015). This would actually benefit the Village because it would essentially get one more year out of the plan by delaying it one month. Sievers asked if pushing the final approval of the CORP into 2015 would affect any grants, but Gorman informed the Commission that there are no grant applications being submitted at this time. Sievers moved, Hadac seconded to hold an “open house” public meeting on November 8 from 9:00am-noon at the Municipal Building. Motion carried.

Discuss 2014 Pool Report

- Dudley reviewed the annual pool report submitted by Amy Grindle and Katy Miller. Total attendance was down 2,746 from 2013 and total revenue was down \$5,440 from 2013. Dudley attributed the lower attendance and revenues to cooler weather in 2014. Dudley also pointed out that although revenues were down, expenses were also down in 2014.

Recreation Director’s Report

- Dudley informed the Commission that Megan Hornsby, the new Recreation Assistant is doing very well in her new position. The Creepy Crawl is scheduled for October 17. The start date for the fall gymnastics program had to be moved back one week due to a conflict with a school volleyball tournament and there was also a conflict with some floor repairs in the auxiliary gym.

Parks and Forestry Director’s Report

- No report

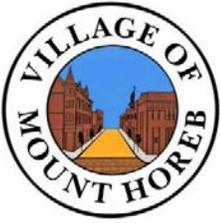
Next Meeting

- The next meeting was set for October 28, 2014 at 5:30 pm.

Adjourn

- Sievers moved, Webber seconded to adjourn at 6:15 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, OCTOBER 28, 2014

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 September 23, 2014 meeting.
- 3) Consider Comprehensive Outdoor Recreation Plan draft.
- 4) Discuss and consider options for November 8th open house on the CORP draft.
- 5) Consider policy for managing cost-share trees.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

October 28, 2014, 5:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Shay, Seidl, Littel, Webber,

ABSENT: Recknor, Hadac

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:30 pm.

Minutes of the 9/23/2014 meeting

- Webber moved, Sievers seconded to approve the minutes of the September 23, 2014 meeting. Motion carried.

Discuss and consider options for the November 8 open house on the CORP draft

- Mary Robb of Vandewalle and Associates discussed the open house with the Commission. The open house was set for November 8 from 9:00 am to noon. Robb recommended using the newspaper, website and email announcements to get the word out to the public about the open house. Robb also reviewed the open house agenda and schedule.

Consider Comprehensive Outdoor Recreation Plan draft

- Robb discussed the schedule to finalize and adopt the CORP which included a Commission meeting on November 18 to review the information from the open house and review any changes to the draft.
- Robb reviewed the draft of the CORP with the Commission. Seidl recommended using a bar graph for Figure 8 to keep it consistent with the other data under Public Participation.

Consider policy for managing cost-share trees

- Gorman reviewed a draft policy he created for the management of trees planted as part of the Village's cost share program from 1990-2001 in which 278 trees were planted in the street right of way throughout the Village. The policy addresses tree pruning, removals, stump grinding and tree replacement. Webber moved, Seidl seconded to approve the policy. Motion carried.

Recreation Director's Report

- Dudley informed the Commission that the Creepy Crawl went very well and they had approximately 620 participants. The Tri-County girls basketball program will be starting in November. The Tri-County boys program that starts later in the winter will only include 7th and 8th graders. The 4th, 5th and 6th grade boys will be playing in the Badger Developmental League this year instead of Tri-County. Dudley would like to review the swimming lesson instructor pay rates at a future meeting and she has a group of parents that want to run a 5th-8th grade volleyball league through the Recreation Department.

Parks and Forestry Director's Report

- Gorman informed the Commission that he just received a shipment of 53 trees yesterday for fall planting and that he will be attending a Wisconsin Arborist Association workshop October 29 in Madison.

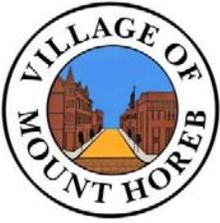
Next Meeting

- The next meeting was set for November 18, 2014 at 5:30 pm.

Adjourn

- Sievers moved, Webber seconded to adjourn at 7:30 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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REVISED

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, DECEMBER 16, 2014

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 28, 2014 meeting.
- 3) Presentation by Vandewalle and Associates regarding CORP Open House updates and CORP final draft revisions.
- 4) Consider Resolution 2014-24, "APPROVING THE COMPREHENSIVE OUTDOOR RECREATION PLAN 2015-2020".
- 5) Consider 2015 Aquatic Center dates.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

December 16, 2014, 5:30 PM, Municipal Building Conference Room

PRESENT: Sievers, Hadac, Littel, Webber

ABSENT: Recknor, Shay, Seidl

OTHERS PRESENT: Dudley, Gorman, Hagen – Village of Mount Horeb

Littel called the meeting to order at 5:35 pm.

Minutes of the 10/28/2014 meeting

- Webber moved, Littel seconded to approve the minutes of the October 28, 2014 meeting. Motion carried.

Presentation by Vandewalle and Associates regarding CORP updates and final draft

- Mike Slavney of Vandewalle answered questions about the CORP final draft and explained the process for final approval. Upon approval by the Plan Commission and certification by the Village Board, Vandewalle will submit the plan to the Wisconsin DNR for certification. Slavney also recommended staff submit a memo to the Village Board explaining the new recommended impact fees calculated in the 2015-2020 CORP.

Consider Resolution 2014-24, "APPROVING THE COMPREHENSIVE OUTDOOR RECREATION PLAN 2015-2020".

- Webber moved, Sievers seconded to recommend approval of the 2015-2020 CORP to the Plan Commission. Motion carried.

Consider 2015 Aquatic Center Dates

- Dudley handed out her proposed aquatic center dates and hours for 2015. The proposed hours are similar to 2014, but the dates are June 12 to August 22. The proposed opening date is one week later due to the fact that the last day of school is June 11. After discussion, the Commission recommended opening the aquatic center June 6 after the swim meet and being open in the evenings during the first week until school is out.

Recreation Director's Report

- The Recreation Department is currently working on the 2015 Spring/Summer Guide. Dudley informed the Commission that the Recreation Dept. actually made a little money on the Fall/Winter guide this year. Pool passes will now be available online. This should help reduce staff time and waiting lines for selling passes. The Recreation Dept. will be offering a new "Track" program next year and will be using the high school track. The K-3rd grade basketball program starts in January and the 5th-8th grade volleyball program starts in February.

Parks and Forestry Director's Report

- Gorman said the department has pruned approximately 300 trees so far this fall/winter. The Parks and Forestry Dept. recently received a \$10,000 donation from the Mound Vue Garden Club for future tree planting in the Village and received a \$2,500 donation from Duane and

Patsy Hofstetter for Hofstetter Conservation Park. Gorman also reviewed some of the 2015 approved budget and informed them on buckthorn removal near the Waltz Park shelter.

Next Meeting

- The next meeting was set for January 27, 2015 at 5:30 pm.

Adjourn

- Webber moved, Sievers seconded to adjourn at 6:27 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.