



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 24, 2017

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 November 22, 2016 meeting.
- 3) Discuss 2017-2019 Gators hold harmless and agreement.
- 4) Discuss and consider 2017 Aquatic Center season dates and fees.
- 5) Recreation Director's report.
- 6) Park and Urban Forestry Director's report.
- 7) Set next meeting date and time.
- 8) Adjourn.

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

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

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

January 24, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Monroe, Pakkala, Recknor, Shay, Webber

ABSENT: None

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

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

Consider minutes of the November 22, 2016 meeting.

Webber moved, Pakkala seconded to approve the minutes of the 11/22/16 meeting. Recknor abstained. Motion carried.

Discuss 2017-2019 Gators hold harmless agreement and facility use agreement.

Dudley explained that the three-year facility use agreement and the annual hold harmless agreement have expired. Dudley said the Rec. Dept. may use the big pool a little more this summer for staff training and she is also adding a “Little Swimmers” program from 10:00am-11:30am three times during the summer. This will slightly reduced the pool time available for the Gator’s Swim Team.

Recknor suggested replacing the word “I” with “Mount Horeb Gators” in the hold harmless agreement. Webber suggested listing all Gator officers in both agreements. Monroe suggested running the agreements by the Village Attorney. Dudley said she had not received the swim meet schedule yet from the Gators. The Gator agreement will be similar to the last agreement but Dudley highlighted a few changes which include the use of the storage room, swimmer fees and rules for the end of the season party.

Dudley recommended raising the max fee from \$3,000 to \$4,000 with a per swimmer charge of \$20. Monroe questioned if we need a max fee. Recknor suggested a tiered approach, raising the fees a little each year. The Commission agreed to the following fee schedule:

2017	\$20/swimmer. No max fee
2018	\$25/swimmer. No max fee
2019	\$30/swimmer. No max fee

Dudley will revise the agreements and bring it back to the next meeting.

Discuss and consider the 2017 Aquatic Center season dates and fees

Dudley proposed 2017 pool season dates similar to last year, running from June 3 to August 19 with a scuba class on August 21. Dudley recommended keeping the public pool admission fees the same as last year with one change: a \$2.00 admission fee after 5:00pm. Webber moved, Recknor seconded to approve the season dates and fees. Motion carried.

Recreation Director’s Report

Dudley reviewed her written report.

Park and Urban Forestry Director’s Report

Gorman reviewed his written report.

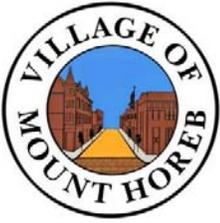
Next Meeting

The next meeting was set for Tuesday, February 28, 2017 at 5:30pm.

Adjourn

Recknor moved, Webber seconded to adjourn at 6:25 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, APRIL 25, 2017

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 24, 2017 meeting.
- 3) Approve 2017-2019 MoHo Gators hold harmless and agreement.
- 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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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

April 25, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Pakkala, Goltz, Smith, Webber

ABSENT: Shay

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

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

Consider minutes of the January 24, 2017 meeting.

This agenda item was tabled to the next meeting since only Webber and Pakkala were at the January meeting.

Approve 2017-2019 MoHo Gators hold harmless and agreement

Dudley reviewed the revised MoHo Gators aquatic center use agreement and hold harmless agreement. She spoke with the Gators and they are OK with the changes. Hagen checked with the Village attorney to verify that the documents were appropriate.

Webber moved, Goltz seconded to approve the agreements. Motion carried.

Recreation Director's Report

Dudley reviewed her written report.

Park and Urban Forestry Director's Report

Gorman reviewed his written report.

Next Meeting

The next meeting was set for Tuesday, May 23, 2017 at 5:30pm.

Adjourn

Webber moved, Smith seconded to adjourn at 5:55 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JUNE 27, 2017

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 25, 2017 meeting.
- 3) Discuss and recommend 2018-2022 capital purchase requests.
- 4) Consider recommendation for building usage upon relocation of Police Department.
- 5) **Discuss Recreation Department's role in School District's staff fitness incentive program.**
- 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

June 27, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Pakkala, Goltz, Smith, Webber (arrived at 5:42)

ABSENT: Shay

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

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

Consider minutes of the April 25, 2017 meeting.

Smith moved, Goltz seconded to approve the minutes of the April 25, 2017 meeting. Motion carried.

Discuss and recommend 2018-2022 capital purchase requests

Dudley has included \$30,000 in 2018 to replace the Recreation Department's 2008 Dodge Caravan. Gorman reviewed his five-year capital improvement plan. There was discussion regarding the capital requests for the aquatic center and the water leak in the main drain line. Pakkala recommended that Gorman attend the next Village Board meeting and inform the Board about the leak and the status of the aquatic center as it relates to the capital budget. There was also considerable discussion related to the proposed dog park. Due to the high cost of accessing the dog park off of Highway JG, the possibility of accessing the park off of Sand Rock Road is being looked at. Gorman suggested adding \$5,000 to the 2018 capital budget to have Smithgroup JJR revise the concept plans for the park to include a different access road. Goltz moved, Smith seconded to approve the 2018-2022 capital requests. Motion carried.

Consider recommendation for building usage upon relocation of Police Department

Dudley expressed concern about what will happen to the Recreation Dept. once the Police Dept. moves to their new building. The Rec. Dept. currently has just 563 square feet of space. If they were able to utilize the entire building they would be able to have a garage for their vehicle, room for meeting space and recreation programs and more storage. Dudley would like to move forward with exploring this option so there is a plan in place well before the Police Dept. moves out. Webber moved, Smith seconded stating that the Parks, Rec. and Forestry Commission would like the Recreation Dept. to have preferred status of the entire Police/Rec. Building once the Police Dept. leaves. Motion carried.

Discuss Recreation Department's role in School District's staff fitness incentive program

Dudley met with school district superintendent Steve Salerno and Cynthia Swart. The district would like to offer its' employees incentives to use the Recreation Department's fitness programs and have the Rec. Dept. reserve spots for district employees. They would like to start this program in the fall of 2017. Dudley is still waiting for more information about the program from the district but said it would be hard to reserve spots for this fall since her fall rec. guide is already out. Smith asked if there were any other rec. departments doing this and Dudley said she is not aware of any. Dudley will keep the Commission updated on this.

Recreation Director's Report

Dudley said her new office assistant, Cassie Handrick, is doing very well. Her soccer program starts soon and they have 275 participants. She has had one lifeguard quit but is able to fill in with other staff to cover the loss. Things are working real well with the Gator's swim team so far this summer.

Park and Urban Forestry Director's Report

Gorman informed the Commission that the large swimming pool heater is not working and he is working with Bassett Mechanical to fix it. They are currently waiting for parts. Parks staff installed 90 cubic yards of playground safety surfacing to three of the playground areas.

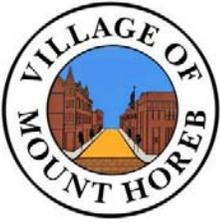
Next Meeting

The next meeting was set for Tuesday, July 25, 2017 at 5:30pm.

Adjourn

Webber moved, Smith seconded to adjourn at 6:59 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JULY 25, 2017

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 24, 2017 meeting.
- 3) Consider minutes of the June 27, 2017 meeting.
- 4) Consider park fees for Glacier Properties LLC assisted living community project at 325 N. 8th Street.
- 5) Aquatic Center update.
- 6) Recreation Director's report.
- 7) Park and Urban Forestry Director's report.
- 8) Set next meeting date and time.
- 9) **Adjourn to proposed Maple Ridge Subdivision for site visit.**
- 10) **Reconvene at proposed 15 lot single family Maple Ridge Subdivision to consider parkland dedication/fee-in-lieu of land dedication.**
- 11) Adjourn.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

July 25, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Pakkala, Smith, Webber, Shay

ABSENT: Goltz

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

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

Consider minutes of the January 24, 2017 meeting.

Webber moved, Pakkala seconded to approve the minutes of the January 24, 2017 meeting.
Motion carried.

Consider minutes of the June 27, 2017 meeting.

Webber moved, Smith seconded to approve the minutes of the June 27, 2017 meeting.
Motion carried.

Consider park fees for Glacier Properties LLC assisted living community project at 325 N. 8th Street.

Kathy Hagen provided an email from Village Planner, Mike Slavney that stated park fees typically do not apply to institutional residential land uses. Pakkala moved, Webber seconded to agree to waive the Village's Fee in Lieu of Land Dedication and Playground Improvement Fee for the property since it is an assisted living facility and its' residents do not utilize the Village's park facilities. Motion carried.

Aquatic Center Update

Gorman gave an update on the repair of the large swimming pool heater that was out of service for three weeks. He also informed the Commission that he had attended the last Village Board meeting and discussed the water leak at the pool and the condition of the entire aquatic center. He informed the Board that he had hired Water Technology Inc. to perform a facility evaluation this fall and they would supply a final report and make a presentation at a future Village Board meeting.

Recreation Director's Report

Dudley reported that the pool staff that she has in place has been doing very well and they just had the annual pool bash on Thursday. June revenues at the pool are up about \$5,000 from 2016. Her soccer program has started and has 280 participants. Megan Hornby will be running a new program called Leaders of Tomorrow. She will be working with approximately 7 kids doing volunteer projects in the community. The engineering program has about 26 kids participating and flag football already has close to 200 participants signed up.

Park and Urban Forestry Director's Report

Gorman updated the Commission on the July 19 storm and stated that they will have a total of approximately 50 tree removals due to the storm.

Next Meeting

The next meeting was set for Tuesday, August 22, 2017 at 5:30pm.

Adjourn

The Commission adjourned to the proposed Maple Ridge Subdivision for a site visit.

Reconvene at proposed 15 lot single family Maple Ridge Subdivision to consider parkland dedication / fee-in-lieu of land dedication.

Encore Homes has requested that Outlots #1 and #2 be used to satisfy the Village's park land dedication requirements. Outlot #2 is 37,015 square feet and lies directly north of the existing Valley View Park. Outlot #1 is 2,697 square feet and would provide a sidewalk access to Valley View Park from Maple Drive. The Commission asked for Gorman's opinion on the proposal. Gorman stated that because of the limited size of Outlot #2 and due to its topography and the 30' drainage that runs through the middle of it, it would be difficult to develop any park facility on that site. It would just be a green space to mow. He recommended not accepting the land dedication.

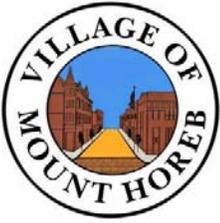
Webber moved, Shay seconded to approve Outlot #1 to provide an access to the existing park but to decline the dedication of Outlot #2. The Developer will discuss the cost of installing a sidewalk or asphalt path in Outlot #1 with the Village as part of the developer's agreement.

Motion carried.

Adjourn

Webber moved, Shay seconded to adjourn at 6:23 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, OCTOBER 24, 2017

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Board 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 25, 2017 meeting.
- 3) Fundraising update for the proposed dog park by the Trollway Dog Park Group.
- 4) Consider forming a dog park sub-committee.
- 5) Update on swimming pool leak.
- 6) Discuss 2017 Aquatic Center annual report.
- 7) Recreation Director's report.
- 8) Park and Urban Forestry Director's report.
- 9) Presentation by Lynn Messinger and Carolyn White regarding developing a community garden on Village property.
- 10) Set next meeting date and time.
- 11) Adjourn.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

October 24, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Goltz, Smith, Webber

ABSENT: Pakkala, Shay

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

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

Consider minutes of the July 25, 2017 meeting.

This agenda item was tabled due to lack of voting members present at the July 25 meeting.

Fundraising update for the proposed dog park by the Trollway Dog Park Group.

Lisa and Eric from the Trollway Dog Park Group informed the Commission that they have raised \$8,000 to date and their goal is \$10,000. They are still in the process of obtaining their non-profit status. Once that is finalized, they intend to look for commitments for excavation and materials. They already have a commitment from DRH fencing to provide the labor to install the perimeter fencing. They also have a Girl Scout that would like to build a kiosk as part of her Gold Award Project.

Consider forming a dog park sub-committee.

Eric from the dog park group said that the goals of the dog park are already set and the Village and Trollway Dog Park Group need to work together to continue to work toward those goals. He thought one of the best ways to keep moving forward is to form a dog park sub-committee. Hagen informed everyone that it is possible but would require posting meeting agendas legally and recording and publishing minutes. Lisa expressed frustration at being bounced around to various boards and commissions and is questioning the Village's commitment to the park. Webber mentioned that the biggest hang-up is the money required for the highway improvements and driveway. Eric suggested one possible way to avoid the highway access problem is to move the driveway entrance further south to get away from the hill and to decrease the elevation change coming off the highway. He said this may be possible through a land swap with the property owner to the south. The dog park group is also questioning the cost estimates for the driveway and parking lot provided by Smithgroup JJR. Gorman and Goltz suggested having Village Engineer Rob Wright look at it more in depth to get a better idea of the costs, permits and other requirements. Webber said we could look further into forming a sub-committee after that. Webber moved, Smith seconded to recommend that the Village meet with Rob Wright regarding the road, parking lot and highway improvements. Motion carried.

Update on the Swimming Pool Leak

Gorman informed the Commission that McCann Underground was not able to find a definite leak in the main drain line of the swimming pool using a camera. However, Badger Swimpools found two breaks in an 8" PVC gutter return line. Gorman was able to excavate and expose the pipe using the Utility's backhoe and Badger Swimpools repaired the breaks and performed further pressure testing on the main drain line. The main drain line held 5 lbs. of pressure for one hour, so Badger did not think there was any serious leak in that pipe.

Discuss 2017 Aquatic Center Annual Report

Dudley reviewed the annual report with the Commission. She also handed out the current revenue/expense report from Cheryl Sutter. Smith asked how the season went with the Gator's Swim Team this summer. Dudley said it went very well overall despite a few minor issues.

Recreation Director's Report

Dudley said she has completed the final draft for the Winter/Spring Activity Guide and it will be going out November 7 as an insert in the Buyer's Guide newspaper. Online registration will begin on November 6. The Creepy Crawl is scheduled for this Friday and she is a little concerned with all of the construction on S. Second Street, but plans to go ahead as planned. She reported that there are 134 boys signed up for traveling basketball and practices will begin next week.

Park and Urban Forestry Director's Report

Gorman updated the Commission on the 2018 budget, Water Technology aquatic center evaluation, planting update, \$10,000 donation from the Mounds Vue Garden Club, bathhouse staining and wood utilization from the July 19 storm.

Presentation regarding developing a community garden on Village property.

Lynn Messinger and Carolyn White presented a proposal to develop a community garden at Himsel Park. They had looked at several areas throughout the Village and determined that this park best met their criteria for a community garden. They have developed a survey and plan to go door to door in the neighborhood near Himsel Park to get the resident's thoughts on the garden.

The Commission asked questions about parking, residency requirements, budget and ADA accessibility. Webber said he would like to see the neighborhood survey results before the Commission makes a decision. Gorman said he would stake out the proposed site and call Digger's Hotline to have it marked. Goltz invited the group to attend the November meeting and discuss the results of the survey and further consider the request.

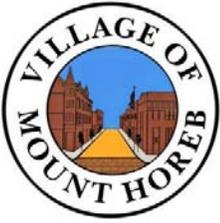
Next Meeting

The next meeting was set for Tuesday, November 28, 2017 at 5:30pm.

Adjourn

Webber moved, Smith seconded to adjourn at 7:12 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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AMENDED AGENDA

PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, NOVEMBER 28, 2017

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Board 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 25, 2017 meeting.
- 3) Consider minutes of the October 24, 2017 meeting.
- 4) Consider community garden at Himsel Park.
- 5) Consider waiver of park fees from JT Klein Co for proposed 40 unit apartment project.
- 6) Discuss and consider updated Recreation Department mission statement.
- 7) Discuss 2018-2019 school year dates.
- 8) Recreation Director's report.
- 9) Park and Urban Forestry Director's report.
- 10) Set next meeting date and time.
- 11) Adjourn.

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

November 28, 2017, 5:30 PM, Municipal Building Board Room

PRESENT: Pakkala, Goltz, Smith, Webber, Shay

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

Pakkala called the meeting to order at 5:42 pm.

Consider minutes of the July 25, 2017 meeting.

Webber moved, Shay seconded to approve the minutes of the July 25, 2017 meeting. Motion carried.

Consider minutes of the October 24, 2017 meeting.

Webber moved, Smith seconded to approve the minutes of the October 24, 2017 meeting. Motion carried.

Consider waiver of park fees from JT Klein Co for proposed 40 unit apartment project.

Jocelyn Friedman of JT Klein Co. was present to request that the Commission waive the park impact fees for 34 affordable units in the 40 unit project. Friedman was told the impact fee was \$1,800 per unit, therefore she was requesting a waiver of \$61,200 of the potential \$72,000 in park impact fees. Hagen informed Friedman that the actual Village impact fee is \$1,562, not \$1,800. Therefore, the waiver would actually be \$53,108 for the 34 units. Webber and Pakkala stated that they think the seniors living in the apartment building will be using Liberty Park and potentially other park facilities throughout the Village and the impact fee should apply. Hagen pointed out that there are several utility impact fees that also need to be addressed by the Utility Commission. Webber made a motion to recommend to the Plan Commission that impact fees on 20 units (\$31,240) be waived. Goltz seconded. Motion carried.

Discuss and consider updated Recreation Department mission statement

Dudley requested to table the agenda item until the next meeting.

Discuss 2018-2019 school calendar

Dudley informed the Commission that the school district calendar has been altered due to several construction projects throughout the district. These changes will affect some of the Recreation Dept. programs and potentially the season dates for the aquatic center. Some gymnasium space may not be available. Her summer/fall activity guide deadline is March, so Dudley hopes to learn more and have a plan in place by that time.

Consider community garden at Himsel Park

Lynn and Carolyn from the Mount Horeb Area Community Garden group presented some follow-up information from last month's meeting, including neighborhood survey results and budget numbers. Smith asked if there was a plan to expand their survey to other Village residents. Lynn explained that they had sent the survey to area churches and hoped that the Village would be able to put the survey on its' web site. Hagen pointed out the parking concerns of the neighborhood. Carolyn thought that the parking concerns could be addressed by restricting parking in certain areas and by using a crosswalk. Jen Schiffner, who lives across

the street from the park, likes the idea of a community garden but expressed concerns about traffic issues. She said there is a lot of foot traffic, especially children crossing Spellman Street to get to the park. She suggested a parking restriction on the residential side (north side) of Spellman may help. Larry Kruckman spoke in favor of the community garden. He lives on N. Second St. and said that despite how busy the swimming pool neighborhood gets during the summer, he is not aware of any pedestrian accidents at any time in the past.

Sarah Castello said she often bikes past a community garden in Madison and sees very few gardeners at any one time using the gardens.

Webber suggested having a public hearing at the next Commission meeting to allow more Village residents the opportunity to voice their opinion on the community garden proposal.

The Commission agreed to hold a public hearing at the next meeting, which will be in January due to the December holidays.

Recreation Director's Report

Dudley handed out her written report.

Park and Urban Forestry Director's Report

Gorman updated the Commission on his department's activities. He also said he plans to meet with Village Engineer, Rob Wright soon to review cost estimates for the proposed dog park.

Next Meeting

The next meeting was set for Tuesday, January 23, 2018 at 5:30 pm.

Adjourn

Webber moved, Shay seconded to adjourn at 7:10 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.