

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 26, 2016

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 27, 2015 meeting.
- 3) **Consider naming of "Valley View Park".**
- 4) Consider recommendation on encroachment issue at Garfield Park.
- 5) Discuss and consider 2016 Aquatic Center season dates and hours.
- 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.

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 26, 2016, 5:30 PM, Municipal Building Conference Room

PRESENT: Littel, Webber, Shay, Sievers (via facetime)

ABSENT: Recknor

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

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

Minutes of the 10/27/15 meeting

- Webber recommended that the minutes be amended to reflect the Summer Frolic Committee's donation to the Rec. Dept. under the Recreation Director's Report. Littel moved, Webber seconded to approve the revised October 27, 2015 minutes. Motion carried.

Consider Naming Valley View Park

Gorman provided a memo to the Commission stating that the neighborhood park at 112 Westmorland Dr. in the Valley View Heights subdivision was never officially named. Due to the fact that the park is listed as "Valley View Park" in the updated Comprehensive Outdoor Recreation Plan and Village staff has been referring to the park as Valley View Park, Gorman recommended keeping that name. Webber moved, Shay seconded to make a recommendation to the Village Board to officially name the park "Valley View Park". Motion carried.

Consider recommendation on encroachment issue at Garfield Park

Hagen informed the Commission that during the storm water reconstruction project last summer, it was discovered that the actual south property line for Garfield Park is approximately 5' from the neighboring residence. The owner of that property has an asphalt and gravel parking area encroaching onto the park property that he uses to park his RV. Hagen had spoken to the Village's Attorney and he suggested two options. The Village can request that the property owner tear out the parking area or sign a deed restriction agreeing that the property owner can continue to use the area until the property is sold or the Village determines it needs that portion of the park. Webber moved, Shay seconded to make a recommendation to the Plan Commission to sign a deed restriction allowing the property owner to continue to use the parking area. Motion carried. The property owner was present at the meeting and Hagen informed him that he would be responsible for any costs associated with the deed restriction.

Discuss and consider 2016 Aquatic Center season dates and hours

- Dudley provided a memo with her recommended 2016 season dates and operating hours for the Aquatic Center: June 4-August 20, 2016 (closed on June 6, 7, 8 due to school)
M, W, F, Sa, Su 1:00-7:45 pm
Tu, Th 1:00-6:45 pm
Shay moved, Webber seconded to approve the dates and hours. Motion carried.

Recreation Director's Report

- The Badger Developmental League (4-8 grade) and the Big 10 league basketball programs are going well. There are currently 12 teams in the Medal Volleyball League. The ice rink warming house opened January 14 and is being well-attended. The \$2,000 that was donated to the Rec. Dept. from the Summer Frolic Committee was used for a new pitching machine, basketball equipment and adult fitness equipment. Dudley is currently working on the Summer / Fall Activity Guide.

Parks and Forestry Director's Report

- Gorman handed out a written report which included an update on the ice skating rink. He has ordered 48 trees for the spring planting program. Boldtronics, Inc. replaced some security cameras and equipment at three park shelters and the Parks Dept. did some landscaping around the Sunrise Park sign and the materials were donated by the Mounds Vue Garden Club.

Next Meeting

- The next meeting was set for Tuesday, February 23, 2016 at 5:30 pm.

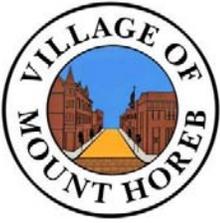
Other Business

- Webber asked about the status of moving the location of the Brewfest as discussed at the last Commission meeting. Hagen informed him that she and Village Administrator Nic Owen had met with Melissa Theisen from the Chamber of Commerce about moving the Brewfest from the Grundahl Park outfield to the Frolic beer tent area. Webber questioned why that discussion did not come back to this Commission.

Adjourn

- Littel moved, Webber seconded to adjourn at 6:00 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

AMENDED AGENDA

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, APRIL 26, 2016

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 January 26, 2016 meeting.
- 3) Consider revising skatepark rules to allow bikes to use the facility.
- 4) Consider installing vending machine at the skatepark. Presentation by John Dobbe from Focus Boardshop.
- 5) Consider concrete pad request from the Summer Frolic Committee.
- 6) Consider playground equipment donation from Gerber Leisure Products.
- 7) Discussion with Chris Kealy regarding hockey rinks.
- 8) Consider Gators storage shed at the Aquatic Center.
- 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

April 26, 2016, 5:30 PM, Municipal Building Board Room

PRESENT: Monroe, Webber, Shay, Pakkala, Recknor

ABSENT:

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

Monroe called the meeting to order at 5:29 pm.

Minutes of the 1/26/16 meeting

Webber moved, Shay seconded to approve the minutes of the January 26, 2016 meeting. Recknor and Monroe abstained. Motion carried.

Consider revising skate park rules to allow bikes at the facility

Gorman informed the Commission that bikes have not been allowed to use the skate park since the park opened in 2008, following a recommendation by the company that built the skate park. Gorman has noticed an increase in the number of bikes using the skate park in the past 2-3 years and both the Parks Dept. and the Police Dept. are unable to provide much enforcement to keep bikes off the facility. Matt Meinholz, a local skateboarder and bike enthusiast, provided a letter to the Commission and was present at the meeting to explain his support for allowing bikes to use the park. In his opinion, bikes with plastic on their pegs do less damage to the concrete than skateboards. Gorman said he checked with the Village's insurance carrier and they do not have any problem allowing bikes to use the skate park. They further stated that if bikes are not allowed, then the Village needs to strictly enforce that rule. Gorman has not noticed any damage to the concrete from bikes or skateboards and recommended changing the rules to allow bikes to use the facility. Hagen recommended stating something in the rules encouraging bikers to use pegs with plastic on them. Recknor moved, Webber seconded to revise the skate park rules to allow bikes. Motion carried.

Consider installing vending machine at the skate park

John Dobbe, owner of Focus Boardshop, presented a proposal to install a vending machine at Sunrise Park that would contain various parts needed for skateboard or scooter repairs and provide some tools necessary to make repairs. Dobbe is building the vending machines and is hoping to install them at several skate parks across the state. The machines would require electricity and would accept credit card or cash payments. He stated that 10% of the profits would go back to the Village of Mount Horeb skate park and 5% would go into a pool for various grant programs. Dobbe said he would pay for the installation of the electrical service if necessary. He anticipates proceeds from \$250-\$1600 per month. He would remove the machines for winter. Monroe asked about concerns with vandalism and Dobbe explained that the machines are built very strong with steel and break proof glass and he does not anticipate any more vandalism than other vending machines. Gorman suggested working out the location and electricity details with Dobbe and bringing a contract/agreement to the next Commission meeting.

Consider concrete pad request from the Summer Frolic Committee

Gorman received a request from Frolic President Rob Boelkes to install a 20'x30' concrete pad at Grundahl Park for the Summer Frolic. It would be located where the concession area is under the beer tent. Boelkes stated that there would be no cost to the Village for the project. Shay moved, Recknor seconded to approve the request. Motion carried.

Consider playground equipment donation from Gerber Leisure Products

Gorman informed the Commission that Bob Szalkowski from Gerber Leisure Products in Mount Horeb has offered to donate a Mobius climbing structure, including installation, at one of the Village parks. Gorman said the Village has a similar Mobius at Hickory Hills Park which has been in place for about 10 years. The Village would be responsible for excavating the 25'x26' area for the equipment and for installing the wood safety surfacing. Gorman estimated this cost at approximately \$700. Gorman suggested installing the equipment, if donated, at either Waltz or Grundahl Park.

Recknor moved, Monroe seconded to accept the donation and to place the equipment at Waltz Park. Motion carried.

Discussion with Chris Kealy regarding hockey rink

Chris Kealy stated that he would like to see more kids playing hockey and said there are some safety concerns with the way the Garfield skating rink is set up. Collisions between hockey players and non-hockey players are his primary concern. He asked if there was another location where we could have a rink set aside for hockey or if the Garfield rink could be modified to accommodate more hockey play and keep the hockey players separate from the non-hockey skaters. Shay asked if portable boards would be an option and Recknor asked if volunteers could help. Kealy thought both would be options.

Gorman gave the Commission some background on the rink situation and stated that he did not want to bring the hockey rink back to Grundahl Park due to the fact that the Parks Dept had re-seeded the area by the volleyball courts to allow more use for soccer and flag football. The ice would kill the grass that they are trying to improve. Gorman also stated that it is much easier for the two staff on the Parks and Forestry Dept. to maintain one rink.

Monroe suggested the hockey group bring a proposal back to the Commission at a later date.

Consider Gator's storage shed at the Aquatic Center

- Dudley reported that the storage room on the west side of the bathhouse was simply getting too full. Most of the space is being occupied by the Gators Swim Team. Dudley and Gorman met with members of the Gators to discuss the Gators building a small storage shed at Boeck's Park to free up space in the pool storage room. The location that both parties thought would work well is adjacent to the parking lot behind the large dumpster. A concrete pad would be poured to support the building. Recknor suggested that the Gators should bring building plans to the Commission at the May meeting.

Recreation Director's Report

- Dudley handed out a written report.

Parks and Forestry Director's Report

- Gorman handed out a written report.

Next Meeting

- The next meeting was set for Tuesday, May 24, 2016 at 5:30 pm.

Adjourn

- Webber moved, Shay 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, May 24, 2016

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 April 26, 2016 meeting.
- 3) Proposal from Gators regarding storage shed.
- 4) Consider park sign for Valley View Park.
- 5) Consider charging a fee for picnic table delivery by Parks Department to block parties.
- 6) Consider skate park vending machine location and agreement.
- 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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

May 24, 2016, 5:30 PM, Municipal Building Board Room

PRESENT: Monroe, Shay, Pakkala, Recknor

ABSENT: Webber

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

Monroe called the meeting to order at 5:33 pm.

Minutes of the 4/26/16 meeting

Recknor moved, Shay seconded to approve the minutes of the April 26, 2016 meeting. Motion carried.

Recreation Director's Report

Dudley informed the Commission that she has managed to fill all lifeguard positions for the upcoming pool season. Her aquatic center staff training is May 31 and they are once again using the "When to Work" software for staff scheduling. Dudley reported that there are a lot of park shelter reservations coming in now. Recknor requested that staff provide a summary of the aquatic center financials at a future meeting.

Consider Park Sign for Valley View Park

Gorman asked the Commission if they would like a park sign installed at Valley View Park since the park was recently named. Gorman provided two quotes for having a 4'x2' sign made and some ideas on sign design. Recknor moved, Pakkala seconded to approve hiring DEW Signs to make a sign for Valley View Park at a cost of \$520 and using money from the Park Development Fund. Motion carried.

Consider charging a fee for the Parks Dept. to deliver picnic tables to block parties

Gorman reported that the Parks and Forestry Dept. delivers and picks up picnic tables for neighborhood block parties. The staff can haul 5 tables at a time and delivers no more than 10 tables. Gorman asked the Commission if the Village should consider charging a fee to help recover some of the Village's costs. Gorman estimates that it costs the Village a little over \$100 to deliver and pick up 10 picnic tables. Shay made a motion to charge a flat fee of \$35 to deliver up to 10 picnic tables. Recknor seconded. Motion carried.

Proposal from Gators regarding constructing a storage shed at Boeck's Park

Gator's swim team President Darin Smith provided building plans and possible locations to build a 12'x12' storage shed at Boeck's Park near the parking lot. The shed would be used to store the Gator's swim team equipment which is currently taking up a lot of space in the bathhouse storage room. Smith said a concrete pad would be poured to build the shed. Recknor asked about maintenance on the shed and Smith said all maintenance would be performed by the Gators. Pakkala informed Smith that a 12'x12' shed would require a building permit from the Village. Pakkala was also concerned about location option #1 since it would require excavating near some mature trees and he was concerned about root damage. Gorman echoed this concern. Shay moved, Pakkala seconded to allow the construction of the storage shed in location #2 which is the area currently used by the dumpster. Gorman stated

that the dumpster would be moved to a different location at the end of the parking lot but would not take up any additional parking spaces. Motion carried.

Dudley left the meeting at 5:55 pm.

Consider skate park vending machine location and agreement

Gorman said he met with John Dobbe from Focus Boardshop to discuss the location of the vending machine. Gorman recommended that the Commission allow Dobbe to install the machine under the park shelter next to the soda vending machine. There is enough space and there is an electric outlet that can be used. Gorman and Owen also reviewed and helped develop an agreement between Focus Boardshop and the Village. Gorman provided a draft copy for the Commission to review. The Commission suggested revising item "c." in the agreement by replacing "park opening" with "April 1" and revise item "d." by replacing "park closing" with "October 31". Recknor moved, Monroe seconded to approve the agreement and allow the vending machine to be placed under the shelter. Motion carried.

Park and Urban Forestry Director's Report

Gorman handed out his written report.

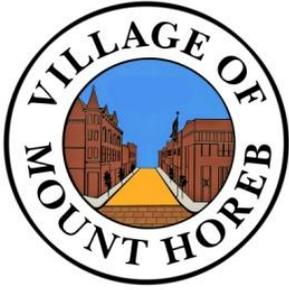
Next Meeting

The next meeting was set for Tuesday, June 28, 2016 at 5:30 pm.

Adjourn

Recknor moved, Pakkala seconded to adjourn at 6:13 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 26, 2016

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 May 24, 2016 meeting.
- 3) Consider recommendation on parkland dedication/fee-in-lieu of land dedication for proposed Westview Heights Subdivision.
- 4) Consider Capital Improvement purchases for years 2017-2021.
- 5) Discuss Aquatic Center Financials.
- 6) Consider seeking Request For Proposals from landscape architecture / engineering firms for possible dog park master plan.
- 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.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

July 26, 2016, 5:30 PM, Municipal Building Board Room

PRESENT: Monroe, Pakkala, Recknor. Shay arrived at 5:32

ABSENT: Webber

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

Monroe called the meeting to order at 5:29 pm.

Minutes of the 5/24/2016 meeting

Recknor moved, Monroe seconded to approve the minutes of the May 24, 2016 meeting.
Motion carried.

Consider recommendation on parkland dedication /fee-in-lieu of land dedication for proposed Westview Heights Subdivision

Developer Terry Monson and his associates were unable to attend the meeting. The Commission will include this agenda item for the next meeting.

Consider Capital Improvement purchases for years 2017-2021

Gorman reviewed his 2017-2021 Capital Improvement Plan. Pakkala moved, shay seconded to approve the 2017-2021 Capital Improvement Plan for Parks, Forestry and the Aquatic Center.
Motion carried.

Discuss Aquatic Center Financials

Dudley reviewed some of the financials regarding the aquatic center and explained the \$40,000 allocated from property taxes in 2016. Recknor recommended that the Commission look at the long range plan for the pool due to the high cost to maintain and improve the facility. It was also recommended to review the comments on the pool in the latest CORP and consider administering a survey for the pool.

Consider seeking Request for Proposals for possible dog park master plan

Gorman recommended considering proposals from landscape architecture firms to develop a dog park master plan to help with the possible development of a dog park and to get a good estimate of the costs involved. Trollway Dog Park Group members were in the audience and stated some of the items such as fencing may be able to be donated. The Commission agreed that Village Board approval was not necessary to get RFP's and allowed Gorman to move forward with this.

Recreation Director's Report

Dudley reviewed her written report

Park and Urban Forestry Director's Report

Gorman reviewed his written report.

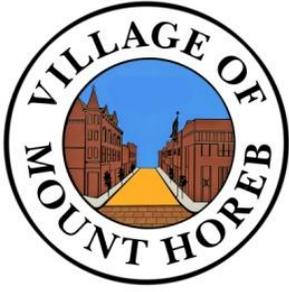
Next Meeting

The next meeting was set for Tuesday, August 30, 2016 at 5:30pm.

Adjourn

Shay moved, Pakkala seconded to adjourn at 6:25 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

REVISED

PARKS, RECREATION, AND FORESTRY COMMISSION

TUESDAY, AUGUST 30, 2016

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at **6:00pm at the Mount Horeb Aquatic Center**, 204 Park Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call
- 2) Consider minutes of the July 26, 2016 meeting
- 3) Discuss MoHo Gators end of season pool party
- 4) Discuss need for a summer Recreation Department Office Assistant
- 5) Recreation Director's report
- 6) Park and Urban Forestry Director's report
- 7) Set next meeting date and time
- 8) Tour of Aquatic Center facility
- 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.

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.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

August 30, 2016, 6:00 pm, Mount Horeb Family Aquatic Center

PRESENT: Monroe, Pakkala, Webber. Recknor arrived at 6:06.

ABSENT: Shay

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

Monroe called the meeting to order at 6:02 pm.

Minutes of the 7/26/16 meeting

Pakkala moved, Monroe seconded to approve the minutes of the July 26, 2016 meeting.
Motion carried.

Discuss MoHo Gators end of season pool party

Dudley explained that there have been many issues over the years regarding the Gator's end of season pool party. This year, one of the swimmers poured dish soap on the waterslide and the Gator's lifeguards did not stay in the lifeguard chairs while on duty. As a result, Dudley would like to take away the Gator's privilege to use the pool for next season's party. The Gator's new President, Kevin Rozeboom, was present and stated that the Gators Board moved quickly to address the issue and admitted that they may have put too much responsibility on the summer coaches to supervise the party. Hagen stated that it is a serious liability issue if they are not lifeguarding properly. Monroe said she would support Dudley in whatever decision she made regarding the use of the pool. The Commission agreed.

Discuss need for a summer Recreation Department Office Assistant

Dudley said this past summer was extremely difficult for the Recreation Dept. and it was necessary to work overtime to accomplish everything. In addition, Megan Hornby was out for three weeks on medical leave. Since 2014, the Rec. Dept. has added 22 new programs. In 2015, the Rec. Dept. was over their budgeted revenues by \$73,712 and Dudley said they are on pace for that again this year. Dudley handed out a proposal to add an Office Assistant from May through August, 20-30 hours per week at \$8.00-\$9.00 per hour. There was general discussion by the Commission in favor of adding the position to the draft 2017 budget stating that the additional revenues justify the position.

Recreation Director's Report

Dudley informed the Commission that this summer's pool season went well. The flag football program for grades K-8 has 217 participants. Recreation basketball programs will be starting soon.

Park and Urban Forestry Director's Report

Gorman handed out a written report.

Next Meeting

The next meeting was set for Tuesday, September 27, 2016 at 5:30 pm.

Tour of Aquatic Center

Members of the Commission toured the family aquatic center.

Adjourn

Recknor moved, Webber seconded to adjourn at 7:25 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, SEPTEMBER 27, 2016

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 August 30, 2016 meeting.
- 3) Consider fitness equipment project at Sunrise Park.
- 4) Consider proposed site plans for a dog exercise area.
- 5) Consider potential funding alternatives for possible dog exercise area engineering and development.
- 6) Discuss 2016 Aquatic Center annual report.
- 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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

September 27, 2016, 5:30 pm, Municipal Building Board Room

PRESENT: Monroe, Pakkala, Webber.

ABSENT: Shay, Recknor

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

Monroe called the meeting to order at 5:40 pm.

Minutes of the 8/30/2016 meeting

Webber moved, Pakkala seconded to approve the minutes of the August 30, 2016 meeting.
Motion carried.

Consider proposed site plans for dog exercise area

Rob Wright and Nathan Hilmer from Smithgroup JJR presented two concept plans for a potential dog park on the Wastewater Dept. land south of Hwy. 151. The main difference in the two plans is where the parking lot is located and the amount of fencing. Option A had the parking lot closer to Hwy. JG and Option B had the parking lot further into the property, closer to the entrance areas. Wright provided an estimated cost of the 4 foot high woven wire fence of \$5 per linear foot.

Gorman said he liked Option B because the parking lot is close to the exercise area entrance and it would be much more ADA friendly. Lisa Scieszinski from the Trollway Dog Park Group suggested having two gated entrance areas instead of one. She also recommended fencing the entire area to prevent lost dogs and to put the kiosk inside the fence.

Monroe asked if there would be lights at the park but Gorman said there are no plans for that since the park will close at dusk. Pakkala suggested to Smithgroup that they produce some phasing options in case it wasn't all developed at one time.

Wright discussed the access to the area off of Hwy. JG and said he would talk to Dane County Highway Dept. about the requirements for a road access.

Consider fitness equipment project at Sunrise Park

Tabled

Consider potential funding alternatives for dog exercise area engineering and development

Tabled

Discuss 2016 Aquatic Center Report

Dudley discussed the aquatic center end of the year report. She said the pool season went very well and they sold 50 more season passes than last year.

Recreation Director's Report

Dudley reviewed her written report and reported that the Creepy Crawl is set for October 28 this year.

Park and Urban Forestry Director's Report

Gorman handed out a written report and also informed the Commission that he had received a \$500 donation from the Mount Horeb Soccer Club.

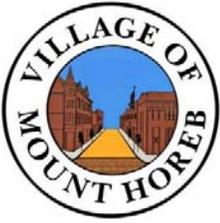
Next Meeting

The next meeting was set for Tuesday, October 25, 2016 at 5:30 pm.

Adjourn

Webber moved, Pakkala seconded to adjourn at 6:50 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, NOVEMBER 22, 2016

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 September 27, 2016 meeting.
- 3) Consider concept plans for potential dog exercise area.
- 4) Consider potential funding sources for proposed dog park.
- 5) Consider fitness equipment project at Sunrise Park.
- 6) Audience with American Legion regarding veteran's memorial.
- 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 ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

November 22, 2016, 5:30 PM, Municipal Building Board Room

PRESENT: Monroe, Pakkala. Webber arrived at 5:53.

ABSENT: Recknor, Shay

OTHERS PRESENT: Dudley, Gorman – Village of Mount Horeb

Monroe called the meeting to order at 5:45 pm. without a quorum.

Audience with American Legion regarding Veteran's Memorial

Craig Mortvedt was present to represent the American Legion, VFW and Vietnam Veterans. He stated that the group is interested in building a prominent veteran's memorial somewhere in Mount Horeb. The location and design would have to be worked out. One location they are interested in exploring is Liberty Park. The group will bring more information back to the Commission at a future meeting.

Webber arrived at 5:53 to establish a quorum.

Consider minutes of the September 27, 2016 meeting

Webber moved, Monroe seconded to approve the minutes of the 9/27/16 meeting. Motion carried.

Consider concept plans for potential dog exercise area

Nathan Hilmer from Smithgroup JJR presented two plans for a dog exercise area based on feedback from the last meeting. He presented a baseline plan to establish a dog park with a fenced in area of approximately 28 acres and he presented an expansion plan which could be added at a later date with additional trails and amenities. The plans will help the Commission to get a better handle on costs associated with the dog park.

Hilmer reviewed a cost breakdown for the different improvements associated with developing a dog park on the site. The most significant costs would be for the highway improvements (\$100,000) and for the access drive (\$80,000). Fencing for the dog areas is estimated at \$30,000.

Lisa Scieszinski from the Trollway Dog Park Group recommended at least 30 parking stalls for the park because she expects it will be very busy on the weekends.

Gorman said there is no money budgeted for the dog park in 2017, but these documents will help with the planning process and will help the Village get an idea of what funds will have to be raised.

Consider potential funding sources for proposed dog park

Eric Gates, treasurer of the Trollway Dog Park Group, says the group is in the process of becoming a non-profit to help to raise money for the park. He says they are also looking for donations for equipment and materials. Lisa Scieszinski said the group will continue to hold fundraisers to raise money.

Gorman said he will talk to Dane County about possible cost sharing for the highway work. It was also mentioned that the school district is looking to possibly develop their 26 acres on the

opposite side of the highway and they could potentially share in the costs of the highway improvements.

Consider fitness equipment project at Sunrise Park

Tylerann Norby was present to update the Commission on the progress of her project. She said she still needs to raise \$2,300 to be able to purchase the fitness equipment. She is continuing to fundraise for that. She is also requesting \$7,000 from the Village to cover the cost of the concrete pad. Gorman said he talked to Fink's Paving today and there is still a chance they could get the concrete work done this fall if the weather permits. Gorman recommended having Fink's excavate and prep the area for concrete so the concrete could be done when the weather allows. Gorman recommended using up to \$7,000 from the Park Development Fund to pay for the concrete work.

Norby plans to purchase the fitness equipment and store it in the Parks Dept. garage until spring when it is installed. Her goal is to have the project complete by March 1, 2017.

Webber moved, Pakkala seconded to approve the use of \$7,000 out of the Park Development Fund to get the concrete work done. Motion carried.

Recreation Director's Report

Dudley reviewed her written report. She is especially concerned about what happens to the location of the Recreation Department if the new public safety building is built. She would like to stay and utilize the entire building. Monroe said she will make sure the topic is discussed at the Village Board level.

Park and Urban Forestry Director's Report

Gorman reviewed his written report.

Next Meeting

The next meeting was set for Tuesday, January 24, 2017 at 5:30pm.

Adjourn

Webber moved, Pakkala seconded to adjourn at 6:53 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.