



# Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

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## PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JANUARY 23, 2018

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 November 28, 2017 meeting.
- 3) PUBLIC HEARING: To receive input on request to use a portion of Village parkland - Himsel Park - for a community garden area.
- 4) Consider request from Mount Horeb Area Community Garden (MHACG) to use a portion of Village parkland.
- 5) Discuss and consider shelter fees for daycare groups.
- 6) Discuss and consider updated Recreation Department mission statement.
- 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

January 23, 2018, 5:30 PM, Municipal Building Board Room

**PRESENT:** Pakkala, Shay, Goltz, Smith, Webber

**ABSENT:** None

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

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

**Consider minutes of the November 28, 2017 meeting.**

Webber moved, Shay seconded to approve the minutes of the November 28, 2017 meeting. Motion carried.

**Park and Urban Forestry Director's Report**

Gorman reviewed his written report. Hagen updated the Commission on the status of the potential JT Klein senior housing project next to Liberty Park.

**Discuss and consider shelter fees for daycare groups.**

Dudley reported that the Little Vikings daycare had approached the Rec. Dept. about reserving the Sunrise Park shelter this summer on weekdays, June 11-August 17 from 6:00am to 6:00 pm. The current resident rental rate for reserving the shelter is \$60/day. Dudley asked the Commission if the Village should allow one group to tie up the shelter for that many days in the summer and she also asked what an appropriate rental rate would be. Dudley also handed out information on what some other area communities do. Shay moved to table the discussion until the February meeting so the Commission could gather more information on the topic. Smith seconded. Motion carried.

**Discuss and consider updated Recreation Department mission statement.**

Dudley explained that the current mission statement was established well before she started working here and she would like to update it to more closely reflect the Rec. Department's goals. The proposed mission statement reads: "It is the mission of the Mount Horeb Recreation Department to provide a wide variety of recreational and leisure opportunities to enhance the quality of life for all Mount Horeb residents while promoting positive physical, social and emotional experiences."

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

**Recreation Director's Report**

Dudley stated that the summer/fall guide will go out on March 20 and online on March 19. She reviewed her new programs and said they plan to do three free movie nights again this year. She reported that most of the aquatic center staff will be returning this year and she plans to adjust the schedule for swimming lessons this summer due to the new school calendar and public swim times. She is also working with Gym Dandy, a company whose software is used to reserve park shelters and athletic fields.

**PUBLIC HEARING: To receive input on request to use a portion of Village parkland – Himsel Park – for a community garden area.**

Hagen summarized a list of 18 emails that Village staff had received regarding the proposed community garden at Himsel Park. Of those, 15 were in support of the project, 2 were opposed and 1 was not against the project but thought there was a better place than Himsel Park for the location. During the public hearing, the following people spoke in favor of the project: Sarah Castello, Sandy Strommen, Lynn Messinger and Tim White. Frank Fetter and Carolyn Kelley also spoke and were in favor of the concept of the garden but were concerned about additional traffic, speeding, vehicles turning around in their driveway and potential insect pests coming from the garden. The public hearing closed at 6:35 pm.

**Consider request from Mount Horeb Area Community Garden (MHACG) to use a portion of Village parkland.**

The Commission agreed that they like the community garden idea but need to set some criteria. Goltz moved, Shay seconded to recommend approval of the community garden at Himsel Park to the Village Board with the following conditions:

- Limit the garden to 20 plots for the first year
- The garden hours should be the same as the park hours
- There will be no community garden without the existence of the Mount Horeb Area Community Garden (MHACG) Committee
- The MHACG will need to present a year- end report to the Commission in the fall of 2018
- The MHACG will need re-approval after the first season

Motion carried.

**Next Meeting**

The next meeting was set for Tuesday, February 27, 2018 at 5:30pm.

**Adjourn**

Pakkala moved, Smith seconded to adjourn at 7:07 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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## PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, FEBRUARY 27, 2018

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at **6:00pm** 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 23, 2018 meeting.
- 3) Consider Mount Horeb Area Community Garden Board's Gardener's Agreement.
- 4) Discuss and consider shelter fees for daycare groups.
- 5) Discuss and consider Aquatic Center dates and hours of operation.
- 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

February 27, 2018, 6:00 PM, Municipal Building Board Room

**PRESENT:** Pakkala, Shay, Smith, Webber

**ABSENT:** Goltz

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

**Pakkala called the meeting to order at 6:00 pm.**

**Consider minutes of the January 23, 2018 meeting.**

Webber moved, Shay seconded to approve the minutes of the January 23, 2018 meeting.  
Motion carried.

**Consider Mount Horeb Area Community Garden Board's Gardener's Agreement**

Carolyn White from the Mt. Horeb Area Community Garden (MHACG) group was present to answer any questions regarding the MHACG Gardener's Agreement. Lynn Messinger, also from MHACG, arrived at 6:10. Gorman said he had met with Carolyn and Lynn last week and he asked if the Commission would allow parking along the south side of Spellman Street, west of Harvest Circle to allow gardeners to load and unload vehicles without crossing the street. Originally, the Commission discussed only allowing parking on the north side of Spellman. The Commission agreed to allow parking on the south side and stressed the importance of gardeners not turning around in private driveways.

Hagen said the Village Board had passed a Memorandum of Understanding to allow MHACG to use Himsel Park for a community garden and the Village's insurance company is requiring a certificate of insurance from MHACG. White said they are working on the insurance.

White requested allowing the MHACG to put a locked storage box at the park to put tools and supplies in. These boxes would be similar to the ball boxes that the Parks Dept. and Rec. Dept. use at various parks. Hagen stated that there should not be any tools left lying around due to liability reasons. Messinger said to reduce insurance costs, MHACG may not allow any motorized tillers in the garden.

Pakkala said that no action was necessary and the Commission agreed that the Gardener's Agreement addressed all of their concerns.

**Discuss and consider shelter fees for daycare groups.**

Dudley reviewed the request from Little Vikings daycare to rent the Sunrise Park shelter for 10 weeks this summer. The item was tabled at the January Commission meeting. Dudley said she had checked with other communities in South Central Wisconsin to see if they had similar requests. Most had not. The City of Madison gives a \$30 per day discount to daycare groups renting a shelter. Richland Center allows a \$15/day discount. Dudley said, at the current rates, the charge would be just under \$3,000 to reserve the shelter for the summer. If the Village did give a discount of 1 day/week, that fee would be \$2,400.

Shay asked what time soccer, baseball and other evening activities usually start and Dudley thought around 5:00 is when the park usually starts getting very busy. Webber suggested cutting off the reservation at 5:00 pm daily and Smith agreed to allow a 1 day/week discount. The Commission agreed to give the Little Vikings and any other group looking for a long-term rental a discount of 1 day/week, therefore charging \$50/day for 10 weeks, or \$2,000. The

Commission stressed that this was for 2018 and Little Vikings would have to re-apply each year if interested. Dudley will inform Little Vikings of the fee and report back at the next meeting.

**Discuss and consider Aquatic Center dates and hours of operation**

Dudley reviewed the 2017 hours of operation and the proposed 2018 hours. For budgetary and staffing reasons, she is proposing reducing the daily open swim from 1:00-7:45pm to 1:00-6:45pm. She said many patrons leave by 6:45pm anyway. Dudley is proposing three sessions of swimming lessons over the summer. Those lessons would start at 11:00am and 7:00 pm. Webber moved to adopt the 2018 dates and hours as presented. Smith seconded. Motion carried.

**Recreation Director's Report**

Dudley reviewed her report and stated that Cassie Handrick will be returning as her summer office assistant.

**Parks and Urban Forestry Director's Report**

Gorman reviewed his written report

**Next Meeting**

The next meeting was set for Tuesday, March 27, 2018 at 5:30pm.

**Adjourn**

Shay moved, Smith seconded to adjourn at 6:43 pm.

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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## PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, APRIL 24, 2018

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 February 27, 2018 meeting.
- 3) Tree City USA award presentation by Brian Wahl, WDNR.
- 4) Review and consider aquatic center improvement plan.
- 5) Discuss and consider Trollway Dog Park Group taking over our dog day event at the Aquatic Center.
- 6) Discuss and consider Aquatic Center private pool party rental hours and fees.
- 7) Recreation Director's report.
- 8) Park and Urban Forestry Director's report.
- 9) Set next meeting date and time.
- 10) Adjourn.

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## MINUTES

### PARKS, RECREATION AND FORESTRY COMMISSION

April 24, 2018, 5:30 PM, Municipal Building Board Room

**PRESENT:** Hill, Goltz, Shay, Smith, Webber

**ABSENT:** None

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

**Hill called the meeting to order at 5:30 pm.**

**Consider minutes of the February 27, 2018 meeting.**

Webber moved, Smith seconded to approve the minutes of the February 27, 2018 meeting. Motion carried.

**Tree City USA award presentation by Brian Wahl, WDNR**

Brian Wahl presented the Village with its' 21<sup>st</sup> Tree City USA award and its' 5<sup>th</sup> Tree City USA Growth Award. In addition, Brian discussed some of the projects the DNR is working on to help assist communities with urban forestry management.

**Review and consider aquatic center improvement plan**

Gorman reviewed the Water Technology, Inc. aquatic center improvement plan and handed out and reviewed his recommendations based on the plan. Gorman did not seek any action, but will discuss the items again during budget discussions. The Commission did not recommend any changes to the plan at this time.

**Discuss and consider Trollway Dog Park Group taking over dog day event at the aquatic center**

Dudley had a request from the TDPG to take over and run the dog day event at the aquatic center. Hagen was concerned about the liability of a private group running the event. The Commission agreed that the Rec. Dept. should continue to run the dog day event. Dudley passed out an information sheet for the event on August 19. Cost is \$5 per dog and there is a separate time allowed for dogs less than 25 pounds.

**Discuss and consider aquatic center private pool party rental hours and fees**

Dudley recommended raising private pool party fees by \$20 across the board to help cover staff costs. She would also like to adjust starting times from 8:30 pm to 7:15 pm on Saturday and Sunday nights. Dudley feels that the earlier times may result in more interest in the pool party reservations. Shay moved, Smith seconded to approve the new fees and times for the private pool parties. Motion carried.

**Recreation Director's Report**

Dudley reviewed her report.

**Parks and Urban Forestry Director's Report**

Gorman reviewed his written report

**Next Meeting**

The next meeting was set for Tuesday, May 22, 2018 at 5:30pm.



**Adjourn**

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

Minutes prepared by Jeff Gorman, Parks and Forestry Director.



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## PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, JUNE 26, 2018

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 24, 2018 meeting.
- 3) Dog Park update.
- 4) Discuss and recommend 2019-2023 capital purchase requests.
- 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 26, 2018, 5:30 PM, Municipal Building Board Room**

**PRESENT:** Hill, Goltz, Webber. Shay arrived at 5:36pm.

**ABSENT:** Smith

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

**Hill called the meeting to order at 5:30 pm.**

**Consider minutes of the April 24, 2018 meeting.**

Webber moved, Goltz seconded to approve the minutes of the April 24, 2018 meeting.  
Motion carried.

#### **Dog Park Update**

Gorman updated the Commission on the May 24 staff meeting with Dane County Highway and Dane County Parks regarding access to the proposed dog park off County Hwy. JG. County Highway determined that the proposed access to Village owned lands did not meet the sight distance requirements. A more feasible access point was identified approximately 480 feet south of the initial access, however that land is not owned by the Village. There was some discussion regarding potential negotiations with the school district and Tallard Farms in order to obtain a good access to the Wastewater Utility lands for a dog park.

#### **Discuss and recommend capital purchase requests**

Dudley discussed her single capital request for the 2019 budget. She would like to replace the department's 2008 minivan. She initially requested this in the 2018 budget but it was not funded.

Gorman reviewed his 5-year capital improvement plan. 2019 requests include funding for replacing the tennis court lights (cost shared with schools), replacing the Toro utility vehicle and improvements at the Mount Horeb Family Aquatic Center.

Webber moved, Shay seconded to recommend the capital requests to the Finance and Personnel Committee. Motion carried.

#### **Recreation Director's Report**

Dudley reviewed her written report.

#### **Parks and Urban Forestry Director's Report**

Gorman reviewed his written report

#### **Next Meeting**

The next meeting was set for Tuesday, July 24, 2018 at 5:30pm.

#### **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, SEPTEMBER 25, 2018

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Consider minutes of the June 26, 2018 meeting.
- 3) Budget update.
- 4) Discuss 2018 annual pool report.
- 5) Discuss removal of the sand play area from the Aquatic Center.
- 6) Mount Horeb Area Community Garden Group year-end report.
- 7) Consider re-approval of the garden group at Himsel Park in 2019.
- 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

September 25, 2018, 5:30 PM, Municipal Building Board Room

**PRESENT:** Goltz, Webber, Smith. Shay arrived at 5:33pm.

**ABSENT:** Hill

**OTHERS PRESENT:** Dudley, Gorman, Hagen – Village of Mount Horeb. Declan Smith – Mt. Horeb High School

**Goltz called the meeting to order at 5:30 pm.** Goltz also introduced Declan Smith, a junior at Mt. Horeb High School who is participating in the Youth in Government program.

#### **Budget Update**

Gorman reviewed a few changes to his 2019 budget requests since the Commission last met in June. Hagen informed the Commission that Nic Owen is proposing to combine Public Works and Parks and Forestry following the retirement of Laurel Grindle in April, 2019. Under the plan, Gorman would oversee both departments. Hagen said the Finance and Personnel Committee will begin budget meetings on October 10 and continue every Wednesday as needed for the rest of October.

#### **Consider minutes of the June 26, 2018 meeting.**

Shay moved, Webber seconded to approve the minutes of the June 26, 2018 meeting. Motion carried.

#### **Discuss 2018 annual pool report**

Dudley reviewed the 2018 annual report. She is planning to increase lifeguard wages for 2019 to help recruit more staff.

#### **Discuss removal of sand play area from the aquatic center**

Dudley said staff had requested eliminating the sand play area due to sand getting into the pools and the bathhouse. Alternatives discussed included using pea gravel, turning it into a concrete patio area or grassy area or building a splash pad. There are no funds budgeted for this project at this time. Dudley and Gorman will discuss it further at a future Commission meeting.

#### **Recreation Director's Report**

Dudley reviewed her written report.

#### **Parks and Urban Forestry Director's Report**

Gorman reviewed his written report

#### **Mount Horeb Area Community Garden Group year-end report**

Carolyn White and Lynn Messinger spoke on behalf of the community garden group. They gave a brief summary of the 2018 season in which they had 18 20'x20' garden plots. DRH Fencing donated all the labor to install the fence posts and fencing. They received grants and several donations. They have a 5 person board and obtained a 501 C7 non-profit status. The group used an online newsletter to communicate to gardeners. The garden group would like to have a 5 to 10 year commitment from the Village to continue using Himsel Park and would

like to expand the garden to 26 plots. Webber said he had talked to a couple neighbors near Himsel Park and they both said that they had no issues with the garden this summer.

**Consider re-approval of the garden group at Himsel Park in 2019**

Shay moved, Smith seconded to allow the garden group to use Himsel Park for an additional five years with an annual review to the Commission. The garden group would also be allowed to expand up to 26 garden plots. Motion carried.

**Next Meeting**

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

**Adjourn**

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

Minutes prepared by Jeff Gorman, Parks and Forestry Director.