



# Village of Mount Horeb

138 E Main St  
Mount Horeb, WI 53572  
Phone (608) 437-6884 | Fax (608) 437-3190  
Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) | Web: [www.mounthorebwi.info](http://www.mounthorebwi.info)

**THE OCTOBER 26<sup>th</sup>, 2021 PARKS, RECREATION, AND FORESTRY COMMISSION MEETING WILL BE HELD *BOTH VIRTUAL AND IN PERSON*. YOU CAN WATCH THE MEETING LIVE VIA THE VILLAGE WEBSITE BY CLICKING "WATCH LIVE" UNDER THE TROLLWAY GRAPHIC ON THE RIGHT SIDE OF THE HOME PAGE AT [WWW.MOUNTHOREBWI.INFO](http://WWW.MOUNTHOREBWI.INFO). THE MEETING IS ALSO BROADCAST LIVE ON THE MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING THE FOLLOWING:**

**Join the meeting from your computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/861739589>

**Join the meeting using your phone:** United States: [+1 \(408\) 650-3123](tel:+14086503123) **Access Code:** 861-739-589

## PARKS, RECREATION, AND FORESTRY COMMISSION TUESDAY, OCTOBER 26, 2021

The Parks, Recreation, and Forestry Commission of the Village of Mount Horeb will meet virtually and in person on the second floor of the Municipal Building on the above date at 5:30 pm.

Agenda as follows:

- 1) Call to order - Roll call
- 2) Public Comments – non-agenda items
- 3) Consider minutes of the July 27, 2021 meeting
- 4) Consider installing water service at Himsel Park for community garden
- 5) Discuss revisions to the community garden's good neighbor agreement
- 6) Consider extending community garden group's use of Himsel Park
- 7) Discussion with Mount Horeb Pickleball Group (MOHOP)
- 8) Discuss Dog Park updates
- 9) Consider grant funding
- 10) 2022 budget update
- 11) Update on parkland acquisition

- 12) Recreation Director report
- 13) Public Services Director report
- 14) Future agenda items
- 15) Set next meeting date and time
- 16) 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 GAFFNEY, CLERK, AT (608) 437-6884.

## MINUTES

### PARKS, RECREATION AND FORESTRY COMMISSION

July 27, 2021, 5:30 PM, Municipal Building Board Room

**PRESENT:** Fendrick, Webber, Smith

**ABSENT:** Halverson, Monroe

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

**Fendrick filled in as Chair and called the meeting to order at 5:30 pm**

**Consider minutes of the June 22, 2021 meeting.**

Webber moved, Smith seconded to approve the minutes of the June 22, 2021 meeting.  
Motion carried.

**Discuss and consider the Mount Horeb Area Dog Park**

Lisa Scieszinski, who started the dog park group in 2013, gave some background and history of the dog park group and their search for land for a dog park. Scieszinski listed some Village properties that may work for a small dog park until a larger site is obtained.

Village President Randy Littel spoke in favor of a dog park. He said many residents ask him about a dog park. He said the Village needs to push this forward and staff should continue searching for dog park land.

Owen said he would reach out to the Meylors to see if there are any opportunities with any of their land. Gorman said he would reach out to Dane County Parks and see where they are at with locating a dog park near Stewart County Park.

Smith moved, Webber seconded to ask staff to continue to pursue opportunities for a dog park. Motion carried.

**Update on parkland acquisition**

Owen followed up on two properties on the southwest side of the Village but both properties will not work for parkland at this time. He said we may have to focus our search to areas beyond the Village limits.

**Consider 2022-2026 Capital Budget**

Gorman reviewed the five-year capital budget plan for his department. Webber moved, Smith seconded to approve the capital budget and recommend it to Finance and Personnel. Motion carried.

**Recreation Director's Report**

Dudley reviewed her report.

**Public Services Director's Report**

Gorman reviewed his report.

**Consider items for future agendas**

Parkland acquisition updates  
Dog Park

**Set next meeting date and time**

The next meeting was set for August 24, 2021 at the Boeck's Park pavilion.

**Adjourn**

Webber moved, Smith seconded to adjourn at 6:29 pm.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE VILLAGE OF MOUNT HOREB  
AND MOUNT HOREB AREA COMMUNITY GARDEN BOARD

This Memorandum of Understanding is established between the Village of Mount Horeb and the Mount Horeb Area Community Garden Board (MHACG).

**PURPOSE AND MISSION:** To permit MHACG Board the use of a portion of Himsel Park for a community garden. The following are current MHACG Board members:

Lynn Messinger, President  
Kerry Beheler, Secretary  
Ken Scott, Treasurer  
Susan Ludington, Carolyn White, and Tim White, At Large

The mission of the MHACG is "To create and sustain a site for Mount Horeb area residents to build community and enhance our quality of life by gardening together".

**TERMS OF UNDERSTANDING:** The following terms are agreed upon to allow use of Himsel Park:

- 1) Limit the garden to 20 plots for the first year.
- 2) Gardening hours will be the same as current park hours.
- 3) There will be no community garden without the existence of the MHACG Board.
- 4) The MHACG Board is required to present a year-end report to the Parks, Recreation, and Forestry Commission in the fall of 2018.
- 5) The MHACG Board will need reapproval of the use of Himsel Park following the initial 2018 season upon a favorable recommendation of the Parks, Recreation, and Forestry Commission.
- 6) The MHACG will follow additional terms as set forth in a Gardner's Agreement which will include terms listed in this Memorandum of Understanding in addition to site-specific requirements of the Parks, Recreation, and Forestry Commission.

Either party may terminate this Memorandum of Understanding upon 30 days written notice.

VILLAGE OF MOUNT HOREB

MOUNT HOREB AREA COMMUNITY GARDEN

\_\_\_\_\_  
Randy J Littel, Village President

\_\_\_\_\_  
MHACG Board Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **GOOD NEIGHBOR AGREEMENT**

**I agree to be a respectful and considerate gardener and so agree to the following rules and guidelines:**

- I will not turn around in any of the neighbors' driveways.
- I will drive slowly (25mph or less) and will watch for children who may be heading to Himsel Park.
- I will obey all Village Parks rules (Chapter 19, Village Ordinances):
  - I will garden between the hours of 7am – dusk
  - I will use no amplifying system sound devices
  - I will bring no glass containers into the park
  - I will not litter
  - I will take away any trash that I bring into the garden
- I will keep my garden plot neat and clear of debris and tall weeds.
- I will not park below Harvest Circle except for drop off and pick up of heavy items.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## Community Garden Rules and Guidelines

**Community Plots:** In order to fulfill our mission we will hold open the following plots.

1. One no-fee plot for Mt. Horeb Area Schools (if desired)
2. One no-fee plot for a children's garden
3. One no-fee plot to be used for the MH Area Food Pantry (if desired)
4. One lower-fee plot for Boy and/or Girl Scouts (if desired)

**Composting/Plant Refuse:** Composting is allowed within your individual plots but please properly maintain this compost (be a good neighbor). Garden waste not used for composting is to be removed by you from the area. Take home any diseased or infested plants or plant refuse. Do not bring in plant material generated outside the garden without prior permission by the Garden Manager.

We may maintain an all-garden compost site in the future if we have a composting committee manager. At that time you may place organic matter generated in your garden plot(s) in the compost area, but cut it into hand sized pieces for quick decomposing.

**Fees:** Fees are based on plot size(s). See the Registration form. Fees may change annually.

**Garbage:** We do not have garbage pick-up at this site. What you bring in you pack out.

**Glass:** Glass containers are not allowed in MH Village Parks.

**Good Garden Neighbor Policy:** Please show respect for other gardeners by not entering other plots without the gardener's permission. Plants taller than 4 ft. must be grown in the center of the plot or permission must be granted from the neighbor (who may be shaded) to grow near the plot edge. Perennials that are difficult to eradicate by successive gardeners must not be grown (ie. Jerusalem artichokes, horseradish, comfrey, mint, grapes, woody trees or shrubs, or raspberries). Disputes can be reported to the garden managers.

**Guests, Visitors, and Children:** The gardener agrees to accompany and supervise any guests, visitors, or children while they are in the garden at all times and agrees to be responsible for the conduct of these parties. The community garden will not be responsible for any injuries.

No dogs are allowed in the garden due to potential damage.

**Garden Maintenance:** If a gardener is unable to properly maintain his/her plots for an extended period because of health issues, travel, family emergencies, etc. they may select a friend, family member, etc. to maintain their garden during this period of absence. Once again, the gardener is responsible for the conduct of that person. We ask that you notify the garden managers if this need arises. Also, we have a list of people who will volunteer to help others in need of assistance. Contact a garden manager for a volunteer if available.

**Hours:** The garden is open from 7am to dusk during the growing season.

**Intoxicants:** Are not allowed in the garden.

**Membership Meetings:** We will schedule membership meetings as needed.

**Mulch:** Leaves and marsh hay are encouraged. Carpet mulch and stone mulch are not allowed anywhere within the plot areas. If plastic sheeting is used, we ask that you remove it from your plot(s) at the end of the gardening season.

**Livestock Manure:** Manure that is well-composted or sterilized is allowed as a soil amendment or as a source of nutrients within plots. Never use fresh manure near still viable crops, because of the potential presence of microorganisms that are toxic to humans.

Several online sources provide useful information on the use of livestock manure in garden plots. You may also obtain such information from the Dane County Cooperative Extension Office.

**Organic Gardening Methods Only:** All garden plots are to be tended using organic gardening methods. Only U.W. Extension approved products may be used. Neem oil and Safer's Insecticidal soap are two examples of approved products. *Bacillus thuringiensis* preparations are excellent for controlling caterpillars that can attack cabbage, broccoli, cauliflower, etc. if used as directed. It is sold in various trade names such as BT, Thuricide, etc. Organic fertilizers are encouraged. Contact a garden manager if you have questions about a product.

**Pressure Treated Lumber:** PTL is allowed, but use of natural hardscape materials is preferred (spruce, cedar boards/planks) for building raised beds, or walkways.

**Path Maintenance:** Gardeners are responsible for keeping pathways abutting their plots passable and free from debris, weeds, sticks, rocks, fencing material and wayward produce. Hoses should not be left in paths when not in use. Guideline: You are responsible for controlling weeds that grow along the outer edge of your garden and into the middle of the garden path(s) on a timely basis. The Garden Management Committee will attempt to have a supply of wood chips available for gardeners to use on walkway paths as needed.

**Pets:** Are not allowed in the gardens.

**Planting Deadline:** Gardening must begin no later than June 1<sup>st</sup>. Your plot will be reassigned if it is not planted and tended by then.

**Plot Assignment:** New gardeners may only apply for one plot their first year. Submit one application form per household/address. If good standing is maintained, the gardener may apply for additional plots the following year. Maximum of two (2) plots. Returning gardeners need to reapply each year. Plot changes and other requests will be considered by the Registrar during the plot assignment period. There are no refunds unless a plot is not assigned to the garden applicant.



**Registration Priority:** Applications that are not accompanied by full payment will be returned without a plot assignment. Returning gardeners may secure their same plot(s) or request a location change. The returning gardener/member is the first responsible party listed on the application form. A waiting list will be started if there are more applications than available plots, and will be assigned as plots become available.

Annual registration deadlines will be listed on the application form.

**Plots:** Gardeners receive plots "as is". Fencing material and crops may remain in place and gardening may continue year-round as long as the gardener remains in good standing. If not returning in the spring, gardeners must remove any property that they wish to keep. Any property left in the plot by the end of open registration becomes the property of the next gardener.

No gardening supplies/equipment may be stored on site during winter months.

**Produce and Flowers:** Garden harvest may not be sold and must be harvested in a timely manner. Contact Mt. Horeb Food Pantry or Mt. Horeb Community Center to donate excess produce.

**Tools:** We hope to have tools available for use by gardeners. We also hope to have a lockable container to store them for this season.

**Trash and Garden Waste:** Please remove your trash (ie. Food and drink containers, broken, old, or unused garden equipment/materials and any diseased plant materials) with you when you leave.

**Rototilling:** Only hand-operated rototillers are allowed.

**Vandalism and Theft:** Please report these actions to the garden managers so they can communicate with the Board.

**Vehicles:** Must be parked on E. Spellman St. above Harvest Circle except for temporary drop off and pick up. Please do not turn around in the neighboring driveways. Please no idling of vehicles or playing of music from them.

**Violation of Membership Rules:** In the event a gardener violates any MHACG rules, policies or practices, the gardener will be issued a written notification by the garden managers. You will have reasonable opportunity to redress/correct the violation. In the event that no redress/correction is made and no response is received within two (2) calendar weeks of the written notification, a second notice will be issued. If no redress/correction is received within two (2) calendar weeks following the second notice, a final notice will be issued informing the gardener of suspension, or total forfeiture of gardening privileges and access to the garden plot(s). Please note that, at the discretion of the **Garden Board of Directors**, a violation of rules may result in the gardener being prohibited from future participation in MHACG. No refund of plot fees will be permitted.

**Water:** The water from the hydrant is non-potable and is only for use on your crops. Water requirements vary by climatic conditions, type of plants, soil type and many other factors. The Board will periodically provide information to assist in appropriate use of this precious resource. Garden water

will be turned on as soon as possible in the spring (usually during the first week of May) and shut down in early October. The Garden will provide updates on these two events, as necessary. If you find no water available at the hydrants, please let a garden manager know.

Soaker hoses are not permitted in MHACG. You are responsible for avoiding over-watering, and making sure that your neighbors' plots are not flooded because of errors on your part. Gardeners have found it useful to hang their car keys on the hydrant they are using as a reminder they have water running. Timers on the hydrants ARE NOT allowed.

**Watering:** Hoses must be used carefully to prevent tripping and breakage. Timers are not allowed. You must be present at all times when watering.

**“Weed or Lose Your Plot Policy”:** Nothing leads to more conflicts among gardeners than having neighbors allow their plots to become “weed seed banks”. Not only are they unsightly but the seeds will find their way into adjacent plots via surface water, wind, or gravity. They are a shared problem in close-quarter gardens like MHACG. During long absences from the garden, please find a friend or family member who will weed (and harvest) your garden for you. Limited exceptions can be made for individuals without sufficient resources or unanticipated long absences due to illness, injury, etc. But please bring this to the attention of the Garden so that we can find volunteers who will assist you during this period.

## 2021 PARKS AND RECREATION GRANT PROGRAM

### DIRECTORS

**David Benforado**  
Village President  
Village of Shorewood Hills

**David De Angelis**  
Village Manager  
Village of Elm Grove

**Rebecca Glewen**  
Mayor  
City of Beaver Dam

**Kathleen Morse**  
Clerk/Treasurer  
City of Rice Lake

**Mark Rohloff**  
City Manager  
City of Oshkosh

**Zach Vruwink**  
City Administrator  
City of Rhinelander

**Jerry Deschane**  
Executive Director  
League of Wisconsin  
Municipalities

### OFFICER

**Matt Becker**  
Chief Executive Officer  
League of Wisconsin  
Municipalities Mutual  
Insurance

LWMMI is very excited to announce a special grant for 2021. Since the start of the pandemic, we have seen many people in our communities enjoy the outdoors and our parks at an unprecedented level. These places have been a blessing during these times and LWMMI wants to support our communities and these activities.

To that end, we are announcing a \$1,000,000 parks and rec grant for our members. Below are the details:

### WHO IS ELIGIBLE TO PARTICPATE?

All current LWMMI members as of the date of this announcement are eligible.

### HOW IS THE AMOUNT OF THE LWMMI GRANT DETERMINED FOR EACH MEMBER?

With a minimum of \$500, members will receive a grant calculated on their prorata portion of LWMMI's total direct earned premium for a 12-month period as of 6/30/2021, including premium on all lines of business (Workers Compensation, Liability and Auto Physical Damage).

### WHAT TYPES OF ITEMS CAN THE GRANT BE USED FOR?

It is really up to you. The only restriction is that it is to be spent on areas considered to be parks and recreation. Examples include, but are not limited to, park benches & tables, landscaping, planted trees, shrubs or flower beds, signage, playground equipment, walking paths, gazebos, etc....

### DO INSUREDS NEED TO APPLY FOR GRANT?

Nope. LWMMI will automatically calculate individual member grants which will be delivered to them by their agent. Members will not be required to fill out an application or submit receipts to LWMMI.

### WHAT IF THE INSURED DOES NOT HAVE A PARK OR RECREATION AREA?

Certain members, such as special districts & others, do not have a designated park or recreation area. That is OK...and they will still receive a grant. However, we encourage them to use the grant to purchase items that will enhance the beauty and useableness of their individual location.

LWMMI is pleased to support this effort and excited to hear about the projects this will support. Please share details or photos of the projects going on in your community as we would love to see the results. As always, thanks for your participation in the program and contact LWMMI or your agent with any questions.

Thanks,  
Matt Becker, CEO  
LWMMI

**LWMMI**

*League of Wisconsin Municipalities Mutual Insurance*

131 West Wilson Street  
Suite 502  
Madison, Wisconsin 53703

p 608.833.9595  
f 608.833.8088

matt@lwmmi.org  
www.lwmmi.org



# Village of Mount Horeb Recreation Department

105 North Grove Street  
Mount Horeb, WI 53572

Phone (608) 437-3400 | Email: jill.dudley@mounthorebwi.info

## PARKS, RECREATION, AND FORESTRY COMMISSION

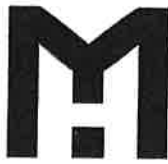
October 26, 2021

### Recreation Director's Report

1. October Program Numbers:

<u>Program Name</u>	<u>2021 Participants</u>	<u>Past Participant Numbers</u>
Babysitting Class	5	2020 - 10
ESPORTS GG Leagues (virtual)	5	N/A (new program)
Martial Arts Fall #2	24	2019 - 20
Fit For the Holidays	20	2019 - 37
Youth Drawing Class Fall #2	15	N/A (new program)
Kid Chef	20	2019 - 22
Egg-Tober	29	2020 - 46 (did not run in 2019)
Youth Guitar/Ukulele Lessons	14	N/A (new program)
Engineering for Kids	13	2019 - 7
Tree Climbing	8	2020 - 7 (did not run in 2019)

- Upcoming November Programs/Events: Adult Dance Classes, Big Ten Youth Basketball (3<sup>rd</sup>-8<sup>th</sup> grade), Holiday Card Making, and Martial Arts Fall #3.
- Our winter/spring guide will go out in early November. We are, once again, creating the guide in Canva. We are looking to offer a few new programs and bringing back our in-person bingo night in February.
- In September, I attended a virtual webinar through the Wisconsin Park and Recreation Association titled 'Ignite the Burned and Stressed Out'. It was interesting to learn how prevalent burnout is and what you can do to try and anticipate burnout. The next WPRA webinar I will be attending is titled 'The Art of Staff Training'.
- I received a grant from the Mount Horeb Summer Frolic for two soccer goals and an AED. Some of our soccer goals at Liberty are old and rusty and should be replaced. In addition, our AED is an older model and soon to be outdated. I contacted the Fire Department to help with the purchase, as they get them at a discounted price.
- Our Ceepy Crawl event is back and will be held on Thursday, October 28<sup>th</sup>. Aside from our haunted hike on the Military Ridge Trail, we will have a petting zoo, bounce house, cider and candy, and hayrides. With having a year off from this event, due to COVID, we are hoping to have a great turnout.



VILLAGE OF  
MOUNT HOREB

# Village of Mount Horeb

## Public Services Department

138 E Main St  
Mount Horeb, WI 53572  
Phone (608) 437-3351/Fax (608) 437-3190  
[www.mounthorebwi.info](http://www.mounthorebwi.info)

**Parks, Recreation and Forestry Commission**  
**October 26, 2021**  
**Public Services Director's Report**

1. The deadline for property owner to notify the Village of their intent to treat ash street trees adjacent to their properties was September 30. There are 8 property owners that will be treating a total of 13 street trees for EAB. I have a Zoom meeting on October 21 with the Urban Wood Network to see if there is anyone interested in utilizing the ash logs from our ash removals.
2. Northland Door Systems will be installing a new overhead garage door at the Grundahl Park scorekeeper's building this week. The cost of the project is \$1,080.
3. Our crew installed a donated memorial park bench at Sunrise Park last week. I have inquiries from two other people interested in donating a memorial bench.
4. We rented a scissors lift in late September and re-stained the wood beams and fascia on the Sunrise Park shelter. We also painted several steel doors and the inside of the Liberty Park restrooms.
5. We received a new one-ton dump truck in late September for parks maintenance. The truck also has a snow plow and v-box salt spreader for salting parking lots and alleys.
6. Our 33 trees for fall planting should be delivered in late October.
7. Badger Swim pools winterized the swimming pools and pool equipment last week. We will be winterizing the bathhouse in the next two weeks. We also painted the inside of the lifeguard room and ripped out the counters in the bathhouse changing rooms. We will be replacing the counters this fall or winter.