



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, January 24, 2023 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Roll call
- 3) Public comments - non-agenda items
- 4) Consent agenda
 - a. Consideration of December 13, 2022 Meeting Minutes
- 5) Agenda items
 - a. Park planning update with MSA
 - b. Consider draft plan for tennis courts from Fred Kolkmann
 - c. Commission mission statement
 - d. Discuss setting aside capital budget funds for future park land
 - e. Discussion on meeting with school district and letter of intent to purchase property for recreational purposes
- 6) Department reports
 - a. Recreation Department
 - b. Public Services Department
- 7) Future agenda items
- 8) Set next meeting date and time
- 9) Meeting adjournment

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

December 13, 2022, 5:30 PM, Municipal Building Board Room

PRESENT: Halverson, Monroe, Webber, Fendrick, Smith

ABSENT: None

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

Consider minutes of the October 25, 2022 meeting.

Webber moved; Monroe seconded to approve the minutes of the October 25, 2022 meeting. Motion carried.

Consider proposal from Fred Kolkmann for tennis court plans, specs and construction administration

Gorman discussed the proposal from Kolkmann and recommended approving the proposal to help ensure proper design, construction materials and construction methods. Fendrick moved, Webber seconded to approve the proposal. Motion carried.

Consider proposals for park planning at Grundahl and Foster parks

Gorman reviewed the proposals from two companies – MSA and JSD. Dan Schmidt from MSA was present to answer any questions. Overall, the Commission preferred the MSA proposal because it was more thorough, it included a timeline, it utilized focus groups and a representative was present. Webber moved, Smith seconded to approve the proposal from MSA Professional Services, Inc. Motion carried.

Discuss update from School District regarding future needs

Halverson said the school district is looking at possible upgrades to an elementary school and construction of an indoor pool and gymnasium. All is up in the air and would have to pass by referendum. Fendrick was at the meeting with the school district when this was discussed and stated that a survey is being sent out to all school district residents asking for feedback on these potential future needs.

Discuss on parkland acquisition

Sports Complex:

Halverson said the Village Board is considering purchasing property in North Cape Commons along with a private group to provide outdoor and indoor recreational opportunities. The Village Board wants to forward the discussion to various Village committees to get their feedback. Gorman asked who would ultimately own the property and if there was any discussion on what the maintenance would look like. Owen said the Village would own the property and there hasn't been any details discussed on maintenance. Owen said the total land cost is \$1.9 million. The private group would like to raise \$1 million and the Village would borrow \$900,000 and also commit \$300,000 toward developing a football field. Webber said there is a need for both indoor and outdoor recreation space and is in favor of the project. Monroe is concerned with communication and coordination with the school district based on past projects. Halverson is concerned with the uncertainty with the referendum. He asked where the Village is at if we buy the land and the referendum does not pass. Fendrick said that if the Village purchases the land, there may be some conditions put

forth by the donors who raised funds for the land. Owen reviewed the preliminary terms of the agreement.

Jerome Krantz, President of the Gridiron Club, spoke on the project. The Gridiron Club has donated \$50,000 toward the land purchase and will serve as the non-profit taking in all donations. Krantz stated that the Gridiron Club does not know how long they will be able to use the Grundahl property on Blue Mounds Street. They anticipate it will be for 2-5 more years. Webber said he is comfortable with Terry Kurth's involvement and has no concerns with the conditions. Fendrick is concerned with the proposed indoor facilities being far away from school district property and he also questioned not having any maintenance agreements in place prior to purchasing the land.

Owen said the private fundraising group would like to have the Village make a decision by January 31 since that is when the offer expires.

Meylor Property:

There are no updates since the Village Board took no action on the purchase in November. Fendrick is concerned about the location and accessibility of the parcel. Halverson said the proposed sports complex addresses some of our needs for recreation but does little to help the demand for more field space. Monroe is concerned about the topography of the Meylor property and grading costs along with the distance from the Village limits and accessibility.

Any other available parkland

Halverson and Fendrick met with Brian Durtschi to discuss land around the Village that may be used for future park land. Fendrick made a motion to recommend to the Village Board to allow Owen to investigate and negotiate property in the Mount Horeb surrounding area for future park land, whether for sale or not for sale. Webber seconded. Motion carried.

Recreation Director's Report

Dudley reviewed her report.

Public Services Director's Report

Gorman reviewed his report.

Consider items for future agendas

- Commission mission statement
- Tennis courts update
- Park planning update with MSA
- Set aside funds in future capital budgets for future park lands

Set next meeting date and time

The next meeting was set for January 24, 2023 at 5:30 pm at the Municipal Building Board Room

Adjourn

Fendrick moved, Smith seconded to adjourn at 6:44 pm.

Minutes prepared by Jeff Gorman, Public Services Director



MEETING AGENDA

GRANDMA FOSTER & GRUNDAHL PARK MASTER PLANS

Mount Horeb, WI - MSA #: 00385009

January 17, 2023, 2:00 pm

Meeting Purpose:

Kick-Off, Project Goals, Project Scope & Next Steps.

Sequence:

- (12:00 pm – 1:30 pm Site Tours - MSA Staff)
- 2:00 pm – 4:00 pm Meeting @ Municipal Building

Review Items

1. People/Entities

- a. Project Leadership
 - i. Village
 - ii. MSA
- b. Stakeholders/Partners/Jurisdictional
 - i. Village Departments
 - ii. Summer Frolic Committee
 - iii. Youth Sports
- c. Other

2. Overview of Project Scope (attached)

(as currently understood by Village & Design Team)

- i. Existing Site Conditions – Inventory and Analysis
- ii. Focus Group Meetings
- iii. Two (2) Concept Plans for each site
- iv. StoryMap
- v. Public, Staff, and Operations Presentations
- vi. Master Plan, Estimates, and Report

3. Project Schedule

- a. Schedule
 - i. Phase I: January – February 2023
 - 1. Inventory and Analysis
 - a. Online Survey
 - b. Focus Groups
 - ii. Phase II: March – April 2023
 - 1. Concept Development
 - 2. Public Engagement - Open House
 - iii. Phase III: May – July 2023
 - 1. Final Master Plan and Report
 - 2. Adoption
- b. Other?

1230 South Boulevard
Baraboo, WI 53913

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F (608) 356-2770

www.msa-ps.com

4. Project “Big Picture” Goals

- a. Village Related
 - i. Budget
 - 1. Capitol
 - 2. Operations
 - ii. Programming
 - iii. Other
- b. Stakeholders
- c. Other

5. General

- a. Site Inventory
 - i. Review Base Maps
 - ii. Review Existing Site Information
- b. Village’s Goals and Objectives
- c. Other

6. Next Steps

- a. MSA will continue Inventory and Analysis
 - i. Village to Provide
 - 1. Existing Site Documentation
 - a. Facility Plans
 - b. Utilities
 - c. Other
- b. Outreach and Engagement
 - i. Preparation of Public Online Survey
 - 1. Village to Provide - Online Survey Distribution
 - ii. Project Information
 - iii. StoryMap
- c. Focus Group Meetings

7. Action Items

ATTACHMENT A: SCOPE OF SERVICES

PROJECT UNDERSTANDING AND APPROACH

PROJECT APPROACH

PHASE I - INVENTORY AND ANALYSIS

Task 1.1 – Kick-Off and Site Visit

MSA will conduct a kick-off meeting with the Village to verify the project scope, schedule and deliverables. Prior to the meeting, we will conduct an onsite visit collecting photographic inventory of existing conditions to use during the kick-off discussion. A site tour with Village staff would be part of the planned kickoff meeting (weather permitting).

Task 1.2 – Review and Analyze Existing Information

We will review past reports, maps, or other documents the Village currently holds for the existing parks. The pertinent information gathered is supplemental to the analysis of existing conditions, including documentation of utilities on, or extending through the park sites, surrounding land uses, development progress and stormwater management.

Task 1.3 – Site Analysis

MSA will prepare a site analysis diagram illustrating the existing conditions, utilities, opportunities and constraints of the parks. We will provide a scaled plan of each site that will be included in the final master plan memo.

Task 1.4 – Focus Group Meetings

MSA will focus group interviews to solicit stakeholder desires for the parks. These meetings can be in-person or virtual to suit the needs of the stakeholders. The expected stakeholders include:

- Summer Frolic Committee
- Village staff and administration
- Youth sport clubs (baseball/Softball)

(These meetings would be scheduled on the same day.)

MSA will meet with staff and the Parks, Recreation, and Forestry Committee to present a summary of the discussions and identify preferred programming for initial concept development.

Meetings

- Kick-off meeting
- Up to five (5) focus group interviews (scheduled on same day)
- Parks, Recreation, and Forestry Committee

PHASE II - CONCEPT DEVELOPMENT

Task 2.1 – Develop Concept Plans

MSA will develop two (2) concept plans for each park based on initial stakeholder input and Village staff recommendations.

StoryMap. MSA will develop a StoryMap to accompany the concepts to allow the community to follow along with the planning process. This page will be updated following reviews and approval of content by Village staff.

Task 2.2 – Concept Presentation

We will present the concept plans to staff for review and comment. This meeting could be virtual or in-person at the discretion of the Village.

Task 2.3 – Concept Refinement and Prepare Draft Master Plans

MSA will coalesce staff and stakeholders feedback into a draft master plan for each park, combining elements of the concepts and any additional recommendations. The draft plans will be accompanied by character images showing representative types of park amenities to assist in the planning discussion. We will also prepare preliminary cost estimates for each park.

MSA will conduct an internal quality review to assure accuracy of plans and preliminary cost estimates. The draft plans will be provided to Village staff for comment.

Meetings

- Staff meeting
- Stakeholder meeting

PHASE III - FINAL MASTER PLAN

Task 3.1 – Draft Master Plan Revisions

MSA will refine the draft master plans based on input received at the staff comments.

Task 3.2 – Draft Opinion of Probable Cost of Construction (OPCC)

We will develop a cost for improvements from the preferred



MSA 23

PROJECT UNDERSTANDING AND APPROACH

concept plan elements. Initial project construction phasing may be considered based on staff feedback.

Task 3.3 – Staff and Parks, Recreation, and Forestry Committee Presentation

The master plans will be presented at a regular meeting of the Parks, Recreation and Forestry Committee. We will modify the master plans based on feedback from staff and the committee.

Task 3.4 – Community Engagement

MSA will work with the Village to conduct a public open house to solicit public comment on the final master plans. This meeting can be held as a stand-alone event or be combined with a scheduled Village event as a pop-up meeting – this format tends to yield broader input as community members don't have to schedule around a separate event. This meeting will be followed by an online survey for additional community input for those who are not able to attend in person.

Task 3.5 – Final Master Plans

We will modify the master plans based on feedback from staff, the Parks, Recreation and Forestry Committee and public comment. The final master plan will also include description of possible funding sources applicable to the proposed projects. MSA will conduct a final internal quality review to assure accuracy of plans and cost estimates

Task 3.6 – Presentation of Final Master Plans

Finally, we will present the final master plans to the Village board for adoption.

Meetings

- Stakeholder meeting
- Draft master plan meeting with Staff and Parks, Recreation, and Forestry Committee
- Community Meeting (Open-House or Pop-Up)
- Village board presentation

VILLAGE TO PROVIDE

- Existing site documentation – including plats, utility plans, zoning and easements
- Available GIS data
- Online survey distribution

SERVICES NOT INCLUDED

- Site topographic survey
- Grant writing or administration

ADDITIONAL SERVICES

- Separate Grandma Foster and Grundahl Park Public Engagement Process and Meetings
 - **ADD \$2,400**
- Additional Public Engagement Meeting
 - **ADD \$1,500**
- 3D Rendering
 - **ADD \$1,200 each image**
- Full Report Document (PDF) to accompany Master Plans
 - **ADD \$4,000**



PROPOSED SCHEDULE

This schedule is flexible based on the needs of the Village and potential desire to pursue funding opportunities.

PHASE & TASK	DATE
PHASE I - INVENTORY AND ANALYSIS	
Task 1.1 Kick-Off and Site Visit	January 2023
Task 1.2 Review and Analyze Existing Information	January 2023
Task 1.3 Site Analysis	January 2023
Task 1.4 Focus Group Meetings	February 2023
PHASE II - CONCEPT DEVELOPMENT	
Task 2.1 Develop Concept Plans	March 2023
Task 2.2 Concept Presentation	April 2023
Task 2.3 Draft Master Plan	April 2023
PHASE III - FINAL MASTER PLAN	
Task 3.1 Draft Master Plan Revisions	May 2023
Task 3.2 Draft Opinion of Probable Cost of Construction (OPCC)	May 2023
Task 3.3 Staff and Parks and Recreation Committee Presentation	June 2023
Task 3.4 Community Engagement	June 2023
Task 3.5 Final Master Plans	June 2023
Task 3.6 Presentation of Final Master Plans	July 2023

GRANDMA FOSTER PARK

EXISTING CONDITIONS

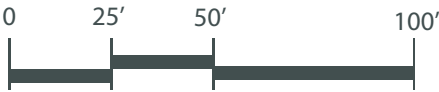


LEGEND

— Park Boundary



SCALE



① Open-Air Park Shelter

④ Memorial Rock

② Play Equipment

⑤ Memorial Tree

③ Park Sign

⑥ Drinking Fountain

GRUNDAHL PARK

EXISTING CONDITIONS



LEGEND

 Park Boundary



SCALE



- | | | | | | |
|---|--------------------|---|--------------------|---|--|
| 1 | Baseball Field | 4 | Shelter + Restroom | 7 | Open-Air Shelter |
| 2 | Announcer Building | 5 | Playground | 8 | Performance Stage |
| 3 | Parking | 6 | Basketball Court | 9 | Open Space
(Summer Frolic and Recreational Use) |



PROJECT DATE:	DRAWN BY:	NO.	DATE	REVISION	BY:
	Init	-	-	-	-
	DESIGNED BY:	Init	-	-	-
	CHECKED BY:	Init	-	-	-
PLOT DATE: 1/9/2023 9:42 AM, \\msa-ps.com\fs1\Project\00\00385\00385009\CADD\C3D\Park Basemaps.dwg					



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GRANDMA FOSTER PARK MASTER PLAN
VILLAGE OF MOUNT HOREB
DANE COUNTY, WI

GRANDMA FOSTER PARK BASEMAP

PROJECT NO: 00385009
SHEET ----



PROJECT DATE:	DRAWN BY:	CHK	NO.	DATE	REVISION	BY
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**MSA**

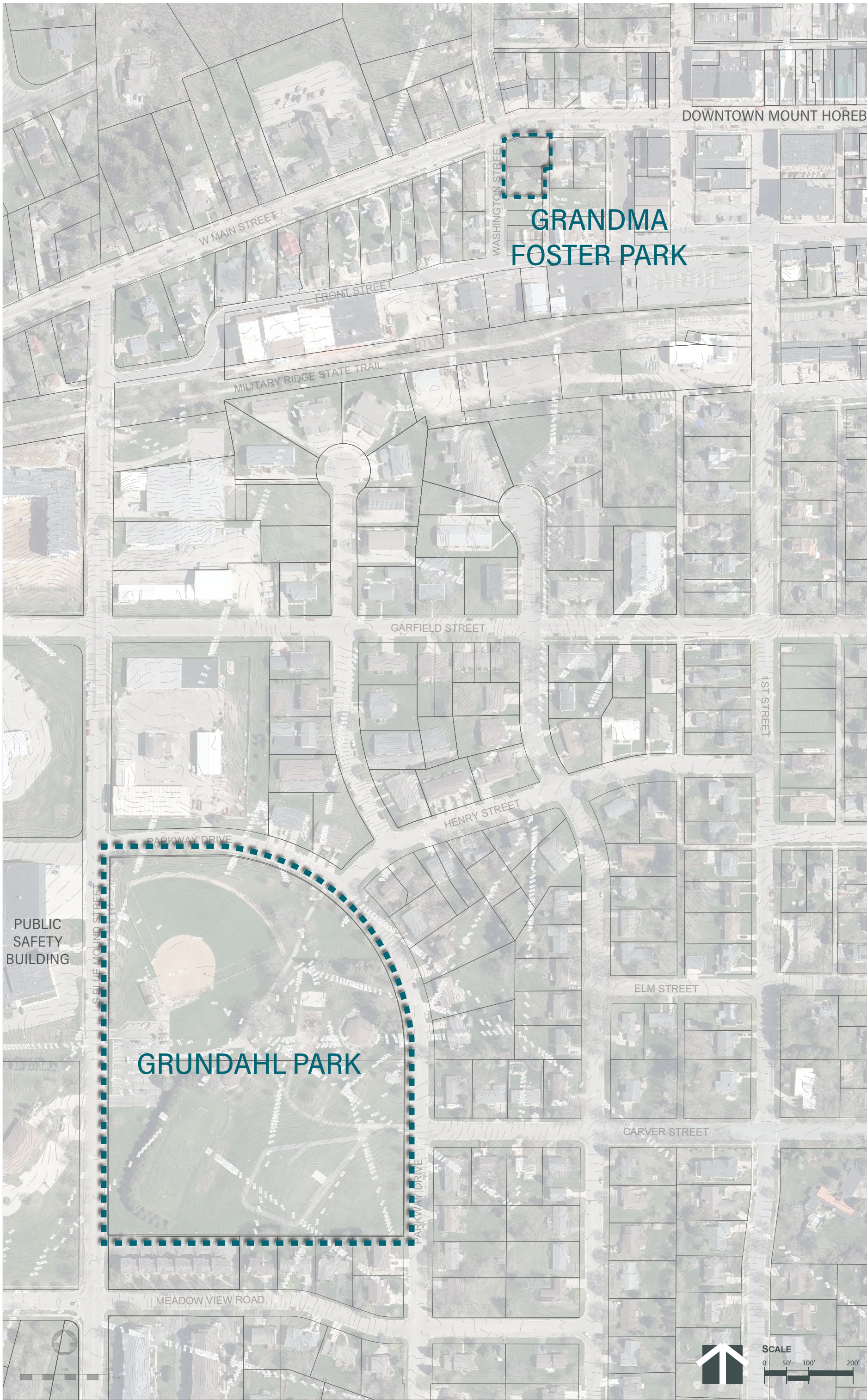
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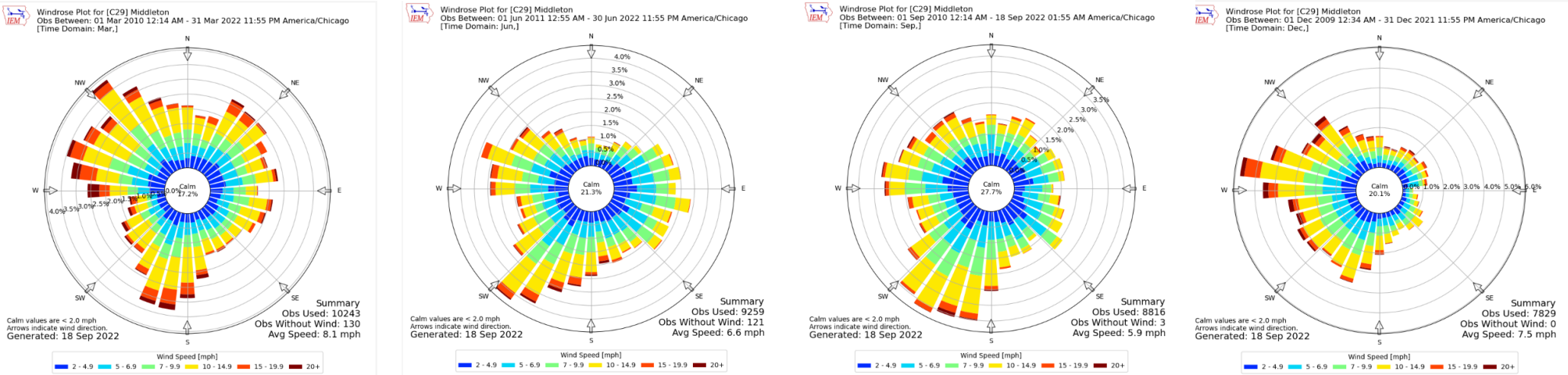
GRUNDAHL PARK MASTER PLAN
VILLAGE OF MOUNT HOREB
DANE COUNTY, WI

GRUNDAHL PARK BASEMAP

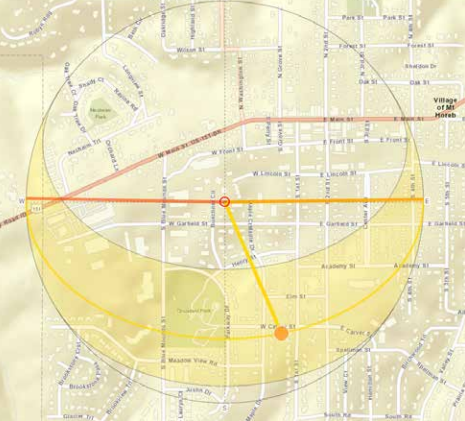
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SHEET 12



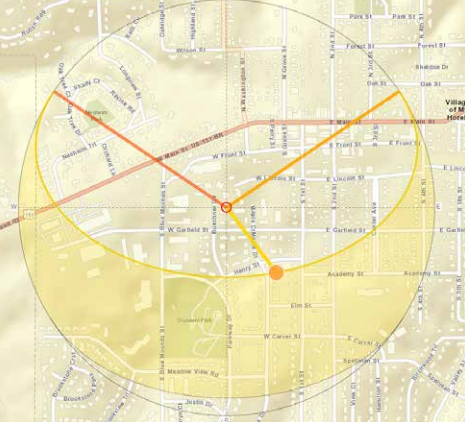
Wind Roses



Sun Angles
Spring Equinox



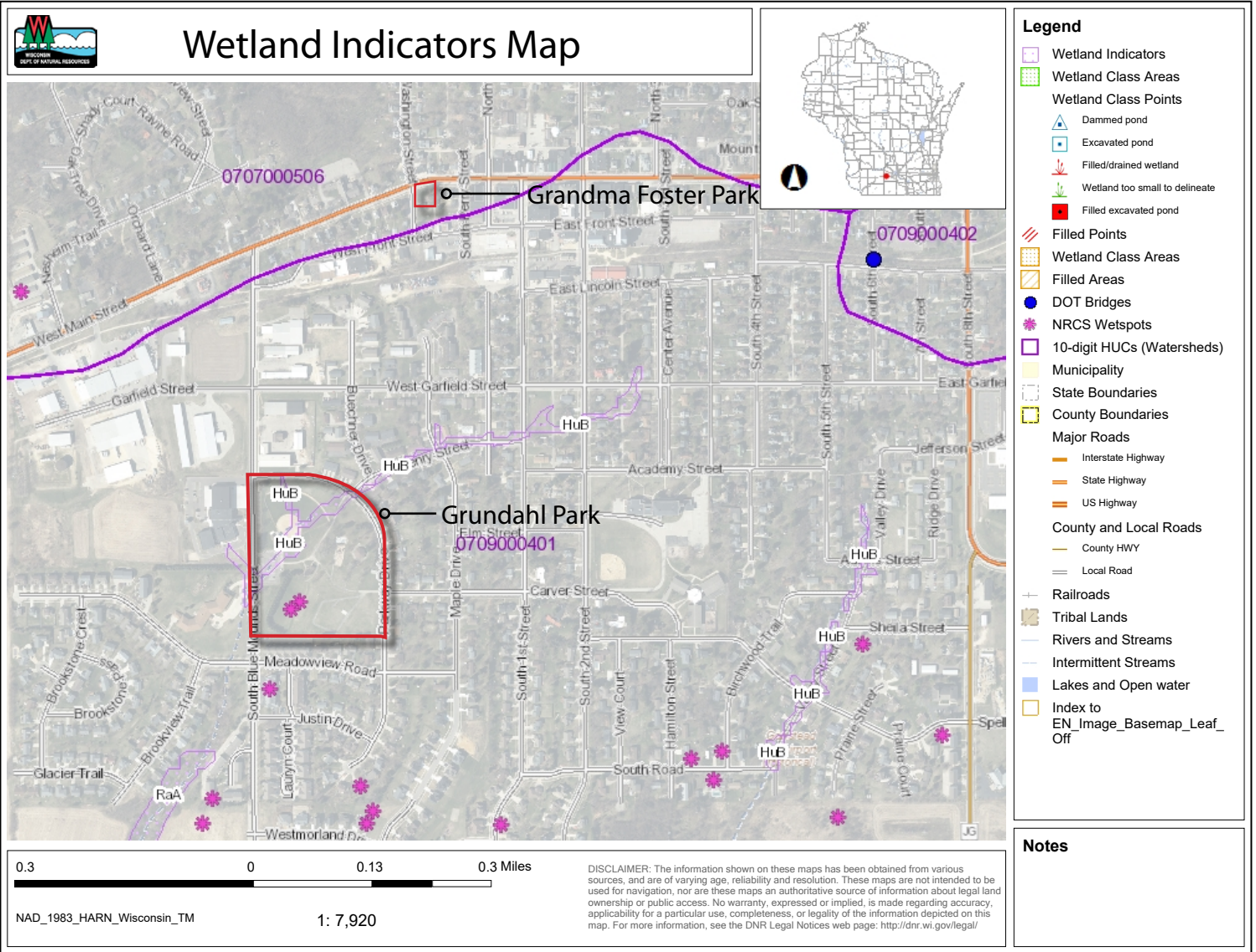
Summer Solstice



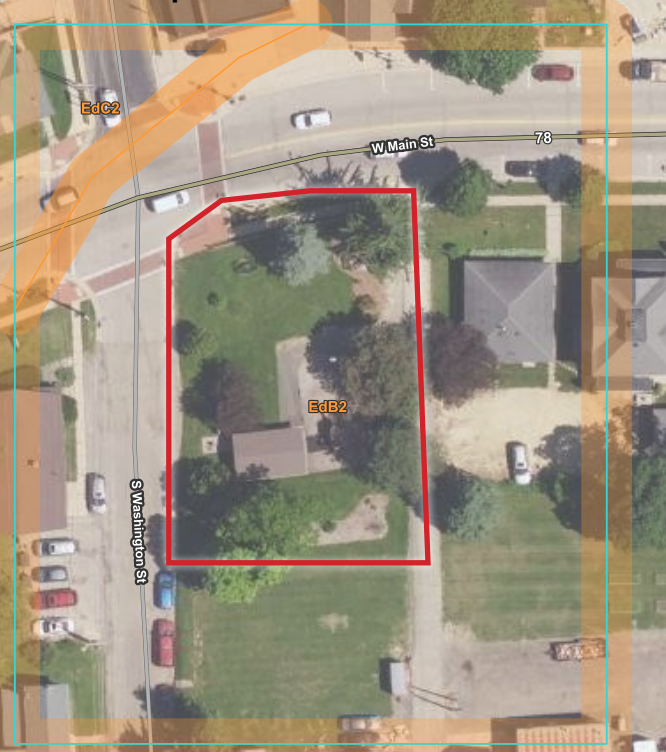
Fall Equinox



Winter Solstice

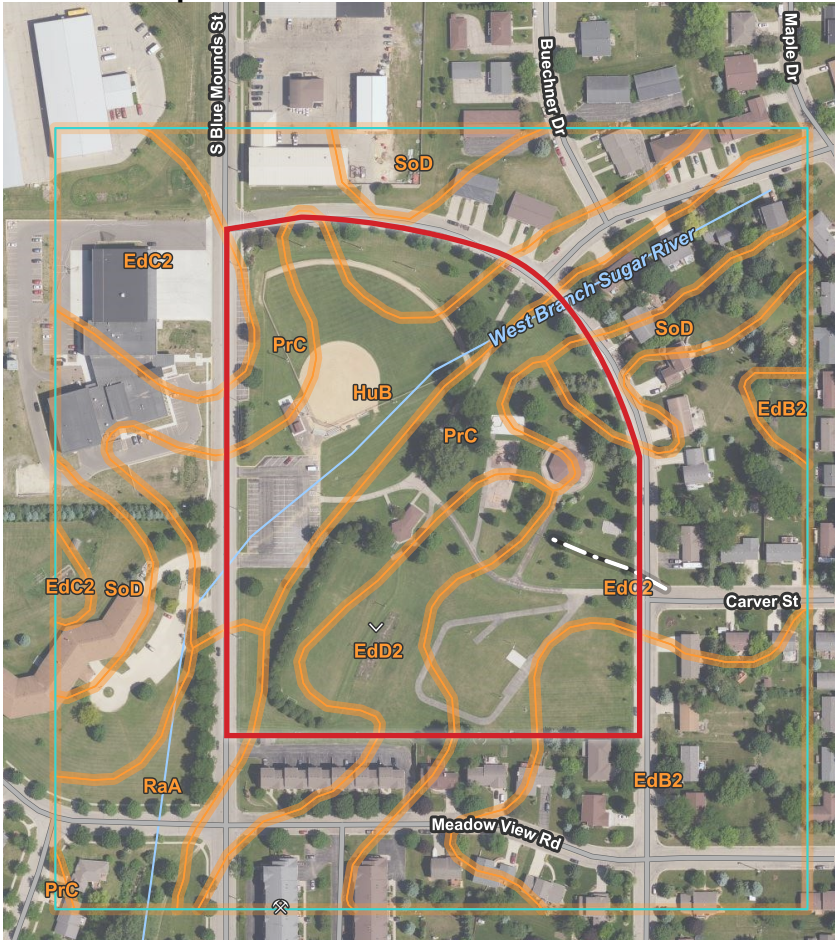


Soils Map - Grandma Foster Park



Map Unit Symbol	Map Unit Name
EdB2	Edmund silt loam, 2 to 6 percent slopes, eroded
EdC2	Edmund silt loam, 6 to 12 percent slopes, eroded
EdD2	Edmund silt loam, 12 to 20 percent slopes, eroded
HuB	Huntsville silt loam, 2 to 6 percent slopes
PrC	Port Byron silt loam, 6 to 12 percent slopes
RaA	Radford silt loam, 0 to 3 percent slopes
SoD	Sogn silt loam, 2 to 20 percent slopes

Soils Map - Grundahl Park



Foster Lot To Be Village Park

The property in the estate of the late Agnes Foster has been donated to the Village of Mt. Horeb for use as a memorial park. Three of Mrs. Foster's five daughters were present at the village board meeting last week to dedicate the two lots which are on S. Washington St. across from the Mt. Horeb Animal Hospital.

The house on the property will be razed, and the village board will erect a memorial plaque in honor of Mrs. Foster, who was known to the people in the community as "Grandma Foster."

Mrs. Eliza Burgett, one of the Foster daughters who made the presentation to the village board last week, said that the donation of the property for use as a park was her mother's wish. Mrs. Foster died last June 7 at age 87 after a long illness. Grandma Foster was a unique figure in the community and was well-known for her black laced-up shoes and long skirts, a style of dress she never changed.

Mrs. Foster's home was at



MRS. FOSTER

Burgett said that her mother wanted to share her property with the community and wanted the property to be "a place where older people could go and sit down to visit, and a place for children to play."

"Mt. Horeb was heaven on earth to my mother," said Mrs. Burgett, who now lives in Madison.

The other daughters are Celia Schiva, Leona Macig, and Myrtle Haywood, Madison, and Eva Harding, Quincy, Ill.

Property purchased from
Wagner by

Corella Peterson Hermanson

offered Mrs Agnes Foster
\$10 000 for 20 feet of her
property. Corella wanted to

build a felling station. My mother
said "No." it was given to
her by her father John Hasedel.
No way would she sell it. She
after she dies she wanted the
property for the benefit of old people
and children. So in 1976
we purchased the property from
Mike D evenish and wife. He
had bought the lot from Corella's
son.

Celia \$1000.00 plus many go around
Clyde 1000.00 plus bench
Myrtle in 1976 donated the
play ground after the viking ship
was taken out.

In 1985 she donated almost
\$1000.00 of benches and play ground
equipment plus the yard light.
Fish Heights Club put up the
shelter house

Mr + Mrs Alton Last donated a
tree in memory of my brother
John Foster. Alton Last went to
Iowa to pick up the play ground
equipment plus taking out the
ship with no pay.

PARKS, RECREATION, AND FORESTRY COMMISSION

January 24, 2023

Recreation Director's Report

1. December Program Numbers:

<u>Program Name</u>	<u>2022 Participants</u>	<u>2021 Participant Numbers</u>
Babysitting Class	cancelled - low enrollment	cancelled - low enrollment
Cookie Decorating	12	N/A (new program)
Holiday Painting Class	cancelled - low enrollment	N/A (did not run in Dec)
Kid Chef in Action	24	18
Strength Fusion (winter session #1)	33	23
Tour the Lights Participating Houses	18	22

- Upcoming January Programs: Art Class (winter session #1), Ballroom Dance (winter session #1), Basketball (4K-2nd), Big Ten Volleyball, Chess Camp, Coed Volleyball, CPR/AED, Engineering for Kids, Junior Dance, Painting Class, Tae Kwon Do (winter session #1), Total Body Fitness, Wheel Throwing, Winter Workshop with Jada (grapevine wreath),
- We are currently working on our 2023 summer activity guide which includes: design of the guide itself, contacting instructors, assigning program numbers, and securing program locations. Our hope is to have this guide emailed out by the end of March.
- Park shelter rentals opened up on January 3rd and we already have xx rentals so far this year.
- I have spoken with Brooke McWilliams and she has accepted our summer office assistant position. Brooke has participated in our programs when she was younger and has worked for the Rec Department at our Kids Camps. We are very excited to have Brooke this summer and know she will be an asset to our department.
- Due to the warmer weather the past few weeks, there is no ice at Garfield Park. We have warming house staff ready to go should the temps get cold enough for Jeff's crew to start flooding.
- Even though we haven't had much snow recently, our sled stations are up at Liberty Park and Waltz Park.

Tour the Lights Winning House





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

Parks, Recreation and Forestry Commission

January 24, 2023

Public Services Director's Report

1. We met with Fred Kolkmann on December 29 to discuss plans for the tennis/pickleball court reconstruction. Fred is planning to have a red line draft to the Village by January 21. We are hoping to bid out the project in mid-February.
2. With the mild weather, we have not been able to establish an ice-skating rink. It looks like we may have cold weather starting around January 24. If the weather forecast looks favorable, we will begin making ice at that point.
3. Our crew has completed all 51 ash tree removals scheduled for this winter. I have started finalizing our spring planting list and have reserved 78 trees from the nursery so far.
4. We are scheduled to replace our brush chipper this year. We have narrowed it down to two brands and have tried out a Morbark chipper. We are waiting to demo a Bandit chipper but they may not be able to get a machine until summer.