



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, November 28, 2023 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Consent agenda
 - a. Consideration of October 24, 2023 Meeting Minutes
- 3) Agenda items
 - a. Discuss Viking Park solar canopy
 - b. Further discussion on ice rink and warming shelter at Garfield Park
 - c. Discuss setting aside funds for future park development and acquisition
 - d. Recreation Director's report
 - e. Public Services Director's report
- 4) Future agenda items
- 5) Set next meeting date and time
- 6) Meeting adjournment

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MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

October 24, 2023, 5:30 PM, Municipal Building Board Room

PRESENT: Halverson, White, Adler, Webber, Hogseth, Honore

ABSENT: Mertz

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

Consider minutes of the September 26, 2023 meeting.

White moved; Adler seconded to approve the minutes of the September 26, 2023 meeting. Motion carried.

Consider increase in developer's street tree fee

Gorman explained to the Commission that the street tree fee charged to developers when entering into a development agreement with the Village has not increased in several years. Due to increased costs in materials and labor, Gorman is recommending increasing the fee from \$300/tree to \$407/tree. Webber moved, White seconded to recommend the fee increase to the Village Board. Motion carried.

Consider Mount Horeb Gators swim meet dates and times

Dudley reviewed the Gator's request for swim meet dates and times. Sarah John, Gator's president, explained the swim meets in detail and the Tri-County Invite which is intended for swimmers that do not make it to the conference meet. The Invite goes until 10 pm, therefore the Gators will be notifying the neighbors about the late hours. Adler moved, Webber seconded to approve the swim meet dates and times. Motion carried.

Consider Grundahl Park batting cage

Mike Laesch from the Mount Horeb Youth Baseball Association discussed the need for batting cages at Grundahl Park due to limited field space. The batting cages would help with practices for youth baseball and for the Recreation Department. The estimated cost for a double tunnel cage, including the surfacing, installation and turf is \$20,000. There would also be some additional costs of approximately \$3500 for L screens, turf pads, etc.

Webber moved, White seconded to fund approximately 75% of the project using Park Development Funds. Motion carried. Webber also suggested to the MHYBA to seek funding from the Summer Frolic Committee for their portion of the project costs.

Discuss Garfield Park ice skating rink

Dudley is concerned about the short ice-skating seasons and the amount of work that goes into finding and hiring staff to manage the rink and warming house. She wonders if there may be other ways of establishing ice more easily and to have it last longer. Gorman supplied ice rink season history. The Commission asked staff to investigate options for next month's meeting.

Consider hawk pole at Himsel Park's community garden

Lynn Messinger from the Mount Horeb Area Community Garden group presented a draft design of the hawk pole and said it would be installed after summer of 2024 if approved. Gorman stated that the Village could help dig the 18"x4' hole for the base of the hawk pole.

Halverson asked Messinger if the group would notify the residents across the street so they are aware of what is taking place. White made a motion to approve the installation of the hawk pole, Webber seconded. Motion carried.

Discuss request from MOHOP for park shelter at Viking Park

Linda Farris from the Mount Horeb Pickleball Group stated that a shelter near the courts would be very beneficial for patrons to use while waiting to use the courts or staying out of the sun in the summer. She suggested a 12'x20' shelter and said the solar canopy that was discussed at last month's meeting might be ideal. Gorman stated that the school district would also have to approve the project and would need a lot of detailed information presented for review. White said he could contact the Couillard Foundation to do a site visit and give the Village some information on a solar canopy. The Commission will discuss this again at the next meeting.

Lukken property update

Owen stated that the Village Board ordered an appraisal on the property and it should be ready in mid-November.

Consider setting aside funds for future park development

Owen said the Finance Committee determined that they would like the balance of unused ARPA funds to be allocated to future park land acquisition. The balance is expected to be around \$70,000.

Recreation Director's Report

Dudley reviewed her report.

Public Services Director's Report

Gorman reviewed his report.

Future agenda items

Reviewing the developer's street tree fees annually at budget time; Viking park shelter; ice skating rink.

Set next meeting date and time

November 28, 2023 at 5:30 pm

Adjourn

White moved, Webber seconded to adjourn at 6:42 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
November 28, 2023	Jill Dudley, Recreation Director

AGENDA ITEM # 3.a

Discuss Viking Park solar canopy

BACKGROUND

MOHOP would like the addition of a shelter or canopy at Viking Park for the pickleball and tennis players.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

November 28, 2023

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 3.b

Further discussion on ice rink and warming shelter at Garfield Park

BACKGROUND

The Recreation Department is looking into the possibility of not staffing the warming shelter at Garfield Park due to the inconsistency of the ice rink season and the struggle to find staff. A few options discussed at the October meeting include: do not staff the warming shelter and have it open to the public (look to purchase an automatic locking system), do not staff the warming house and keep it closed, or only staff the warming house on the weekends when staff are available.

RECOMMENDATION

ATTACHMENTS

1. Outdoor Ice Rink - Community Survey

Timestamp	Community Name	Do you have an outdoor ice rink?	If yes to question above, do you have a warming building for your ice rink?	If you have a warming building, do you staff it each season?	If you staff your warming building, what is your starting pay rate?	Do you have specific skate hours? If so, what are the specified hours?	Do you have skate rentals at your ice rink?	If you have skate rentals, do you charge for skate use?
11/7/2023 13:10:41	Jefferson	Yes	No, we do not have any facility building for skaters.	N/A		anytime during city park ordinance hours 8am -10:30pm	No, we do not have skate rentals.	N/A
11/7/2023 13:26:25	Fitchburg	Yes	Yes, we do have a warming building for skaters.	No, we do not staff our ice rink.	Our finance department won't let us hire attendants for our warming buildings because there is no revenue to off-set the cost of staff.	Anytime during Park Open hours Hours 8a-10p	No, we do not have skate rentals for patrons.	N/A
11/7/2023 13:37:05	City of Portage	Yes	Yes, we do have a warming building for skaters.	Yes, we do staff our ice rink.	\$10	It's outdoor Pond. Staff small warming room on Saturday & Sundays 12-4pm when we have safe ice.	Yes, we do have skate rentals.	No, we do not charge for skate rentals, and we want to keep it that way.
11/7/2023 13:50:20	Village of McFarland	Yes	Yes, we do have a warming building for skaters.	No, we do not staff our ice rink.		During park hours 6am - 10pm	No, we do not have skate rentals.	N/A
11/8/2023 8:26:29	Stoughton	Yes	Yes, we do have a warming building for skaters.	No, we do not staff our ice rink		No specific hours	No, we do not have skate rentals for patrons.	N/A
11/8/2023 10:02:06	City of Sun Prairie	Yes	We do not currently have a building, but looking to get one in the future.	N/A		10:00 am - 9:00 pm	No, we do not have skate rentals.	N/A
	Verona	Yes	Yes, but we don't use it.	No, we do not staff our ice rink		No specific hours	No, we do not have skate rentals.	N/A



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
November 28, 2023	

AGENDA ITEM # 3.c

Discuss setting aside funds for future park development and acquisition

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

November 28, 2023

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 3.d

Recreation Director's report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Recreation Directors report



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

November 28, 2023

Recreation Director's Report

1. November Program Numbers:

<u>Program Name</u>	<u>2023 Participant Numbers</u>	<u>2022 Participant Numbers</u>
After School Art Class (fall sess. 2)	12	13
Big Ten Basketball (3 rd -6 th gr)	54	55
Indoor Pickleball	23	26
Learn to Play Hockey	7	N/A (new program)
Martial Arts (fall sess. 3)	22	27
Taekwondo (fall sess. 3)	16	Did not run in fall of 2022

2. Upcoming December Programs: Babysitting Class, Ballet Joy (winter sess. 1), Cookie Decorating, Holiday Painting Class, and Strength Fusion (winter).
3. Our winter/spring guide is now out! On the first day of registration, November 13th, we had a total of 225 transactions, which was great to see.
4. Our Tour the Lights drive-thru event will run from December 16 – 23. Currently, we have 13 houses on our master list.
5. I will be attending the Wisconsin Park and Recreation Association (WPRA) Leadership Academy in Oshkosh from November 29 – December 1.
6. Megan is working on finding coaches for our 4K-2nd grade basketball and Big Ten Volleyball leagues.
7. Our next WPRA region meeting will be held on December 14th in Middleton.



AGENDA ITEM REPORT

MEETING DATE

November 28, 2023

PREPARED BY

Jeff Gorman, Public Services
Director

AGENDA ITEM # 3.e

Public Services Director's report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None