



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, January 23, 2024 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Roll call
- 2) Consent agenda
 - a. Consideration of November 28, 2023 meeting minutes
- 3) Agenda items
 - a. Discuss Viking Park solar canopy or shelter
 - b. Discuss pickleball scheduling
 - c. Discuss and consider updated community center policies and procedures
- 4) Recreation Director's report
 - a. Recreation Director's Report
- 5) Public Services Director report
 - a. Public Services Director's Report
- 6) Future agenda items
- 7) Set next meeting date and time
- 8) Meeting adjournment

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

November 28, 2023, 5:30 PM, Municipal Building Board Room

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

ABSENT: None

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

Consider minutes of the October 24, 2023 meeting.

White moved; Adler seconded to approve the minutes of the October 24, 2023 meeting.
Motion carried.

Discuss Viking Park solar canopy

White said he contacted Couillard Solar Foundation and Glow Solar to get information on solar canopies. He handed out some information with cost estimates for two different sized canopies/shelters. White said if we elected to put the energy back into the grid, it would have to go to the high school and they would be the beneficiary. White suggested getting some quotes on conventional shelters to see how the cost compares to the solar canopies with savings from IRA and Focus on Energy. Halverson said he would like to gauge the school district's interest in this project and said he would invite Dave Reed to our next meeting to get his thoughts on the project. Nic suggested talking to Jordy Schmitz to see if the Mt Horeb Utilities would be able to do the trenching for solar install and to see where the meter is located inside the middle school. Gorman said he would get some quotes on shelters for comparison. The Commission tabled the agenda item until the next meeting and will invite Dave Reed to attend.

Further discussion on ice rink and warming shelter at Garfield Park

Dudley shared survey results from other southern Wisconsin communities regarding ice rinks and warming houses. Most communities that responded do not staff their warming houses and some don't open them at all. Dudley stated that it is difficult to find staff for the warming house because they can't guarantee hours or pay a lot. She said it is easier to staff it on the weekends. The Commission discussed different ways to possibly find staff including offering Silver Cord hours for high school students and talking to some of the clubs at the high school. Mertz offered to talk to Dr. Salerno or the high school principal to see if Silver Cord hours could apply. White moved to have the Recreation Department staff the warming house on the weekends if possible. Webber seconded. Motion carried.

Discuss setting aside funds for future park development and acquisition

Owen had no updates for the Commission. They will revisit this when it gets closer to budget season.

Recreation Director's Report

Dudley reviewed her report.

Public Services Director's Report

Gorman reviewed his report.

Future agenda items

Viking Park shelter; Lukken property appraisal.

Set next meeting date and time

January 23, 2024 at 5:30 pm

Adjourn

Webber moved, Adler seconded to adjourn at 6:20 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT



Gerber Leisure Products, INC.

PO Box 42
Mount Horeb, WI 53572
Phone: 800-236-7758

Prepared by: Kyla Reamon/ kyla@gerberleisure.com

QUOTE

DATE:	12/20/2023
QUOTE Name:	T&G and Asphalt Shingle
Valid Until:	30 days

Customer

Village of Mount Horeb
138 East Main Street
Mount Horeb, WI 53572

DESCRIPTION	QTY	PRICE	AMOUNT
Drawing#24851			0.00
Rectangle Gable - RG16X20TA-P4	1	21075	21,075.00
Steel (4) Column Design			
2x6 Tongue and Groove Roof Deck			
Installer to field cut All Roof Angles			
Asphalt Shingles over T&G			0.00
4:12 Roof Slope			
Base Covers Not Included			
Engineering and Anchor Bolt Kits included			
*Tongue and Groove (T&G) required for Asphalt Shingles			
Freight to Mt Horeb, WI 53572	1	1300	1,300.00
Professional installation of above listed equipment	1	15250	15,250.00
			0.00
Concrete Pad with 1' drip edge and wire mesh	1	6875	6,875.00
*includes site prep/excavation for concrete pad			0.00
<i>The equipment that I have proposed would comply with the current ADA guidelines in and of itself assuming that accessible resilient surfacing is supplied underneath the equipment including under and around the auxiliary ground level equipment, and an access pathway to the area is provided</i>			

TERMS AND CONDITIONS

1. Full payment of materials is due to place the order
 2. Customer will be billed for applicable installation services and surfacing materials at start of work
 3. Additional agreed upon services will be billed upon completion of the project
 4. Final payment will be due within 30 days of invoice date
 5. Please mail or email signed price quote to the address above
- Customer Acceptance (sign below):

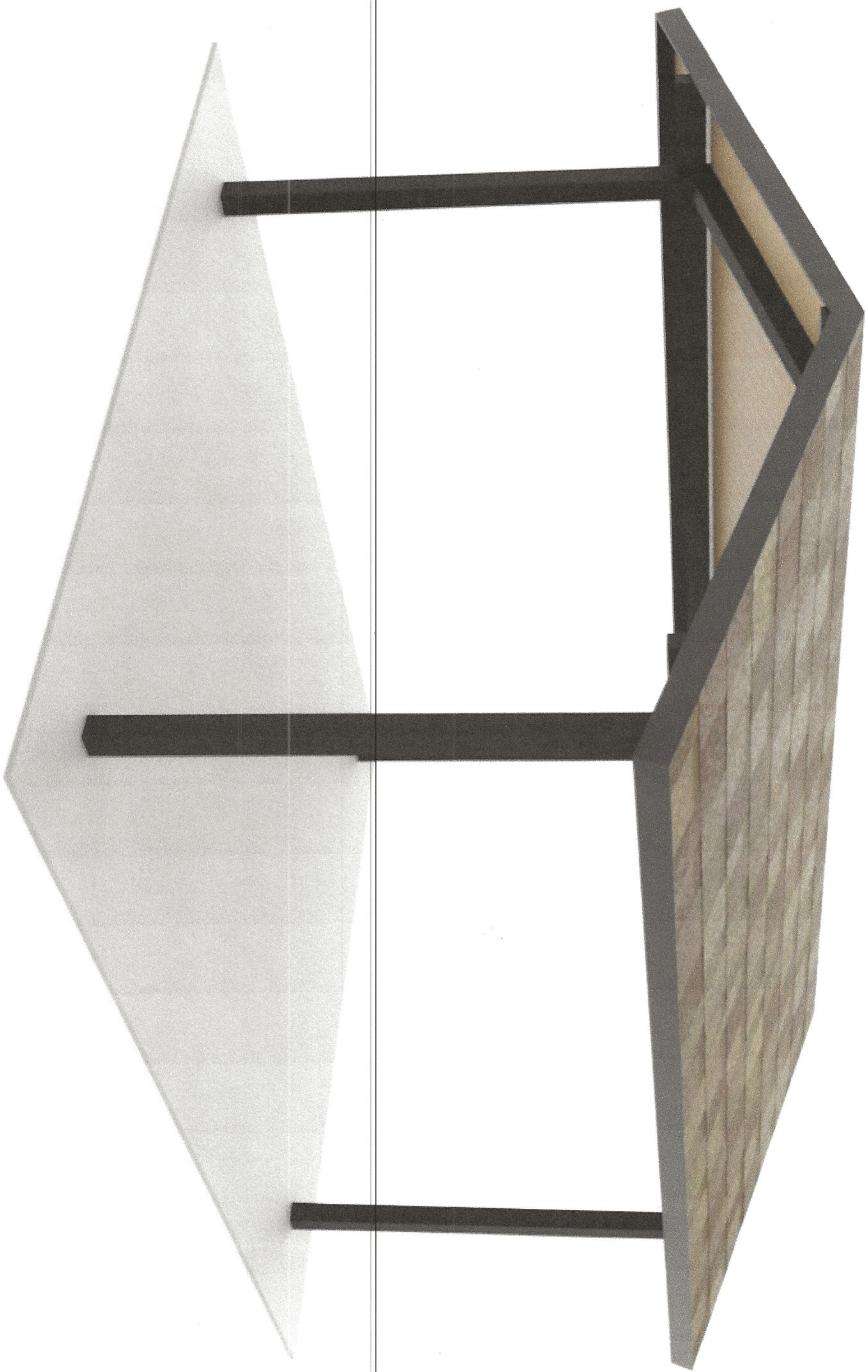
x _____

Print Name:

Subtotal	\$44,500.00
Taxable	\$0.00
Tax rate	0.000%
Tax due	\$0.00
Other	\$0.00
TOTAL Due	\$44,500.00

If you have any questions about this price quote, please contact: Kyla Reamon at 608-437-7037 / kyla@gerberleisure.com

Thank You For Your Business!





Gerber Leisure Products, INC.

PO Box 42
Mount Horeb, WI 53572
Phone: 800-236-7758

Prepared by: Kyla Reamon/ kyla@gerberleisure.com

QUOTE

DATE:	12/20/2023
QUOTE Name:	Rectangle Gable with Metal Roof
Valid Until:	30 days

Customer

Village of Mount Horeb
138 East Main Street
Mount Horeb, WI 53572

DESCRIPTION	QTY	PRICE	AMOUNT
Drawing#24851			0.00
Rectangle Gable - RG16X20M-P4	1	18750	18,750.00
Steel (4) Column Design			
24 ga Pre-Cut Multi-Rib Metal Roof Panel (Ribs at 12" centers)			0.00
4:12 Roof Slope			
Base Covers Not Included			
Engineering and Anchor Bolt Kits included			
Freight to Mt Horeb, WI 53572	1	1300	1,300.00
Professional installation of above listed equipment	1	13250	13,250.00
			0.00
Concrete Pad with 1' drip edge and wire mesh *includes site prep/excavation for concrete pad	1	6875	6,875.00
			0.00
<i>The equipment that I have proposed would comply with the current ADA guidelines in and of itself assuming that accessible resilient surfacing is supplied underneath the equipment including under and around the auxiliary ground level equipment, and an access pathway to the area is provided</i>			

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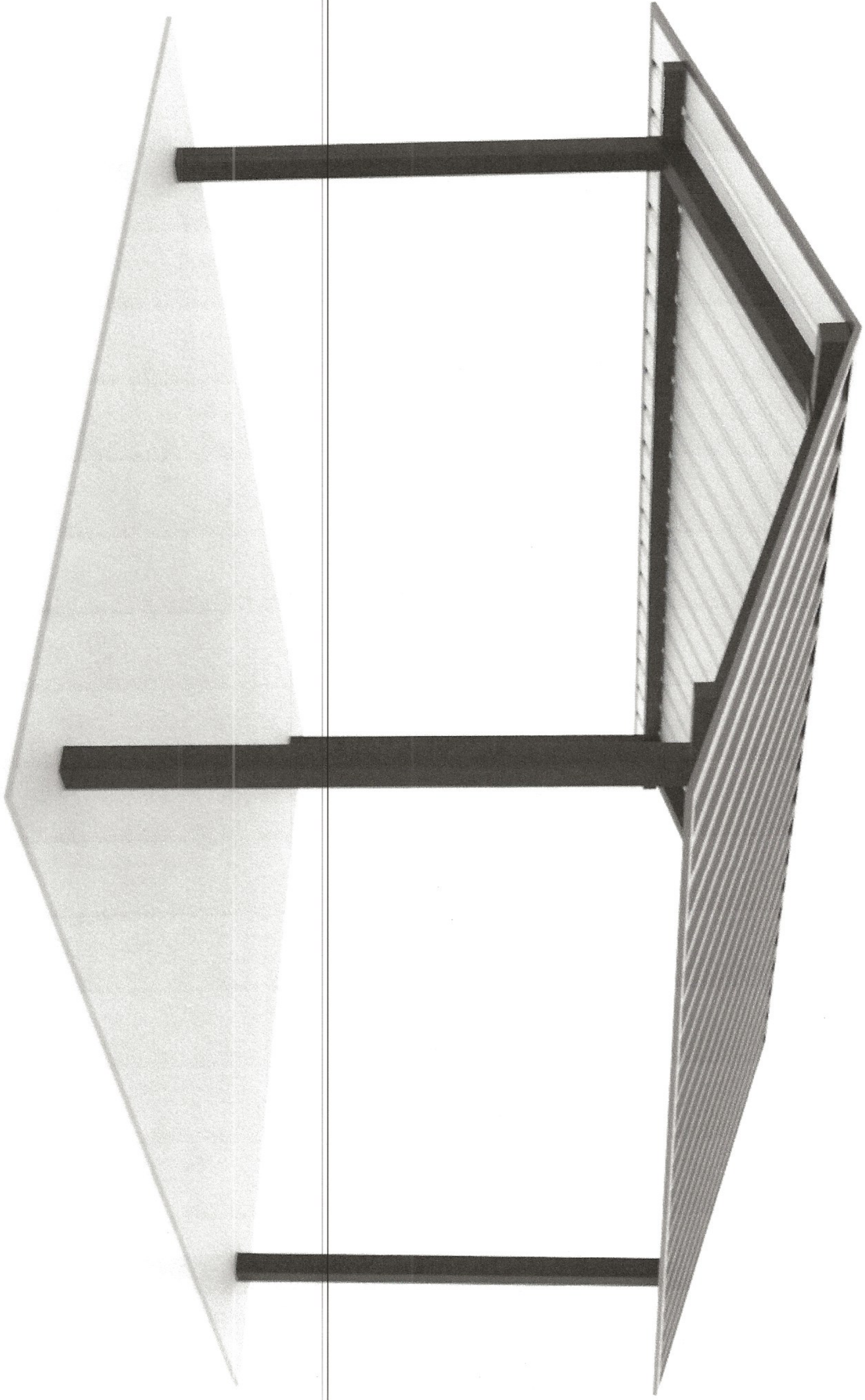
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Print Name:

Subtotal	\$40,175.00
Taxable	\$0.00
Tax rate	0.000%
Tax due	\$0.00
Other	\$0.00
TOTAL Due	\$40,175.00

If you have any questions about this price quote, please contact: Kyla Reamon at 608-437-7037 / kyla@gerberleisure.com

Thank You For Your Business!





Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | tim@mnwiplay.com

11/30/2023
Quote #
104494-01-01

CONSULTANT: TIM NEWGARD

Mount Horeb, Village of- Shelter

Mount Horeb, Village of
Attn: Jeff Gorman
138 E Main Street
Mount Horeb, WI 53572
Phone: 608-437-3351
Fax: N/A
jeff.gorman@mounthorebwi.info

Ship to Zip 53572

Quantity	Part #	Description	Unit Price	Amount
1	LB 1620	Cedar Forest Products - Low Pitch Beam Shelter 16' x 20' with 8' Eave	\$13,689.00	\$13,689.00
1	ENG	Cedar Forest Products - Engineering Plans	\$850.00	\$850.00
			Sub Total	\$14,539.00
			Freight	\$3,800.00
			Total	\$18,339.00

Comments

Price Includes:

- Roof pitch is 3:12, designed for a standard 30 PSF live load & 90 MPH wind speed
- Beams, rafters and headers are glulam SYP and are suited for roof loads
- Glulam Port Orford Cedar columns with metal base shoes & anchor bolts
- Zinc plated fasteners
- Roof decking shall consist of 2" x 6" nominal #1 SYP single T & G with a V-joint
- 2" x 8" cedar fascia
- 8' eave height
- 30-year architectural grade shingle package and roofing felt

Excludes: Unloading, storage or installation of material, clear coat or stain and gutters & downspouts, and floor drains.

Expiration: 45 Days

This quotation is subject to current Minnesota/Wisconsin Playground (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.





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5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | tim@mnwiplay.com

12/12/2023
Quote #
104494-01-02

CONSULTANT: TIM NEWGARD

Mount Horeb, Village of- Shelter D12008T - INSTALLATION

Mount Horeb, Village of
Attn: Jeff Gorman
138 E Main Street
Mount Horeb, WI 53572
Phone: 608-437-3351
Fax: N/A
jeff.gorman@mounthorebwi.info

Ship to Zip 53572

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Cedar Forest Products - Lump Sum - Above ground installation of LB1620- Price includes the above ground installation of all materials as noted in the details. Price excludes off loading, storage or disposal of packaging	\$12,622.00	\$12,622.00
1	INSTALL	Cedar Forest Products - Lump Sum - Disposal of packaging and material drayage.	\$532.00	\$532.00
1	INSTALL	Other - Lump Sum - Footings as shown per plan LB1620- QTY 6 - 24" diameter x 4' depth Increased size of footings from engineering plans may vary up to and additional \$900 added cost.	\$9,630.00	\$9,630.00
1	INSTALL	Other - Lump Sum - 20' x 24' x 4" depth concrete pads with fiber mesh.	\$8,426.00	\$8,426.00
1	INSTALL	Other - Lump Sum - Excavation- Excavation of site to finished grade of concrete pad. Does not include the disposal. Materials stock piled on site.	\$1,463.00	\$1,463.00
1	INSTALL	Other - Lump Sum - Disposal- Disposal for removed earth from excavation and footing spoils.	\$1,596.00	\$1,596.00
1	INSTALL	Other - Lump Sum Option - 4" aggregate base- Option for a 4" aggregate base for the concrete pad.	\$2,314.00	\$2,314.00
1	INSTALL	Other - Lump Sum - Footing Inspection- Option - Needed only if required Excludes costs for any permits.	\$532.00	\$532.00
			Sub Total	\$37,115.00
			Total	\$37,115.00

Comments

Price Includes the installation of:

- Roof pitch is 3:12, designed for a standard 30 PSF live load & 90 MPH wind speed
- Beams, rafters and headers are glulam SYP and are suited for roof loads
- Glulam Port Orford Cedar columns with metal base shoes & anchor bolts
- Zinc plated fasteners
- Roof decking shall consist of 2" x 6" nominal #1 SYP single T & G with a V-joint
- 2" x 8" cedar fascia
- 8' eave height
- 30-year architectural grade shingle package and roofing felt

Excludes: Unloading, storage or installation of material, clear coat or stain and gutters & downspouts, and floor drains.

Expiration: 45 Days



SPECIFICATIONS:

LOW PITCH BEAMS

MATERIAL AND QUALITY ASSURANCE. Structural glue laminated timber shall be in conformance with AITC Standard (latest edition).
Species: Laminating lumber shall be kiln-dried, architectural grade, sealed and wrapped. The roof system for wood structures and buildings are designed to withstand 30 PSF live load and 20 PSF wind load. Please check local codes. For heavier load requirements, please consult with Cedar Forest Products Company. The roof slope shall be 3/12.

LAMINATED SUPPORT COLUMNS

MATERIAL AND QUALITY ASSURANCE. Structural glue laminated timber shall be in conformance with AITC (latest edition). Species: Laminating lumber shall be kiln-dried Port Orford Cedar, architectural appearance grade. Laminated columns shall be sized to suit loading requirements. Manufacturers shall furnish connection steel and hardware for joining structural glue laminated timber members to their supports, exclusive of anchorage and embedment in masonry or concrete (anchor bolts are not furnished).

CONNECTOR PLATES

Plates shall be fabricated from structural steel ASTM-A-36.
Plates to be Powder Coated Black. Hardware: A-325 zinc plated machine bolts and nuts.

ROOF DECKING

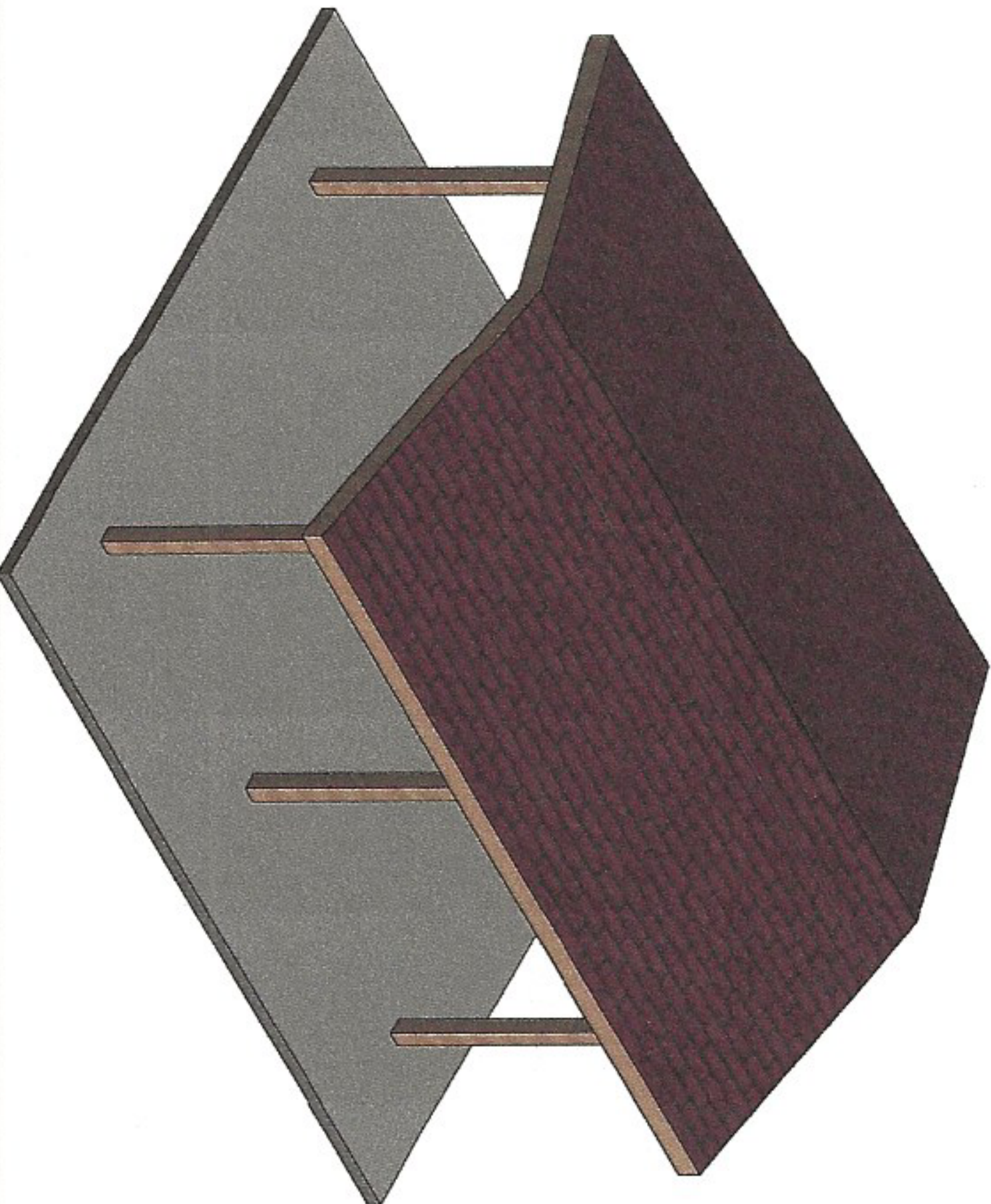
2" x 6" (nominal), #1 grade, single tongue and groove with V-joint on bottom face, kiln dried southern yellow pine, maximum moisture content shall be 19% or less selected for decking. Specified lengths, with all joints over supports.

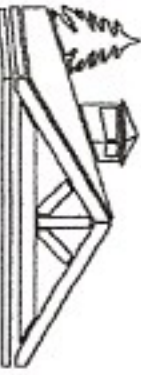
SHINGLES

Class "A" fire rated, architectural grade, laminated fiberglass shingle with a 30-year limited warranty. To be installed, over 30 lb. felt.
Roof application as per manufacturer's specifications.
Color to be approved by owner/design professional.

FASCIA

2x8nom Cedar, "D" Better Grade, kiln-dried, Surfaced on Four Sides.



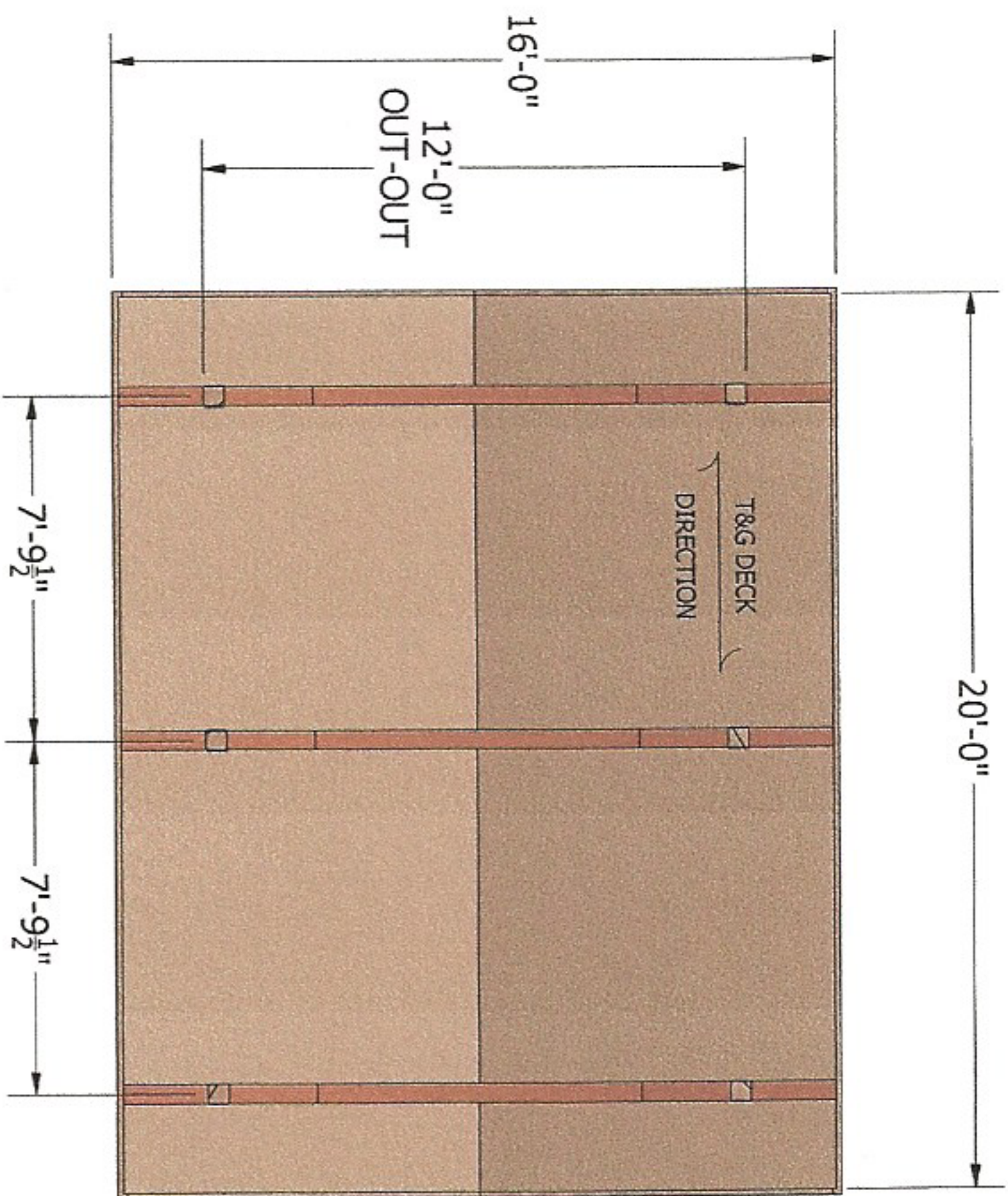
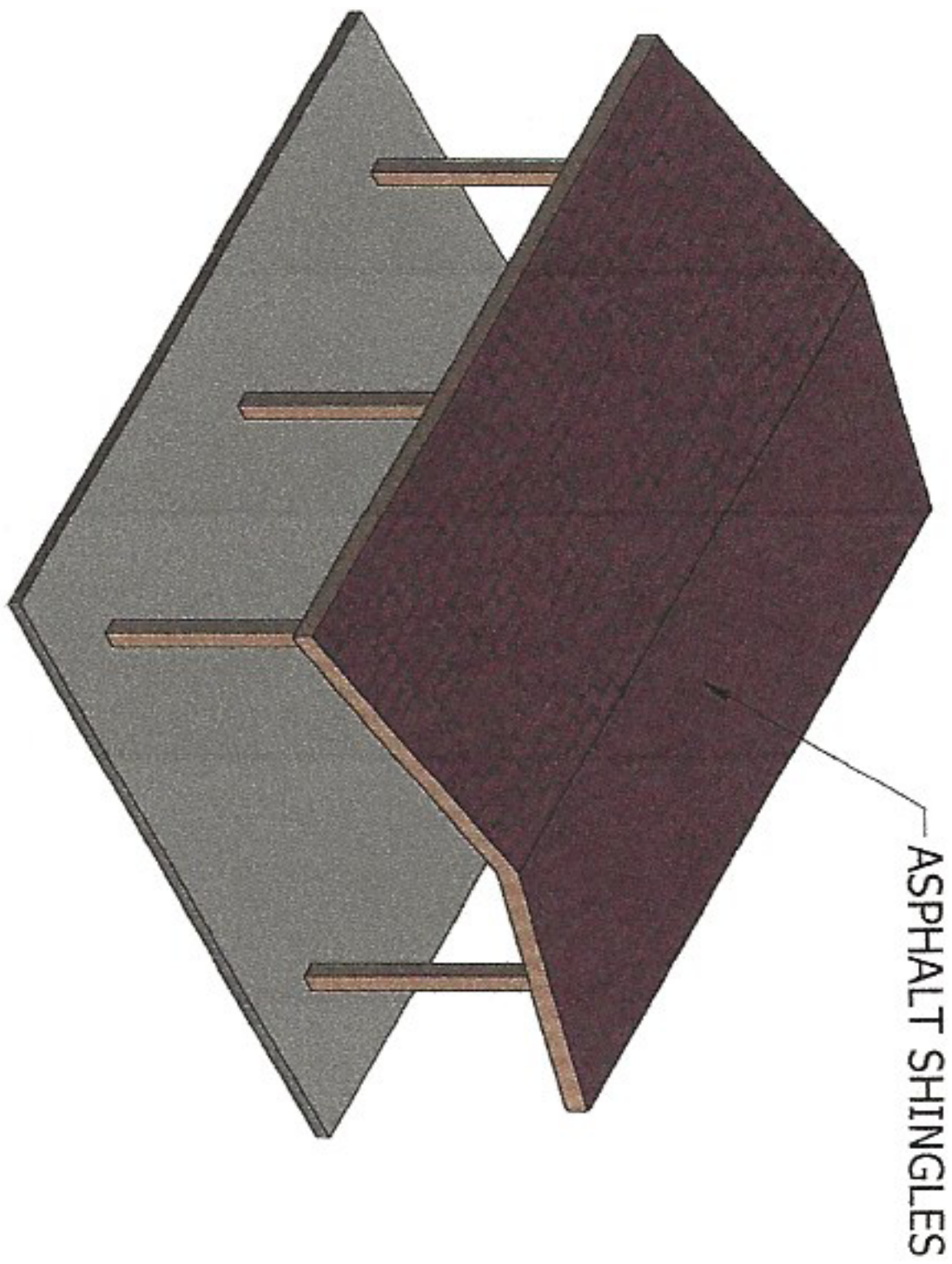


CFP
CEDAR FOREST PRODUCTS

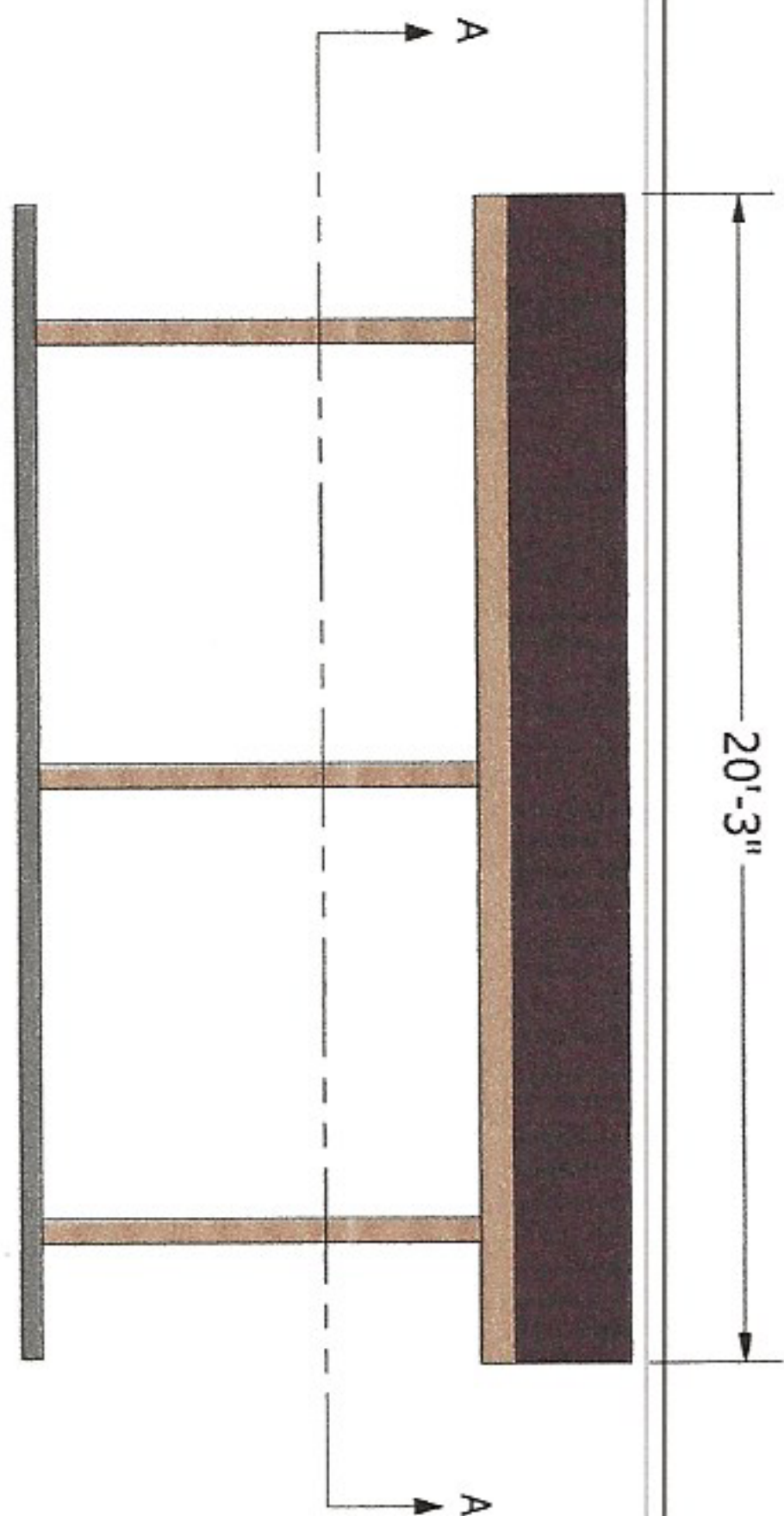
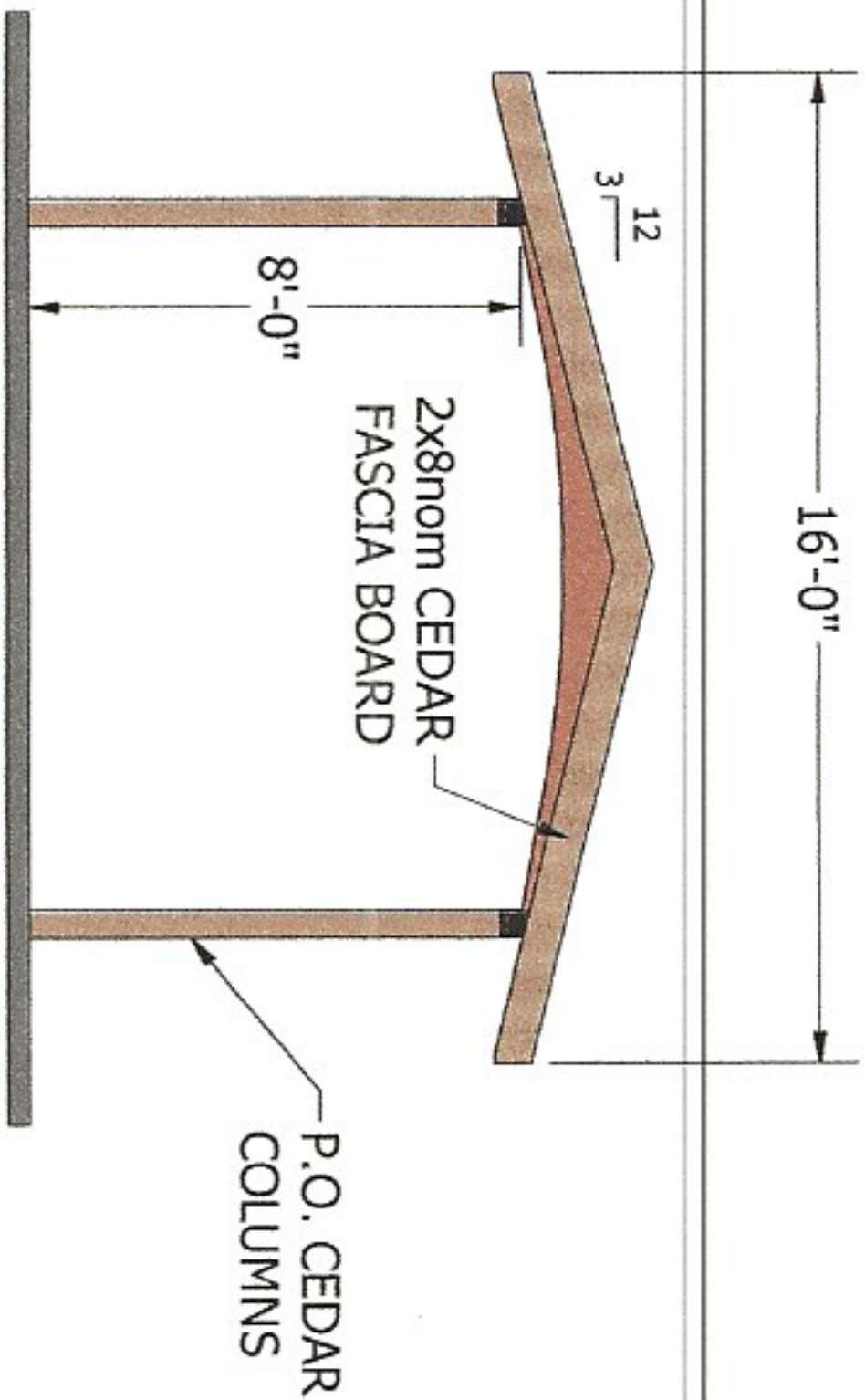
P.O. BOX 145
WEST OLIVE, MI 49460
800-552-9495
WWW.CEDARFORESTPRODUCTS.COM

PRELIMINARY LAYOUT
NOT FOR CONSTRUCTION

DESCRIPTION:	MODEL #:	DATE:	JES DESIGN #:	REV:
16x20 Lam Beam Gable	LB1620	10/26/2018	LB-STNRD	0

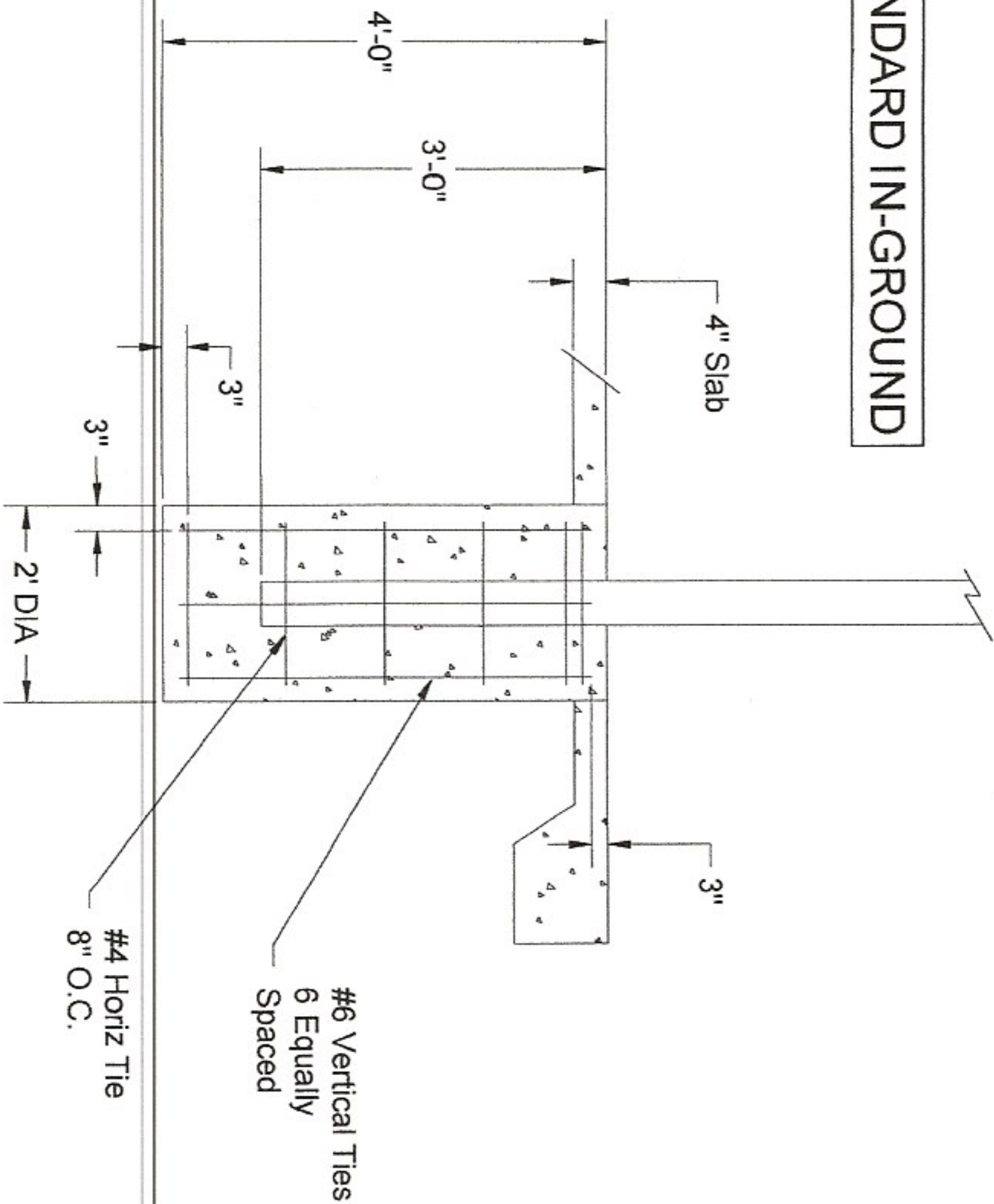


SECTION A-A



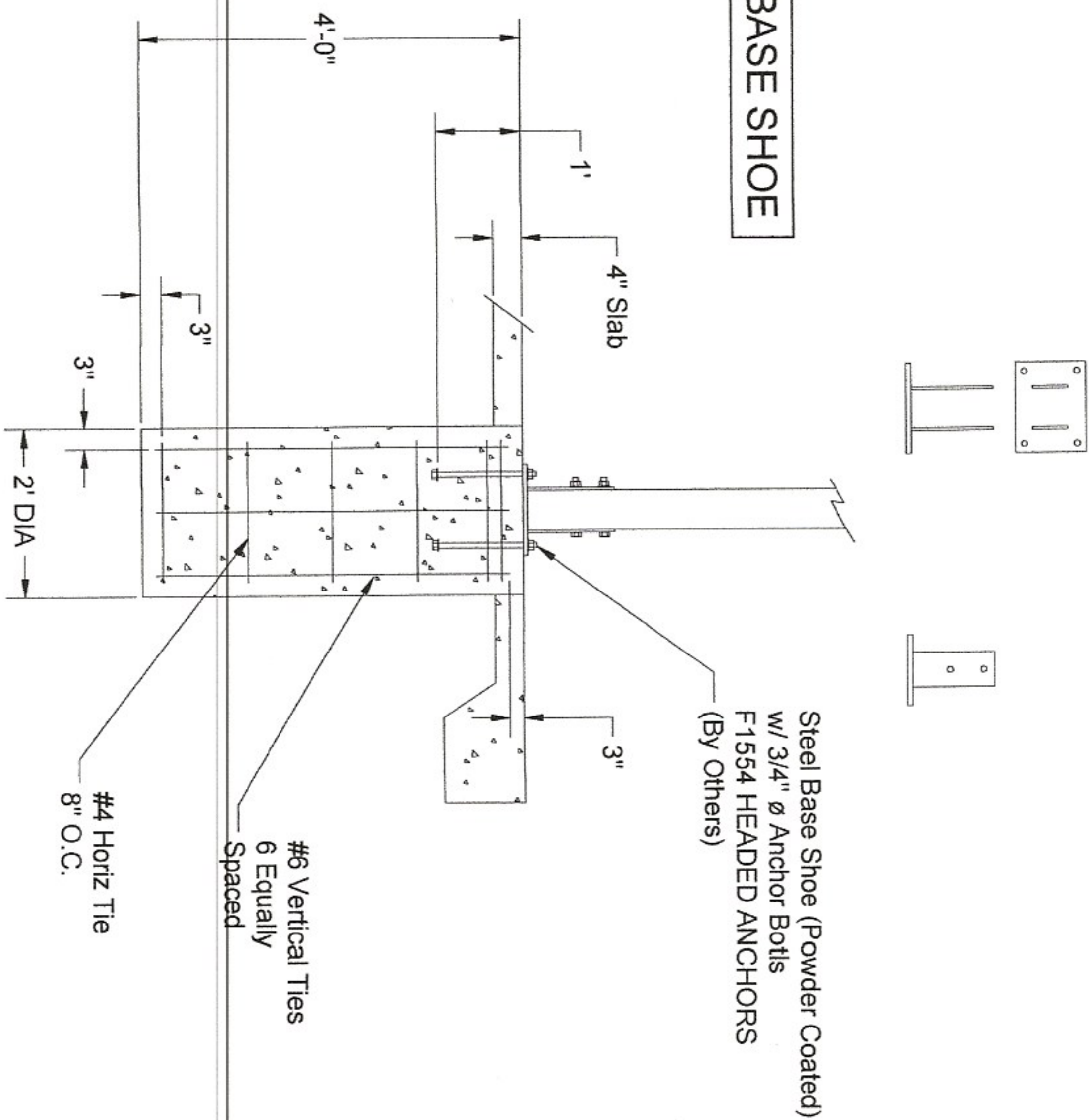
DESCRIPTION:	MODEL #:	DATE:	JES DESIGN #:	REV:
16x20 Lam Beam Gable	LB1620	10/26/2018	LB-STNRD	0

STANDARD IN-GROUND



Column/Footing Detail
Final Size TBD
Concrete Pier By Others

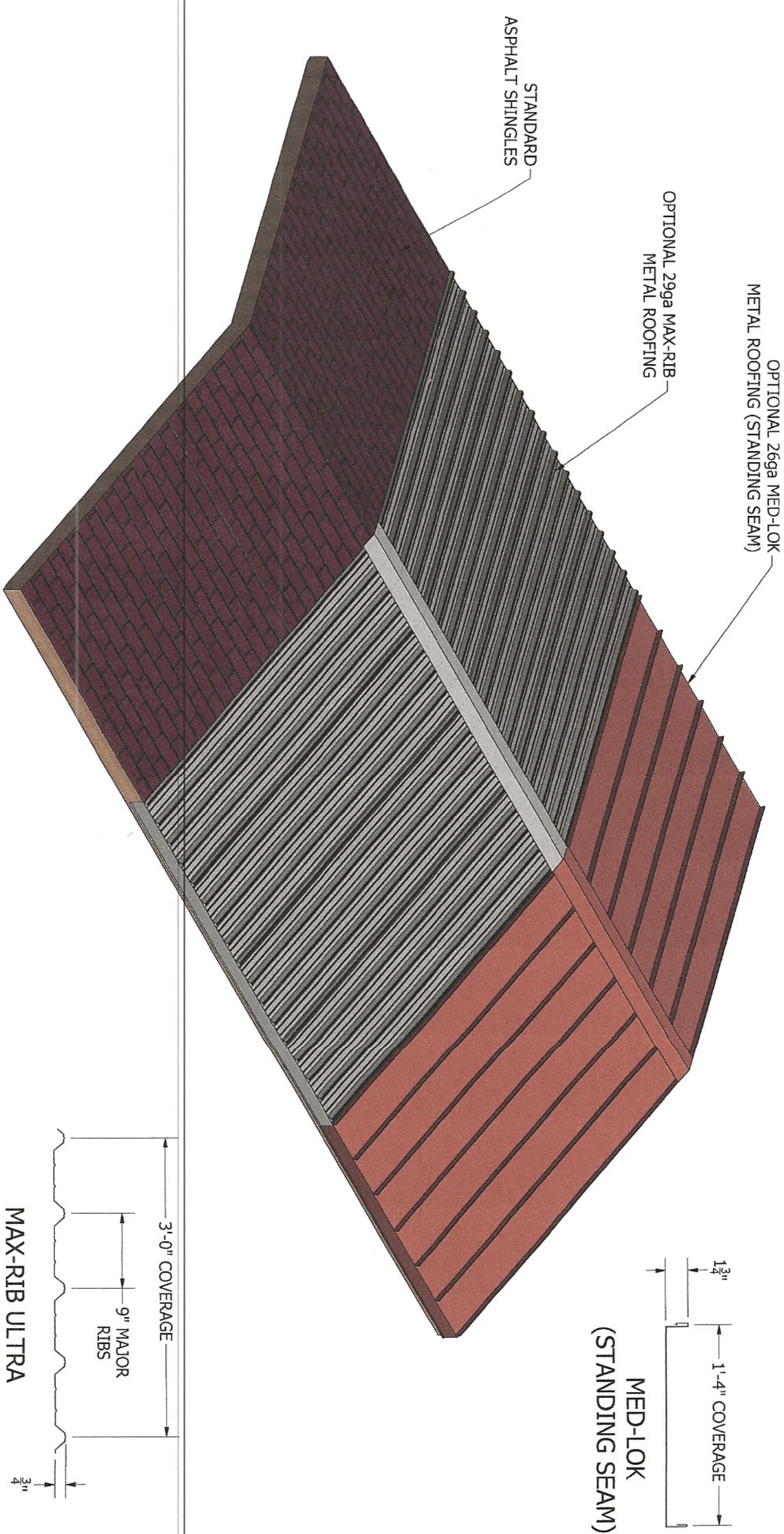
OPTIONAL BASE SHOE

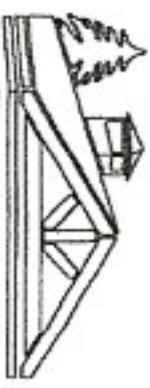


Column/Footing Detail
Final Size TBD
Concrete Pier By Others

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16x20 Lam Beam Gable	LB1620	10/26/2018	LB-STNRD	0





CFP
CEDAR FOREST PRODUCTS

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WEST OLIVE, MI 49460
800-552-9495
WWW.CEDARFORESTPRODUCTS.COM

PRELIMINARY LAYOUT
NOT FOR CONSTRUCTION

DESCRIPTION:	MODEL #:	DATE:	JES DESIGN #:	REV:
16x20 Lam Beam Gable	LB1620	10/26/2018	LB-STNRD	0

MOUNT HOREB COMMUNITY CENTER
PRIVATE USE
RULES AND REGULATIONS

Approved by
Village Board
action 8/3/05

The purpose of these rules and regulations is to provide an orderly and responsible plan for the use and care of the upper level Community Room. These rules and regulations outline specific guidelines for users of the facility.

COMMUNITY ROOM AMENITIES

The upper level Community Room has chairs and tables to accommodate up to 150 people. Chairs and tables to accommodate 150 people are in the storage rooms located within the Community Room. If you set up any additional chairs and tables, you must also put them away. A kitchen is available for use. Users must supply all soap, dish cloths, towels, plates, glasses, silverware, coffee pots, etc.

Handicapped accessible restrooms are available.

USE POLICY

The Community Center is available for reservation by Village of Mount Horeb residents only.

Only one private use event is allowed per day.

Users must leave the Community Room and kitchen facility clean and orderly, return tables and chairs to their original location, and put away any additional chairs and tables which you set up for your event.

Adhesives of any type, tacks, nails, or staples are not allowed on **any** surface.

A vacuum cleaner is available in the storage room at the rear of the Community Room.

No alcoholic beverages or smoking is allowed in the Community Center facility, building grounds, or parking lots.

The Community Room is available for private non-commercial use of a personal nature including, but not limited to wedding/anniversary receptions and birthday parties. Private use does not include parties for Tupperware, Pampered Chef, insurance/financial seminars, etc.

The Community Room is available from 7:00am-11:00pm by reservation only.

Amplified music is acceptable inside the Community Room until 10:00pm.

FEES

The fee for use of the Community Room is \$150.00/ per day. This is a **non-refundable** fee. If the event is cancelled for any reason, no refund will be given.

RESERVATIONS

Reservations for the upcoming year are accepted beginning November 1 of the preceding year at the Village Office.

Reservations must be made on the attached Reservation Request and returned to the Village Office, 138 E Main Street, Mount Horeb, WI 53572. The non-refundable fee must be paid when the Reservation Request is turned in. The reservation will not be accepted until the fee is paid.

Reservations are not allowed by anyone under 18.

Persons using the Community Room shall be responsible for picking up a key from the Village Office during regular office hours, and returning the key to the Village Office during office hours, or depositing the key in the night deposit box located by the Main Street entrance to the Municipal Building. **Keys must be returned as soon as you have locked up the Community Room unless special arrangements have been made with the Village Office. Users will be responsible for the cost of replacement keys and rekeying upper level doors if key is lost, which is very expensive.**

Users are reminded that the Community Room is located in a residential area. Please minimize noise whenever possible. Users are also reminded of the parking restrictions on Grove Street to avoid parking tickets.

DISCLAIMER

The Village of Mount Horeb assumes no responsibility for any property placed in the upper level Community Room area and/or building entryway. The Village of Mount Horeb is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained. The Village of Mount Horeb is not responsible for any equipment, supplies, materials, clothing, or other items brought the Community Room for any event.

Persons or groups using the Community Room agree to reimburse the Village of Mount Horeb for any and all costs of repair or any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. Any party refusing to pay for damages will be referred to the Village Attorney for legal action.

The Village of Mount Horeb reserves the right to disallow/reject any Reservation Request by users that do not comply with the Mount Horeb Community Center upper level Community Room Rules and Regulations.

PRIVATE USE
RESERVATION REQUEST
COMMUNITY CENTER
UPPER LEVEL COMMUNITY ROOM

NAME: _____

DATE REQUESTED: _____

LIST START AND END TIME: _____

DAYTIME PHONE NUMBER: _____

BY SIGNING THIS REQUEST, I AGREE TO THE RULES AND REGULATIONS OF THE UPPER LEVEL COMMUNITY ROOM WHICH I HAVE RECEIVED, INCLUDING THE FOLLOWING:

- 1) USERS OF THE COMMUNITY ROOM AGREE TO REIMBURSE THE VILLAGE OF MOUNT HOREB FOR ANY AND ALL COSTS OF REPAIR OR ANY AND ALL DAMAGE CAUSED DIRECTLY OR INDIRECTLY TO THE ROOM AND/OR FACILITIES, OR FOR FAILURE TO RETURN THE ROOM TO ORIGINAL CONDITION.
- 2) USERS OF THE COMMUNITY ROOM AGREE TO PICK UP AND RETURN (IMMEDIATELY) THE KEY FOR THE COMMUNITY CENTER AFTER LOCKING THE BUILDING (LOCKING THE FRONT DOOR AND CHECKING THE DOOR (BY STAIRWELL) LEADING TO THE PARKING LOT.
- 3) USERS OF THE COMMUNITY ROOM AND KITCHEN WILL LEAVE IT CLEAN AND ORDERLY.
- 4) AS THE COMMUNITY ROOM IS USED ON A CONTINUAL BASIS, USERS MUST ADHERE STRICTLY TO THE RESERVATION TIME REQUESTED.
- 5) USERS WILL NOT HAVE COMMUNITY CENTER KEY COPIED.
- 6) IF KEY IS LOST OR STOLEN, USER WILL BE CHARGED REKEYING COST.

(SIGNATURE – MUST BE 18 YEARS OR OLDER)

DATE



Mount Horeb Community Center

107 North Grove Street (upper level)

105 North Grove Street (lower level)



Polices & Procedures

For reservation information: 608.437.3400

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POLICY STATEMENT

The Mount Horeb Community Center is a building designed to provide facilities for governmental meetings, civic meetings, and social events. The following policies and regulations have been established for the use and care of these facilities.

USERS

Groups or individuals using the Mount Horeb Community Center will be required to comply with rules and policies governing same. Failure to comply could subject the group or individual to the loss of use privileges.

❖ The priority of users will be as follows:

1. Senior Center and Recreation Dept program users
2. Village staff and department uses
3. Village of Mount Horeb Neighborhood Group uses
4. Village of Mount Horeb Non-Profit group uses
5. Public/Private uses

The following uses are generally permitted; meetings, parties, receptions, dances, social or cultural activities, and certain fundraising activities. Certain uses identified below may be allowed, following the approval of the Parks and Recreation Commission and approval of the Village Board.

The following activities shall require the approval of the Parks and Recreation Commission. The following factors are to be considered when determining approval of the special activity.

Sales and Solicitations

Sales and solicitations are gatherings for the purpose of advertising, sales, solicitations, or display of articles for sale (these shall not apply to sales meetings conducted by private organizations for their own dealers or personnel.) Commercial uses of the Mount Horeb Community Center are low priority uses of Village resources and will only be permitted when there is no competing request for the use of the Center. Prior to any retail or wholesale sales, the vendor must show to the Village proof of permits and licenses required by the Village of Mount Horeb. State of Wisconsin and the United States government, including sales tax permits and employer identification numbers.

The Village may require the vendor to provide evidence that the vendor is or has appointed a registered agent for service of process in Wisconsin. The Village may require the vendor to give notice to all purchasers that the Village of Mount Horeb in no way warrants or guarantees any product or service being offered for sale at the Fitchburg Community Center.

Sales or solicitations do not include incidental sales at a meeting or gathering otherwise authorized in the rules and policies for the Mount Horeb Community Center. Sales and solicitations also do not include fundraising activities conducted by Sanctioned Mount Horeb Non-Profit Groups or other similar organizations.

Fundraising

Fundraisers are only permitted on behalf of Mount Horeb Non-Profit Groups or benevolent, philanthropic, patriotic, charitable organizations, or for political candidates. Every charitable organization intending to conduct a fundraising activity must provide the Mount Horeb Recreation Department with the following:

- Name under which the charitable organization intends to solicit contributions.
- Names and addresses of officers, directors, trustees, and executive personnel.
- Names and addresses of any professional fundraiser or professional solicitors and copies of all contracts or arrangements.
- General purpose for which the charitable organization is organized and purpose for which the contributions to be solicited will be used.
- Period of time during which the solicitation will be made.
- Address of organization and any offices in Wisconsin, or any person having custody of its financial records.
- Where and when organization was established, its tax-exempt status and the dates when it filed federal tax forms.
- Whether organization has ever been banned by any court from soliciting contributions or lost its authorization to so solicit contributions.
- Board, group or individual having final discretion as to the distribution and use of contributions received.

RENTABLE ROOMS

The Mount Horeb Community Center has two levels consisting of rooms of varying sizes and capacities. Each rentable room is described below as well as its generally recommended uses. Hours of operation of the Community Center are Monday through Friday from 4:30pm-10:00pm and Saturdays and Sundays from 8:00am until 10:00pm.

Grove Multipurpose Room

This is a carpeted medium size meeting room that is furnished with four 8 ft rectangular tables, one 6 ft rectangular table, one 4 ft round table, and 16 chairs. Please note that there are 18 additional chairs for use along with four 5 ft white plastic tables. The Rec Dept will need to know if extra white plastic tables are needed, as these are located in our storage room. This room can accommodate 20-30 people and be used for meetings, birthday parties, and baby/wedding showers. There are restrooms and a drinking fountain at this space. Food and drink are allowed, but messes and spills need to be cleaned up immediately. If not cleaned up, future use of the space will not be allowed.

There is also a smaller open studio room with laminate wood floors designed for approximately 15-20 people. This space could be used for smaller programs, meetings, dance classes, or seminars. No food or drink is allowed.

Senior Outreach Room

This is a larger open room that can accommodate 75-150 people. Weekdays, this room is reserved for senior center programs until 4:30pm. On week nights and weekends, this room may be reserved for meetings, baby/wedding showers, birthday parties, dances, exercise classes, or smaller receptions. Approximately 15 8 ft tables are available, along with five 4 ft round metal tables, two 4 ft round wood tables, and approximately 115 chairs. There are restrooms at this space, as well as a drinking fountain and kitchen area. Food and drink are allowed, but all messes and spills need to be cleaned up immediately. If not cleaned up, future use of the space will not be allowed.

USER ELIGIBILITY AND DESIGNATIONS

The Mount Horeb Community Center is made available to groups, organizations, and private individuals. It is necessary to recognize, however, that the actual use is determined by the user requirements, availability of space, and time of use.

It is further recognized that in order to limit public subsidy of the building, it is necessary to make the building available for market rental during peak usage periods (Saturday and Sunday) and that in most cases, such market rate rental will have precedence in scheduling for Saturday and Sunday. Village of Mount Horeb Neighborhood Groups and Village of Mount Horeb Non-Profit Groups will be allowed use of the facility during the week when space is available per priority of user's policy.

SCHEDULING POLICY

Reservations

Proper notification is required for any group using the Mount Horeb Community Center. There are no holds for rooms. Reservations must be paid in full two weeks in advance. If making a reservation within two weeks of your date, all fees must be paid at the time of the reservation with cash or credit card. No alcohol is permitted in any of the rooms.

Cancellations

- If a cancellation occurs for any reason more than two weeks prior to the rental date, 20% of the deposit will be withheld. All other paid fees will be returned.
- If a cancellation occurs for any reason less than two weeks prior to the rental date, no refund will be given.

FEES

All rental fees must be paid at the time of reservation. Failure to provide the Village with the required fees shall result in automatic cancellation of the booking.

If the Recreation Department determines that damage has occurred to the facility, or that there is a need for extraordinary clean-up measures, the user will be billed the additional charges. Failure to pay these extra fees could lead to legal action.

Checks should be made out to the Village of Mount Horeb and either mailed or delivered to: Mount Horeb Recreation Department, 105 North Grove Street, Mount Horeb, WI 53572. Fees covered under these policies are subject to change. To qualify for Village of Mount Horeb resident fees, you or a member of your family must live within the Village limits and pay property taxes to the Village of Mount Horeb. Falsification of any information in the contract may lead to immediate closure of event and loss of all fees.

Community Center Private Rental Fees			
	Resident	Non-Resident	Kitchen
Senior Outreach Room Upper Level	\$170	\$190	\$25
Grove Multipurpose Room Lower Level	\$150	\$170	N/A

KEY FOBS

The renter shall be responsible for picking up a key fob from the Recreation Department during regular office hours (M-TH 7:15am-4:30pm and F 7am-noon). There will be no refunds if renter fails to pick up a key fob. A reminder email/phone call from the Rec Dept may be sent as a courtesy to the renter. Key fobs must be returned as soon as you have locked up the building, unless special arrangements have been made. Renters may place the key fob in the Rec Department's night drop box. If key fob is lost, the renter will be responsible for the cost of a replacement key fob.

GENERAL RULES AND REGULATIONS

Curfew

All events must end by their scheduled time (latest time being 10pm). All guests must vacate the premises at this time. All music must be turned off and take down of personal property must be done.

Noise

Users are subject to Mount Horeb Ordinance 10.05 which controls noises disturbing the public.

Smoking/Alcohol Policy

Mount Horeb Ordinance 9.18 states that there is NO smoking or alcohol permitted in the Community Center. Outdoors, all smoking material must be properly disposed of. All applicable littering ordinances will be enforced.

Kitchen Use

The Senior Outreach kitchen may be used by renters and caterers only. The facility is solely a warming kitchen and cannot be used for major meal preparation.

Candles

Lighted candles are only allowed with proper glass coverings over the candle.

Food

Food is allowed in the Senior Outreach Room. Prepackaged food only is allowed in the Grove Multipurpose Room due to the floor being carpeted.

Clean-Up Policies

Renter must leave the facility clean and orderly, return tables and chairs to their original location, and put away any additional chairs and tables that were used for your event. The renter will also be responsible for removal of any wall decorations and other personal equipment. A dry wide mop is located in the storage room for dirt/crumbs along with a wet mop and bucket for sticky messes/spills. If there is damage to the building or furniture (above normal wear and tear), the renter will be billed to cover the costs associated with fixing the damage. Failure to pay will result in loss of future rentals and could result in additional action.

Trash and Recycling Pick-Up

All trash shall be placed in garbage bins located in each room. If trash is overflowing, it is the responsibility of the renter to tie up bag and take trash to the large dumpster located outside in the parking lot. To help facilitate recycling efforts, users can place their recycled items in the marked dumpster located outside in the parking lot. The latch on the fence surrounding the dumpsters is not locked, so renters can get in and out to dump trash and recycled items. Please make sure the latch is put back into place when you leave.

Decorations

The use of nails, heavy duty tape, tacks or the like to fasten decorations or other materials to the walls, doors, or from the ceiling is prohibited. Glitter, rice, bird seed, confetti and the like are also prohibited.

Revocation of Rental Agreement for Use

If at any time the Village of Mount Horeb determines that any use of the Community Center is contrary to the public health and safety of the Village or such use is tending to cause or provoke a disturbance, Village staff may revoke the rental agreement and such groups or individuals shall, upon notice, immediately vacate the Community Center.

REVIEW AND AMENDMENT PROCEDURES

It is recognized that as conditions change, these "Policies and Procedures for Community Center Use" will need to be reviewed and possibly amended to reflect those changes or to address omissions which have become apparent. At such time, the Park, Recreation, and Forestry Commission shall review any proposed amendment and make a recommendation to the Village Board. The Village Board shall then make the final determination regarding amendments to the document.



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

January 23, 2024

Recreation Director's Report

1. January Program Numbers:

<u>Program Name</u>	<u>2024 Participants</u>	<u>2023 Participant Numbers</u>
Martial Arts Winter Session #1	25	27
Taekwondo Winter Session #1	21	19
Coding for Middle Schoolers	4	N/A (new program)
Art Class Winter Session #1	19	14
Kids Painting Class	12	21
Youth Basketball (4K-2 nd)	216	215
CPR/AED/1 st Aid	4	4
Coed Volleyball	30	30
Chess Camp (YEL)	7	6
Cookie Decorating (winter)	0 (cancelled-low enrollment)	N/A (did not run in January)
Fencing (YEL)	7	0 (cancelled-low enrollment)
Fit For Life (winter)	17	N/A (did not run – no instructor)
Junior Dance	0 (cancelled-low enrollment)	11
Big Ten Volleyball League	49	60
Total Body Fitness	16	16
ME! Yoga for Tweens	7	N/A (new program)
Preschool Yoga	6	N/A (new program)
Coding for Kids (YEL)	13	N/A (did not run in January)
Robotics (YEL)	15	N/A (new program)
Macrame (wall hanging)	5	N/A (new program)
Puzzle Palooza	9 teams	N/A (new program)

- Upcoming February Programs: Martial Arts (winter sess. 2), Macrame (Plant Hanging), Babysitting Class, Family Bingo Event, Cookie Decorating (Valentines Treats), and Taekwondo (winter sess. 2).
- Our 4K-Kindergarten youth basketball was supposed to start on January 13th, but due to the snowstorm, we had to cancel the first day. We have 10 teams and 20 volunteer coaches. This program practices at the ELC Gym, PC Gym, and IC Gym. Our 1st/2nd grade basketball group has 14 teams with 29 volunteer coaches. This group practices at the ELC Gym and PC Gym.
- We have five teams and 11 coaches for our 5th-8th grade Big Ten Volleyball League that is set to begin practices at the MS Gym on Friday, January 19th.
- We are currently working on our 2024 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 March 15th.
- Reservations for park shelters began on January 2nd. We currently have 15 paid shelter rentals.

7. The Public Services Department is working on getting ice made at Garfield Park. We have a few staff ready to go, but it looks like 40's and rain in the forecast for next week, so we were not sure how the ice will hold up.
8. The Public Services Department put out our free sled stations at Liberty Park and Waltz Park.
9. Our new doors and key fob system was installed and we will soon be taught how to program the fobs so that we can start using them soon. This system will be accessible from our phone, so we can lock or unlock doors if issues arise.
10. Megan and I will be attending the Wisconsin Park and Recreation Association annual conference in LaCrosse from January 31st – February 2nd.



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.