



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, August 27, 2024 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Roll Call
- 3) Consent Agenda
 - a. Consideration of the July 23, 2024 meeting minutes
- 4) Agenda Items
 - a. Discuss and consider MoHo Gators new contract
 - b. Discussion with Summer Frolic Committee regarding potential funding for Grundahl Park
 - c. Consider Grundahl Park and Grandma Foster Park redevelopment and phasing
 - d. Discuss revenue sharing regarding MHASD's Sponsorship and Donations Guide
 - e. Discuss outdoor AED's at park facilities
 - f. Lukken Farm Update
 - g. Park Development Fund status
- 5) Department Reports
 - a. Recreation Director's Report
 - b. Public Services Director's Report
- 6) Future agenda items
- 7) 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

July 23, 2024, 5:00 PM, Municipal Building Board Room

PRESENT: Halverson, Hogseth, Adler, White

ABSENT: Webber, Honore, Mertz

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

Consider minutes of the April 23, 2024 meeting.

White moved; Hogseth seconded to approve the minutes of the April 23, 2024 meeting. Motion carried.

Consider MHASD's proposed Advertisements, Donations and Sponsorship Guide

The Commission reviewed the sponsorship guide due to the fact that the Village shares Viking Park with the school district. The Guide has already been approved by the school board.

Aubree Hanks from the school district was present to answer any questions. She stated that funds taken in through the program go towards staff and student activities. When asked if any funds brought in through Viking Park would go toward the Village, Hanks asked what percentage the Village would desire. Halverson felt that funds taken in at Viking Park, not going directly toward staff or students, should go back into maintenance. Adler agreed with a 50/50 split of revenues. Halverson suggested to keep communicating with the school district and maybe have Hanks back at a future meeting.

Discuss potential country music festival at Grundahl Park

Owen reviewed plans for an annual, one day country music festival at Grundahl Park beginning July 26, 2025. Much of the proceeds go to charities and local organizations. Adler had suggested to the organizer that it would be nice if some funds came back to Grundahl Park or to parks operations.

Consider 2025-2029 Capital Improvement Plan

Dudley and Gorman reviewed their capital requests for 2025 and the five-year capital improvement plan. Klya Reamon from Gerber Leisure Products was also present to discuss and answer any questions regarding the Grundahl Park playground equipment proposal.

White moved, Adler seconded to recommend the proposed capital budget to the Finance Committee and Village Board. Motion carried.

Recreation Director's Report

Dudley reviewed her report

Public Services Director's Report

Gorman reviewed his report.

Linda Farriss from the Mt Horeb Pickleball Group asked about the status of the shade structure and concrete since they were planning on a tournament the weekend of August 10. Gorman said the concrete pad will probably not be poured prior to the tournament. Farriss also commented on how scheduling has been going for the pickleball courts. She said MOHOP is also looking at purchasing a bang board for the facility to hit tennis or pickle balls against.

Future agenda items

- Revenue sharing regarding MHASD's Sponsorship and Donations Guide

- Grundahl and Foster Park redevelopment and phasing
- Lukken property parkland
- Comprehensive Outdoor Recreation Plan (2025)
- Discussion with Summer Frolic Committee regarding potential funding for Grundahl Park improvements
- Outdoor AED's
- Provide balance sheet of Park Development Fund at each meeting

Set next meeting date and time

August 27, 2024 at 5:30 pm

Adjourn

White moved, Hogseth seconded to adjourn at 6:16 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT



AGENDA ITEM REPORT

MEETING DATE

August 27, 2024

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 4.a

Discuss and consider MoHo Gators new contract

BACKGROUND

The previous 3-year contract for the Gators went through 2024, so we will need to create a new contract starting in 2025. The 2022-2024 contract is attached.

RECOMMENDATION

ATTACHMENTS

1. 2022-2024 MoHo Gators agreement



Village of Mount Horeb

138 E. Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884

2022-2024 MOHO GATORS AGREEMENT

This document is designed to set guidelines by which the MoHo Gators will operate during the 2022-2024 season. A season is defined as one that includes the summer session generally from late May to middle of August. The Mount Horeb Recreation Department and Mount Horeb Public Services Department, in conjunction with the Mount Horeb Parks, Recreation, and Forestry Commission, reserve the right to dissolve this agreement should it feel any or all of these guidelines are not being followed.

ROLE OF MOUNT HOREB RECREATION DEPARTMENT AND MOUNT HOREB PUBLIC SERVICES DEPARTMENT

The Mount Horeb Recreation Department and Mount Horeb Public Services Department will work closely with the MoHo Gators to set up practice times, swim meets, and other swim team sponsored events. A representative from the Mount Horeb Recreation Department and/or Mount Horeb Public Services Department shall be available to attend any organizational meetings necessary to insure proper handling of this agreement. In addition, the department shall make available to MoHo Gators any information necessary towards the smooth operation of this program.

MOUNT HOREB SWIM TEAM POLICIES, RULES, AND REGULATIONS REGARDING USE OF THE MOUNT HOREB FAMILY AQUATIC CENTER

The following policies are to be used as guidelines in establishing and outlining rules and regulations for the MoHo Gators. All policies, rules, and regulations that govern the MoHo Gators use of all park, recreation, and forestry run facilities are subject to change at the discretion of the Mount Horeb Park, Recreation, and Forestry Commission.

1. All members of MoHo Gators shall, for their own safety, follow the rules that govern all patrons of the outdoor pool.
2. There must be a certified lifeguard present at any swim team practice and/or event. A certified lifeguard is defined as one who holds current certifications in American Red Cross Lifeguard Training inclusive of First Aid training and holds a current certification in Cardio-Pulmonary Resuscitation for the Professional Rescuer. The required number of guards for the outdoor pool is: 1 guard for 1-67 patrons, 2 guards for 68-104 patrons, and 3 guards for 105-200 patrons. During competitive meets, a minimum of one adult (minimum age of 16 years old) who is a certified lifeguard must be on deck and on duty. This is a Wisconsin Interscholastic Athletic Association (WIAA) regulation, a United States Swimming (USS) regulation, as well as a state regulation.
3. All practices and/or events conducted by MoHo Gators shall maintain high safety standards and follow all Public Health Madison Dane County orders and guidelines. It is not permissible to conduct swim practice with the overhead lights turned off, on-deck running, dangerous play, etc.

4. MoHo Gators will be responsible for thoroughly vacuuming the bottom of the main pool once a week. The equipment for this will be kept in the storage room, and Mount Horeb Swim Team staff will be responsible for getting the equipment out and returning it to the storage room when finished. Village of Mount Horeb staff will train swim team staff on proper use and care of the equipment.
5. Starting platforms shall be covered, or otherwise rendered unusable for entries into water when there are no experienced adults to supervise the proper use of the platforms.
6. MoHo Gators will limit the space used in the pool storage room area and put most of their belongings in their storage shed. Items stored in the pool storage room will need approval prior to each pool season.
7. MoHo Gators personnel shall develop an emergency action plan (EAP) using available personnel. A copy of the EAP needs to be given to the Mount Horeb Recreation Department and posted at the Aquatic Center.
8. Village of Mount Horeb equipment utilized by the MoHo Gators during practice, swim meets, or other events may be used if permission has been granted by the Village of Mount Horeb. Any equipment that has been destroyed or damaged due to misuse or abuse shall be replaced at the expense of the MoHo Gators.
9. The MoHo Gators will pay a pool use fee of \$4,000.00 for the 2022, 2023, and 2024 summer season. This fee will be payable to the Village of Horeb and is due on or before September 1st of each year. Hours per year may not exceed 336 without approval from the Village of Mount Horeb Recreation Director.
10. MoHo Gators staff must record any incidents, injuries, or accidents on forms provided by the Recreation Department. These reports shall remain at the Mount Horeb Family Aquatic Center as part of the department's records.
11. All swim meets or other events must be cleared through the Mount Horeb Recreation Department and Mount Horeb Public Services Department. These events shall be cleared as early as possible in the season.
12. The MoHo Gators end of the season pool party will need to have a minimum of three adult parents present with the swimmers at all times to enforce pool rules. The pool party will be staffed with Recreation Department lifeguards only and a pool party application will need to be filled out and approved. All pool rules are required to be followed. Anyone not abiding by our lifeguards and/or pool rules will be asked to leave the Aquatic Center facility and will not be able to return for the remainder of the pool party. The Recreation Department reserves the right to cancel this pool party in the future if issues arise or pool rules are not followed.
13. The MoHo Gators may use the locker rooms during practice, but need to clean it thoroughly when they are finished.
14. ONLY MoHo Gators coaches and adult volunteers will be allowed in the Aquatic Center guard room. The lifeguard office must remain locked during MoHo Gators use.
15. Spectator fees may be charged at MoHo Gators events. All fees shall be left to the discretion of the MoHo Gators.

16. MoHo Gators may sell concessions in and around the pool during MoHo Gators functions only. When selling concessions, please observe the following regulations:
 - A. No glass containers will be allowed in and around the facility.
 - B. Prior to leaving the facility, all areas such as the locker rooms, deck areas, hallways, and on, under, and around the bleachers, shall be thoroughly cleaned and cleared of all debris.
 - C. All guidelines set by the Wisconsin Department of Health Services and orders set by Public Health Madison Dane County must be followed.
17. MoHo Gators may schedule practices at times other than the agreed upon time if, and only if, they first clear their request with the Mount Horeb Recreation Department and Mount Horeb Public Services Department. Deviating from the current schedule to include increased hours would require a formal meeting and possible increased fees.
18. At the beginning of each summer session representatives of the MoHo Gators staff shall be provided with a schedule from the Mount Horeb Recreation Department and Mount Horeb Public Services Department that outlines program details as part of this agreement. Failure to comply with this agreement may result in loss of pool time.
19. MoHo Gators shall provide proof of \$1,000,000.00 liability insurance coverage with the Village listed as an additional insured at the time this contract is signed.
20. In consideration for receiving permission to use the Aquatic Center the MoHo Gators Organization fully releases and discharges the Village of Mount Horeb, its officers, agents, and employees (collectively, the "Village") from any and all claims or damages, including those arising from injuries, death, or property damage, which may arise out of or occur in connection with the MoHo Gators Organization's use of the Aquatic Center, including, but not limited to, use of the Aquatic Center by members, employees, or guests of the MoHo Gators.

In addition, the MoHo Gators Organization agrees to indemnify and hold harmless the Village from any and all claims, damages, costs, and expenses, including reasonable attorneys fees, incurred by the Village, or to be incurred by the Village, that result from or relate to the MoHo Gators Organization's use of the Aquatic Center, including, but not limited to, use of the Aquatic Center by members, employees, or guests of the MoHo Gators.
21. The MoHo Gators agree that before a member, employee, or guest of the MoHo Gators can use the Aquatic Center, the member, employee, or guest must execute the attached Liability Waiver and Indemnification Agreement. Copies of all executed agreements must be provided to the Mount Horeb Recreation Department.

TERM OF AGREEMENT

The terms of this agreement will extend through the end of the 2024 summer season.

Date: _____
 Month Day Year

MoHo Gators President Signature: _____

MoHo Gators President Printed Name: _____

Village of Mount Horeb Recreation Director Signature: _____

Village of Mount Horeb Recreation Director Printed Name: _____

LIABILITY WAIVER AND INDEMNIFICATION AGREEMENT

IN CONSIDERATION FOR RECEIVING PERMISSION TO USE THE MOUNT HOREB FAMILY AQUATIC CENTER (THE "AQUATIC CENTER") AS A MEMBER, EMPLOYEE, OR GUEST OF THE MOHO GATORS ORGANIZATION, I FULLY RELEASE AND DISCHARGE THE VILLAGE OF MOUNT HOREB, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY, THE "VILLAGE") FROM ANY AND ALL CLAIMS OR DAMAGES, INCLUDING THOSE ARISING FROM INJURIES, DEATH, OR PROPERTY DAMAGE, WHICH MAY ARISE OUT OF OR OCCUR IN CONNECTION WITH MY USE OF THE AQUATIC CENTER, EXCEPT IN CASES OF RECKLESSNESS OR WILLFUL MISCONDUCT BY THE VILLAGE.

I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS THE VILLAGE FROM ANY AND ALL CLAIMS, DAMAGES, COSTS, EXPENSES, AND ATTORNEY FEES INCURRED BY THE VILLAGE, OR TO BE INCURRED BY THE VILLAGE, THAT RESULT FROM OR RELATE TO MY USE OF THE AQUATIC CENTER, EXCEPT IN CASES OF RECKLESSNESS OR WILLFUL MISCONDUCT BY THE VILLAGE.

- ☐ I HAVE BEEN OFFERED THE OPPORTUNITY TO NEGOTIATE THE TERMS AND CONDITIONS OF THIS LIABILITY WAIVER AND INDEMNIFICATION AGREEMENT. HOWEVER, I CHOOSE TO ACCEPT THE TERMS AND CONDITIONS OF THIS AGREEMENT AS THEY ARE, WITHOUT NEGOTIATION.

SIGNATURE _____ DATE _____

- ☐ I WANT TO NEGOTIATE THE TERMS AND CONDITIONS OF THIS LIABILITY WAIVER AND INDEMNIFICATION AGREEMENT BEFORE PROCEEDING. I UNDERSTAND THAT I MUST CONTACT THE MOUNT HOREB RECREATION DIRECTOR.



AGENDA ITEM REPORT

MEETING DATE

August 27, 2024

PREPARED BY**AGENDA ITEM # 4.b**

Discussion with Summer Frolic Committee regarding potential funding for Grundahl Park

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

None



AGENDA ITEM REPORT

MEETING DATE

August 27, 2024

PREPARED BY

AGENDA ITEM # 4.c

Consider Grundahl Park and Grandma Foster Park redevelopment and phasing

BACKGROUND

RECOMMENDATION

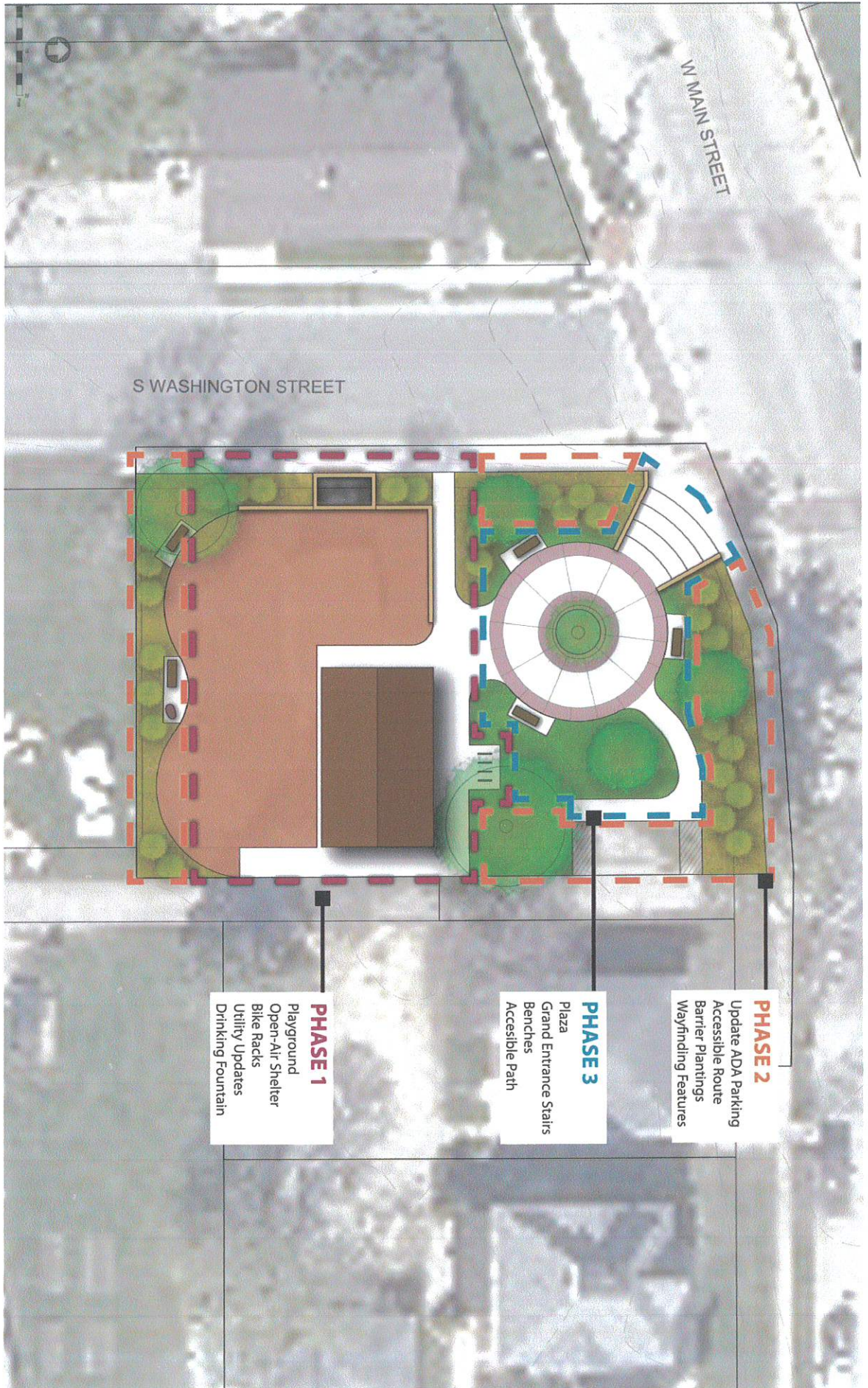
ATTACHMENTS

1. MSA phasing plan Grundahl.Foster

Grandma Foster Park

Phasing Plan

Mount Horeb, WI
AUGUST, 2023





PHASE 1

- Playground ①
- Basketball Court ②
- Existing Shelter Structural Analysis (Octagonal) ③
- Baseball Improvements Phase #1 ④

PHASE 2

- Batting Cages
- Baseball Improvements Phase #2
- Accessible Routes and Parking

PHASE 3

- Community Stage Updates
- Existing Shelter Updates (Octagonal)
- Pickleball Courts
- Restroom/Kitchen/Shelter Facility

PHASE 4

- Multi-Purpose Building
- Field Space Renovation



PHASE 1

Playground
Basketball Court
Existing Shelter Structural Analysis (Octagonal)
Baseball Improvements Phase #1

PHASE 2

Batting Cages ①
Baseball Improvements Phase #2 ②
Accessible Routes ③
Parking Additions ④

PHASE 3

Community Stage Updates
Existing Shelter Updates (Octagonal)
Pickleball Courts
Restroom/Kitchen/Shelter Facility

PHASE 4

Multi-Purpose Building
Field Space Renovation



PHASE 1

- Playground
- Basketball Court
- Existing Shelter Structural Analysis (Octagonal)
- Baseball Improvements Phase #1

PHASE 2

- Batting Cages
- Baseball Improvements Phase #2
- Accessible Routes and Parking

PHASE 3

- Community Stage Updates ①
- Existing Shelter Updates (Octagonal) ②
- Pickleball Courts ③
- Restroom/Kitchen/Shelter Facility ④

PHASE 4

- Multi-Purpose Building
- Field Space Renovation



PHASE 1

Playground
Basketball Court
Existing Shelter Structural Analysis (Octagonal)
Baseball Improvements Phase #1

PHASE 2

Batting Cages
Baseball Improvements Phase #2
Accessible Routes and Parking

PHASE 3

Community Stage Updates
Existing Shelter Updates (Octagonal)
Pickleball Courts
Restroom/Kitchen/Shelter Facility

PHASE 4

Multi-Purpose Building **1**
Field Space Renovation **2**
Native Plantings **3**

Mount Horeb Parks Master Plan
PHASED ESTIMATE OF PROBABLE COST
VILLAGE OF MOUNT HOREB, WI
GRANDMA FOSTER PARK

ESTIMATE YEAR:

2023

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
PHASE 1					
1	Open Prefabricated Park Shelter (25x40)	1	LS	\$65,000	\$65,000
2	6' Benches	2	EA	\$2,000	\$4,000
3	Bike Racks	4	EA	\$700	\$2,800
4	Trash Cans	2	EA	\$1,500	\$3,000
5	Drinking Fountain	1	EA	\$9,000	\$9,000
6	6' Picnic Tables	3	EA	\$2,500	\$7,500
7	Concrete Park Path - 5' + Pads (est.)	1,200	SF	\$10	\$12,000
8	Playground Area (3,200 SF)	1	LS	\$150,000	\$150,000
9	Earthwork (est.)	1	LS	\$4,000	\$4,000
10	Site Restoration - Lawn (est.)	100	SY	\$4	\$400
11	Landscaping (est.)	1,000	SF	\$8	\$8,000
12	Shelter Electrical Service (est.)	1	LS	\$5,000	\$5,000
13	Water Service (est.)	1	LS	\$3,000	\$3,000
14	Stormwater (est.)	1	LS	\$5,000	\$5,000
15	Erosion Control	1	LS	\$2,500	\$2,500
16	General Conditions/Mobilization (8%)	1	LS	\$12,000	\$12,000
PHASE 1 CONSTRUCTION SUBTOTAL					\$294,000
Contingency 10%					\$30,000
Design Engineering & Bidding 6%					\$18,000
Construction Administration 6%					\$18,000
PHASE 1 TOTAL					\$360,000
PHASE 2					
5	Earthwork (est.)	1	LS	\$3,000	\$3,000
6	Site Restoration - Lawn (est.)	60	SY	\$4	\$240
7	Landscaping (est.)	1,000	SF	\$8	\$8,000
8	Trees	3	EA	\$500	\$1,500
9	Park Sign	1	LS	\$5,000	\$5,000
10	Stormwater (est.)	1	LS	\$2,000	\$2,000
11	Erosion Control	1	LS	\$2,000	\$2,000
12	General Conditions/Mobilization (8%)	1	LS	\$8,000	\$8,000
PHASE 2 CONSTRUCTION SUBTOTAL					\$30,000
Contingency 10%					\$3,000
Design Engineering & Bidding 6%					\$2,000
Construction Administration 6%					\$2,000
PHASE 2 TOTAL					\$37,000
PHASE 3					
1	6' Benches	3	EA	\$2,000	\$6,000
2	Concrete Park Path - 5' + Pads (est.)	1,800	SF	\$10	\$18,000
3	ADA Parking	1	LS	\$3,500	\$3,500
4	Grand Entrance Stairs	1	LS	\$50,000	\$50,000
5	Earthwork (est.)	1	LS	\$3,000	\$3,000
6	Site Restoration - Lawn (est.)	60	SY	\$4	\$240
7	Landscaping (est.)	70	SF	\$8	\$560
10	Stormwater (est.)	1	LS	\$3,000	\$3,000
11	Erosion Control	1	LS	\$500	\$500
12	General Conditions/Mobilization (8%)	1	LS	\$12,000	\$12,000
PHASE 3 CONSTRUCTION SUBTOTAL					\$97,000
Contingency 10%					\$10,000
Design Engineering & Bidding 6%					\$6,000
Construction Administration 6%					\$6,000
PHASE 3 TOTAL					\$119,000
PROJECT TOTAL COST:					\$516,000

Mount Horeb Parks Master Plan
PHASE 1 - ESTIMATE OF PROBABLE COST
VILLAGE OF MOUNT HOREB, WI
GRUNDAHL PARK

ESTIMATE YEAR:

2023

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Improve/Addition to Existing Concessions	1	LS	\$150,000	\$150,000
2	6' Benches	5	EA	\$2,000	\$10,000
3	Trash Cans	6	EA	\$1,500	\$9,000
4	Bike Racks	5	EA	\$500	\$2,500
5	Concrete Park Path - 5' + 10' + Pads (est.)	5,000	SF	\$10	\$50,000
6	Asphalt Path - 10'	1,500	SF	\$8	\$12,000
7	Playground Area (5840 SF)	1	LS	\$200,000	\$200,000
8	Basketball Court	1	LS	\$90,000	\$90,000
9	Improve Existing Baseball Field	1	LS	\$90,000	\$90,000
10	Site Lighting (light poles)	3	EA	\$5,000	\$15,000
11	Earthwork (est.)	1	LS	\$20,000	\$20,000
12	Site Restoration - Lawn	1,000	SY	\$3	\$3,000
13	Stormwater Areas	1,500	SF	\$8	\$12,000
14	Upgrade Electrical Service (est.)	1	LS	\$7,000	\$7,000
15	Storm Sewer (est.)	1	LS	\$15,000	\$15,000
16	Erosion Control	1	LS	\$7,000	\$7,000
17	General Conditions/Mobilization (8%)	1	LS	\$56,000	\$56,000
CONSTRUCTION SUBTOTAL					\$749,000
		Contingency	10%		\$75,000
		Design Engineering & Bidding	6%		\$45,000
		Structural Assessment of Existing Shelter	LS		\$15,000
		Construction Administration	6%		\$45,000
TOTAL COST:					\$929,000

Mount Horeb Parks Master Plan
PHASE 2 - ESTIMATE OF PROBABLE COST
VILLAGE OF MOUNT HOREB, WI
GRUNDAHL PARK

ESTIMATE YEAR:

2023

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Trash Cans	2	EA	\$1,500	\$3,000
2	Bike Racks	10	EA	\$500	\$5,000
3	Drinking Fountain	1	EA	\$9,000	\$9,000
4	Concrete Park Path - 5' + 10' + Pads (est.)	26,000	SF	\$10	\$260,000
5	Asphalt Path - 10'	9,500	SF	\$8	\$76,000
6	New Asphalt Parking (# stalls)	12,000	SF	\$8	\$96,000
7	Improved Asphalt Parking	27,500	SF	\$8	\$220,000
8	Improve Existing Baseball Field	1	LS	\$60,000	\$60,000
9	Ballfield Lighting (6 poles)	1	LS	\$180,000	\$180,000
10	Site Lighting (light poles)	5	EA	\$5,000	\$25,000
11	Earthwork (est.)	1	LS	\$10,000	\$10,000
12	Landscaping (est.)	50	SF	\$8	\$400
13	Site Restoration - Lawn	800	SY	\$3	\$2,400
14	Stormwater Areas	3,300	SF	\$8	\$26,400
15	Trees	11	EA	\$500	\$5,500
16	Park Sign	1	LS	\$5,000	\$5,000
17	Water Service (est.)	1	LS	\$3,000	\$3,000
18	Storm Sewer (est.)	1	LS	\$15,000	\$15,000
19	Erosion Control	1	LS	\$5,000	\$5,000
20	General Conditions/Mobilization (8%)	1	LS	\$80,000	\$80,000
CONSTRUCTION SUBTOTAL					\$1,087,000
		Contingency	10%		\$109,000
		Design Engineering & Bidding	6%		\$66,000
		Construction Administration	6%		\$66,000
TOTAL COST:					\$1,328,000

Mount Horeb Parks Master Plan
PHASE 3 - ESTIMATE OF PROBABLE COST
VILLAGE OF MOUNT HOREB, WI
GRUNDAHL PARK

ESTIMATE YEAR:

2023

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	New Restroom/Kitchen/Shelter Facility (4,500 SF)	1	LS	\$650,000	\$650,000
2	Existing Octagonal Shelter Improvements	1	LS	\$100,000	\$100,000
3	6' Benches	5	EA	\$2,000	\$10,000
4	Trash Cans	2	EA	\$1,500	\$3,000
5	Bike Racks	5	EA	\$500	\$2,500
6	6' Picnic Tables	4	EA	\$2,000	\$8,000
7	Drinking Fountain	1	EA	\$9,000	\$9,000
8	Concrete Park Path - 5' + 10' + Pads (est.)	3,500	SF	\$10	\$35,000
9	Pickleball Courts	2	EA	\$60,000	\$120,000
9	Site Lighting (light poles)	2	EA	\$5,000	\$10,000
10	Earthwork (est.)	1	LS	\$10,000	\$10,000
11	Landscaping (est.)	100	SF	\$8	\$800
12	Site Restoration - Lawn	500	SY	\$3	\$1,500
13	Stormwater Areas	500	SF	\$8	\$4,000
14	Trees	9	EA	\$500	\$4,500
15	Upgrade Electrical Service (est.)	1	LS	\$9,000	\$9,000
16	Water Service (est.)	1	LS	\$4,000	\$4,000
17	Sanitary Sewer (est.)	1	LS	\$5,000	\$5,000
18	Storm Sewer (est.)	1	LS	\$10,000	\$10,000
19	Erosion Control	1	LS	\$5,000	\$5,000
20	General Conditions/Mobilization (8%)	1	LS	\$80,000	\$80,000
CONSTRUCTION SUBTOTAL					\$1,082,000
Contingency 10%					\$109,000
Design Engineering & Bidding 6%					\$65,000
Construction Administration 6%					\$65,000
TOTAL COST:					\$1,321,000

Mount Horeb Parks Master Plan
PHASE 4 - ESTIMATE OF PROBABLE COST
VILLAGE OF MOUNT HOREB, WI
GRUNDAHL PARK

ESTIMATE YEAR:

2023

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Multi-Use Event Building (20,000 SF)	1	LS	\$4,500,000	\$4,500,000
2	Drinking Fountain	1	EA	\$9,000	\$9,000
3	Concrete Park Path - 5' + 10' + Pads (est.)	1,000	SF	\$10	\$10,000
4	Earthwork (est.)	1	LS	\$40,000	\$40,000
5	Landscaping (est.)	450	SF	\$8	\$3,600
6	Site Restoration - Lawn	2,075	SY	\$3	\$6,225
7	Native Areas - seeding and maintenance (est.)	4,000	SY	\$4	\$16,000
8	Stormwater Areas	500	SF	\$8	\$4,000
9	Site Lighting (light poles)	1	EA	\$5,000	\$5,000
9	Upgrade Electrical Service (est.)	1	LS	\$9,000	\$9,000
10	Water Service (est.)	1	LS	\$3,000	\$3,000
11	Sanitary Sewer (est.)	1	LS	\$10,000	\$10,000
12	Storm Sewer (est.)	1	LS	\$10,000	\$10,000
13	Erosion Control	1	LS	\$8,000	\$8,000
14	General Conditions/Mobilization (8%)	1	LS	\$357,000	\$357,000
CONSTRUCTION SUBTOTAL					\$4,991,000
Contingency 10%					\$500,000
Design Engineering & Bidding 6%					\$300,000
Construction Administration 6%					\$300,000
TOTAL COST:					\$6,091,000
2035					\$7,918,300

Phased Costs with Inflation (2.5% per year)			
Phase 1	2025	\$	975,450
Phase 2	2027	\$	1,460,800
Phase 3	2030	\$	1,552,175
Phase 4	2035	\$	7,918,300
TOTAL COST OF ALL PHASES WITH INFLATION			\$ 11,906,725



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
August 27, 2024	

AGENDA ITEM # 4.d

Discuss revenue sharing regarding MHASD's Sponsorship and Donations Guide

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. MHASD Advertisements, Donations, and Sponsorships Guide (1)



Mount Horeb Area School District

Advertising, Donations, & Sponsorship Guide



Effective as of April 11, 2024



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Who We Are

The foundation of any vibrant community is its schools. Our young people will be responsible for carrying forward our legacy; therefore, we have a duty to leave a positive, lasting imprint on their impressionable lives.

Our District's mission, "Prepare – Learn – Lead," may seem daunting, but anything worth doing usually is. Collectively, we can keep the light of our mission shining brightly with the dedication, conviction, resolve, and stamina each of us possess.

Our District's strategic plan includes four substantial goals: providing support systems for our students and staff, ensuring the long-range viability of the District, graduating college and career-ready students, and partnering with our community.

Join us in our promise to do all that we can do to reach out and help each and every student. It is very hard work; however, it is important and worthwhile. By partnering with our community, we can move our students to even higher heights.

I invite you to consider partnering with us in our investment in the Mount Horeb Area School District.



Dr. Steve Salerno
Superintendent

Purpose Of This Guide

The purpose of this guide is to provide information regarding the advertisement, donation, and sponsorship opportunities within the Mount Horeb Area School District and the appropriate processes.

Contact

If you would like more information or if you have questions, please contact:



Ms. Aubree Hanks
Resource Development and Public Relations Coordinator
1304 East Lincoln Street, Mount Horeb, WI 53572
hanksaubree@mounthorebschools.org | 608.437.7015

Public Records

Please note that all documents, email correspondence, etc., related to any proposal or agreement are a public record and could be made available to anyone that may inquire under the State of Wisconsin Open Records Law.

Legal: Wis. Stat. s. 120.13(28).



Summary of Key Terms

1. **Advertisement:** Advertisement refers to a paid promotional message or announcement that is typically used to promote a product, service, event, or organization. The primary purpose of advertising is to attract the attention of potential customers and persuade them to take action. Advertisement does not include traditional fundraising activities or outright gifts or other economic benefit for which no quid-pro-quo exists. The use of funds derived from advertisements cannot be directed. Examples: the placement of a written statement or sign, display, logo, etc., on District property; the inclusion of a written statement in District publications, such as District website; and the inclusion of an announcement at public events.
2. **Donation:** A donation is a voluntary contribution of money, goods, or services given by individuals or organizations to support a cause, charity, or nonprofit organization. Please refer to Board of Education policy [840 "Public Gifts to the Schools."](#) The primary purpose of a donation is to provide financial assistance or resources to help the recipient achieve its goals or fulfill its mission. The donor may elect to direct their gift for a specific purpose, with the approval of the Board of Education. If the donor allows, the District will thank the donor publicly. Examples: scholarships, equipment or material gifts, lunch debt funds, etc. The Mount Horeb Area School District is unable to provide tax advice. **If you have any questions about the tax implications of a contemplated donation, please contact your accountant or tax professional*
3. **Sponsorship:** Sponsorship involves a collaborative partnership between a sponsor and the Mount Horeb Area School District. This is synonymous with the term "naming rights." In a sponsorship arrangement, the sponsor provides financial support, resources, or services for an extended period of time in exchange for promotional opportunities and exposure to a specific audience. The use of funds derived from sponsorship may not be directed by the partner. Sponsorship agreements may incorporate advertisements, but at their core, sponsorships are a longer-term partnership than advertisements. Examples: stadium scoreboard sponsorship, classroom sponsorship, auditorium sponsorship, etc.



ADVERTISEMENT OPPORTUNITIES



STADIUM SCOREBOARD PREMIERE ADVERTISING PACKAGE

\$1,500 per year

- Minimum of one (1) full screen advertising exposure shown during six (6) events
- Minimum of one (1) rotating logo exposure shown per six (6) events
- District social media recognition
- Five (5) year agreement with first right of refusal at renewal time

ADVERTISEMENT OPPORTUNITIES

GRADUATION

\$20,000 per year

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

ANNUAL VIKING BAND SHOW

\$5,000 per event

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

ANNUAL HIGH SCHOOL MUSICAL

\$5,000 per event

- Full-page ad in program
- Board featuring logo displayed at event
- Any announcements regarding the event would utilize the appropriate name

ANNUAL MIDDLE SCHOOL FUN RUN

\$5,000 per year

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

PRIMARY CENTER FIELD DAY

\$5,000 per year

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

INTERMEDIATE CENTER FIELD DAY

\$5,000 per year

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

ANNUAL MIDDLE SCHOOL MUSICAL

\$1,000 per event

- Board featuring logo displayed at event
- Any announcements regarding the event would utilize the appropriate name

ONE DISTRICT CO-CURRICULAR EVENT

\$1,000 per event

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

STAFF APPRECIATION DAY

\$1,000 per event

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

STUDENT SUCCESS SUMMIT

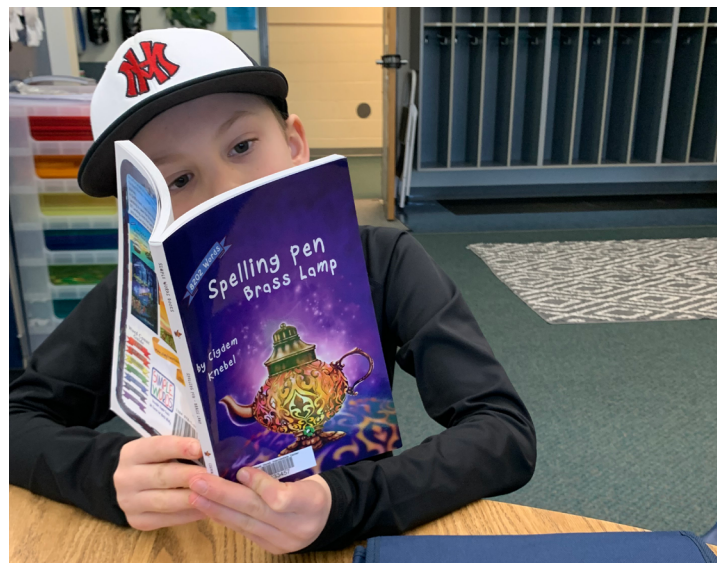
\$1,000 per event

- Name signage featured at the event
- Any announcements regarding the event would utilize the appropriate name

*Please refer to Advertising Agreement on page 23



DONATION OPPORTUNITIES



DONATION OPPORTUNITIES

Your support is crucial in helping us achieve our mission and make a positive impact in our community. We offer various ways for individuals and organizations to contribute and make a difference. Donations can be a great vehicle for individuals, businesses, and/or organizations to direct their giving (with Board of Education approval). If you are interested in learning more about our donation opportunities or have any questions, please feel free to reach out to the Resource Development & Public Relations Coordinator. Thank you for considering supporting us!

Opportunities include but are not limited to:

1. Scholarships
2. Bequests
3. Student lunch support
4. Team sport support
5. School supplies
6. Scholastic book fair voucher program
7. Food drive
8. Holiday gifts for families in need
9. Winter clothing drive

** Please note, the Mount Horeb Area School District is unable to provide tax advice. If you have any questions about the tax implications of a contemplated donation, please contact your accountant or tax professional.*







ACADEMIC

High School

LIBRARY NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at library's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

INDIVIDUAL CLASSROOM NAMING RIGHTS

\$2,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at classroom's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

Middle School

LIBRARY NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at library's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

INDIVIDUAL CLASSROOM NAMING RIGHTS

\$2,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at classroom's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25

ACADEMIC

Intermediate Center

LIBRARY NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at library's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

INDIVIDUAL CLASSROOM NAMING RIGHTS

\$2,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at classroom's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

Early Learning & Primary Center Center

LIBRARY NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at library's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

INDIVIDUAL CLASSROOM NAMING RIGHTS

\$2,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor name signage at classroom's entrance
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Advertising Agreement on page 25



GAME TIME

STADIUM SCOREBOARD PLATINUM PARTNER

\$8,000 per year

- One (1) sponsor logo featured above the stadium video display
- One (1) 30-second video OR advertising exposure at an event
- One (1) 15-second video OR advertising exposure at an event
- Minimum of one (1) full screen advertising exposure shown during six (6) events
- Minimum of one (1) rotating logo exposure shown per six (6) events
- One (1) game day sponsorship per year
- District social media recognition
- Five (5) year agreement with first right of refusal at renewal time

STADIUM SCOREBOARD GOLD PARTNER

\$5,000 per year

- One (1) sponsor logo featured below the stadium video display
- One (1) 15-second video OR advertising exposure at an event
- Minimum of one (1) full screen advertising exposure shown during three (3) events
- Minimum of one (1) rotating logo exposure shown per six (6) events
- District social media recognition
- Five (5) year agreement with first right of refusal at renewal time

TEAM

High School

STADIUM NAMING RIGHTS

\$20,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name
- Designation as official sponsor of athletics programs that compete in the stadium

MAIN GYM NAMING RIGHTS

\$25,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25

TEAM

AUXILIARY GYM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

WRESTLING ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

FITNESS CENTER NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

VARSITY OR JUNIOR VARSITY SOFTBALL FIELD NAMING RIGHTS

\$7,000 per year for either field

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage
- Designation as official sponsor(s) of the softball programs
- As this space is co-owned, revenue earned will be shared with the Village of Mount Horeb

STADIUM CONCESSION STAND

NAMING RIGHTS

\$5,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage at center's entrance
- Designation as official sponsor of the concession stand

SOCCER FIELD NAMING RIGHTS

\$5,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

VARSITY BASEBALL FIELD NAMING RIGHTS

\$5,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

HOME OR VISITOR BASEBALL AND SOFTBALL DUGOUTS

\$5,000 per year for each dugout

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name
- As this space is co-owned, revenue earned will be shared with the Village of Mount Horeb

*Please refer to Sponsorship Agreement on page 25

TEAM

SPORT OR EXTRACURRICULAR TEAM

\$5,000 per year for each team

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

Middle School

GYMNASIUM NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

PICKLEBALL COURT

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name
- As this space is co-owned, revenue earned will be shared with the Village of Mount Horeb

SPORT OR EXTRACURRICULAR TEAM

\$5,000 per year for each team

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

Intermediate Center

GYMNASIUM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

Early Learning & Primary Center Center

GYMNASIUM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

JUNIOR VARSITY BASEBALL FIELD NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage on facility
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25



ARTS

High Schools

AUDITORIUM NAMING RIGHTS

\$30,000 per year

- Venue named after sponsor
- Five (5) year agreement with five (5) year signage renewal
- Sponsor logo and name signage
- Public address announcements at all District events using this venue
- Any announcements regarding an event at the venue would utilize sponsor's name

MUSIC CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

CHOIR CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

ART CLASSROOM NAMING RIGHTS

\$10,000 per year for each room

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

Middle School

STEP ROOM NAMING RIGHTS

\$25,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage
- Any announcements regarding an event at the venue would utilize sponsor's name

MUSIC CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25

ARTS

Intermediate Center

STEP ROOM NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Five (5) year agreement with first right of refusal at renewal time
- Sponsor logo and name signage in close proximity to stage
- Any announcements regarding an event at the venue would utilize sponsor's name

MUSIC CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

ART CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

Early Learning & Primary Center Center

MUSIC CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

ART CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Signage indicating sponsorship
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25



INNOVATION

High School

FAB LAB NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

AUTO SHOP NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

WELDING SHOP NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

GREENHOUSE NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

Middle School

TECH ED CLASSROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25



OTHER

High School

CAFETERIA NAMING RIGHTS

\$50,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

CAFE NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

PROFESSIONAL LEARNING CTR NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

ADMIN CONFERENCE ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

Middle School

CAFETERIA NAMING RIGHTS

\$25,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

CONFERENCE ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25

OTHER

Intermediate Center

CAFETERIA NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

PLAYGROUND NAMING RIGHTS

\$15,000 per year

- Playground named after sponsor
- Sponsor logo and name signage on location
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

CONFERENCE ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

SENSORY ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

Early Learning & Primary Center Center

CAFETERIA NAMING RIGHTS

\$15,000 per year

- Venue named after sponsor
- Sponsor logo and name signage in close proximity to cafeteria
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

PLAYGROUND NAMING RIGHTS

\$15,000 per year

- Playground named after sponsor
- Sponsor logo and name signage on location
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

CONFERENCE ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

SENSORY ROOM NAMING RIGHTS

\$10,000 per year

- Venue named after sponsor
- Sponsor logo and name signage at entrance
- Five (5) year agreement with first right of refusal at renewal time
- Any announcements regarding an event at the venue would utilize sponsor's name

*Please refer to Sponsorship Agreement on page 25

ADVERTISING & SPONSORSHIP APPLICATION

Details about the procedures may be found in administrative regulation [851A - "Advertisements and Sponsorships in the Schools."](#)

PLEASE CHECK ONE: ☐ SPONSORSHIP ☐ ADVERTISING			
ORGANIZATION OR INDIVIDUAL'S NAME	AUTHORIZED CONTACT	PHONE NUMBER	FAX
STREET ADDRESS			
CITY, STATE, ZIP		FEDERAL TAX ID NUMBER <i>(If applicable)</i>	YEARS IN BUSINESS
TYPE OF ORGANIZATION (CHECK ONE): ☐ CORPORATION ☐ LLC ☐ SOLE PROPRIETOR ☐ INDIVIDUAL ☐ TRUST			
BANK REFERENCE	CONTACT PERSON	PHONE NUMBER	
SUPPLIER/VENDOR REFERENCE	CONTACT PERSON	PHONE NUMBER	
Please list and describe the sponsorship or advertising opportunity you are applying for (attach additional pages if needed).			
Please list/describe the materials attached with this form and how it is intended to be used in the sponsorship or advertising opportunity (attach additional pages if needed).			
PLEASE ANSWER THE FOLLOWING QUESTIONS BY INITIALING NEXT TO "YES" OR "NO":			
1. Have you fully read and understand the school District's administrative regulation 851A - "Advertisements and Sponsorships in the Schools" ?		YES ____ NO ____	
2. Are you the authorized party permitted to enter into a legally binding financial agreement?		YES ____ NO ____	
3. Does your company or product(s) meet all school District qualifications and are they free from any discriminating content?		YES ____ NO ____	
4. Have you provided a sample copy of the advertisement, logo, or sample marketing materials to be used with an approved application?		YES ____ NO ____	
5. Do you fully agree that this program does not constitute an endorsement of your business, products, or views of the applicant?		YES ____ NO ____	
6. Do you agree and understand that you may not use the Mount Horeb Area School District, District buildings or grounds, or District employees to advertise or endorse the products at any time other than the locations applied and approved for in your application(s), and that failure to do so is grounds for immediate termination of the agreement(s) and you agree to waiving all rights and financial compensation for failure to comply?		YES ____ NO ____	
THANK YOU FOR SUPPORTING THE MOUNT HOREB AREA SCHOOL DISTRICT!			
AUTHORIZED REPRESENTATIVE SIGNATURE: _____ DATE: _____			
FOR SUPERINTENDENT'S USE ONLY RECEIVED BY: _____ DATE: _____ PAYMENTS RECEIVED BY: _____	DATE REVIEWED BY THE BOARD OF EDUCATION: _____ ☐ APPROVED ☐ DENIED NOTES REGARDING DECISION OF ADVISORY COMMITTEE (IF ANY): AUTHORIZED CONTACT NOTIFIED OF DECISION BY: _____ DATE: _____ TIME: _____		

DONATION APPLICATION

Details about the procedures may be found in administrative regulation [840A – “Public Gifts to the Schools.”](#)

ORGANIZATION OR INDIVIDUAL'S NAME	AUTHORIZED CONTACT	PHONE NUMBER	FAX
STREET ADDRESS			
CITY, STATE, ZIP		FEDERAL TAX ID NUMBER (If applicable)	YEARS IN BUSINESS
TYPE OF ORGANIZATION (CHECK ONE): ☐ CORPORATION ☐ LLC ☐ SOLE PROPRIETOR ☐ INDIVIDUAL ☐ TRUST			
Please list the value of your donation and, if you are directing your donation, describe the opportunity you would like your donation to fund (attach additional pages if needed).			
PLEASE ANSWER THE FOLLOWING QUESTIONS BY INITIALING NEXT TO “YES” OR “NO”:			
1. Have you fully read and understand the District’s administrative regulation 840A – “Public Gifts to the Schools” which outlines the criteria for approval and donation procedure?		YES ____	NO ____
2. Do you / does your company meet all of the District’s criteria for approval as outlined in the District’s administrative regulation 840A – “Public Gifts to the Schools” ?		YES ____	NO ____
3. Do you fully agree that this donation does not constitute an endorsement of your business, products, or views of the applicant?		YES ____	NO ____
4. Can the District thank you publicly for your donation?		YES ____	NO ____
If yes, which of the following methods of gratitude are prefer:			
☐ SOCIAL MEDIA POST ☐ PRESS RELEASE ☐ BOARD MEETING RECOGNITION			
* For donations greater than \$250,000, the board may consider additional means of recognition prior to any acceptance.			
5. Do you / does your company accept that the donation provided does not require public fund matching?		YES ____	NO ____
THANK YOU FOR SUPPORTING THE MOUNT HOREB AREA SCHOOL DISTRICT!			
AUTHORIZED REPRESENTATIVE SIGNATURE: _____ DATE: _____			
FOR SUPERINTENDENT’S USE ONLY		DATE REVIEWED BY THE BOARD OF EDUCATION: _____ ☐ APPROVED ☐ DENIED	
RECEIVED BY: _____ DATE: _____		NOTES REGARDING DECISION OF THE FINANCE COMMITTEE/ BOARD OF EDUCATION::	
PAYMENTS RECEIVED BY: _____		AUTHORIZED CONTACT NOTIFIED OF DECISION BY: _____ DATE: _____ TIME: _____	

** Please note, the Mount Horeb Area School District is unable to provide tax advice. If you have any questions about the tax implications of a contemplated donation, please contact your accountant or tax professional.*

ADVERTISING AGREEMENT

THIS AGREEMENT, is made on the _____ of _____, 20____, by and between _____ (hereinafter the "Advertiser") and the Mount Horeb Area School District (hereinafter the "School District").

THE PARTIES AGREE AS FOLLOWS:

I. Objective of the Agreement

The Advertiser has expressed its desire to advertise _____. The advertisement shall be operated and shown in accordance with this agreement and the District policies, procedures and guidelines. Advertiser understands and accepts this Agreement shall not be construed as the Advertiser's ability to direct the Mount Horeb Area School District's use of revenue derived. In consideration for said advertisement, Advertiser shall pay School District the sum of \$ _____ in accordance with Section II(a).

Performance, Role, and Responsibility of the Advertiser

a. Fee Arrangement - advertiser shall pay school District in accordance with the following schedule:

Due Date		Amount
Upon Signing Agreement		\$ _____
Cost of Advertising		\$ _____
Event(s)	Date(s)	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

- b. Advertiser shall prepare and provide to the School District all necessary media to execute this Agreement at no cost to the School District. All media is subject to review and approval of the District in accordance with the terms of this agreement and related policies (165 - "Conflicts of Interest," 374 - "Fundraising Activities," 850 - "Public Solicitations/Promotions on School Premises," 851 - "Advertisements and Sponsorships in the Schools"), procedures and guidelines. Advertiser shall directly pay for, or reimburse the School District for the cost of the signage necessary to execute this Agreement in addition to the overall advertisement amount. The signage shall be reflective of the District's branding style and will be approved by the Resource Development Coordinator.
- c. Advertiser understands and agrees that Board of Education policy 851, administrative regulations 851A as well as 850A, and all rules and regulations contained therein are incorporated herein by this reference and shall be a part of this agreement and must be complied with by Advertiser.

III. Performance, Role, and Responsibility of the School District

In consideration of the payment of the advertisement fee, the District shall provide the following:

- a. Advertiser logo/signage on/at _____.
- b. An announcement regarding the event would utilize Advertiser's name.

IV. Term

The term of this Agreement shall be from _____, 20____ through _____, 20____. If you have selected the Stadium Scoreboard Premiere Advertising Package, upon the end of this term, you shall have a first right of refusal to renew the Stadium Scoreboard Premiere Advertising Package, in priority over any other pending applications, at the then current rate. However, the District reserves the right to cancel this Agreement, with or without reason or cause, on thirty (30) days written notice to the other party. Should this agreement be terminated without cause, the School District shall return to Advertiser a prorated amount of the advertising fee paid by Advertiser.

V. Indemnifications

Advertiser hereby agrees to hold harmless, defend and indemnify the Mount Horeb Area School District, its officers, agents, and employees from and against any and all claims, liability, demands, causes of action, damages, costs, and attorney fees arising from this Agreement, and to the delivery of advertisement hereunder, except to the extent that any such claim or demand arises from or is caused by the negligence or willful misconduct of the District, its agents, or employees.

VI. Non-Endorsement/No Agency

Advertiser agrees that all written material and items in connection with this Agreement does not imply that Advertiser is endorsed by the Mount Horeb Area School District or any of its agents or employees and will not communicate that the District is endorsing Advertiser or its products or services in any way. Advertiser further agrees that it has no right to act on behalf of the District in any way as a result of entering into this agreement.

ADVERTISING AGREEMENT

VII. Miscellaneous

- a. Modifications. Except as may otherwise be expressly stated in this Agreement, all modifications to this Agreement shall be in writing and signed by both parties.
- b. Waiver. The waiver of any term, provision or condition of this Agreement by either party shall not be construed to be a waiver of any other term, provision or condition.
- c. Assignability. Neither party's rights nor obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.
- d. Severability. In the event that any portion of this Agreement is held to be contrary to the law or otherwise unenforceable, it shall be severed from the remaining provisions of this Agreement which shall continue to remain in full force and effect.
- e. Governing Law. This Agreement shall be governed by the laws of the State of Wisconsin with regard to formation, construction, and performance.
- f. Notices. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by mail to the home office of the Advertiser or the District, as appropriate.
- g. District Influence. Advertiser shall not have any right or expectation of right to control or influence any District operations or decisions as a result of this agreement.
- h. Make Good Activity. If any of the recognition activities identified in Section III hereof do not occur as contemplated, the parties may mutually agree upon another recognition activity to compensate for the non-occurrence of the scheduled recognition activity. Any such recognition activity must be scheduled to occur during the term hereof.
- i. Complete Agreement. This agreement is the complete agreement between the parties hereto. This agreement supersedes any and all prior agreements, discussions or other communications of any kind.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THE FOREGOING AGREEMENT:

Advertiser

By: _____

Printed Name: _____

Title: _____

Date (mm/dd/yyyy): _____

Superintendent

By: _____

Printed Name: _____

Title: _____

Date (mm/dd/yyyy): _____

SPONSORSHIP AGREEMENT

THIS AGREEMENT, is made on the _____ of _____, 20____, by and between _____ (hereinafter the "Sponsor") and the Mount Horeb Area School District (hereinafter the "School District").

THE PARTIES AGREE AS FOLLOWS:

I. Objective of the Agreement

The Sponsor has expressed its desire to sponsor _____. The sponsorship shall be operated and shown in accordance with this agreement and the District policies, procedures and guidelines. Sponsor understands and accepts this Agreement shall not be construed as the Sponsor's ability to direct the Mount Horeb Area School District's use of revenue derived. In consideration for said sponsorship, Sponsor shall pay School District the sum of \$_____ in accordance with Section II(a).

II. Performance, Role, and Responsibility of the Sponsor

a. Fee Arrangement – sponsor shall pay school District in accordance with the following schedule:

Due Date	Amount
Upon Signing Agreement	\$ _____
Cost of Signage	\$ _____
Year 1 June 1, 20____	\$ _____
Year 2 June 1, 20____	\$ _____
Year 3 June 1, 20____	\$ _____
Year 4 June 1, 20____	\$ _____
Year 5 June 1, 20____	\$ _____
<i>*Signage Renewal/Upkeep</i>	
Year 6 June 1, 20____	\$ _____
Year 7 June 1, 20____	\$ _____
Year 8 June 1, 20____	\$ _____
Year 9 June 1, 20____	\$ _____
Year 10 June 1, 20____	\$ _____

b. Sponsor shall prepare and provide to the Mount Horeb Area School District all necessary media to execute this Agreement at no cost to the School District. All media is subject to review and approval of the District in accordance with the terms of this agreement and related policies, procedures and guidelines. Sponsor shall directly pay for, or reimburse the School District for the cost of the signage necessary to execute this Agreement in addition to the overall sponsorship amount. The signage shall be reflective of the District's branding style and will be approved by the Resource Development Coordinator.

c. Sponsor understands and agrees that Board of Education policy 85I, administrative regulations 851A and 850A, and all rules and regulations contained therein are incorporated herein by this reference and shall be a part of this agreement and must be complied with by Sponsor.

III. Responsibility of the School District

In consideration of the payment of the sponsorship fee, the District shall provide the following:

- a. _____
- b. _____
- c. _____
- d. _____

IV. Term

The term of this Agreement shall be from _____, 20__ through _____, 20__. Upon the end of this term, you shall have a first right of refusal to renew any sponsorships, in priority over any other pending applications, at the then current rate. However, the District reserves the right to cancel this Agreement, with or without reason or cause, on thirty (30) days written notice to the other party. Should this agreement be terminated without cause, the School District shall return to Sponsor a prorated amount of the sponsorship fee paid by Sponsor.

V. Indemnifications

Sponsor hereby agrees to hold harmless, defend and indemnify the Mount Horeb Area School District, its officers, agents, and employees from and against any and all claims, liability, demands, causes of action, damages, costs, and attorney fees arising from this Agreement, and to the delivery of sponsorship hereunder, except to the extent that any such claim or demand arises from or is caused by the negligence or willful misconduct of the District, its agents, or employees.

VI. Non-Endorsement/No Agency

Sponsor agrees that all written material and items in connection with this Agreement does not imply that Sponsor is endorsed by the Mount Horeb Area School District or any of its agents or employees and will not communicate that the District is endorsing Sponsor or its products or services in any way. Sponsor further agrees that it has no right to act on behalf of the District in any way as a result of entering into this agreement.

SPONSORSHIP AGREEMENT

- VII. **Miscellaneous**
- a. **Modifications.** Except as may otherwise be expressly stated in this Agreement, all modifications to this Agreement shall be in writing and signed by both parties.
 - b. **Waiver.** The waiver of any term, provision or condition of this Agreement by either party shall not be construed to be a waiver of any other term, provision or condition.
 - c. **Assignability.** Neither party's rights nor obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.
 - d. **Severability.** In the event that any portion of this Agreement is held to be contrary to the law or otherwise unenforceable, it shall be severed from the remaining provisions of this Agreement which shall continue to remain in full force and effect.
 - e. **Governing Law.** This Agreement shall be governed by the laws of the State of Wisconsin with regard to formation, construction, and performance.
 - f. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by mail to the home office of the Sponsor or the District, as appropriate.
 - g. **District Influence.** Sponsor shall not have any right or expectation of right to control or influence any District operations or decisions as a result of this agreement.
 - h. **Make Good Activity.** If any of the recognition activities identified in Section III hereof do not occur as contemplated, the parties may mutually agree upon another recognition activity to compensate for the non-occurrence of the scheduled activity. Any such recognition activity must be scheduled to occur during the term hereof.
 - i. **Complete Agreement.** This agreement is the complete agreement between the parties hereto. This agreement supersedes any and all prior agreements, discussions or other communications of any kind.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THE FOREGOING AGREEMENT:

Sponsor

By: _____

Printed Name: _____

Title: _____

Date (mm/dd/yyyy): _____

Superintendent

By: _____

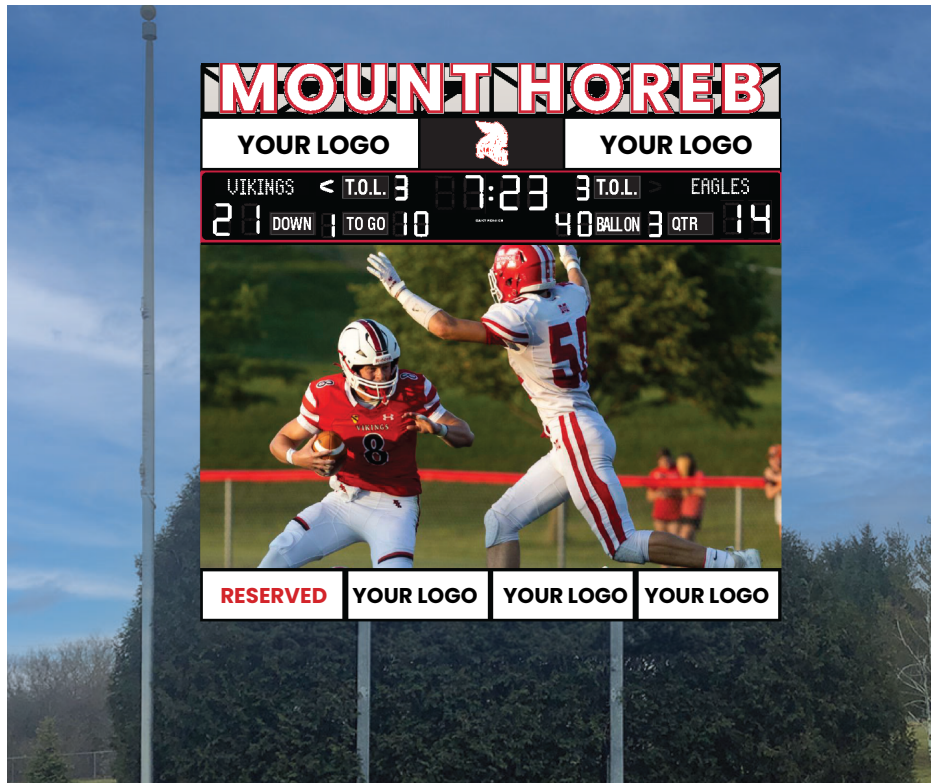
Printed Name: _____

Title: _____

Date (mm/dd/yyyy): _____

SIGNAGE SAMPLES

Scoreboard sponsorship and advertisement examples. Subject to change.



Plaque design to be used for indoor and outdoor venues example. Subject to change.



APPENDIX

ADVERTISING OPPORTUNITIES

1. Graduation
\$20,000 per year
2. Annual Viking Band Show
\$5,000 per event
3. Annual High School Musical
\$5,000 per event
4. Annual Middle School Fun Run
\$5,000 per event
5. Primary Center Field Day
\$5,000 per event
6. Intermediate Center Field Day
\$5,000 per event
7. Annual Middle School Musical
\$1,000 per event
8. Stadium Scoreboard Premiere Advertisements
\$1,500 per year
9. One District Extracurricular Event
\$1,000 per year
10. Staff Appreciation Day
\$1,000 per year
11. Student Success Summit
\$1,000 per event

DONATION OPPORTUNITIES

1. Scholarships
2. Student lunch support
3. Team sport support
4. School supplies
5. Scholastic book fair voucher program
6. Food drive
7. Holiday gifts for families in need
8. Winter clothing drive

SPONSORSHIP OPPORTUNITIES

ACADEMIC – HIGH SCHOOL

1. Library Naming Rights
\$15,000 Per Year
2. Individual Classroom Naming Rights
\$2,000 Per Year

ACADEMIC – MIDDLE SCHOOL

1. Library Naming Rights
\$15,000 per year
2. Individual Classroom Naming Rights
\$2,000 per year

ACADEMIC – INTERMEDIATE CENTER

1. Library Naming Rights
\$15,000 per year
2. Individual Classroom Naming Rights
\$2,000 per year

ACADEMIC – EARLY LEARNING & PRIMARY CENTER

1. Library Naming Rights
\$15,000 per year
2. Individual Classroom Naming Rights
\$2,000 per year

TEAM – GAME TIME

1. Stadium Scoreboard Platinum Partner
\$8,000 per year
2. Stadium Scoreboard Gold Partner
\$5,000 per year

TEAM – HIGH SCHOOL

1. Stadium Naming Rights
\$20,000 per year
2. Main Gym Naming Rights
\$25,000 per year
3. Auxiliary Gym Naming Rights
\$10,000 per year
4. Wrestling Room Naming Rights
\$10,000 per year
5. Fitness Center Naming Rights
\$10,000 per year
6. Stadium Scoreboard Platinum Partner
\$8,000 per year
7. Varsity Or Junior Varsity Softball Field Naming Rights
\$7,000 per year for either field
8. Stadium Scoreboard Gold Partner
\$5,000 per year
9. Stadium Concession Stand Naming Rights
\$5,000 per year
10. Soccer Field Naming Rights
\$5,000 per year
11. Varsity Baseball Field Naming Rights
\$5,000 per year
12. Home Or Visitor Baseball And Softball Dugouts
\$5,000 per year for each dugout
13. Sport Or Extracurricular Team
\$5,000 per year for each team

TEAM – MIDDLE SCHOOL

1. Gymnasium Naming Rights
\$15,000 per year
2. Pickleball Court
\$10,000 per year
3. Sport Or Extracurricular Team
\$5,000 per year for each team

TEAM – INTERMEDIATE CENTER

1. Gymnasium Naming Rights
\$10,000 per year

APPENDIX

TEAM – EARLY LEARNING & PRIMARY CENTER

1. Gymnasium Naming Rights
\$10,000 per year
2. Junior Varsity Baseball Field Naming Rights
\$10,000 per year

THE ARTS – HIGH SCHOOL

1. Auditorium Naming Rights
\$30,000 per year
2. Art Classroom Naming Rights
\$10,000 per year for each room

THE ARTS – MIDDLE SCHOOL

1. Step Room Naming Rights
\$25,000 per year
2. Music Classroom Naming Rights
\$10,000 per year

THE ARTS – INTERMEDIATE CENTER

1. Step Room Naming Rights
\$15,000 per year
2. Music Classroom Naming Rights
\$10,000 per year
3. Art Classroom Naming Rights
\$10,000 per year

THE ARTS – EARLY LEARNING & PRIMARY CENTER

1. Music Classroom Naming Rights
\$10,000 per year
2. Art Classroom Naming Rights
\$10,000 per year

INNOVATION – HIGH SCHOOL

1. Fab Lab Naming Rights
\$10,000 per year
2. Auto Shop Naming Rights
\$10,000 per year
3. Welding Shop Naming Rights
\$10,000 per year
4. Greenhouse Naming Rights
\$10,000 per year

INNOVATION – MIDDLE SCHOOL

1. Tech Ed Classroom Naming Rights
\$10,000 per year

OTHER – HIGH SCHOOL

2. Cafeteria Naming Rights
\$50,000 per year
3. Cafe Naming Rights
\$15,000 per year
4. Professional Learning Ctr Naming Rights
\$15,000 per year
5. Admin Conference Room Naming Rights
\$10,000 per year

OTHER – MIDDLE SCHOOL

1. Cafeteria Naming Rights
\$25,000 per year
2. Conference Room Naming Rights
\$10,000 per year

OTHER – INTERMEDIATE CENTER

1. Cafeteria Naming Rights
\$15,000 per year
2. Playground Naming Rights
\$15,000 per year
3. Conference Room Naming Rights
\$10,000 per year
4. Sensory Room Naming Rights
\$10,000 per year

OTHER – EARLY LEARNING & PRIMARY CENTER

1. Cafeteria Naming Rights
\$15,000 per year
2. Playground Naming Rights
\$15,000 per year
3. Conference Room Naming Rights
\$10,000 per year
4. Sensory Room Naming Rights
\$10,000 per year



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
August 27, 2024	
AGENDA ITEM # 4.e	
Discuss outdoor AED's at park facilities	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
August 27, 2024	
AGENDA ITEM # 4.f	
Lukken Farm Update	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

August 27, 2024

PREPARED BY

AGENDA ITEM # 4.g

Park Development Fund status

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. park development fund balance sheet 6.2024

VILLAGE OF MOUNT HOREB
BALANCE SHEET
JUNE 30, 2024

PARK DEVELOPMENT

ASSETS

200-113245-000	CASH IN BANK-MCB INVEST	291,078.75	
	TOTAL ASSETS		291,078.75

LIABILITIES AND EQUITY

FUND EQUITY

200-342100-000	PARK DEVELOPMENT FUND BALANCE	319,371.23	
	REVENUE OVER EXPENDITURES - YTD	(28,292.48)	
	BALANCE - CURRENT DATE	(28,292.48)	
	TOTAL FUND EQUITY		291,078.75
	TOTAL LIABILITIES AND EQUITY		291,078.75



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

August 27, 2024

Recreation Director's Report

1. July Program Numbers:

<u>Program Name</u>	<u>2024 Participants</u>	<u>2023 Participants</u>
Art Camp	20	24
Kids Camp (Sessions #2 & #3)	23	33
Exploring Clay	26	31
Taekwondo (Summer #2)	15	N/A (new program)
Martial Arts (Summer #2)	8	N/A (did not run in the summer)
Art Cart Extra	55	59
Viking Volleyball Camps	58	63
Cheerleading Camp	65	55
Gymnastics (Level 3 & 4)	25	27
Pottery Classes	8	8
Project Runway Sewing Camps	22	19
Youth Soccer	287	304
Intro to Kayaking	12	12
Tree Climbing (July Session)	18	N/A (did not run a July session)
Swim Lessons (Session #2)	117	108
Swim Lessons (Session #3)	120	118
Cookie Decorating (July Session)	5	15

2. August Programs: Babysitting Class, Kids Yoga (Session #2), Learning Lacrosse, Martial Arts (Summer #3), NFL Flag Football, Tree Climbing (August Session), Swim Lessons (Session #4), Taekwondo (Summer #3), Toddler Yoga (Session #2), and Coding for Kids
3. Our summer office assistant, Sarah Fisher, had her last day on August 21st. It has been really tough not having additional staff in the office and I am experiencing some burn out.
4. Our 2024 fall programs are now up in ActiveNet. We did not email out a fall guide, as I was not able to find time to get it complete.
5. We received the share day check from Culver's and the total was just under \$1,300.00. I plan to purchase some new kickboards and some pre-k gymnastics equipment and new basketballs and volleyballs. We were very appreciative of this generous donation to our department.
6. Our flag football season started the week of August 12th. We have 31 K-6th grade teams with 70 volunteer coaches. I am currently working on the home game schedules for the 4th-6th grade teams and finding referees for these games.

7. The Health Inspector visited the pool on August 21st (after the pool had closed for the season). He said things looked really good in the concession stand and guard room. We do need to look at making the gate on the side of the building self-locking, so we don't have to pay an attendant to stand near it during swim lessons. Jeff is going to look into this more in the off season.
8. We had our season ending pool staff luncheon on Friday, August 16th. Staff voted on lifeguard of the summer and admissions/concessions staff of the summer. The winners were Jake Sroda (lifeguard) and Drew Vigliotta (a/c). The pool officially closed on Sunday, August 18th.
9. We will be giving out the \$100.00 Summer Frolic bonus to returning lifeguards on the next payroll. We have 14 lifeguards that will receive this bonus.



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

August 27, 2024

Public Services Director's Report

1. The shade structure at Viking Park has been installed and Fink's poured the concrete on August 19. We will have to do some dirt work and seeding around the edges and may need a short retaining wall on one corner.
2. We had our first pool inspection from the health department on August 21. Only the main pool was in operation at the time for the high school girl's swim team. The inspector will return in June, 2025 to inspect the wading and plunge pools. The inspection went well and there were no violations.
3. I have completed my order for fall tree planting. We will be planting 37 trees. We will be planting a donated memorial tree near the pickleball courts in honor of Susan Trainor.
4. I submitted and received a grant through the Wisconsin Disaster Fund to help recover costs related to the May 21 storm. We received \$28,879.
5. Other items that our crew was working on in August includes:
 - Laying out and painting flag football fields
 - Street tree removals
 - Street tree pruning concentrating on low limb clearance and small tree pruning
 - Installed 90 cubic yards of playground wood chips
 - Spraying weeds