



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, January 28, 2025 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Consent agenda
 - a. Consideration of December 10, 2024 meeting minutes
- 3) Agenda Items
 - a. Consider playground options for Grundahl Park
 - b. Discuss storage needs with the Summer Frolic Committee
 - c. Discuss and consider 2025 proposed Aquatic Center dates and hours of operation
 - d. Update on Grundahl Park ball diamond light project
 - e. Update on Lukken property
 - f. Update on AED purchases
 - g. Update on ice skating rink
 - h. Review 2025 capital projects and purchases
 - i. Review and consider updating the youth soccer participation fee
- 4) Department reports
 - a. Recreation Director's Report
 - b. Public Services Director's Report
- 5) Future agenda items
- 6) Set next meeting date and time
- 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

December 10, 2024, 5:30 PM, Municipal Building Board Room

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

ABSENT: None

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

Consider minutes of the October 22, 2024 meeting.

Adler moved; Webber seconded to approve the minutes of the October 22, 2024 meeting. Motion carried.

Discuss revenue sharing regarding MHASD's advertisement, donations and sponsorship guide

Owen and Halverson met with the school district to discuss potential revenue from the pickleball and softball facilities at Viking Park. Both parties agreed to split any revenue 50/50 after any maintenance expenses and scholarship monies were removed. White asked if there could be more than one sponsorship at Viking Park. Mertz replied that there could be multiple sponsorships at one location. White also asked where that revenue would be placed in the Village budget to which Owen suggested the Park Development Fund.

Consider outdoor AED's at Village parks

Honore and Dudley reached out to the fire department to get quotes on AED's. The brand they recommended has a cost of \$1719/unit which was cheaper than the original quote. Dudley also said the fire department recommended using an outdoor cabinet that is not locked and does not need a code to open. The cost for the cabinets is about \$300 each. Dudley suggested purchasing five AED's and cabinets for Grundahl, Liberty, Sunrise, Waltz and Viking parks. White moved, Adler seconded to approve purchasing five AED's with cabinets and using the Park Development Fund to pay for them. Motion carried.

Discuss Grandma Foster Park development

The Commission discussed MSA's master plan of the park, noting that the first priority in the development is the replacement and location of the aging playground equipment. Mertz and Adler questioned spending a lot of money at Foster Park given the potential focus and needs at Grundahl Park and the future Lukken property park. The Commission discussed several items but agreed the playground equipment should be replaced. The Commission agreed to have a meeting there in the spring to view the park and discuss it further.

Discuss Garfield Park ice rink warming house

As discussed at the previous meeting, Dudley is looking to not staff the warming house this winter and suggested trying to leave it open for people to use as some communities do. The Commission discussed several options. Halverson moved, Webber seconded to not staff the ice rink warming house this winter but to leave it unlocked when good skating conditions exist. Motion carried.

Lukken property update

Owen said the Village Board decided to move forward seeking RFP's for park planning at the property. Once the park plan is in place, the Village will try to sell the rest of the land for development. Owen presented a draft RFP to the Commission to get their feedback. Adler would like to see the parking be expandable. White would like to see the outbuildings reviewed for possible use/renovation. Owen will revise the RFP and prepare to advertise it.

Recreation Director's Report

Dudley reviewed her written report.

Public Services Director's Report

Gorman reviewed his written report and the approved capital projects for 2025.

Future agenda items

- Review Grandma Foster Park in the spring
- Lukken property update/planning RFP
- Review playground options for Grundahl Park
- Grundahl Park planning

Set next meeting date and time

January 28, 2025 at 5:30 pm

Adjourn

Webber moved, Hogseth seconded to adjourn at 6:27 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 28, 2025	Jeff Gorman, Public Services Director

AGENDA ITEM # 3.a

Consider playground options for Grundahl Park

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

January 28, 2025

PREPARED BY**AGENDA ITEM # 3.b**

Discuss storage needs with the Summer Frolic Committee

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

1. summer frolic storage email

From: Kurt Adler [REDACTED]
Sent: Thursday, January 16, 2025 2:25 PM
To: Nic Owen; Brett Halverson; Jeff Gorman
Cc: Amy Mertz; KJ Bagstad; Amy Kellesvig
Subject: Summer Frolic - Storage Needs

Hi Nic, Brett and Jeff,

The Summer Frolic Committee met earlier this week and we wanted to share one of our conversations and objectives with the Village, which may help steer the Parks and Recreation Commission in the near future. The great news is there are a lot of good opinions coming from within this engaged group and now we are looking to work with the Village to find the right solution. My intent is to best capture the many thoughts from our meeting in the following comments.

A priority for the Frolic being the construction of a storage facility within the Grundahl Park grounds. The storage area would help us eliminate storage fees we currently pay and possibly offset other expenditures pending its location. Secondly, as volunteer labor becomes a little harder each year to find, an on-site facility would greatly reduce the volunteer commitment required for set-up and tear down. We have considered the following options and are looking for initial input as to one; whether this idea would be acceptable and if so, what scenario would be the most desirable.

Storage Options:

1. Build a stand-alone structure at or near the current concrete pad (beer tent area of the Frolic):
 - a. This would not only act as storage for the Frolic but could double as a concession facility for the festival as well as possibly a ticket booth.
 - b. This option would provide the most cost saving options for the Frolic weekend.
 - c. In this scenario, the Frolic would fund the building, but would likely be looking for some labor support by the public works and/or electric department where possible.
 - i. ...or if interested, this structure could be built to a larger scale in conjunction with the Village to accommodate other overall park needs as well.
 - d. If something changed long term for the Frolic, the structure could be repurposed for park use, such as a rentable shelter or concession stand for other events in the park.
2. Add storage space on to the existing lower shelter:
 - a. In this scenario, the Frolic would fund the addition but would likely be looking for some labor support by the public works and/or electric department where possible.
 - b. This option would allow the Frolic to use the storage space for seating during the event and eliminate the need for one tent rental.
 - c. If something changed long term for the Frolic, the structure could be repurposed for park use (additional, attached indoor space).
 - d. This option depends heavily on the timeframe and final plan on whether to rehabilitate or rebuild the current structure.

3. Work in conjunction with the Village to increase the size of a new lower shelter that includes storage for the Frolic:
 - a. In addition to storage space, the Frolic is very interested in new bathroom facilities at this park. The addition of the new playground in 2025 will only increase the use of the current facilities.
 - b. There is a feeling from within the Frolic Committee that an improved kitchen would also benefit not only the Frolic but many other village groups gathering at this location.
 - c. This option would allow the Frolic to use the storage space for seating during the event and eliminate the need for one tent rental.
 - d. If something changed long term for the Frolic, the structure could be repurposed for park use (additional, attached indoor space).
4. Add on or re-build a larger structure for the baseball concession building:
 - a. This is a viable solution, with sufficient level ground, but likely does not provide as useful of a future usability for the Village if something changed with the Frolic.
 - b. Although this building is certainly in need of improvements, the feeling was some minor electrical and cosmetic improvements in the short term could extend the life of this structure while tackling larger park needs first.

The Frolic has a desire for a storage solution to be in place at Grundahl Park prior to the 2026 Frolic. We look forward to engaging with the Village on the above options or different ones that are presented.

Thank you,

Kurt



AGENDA ITEM REPORT

MEETING DATE

January 28, 2025

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 3.c

Discuss and consider 2025 proposed Aquatic Center dates and hours of operation

BACKGROUND

I would like to have similar dates and hours for the 2025 season that we had in 2024.

RECOMMENDATION

ATTACHMENTS

1. 2025 Proposed Aquatic Center Dates and Hours



Mount Horeb Recreation Department

105 North Grove Street, Mount Horeb, WI 53572
Phone: 608.437.3400 | Email: jill.dudley@mounthorebwi.info

Aquatic Center Information

2024 Aquatic Center Dates and Hours of Operation

Dates:

June 7 – August 18, 2024

CLOSED: July 23 (tri-county swim meet)

Open Swim:

Monday through Thursday (non swim lesson days) 1:00-7:00pm

Monday through Thursday (swim lesson days): 1:00-6:00pm

Friday through Sunday: 1:00-7:00pm (on Friday, July 26, hours will be 1:00-6:00pm due to swim lessons)

CHANGES: July 2 (11:00am-3:00pm)

Swim Lessons:

Session #1: Monday through Thursday, June 17 – June 27

Session #2: Monday through Thursday, July 8 – July 18

Session #3: Monday through Thursday, July 22 – August 1 (no evening swim lessons on July 23, evening swim lesson make-up on Friday, July 26)

Session #4: Monday through Thursday, August 5 – August 15

Morning times = 10:45-11:20am and 11:25am-12:00pm

Evening times = 6:15–6:50pm and 6:55-7:30pm

2025 Proposed Aquatic Center Dates and Hours of Operation

Dates:

June 11 – August 17

Open Swim:

Monday through Thursday: 1:00-6:00pm

Friday through Sunday: 1:00-7:00pm

Swim Lessons:

Session #1: Monday through Thursday, June 16 – June 26

Session #2: Monday through Thursday, July 7 – July 17

Session #3: Monday through Thursday, July 21 – July 31

Session #4: Monday through Thursday, August 4 – August 14

Morning times = 10:45-11:20am and 11:25am-12:00pm

Evening times = 6:15–6:50pm and 6:55-7:30pm

Pool Parties:

Saturdays and Sundays (June 21 – August 10): 10:30am-12:00pm and 7:15-8:45pm

- No morning party rentals on June 21, July 12, and July 19 (swim team meets)



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 28, 2025	

AGENDA ITEM # 3.d

Update on Grundahl Park ball diamond light project

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 28, 2025	

AGENDA ITEM # 3.e

Update on Lukken property

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 28, 2025	
AGENDA ITEM # 3.f	
Update on AED purchases	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 28, 2025	
AGENDA ITEM # 3.g	
Update on ice skating rink	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

January 28, 2025

PREPARED BY

AGENDA ITEM # 3.h

Review 2025 capital projects and purchases

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. PRF Commission budget update 1.28.25

2025 Capital Project Status

ITEM	BUDGET	STATUS
Access control/timed locks	15,700	Met with Burt from Boldtronics (now ATS). Reviewing quote and plan to complete by May.
Replace 6' mower	35,000	Mower is ordered from Sloans and should arrive in February.
Replace 2015 Ford F-250	60,000	Middleton Ford was low bidder (\$46,239). Truck is ordered with 3-6 month lead time.
CORP	26,000	Consultant to be determined.
Utility trailer	6,000	No action taken yet.
Fertilizer spreader	6,000	Ordered Lely spreader from Reinders (\$5663)
Sunrise infield improvements	20,000	Ball Diamond Fine, LLC will be doing the work next summer.
Grundahl diamond lights	190,000	Met with Musco and the Mt Horeb Utilities. Waiting for firm numbers from Musco.
		The Utilities will help with the new underground electric, electric hookup to poles and
		removing the old poles.
Grundahl playground	200,000	Working on design and playground options with Gerber Leisure Products.



AGENDA ITEM REPORT

MEETING DATE

January 28, 2025

PREPARED BY

AGENDA ITEM # 3.i

Review and consider updating the youth soccer participation fee

BACKGROUND

Since 2012, the Village has charged the Mount Horeb Youth Soccer Association a \$5 fee/player/season. One season includes fall of the current year and spring of the following year. The fee was established at a time the Village was looking for additional revenue sources and many communities were implementing various impact fees. Revenues from the fees are deposited into the Park Development Fund and used for such items as fertilizer for the soccer fields, irrigation supplies, soccer nets, etc. Last season, there were 290 players, resulting in revenue of \$1450.

Does the Commission wish to keep the player fee at \$5, consider raising it or consider eliminating it?

RECOMMENDATION

ATTACHMENTS

None



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 28, 2025

Recreation Director's Report

1. January Program Numbers:

<u>Program Name</u>	<u>2025 Participants</u>	<u>2024 Participant Numbers</u>
Martial Arts Winter Session #2	0 (cancelled – low enrollment)	25 (different instructor)
Taekwondo Winter Session #1	6	21
Coding for Middle Schoolers	3	4
Art Class Winter Session #1	15	19
Youth Basketball (4K-2 nd)	207	216
Coed Volleyball	33	30
Fencing (YEL)	6	7
Big Ten Volleyball League	36	49
Total Body Fitness	16	16
Preschool Yoga	0 (cancelled – low enrollment)	6
Robotics (YEL)	16	15
Puzzle Palooza	10 teams	9 teams
Video Game Design (YEL)	7	N/A (did not run)
Water Exercise (Winter)	16	16
Zumba	14	N/A (did not run)

- Upcoming February Programs/Events: Martial Arts (winter sess. 3), Macrame, Babysitting Class, Family Bingo Night, Crochet a Critter, Painting Class, Toddler Yoga, Recording 101, and Taekwondo (winter sess. 2).
- Our 4K-Kindergarten youth basketball started on January 11th. We have 12 teams and 22 volunteer coaches. Our 1st/2nd grade basketball group has 14 teams with 31 volunteer coaches. Teams practice at the ELC, PC, and IC Gyms.
- We have four teams and 10 coaches for our 5th-8th grade Big Ten Volleyball League that started practices at the MS Gym on Friday, January 17th. Games for all teams will begin on Sunday, February 9th.
- We are currently working on our 2025 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 14th with registration starting on March 17th.
- Park shelter reservations and community center rentals began on January 2nd. We currently have 27 paid shelter rentals and four paid community center rentals.
- The Public Services Department will be putting out our free sled stations at Liberty Park and Waltz Park once we have more snow.

8. Jeff and I met with Burt Boldebeck from Associated Technical Services regarding the automatic lock systems at various park shelters in town. Burt will be back out to look more closely at each shelter door to see if any changes will need to be made from the quote he gave us six months ago. I told Burt that I would like to have this completed by the end of April and he said that was doable.
9. CeCe and I will be attending the Wisconsin Park and Recreation Association annual conference in Wisconsin Dells from February 5 – 7. We are looking forward to networking with other colleagues and the educational sessions. A few sessions that piqued our interest right away include: best practices for community surveys, reimagining success in youth sports, breaking the burnout cycle, and marketing with AI.
10. We hired on Ruby Dahlk as our Big Ten Volleyball Supervisor. Ruby will oversee all games at the High School in February and March. Ruby played on the varsity volleyball team last fall, so she is very familiar with the equipment and sport.
11. We will be hosting the Dairyland League 3rd grade boys teams on Saturday, January 25th at the Middle School and Intermediate Center Gyms. We have referees in place and CeCe and I will be at the schools collecting entry fees for these games.
12. We just added another painting class in February and already have 7 participants.
13. We hired on Siobhan Mertz as our winter Water Exercise Lifeguard. This program runs on Tuesday evenings at the GrandStay from 6:000-6:45pm.
14. I have a meeting on January 27th with someone who is interested in running some mountain biking classes this summer.



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 28, 2025

Public Services Director's Report

- We are continuing to recruit for our Crewperson position, vacated by Brian Schult when he took the Water Superintendent position. As of January 12, we have only received four applications.
- Our Mechanic/Crewman Dan Emberson was on FMLA leave for the birth of his son from December 8-31 and will continue from January 21-February 14. He will come to work if we have any snow removal duties or equipment repairs in which we need his assistance.
- Our crew removed 41 ash street trees in December and January. This completes a four-year project to remove approximately 200 ash trees due to the Emerald Ash Borer. The majority of these trees will be replaced with new trees this spring.
- Upcoming staff training sessions:
 - January 29: Flagger and Electrical Hazard Awareness training with Fehr Graham
 - March 10: Audiograms
 - March 13: Annual Safety Training and Competent Person training with Fehr Graham
 - March 25-28: Wisconsin Rural Water Association conference, Jeremy Martin
 - Date TBD: First Aid/CPR training
- Other tasks:
 - Street tree pruning
 - Small tree training pruning
 - Sanding and repainting picnic tables
 - Cleaning / painting restrooms
 - Equipment maintenance