



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

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

PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, June 24, 2025 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 April 22, 2025 meeting minutes
- 4) Agenda items
 - a. Consider request from Kyle Keene to allow alcohol in Grundahl Park from 11pm-1am on July 26/27 for the musicians at the Mount Horeb Country Music Faire
 - b. Discuss Grundahl scorekeeper's building plans/architect status
 - c. Lukken property master planning update/concept plan review
 - d. Foster Park playground update
 - e. Discuss electrical pedestals at Grundahl Park
 - f. Discuss Grundahl Park enclosed shelter/restroom building
- 5) Department reports
 - a. Recreation Director's Report
 - b. Public Services Director's Report
- 6) Future agenda items
- 7) Set next meeting date and time
- 8) Meeting adjournment

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

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

April 22, 2025, 5:30 PM, Grandma Foster Park and Grundahl Park

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

ABSENT: Hogseth

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

Consider minutes of the March 25, 2025 meeting.

White moved; Honore seconded to approve the minutes of the March 25, 2025 meeting. Motion carried.

Discussion on Grandma Foster Park planning/improvements

Halverson stated that he feels the playground equipment needs to be replaced due to its condition and perhaps enlarged if possible. Other than that, he doesn't feel other changes need to be made at this time due to the improvements needed elsewhere. Adler agreed that we should take care of the safety concerns and electrical upgrades to the shelter, but direct most of our funds elsewhere. Mertz agreed and said if more development occurs in the area, then we could look at further developing the park. The Commission also suggested adding a bike rack, removing the light pole in the playground area and replacing the drinking fountain.

The Commission left Foster Park at 5:15pm and relocated to Grundahl Park. Dudley left the meeting.

Discuss Grundahl Park storage needs and future scorekeeper's building with Summer Frolic Committee

Adler provided some conceptual plans for a new ball diamond shelter building with increased storage for the Summer Frolic Committee and Village and a larger kitchen area and covered shelter area. The plan also has restrooms on the west side of the building. Adler said the next step would be to get an architect involved to solidify the plans and get some cost estimates.

Mertz asked about the timing of this project. Adler said that because of the current storage needs and the fact that the Summer Frolic and Youth Baseball would be able to contribute toward the project, he would like to see a 2026 completion. Adler also suggested that we may be able to get some donated or reduced labor for such things as plumbing, electrical, concrete or excavation.

Webber moved to get an architect involved and prioritize moving forward with this project. White seconded. Webber amended his motion to include funding approximately \$7500 in architectural fees from the Park Development Fund. White seconded. Motion carried.

Discuss Grundahl Park scorekeeper's building electrical concerns

Gorman said E&S Electric is scheduled to check out the building and label all outlets as to what circuit they are on. They will also relocate the one ceiling light so it does not interfere with the overhead concession window.

Discussion on Grundahl Park planning/improvements

Halverson wanted to get thoughts on what the priorities are at Grundahl Park right now given the fact that we are in the master planning process at the Lukken Property. Gorman stated that the new playground equipment is scheduled to be installed in early August. The old equipment has been sold and the buyer will be removing the equipment in the near future, leaving us without playground equipment for a couple months. Gorman said that improving the basketball court to a full court could

be proposed in the 2026 budget. Mertz asked about the possibility of adding lighting to the basketball court. Gorman also mentioned the condition of the large octagon shelter and that it might be a good idea to have an engineer inspect it. Gorman also discussed addressing the drainage issues on the ball diamond.

Update on kick-off meeting with JSD Professional Services

Owen stated that a committee met with JSD to discuss timeline and next steps. They are scheduling a community engagement meeting for May 21 to gather input from the community. JSD would like to have the master plan completed in August.

Consider installation of a little free library by the Community Garden Group at Himsel Park

Gorman said the group would like to install and maintain a little free library at Himsel Park near the garden area. No members had any concerns with the proposal. Adler moved, Mertz seconded to approve the request.

Recreation Director's Report

Dudley was not present but submitted a report. The Commission reviewed her written report.

Public Services Director's Report

Gorman reviewed his written report.

Future agenda items

- Grundahl scorekeeper's building/architect
- Budget
- Foster Park playground
- JSD update

Set next meeting date and time

June 24, 2025 at 5:30 pm

Adjourn

White moved, Webber seconded to adjourn at 6:12 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.a

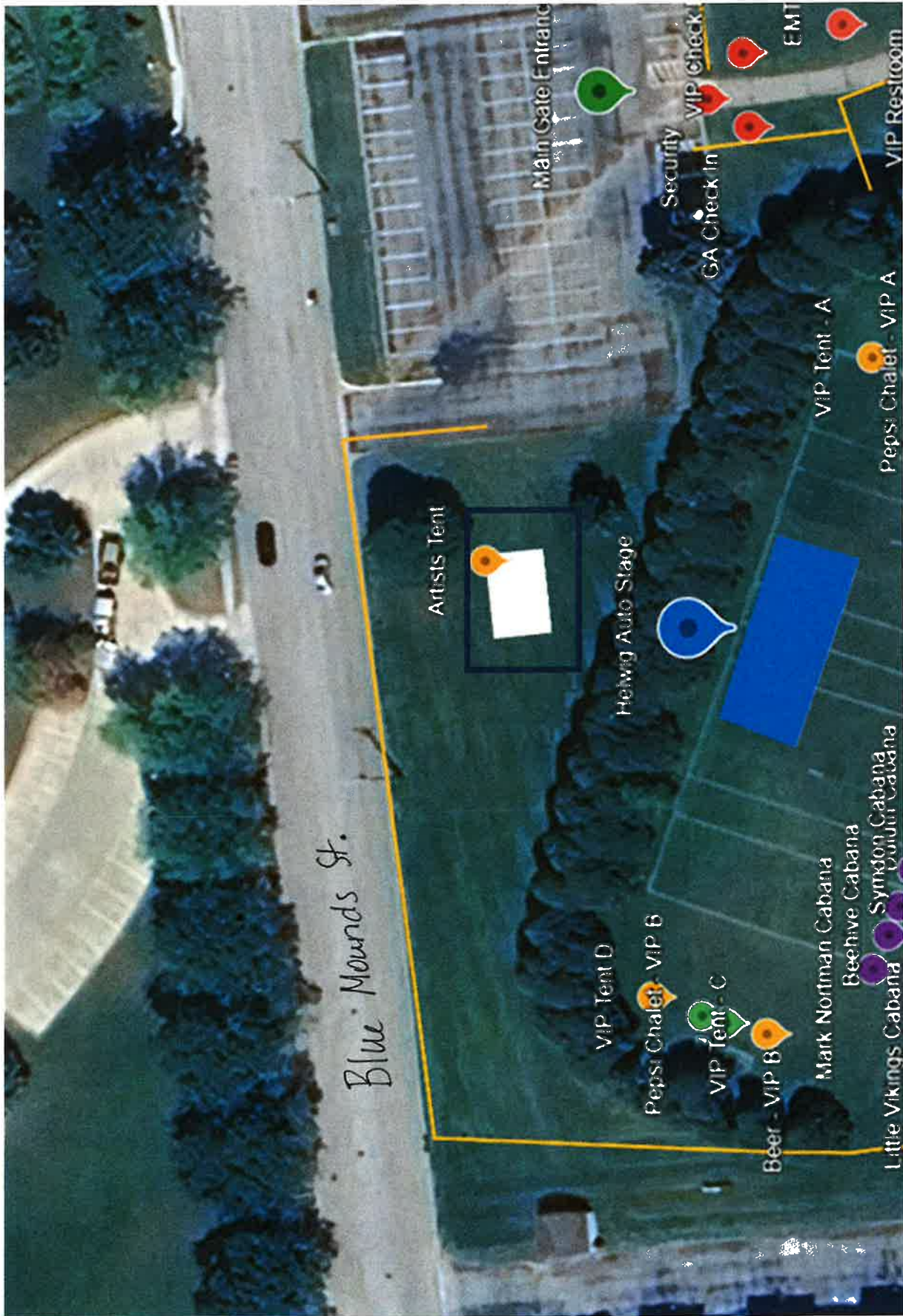
Consider request from Kyle Keene to allow alcohol in Grundahl Park from 11pm-1am on July 26/27 for the musicians at the Mount Horeb Country Music Faire

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Map- Country Music Faire 2025



Blue Mounds St.

Private alcohol would be contained within the rectangular area (Artists Tent)



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.b

Discuss Grundahl scorekeeper's building plans/architect status

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.c

Lukken property master planning update/concept plan review

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.d

Foster Park playground update

BACKGROUND

I will be meeting with Gerber Leisure Products to look at the park and update the playground plans from 2021. I should have them for the July PRF meeting.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.e

Discuss electrical pedestals at Grundahl Park

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

June 24, 2025

PREPARED BY

AGENDA ITEM # 4.f

Discuss Grundahl Park enclosed shelter/restroom building

BACKGROUND

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

June 24, 2025

Recreation Director's Report

1. May/June Program Numbers:

| <u>Program Name</u> | <u>2025 Participants</u> | <u>2024 Participant Numbers</u> |
|-----------------------------|--------------------------|---------------------------------|
| Archery for Youth | 18 | N/A (new program) |
| Babysitting Class | 9 | 14 |
| Recording 101 for Adults | 2 | N/A (new program) |
| Machine Pitch Baseball | 42 | 46 |
| Coach Pitch | 84 | 82 |
| T-Ball | 125 | 107 |
| Live Sound 101 | 0 (cancelled) | N/A (new program) |
| Kids Yoga | 5 | 6 |
| Summer Art Camp | 10 | 20 |
| YEL! Woodworking (NEW) | 18 | N/A (new program) |
| Speedball (Sess. 1-3) | 44 | 52 |
| Youth Track | 131 | 135 |
| Recording 101 for Youth | 4 | N/A (new program) |
| Coding for Middle Schoolers | 4 | 8 |
| Textile Camp (NEW) | 9 | N/A (new program) |
| Mountain Biking (NEW) | 13 | N/A (new program) |
| Gymnastics (Level 1 & 2) | 32 | 65 |
| Fit For Life | 30 | 0 (did not run last summer) |
| Water Exercise (Sess. 1) | 17 | 11 |
| Kids Camp (Sess. 1 & 2) | 16 | 18 |
| Vikings Soccer Camps | 54 | 77 |
| Swim Lessons (Sess. 1) | 115 | 123 |
| Tree Climbing (Sess. 1-3) | 22 | 27 |
| Cookie Decorating | 8 | 11 |
| Ultimate Frisbee Camp | 13 | 17 |
| Disc Golf | 10 | 12 |

2. Upcoming July Programs: YEL Project Runway, Kids Camp (Sess. 3 & 4), Swim Lessons (Sess. 2 & 3), Tree Climbing (Sess. 4-6), Kids Yoga (Sess. 3 & 4), Speedball (Sess. 8 & 9), Beginner Sewing, Gymnastics (Level 3 & 4), Soccer, YEL Mad Scientist, Little Trolls Volleyball Camps, Intro to Kayaking, Recording 101 for Youth (Sess. 2), YEL Fencing Camp, YEL Coding for Kids, Cheer Camps, Art Cart EXTRA, Vikings Volleyball Camps, YEL Video Game Design, Cookie Decorating (Christmas in July), Exploring Clay, Hand building with Clay, and Intro to Pottery.

3. Tatum Purin joined us as our new Office Assistant for the summer, starting on May 19. She has been busy from day one and is doing an excellent job. We're very glad to have her on our team this summer.

4. We finally hired on a Kids Camp Coordinator for the summer. Lainy Hesseling has joined our team, and we're confident she will do a great job leading the camp.
5. Bachmann Construction has completed work on the restroom at the Recreation Department, and the final inspection has been successfully completed.
6. We have sold a total of 125 discounted tickets thus far.
7. We have hired on all of our head lifeguards for the pool this summer. Those who have been selected are: Payton Almquist (returning head lifeguard), Lily Beadle, Evan Green, and Piper McMahan. I am very excited for this team to get started and think they will do an excellent job.
8. We have conducted a handful of in-person interviews for the Summer Office Assistant position and plan to complete a few more before making a final decision. It's encouraging to see a strong pool of candidates this year.
9. We are now up to 240 family and 58 individual pool passes sold thus far. Last year at this time we were at 232 family and 73 individual passes sold.
10. Our pool admissions/concessions in-service took place on Tuesday, June 3, followed by our lifeguard in-service on Monday, June 9. With training now complete, the pool is fully staffed and operations have been running smoothly.
11. We reimbursed seven lifeguards for the full lifeguard certification course and one lifeguard for the lifeguard review course. The total amount was \$1,750.00, which will be generously covered by a donation from the Mount Horeb Summer Frolic.
12. Our We currently have 12 private pool party rentals for the 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

June 24, 2025

Public Services Director's Report

1. The individual that purchased the old playground equipment at Grundahl Park removed the equipment the week of June 2. Our crew will start the excavation for the new playground equipment around the third week of July. Installation of the new equipment is scheduled for the week of August 4.
2. We had our kickoff meeting with Angus-Young Architects on June 10. They will be conducting a facility analysis and space needs study of our facilities at 301 Blue Mounds St.
3. Our mechanic/crewperson, Dan Emberson, resigned and his last day was June 6. We have posted his position and are currently accepting applications. Chad Schult is away at National Guard training from June 14-30. Needless to say, we are very short-handed right now.
4. The Summer Frolic seemed to go pretty well. We were asked by the PD to place dump trucks at the intersections of Carver/Parkway and Henry/Parkway. They anticipate doing this again for the Country Music Faire. The hot water heater in the Grundahl enclosed shelter stopped working during the Frolic, so there was no hot water in that building. I have contacted Ron Haag Plumbing to get it replaced.
5. Other than that, we have just been very busy with maintenance and repairs of buildings and grounds and the aquatic center.