



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Web: [mounthorebwi.info](http://mounthorebwi.info)

**PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA**

**Tuesday, August 26, 2025 at 5:30 PM**

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to Order
- 2) Roll Call
- 3) Public Comments
- 4) Consent Agenda
  - a. Consideration of July 22, 2025 meeting minutes
- 5) Agenda Items
  - a. Consider Lukken property park concept plans A and B
  - b. Discuss Grundahl Park storage/concession building plans
  - c. Consider capital budget requests
  - d. Discuss recreation and aquatic center fees
- 6) Department Reports
  - a. Recreation Director's Report
  - b. Public Services Director's Report
- 7) Future Agenda Items
- 8) Set Next Meeting Date and Time
- 9) 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 22, 2025, 5:30 PM, Municipal Building Board Room

**PRESENT:** Adler, White (chair), Webber

**ABSENT:** Hogseth, Honore, Arrigoni

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

#### **Consider minutes of the June 24, 2025 meeting.**

Adler moved; Webber seconded to approve the minutes of the June 24, 2025 meeting. Motion carried.

#### **Lukken Property Update**

Owen stated that the next public engagement meeting is scheduled for June 29 with two sessions that evening.

#### **Summer Frolic Update**

Adler said the summer frolic went well but attendance was down about 5000 from last year. Adler wondered if the summer frolic falling on Father's Day weekend had something to do with that. Webber asked how it went blocking off Carver St. by the bingo tent. Adler said it was great and actually helped with traffic flow in those areas.

#### **Grundahl Park fan and lighting update**

Gorman had no update

#### **Grandma Foster playground equipment discussion**

Gorman included two plans from Gerber Leisure Products for the new playground equipment at Foster Park. Gorman stated this was to get a budget number and if the project gets approved, the Commission can take a deeper look into the playground designs. The playground footprint is larger than the current playground and does include small swings.

#### **Request for space in Village parks for Yard In a Yard Program**

Katie Hartman presented a request to install small, one square yard pollinator gardens in some of the Village parks as part of a pilot program for a larger, Village-wide planting next year. The process starts by placing one square yard of black plastic to kill the grass and prepare the seed bed. Hartman would like to use highly-visible locations in Village parks to help introduce the project. Gorman suggested a few park areas that may work well and will stake some areas for Hartman to use.

#### **Capital Budget Requests**

Gorman reviewed his department's five-year capital improvement plan and the 2026 capital requests. Adler said he is hoping to have budget numbers from the architect in a couple weeks for the new building at Grundahl Park. Webber moved, Adler seconded to table the budget discussion until next month's meeting in order to get more information on the Grundahl building. Motion carried.

#### **Recreation Director's Report**

Dudley reviewed her written report

**Public Services Director's Report**

Gorman reviewed his written report.

**Future agenda items**

- Grundahl scorekeeper's building/architect
- Budget
- JSD update

**Set next meeting date and time**

August 26, 2025 at 5:30 pm

**Adjourn**

Adler moved, Webber seconded to adjourn at 6:14 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT



## AGENDA ITEM REPORT

### MEETING DATE

August 26, 2025

### PREPARED BY

### AGENDA ITEM # 5.a

Consider Lukken property park concept plans A and B

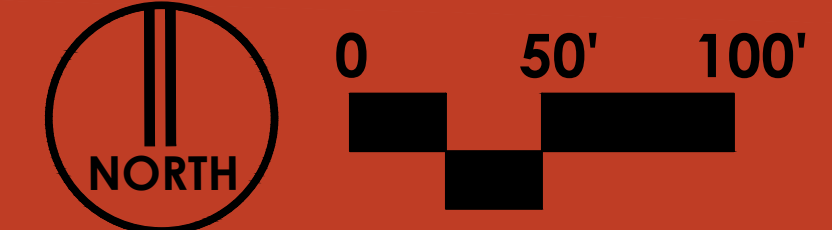
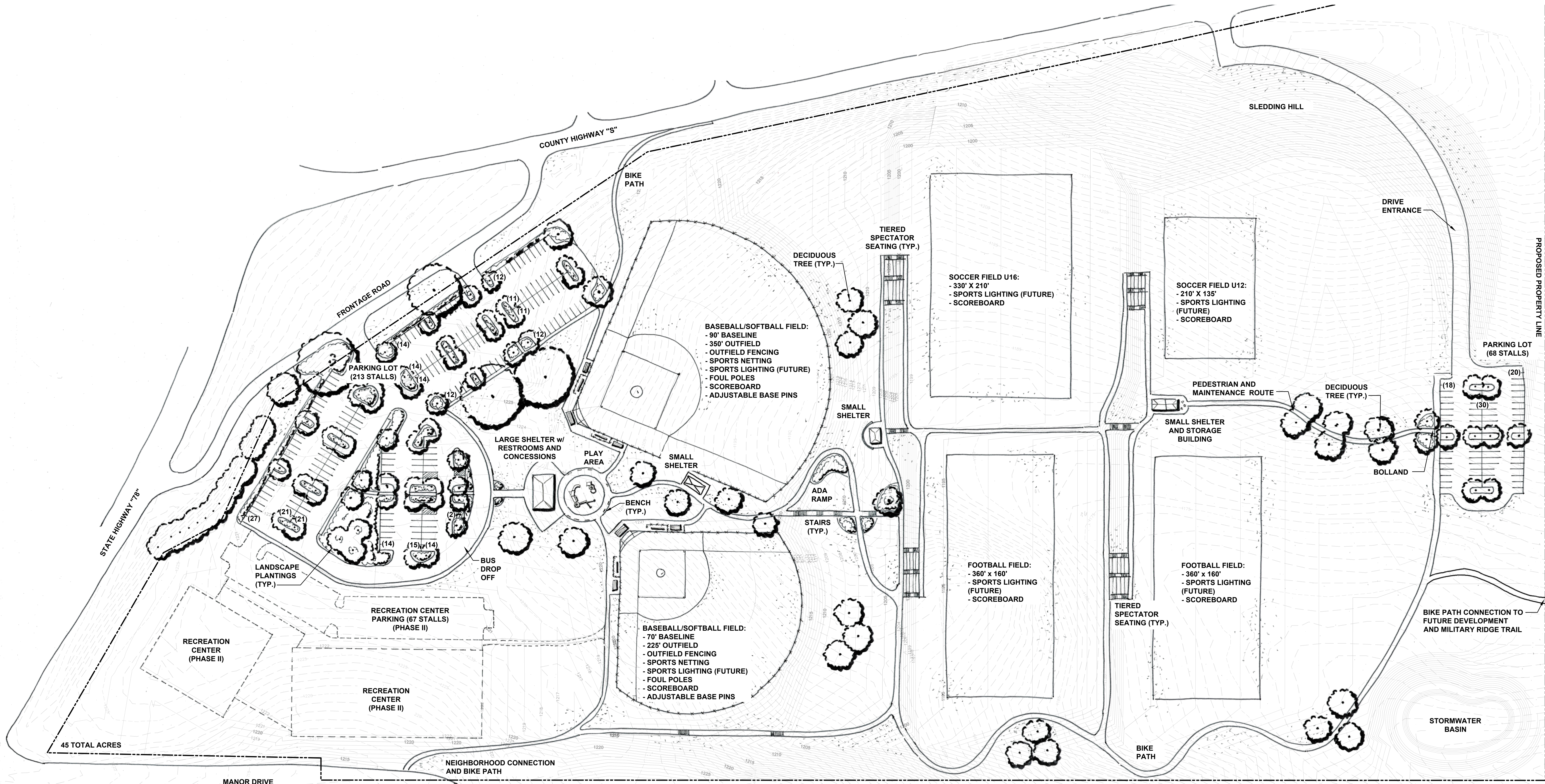
### BACKGROUND

The two concept plans, A and B, are attached here as they were presented at the last public input meeting. JSD is looking for a recommendation from the PRF Commission on either Concept A or Concept B. Minor changes can be made between the two plans. Once the PRF gives its preference, JSD will prepare the master plan and grading plan for Village Board approval.

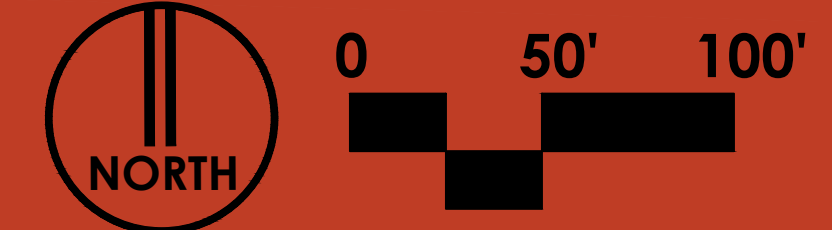
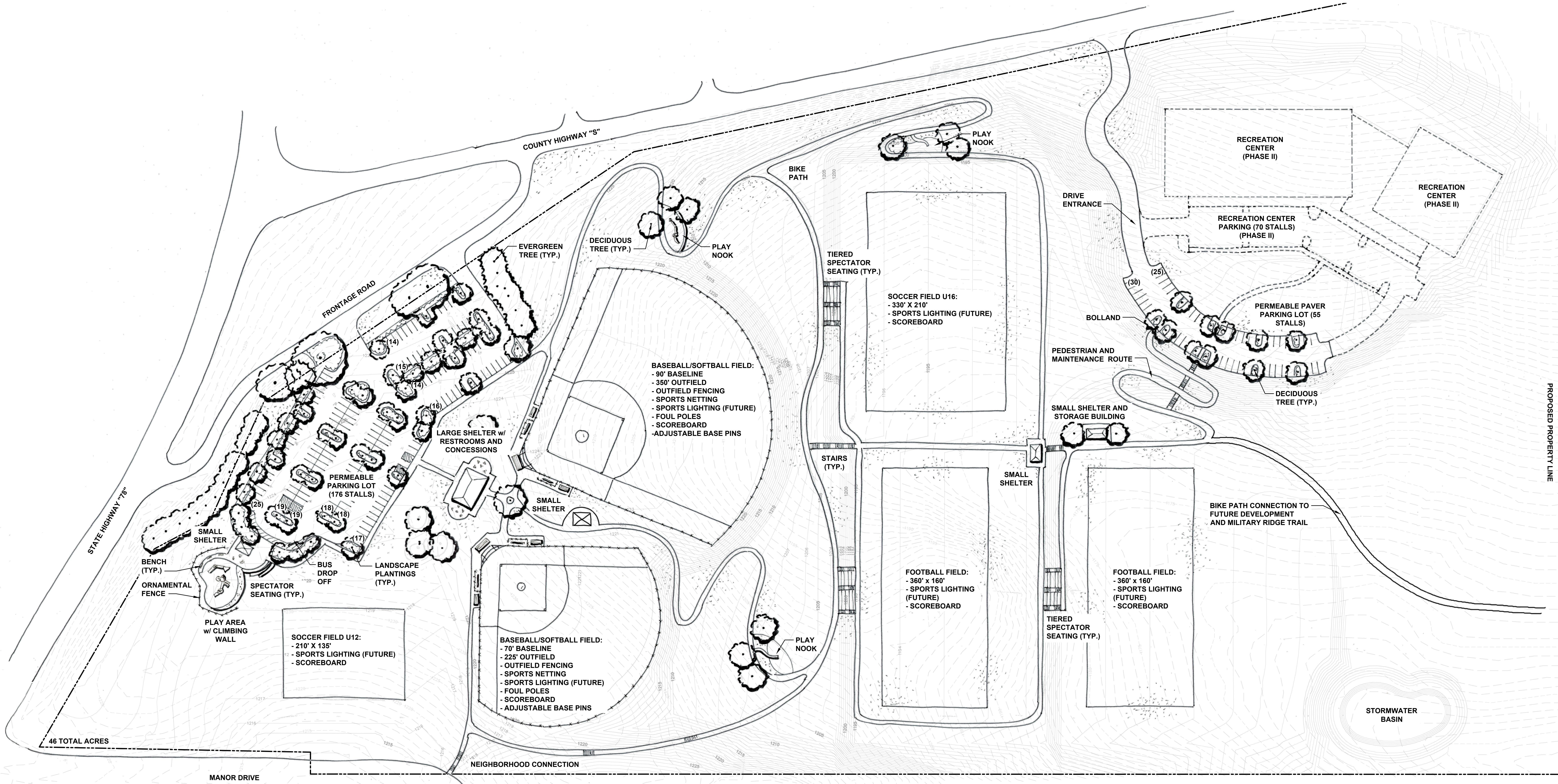
### RECOMMENDATION

### ATTACHMENTS

1. Presented Concept A
2. Presented Concept B



CONCEPT A



CONCEPT B



## AGENDA ITEM REPORT

### MEETING DATE

August 26, 2025

### PREPARED BY

### AGENDA ITEM # 5.b

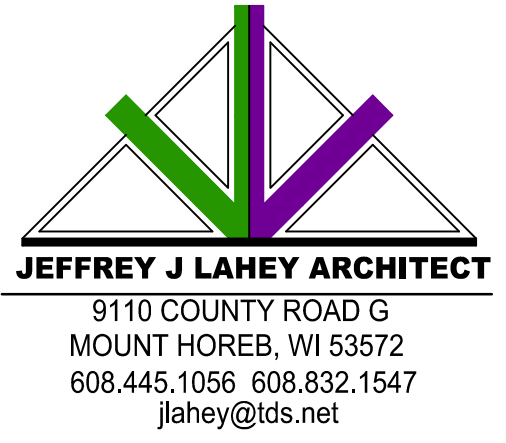
Discuss Grundahl Park storage/concession building plans

### BACKGROUND

### RECOMMENDATION

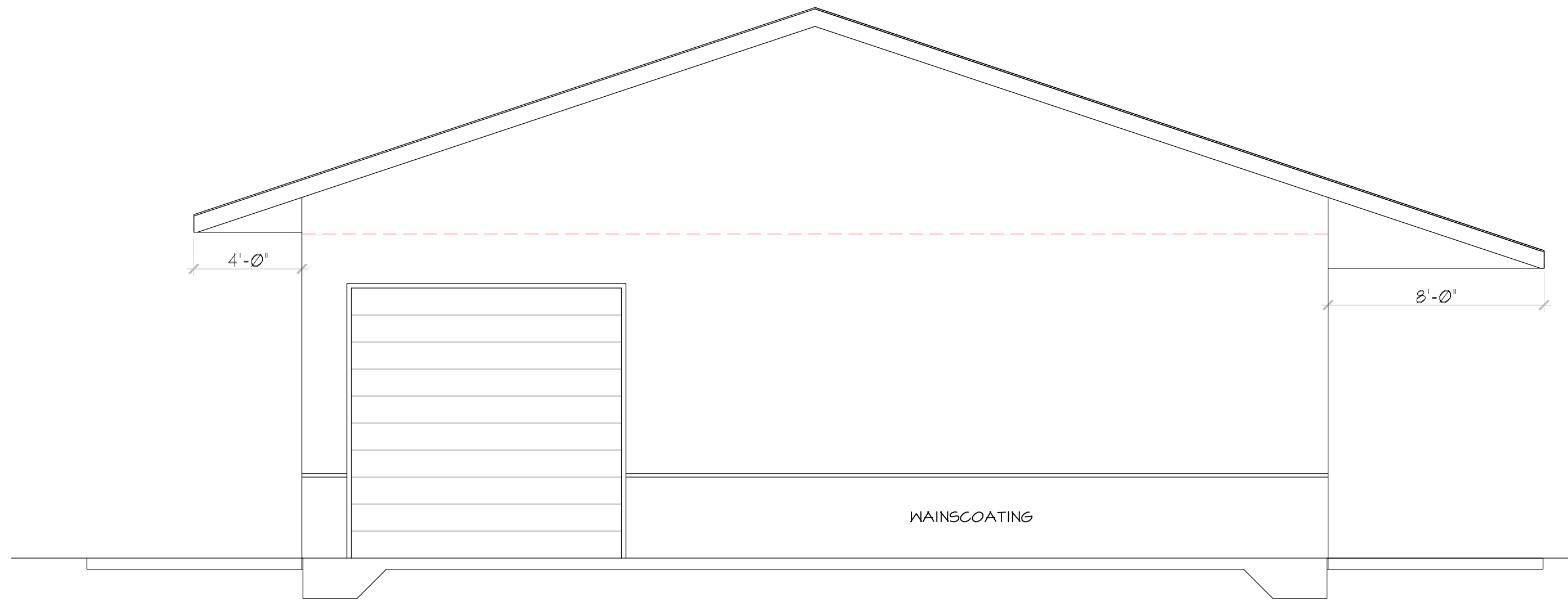
### ATTACHMENTS

1. 25024-Grundahlpark-set-08-22-25
2. Grundahl diamond shelter prel budget est

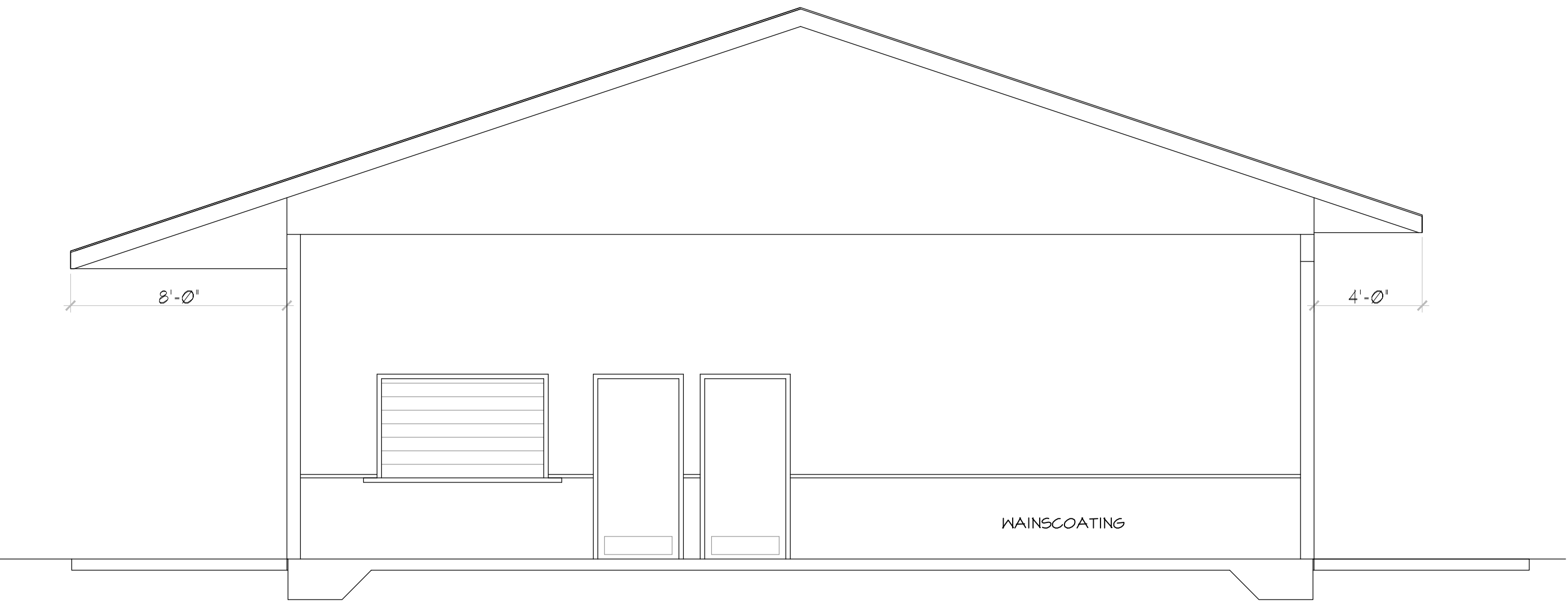


NO.	ISSUANCE	DATE
1	INITIAL LAYOUT	07-25-25
2	BUDGET PLAN	08-22-25
3		
4		
5		
6		

CERTIFICATION AND SEAL



**1 SOUTH ELEVATION**  
 1/4"=1'-0"



**2 NORTH ELEVATION**  
 1/4"=1'-0"

**INDEX OF DRAWINGS**  
 A101 TITLE SHEET/ELEVATIONS

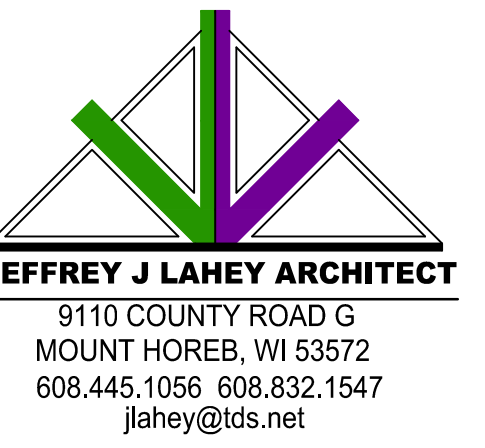
ARCHITECTURAL DRAWINGS  
 BY JEFFREY J LAHEY ARCHITECT

- A101 INDEX/ ELEVATIONS
- A201 FLOOR PLAN
- A202 ROOF PLAN
- A401 SCHEDULES
- A501 ADA DETAILS



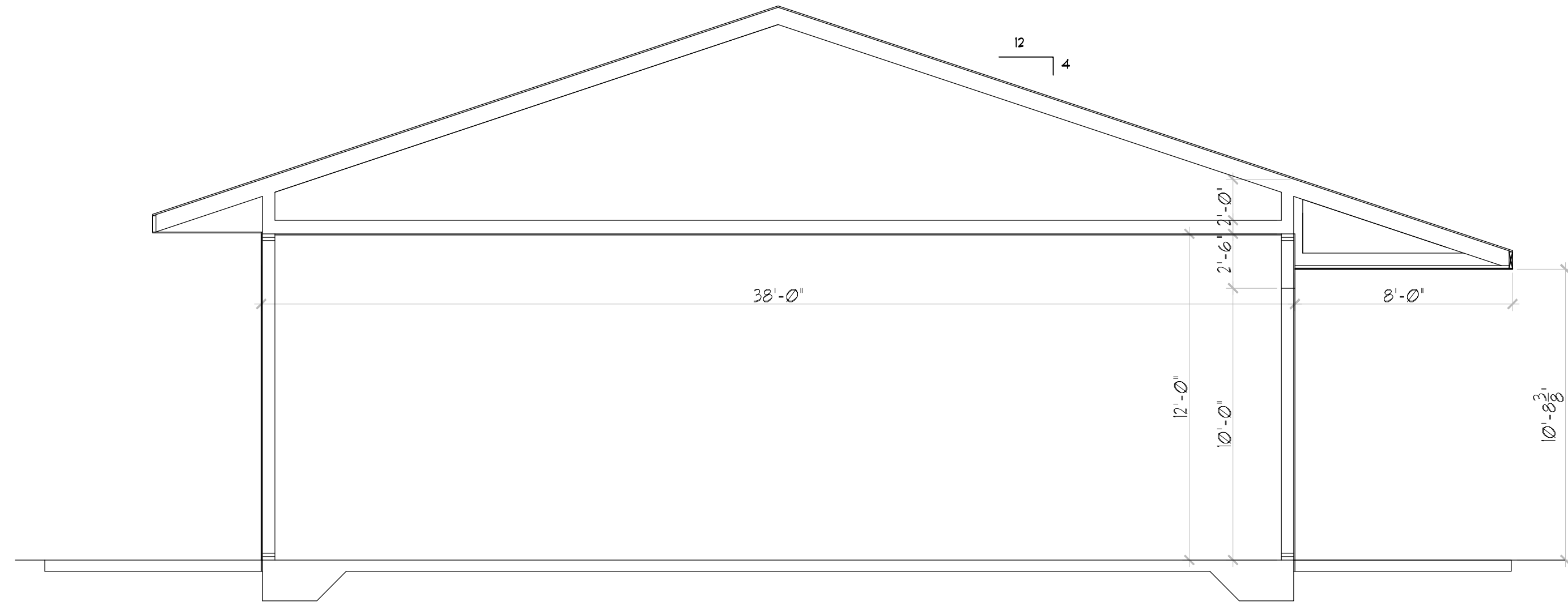
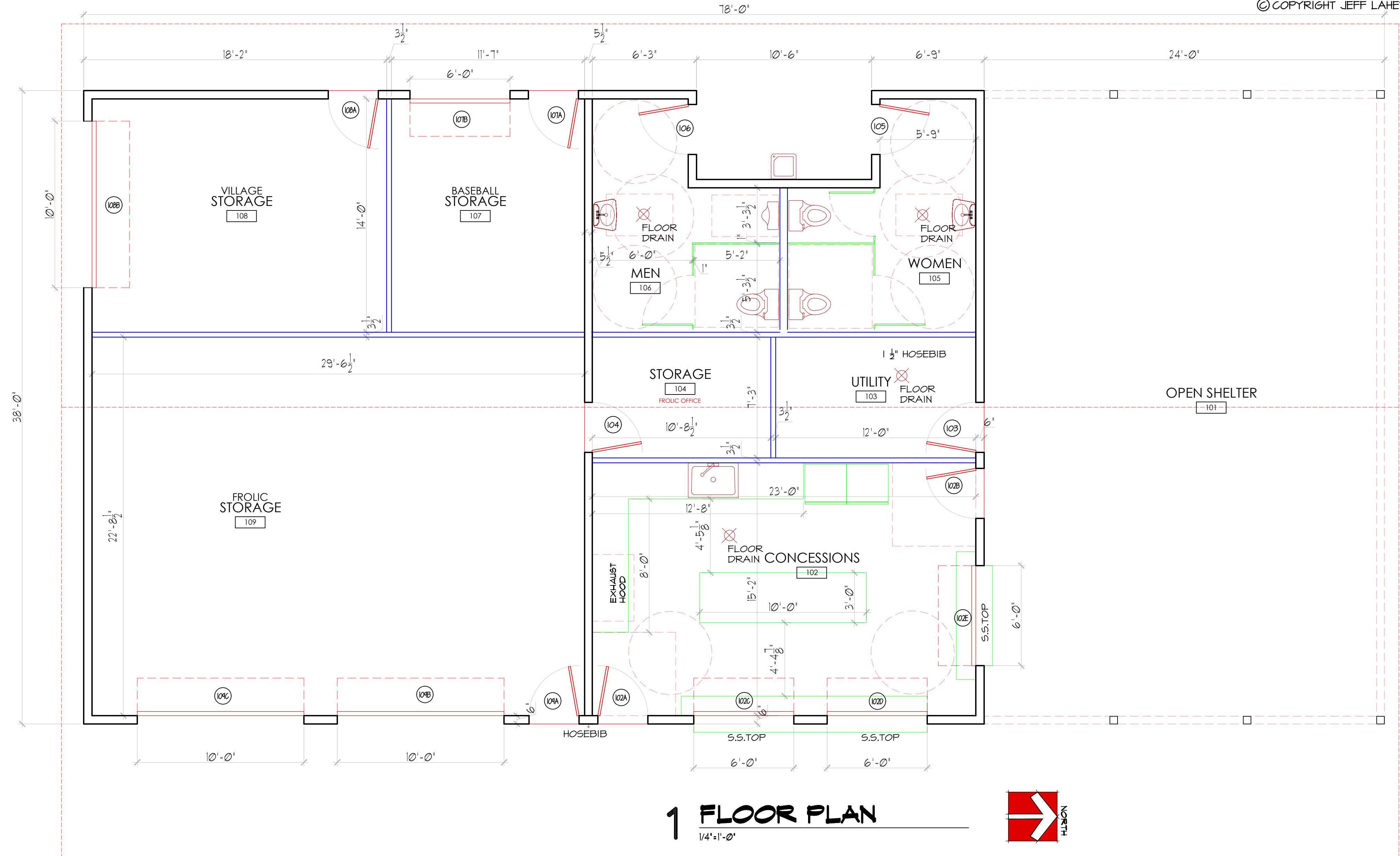
NEW BUILDING FOR:  
**GRUNDAHL PARK**  
**CONCESSION-STORAGE BATHROOM**  
 MT HOREB, WI 53572

DRAWING TITLE: <b>ELEVATIONS</b>	
PROJECT NUMBER:	25024
DRAWN BY:	JJL
CHECKED BY:	JJL
SHEET NUMBER:	<b>A101</b>



NO.	ISSUANCE	DATE
1	INITIAL LAYOUT	07-25-25
2	BUDGET PLAN	08-22-25
3		
4		
5		
6		

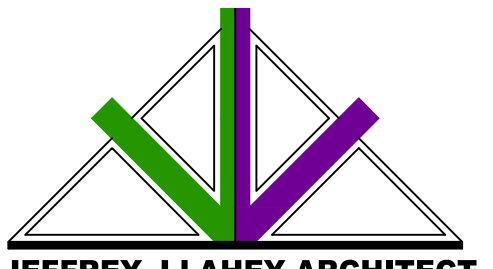
CERTIFICATION AND SEAL



NEW BUILDING FOR:  
**GRUNDAHL PARK**  
**CONCESSION-STORAGE BATHROOM**  
 MT HOREB, WI 53572

DRAWING TITLE:  
**FLOOR PLAN**

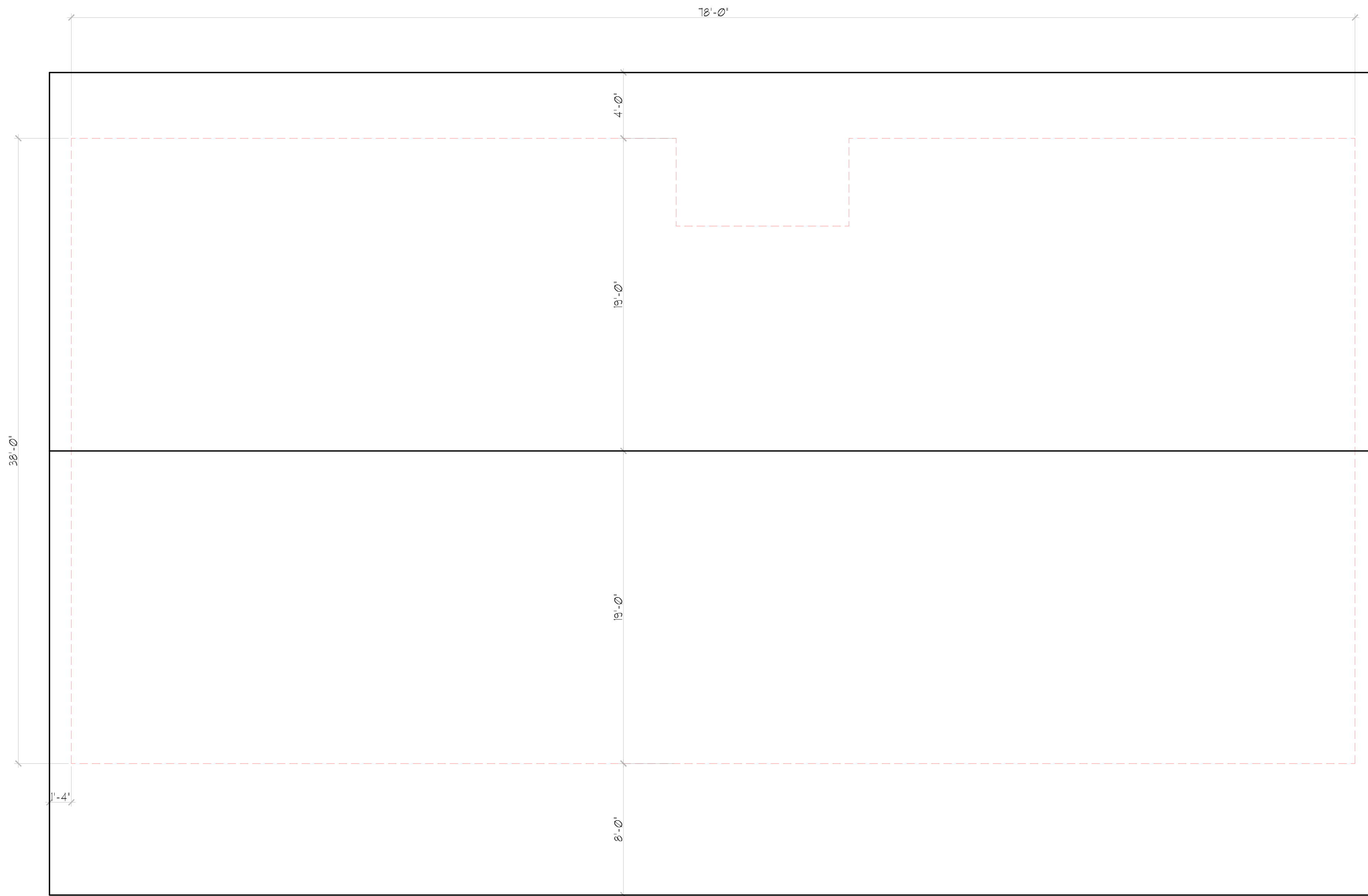
PROJECT NUMBER: 25024  
 DRAWN BY: J.J.L.  
 CHECKED BY: J.J.L.  
 SHEET NUMBER:  
**A201**



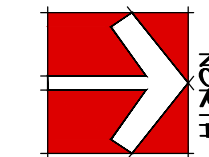
**JEFFREY J LAHEY ARCHITECT**  
9110 COUNTY ROAD G  
MOUNT HOREB, WI 53572  
608.445.1056 608.832.1547  
jlahey@jts.net

NO.	ISSUANCE	DATE
1	INITIAL LAYOUT	01-25-25
2	BUDGET PLAN	08-22-25
3		
4		
5		
6		

CERTIFICATION AND SEAL



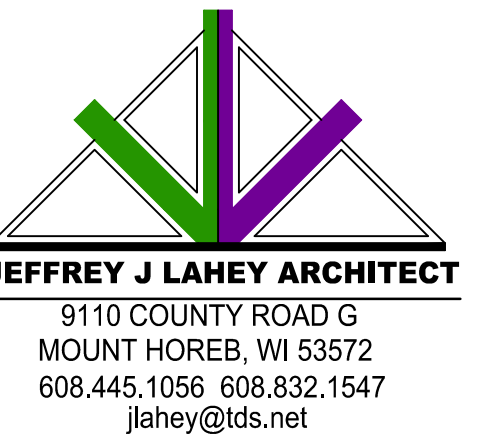
**1 ROOF PLAN**  
1/4"=1'-0"



NEW BUILDING FOR:  
**GRUNDAHL PARK**  
**CONCESSION-STORAGE BATHROOM**  
MT HOREB, WI 53572

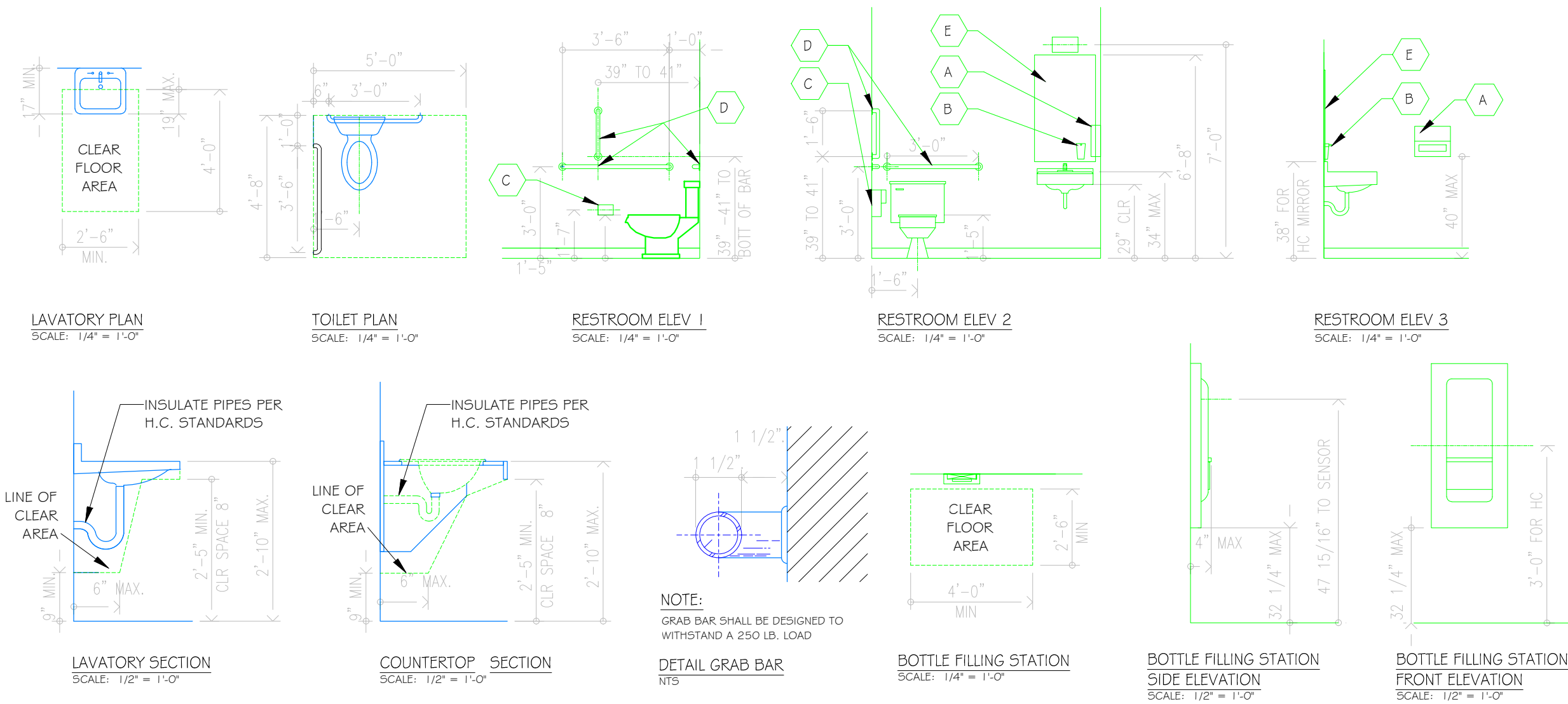
DRAWING TITLE:	ROOF PLAN
PROJECT NUMBER:	25024
DRAWN BY:	JJL
CHECKED BY:	JJL
SHEET NUMBER:	<b>A202</b>





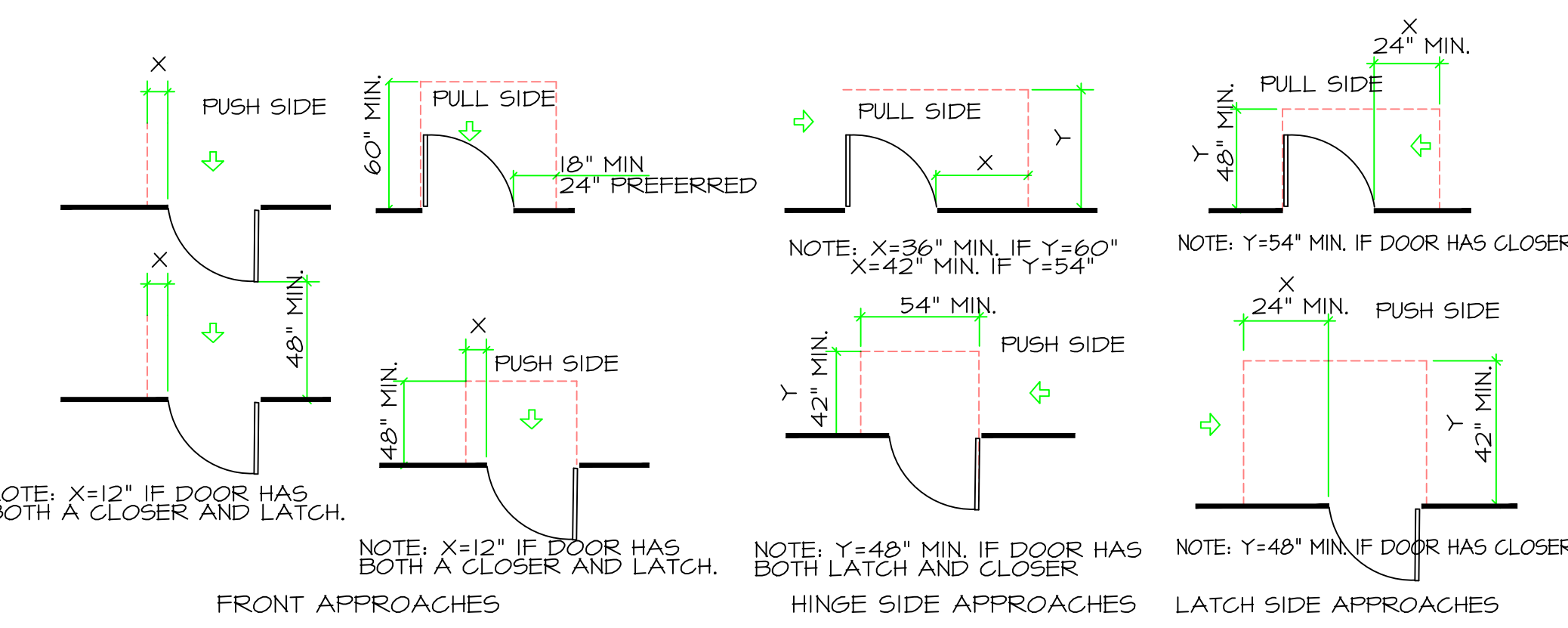
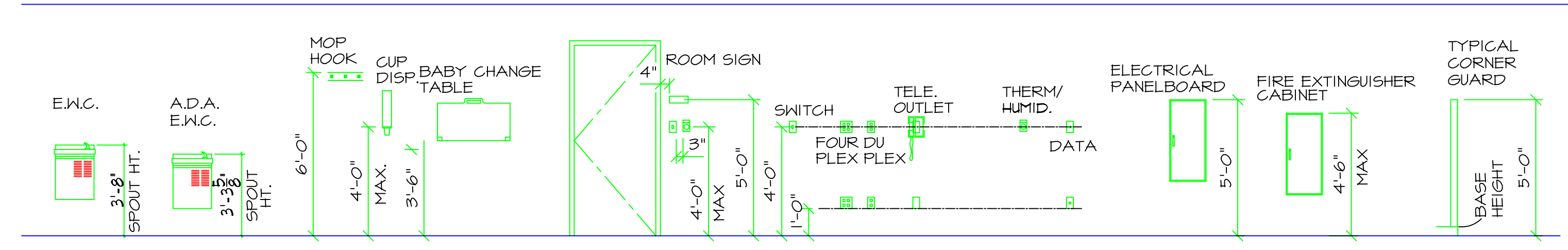
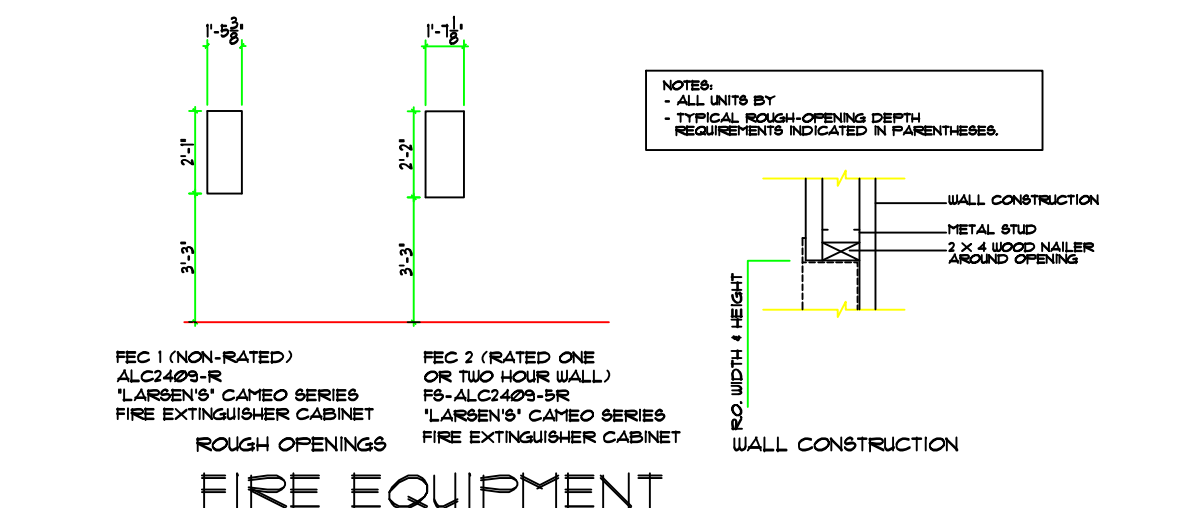
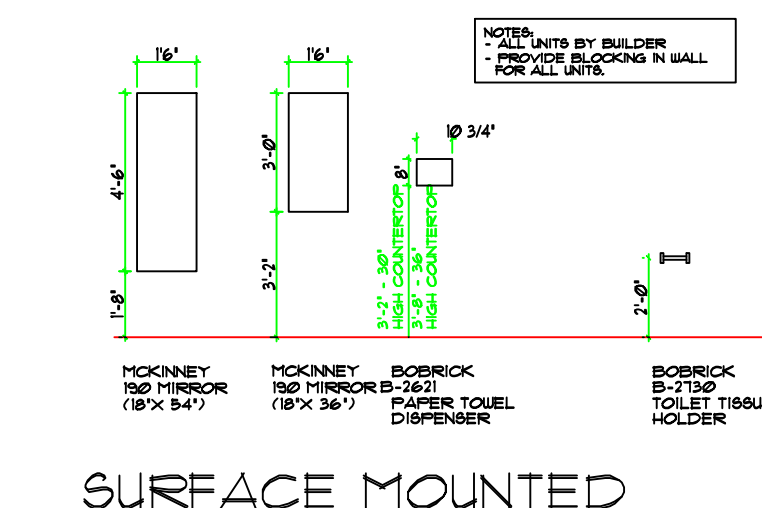
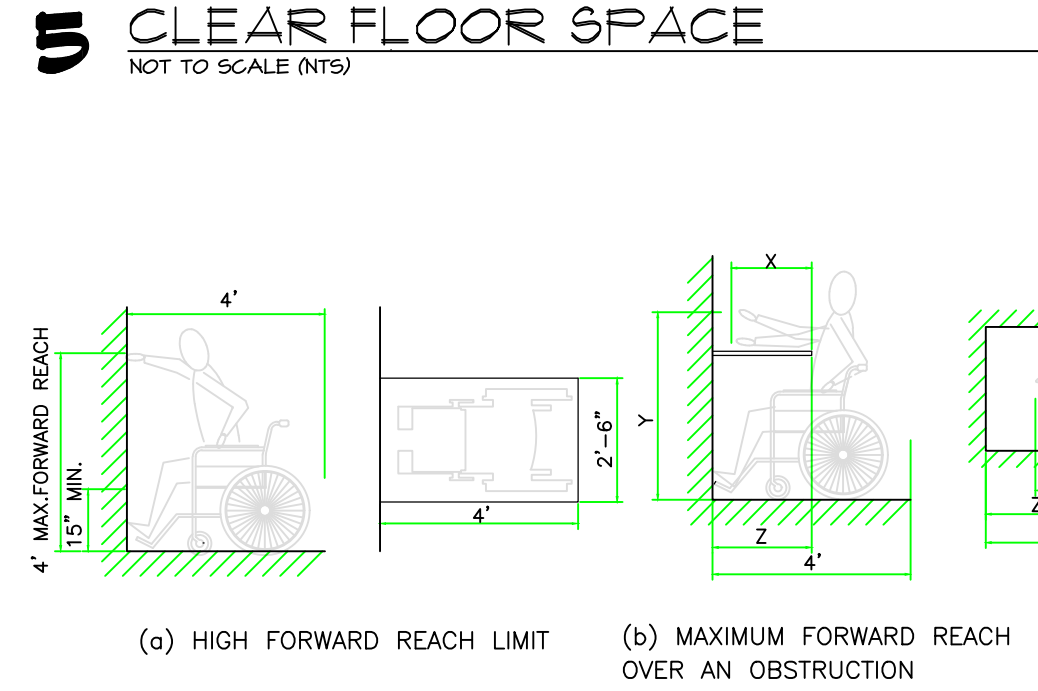
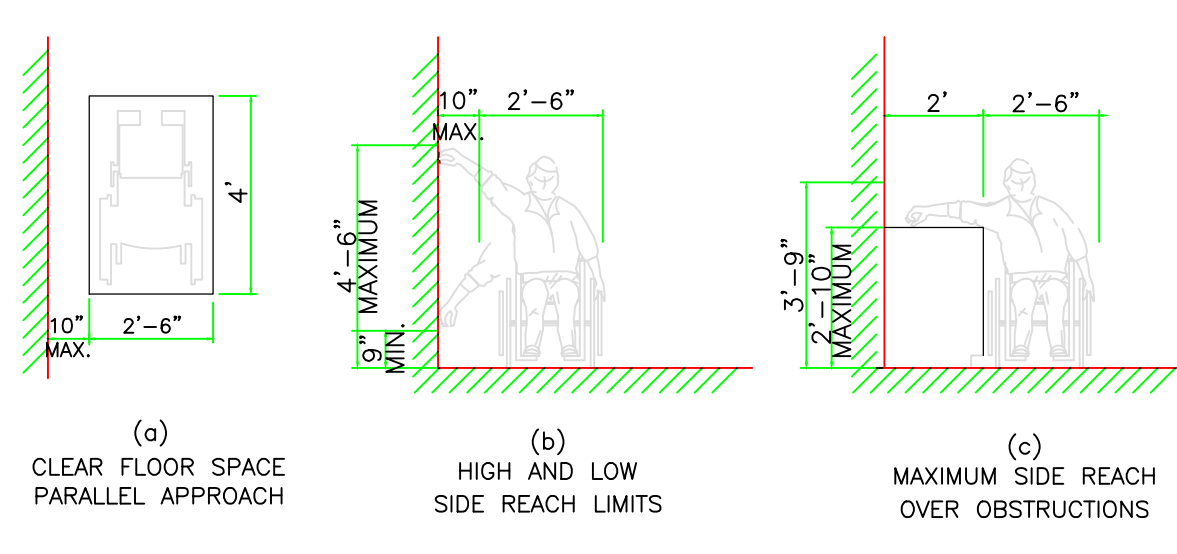
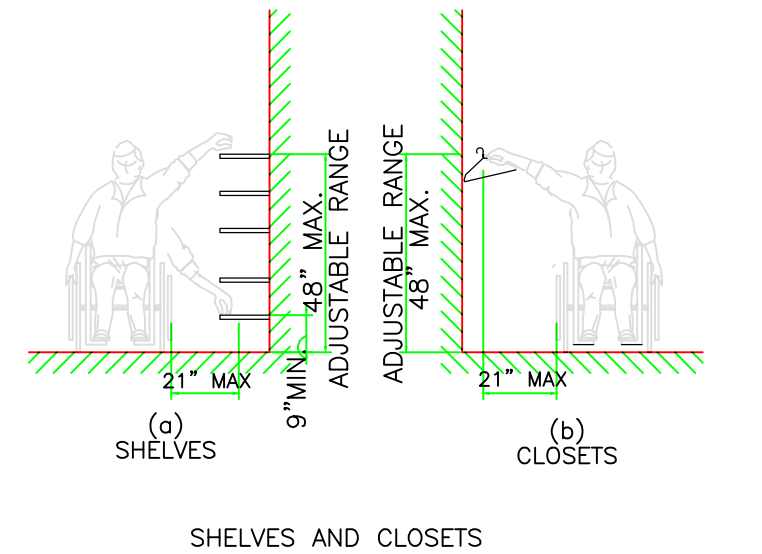
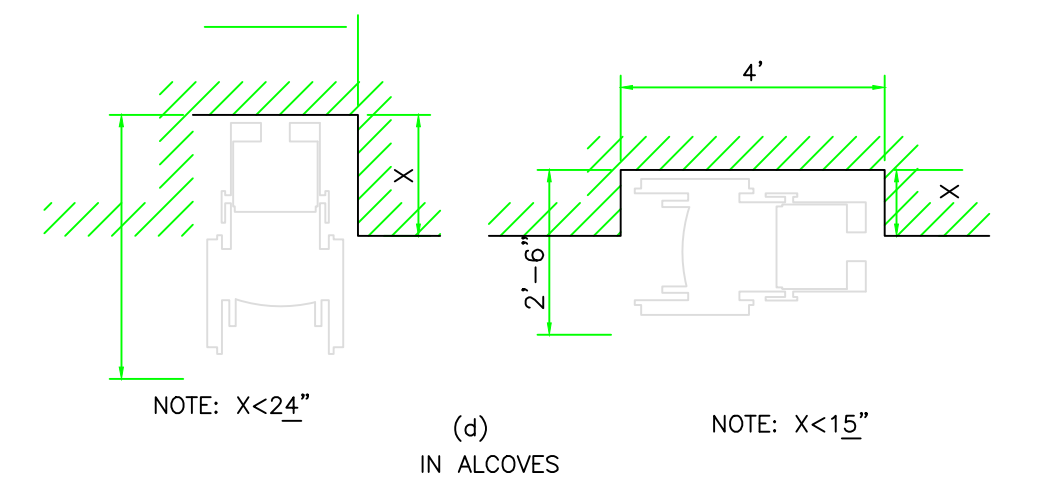
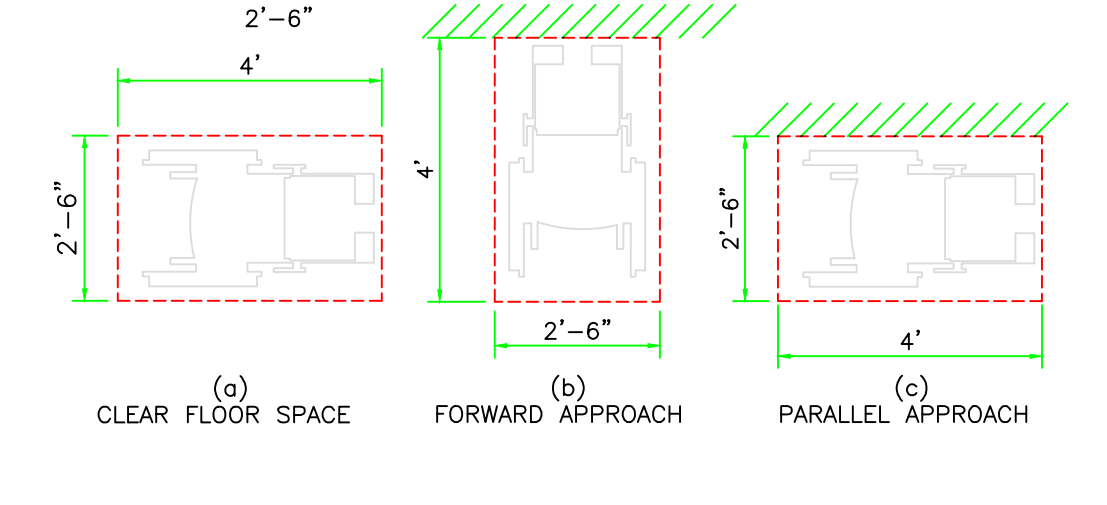
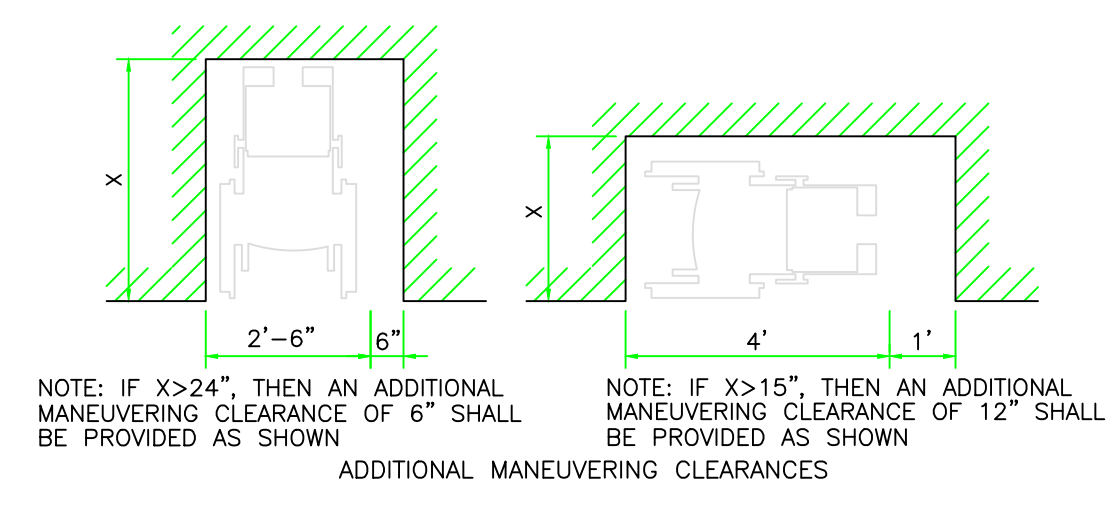
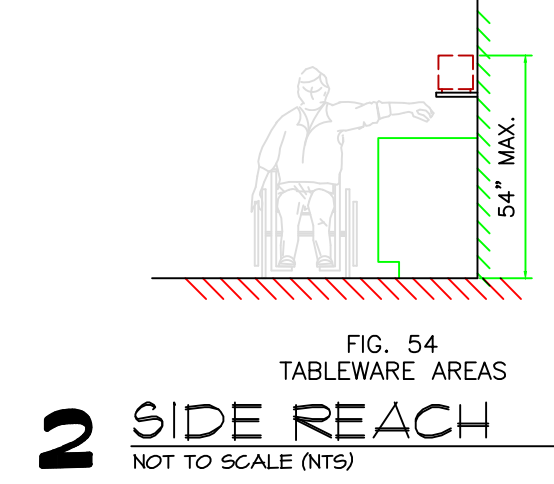
NO.	ISSUANCE	DATE
1	INITIAL LAYOUT	01-25-25
2	BUDGET PLAN	08-22-25
3		
4		
5		
6		

CERTIFICATION AND SEAL



**1 TOILET ROOM DETAILS**  
 NOT TO SCALE (NTS)

- GENERAL NOTES:
- INSTALL PIPE INSULATION AT ALL EXPOSED HOT WATER AND DRAIN PIPING IN TOILET ROOMS.
  - THE OPERATING PARTS OF ANY DISPENSING / DISPOSAL FIXTURE SHALL BE WITHIN 48" MAX. OF FINISHED FLOOR.
  - EACH TOILET ROOM SHALL HAVE HANDICAP STALL NOTED AS H.C. - HANDICAP STALL SHALL BE 5'-0" X 5'-0" MIN. AND SHALL MEET ALL LOCAL/STATE CODES AND COMPLY W/ FEDERAL A.D.A. REQUIREMENTS.
  - MOUNT ALL HANDICAP ACCESSIBLE DISPENSERS SO THAT CENTER OF DISPENSING ORIFICE IS 3'-4" MAX. AFF.
  - SIGNAGE DESIGNATING "MEN" # "WOMEN" # "UNISEX" REST ROOMS LETTERS SHALL BE 2" H. RAISED 1/32" UPPERCASE SAN SERIF AND SHALL BE ACCOMPANIED WITH GRADE 2 BRAILLE. MOUNT SIGNAGE 60" A.F.F. TO CENTERLINE OF SIGN AND MAXIMUM 8" FROM DOOR JAMB ON WALL ADJACENT TO LATCH SIDE OF DOOR. CONFIRM WITH DESIGNER (SUPPLIED BY OWNER, INSTALLED BY GENERAL CONTRACTOR).



NEW BUILDING FOR:  
**GRUNDAHL PARK CONCESSION-STORAGE BATHROOM**  
 MT HOREB, WI 53572

DRAWING TITLE:  
**DETAILS**

PROJECT NUMBER: 25024  
 DRAWN BY: J.J.L.  
 CHECKED BY: J.J.L.  
 SHEET NUMBER:  
**A501**





## AGENDA ITEM REPORT

### MEETING DATE

August 26, 2025

### PREPARED BY

### AGENDA ITEM # 5.c

Consider capital budget requests

### BACKGROUND

### RECOMMENDATION

### ATTACHMENTS

1. 2026 REC Capital Budget Requests
2. Mount Horeb Rec Building Entry & Bathrooms-1
3. capital improvement plan PARKS 26.30
4. capital requests PRF 26



# Village of Mount Horeb

## Recreation Department

105 North Grove Street  
Mount Horeb, WI 53572

Phone (608) 437-3400 | Email: [jill.dudley@mounthorebwi.info](mailto:jill.dudley@mounthorebwi.info)

### RECREATION DEPARTMENT 2026 CAPITAL BUDGET REQUESTS PARKS, RECREATION, AND FORESTRY COMMISSION

#### **RECREATION DEPARTMENT ENTRYWAY AND RESTROOM FLOORING \$8,000**

The current flooring in the entryway and restrooms is worn and outdated. We are planning to install walk-off carpet tile in the entry vestibule and luxury vinyl plank (LVP) flooring in the lobby and restroom areas. Jeff reached out to Coyle regarding this project, and their bid is attached for your review.



Darren Pavlik . dwpavlik@coylecarpet.com  
 250 W. Beltline Highway . Madison, WI . 53713  
 P: 608.327.5130 . F: 608.258.7248 . C: 608.628.6361

**PROJECT INFORMATION:**

Project Name:	Recreation Entry Area & Bathrooms		
Project Address:	105 North Grove Street, Mount Horeb		
Contractor:			
Project Number:	Date:	8/15/2025	
Contact Name:	Jeff Gorman	Contact Phone:	608.206.3822
Architect/Designer:			

**PROJECT NOTES:**

- LVT, Vinyl Base & Walk Off Carpet Tile furnished and installed.
- Walk off carpet tile is included in the entry vestibule.
- Toilets & Partitions to be removed by owner.
- Wall patching to be done by owner once quarry tile base is removed.
- Removal of existing quarry tile is included.
- Walk Off Carpet Tile selection - Interface SR899 "Color Iron" 50CMx50CM
- LVT Selection - Interface Natural Woodgrains 4.5MM "Color Washed Wheat" 25CMx1M
- Vinyl Base Selection - Tarkett 4" & 6" High Coved "Color TBD"

LVT - Materials & Installation	<b>\$3,375.00</b>
Walk Off Carpet Tile - Materials & Installation	<b>\$850.00</b>
Vinyl Base - Materials & Installation	<b>\$635.00</b>
Quarry Tile Removal and Disposal	<b>\$2,925.00</b>
<b>Total</b>	<b>\$7,785.00</b>

**Mount Horeb Public Services Dept.  
Capital Improvement Plan-PARKS/FORESTRY  
2026-2030**

ITEM	2025	2026	2027	2028	2029	2030
Access control for Grundahl, Liberty and Sunrise	11,000					
Timed restroom locks for Grundahl and Liberty	4,700					
Sunrise Park ball field improvements	20,000					
2018 John Deere 1580 mower	35,000					
2015 Ford F-250 Pickup	60,000					
Update Comp. Outdoor Recreation Plan	26,000					
Replace Grundahl Park ball diamond lights	190,000					
Replace 30-year old utility trailer	6,000					
Playground equipment replacement-Grundahl	200,000					
Replace 2006 fertilizer spreader	6,000					
Playground equipment replacement-Himsel			100,000			
Playground equipment replacement-Lions				100,000		
Replace 2019 Kubota utility vehicle					??	
Playground equipment replacement-Foster Park		74,000				
Pool painting - Wading/Plunge pools		12,000				
Liberty shelter - prep and restain all wood		5,000				
Waltz Park - Replace park sign		5,000				
Waltz shelter - replace roof		15,000				
Purchase wide area mower (11')			60,000			
Aquatic Center Bathhouse - replace roof			25,000			
Grundahl Park ball diamond shelter/storage						
Grundahl Park ball diamond improvements						
<b>TOTALS</b>	<b>558,700</b>	<b>111,000</b>	<b>185,000</b>	<b>100,000</b>		



# 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](http://www.mounthorebwi.info)

### **2026 CAPITAL BUDGET REQUESTS** **PARKS, REC AND FORESTRY COMMISSION**

<b>PLAYGROUND EQUIPMENT REPLACEMENT – GRANDMA FOSTER PARK</b>	<b>\$74,000</b>
The existing playground equipment is 31 years old and is in need of replacement. The plan is to expand the area of the playground to the south and southwest to allow for some swings and slightly more or larger equipment.	
<b>PAINT WADING POOL, PLUNGE POOL AND MUSHROOM FEATURE</b>	<b>\$12,000</b>
We paint these two pools approximately every four years.	
<b>WALTZ PARK SHELTER ROOF (ASPHALT SHINGLES)</b>	<b>\$15,000</b>
The original shingles will be 28 years old and should be replaced. The skylights look like they are in good condition.	
<b>WALTZ PARK SIGN REPLACEMENT</b>	<b>\$5,000</b>
The park sign in front of the restrooms should be replaced. We can discuss designs if the budget item is approved.	
<b>LIBERTY PARK POWER WASHING AND STAINING</b>	<b>\$5,000</b>
All wood including the roof decking, soffit and fascia is in need of washing and staining.	



## AGENDA ITEM REPORT

### MEETING DATE

August 26, 2025

### PREPARED BY

Jill Dudley, Recreation Director

### AGENDA ITEM # 5.d

Discuss recreation and aquatic center fees

### BACKGROUND

Last year, Nic recommended distributing a survey to area communities regarding fees for our recreation programs and aquatic center. I've now had the opportunity to develop the survey and have shared it with community recreation departments in the area.

### 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

August 26, 2025

### Recreation Director's Report

1. August Program Numbers:

<u>Program Name</u>	<u>2025 Participants</u>	<u>2024 Participants</u>
Kids Camp (Sess. 8)	8	10
Kids Yoga (Sess. 5-6)	2	3
Toddler Yoga (Sess. 3)	3	4
Lacrosse Camp	26	26
Babysitting Class	14	16
Recording the Band	0 (cancelled)	N/A (new program)
NFL Flag Football	299	291
Swim Lessons (Sess. 4)	112	119
Tree Climbing (8/27 Classes)	22	27

- Upcoming September Programs: Adult Sewing Camp, After School Chorus, Crochet Critters, Adult Coed Volleyball, Adult Cognitive Art Class, Coding for Middle Schoolers, Fit For Life (Fall), Home Recording 101 (Sess. 1), Kids Yoga (Sess. 1), Toddler Yoga (Sess. 1), Adult Total Body Fitness, Water Exercise (Fall), and Zumba.
- I attended Good Morning Mount Horeb on August 6th. Presenters included: Bethel Horizons and Morgan Salli from US Congressman Mark Pocan's Office. The meeting was very informative and I got to know a few other attendees from around the community.
- Online registration for our fall programs started on Monday, August 11 and in-person registration started on Tuesday, August 12. We had 72 transactions on August 11 alone totaling \$6,732.00. The following fall programs are full: YEL Basketball Camp (Sess. 2), Adult Coed Volleyball, Fit For Life, and Water Exercise.
- Our flag football program is off and running. We have 33 total teams (K-8<sup>th</sup> Grade) with 78 volunteer coaches. This program practices at Grundahl Park (outfield of baseball field and the soccer field next to enclosed shelter), Garfield Park, Waltz Park (outfield of baseball field), and Primary Center Baseball Field (two fields).
- We are working on finding flag football referees for our games in September and October.
- We currently have around 60 paid shelter rentals for 2025.
- Our summer office assistant, Tatum Purin, will work her last day of the summer on August 22. She learned a lot in the short amount of time she was with us and said she enjoyed working at the Recreation Department. We are hoping she will return again next summer.

9. We are continuing to explore alternative recreation program software to replace ActiveNet, with the goal of finding a solution better tailored to the needs of our department. Additionally, our current shelter reservation system, Spotz, has proven ineffective due to a poorly designed platform that complicates transactions and user experience.
10. The pool closed for the season on Sunday, August 17. We had a successful summer with a strong team of workers and only one fecal incident reported.
11. We sold a total of 275 family pool passes (227 residents and 48 non-residents) and 74 individual passes (60 residents and 14 non-residents).
12. A few pool updates/changes we are looking to make for 2026 include:
  - Allowing Coast Guard approved life jackets
  - Purchase a new deep end rope
  - Replace a handful of broken pool deck chairs
  - Replacement of wooden post near deep end stairs
  - Replace the crank of one of the top deck umbrellas
  - Replace the ceiling fan in concessions and lifeguard room



# 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](http://www.mounthorebwi.info)

### **Parks, Recreation and Forestry Commission**

**August 26, 2025**

### **Public Services Director's Report**

1. Installation of the new playground equipment at Grundahl Park started August 12. The crew has been dealing with some wet conditions. Our crew will do the final installation of the wood fiber playground surfacing following installation. Prior to the installation, our crew excavated the site and installed drain tile and a drain line to keep the site from ponding up with water. Anticipated completion date by Gerber is September 12 followed with wood fiber installation by Village.
2. Staffing update:
  - Stuart Wolf, our new mechanic/crewman started August 18. Stuart was working as a mechanic at the Wilderness Resort and also operated his own repair shop and tractor repair from his home. He has a lot of experience in diesel repair and fleet maintenance. He also was a sub-contractor for the Village of DeForest, plowing snow, picking up leaves and picking up brush and yard waste.
  - We have hired Robert DeRoeck as our new Arborist/Parks Crewman. He will be starting September 8. He is currently a park ranger at Governor Dodge State Park. Robert has a BS from Michigan State University in Sustainable Parks, Recreation and Tourism and has worked for Dane County as a Restoration and Lands Management Specialist. He also served in the Navy and spent four years serving in Japan.
3. Measured out and painted six flag football fields. Continue to paint them every other week.
4. Power washed concrete at our park shelters