



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, October 28, 2025 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Public Comments
- 3) Consent Agenda
 - a. Consideration of September 23, 2025 Meeting Minutes
- 4) Agenda Items
 - a. Recognition of the Summer Frolic Committee for their contribution to the Grundahl Park playground equipment
 - b. Discuss and Consider Gator Swim Team 2026 Requests
 - c. Discussion on naming rights for the former Lukken property park / park improvements
 - d. Update on the 2026 budget
- 5) Department Reports
 - a. Recreation Director Report
 - b. Public Services Director 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

September 23, 2025, 5:30 PM, Municipal Building Board Room

PRESENT: Fendrick, Adler, Honore, Hogseth, Webber, White

ABSENT: Arrigoni

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

Consider minutes of the August 26, 2025 meeting.

Adler moved, Webber seconded to approve the August 26, 2025 meeting minutes. Motion carried.

Consider budget request for Recreation Dept. software

Dudley is looking to get new software for program registration along with facility rentals. She is interested in Civic Rec, which is already tied in with the Village's Civic Plus web site. She received quotes from Civic Rec and MyRec and is meeting with Civic Rec representatives tomorrow. MyRec is less expensive but Civic Rec has more advantages.

Honore moved to approve the budget for the Civic Rec quote. White seconded. Motion carried.

Discuss Recreation Department's fee survey

Dudley reviewed the results of her participant fee survey from other area communities. She said Mount Horeb's fees seem to be in line with most other communities. She just wanted to present this information to the Commission and doesn't need any action unless the Commission wants to look at any changes.

Discuss Grundahl Park Improvement Plan phasing

The Commission reviewed the four phases in the Grundahl Park master plan to see where the proposed baseball storage/concession/restroom building would fit into the plan. Fendrick agreed that it would be good to try to finish up phase 1 in the next couple of years.

Grundahl Park baseball concession and restroom building update

There are no updates. Waiting for budget approval.

Recreation Director's Report

Dudley reviewed her written report

Public Services Director's Report

Gorman reviewed his written report.

Future agenda items

- Park naming for the former Lukken property
- Naming rights
- Update on budget

Set next meeting date and time

October 28, 2025 at 5:30 pm

Adjourn

White moved, Honore seconded to adjourn at 6:15 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT



AGENDA ITEM REPORT

MEETING DATE

October 28, 2025

PREPARED BY

AGENDA ITEM # 4.a

Recognition of the Summer Frolic Committee for their contribution to the Grundahl Park playground equipment

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

October 28, 2025

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 4.b

Discuss and Consider Gator Swim Team 2026 Requests

BACKGROUND

The Gator Swim Team is looking for the following additional options for the 2026 season.

1. Night practices during the week from 7:30-9:00pm. The Gators had 140 swimmers this past season and have had all lanes at capacity during some of their practices. As the team grows, they'd like to know if the Village will consider night practices after swim lessons. If so, they'd be open to discussing any changes to their contract.
2. Concessions Area: Gators continue to struggle with the electricity in the pavilion for concessions. They would like to know if the Village would be open to allowing the Gator team to make use of the concessions area in the building. They would ensure that all recreational supplies are kept separate from Gator supplies and that the concessions area is cleaned after they are done. If this requires changes to our contract, they'd be open to discussing this.
If they are strategic in the number of hot food items, they can make it work — 4 nescos & 1 coffee pot with the SnoCone machine seems to be safe. This year they added loaded nachos with an additional crockpot and cheese machine. That was too much to then include a SnoCone machine, so they purchased a table to sit up near the building and used the outlet there.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

October 28, 2025

PREPARED BY

AGENDA ITEM # 4.c

Discussion on naming rights for the former Lukken property park / park improvements

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

October 28, 2025

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

Update on the 2026 budget

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

None



Village of Mount Horeb Recreation Department

105 North Grove Street
Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION

October 28, 2025

Recreation Director's Report

1. October Program Numbers:

| <u>Program Name</u> | <u>2025 Participants</u> | <u>2024 Participants</u> |
|-----------------------------------|--------------------------------|-----------------------------------|
| Painting Class | 13 | 13 |
| Babysitting Class | 5 | 7 |
| Little Folk Art | 0 (cancelled – low enrollment) | N/A (did not run one in the fall) |
| YEL Basketball Camps (Sess. 1& 2) | 32 | 21 |
| YEL Fencing | 6 | N/A (did not run one in the fall) |
| YEL Bricktopia Racers | 10 | 14 |
| Macrame—Wall Hanging | 0 (cancelled – low enrollment) | N/A (did not run one in the fall) |

- Upcoming November Programs: Indoor Pickleball, Learn to Play Hockey, Home Recording 101 (Sess. 3), and 3rd Grade Rec Basketball.
- We have added a fall adult beginner tennis program in partnership with the USTA. Registration is currently being handled by USTA, and the program will be led by Erik Siefert. The Recreation Department will receive a per-participant revenue share from USTA.
- I am currently working on our Winter/Spring Activity Guide and plan to email it to participants on November 7, with online registration beginning November 10 and in-person registration starting November 11.
- We recently conducted four interviews for the Recreation Coordinator position. Two candidates have advanced in the hiring process, and we will be conducting reference checks soon. I am hoping to have the position filled soon.
- Creepy Crawl planning is progressing very well. Thanks to the volunteer sign-up system I created, many positions have already been filled. To date, we have secured 10 pumpkin carvers, two admission volunteers, two cider servers, two game supervisors, six trail guides, and 10 spook stations. We are still seeking a few additional spook stations and then we should be ready for the event. MHTC has committed to being the main sponsor for this event.
- Our flag football tournaments were very successful, and we were fortunate to have amazing weather. The 4th and 5th grade teams competed in DeForest, while the 6th–8th graders played in Verona. I assisted at the Verona location, where everything ran smoothly. We had seven Mount Horeb referees officiating games in Verona, and they represented our community well. Our 4th grade Packers, 5th grade Ravens, and 5th grade Buccaneers

teams each won their brackets, while the 4th grade Bills and 5th grade Bills teams earned second place finishes.

8. We have begun the onboarding process with CivicRec, and I am very excited to implement this software. Our plan is to launch the shelter and community center reservation piece in January, followed by the program registration module in March for summer registration. CivicRec will serve as a one-stop platform for our customers, offering a more streamlined experience with significantly lower processing fees.
9. I recently participated in an AI webinar hosted by the Wisconsin Park and Recreation Association. I learned strategies to enhance marketing efforts and explored tools such as HeyGen and Gemini to boost efficiency, creativity, and expand engagement in marketing campaigns.



Village of Mount Horeb

Public Services Department

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Parks, Recreation and Forestry Commission

October 28, 2025

Public Services Director's Report

1. We have finished winterizing the Community Garden irrigation, Grundahl drinking fountains, Grundahl scorekeeper's building and the pool bathhouse. We will winterize Waltz, Sunrise and Liberty shelters soon, depending on temperatures.
2. We finished aerating all athletic fields and overseeded soccer goal areas.
3. We are doing stump removals the week of October 20. We only have 13 to do at this time.
4. We have several tree removals and tree pruning to work on this fall.