



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

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

**Tuesday, January 27, 2026 at 5:30 PM**

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Public Comments on Non-Agenda Items\*
- 3) Consent Agenda
  - a. Consideration of November 25, 2025 Meeting Minutes
- 4) Agenda Items
  - a. Village Park Sponsorship Program
  - b. Discussion on Village Park planning process
  - c. Update on CivicRec Software
  - d. Update on Grundahl concession/storage building
  - e. Update on Bike Friendly Community
  - f. Update on Bird City USA
- 5) Department Reports
  - a. Recreation Director's Report
  - b. Public Services Director's Report
- 6) Future agenda items
- 7) Meeting adjournment

#### **\*Public Comment Policy**

Members of the public are invited to speak at meetings of all Mount Horeb Public Bodies. To comment, please complete a Public Comment Form at the Meeting Room entrance and submit it to staff before the meeting begins. Comments are limited to **three minutes**, must be made from the podium, and the speaker must return to the audience after speaking.

- **Non-agenda item comments** are heard at the start of the meeting. Public Body members and staff will not engage in discussion during public comment but may consider topics for future agendas.
- **Agenda item comments** are heard during the relevant item, after the proposers or staff present the item and before Public Body discussion. All public comments on the item will be heard before any discussion by the Public Body.

Members of the public will only be allowed to speak outside these public comment times if they are invited by the meeting chair to share additional information requested by the Public Body. If so invited to speak, the member of the public must do

so from the podium.

Written comments are also welcome. Written comments shall include the name and address of the submitter and should be submitted to the Deputy Treasurer/Governance Coordinator by email at [niki.erickson@mounthorebwi.info](mailto:niki.erickson@mounthorebwi.info) (subject line: *Public Comment Request-Name of Public Body*) or delivered by to the Village at: 138 E Main Street, Mount Horeb WI, 53572, ATTN *Public Comment Request-Name of Public Body*.

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.



## AGENDA ITEM REPORT

### **MEETING DATE**

January 27, 2026

### **PREPARED BY**

Jeff Gorman, Public Services  
Director

### **AGENDA ITEM # 3.a**

Consideration of November 25, 2025 Meeting Minutes

### **BACKGROUND**

### **RECOMMENDATION**

### **ATTACHMENTS**

1. prf minutes 11.25.25

## MINUTES

### PARKS, RECREATION AND FORESTRY COMMISSION

November 25, 2025, 5:30 PM, Municipal Building Board Room

**PRESENT:** Fendrick, Adler, Webber, White, Arrigoni

**ABSENT:** Hogseth, Honore

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

#### **Consider minutes of the October 28, 2025 meeting.**

White moved, Adler seconded to approve the October 28, 2025 meeting minutes. Motion carried.

#### **Discuss soccer field maintenance with the Mt Horeb Soccer Club**

Matt Etmanczyk was present from the Mount Horeb Soccer Club and said the Soccer Board was looking at ways to help the community and the soccer fields, which have been in rough shape the last couple years due to different factors. The Club would like to donate some money towards such things as fertilizer, seed and soil amendments to help with the fields and would also like to find other places to play to help take some of the pressure off the fields.

Gorman reviewed current and past funding sources for field maintenance. Etmanczyk said the Soccer Board approved a donation up to \$3000 to go toward products or equipment for field improvement at Liberty and Sunrise Parks. Etmanczyk also suggested keeping the \$5/player fee that has been charged to the club for many years.

Adler moved to accept up to a \$3000 reimbursement from the Soccer Club to go toward fertilizer, soil amendments and grass seed in 2026 and to keep the \$5 player fee. Webber seconded. Motion carried.

#### **Discuss and consider an increase in the Recreation Department late fee charge**

Dudley recommended raising the current \$5 late registration fee due to the extra burden it puts on the department's staff to try to accommodate the late participants. White made a motion to raise the fee to \$20 with the discretion of the Recreation Department to make exceptions where appropriate. Adler seconded. Motion carried.

#### **Consider bike friendly community designation**

Scott Roethle, from the Sustainability and Natural Resources Committee, said the group is looking to apply to become a bicycle friendly community and are currently in the process of filling out the application. Fendrick asked what the cost would be to the Village for such things as signs and painting bike lanes and Roethle stated that is unknown at this time. Roethle said they are just in the beginning stages and will continue to work toward the designation. The Commission is in favor of moving forward with the process.

#### **Consider Bird City USA designation**

Kerry Beheler, from the Sustainability and Natural Resources Committee, said the Committee is looking to apply for Bird City USA designation. This is very similar to the Tree City USA program which the Village is involved with. Beheler provided information on the program and the website.

#### **Consider playground options for Grandma Foster Park**

Gorman reviewed the two playground options provided by Gerber Leisure Products for replacement at Foster Park. Webber moved, Adler seconded to move forward with option #2. Motion carried.

**Recreation Director's Report**

Dudley reviewed her written report

**Public Services Director's Report**

Gorman reviewed his written report.

**Future agenda items**

- Village Park Sponsorship Program
- Civic Rec Update
- Mount Horeb Recreation Complex planning
- CORP
- Grundahl concession/storage building
- Bird City USA
- Bike Friendly Community

**Set next meeting date and time**

January 27, 2026 at 5:30 pm

**Adjourn**

White moved, Webber seconded to adjourn at 6:48 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director

DRAFT



## AGENDA ITEM REPORT

### MEETING DATE

January 27, 2026

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 4.a

Village Park Sponsorship Program

### BACKGROUND

Attached is the draft sponsorship program for the Mount Horeb Recreation Complex fundraising efforts. The main idea I used was to identify the amenities identified in the final development plan, call them out and put in estimated costs and list the proposed sponsorship levels. As this is a draft, updated numbers will be needed if this is the direction the Committee chooses. I chose this form as I thought it could also be used as a future document for future fundraising efforts. I'm including a program that I borrowed for the template for our program as an example. They have a page for each of the parks and the costs of upgrades that are needed, then on the sponsorship form the list of upgrades and their costs and the amount the sponsor would like to donate. I amended our form slightly, so people can select which sponsorship level they would like to choose.

I think this is a good starting point, and I'm open to all feedback. I am definitely willing to hand this off to other staff as well, who are more creative and have better design skills and software better suited for this than me.

### RECOMMENDATION

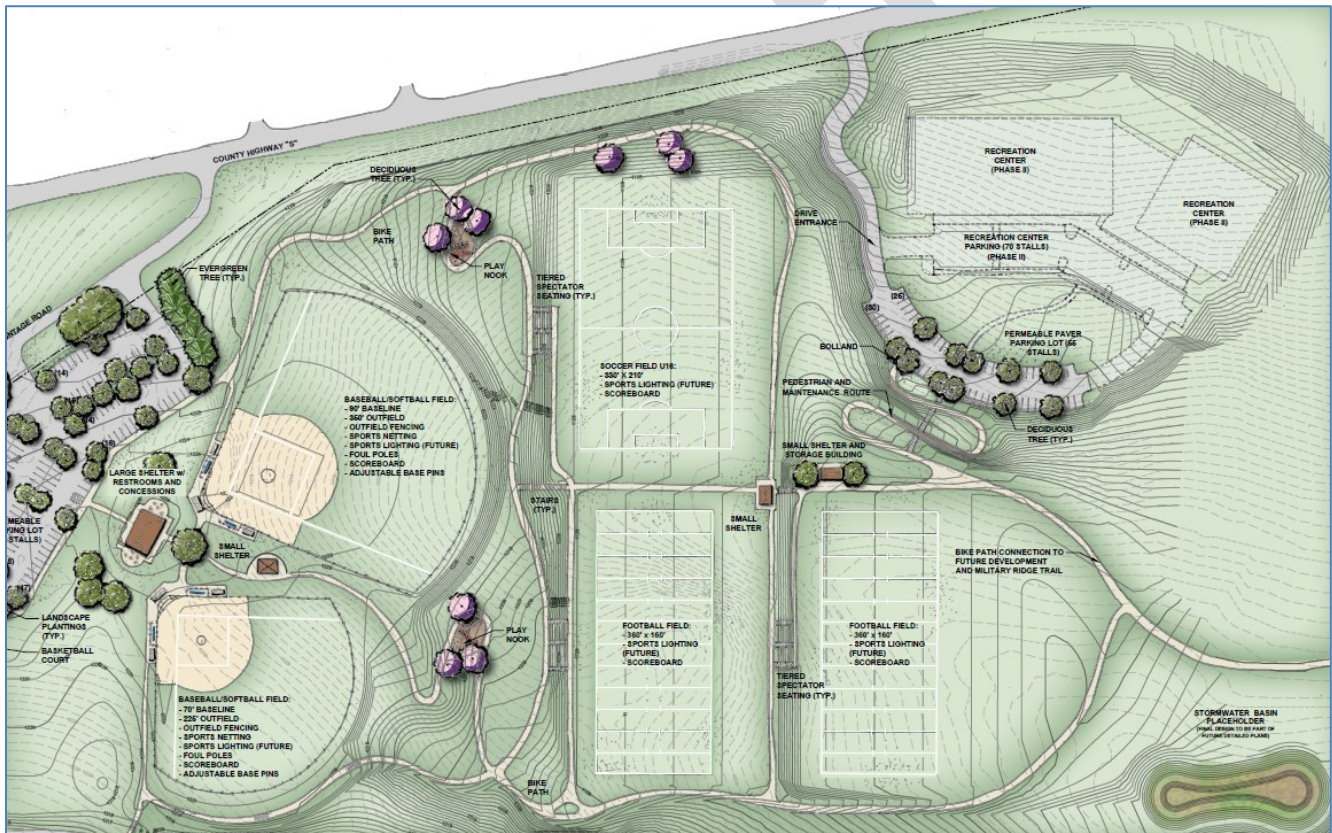
### ATTACHMENTS

1. Draft Sponsorship Program MoHo Rec Complex



# Village of Mount Horeb

## Park Sponsorship Opportunities





HERITAGE  
COMMUNITY  
OPPORTUNITY

## 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)

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Dear Potential Sponsors,

At the end of 2024, the Village of Mount Horeb purchased 135 acres on the North East side of the Village to develop much needed park space and land for housing. Through a community driven planning process, a development plan was prepared and adopted by the Village Board for a 44-acre park complex. The plan was developed to address the Village's immediate and short-term needs for youth and adult sports including football, softball, football, soccer. Additional amenities included in the park are a large central playground, small pocket play areas in the trail switchbacks throughout the site. A large rentable shelter with kitchen/concession facilities for ballgames/reunions and smaller shelters throughout the site for shade and shelter. The park will include a basketball court, bike and walking paths that connect the park with the nearby future neighbor hoods and the Military Ridge Bike Trail, The park will also include sustainable features such as native plantings, native grasses in open areas instead of grasses that require mowing, bioswales for stormwater detention and the potential use of permeable pavement in sensitive areas and solar panels. Future improvements include the addition of scoreboards and lighting for the ballfields.

The Village is looking for sponsors to help with the development of the new Mount Horeb Recreation Complex. The following are a list of items that are available for sponsorship and the various sponsorship levels.

Your sponsorship includes:

- **Visibility in various Village communications, both digital and print**
- Opportunities for recognition at parks or Village events
- Custom dedication plaque recognizing your donation
- Help develop the Village's newest park

Thank you for considering sponsorship to help make a positive impact on our wonderful Village parks.

Sincerely,

DRAFT

## Mount Horeb Recreation Complex

<p><b>Amenities:</b></p> <ul style="list-style-type: none"> <li>• Ball Diamonds</li> <li>• Football Fields</li> <li>• Soccer Fields</li> <li>• Basketball Court</li> <li>• Bike/Walking Trail</li> <li>• Native Plantings</li> </ul>	<ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Swings</li> <li>• Pocket Playgrounds</li> <li>• Restrooms</li> <li>• Large Shelter</li> <li>• Small Shelters</li> </ul>	<p>Map</p>
<p><b>Address</b></p>		
<p>A new 44-acre park planned through community involvement based on demands expressed in the Village's Comprehensive Planning Process. We are beginning the fundraising process to seek partners in funding the amenities to be developed.</p>		<p><b>44 acres</b></p>

# Mount Horeb Recreation Complex Sponsorship Commitment Form

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Sponsorship Options:

### Playground Installation

- Playground \$130,000
- Poured in place rubber surfacing \$65,000
- Benches (3) \$1500 each
- Trash receptacle (1) \$1000 each
- Bike racks (2) \$200 each

### Sponsorship Level

- Platinum \$25,000
- Gold \$10,000
- Silver \$1,000
- Contributing \$???

Amount: \_\_\_\_\_

### Playnook Installation

- Playground \$40,000
- Poured in place rubber surfacing \$5,000
- Benches (1) \$1500 each
- Trash receptacle (1) \$1000 each
- Bike racks (1) \$200 each

Amount: \_\_\_\_\_

### Main Shelter with Restrooms and Concessions

- Concessions Building \$1,000,000
- ADA Picnic Tables (6) \$550 each
- Picnic Tables (9) \$200 each
- Trash receptacles (2) \$1000 each
- Bike racks (2) \$200

Amount: \_\_\_\_\_

### Basketball Court Installation

- Playing Surface \$50,000
- Court Striping \$500
- Goal Structure (2) \$2000 each
- Benches (4) \$200 each

Amount: \_\_\_\_\_

### Softball Field Installation

- Field Work \$
- Concrete Seating Area \$
- Fencing \$
- Scoreboard
- Lighting

Amount: \_\_\_\_\_

### Baseball Field Installation

- Field Work \$
- Concrete Seating Area \$
- Fencing \$

- Scoreboard
- Lighting

**Soccer Field Installation**

- Field Installation
- Irrigation?
- Bleachers/Seating
- Lighting

Amount: \_\_\_\_\_

**Football Field Installation**

- Field Installation
- Irrigation?
- Bleachers/Seating
- Lighting

Amount: \_\_\_\_\_

**Native Plantings Installation**

- Native Grasses
- Native Plants
- Native Trees

Amount: \_\_\_\_\_

**Sustainable Feature Installation**

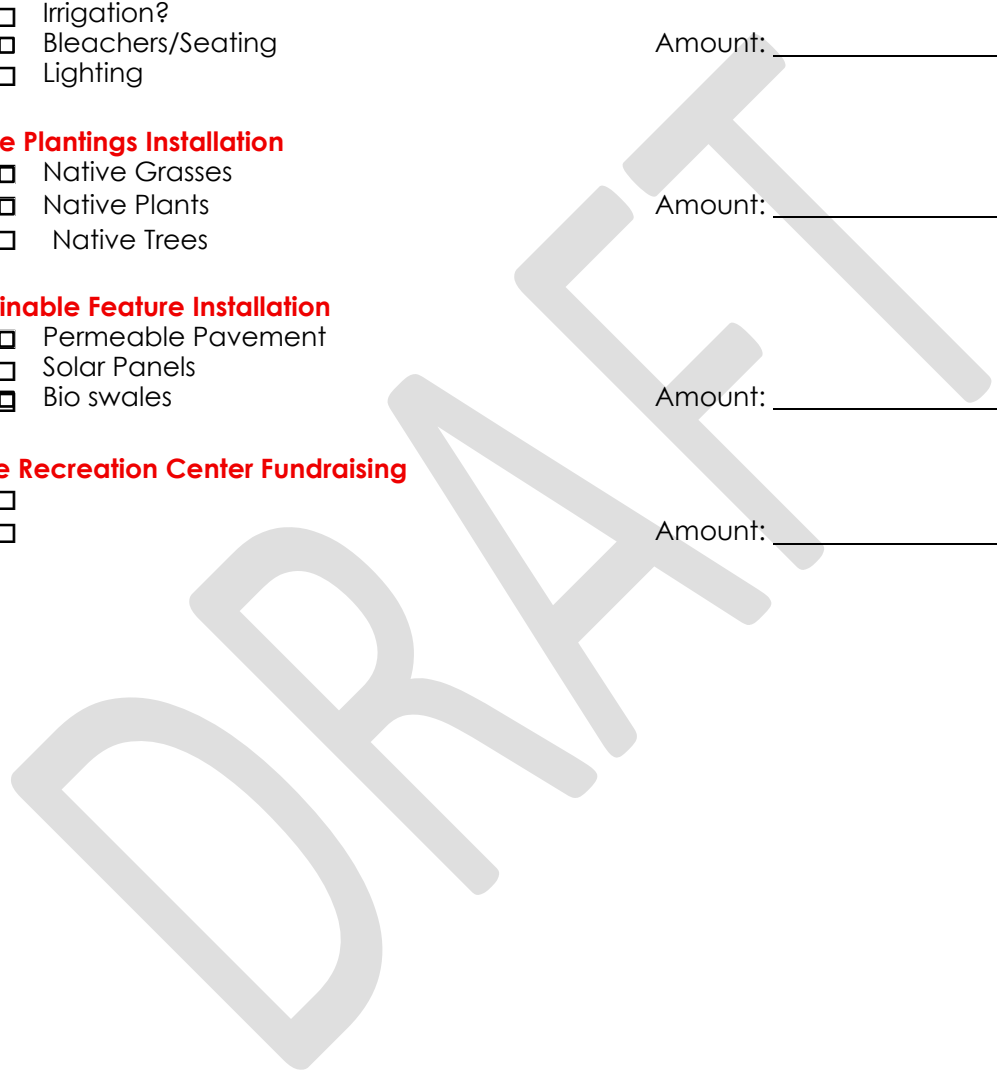
- Permeable Pavement
- Solar Panels
- Bio swales

Amount: \_\_\_\_\_

**Future Recreation Center Fundraising**

- 
- 

Amount: \_\_\_\_\_





## AGENDA ITEM REPORT

### MEETING DATE

January 27, 2026

### PREPARED BY

Jeff Gorman, Public Services  
Director

### AGENDA ITEM # 4.b

Discussion on Village Park planning process

### BACKGROUND

### RECOMMENDATION

### ATTACHMENTS

None



## AGENDA ITEM REPORT

### MEETING DATE

January 27, 2026

### PREPARED BY

Jill Dudley, Recreation Director

### AGENDA ITEM # 4.c

Update on CivicRec Software

### BACKGROUND

We began using our new CivicPlus software on Monday, January 5, for shelter rentals and community center reservations. The process worked seamlessly, and we are very pleased with the results. I will continue working with Denise on the finance portion, but overall, we are very happy with the system.

### RECOMMENDATION

### ATTACHMENTS

None



## AGENDA ITEM REPORT

**MEETING DATE**

January 27, 2026

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

Update on Grundahl concession/storage building

**BACKGROUND****RECOMMENDATION****ATTACHMENTS**

None



## AGENDA ITEM REPORT

**MEETING DATE**

January 27, 2026

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

Update on Bike Friendly Community

**BACKGROUND****RECOMMENDATION****ATTACHMENTS**

None



## AGENDA ITEM REPORT

**MEETING DATE**

January 27, 2026

**PREPARED BY**

**AGENDA ITEM # 4.f**

Update on Bird City USA

**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

January 27, 2026

### Recreation Director's Report

1. January Program Numbers:

<u>Program Name</u>	<u>2026 Participants</u>	<u>2025 Participant Numbers</u>
4K-2 <sup>nd</sup> Grade Basketball	216	207
Adult & Peds CPR/AED	21	N/A
Art Class (Winter Session #1)	13	15
Babysitting Class	10	6
Bricktopia (YEL)	13	N/A
Big Ten Volleyball League	48	36
Chess (YEL)	9	N/A
Coed Volleyball	28	33
Puzzle Palooza	12 teams	10 teams
Robotics (YEL)	5	16
Slow Flow Yoga	8	N/A
Total Body Fitness	22	16
Extreme Stem (YEL)	10	7
Water Exercise (Winter)	16	16

- Upcoming February Programs/Events: Babysitting Class, Family Bingo Night, Painting Class, and YEL Macqueen Robotics.
- Park shelter and community center reservations for 2026 began on January 5 in our new software, CivicPlus. So far, we have 19 paid shelter reservations and three paid community center rentals. The process went very smoothly, and we are excited to begin using CivicPlus for program registrations in March.
- Our 4K–2nd Grade Youth Basketball program tipped off on January 10 and is off to a great start. We have 26 teams this season, supported by 53 awesome volunteer coaches who help make practices fun and welcoming for our players. Teams are practicing at the ELC, Primary Center, and Intermediate Center gyms, giving everyone plenty of space to learn, play, and build skills.
- We have five teams and 13 coaches for our 5<sup>th</sup>-8<sup>th</sup> grade Big Ten Volleyball League that started practices at the MS Gym on January 11. We hired on Trinity Alexander as our Big Ten Volleyball Supervisor. Trinity, who played on the varsity volleyball team last fall, will oversee all games at the High School in February and March.

6. We are currently working on our 2026 summer activity guide which includes: design of the guide in Canva, contacting instructors, and securing program locations. Our plan is to have this guide emailed out on March 20, with registration opening on March 23.
7. Jeff Gorman sent the signed contract to Coyle Carpet to get things started on our entryway flooring.
8. Grace and I will be attending the Wisconsin Park and Recreation Association Annual Conference in Wisconsin Dells from February 4–6. We look forward to the networking and educational opportunities, and it will be a great chance for Grace to connect with colleagues from across the state.
9. Grace has been doing a great job marketing our programs, resulting in increased participation in programs that had not yet reached the minimum number of registrants.



# 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**

**January 27, 2026**

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

- Kevin Krantz retired on December 31. We have interviewed several individuals to fill this position and just received an accepted offer from Peter Castro. He will be starting on January 26. Peter lives in Mount Horeb, is a Navy veteran, and worked for the City of Madison Parks Department. We think he will be a good fit for our department.
- We are still searching to fill our mechanic position. We had an interview on January 20 with a promising individual and Andrea is currently doing background checks on him.
- Rob DeRoeck, our arborist, obtained his commercial driver's license in late December. He will also be attending the Wisconsin Arborist's Association annual conference February 15-17.
- We started making ice at Garfield Park in late December but unfortunately it melted. With the recent cold temps, we have started again and hope to have it skateable by late January.
- When not performing snow removal duties, we have worked on tree pruning and have completed several tree removals. I have been training Rob on roping tree limbs for large tree removals.