



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PARKS, RECREATION, AND FORESTRY COMMISSION AGENDA

Tuesday, February 24, 2026 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 on Non-Agenda Items*
- 4) Consent Agenda
 - a. Consideration of January 27, 2026 Meeting Minutes
- 5) Agenda Items
 - a. Discuss Mount Horeb Area School District Girls Swim Team pool usage
 - b. Consider 2026 Aquatic Center dates and hours of operation
 - c. Consider quote for new sign at Waltz Park
 - d. Discuss Village park sponsorship program
 - e. Consider naming rights for the Grundahl Park concession/storage building
 - f. Discuss Mount Horeb Recreation Complex planning
 - g. Update on Bird City USA
 - h. Update on Bike Friendly Community program
- 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

***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 (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

February 24, 2026

PREPARED BY

AGENDA ITEM # 4.a

Consideration of January 27, 2026 Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. prf minutes 1.27.26

MINUTES

PARKS, RECREATION AND FORESTRY COMMISSION

January 27, 2026, 5:30 PM, Municipal Building Board Room

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

ABSENT: Arrigoni

OTHERS PRESENT: Owen, Gorman– Village of Mount Horeb

Consider minutes of the November 25, 2025 meeting.

White moved, Adler seconded to approve the November 25, 2025 meeting minutes. Motion carried.

Village Park Sponsorship Program

Owen reviewed his draft of a sponsorship program for Mount Horeb Recreation Complex and all Village parks to help bring in additional sources of revenue for park development and improvements. The program would include maps, a listing of amenities and different levels of sponsorship opportunities. Owen suggested that the Recreation Department might be able to format the program and make it look more professional. Fendrick suggested looking into working with a professional fundraising firm to help launch and administer the program. The Commission agreed that idea is worth exploring. The Commission discussed several items relating to the development of the Recreation Complex. Adler asked about establishing sponsorship levels for the new Grundahl Park building. Fendrick suggested asking Owen to bring information to the next meeting and putting it on the agenda.

Discussion on Village Park planning process

The Commission discussed moving forward with the updated Comprehensive Outdoor Recreation Plan. They also discussed the possibility of working with the National Guard to perform some stripping/grading, grant funding, fundraising professionals, and talking to youth sports clubs and other interested organizations about funding.

Update on CivicRec Software

Dudley was not present but left notes stating that the use of the CivicRec software is going really well and she hasn't had any complaints from the public at this time.

Update on Grundahl Park concession/storage building

Adler said he met with the architect a couple weeks ago and they are still finishing up the plumbing and electrical schedules and some of the specifications. He also spoke with our building inspector and reduced the footprint of the building slightly to stay under the size requirement for state permitting. Fendrick asked Adler about the timing of the construction related to the Summer Frolic. Adler said they would like to get started as soon as possible but much will be determined by fundraising. Adler doesn't feel it will be an issue if construction has started prior to the Summer Frolic. Fendrick thanked Adler for all the time he is putting into this project.

Update on Bike Friendly Community

Owen said that the application process is still in progress.

Update on Bird City USA

Owen said Beheler has submitted the application and it is currently under review to determine what status level the Village achieves. Fendrick thanked the SNR Committee for the work they put into this project.

Recreation Director's Report

Dudley was not present at the meeting but submitted her report for the Commission to review.

Public Services Director's Report

Gorman reviewed his written report.

Future agenda items

- Village Park Sponsorship Program
- Naming rights for Grundahl Park building
- Mount Horeb Recreation Complex planning
- CORP
- National Guard project
- Bird City USA
- Bike Friendly Community

Set next meeting date and time

February 24, 2026 at 5:30 pm

Adjourn

White moved, Hogseth seconded to adjourn at 6:34 pm. Motion carried.

Minutes prepared by Jeff Gorman, Public Services Director



AGENDA ITEM REPORT

MEETING DATE

February 24, 2026

PREPARED BY

Jill Dudley, Recreation Director

AGENDA ITEM # 5.a

Discuss Mount Horeb Area School District Girls Swim Team pool usage

BACKGROUND

For the past few years, the MHASD Girls Swim Team has utilized the outdoor pool for their morning practices in August. For 2026, they are looking to use the pool starting on August 17 from 5:45-7:30am and 3:45-5:30pm. They would like to use it as long as possible.

RECOMMENDATION

ATTACHMENTS

None



Aquatic Center Information

2025 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)

2026 Proposed Aquatic Center Dates and Hours of Operation

Dates:

June 10 – August 15

Open Swim:

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

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

Swim Lessons:

Session #1: Monday through Thursday, June 15 – June 25

Session #2: Monday through Thursday, June 29 – July 9

Session #3: Monday through Thursday, July 13 – July 23

Session #4: Monday through Thursday, July 27 – August 6

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

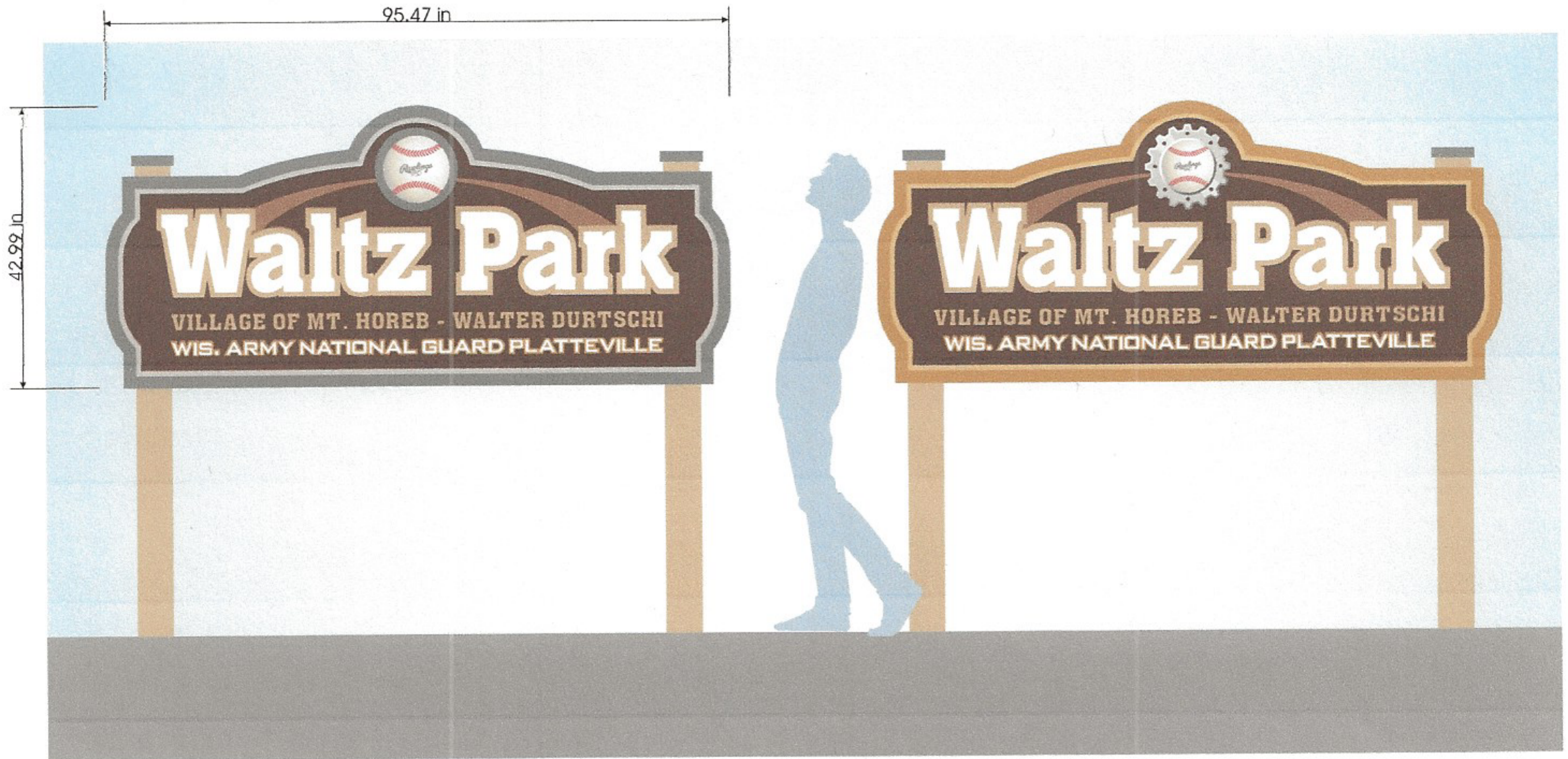
Evening times = 6:15–6:50pm and 6:55-7:30pm

Pool Parties:

Saturdays and Sundays (June 20– August 9): 10:30am-12:00pm and 7:15-8:45pm

- No morning party rentals on June 20, June 27, and July 18 (swim team meets)

3D ROUTED HDU (High Density Urethane) with faux wood grain bkgd, raised lettering and graphics.



ROUTED, 42"x8"x1.5" HDU signs with 3D woodgrain background, raised lettering and graphics. Primed and painted with Sherwin Williams Exterior Satin latex paints.
 Price for above signs.....\$2740.00+tax

4"x6" AC2® 4 x 6 x 10 #2 Ground Contact Green Pressure-Treated Timber, cut, primed and painted.
 2"x4" horizontal supports.....\$300.00+tax

Permit application.....TBD
 Permit fee.....TBD

PRICE QUOTATION IS GOOD FOR 30 DAYS

SKETCH DEPOSIT: The sketch deposit covers minimal costs involved in developing a concept. It does not cover the actual purchase of a custom design, which would be figured at an hourly rate, with a quoted minimum price. The sketch remains the property of the designer.

PRICES as indicated above, are minimum estimates for art or sign work only. Photostats, typography, photographs, overtime, changes and/or additions, delays caused by the client, special consultations and all other work expense that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

FINISHED art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches and materials other than signs originated by the designer are the property of the designer and will be held for the client, unless otherwise shown.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month after the first 30 days.

SPECIAL conditions on the client's purchase orders in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase order or not.

THANK YOU FOR YOUR ORDER; This signed contract constitutes authorization to proceed.

SIGNATURE

COMPANY

DATE



vitalsignsverona.com

DRAWING

2/10/2026

Customer Name: JEFF GORMAN
Company: MT HOREB PARKS/PUBLIC SERVICES
Street: 138 E Main Street
City: MOUNT HOREB
State: WI Zip: 53572
Phone: 608-206-3822
E-mail address: jeff.gorman@mounthorebwi.info

3D ROUTED HDU (High Density Urethane) with faux wood grain bkgd, raised lettering and graphics.





AGENDA ITEM REPORT

MEETING DATE

February 24, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.d

Discuss Village park sponsorship program

BACKGROUND

I met with Public Services Director Gorman, Recreation Director Dudley and Recreation Assistant Larson to discuss the sponsorship program. We were in agreement that overall the program looked good but wanted to research the idea of a fundraiser to assist with the efforts and what services they could provide to further develop the program. I reached out to the Village of Oregon Administrator, Martin Shanks, who recently issued a request for proposal for fundraising services for a new senior center. After reviewing the proposals, they determined the cost was not worth the benefit of hiring a consultant for the project. He added that they did feel that approach was beneficial, because without at least exploring it, they would not know if it could have been beneficial. With a \$15 million project, not including the future recreation center/aquatics center, it would likely be worth our time to pursue this option as well.

If we want to issue an RPF, we can use Oregon's as a template and amend it to suit our needs, and I'm sure they will provide some contacts for us. In the meantime, we can use the estimate prepared by JSD with the plan to update the costs listed in the sponsorship program and meet with the youth sports clubs while waiting for proposals to come in.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

February 24, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.e

Consider naming rights for the Grundahl Park concession/storage building

BACKGROUND

Looking at other naming rights programs, they generally consist of a set dollar amount for a single sponsor to have a facility named after them for a set number of years. Using the Mount Horeb Area School Districts Advertisements, Donations and Sponsorship Guide as an example, the Stadium Concession Stand Naming Rights are listed at \$5,000 per year for a 5-year term.

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

February 24, 2026

Recreation Director's Report

1. February Program Numbers:

<u>Program Name</u>	<u>2026 Participants</u>	<u>2025 Participant Numbers</u>
Cookie Decorating	7	N/A
Family Bingo Night	50	48
Painting Class (Valentines Owl)	8	8
YEL! Robotics	10	N/A

2. Upcoming March Programs: After School Art Class (Session #2), Fit For Life (Spring), YEL! Video Game Design, Total Body Fitness (Spring), YEL! Grandmasters of Chess, and Water Exercise (Spring).
3. We are currently working on entering our 2026 summer programs into CivicPlus and developing the activity guide in Canva. With the Primary Center field unavailable, we expect some challenges in securing adequate space for certain summer activities. As a result, we will need to be creative with scheduling and may need to limit participant numbers in some programs.
4. We will be hosting the final tournament for the 5th/6th grade girl's basketball league on February 28 at the Middle School Gym. We are currently working on securing referees and scorekeepers to ensure the event runs smoothly.
5. I spoke with Coyle Carpet, and they confirmed that all materials for the entryway flooring have arrived. They are currently coordinating a date with their installers. We are hopeful the project will begin soon so it can be completed by the end of March.
6. Grace and I attended the Wisconsin Park and Recreation Association annual conference in Wisconsin Dells in early February. We participated in several valuable educational sessions on topics such as building your dream team, creative pool trainings, avoiding burnout, and leading with empathy. We also had the opportunity to hear from inspiring speakers who shared practical insights and renewed our enthusiasm for the work we do.
7. We have begun advertising our summer seasonal positions, including Lifeguards, Admissions/Concessions Staff, Kids Camp Coordinator, and Kids Camp Assistant. We plan to conduct interviews for these roles in March.
8. I am currently reviewing our seasonal staff wage scale to ensure we remain competitive with other businesses in Mount Horeb and the surrounding communities. Based on this review, I believe several of our positions may warrant an increase to the starting wage in order to attract and retain quality staff.
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

Parks, Recreation and Forestry Commission

February 24, 2026

Public Services Director's Report

- Peter Castro filled our vacant crewperson position and started on January 26. We have also filled our mechanic position. Parker Bean will be starting on February 23.
- Our crew has logged 423 regular hours and 378 overtime hours plowing, hauling and salting this winter at a cost of \$34,000. We have used approximately 550 tons of salt this winter. There have been issues getting salt deliveries in a timely manner this winter due to a shortage of trucks for hauling.
- The cold weather in late January allowed us to establish our ice-skating rink at Garfield Park. The rink opened to the public on January 29 and remained open until February 11, giving us 14 days of skating. Last season, the rink was open from January 15-29 and again February 5-24, giving us 35 days of skating. The winter of 2023-2024 only gave us three days of ice skating and the winter of 2022-2023 only provided two days.
- We encountered some problems with hockey players during the weekend of February 7. Players were shooting slap shots and pucks ended up on private property, including on roofs, over roofs and one puck that went through our netting and broke a window in the house to the south. We will have to address this for next winter.