



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Parks and Recreation Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:
Date /Time:
Location:
Members:

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON

Monday, October 21, 2013 @ 5:30 PM

Hall of Fame Room (381 E. Main St., Stoughton WI 53589)

Tricia Suess, Tim Swadley, Michael Engelberger, Donna Olson

CC:

Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Pili Hougan, Tamara Bader-Fleres, Debbie Blaney, Debbie Myren, Sean Brusegar, John Lewis, oregonobserver@wcinet.com, Council Members

* Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
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1	Call to Order
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2	Approval of Minutes from September 16, 2013
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3	Communications
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Item #	OLD BUSINESS
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4	Parks and Open Space Plan Update
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5	Naming of Parkland near Fire Department
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Item #	NEW BUSINESS
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6	New Youth Center Staff
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7	Youth Center Update
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8	Future Agenda Items
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ADJOURNMENT

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Monday, September 16, 2013

5:30 PM

Hall of Fame Room



Present: Alderpersons: Tim Swadley, Tricia Suess, Michael Engelberger, Ross Urven and Parks and Recreation Director Tom Lynch

Guests: Marty Lamers, Sean Brusegar, Jon Lewis

Call to Order

By Suess at 5:30 PM

1. Approval of August 19, 2013 Minutes

Motion by Swadley, seconded by Urven to approve the minutes of August 19, 2013. Motion passed 3-0.

2. Communications

None

Old Business

3. Division St. Park Riverbank Restoration

Lynch reviewed the results of the grant application with the DNR. After initially being directed to the Stewardship grant, we were informed the grant doesn't pay for riverbank restoration. Strangely, they did give us \$45,000 for a trail and accessible canoe landing that we didn't specifically ask for. Being a 50-50 match, we are reluctant to use budgeted money for anything other than the restoration. There is a grant that is a better fit that will be applied for in the spring. We also believe there is enough money that we can do this project in-house next year without grant help.

New Business

4. Veteran's Park Tennis Court

The committee is interested in saving the Veteran's Park tennis court based on staff recommendations and citizen input about the current usage. Sean Brusegar presented a plan to rebuild the court using a synthetic surface for \$25,000 and volunteers.

Motion by Swadley, seconded by Engelberger to recommend to the CIP Committee make necessary repairs at the Veteran's Park Tennis Court totaling \$25,000 w/volunteers, using \$6000 from the tennis court demolition, \$10,000 from 2013 Capital Outlay for Parks and Open Space Plan update and \$9,000 from the proposed wage study for the 2014 CIP. Motion passed 4-0.

5. Naming of Parkland near Fire Department

Donna Olson presented a proposal for naming the land east of the fire station, "Rotary Park". The name is in honor of all the work the Rotary Club has done for the City as well as on the gazebo project in this space.

Motion by Swadley, seconded by Engelberger to recommend to Council that the land east of the fire station, become parkland, and called "Stoughton Rotary Park". Motion passed 4-0.

6. Budget Offers

Lynch presented his four offers for the BFO process. Increases to wages and benefits were partially offset by increased fees. Besides that the offers are basically the same as 2012. The total for Troll Beach, Youth Center, Open Space Management and Recreation Programs totals \$100,000 cost to the City or 0.9% of the city budget. No action taken.

7. Kettle Park West Update

The parkland dedication will occur in phase four. Depending on the rate of house sales, a park for City use in that development is a couple years out at best.

8. Fair Grounds/Mandt Park Discussion

Swadley questioned the lack of usage of the area in front of the grandstand. Currently the contract with the fair gives them the right to use that area as needed to produce revenue. The committee discussed options without a motion.

9. Youth Center Update

Lynch presented the attendance for the month of August. Highest since 2007 (427)

4. Future Agenda Items

Parks and Open Space Plan

Policy for Beer Sales

Fair grounds/Mandt Park Discussion

Park Naming

Motion made by Swadley, seconded by Engelberger to adjourn the meeting at 7:10 PM. Motion passed 4-0



Stoughton

PARKS & RECREATION

TECHNOLOGY MONSTERS



Recreation Supervisor Dan Glynn enjoys technology in his life and work. Using multiple marketing options we are able to offer more opportunities to the public while holding the financial line.



Dan uses **Twitter** as an additional way to promote our programs to our 153 followers. His tweets drive more customers to the 614 friends on Facebook.

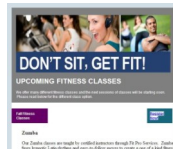
Our decision to use the **Active** online registration program has given the public an easier way to register for programs using a credit card from home. This also has helped us lower in-house data entry.



As one of the first communities in the country, we signed on to be included on the new **GoStrive** app for recreation. This app allows customers to register for programs and share their activities with each other on Facebook.



Active also provides a large email resource for easy cost-free professional looking **promotional emails**. We can reach nearly 6000 customers at a time but more commonly craft specific messages for a targeted group.



Survey Monkey has been our evaluation tool for several years. Besides large scale surveys, we wrap up each program by giving the customers an avenue for sharing feedback.

Our **City web page** is one of the highest hit sites on the City network. Posting a digital version of our brochure helps the public easily reach information about our offerings.

We use **Facebook** to reach more customers, especially in the high school and college age group. There are specific pages for the Youth Center, Troll Beach and the Community Garden. We also use this to direct program ads to prospective customers in Stoughton and area communities.



Our next venture into marketing involves using **YouTube** to hold program video files that are used in Twitter, Facebook, emails and the City web page.



2013 Stoughton Parks and Recreation Department Resident Survey

Q1 How often do you use the following park facilities offered by the City of Stoughton?

Answered: 549 Skipped: 0

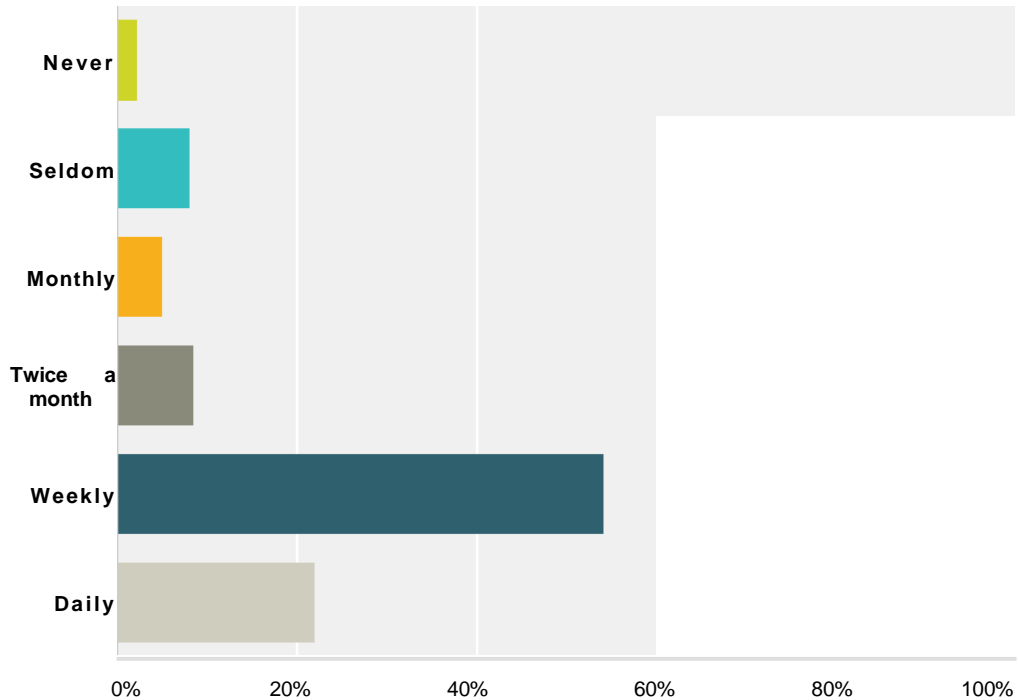
	Never	Rarely	Sometimes	Often	All the time	Total
Neighborhood playgrounds/toddler parks	11.67% 63	17.22% 93	27.04% 146	25% 135	19.07% 103	540
Baseball/softball fields	31.97% 172	20.07% 108	16.36% 88	19.52% 105	12.08% 65	538
Soccer/football fields	33.71% 181	22.53% 121	18.25% 98	15.64% 84	9.87% 53	537
Paved pedestrian/bicycle paths	10.50% 57	15.29% 83	31.31% 170	29.28% 159	13.63% 74	543
Nature/multiuse trails	8.89% 48	15.37% 83	30.19% 163	29.81% 161	15.74% 85	540
Basketball courts	39.40% 210	26.08% 139	24.77% 132	8.07% 43	1.69% 9	533
Tennis courts	40.67% 220	24.21% 131	25.69% 139	7.58% 41	1.85% 10	541
Nature preserves	15.57% 83	19.70% 105	31.89% 170	23.26% 124	9.57% 51	533
Picnic areas/shelters	11.71% 63	21.75% 117	44.42% 239	17.29% 93	4.83% 26	538
Troll Beach Swimming Facility	30.21% 161	17.82% 95	27.95% 149	16.14% 86	7.88% 42	533
Skateboard/bike parks	64.17% 342	20.26% 108	8.82% 47	4.69% 25	2.06% 11	533
Lowell Park Community Garden	66.29% 352	16.95% 90	9.60% 51	2.82% 15	4.33% 23	531
Open space park areas/nonspecific use	23.56% 127	22.26% 120	32.10% 173	15.96% 86	6.12% 33	539
Norse Ice skating rink	55.87% 300	20.11% 108	17.32% 93	4.10% 22	2.61% 14	537
Disc golf course	67.04% 358	17.04% 91	10.86% 58	3.18% 17	1.87% 10	534



2013 Stoughton Parks and Recreation Department Resident Survey

Q2 This past summer, how many times did a member of your household visit or use park facilities in Stoughton?

Answered: 546 Skipped: 3



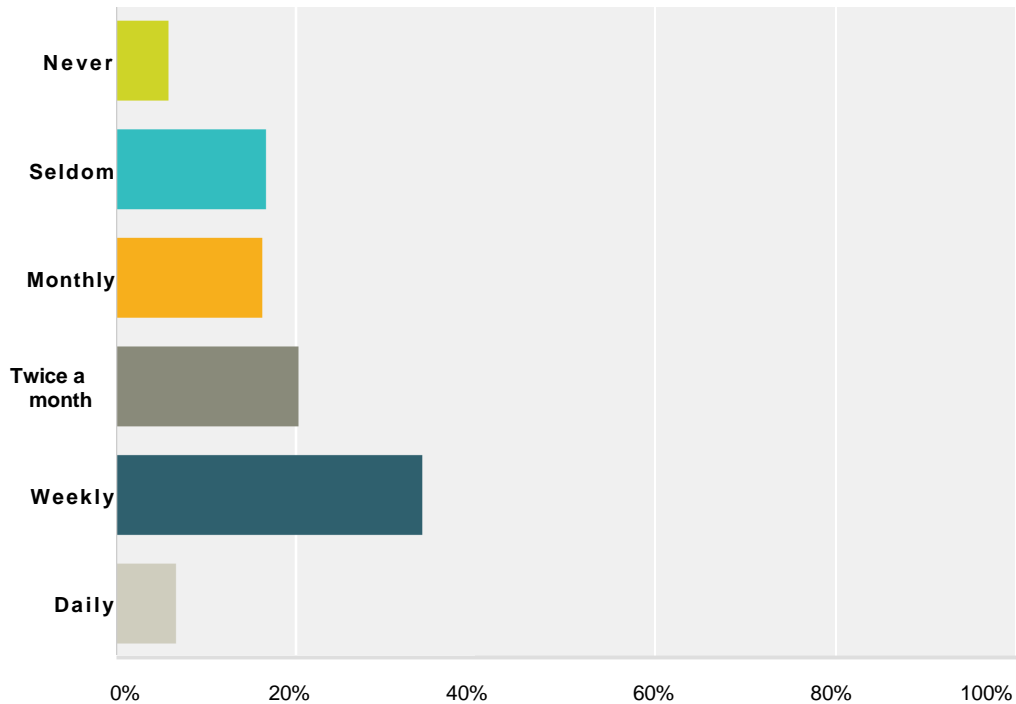
Answer Choices	Responses
Never	2.38% 13
Seldom	8.06% 44
Monthly	5.13% 28
Twice a month	8.42% 46
Weekly	54.03% 295
Daily	21.98% 120
Total	546



2013 Stoughton Parks and Recreation Department Resident Survey

Q3 In the fall, winter, and spring, how many times does any member of your household typically visit or use park facilities in Stoughton?

Answered: 544 Skipped: 5



Answer Choices	Responses	
Never	5.88%	32
Seldom	16.73%	91
Monthly	16.36%	89
Twice a month	20.40%	111
Weekly	34.01%	185
Daily	6.62%	36
Total		544

2013 Stoughton Parks and Recreation Department Resident Survey

Q4 Which Stoughton park do you visit or use most often?

Answered: 521 Skipped: 28

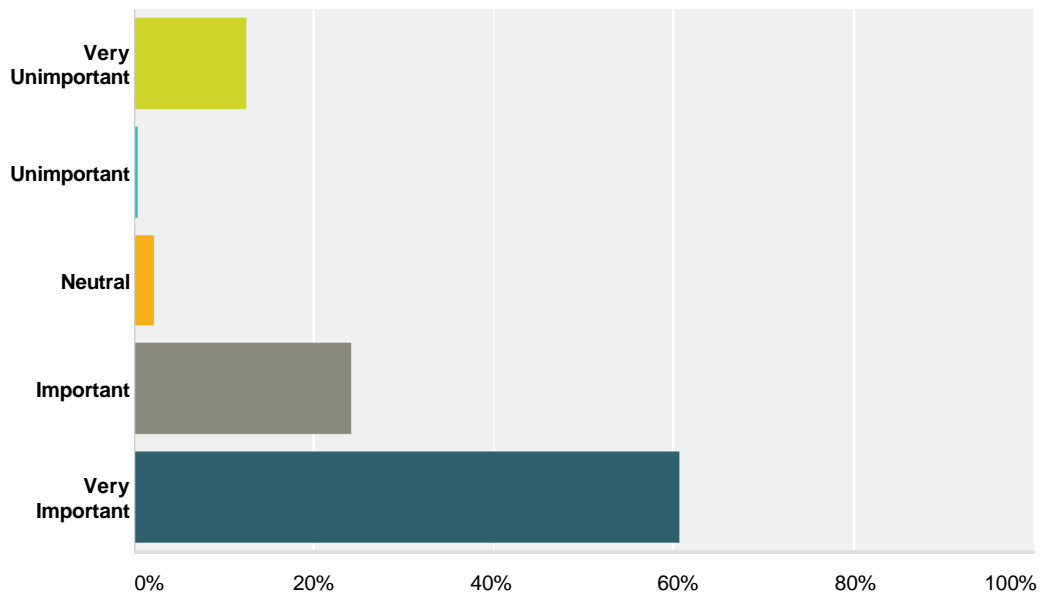
Answer Choices	Responses
Mandt Park	12.48% 65
Racetrack Park	19.39% 101
Norse Park	14.01% 73
East Park	4.22% 22
Virgin Lake Park	9.79% 51
Bjoin Park	10.17% 53
Lowell Park	2.88% 15
Veteran's Park	6.91% 36
Riverside Park	3.07% 16
Division St. Park	1.34% 7
Dunkirk Park	3.45% 18
Criddle Park	2.50% 13
Schefelker Park	5.57% 29
Westview Ridge Park	2.69% 14
Heggestad Park	1.15% 6
Mill Pond Park	0.38% 2
Total	521



2013 Stoughton Parks and Recreation Department Resident Survey

Q5 Regardless of how often you use the parks system, how would you rate the importance of parks and open space to the general “quality of life?”

Answered: 544 Skipped: 5



Answer Choices	Responses	
Very Unimportant	12.50%	68
Unimportant	0.55%	3
Neutral	2.21%	12
Important	24.08%	131
Very Important	60.66%	330
Total		544



2013 Stoughton Parks and Recreation Department Resident Survey

Q6 Please indicate your level of satisfaction with the following:

Answered: 543 Skipped: 6

	Extremely Dissatisfied	Dissatisfied	Neutral	Satisfied	Extremely Satisfied	Total
Overall satisfaction with Stoughton parks	2.04% 11	3.90% 21	15.58% 84	67.16% 362	11.32% 61	539
Park safety	0.37% 2	2.23% 12	18.99% 102	66.29% 356	12.10% 65	537
Park cleanliness	0% 0	4.66% 25	14.90% 80	70.20% 377	10.24% 55	537
Maintenance of equipment/facilities	0.93% 5	10.59% 57	23.42% 126	56.51% 304	8.55% 46	538
Maintenance of turfgrass	3.37% 18	11.42% 61	26.22% 140	50% 267	8.99% 48	534
Variety of equipment/facilities	1.87% 10	11.42% 61	30.15% 161	49.63% 265	6.93% 37	534
Ease of access to equipment/facilities	1.12% 6	4.11% 22	22.06% 118	61.68% 330	11.03% 59	535
Availability of equipment/facilities	1.50% 8	6.17% 33	24.30% 130	57.76% 309	10.28% 55	535
Proximity of park to your home	0.37% 2	2.23% 12	12.83% 69	52.04% 280	32.53% 175	538
Availability of parking	0.75% 4	4.14% 22	24.11% 128	54.80% 291	16.20% 86	531
Park furnishing (e.g. picnic tables)	1.32% 7	12.78% 68	27.82% 148	49.06% 261	9.02% 48	532
Number of restrooms	4.31% 23	21.16% 113	37.64% 201	33.90% 181	3.00% 16	534
Cleanliness of restrooms	4.92% 26	14.77% 78	48.30% 255	29.17% 154	2.84% 15	528



2013 Stoughton Parks and Recreation Department Resident Survey

Q7 As Stoughton expands, how important do you believe it is for the City to add, or increase the number of the following types of facilities?

Answered: 542 Skipped: 7

	Extremely Unimportant	Unimportant	Neutral	Important	Extremely Important	Total
Neighborhood playgrounds/toddler parks	1.32% 7	5.83% 31	26.50% 141	41.92% 223	24.44% 130	532
Baseball/softball fields	3.75% 20	14.79% 79	37.08% 198	30.90% 165	13.48% 72	534
Soccer/football fields	3.74% 20	14.02% 75	40.75% 218	28.60% 153	12.90% 69	535
Paved pedestrian/bicycle paths	1.86% 10	4.28% 23	19.18% 103	41.53% 223	33.15% 178	537
Nature/multiuse trails	1.87% 10	2.62% 14	20% 107	39.63% 212	35.89% 192	535
Basketball courts	4.50% 24	13.70% 73	48.78% 260	26.45% 141	6.57% 35	533
Tennis courts	6.00% 32	12.95% 69	51.22% 273	24.39% 130	5.44% 29	533
Volleyball courts	5.83% 31	13.53% 72	49.81% 265	25.75% 137	5.08% 27	532
Nature preserves	3.01% 16	3.38% 18	22.93% 122	40.60% 216	30.08% 160	532
Picnic areas	0.94% 5	2.83% 15	25.47% 135	51.70% 274	19.06% 101	530
Swimming facilities	2.81% 15	6.18% 33	24.91% 133	36.89% 197	29.21% 156	534
Pet exercising areas	7.88% 42	9.57% 51	34.33% 183	32.08% 171	16.14% 86	533
Skateboard/bike parks	11.68% 62	20.34% 108	46.14% 245	16.95% 90	4.90% 26	531
Community gardens	4.68% 25	6.93% 37	35.96% 192	34.46% 184	17.98% 96	534
Open space park areas/nonspecific use	3.54% 19	5.22% 28	36.01% 193	37.31% 200	17.91% 96	536
Ice skating rinks	7.69% 41	14.45% 77	43.53% 232	26.27% 140	8.07% 43	533
Outdoor performance venues	4.52% 24	6.21% 33	35.97% 191	38.98% 207	14.31% 76	531

2013 Stoughton Parks and Recreation Department Resident Survey

Q8 As Stoughton moves forward with its plans to build new parks, priorities must be established. There are options listed below. Please indicate what your TOP 6 PRIORITIES are based on the expected use by you and/or members of your household.

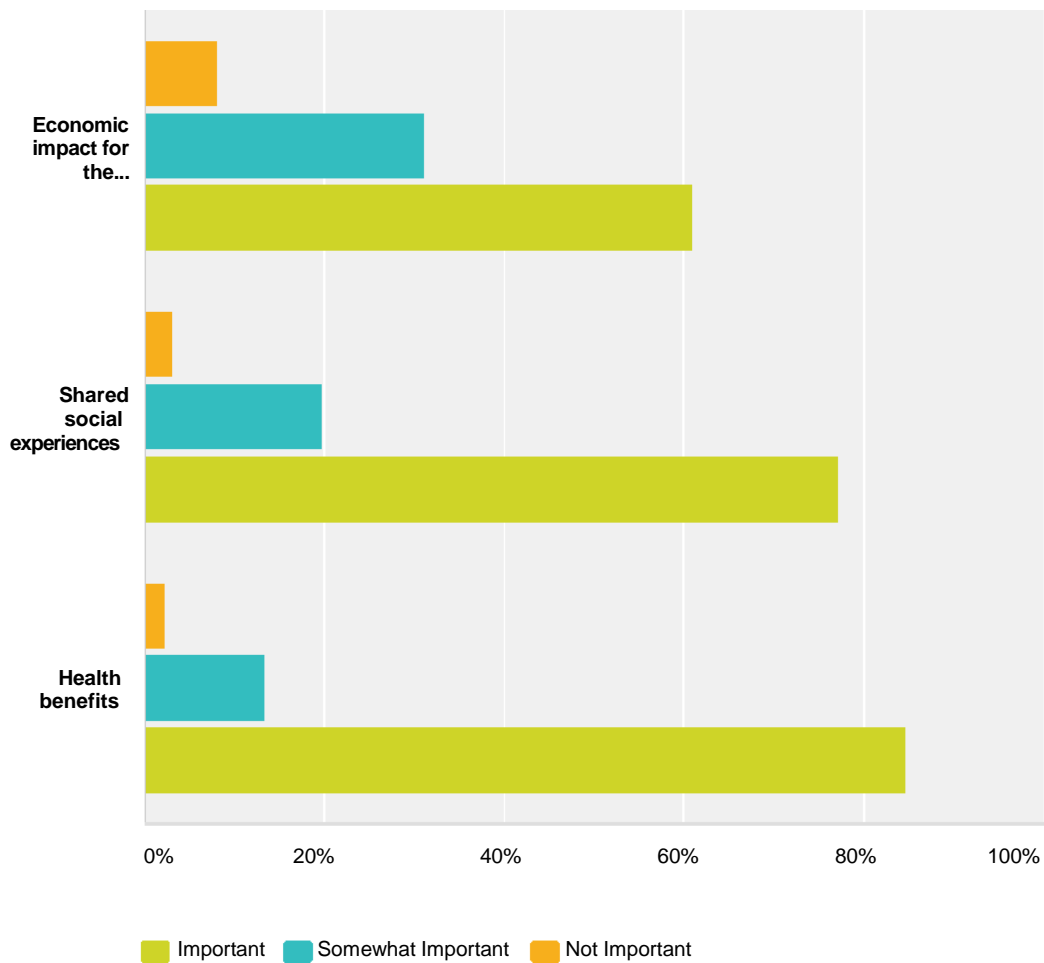
Answered: 535 Skipped: 14

	Priority #1	Priority #2	Priority #3	Priority #4	Priority #5	Priority #6	Total
Open Space	7.24% 22	12.83% 39	17.43% 53	17.43% 53	21.05% 64	24.01% 73	304
Wildlife Preserve / Wetlands	20.62% 73	20.62% 73	14.12% 50	14.97% 53	16.67% 59	12.99% 46	354
Walking / Bicycle Paths	30.62% 143	25.05% 117	20.56% 96	12.63% 59	6.85% 32	4.28% 20	467
Basketball Courts	8.24% 7	15.29% 13	14.12% 12	21.18% 18	20% 17	21.18% 18	85
Volleyball Courts	7.81% 5	7.81% 5	17.19% 11	15.63% 10	23.44% 15	28.13% 18	64
Baseball / Softball Diamonds	33.88% 62	17.49% 32	13.66% 25	10.93% 20	9.84% 18	14.21% 26	183
Soccer/ Football Fields	16.33% 24	17.01% 25	16.33% 24	18.37% 27	21.09% 31	10.88% 16	147
Children's Play Equipment	24.93% 84	19.88% 67	17.51% 59	15.13% 51	13.65% 46	8.90% 30	337
Tennis Courts	5.13% 4	15.38% 12	15.38% 12	12.82% 10	19.23% 15	32.05% 25	78
Pickleball Courts	6.67% 2	6.67% 2	10% 3	10% 3	20% 6	46.67% 14	30
Covered Picnic Facilities	5.57% 16	11.50% 33	18.12% 52	25.78% 74	18.47% 53	20.91% 60	287
Skateboard/Bike Park	4.26% 2	19.15% 9	4.26% 2	23.40% 11	17.02% 8	31.91% 15	47
Riverwalk	10.36% 40	16.84% 65	22.28% 86	19.95% 77	20.47% 79	10.10% 39	386
Outdoor performance venues	8.10% 20	8.50% 21	14.17% 35	19.43% 48	21.05% 52	28.74% 71	247
Other	28.74% 25	11.49% 10	9.20% 8	5.75% 5	16.09% 14	28.74% 25	87

2013 Stoughton Parks and Recreation Department Resident Survey

Q9 How do you rate the importance of parks in the following categories?

Answered: 536 Skipped: 13

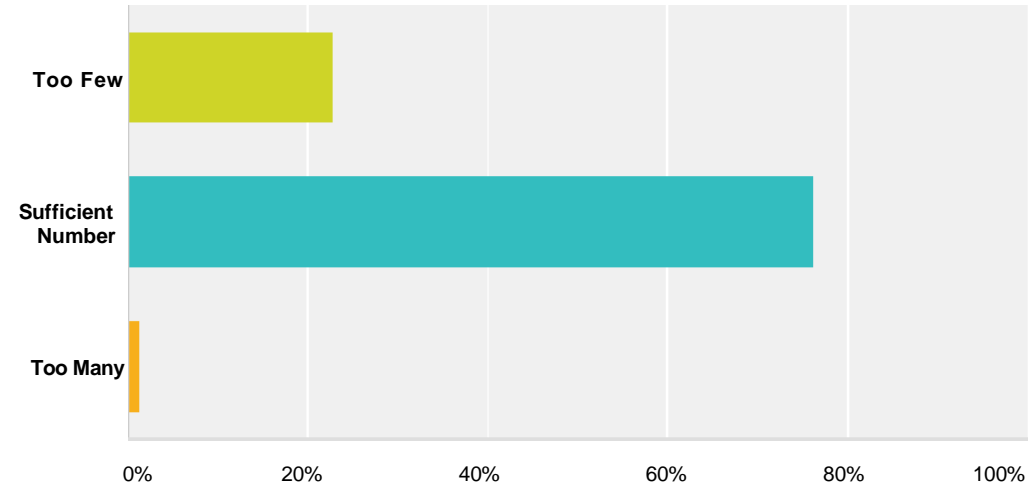


	Important	Somewhat Important	Not Important	Total
Economic impact for the community	60.86% 325	31.09% 166	8.05% 43	534
Shared social experiences	77.11% 411	19.70% 105	3.19% 17	533
Health benefits	84.40% 449	13.35% 71	2.26% 12	532

2013 Stoughton Parks and Recreation Department Resident Survey

Q10 Which statement best reflects your opinion about the current number of parks in Stoughton?

Answered: 538 Skipped: 11



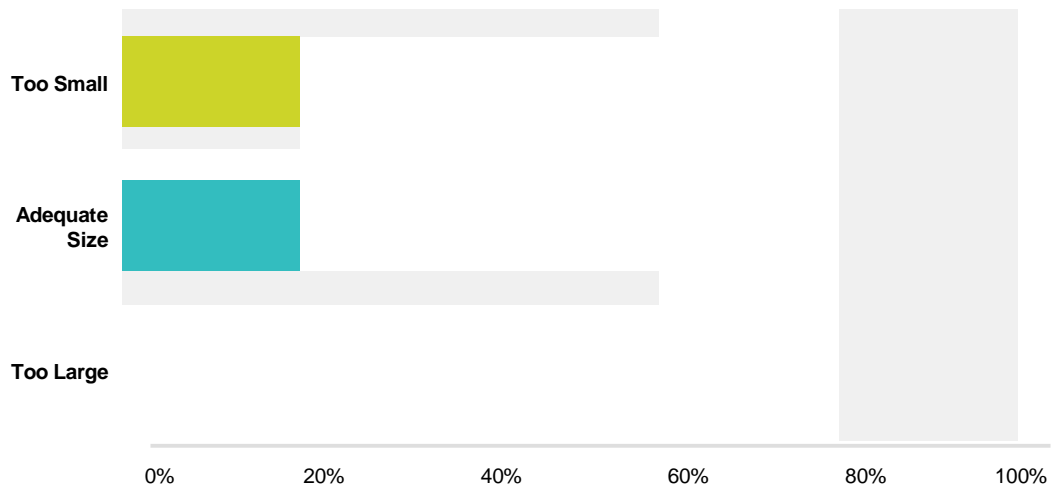
Answer Choices	Responses	
Too Few	22.68%	122
Sufficient Number	76.02%	409
Too Many	1.30%	7
Total	538	



2013 Stoughton Parks and Recreation Department Resident Survey

Q11 Which statement best reflects your opinion about the current sizes of the parks in Stoughton?

Answered: 542 Skipped: 7



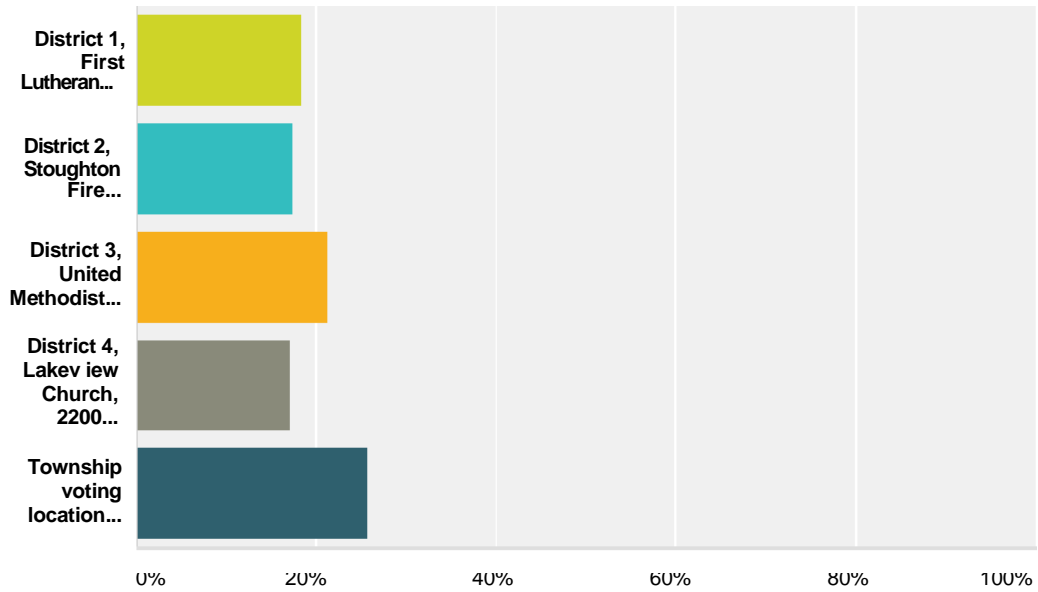
Answer Choices	Responses	
Too Small	20.11%	109
Adequate Size	79.52%	431
Too Large	0.37%	2
Total		542



2013 Stoughton Parks and Recreation Department Resident Survey

Q12 Please indicate where you vote

Answered: 543 Skipped: 6



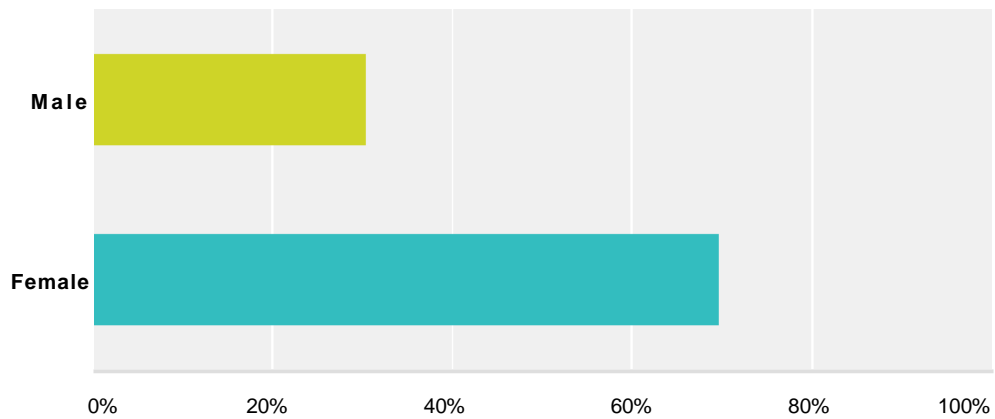
Answer Choices	Responses	
District 1, First Lutheran Church, 310 E. Washington Street	18.42%	100
District 2, Stoughton Fire Station, 381 E. Main Street	17.31%	94
District 3, United Methodist Church, 525 Lincoln Avenue	21.36%	116
District 4, Lakeview Church, 2200 Lincoln Avenue	17.13%	93
Township voting location (out of City)	25.78%	140
Total		543



2013 Stoughton Parks and Recreation Department Resident Survey

Q13 Please indicate your gender

Answered: 539 Skipped: 10



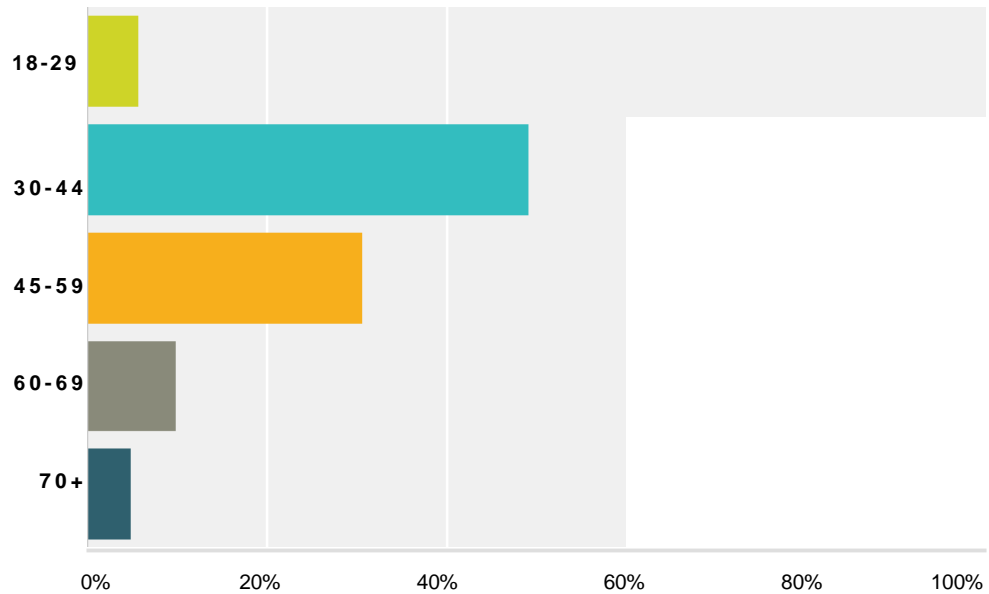
Answer Choices	Responses	
Male	30.43%	164
Female	69.57%	375
Total		539



2013 Stoughton Parks and Recreation Department Resident Survey

Q14 Please indicate your age:

Answered: 539 Skipped: 10



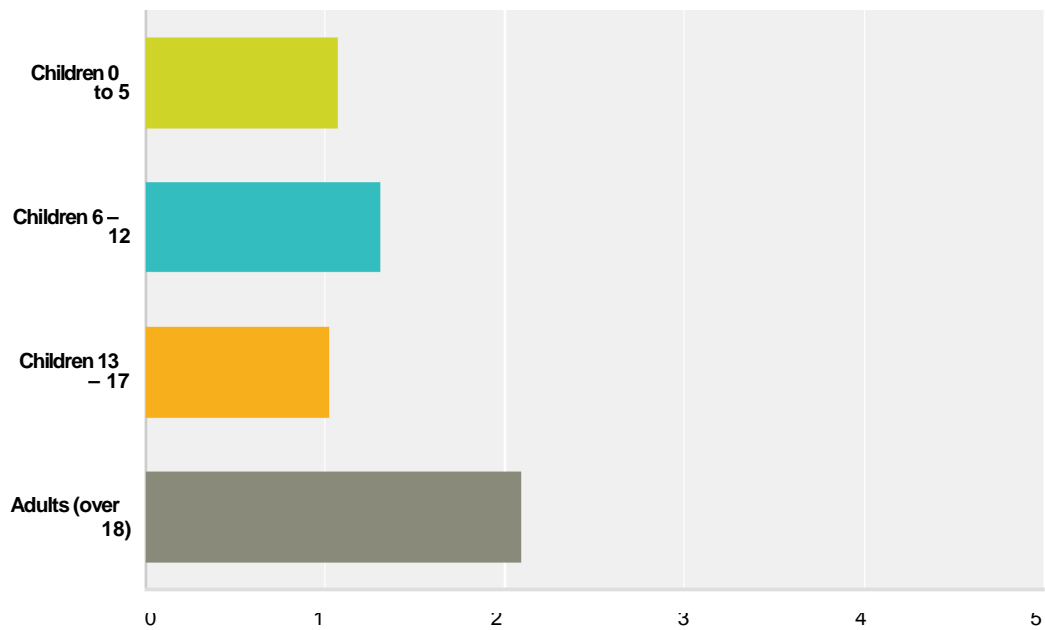
Answer Choices	Responses
18-29	5.75% 31
30-44	48.98% 264
45-59	30.61% 165
60-69	9.83% 53
70+	4.82% 26
Total	539



2013 Stoughton Parks and Recreation Department Resident Survey

Q15 Please indicate the number of people living in your household by age:

Answered: 532 Skipped: 17



Answer Choices	Average Number	Total Number	Responses
Children 0 to 5	1	240	222
Children 6 – 12	1	373	286
Children 13 – 17	1	197	191
Adults (over 18)	2	940	449
Total Respondents: 532			





CITY OF STOUGHTON

From the Mayor's Office

MEMORANDUM

To: Parks & Recreation Committee Members

From: Donna Olson, Mayor City of Stoughton

Re: Stoughton Rotary Park

Date: September 10, 2013

Stoughton Rotary is a long time service organization in our community that has contributed to our parks by building the Racetrack Park and Bjoin Park Shelters, as well as participated in many other initiatives.

This commitment to community continues with their work to write grants, design and build a gazebo with a brick seating area in the retention pond area next to City Hall and the fire station. Rotarians have raised over \$50,000 through contributions by Stoughton Rotary, community foundations, local businesses and individuals. The funds raised, along with in-kind contributions will bring a beautiful green space or "pocket park" in our downtown area. The vision is to host weekly concerts, library programs, weddings and many other events in the gazebo.

In honor of all that Rotary has done, I formally request that the area be named "Stoughton Rotary Park."

Thank you for your consideration.

Park Naming Policy

Purpose

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parklands and facilities owned and/or operated by the City of Stoughton.

Authorization

The naming of sites shall be the function of the Parks and Recreation Committee, or study group named by the Committee. Through this group, diversity, balance and creativity will be sought during adoption of names. These names will be recommended to the Stoughton City Council for final approval.

Objectives

- A. Provide name identification for individual parks, park area or park facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas or facilities.
- C. Insure that the naming of parks, park areas, or park facilities is controlled by the Stoughton City Council through recommendations from the Parks and Recreation Committee with advice from staff.

Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).
- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.
- G. An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

Other Naming Alternatives

- A. Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision ordinance (parkland dedication).
- B. Facilities within a park can be named separately from the park and/or facility in which they are located, subject to the general guidelines outlined in this policy.

Naming Process – Existing Un-named Facilities

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or facility must do so in writing, presented to the Parks and Recreation Director, for consideration by the Parks and Recreation Committee.
- B. The Parks and Recreation Committee will conduct a public meeting on the request and allow 30 days following the public meeting for public comment.
- C. The Committee will recommend to the City Council action on the request following appropriate publication (press release, cable, Tower Times).

Naming Process – New Facilities

- A. A temporary name will be designated by City staff for identification during acquisition and/or development of the park area or facility.
- B. Individuals, group and/or organization may suggest names for the park or facility in writing, presented to the Parks and Recreation Director, for consideration by the Parks and Recreation Committee.
- C. The Parks and Recreation Committee will appoint a study group to make a name recommendation. This group may choose from a variety of means to select a name (citizen contests, recommendations from previous owners, historical review of the site, etc.) but in all cases, citizen involvement is encouraged.
- D. The Parks and Recreation Committee will conduct a public meeting on the suggested name and allow 30 days following the public meeting for public comment.
- E. The Committee will recommend to the City Council action on the request following the 30 days for public comment.

Park Renaming

Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.

- B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

Plaques, Markers and Memorials

The Parks and Recreation Committee, or its designee must approve any plaques, markers or memorials. All parties involved must agree upon a written maintenance agreement for each plaque/marker/memorial before they are installed.

All memorials must be designed to blend with and compliment the existing Parks and Recreation Department signs, plaques, markers, and memorials.



Stoughton
PARKS & RECREATION

Date: October 9, 2013
To: City Council
From: Tom Lynch
RE: New Youth Center Staff

I am requesting approval of a new staff person for the Stoughton Area Youth Center. Currently there is one full time and one 15 hour per week staff, as well as volunteers at the Center. During the peak time from 3-6 PM there are between 30-40 children using three floors. It is important that that there are at least 3 supervisors during this time.

Greg Hoyte has secured a grant from Cummin's Inc. to cover the cost of the position. The Friends of the Stoughton Area Youth Center will hold the grant. The new amount will be added to the funding for the current positions.

The position will be for 15 hours a week during the prime attendance period. The pay rate will be \$11.33 (Dane County living wage).

**City of Stoughton
Position Description**

Name:	Department: Parks and Recreation
Position Title: Youth Center Staff	FLSA:
Date: October 8 2013	Reports To: Youth Center Manager

Purpose of Position:

The purpose of this position is to assist the Youth Center Manager with the daily operations and supervision of the Stoughton Youth Center. This position reports to the Youth Center Manager.

Responsibilities:

- Assist with the supervision and daily operations of the youth center.
- Provide supervision and coordination for the staff and volunteers. This includes managing documentation requirements.
- Assist in the enforcement of policies, rules and regulations governing the conduct of persons using the Youth Center.
- Maintain a positive and safe atmosphere for all center youth.
- Assist with developing and maintaining programs.
- Promote and market Youth Center activities and special events by developing program flyers, brochures and other marketing materials.
- Assist in the organization and implementation of Youth Center fundraisers.
- Oversee the daily cleaning and maintenance of the facility. Report any maintenance concerns to the Manager.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year of experience in working with youth. Position requires a valid Wisconsin driver's license

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, schedules, payroll time sheets, work orders, safety handbook, correspondence and general operating manuals.

City of Stoughton
Position Description

Youth Center Assistant Manager

- Ability to communicate effectively with the Manager, all department personnel, other City departments, students, volunteers, citizens and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, photocopier, telephone, fax machine, etc.
- Ability to maneuver objects weighing up to 50 pounds, including climbing and balancing.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Youth Center Personnel

2013 As a City Employee														
	Status	Hrs/ week	Annual Hrs	Pay Rate	Annual Wage	FICA	Retirement	Health	Dental	Life Ins	ICI	Total Wage	Total Benefits	Total Annual Cost
Greg Hoyte	Full Time	40	2080	29.20	60,736.00	4,646.30	4,038.94	16,856.00	887.64	107.00	331.00	60,736.00	26,866.89	87,602.89
Ryan Gable	Part time	15	780	11.09	8,650.20	661.74	0.00	0.00	0.00	0.00	0.00	8,650.20	661.74	9,311.94
Total Cost to City						5,308.04	4,038.94	16,856.00	887.64	107.00	331.00	69,386.20	27,528.63	96,914.83

2014 Proposed As a City Employee 7% for 2014 10% Incr.														
	Status	Hrs/ week	Annual Hrs	Pay Rate	Annual Wage	FICA	Retirement	Health	Dental	Life Ins	ICI	Total Wage	Total Benefits	Total Annual Cost
Greg Hoyte	Full Time	40	2080	29.78	61,942.40	4,738.59	4,335.97	18,541.60	887.64	107.00	331.00	61,942.40	28,941.80	90,884.20
Ryan Gable	Part time	15	780	11.33	8,837.40	676.06	0.00	0.00	0.00	0.00	0.00	8,837.40	676.06	9,513.46
NEW PT	P Part time	15	780	11.33	8,837.40	676.06	0.00	0.00	0.00	0.00	0.00	8,837.40	676.06	9,513.46
Total Cost to City						6,090.72	4,335.97	18,541.60	887.64	107.00	331.00	79,617.20	30,293.92	109,911.12



STOUGHTON YOUTH CENTER

ATTENDANCE



																					Mon.	2013	Mon.
MON	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	Undup	Undup	Fem	
Jan	672	1030	926	852	343	297	376	616	442	442	617	665	605	532	389	554	272	690	437	122	122	150	
Feb	571	1054	973	856	495	368	514	657	545	717	774	668	516	486	430	610	275	642	287	75	48	110	
Mar	639	1014	999	764	706	552	945	657	625	709	785	659	512	492	527	681	560	675	364	107	8	118	
April	983	1119	951	975	932	328	599	564	661	935	608	530	671	564	561	595	345	502	484	86	7	210	
May	874	1072	874	967	533	487	653	525	537	921	596	416	654	562	448	510	362	555	523	110	5	250	
June	442	1020	720	834	796	728	605	465	504	678	511	386	407	419	403	84	161	302	389	59	11	156	
July	618	1099	690	901	707	543	615	577	602	649	654	416	532	440	304	44	228	284	439	49	7	205	
Aug	442	673	892	823	605	650	931	774	550	835	546	594	567	411	400	105	214	343	427	34	4	210	
Sept	1043	1096	945	1012	449	329	810	823	354	507	532	564	469	360	465	210	478	476	497	24	7	250	
Oct	1144	1734	1420	898	510	493	691	792	496	783	486	586	521	225	510	185	731	635					
Nov	807	1292	910	390	525	295	347	580	303	698	672	672	576	255	551	50	701	496					
Dec	840	922	595	417	321	288	362	483	350	978	696	419	378	344	515	268	624	489					
TOT.	9075	13125	10895	9689	6922	5358	7448	7513	5969	8852	7477	6575	6408	5090	5503	3896	4951	6089	3847	666	219	1659	
Und		1386	1289	1237	921	841	1718	1351	895	598	302	306	259	251	265	238	442	312					
Fem											695	1459	1910	1788	2002	1105	2060	2607					