



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

Wednesday, October 5, 2011 @ 6:00

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

Sonny Swangstu, Dave McKichan, Eric Olstad, Greg Jensen, Donna Olson

CC:

Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Pili Hougan, Tamara Bader-Fleres, Debbie Blaney, Debbie Myren, Sean Brusegar, 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	Communications:
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Item #	OLD BUSINESS
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2	Dream Park Playground
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3	Mandt Park Pool Upgrade
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4	Youth Center Programming
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Item #	NEW BUSINESS
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5	September 14, 2011 Minutes
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6	Snowmobile Trails
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7	Memory Walk Shelter
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8	Future Agenda Items
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ADJOURNMENT



PARKS AND RECREATION COMMITTEE MEETING MINUTES

Wednesday September 14, 2011
Hall of Fame Room

Present: Alderpersons Greg Jenson, Eric Olstad, Sonny Swangstu, and Parks and Recreation Director Tom Lynch
Absent and Excused: Dave McKichan
Guests: Elaine and Robert Helgestad, Ted Olson, Norm Monsen, Eric Quam, Mike Friedli, Ross Scovotti, Beth Kohlhoff, Jennie Masten, Sean Brusegar

Call to Order

By Olstad at 6:15 PM

1. Communications

None

Old Business

2. Racetrack Parking

Citizens and representatives from the Town of Dunkirk shared concerns about parking on Racetrack Rd. during activities in Racetrack Park. The concerns included cars turning around in driveways and the grass. The Township was requesting no parking on Racetrack Rd.

The City showed that during some events there are not enough parking spaces in the park. The discussion covered possible solutions.

Motion by Jenson, seconded by Swangstu, to recommend that staff look into possible solutions including no u-turn signage, parking in the park, road speed and report back at the next meeting. Motion passed 3-0.

New Business

3. Approval of August 3, 2011 Minutes

Motion by Jenson, seconded by Swangstu, to approve the minutes from August 3, 2011. Motion passed 3-0.

4. Lowell Park Playground

Beth Kohlhoff and Jennie Masten presented a plan to fundraise and develop an accessible "Dream Park" playground at Lowell Park. The plan includes a handicapped accessible playground, parking, and a shelter. The playground will be cut into the woods just west of the basketball court. This plan needs to have a review by the City Forester and the DNR before returning to the Committee.

Motion by Jenson, seconded by Olstad to direct staff to meet with the City Forester and the DNR over potential issues with using Lowell Park for a Dream Park. Staff will report back to this Committee. Motion passed 3-0.

Sean Brusegar outlined a plan to fix the existing playground at Lowell Park, using funds contained in the recommendation by the CIP Team. The fixes would be compatible with the plan to create a Dream Park at Lowell Park.

5. Future Agenda Items

Youth Center program
Mandt Park Pool
Snowmobile Trails
Dream Park at Lowell

Adjournment

Motion to adjourn at 7:35 by Jenson, seconded by Swangstu. Motion passed 3-0.

From: Beth Kohlhoff [stoughtondreampark@gmail.com]
Sent: Wednesday, September 28, 2011 8:07 PM
To: Tom Lynch; Vickie Erdahl; Sean Brusegar
Cc: Jennie Masten; Ross Scovotti
Subject: East Side vs. Lowell
Attachments: Eastside.jpg

Importance: High

Tom, Sean, Randy

After meeting with Randy Nelson a few times it is apparent that Lowell Park is not as viable as an option as we had first hoped. After exploring East Side it is obvious that the Park would require much less in terms of prep work and have less potential for future damage due to errant root systems and falling tree limbs. Additionally it seems that Lowell would require more trees to be removed than first anticipated and ultimately lose the shade we require.

East side, if utilized as we hope would be a very viable option in terms of shade. Existing shelter, levelness and potential for parking . A proposed solution can be found outlined on this picture attached . the red outline is parking, blue is playground, yellow a walkway from shelter. Green is existing shelter.

We would like to like the walkway with sponsored trees and gardens and add sponsored trees as well.

The existing playground could be moved to another park to compliment that park. Perhaps Lowell?

We would really like to have a basketball court. Could the tennis courts be repaved and marked for this?

Momentum is building ! Did you see the Hub yet? Great article ! Thanks Tom.

If Randy suggests it is all right after making sure about the poured in place surface and tree roots. Can we send it back to the park Council and potentially send it to City Council soon??

One more thing about East Side. The park is a Historic Landmark or something. Will this be a problem? I am guessing since we are replacing the playground with a better one and adding more trees

and improving it, it shouldn't be.. but one never knows how that all works.

I also want to say thank you to all of you for your help so far. You guys rock!

Beth

Beth Kohlhoff
Co-Director Stoughton Inclusive Dream Park Committee
608-873-3562
920-285-6149 cell
<http://stoughtondreampark.blogspot.com/>

Come join our
KICK-OFF Fundraiser December, 17th 9am-6pm at the
Stoughton High School Cafetorium
Silent Auction
Bake Sale
Vendors
Door Prizes
FUN
We need **YOU** to make this a success. Contact me about how to help **TODAY!**
<http://stoughtondreampark.eventbrite.com/>

De Troll Hull

A Plan to Re-invent the Mandt Park Pool

The Parks and Recreation Department, along with the Street Department and Parks Maintenance, would like to bring a new excitement to Stoughton and the Mandt Park Pool. We believe that by making a few changes, adding large inflatable play structures and an improved water treatment we will turn the “Mud Hole” into a destination that the City can be proud of.



How We Get There

Remove the diving board and platform The platform needs rebuilding; the area requires a guard; not used enough; safety concern.

Re-shape the basin Fill in the diving well; create the most depth in the center; reduce the circumference of the basin to add beach space on the back side.

Purchase large inflatable play equipment Use either the park development fund and/or by fund raising with civic groups and business. Also purchase several umbrellas and lawn chairs for





Complete and operate concession stand Finish off the concession room on the new shelter section. We would either operate the concessions or contract it out to a non profit. The room would be constructed in a way to service larger gatherings

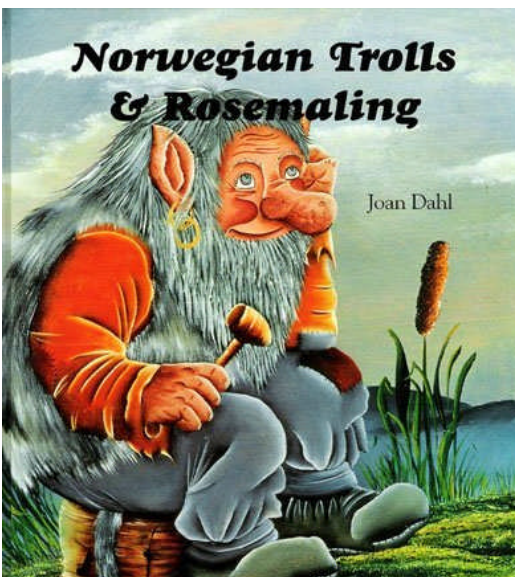
Hosting birthday parties New revenue streams would be sought to help fund the facility. Space would be reserved to facilitate groups for this purpose



Improve the water quality Change from chlorine to a ultra-violet system, for disinfecting water. Chlorine is going up and price and presents a distribution risk to the staff.

Install aeration system This will improve water quality from an algae standpoint.

Apply bio chemicals to the water to improve the clarity as well as the cleanliness. We currently pass testing but this would take the pool to an improved level.



Create a Norwegian Theme Work with a civic group, church or business to change the look and feel of the pool. I suggest creating a Norwegian theme with colors, pictures, rosemaling, troll references, and terminology.

Increase daily fee We believe that making the above changes will increase the demand at the pool. Raising the fee to cover costs would be accepted by the public as well as outside visitors.

How We Pay for This

Use the Park Development Fund (Current balance \$55,000)

Fund raising will supplement the project by allowing additional play structures as well as reduce the need to use all of the allocated funds from the fund.

We feel the Park Development Fund is perfect for this project. Rarely does a project come along that changes a perceived negative to a positive, upgrades a facility, attracts people from out of the City, and reduces the pool operating budget.

Cost:	Summit	\$7,995
	Wibit AquaTrack	\$9,500
	Freefall 6'	\$2,095
	Splashmat	\$1,220
	Pool Lawnchairs	\$3,000
	Beach Umbrellas	\$1,500
	Aeration	\$3,793
	UV System	\$4,761
	Box and Electrical	\$1,000
	Concession Stand	\$5,000
	Basin Preparation	\$1,000
	Total from Park Dev	\$40,864



Budget:	BFO Proposed for 2012	\$21,454
	Projected with changes	\$ 8,314
	Proposed sinking fund	\$ 4,000 (for replacement of structures and equipment)
	2012 Savings	\$ 9,140
	New Proposal for 2012	\$12,314
	Savings realized from:	
	Lower chemical costs	\$ 3,140
	Increased projected revenue	\$10,000



Before



After

CITY OF STOUGHTON

BALANCE SHEET

JUNE 30, 2011

FUND 223 - PARK DEVELOPMENT FUND

ASSETS

223-11100	PRIMARY CHECKING- PARK DEV	71,925.91	
223-11302	WISC INVESTMENT FUND	40,199.29	
223-13012	RECEIVABLES-PRIOR YEAR	56,141.00	
223-15100	DUE FROM GENERAL FUND	.00	
TOTAL ASSETS			168,266.20

LIABILITIES AND EQUITY

LIABILITIES

223-21100	ACCOUNTS PAYABLE	.00	
223-25400	DUE TO CONSTRUCTION FUND	.00	
223-25410	DUE TO CAPITAL OUTLAY FUND	.00	
TOTAL LIABILITIES			.00

FUND EQUITY

223-39000	FUND BALANCE	112,751.22	
223-39010	FUND BALANCE-PARK IMPROV DON	.00	
	REVENUES OVER EXPENDITURES - YTD	55,514.98	
TOTAL FUND EQUITY			168,266.20
TOTAL LIABILITIES & EQUITY			168,266.20

Youth Center Programming Project

- Goal:** To provide a complete programming option to the Stoughton Area Youth Center.
- Solution:** The City will contract with the Friends of the Stoughton Area Youth Center who will contract with Greg Hoyte to implement the program, "Hands on Tools for Success" at the SAYC.
- The Program:** Hands On Tools for Success provides programming designed for students in grades 5-12 that provides the opportunity to build skills which will improve scholastic ability, participate in community service and eventually allow them to be qualified to either attend college or enter the workforce fully prepared to excel in the field of their choice.

The participants in this program will learn study, and time management skills, interviewing techniques, financial management, team building, and career assessment. This program centers on the relationships of adult professionals mentors and teen participants.

The program also includes daily and weekly activities that include baking and cooking, family movie nights, computer programming, an entrepreneur program, gardening, fitness, dance, lock-ins, day trips, band nights, social issue classes and expanded hours.

An Adventure Day Camp and Leadership Camps will be run in the summer as both a Youth Center program and a fund generator. This week long program will be action packed and will offer campers an opportunity to take part in many challenging outdoor activities. These new experiences are designed to promote self-confidence and build trust including teambuilding challenges, canoeing, hiking, and will culminate with an overnight campout. This is a program which will foster the development of positive social and learning skills. The result is a community in which campers have fun as they build and maintain healthy relationships, increase self-esteem, and improve their ability to learn. The center will also be used to bring the community in, during non YC program hours, for other uses such as a space for parents of young children, baby sitting classes, dance, and fitness programs.

The program will operate for students after school from 3-6 PM, and on non-school days from 12-6 PM. There will be programming on selected weekend nights from 7-10 PM. Expanded hours will be created based on funding and staffing.

Fundraising in and outside of the community will be an important component to provide activity opportunities.

AGREEMENT FOR POSITION OF PROGRAM DIRECTOR

Agreement made by and between the City of Stoughton, Wisconsin, a municipal corporation, with its principal offices located at 381 East Main Street, Stoughton, Wisconsin 53589 ("the City"), and the Friends of the Stoughton Area Youth Center ("FSAYC"), 381 East Main Street, Stoughton, Wisconsin 53589;

WHEREAS, the parties hereto have a continuing interest in making available for Stoughton-area young people (primarily middle school students, with some programming for high school students) space and supervised programming for activities after school, on days school is closed, and on weekends, so that young people have a safe, supervised place and positive activities to be involved in outside of school on a regular basis; and

WHEREAS, the City has provided in the past, and can provide in the future, space for a youth center ("the Center"), serving middle and high school age persons.

WHEREAS, FSAYC is willing to provide a program director who can provide programming, and activities for the Center, and for Stoughton-area young people; and

WHEREAS, the parties hereto desire to collaborate for the future on provision of a youth center, staff, management, activities, over site and fundraising for Stoughton-area young people.

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. The City shall provide space for the Center located at 567 E. Main Street, Stoughton, Wisconsin 53589. The City shall be responsible for all improvements and fixtures in the Building necessary to establish the Center at that location. The City shall be responsible for renting the space from Stoughton Trailers Inc. for the cost of the yearly taxes.

2. The fixtures, equipment and materials in and for the Center and all contents, including, but not limited to, video games and equipment, stereo(s), CDs, furniture and furnishings, shall be and are the property of the City. Computers and work stations, software and other hardware for the Center, purchased with a

WATF grant, shall be and are the property of the Stoughton Area School District ("SASD").

3. The City will also provide insurance on the real estate, and on the personal property and other contents of the Center which are owned by the City.

4. The City shall provide and pay for utilities for the Center, including electric, water, and natural gas.

5. The City shall provide for maintenance of the building, equipment, and grounds. This obligation shall include snow removal and normal maintenance in keeping the aforementioned in as good a condition as at the initiation of this agreement, normal wear and tear excepted. FSAYC through its program director, and contemplating a youth work experience program, will provide the mowing and building cleaning.

6. While the SASD shall be responsible for repairs and replacement of computers and related equipment that the School District is responsible for. Repairs or replacement of computers due to vandalism will be the responsibility of the City.

7. The City shall contribute to FSAYC an annual sum of at least \$20,000.00 to assist in hiring a program manager.

8. FSAYC shall hire a program manager and as funds allow, other staff. FSAYC shall also manage the donations for the Center. The initial program director shall be Greg Hoyte.

9. FSAYC, in cooperation with the City and through its program director, shall pursue grant writing and contribution of funds for the Center from Dane County individuals, businesses, service clubs and other organizations.

10. FSAYC, through its program director, shall provide staff activities for the Center. Staff shall be funded by the FSAYC using grants and budgeted money from the City.

11. The Center and the FSAYC program director shall operate under the oversight of the City of Stoughton Parks and Recreation Department.

FSAYC will assist in fundraising and manage the funds raised, in addition to providing the programming director.

12. Notwithstanding the above, the FSAYC program director is authorized to conduct the Youth Center activities as stated in the first WHEREAS clause. Any other organized use(s) of the Center must have the prior agreement of the City.

13. FSAYC, through its program director, shall report attendance data to the City, as is reasonably requested.

14. The City shall establish fees, policies, and terms and conditions for use of the Center by others.

This agreement may be terminated without cause by either party on one year's written notice. This agreement may be terminated by FSAYC upon 60 days written notice in the event FSAYC does not have sufficient funds to pay the cost of the program director.

15. All notices, consents, demands, statements, communications, presentations and requests which may be or are required to be given by either party to the other shall be in writing and shall be delivered in person or sent by United States mail addressed as follows:

City of Stoughton
381 East Main Street
Stoughton, WI 53589

FSAYC
c/o Eric Hohol
1716 Roby Rd.
Stoughton, WI 53589

The date of personal delivery or mailing shall be conclusively deemed to be the date on which a notice, consent, demand, presentation or request is given or made. Either party's address may be changed at any time or from time to time by notice given to the other party as herein provided.

16. This document constitutes the entire agreement between the parties, and supersedes any other prior written or oral agreement of the parties.

17. This agreement shall be amended only by mutual agreement of the parties, set forth in writing, and attached to this agreement.

18. This agreement shall bind the parties, as well as their respective successors and assigns. This agreement shall be governed by and be construed and interpreted in accordance with the laws of the State of Wisconsin.

Date

City of Stoughton

Date

Friends of the Stoughton Area Youth Center

Interns for local colleges and volunteers will be used to supplement staffing at the center. The Assistant Youth Center Manager position will be maintained as funding is available.

Price: \$64,000 for wages and benefits.

\$6,000 for staff and program needs.

Funding: \$20,000 from the City of Stoughton

\$50,000 from an Anonymous donor

Payments would come from the Friends of the Stoughton Area Youth Center on a contract basis.

Oversight: The City of Stoughton through the Common Council, Parks and Recreation Committee, Mayor and Parks and Recreation Director while working with the Friends of the Stoughton Area Youth Center, will have oversight of the Youth Center operations and the contracted program.

City Budget:

Revenue

Rental Income	\$14,400
Special Events	\$ 3,000
Donations	\$ 7,000
Dane County Grant	\$ 8,000
United Way Grant	\$14,000
	\$46,400

Expenses

Personnel

Salary-Recreation Director	\$16,703
Benefits-Youth Center	\$ 2,392
Health Ins-Recreation	\$ 4,305
	\$23,400

Operating

Telephone	\$ 2,500	
Program Contract	\$20,000	
Utilities	\$13,000	
Maintenance	\$ 3,900	*reduced \$3,600
Rent (prior year taxes)	\$10,000	
Operating Supplies	\$ 1,000	

\$50,400

Cost to City \$27,400

MUNICIPAL CODE
Chapter 70 - TRAFFIC AND VEHICLES
ARTICLE III. - SNOWMOBILES

ARTICLE III. - SNOWMOBILES

[Sec. 70-71. - State snowmobile laws adopted.](#)
[Sec. 70-72. - Penalty.](#)
[Sec. 70-73. - Enforcement.](#)
[Sec. 70-74. - Snowmobile routes and trails designated.](#)
[Sec. 70-75. - Additional regulations.](#)
[Secs. 70-76—70-100. - Reserved.](#)

Sec. 70-71. - State snowmobile laws adopted.

(a) Except as otherwise specifically provided in this section, the statutory provisions describing and defining regulations with respect to snowmobiles in the following enumerated sections of the Wisconsin Statutes are adopted by reference and made a part of this section as if fully set forth in this section. Acts required to be performed or prohibited by such statutes are required or prohibited by this section.

.....

Wisconsin Statutes

Section	Description
346.02(10)	Applicability of rules of road to snowmobiles.
350.01	Definitions.
350.02	Operation of snowmobiles on or in the vicinity of a highway.
350.03	Right-of-way.
350.04	Snowmobile races, derbies and routes.
350.045	Public utility exemptions.
350.05	Operation by youthful operators restricted.
350.055	Safety certification program established.
350.07	Driving animals.
350.08	Owner permitting operating.
350.09	Headlamps, taillamps and brakes.
350.10	Miscellaneous provisions for snowmobile operation.
350.12	Registration of snowmobiles.
350.13	Uniform trail signs and standards.
350.15	Accidents and accident reports.
350.17	Enforcement.
350.19	Liability of landowners.
350.101	Intoxicated snowmobiling.
350.102	Preliminary breath screening test.
350.1025	Application of intoxicated snowmobiling law.
350.103	Implied consent.
350.104	Chemical tests.

MUNICIPAL CODE
Chapter 70 - TRAFFIC AND VEHICLES
ARTICLE III. - SNOWMOBILES

350.106	Report arrest to department.
350.107	Officer's action after arrest for operating a snowmobile while under the influence of intoxicant.

.....

(b) The adoption of Wis. Stats. § 346.02(10) by reference is intended to include the rules of the road therein enumerated which are as follows: Wis. Stats. §§ 346.04, 346.06, 346.11, 346.14(1), 346.18—346.21, 346.26, 346.27, 346.33, 346.35, 346.37, 346.39, 346.40, 346.44, 346.46—346.48, 346.50(1)(b), 346.51—346.55, 346.87—346.91, 346.92(1), 346.94(1) and 346.94(9).

(Code 1986, § 7.02(1))

Sec. 70-72. - Penalty.

Any person who shall violate any provision of this article shall, upon conviction thereof, forfeit not more than \$200.00, together with the costs of prosecution, and in default of payment thereof, may be imprisoned in the county jail for not exceeding 90 days, provided no person shall forfeit an amount in excess of the maximum forfeiture allowed in statute for the same offense and further provided that the penalty and forfeiture for parking violations on highways shall be the amount applicable to such violations by owners or operators of motor vehicles under this chapter.

(Code 1986, § 7.02(4))

Sec. 70-73. - Enforcement.

(a) *Uniform citation for highway violations.* The uniform traffic citation promulgated under Wis. Stats. § 345.11 shall be used for violations of this article relating to highway use, except as provided in this article.

(b) *Other violations.* All violations of this article not described in subsection (a) of this section shall be enforced in accordance with Wis. Stats. §§ 66.0111, 66.0114 and Wis. Stats. ch. 300. Stipulations of guilt or no contest may be made as provided in Wis. Stats. § 66.0114(1)(b), in substantially the form provided in the uniform traffic citation within five days of the date of the citation for such violation. Bail deposits may also be made under Wis. Stats. § 66.0114.

(c) *Police department to receive stipulations, penalties and deposits.* Stipulations, forfeited penalties and deposits for obtaining release from arrest authorized under this article may be accepted at the city police department offices by the chief of police or an officer designated by the chief.

(Code 1986, § 7.02(5))

Sec. 70-74. - Snowmobile routes and trails designated.

Except as provided in Wis. Stats. § 350.02, or for snowmobile events authorized in accordance with Wis. Stats. § 350.04, no person shall operate a snowmobile upon any public right-of-way, in any public park or on any other public municipal property in the city, except upon snowmobile routes and trails designated by the chief of police and the parks and recreation committee. The chief of police is directed and authorized to procure, erect and maintain appropriate snowmobile route, trail and limit signs and markers as approved by the state department of natural resources under Wis. Stats. § 350.13. No person shall fail to obey any route or trail sign, marker or limit erected in accordance with this section.

MUNICIPAL CODE
Chapter 70 - TRAFFIC AND VEHICLES
ARTICLE III. - SNOWMOBILES

No person shall drive a snowmobile on private property or on property owned by the Stoughton School District without first having received written permission from the property owner. Consent shall be dated and limited to the year in which the consent is given. If the property is owned by more than one owner, the consent of all of the property owners shall be necessary.

(Code 1986, § 7.02(2))

Sec. 70-75. - Additional regulations.

(a) *Speed.* No person shall operate a snowmobile upon any public highway within the city at a speed in excess of 15 miles per hour during the hours between 10:30 p.m. and 7:00 a.m. or in excess of 15 miles per hour at other times. No person shall operate a snowmobile on any trail designated in section 70-74 or in any public park or recreation area at a speed in excess of the posted limit or 15 miles per hour, whichever is lower.

(b) *Hours of operation.* No person shall operate a snowmobile within the city between 10:30 p.m. and 7:00 a.m., except upon a public highway as authorized by statute and this section or for the purpose of gaining access to or leaving such highway.

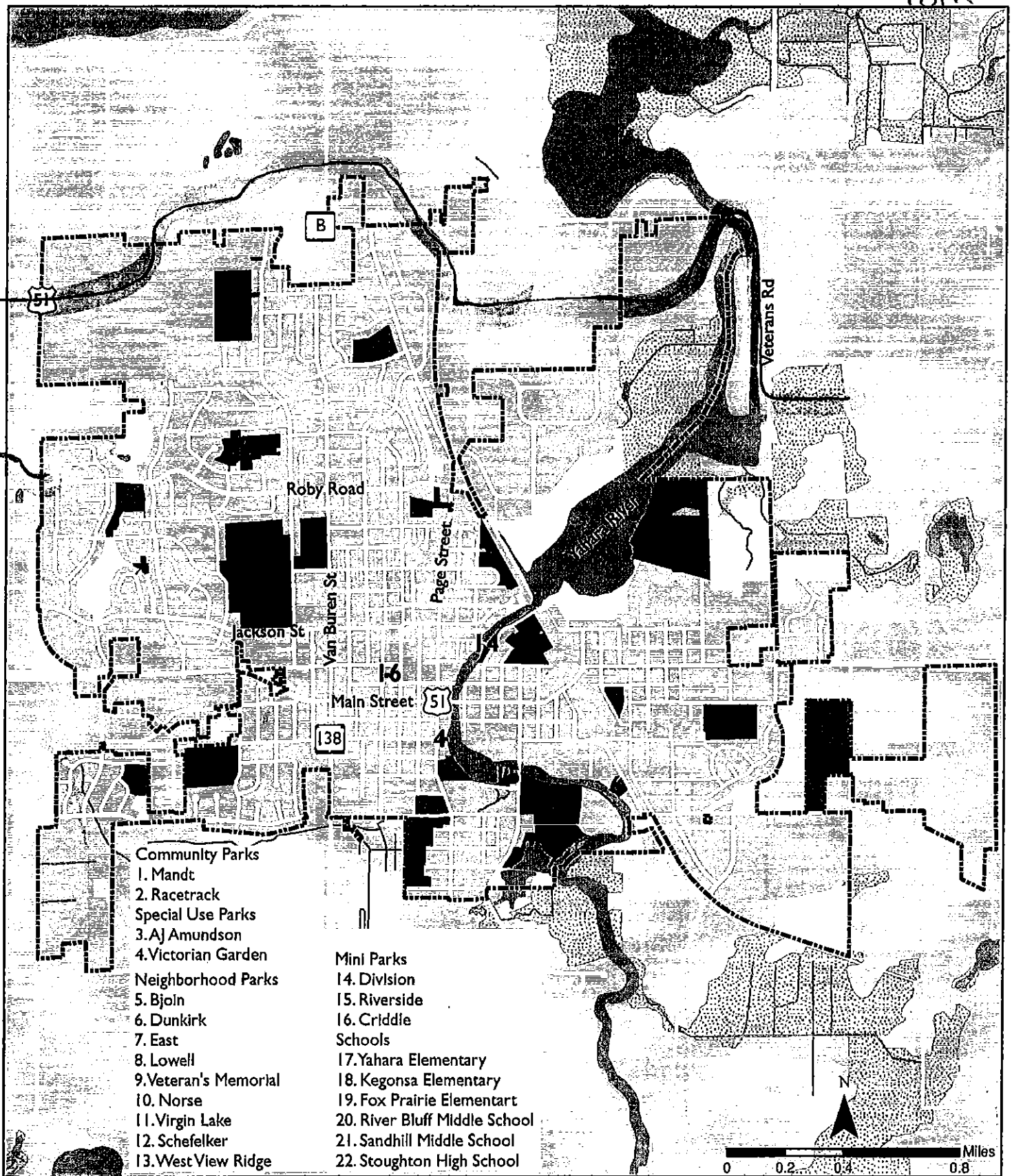
(c) *Unattended snowmobiles.* No person shall leave or allow a snowmobile to remain unattended on any public highway or public property while the motor is running or with the starting key in the ignition.

(d) *Operation on sidewalks and malls prohibited.* No person shall operate a snowmobile on any sidewalk, pedestrian way or mall within the city, except as authorized by section 70-74 or for the purpose of crossing to obtain immediate access to an authorized area of operation.

(e) *Operation on icebound waters.* No person shall operate or ride upon a snowmobile on the Yahara River at any time or place when such operation has been declared unsafe by the chief of police. The chief of police is authorized and directed to procure, erect and maintain signs and markers giving notice that such restrictions are in effect at all public access points on such river.

(Code 1986, § 7.02(3))

Secs. 70-76—70-100. - Reserved.



Existing Parks and Open Space

City of Stoughton POSP



Recently the City of Stoughton annexed farm land and County property that was not previously considered "within city limits". There is a city ordinance that prevents snowmobiles from being operated in the city. The Viking Snowdrifters Snowmobile Club is asking your permission to continue to allow the use of your property for the existing snowmobile trail system.

The Club will take signed letters of approval to the City Council requesting the established trails continue to be used as they have been in years past.

PETER A. SVEUM
Property Owner Signature (FOR OWNER)
PETER A. SVEUM

9-28-11
Date

1200 NYGAARD STREET, STOUGHTON, WI 53589
Address



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Tamela M. Madsen
Property Owner Signature

9/29/11
Date

2410 Roby Rd Stoughton
Address



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Mark D. Wain
Property Owner Signature

9-27-11
Date

125 County Road B Stoughton
Address



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Cesar Linnemann
Property Owner Signature


9-27-11
Date

2948 Cty B Stoughton MA
Address

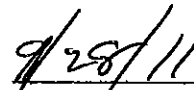


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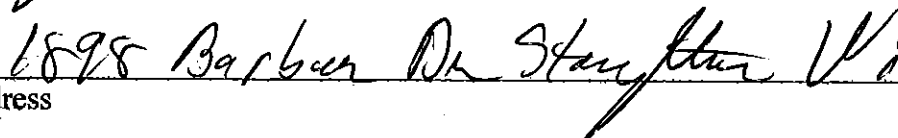
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Property Owner Signature



Date



Address