



## 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, March 19, 2014 @ 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](mailto: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 February 17, 2014
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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	Park Reservation Policy
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6	Riverbank Restoration
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Item #	NEW BUSINESS
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6	Youth Center Update
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7	Future Agenda Items
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ADJOURNMENT
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## **PARKS AND RECREATION COMMITTEE MEETING MINUTES**

Monday, February 17, 2014

5:30 PM

Hall of Fame Room



Present: Alderpersons: Tricia Suess, Michael Engelberger, and Parks and Recreation Director Tom Lynch

Guests:

### 1. Call to Order

By Suess at 5:32 PM

### 2. Approval of January 27, 2014 Minutes

*Motion by Engelberger, seconded by Suess, to accept the minutes from January 27, 2014.*

*Motion passed 2-0.*

### 3. Communications

Lynch talked about a plan to move the ice rink from Norse Park to Mandt Park next winter. There are several positives for both the City and the Mandt Center for this move. Talks will continue through the next few months.

Suess requested that the next meeting be moved from March 17 to March 19.

## **Old Business**

### 4. Parks and Open Space Plan Update

The mapping is moving forward. Jim Neidhardt, a park planner that works jobs for Dane County, will be doing the mapping. We are working to get him the proper GIS mapping to proceed.

### 5. Heritage Land Trust Donation

Lynch presented a resolution that would accept the Arnett land donation from the Natural Heritage Land Trust, put the responsibility of the Dane County required barrier on the land developer as well as make it clear the donated land would not be used for a land dedication from the developer.

*Motion by Engelberger, seconded by Suess, to notify the Natural Heritage Land Trust of our acceptance of the Viking County Park Trail Extension, with provisions that the Dane County Parks boundary requirement be provided by the developer and that this donation is not considered as part of the land dedication requirement for the development.*

## **New Business**

### 6. Park Reservation Policy

The committee elected to table this item requesting an additional section related to the Stoughton Rotary Park Gazebo.

*Motion by Engelberger, seconded by Suess, to table this item until next meeting. Motion passed 2-0.*

### 7. Youth Center Update

Lynch presented the attendance for January and talked about upcoming changes in the Friends of the Stoughton Area Youth Center board. The focus will shift to more fund raising than construction and programming.

### 8. Future Agenda Items

Parks and Open Space Plan

Northeast Riverfront Property Update

Contract with the Stoughton Area Baseball Association  
2014 Projects Update  
Rotary Park Use Policy

*Motion made by Engelberger, seconded by Suess to adjourn the meeting at 6:20 PM. Motion passed 2-0*

**CITY OF STOUGHTON**  
**PARK RESERVATION POLICY/PROCEDURE MANUAL**  
Adopted by Council:

**RESERVATIONS**

Anyone desiring use of a specific park area for their particular group or anyone who wants to bring beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed) into a public park must apply for and obtain a Park Reservation Permit. Applications are accepted starting on the first work day of the year following New Year's Day. Park facilities are reserved on a first-requested, first-reserved basis. A request must become a reserve within 7 days. A reserve consists of a signed contract and paid fees. The adult signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. The user is required to clean up the shelter or picnic area after use.

Parks available for reservation are Norse Park, East Park, Bjoin Park, Virgin Lake Park, Stoughton Rotary Park, Westview Ridge Park and Mandt Park.

**FEES AND RESIDENCY**

In addition to the rental fee, a \$25 deposit is required for each rental (to be paid with a separate check). This check will be held in the Parks and Recreation Department office and returned by mail within a week of the rental if no damage was done and the park area was cleaned up. Fees are based on residency. A resident is defined as any person residing or organization located within the corporate limits of the City of Stoughton as well as property owners within. Individuals and/or organizations within the Stoughton School District, but not within the corporate city limits, are considered non-residents and pay non-resident rates.

Exemption(s) from park rental fees are provided for the Syttende Mai Festival, Coffee Break Festival, Stoughton Schools, Stoughton Rotary Club at the Rotary Gazebo, and the Stoughton Junior Fair. No other exemptions will be allowed.

**PARK HOURS**

Except for authorized events, all City parks shall be closed from 10:00 p.m. to 5:00 a.m.

**MOTORIZED VEHICLES**

Motor vehicles are restricted to the roads, drives and parking areas. Vehicles are allowed to drop off people and picnic supplies at park shelters, when conditions are appropriate; **however, all vehicles must be parked on the street or in designated parking areas.** No person shall operate any off-the-road vehicle, motorcycle, snowmobile, trail bike, all-terrain vehicle, truck or other motorized vehicle in any park, playground, or public area.

**ALCOHOL USE**

Glass beverage bottles are prohibited in parks. This park permit will allow a person to serve beer and/or wine coolers under 6% alcohol by volume (no hard liquor allowed). Usage of beer/wine coolers shall be kept to within 30 feet of a reserved shelter (within reserved shelter time), within the marked usage areas at Racetrack Park and Mandt Park (Attachment "C"), and inside the sidewalk where applicable. If beer, or wine coolers under 6% alcohol by volume are to be sold (Mandt Park and Racetrack Park only), a Temporary Class "B" Picnic license must be obtained from the City Clerk's Office, per guidelines set forth in Chapter 125 of the Wis. Statutes, and city code 14.461 (1)O, as well as fees paid for the license and to the Recreation Dept. Temporary Class "B" licenses can take from 45-60 days to be processed. These licenses will only be granted to bona fide clubs, lodges, societies and churches which have been in existence for at least six months, or be veteran's organizations or fair associations. Only Racetrack Park and Mandt Park will be eligible for sales.

**FIRES**

No person shall start, tend or maintain a fire except in personal grills or designated fireplaces. Personal grills shall be used only in designated picnic areas. The use of personal grills is permitted provided lawns and vegetation are not endangered.

**PHONE NUMBERS:** For emergency – Police, Fire and Ambulance call 911  
Non-emergency – Police call (608) 873-3373

## **PROCEDURES**

1. Applicant for a park permit requests a particular date and park area. The schedule is checked to verify availability. If available, an application form (attachment "A", back page) is filled out in its entirety, particularly noting the person in charge and his/her telephone number and address, and where the deposit should be returned.

2. The applicant is advised of the appropriate fee as shown on Attachment "B". The fee must be paid at the time of application. A \$25 deposit, to be paid with a separate check, will be required for each rental. The deposit will be returned to the renter within one week after the rental if it has been determined by the staff that the premises have been cleaned and restored to its original condition.

3. The use of loudspeakers or amplifying devices in the parks of the City of Stoughton is prohibited unless the party desiring to use such loudspeaker or amplifying device first obtains a permit from the Recreation Department.

4. Upon payment of fee and deposit, three (3) copies of the completed application form are made. The original copy of the reservation is given to the applicant, along with a map (Attachment "C") showing the park area reserved. The applicant is advised to have the reservation slip, as well as the Temporary Class "B" license, if selling beer and/or wine coolers under 6% alcohol by volume, with them at the park on the day of picnic.

One copy of the reservation is given to the Police Department; one is kept in the Parks and Recreation Department file, and one to the Parks Maintenance Supervisor.

5. A refund can be made to applicants requesting such a refund, when the event was cancelled due to rain-out, or if the park reservation is cancelled by the applicant giving such notice to the Recreation Dept. at least 2 days prior to the date reserved. The fee paid for a Temporary Class "B" license is not refundable. All refunds are subject to an administrative processing fee of five dollars.

6. Deposits will be returned in their entirety if the grounds near the shelter are clean, the tables are wiped off, rest rooms are as they were found, doors locked, lights out, and keys returned. The parks maintenance staff will check the shelter for these items on the following day. If the City's costs of cleanup or repair of damages exceeds the deposit amount, the applicant shall be responsible for reimbursement to the City for those costs.

**CITY OF STOUGHTON  
POLICY/PROCEDURE MANUAL**

SUBJECT: FEE POLICY

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<b>PARK SHELTER</b>	<u>CITY RESIDENT</u>	<u>NON-RESIDENT*</u>
Park Shelter	\$30	\$50
Beer/Wine Cooler Endorsement	\$10	\$10
Deposit	\$25	\$25
Extra Tables (each)	\$10	\$10
 <b>BALLFIELDS (per hour)</b>		
Ball Field	\$10	\$15
Ball Field-lights	\$15	\$20
 <b>OTHER (per hour)</b>		
Racetrack Building	\$10	\$15
Mandt Grandstand	\$50	\$75
Tennis Court	\$10	\$15
Basketball Court	\$10	\$15
Equipment-Picnic Table	\$10	\$10

Includes Sales Tax

\*Non-resident includes anyone not living or owning property in the City of Stoughton  
Non profit organizations will be charged a flat fee per the Park Rental agreement.

Permitted alcohol use and sales in Mandt Park are allowed in the following areas and times:

1. Within 30 feet of the large shelter during reservations.
2. Within the defined area at the band shell
3. Within 30 feet of, as well as within the grandstand, and the area between the grandstand and the Mandt Community Center.
4. No later than 10 PM.
5. Unless additional approvals are granted by the City Council.

Permitted alcohol use and sales in Racetrack Park are in the following areas and times:

1. Within 50 feet of fencing currently used for eligible game.
2. Within 20 feet of Racetrack Building.
3. After 15 minutes of completion of Little League.
4. Within 15 minutes of, or 15 minutes after game start and finish times.
5. No later than 10 PM
6. Unless additional approvals are granted by the City Council.



**STOUGHTON PARKS AND RECREATION DEPARTMENT  
PARKS AND FACILITY RESERVATION AGREEMENT**

Attachment "A"

**321 S. Fourth St.  
Stoughton WI 53589  
Phone (608) 873-6746  
tlynch@ci.stoughton.wi.us**

**Applicant:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **# of participants anticipated:** \_\_\_\_\_

**PARK** \_\_\_\_\_ **DATE (S)** \_\_\_\_\_ **TIME (0:00-0:00)** \_\_\_\_\_

- **Beer Use?** No \_\_\_\_\_ Yes \_\_\_\_\_ *If yes, refer to "Attachment B".*
- **Amplification?** No \_\_\_\_\_ Yes \_\_\_\_\_ *Allowed at Mandt Park and the Pool*
- **Tents?** No \_\_\_\_\_ Yes \_\_\_\_\_ *If yes, Size \_\_\_\_\_ Number \_\_\_\_\_*
- **Special Event?** No \_\_\_\_\_ Yes \_\_\_\_\_ *Excess of 250 people, contact Parks and Recreation Director for additional information.*

The undersigned accepts full responsibility for the conduct of the above group while on park property and agrees to indemnify and save harmless the City of Stoughton from any and all liability which might be occasioned to said City by virtue of granting permission in this agreement. I further agree to exercise due care in the preservation of the premises. I further agree that I will ensure compliance with all rules, regulations or ordinances applicable to the use of City of Stoughton parks and facilities.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Applicant must be 21 years of age or older)**

**IMPORTANT: A KEY SHOULD BE PICKED UP AT THE RECREATION DEPARTMENT A FEW DAYS PRECEEDING THE RESERVATION, TO GAIN ACCESS TO BJOIN, VIRGIN LAKE, AND NORSE PARKS.**

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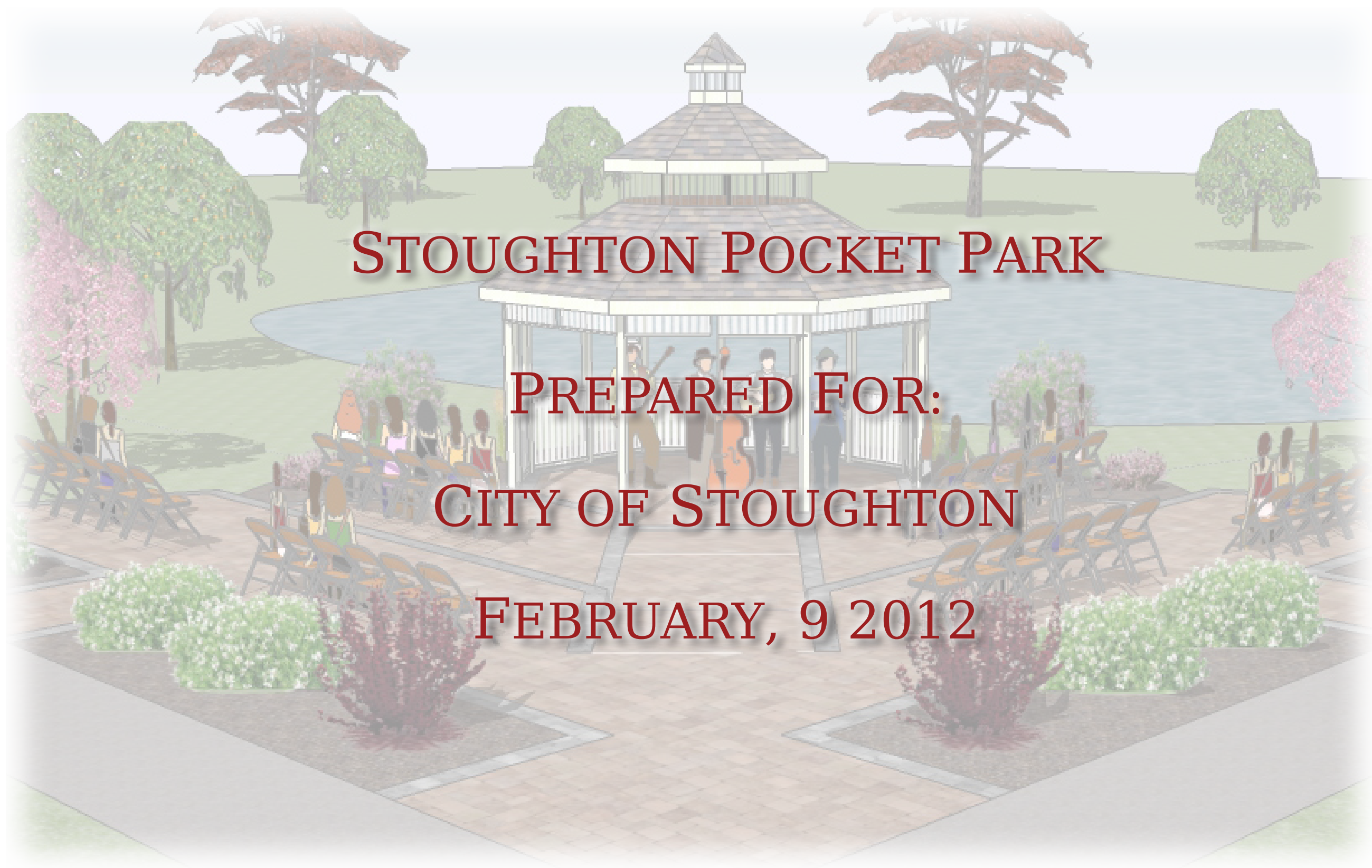
**FOR OFFICE USE ONLY**

**Fee:** \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Insurance Required:** No \_\_\_\_\_ Yes \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Department Approval** \_\_\_\_\_ **Date** \_\_\_\_\_



# STOUGHTON POCKET PARK

PREPARED FOR:  
CITY OF STOUGHTON  
FEBRUARY, 9 2012

MOYER'S INC.  
LANDSCAPE  
SERVICES &  
NURSERIES

POCKET PARK  
CITY OF STOUGHTON, WI 53589

MOYER'S INC.  
FEB. 9, 2012  
DRAWING:  
2012-003  
BY: KEVIN SMITS

936 STARR SCHOOL RD. STOUGHTON, WI 53589; PHONE: (608) 873-9141; FAX: (608) 873-9414; WWW.MOYERSINC.NET



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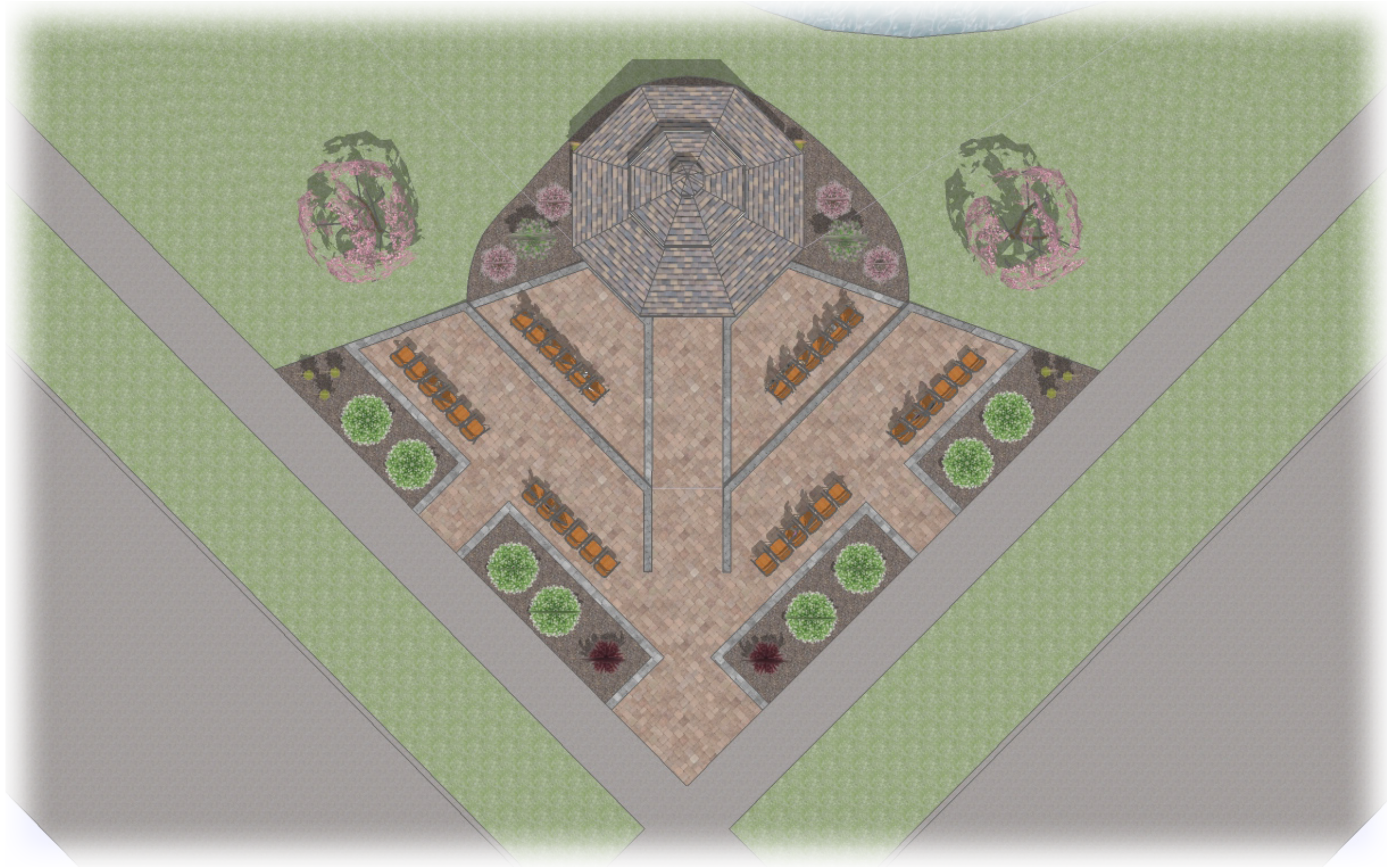
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# STOUGHTON YOUTH CENTER

## ATTENDANCE



																					Mon.	2013	Mon.
MON																							
.	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	UD	UD	Fem
Jan	672	1030	926	852	343	297	376	616	442	442	617	665	605	532	389	554	272	690	437	561	45	45	310
Feb	571	1054	973	856	495	368	514	657	545	717	774	668	516	486	430	610	275	642	287	647	55	11	372
Mar	639	1014	999	764	706	552	945	657	625	709	785	659	512	492	527	681	560	675	364				
April	983	1119	951	975	932	328	599	564	661	935	608	530	671	564	561	595	345	502	484				
May	874	1072	874	967	533	487	653	525	537	921	596	416	654	562	448	510	362	555	523				
June	442	1020	720	834	796	728	605	465	504	678	511	386	407	419	403	84	161	302	389				
July	618	1099	690	901	707	543	615	577	602	649	654	416	532	440	304	44	228	284	439				
Aug	442	673	892	823	605	650	931	774	550	835	546	594	567	411	400	105	214	343	427				
Sept	1043	1096	945	1012	449	329	810	823	354	507	532	564	469	360	465	210	478	476	497				
Oct	1144	1734	1420	898	510	493	691	792	496	783	486	586	521	225	510	185	731	635	519				
Nov	807	1292	910	390	525	295	347	580	303	698	672	672	576	255	551	50	701	496	487				
Dec	840	922	595	417	321	288	362	483	350	978	696	419	378	344	515	268	624	489	346				
TOT.	9075	13125	10895	9689	6922	5358	7448	7513	5969	8852	7477	6575	6408	5090	5503	3896	4951	6089	5199		100	56	682

Und		1386	1289	1237	921	841	1718	1351	895	598	302	306	259	251	265	238	442	312	234				
Fem											695	1459	1910	1788	2002	1105	2060	2607	2285				

I