



## 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: **PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON**  
Date /Time: **Tuesday, August 19, 2014 @ 5:00 PM**  
Location: **Ed Overland Room (381 E. Main St., Stoughton WI 53589)**  
Members: Tricia Suess, Sonny Swangstu, Michael Engelberger, Pat O'Conner, Donna Olson

CC: Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Debbie Blaney, John Halverson, Sarah Monette, 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.

<b>Item #</b>	<b>CALL TO ORDER</b>
1	Call to Order
2	Approval of Minutes from July 15, 2014
3	Communications
<b>Item #</b>	<b>OLD BUSINESS</b>
4	CA/CP Policies Update (Action: Approval) Recreation Fee Policy Policy Regarding Swimming Pool Usage Stoughton Area Youth Center Policy
<b>Item #</b>	<b>NEW BUSINESS</b>
5	Youth Center (Update)
6	Projects (Update) Gazebo Musikk Norse Shelter Arnett Property Racetrack Parking Lot East Park Tennis Court Veteran's Park Tennis Court
7	Future Agenda Items
	<b>ADJOURNMENT</b>

# Parks and Recreation Committee Agenda Notes 8-19-14

- 1 Call to Order
- 2 Approval of Minutes from July 15, 2014
- 3 Communications
- 4 CA/CP Policies Update (Action: Approval)
  - Recreation Fee Policy
  - Recommend continuing this policy
  - Policy Regarding Swimming Pool Usage
  - Recommend continuing this policy
  - Stoughton Area Youth Center Policy
  - Recommend classifying this as procedures
- 5 Youth Center (Update)
- 6 Projects (Update)
  - Gazebo Musikk
  - Norse Shelter
  - Arnett Property
  - Racetrack Parking Lot
  - East Park Tennis Court
  - Veteran's Park Tennis Court
- 7 Future Agenda Items

## **PARKS AND RECREATION COMMITTEE MEETING MINUTES**

Tuesday July 15, 2014

5:00 PM

Ed Overland Room



Present: Alderpersons: Tricia Suess, Michael Engelberger, Sonny Swangstu, Pat O'Conner, Mayor Donna Olson and Parks and Recreation Director Tom Lynch

Guests:

### 1. Call to Order

By Engelberger at 5:03 PM

### 2. Approval of June 17, 2014 Minutes

*Motion by O'Conner, seconded by Suess, to accept the minutes from June 17, 2014. Motion passed 5-0.*

### 3. Communications

None

## **Old Business**

### 4. CA/CP Policies Update

#### **Park Development Policy**

There was discussion about how this policy worked with none platting situations. Lynch felt the policy was created as a guide for working with parkland dedication with developers. The Committee chose to keep this policy as presented.

*Motion by Suess, seconded by O'Conner to approve continued use of the Park Development Policy with staff corrections. Motion passed 5-0.*

#### **Parkland and Trail Dedication Policy**

The Committee saw this policy as a repeat of the Park Development Policy which postdates this one.

*Motion by Suess, seconded by O'Conner, to eliminate the Parkland and Trail Dedication Policy. Motion passed 5-0.*

#### **Payment in Lieu of Parkland Policy**

The Committee agreed that the Payment in Lieu of Parkland Policy became obsolete with the creation of the Impact Fee Ordinance.

*Motion by Suess, seconded by Swangstu to eliminate the Payment in Lieu of Parkland Policy. Motion passed 5-0.*

## **New Business**

### 5. Budget Conversation

Lynch described the offers for this year and asked the committee if they felt that his department was meeting the City's needs. He stated that much of the department's time is used for low level administrative tasks. He sees this as an obstacle to creating more events, programs and revenue. Quality of work also is diminished. A solution would be to increase office staff to handle some of the tasks. Suess suggested increasing the offers to add a position.

### 6. Youth Center Update

Lynch presented the year-end report used to continue receiving funding from Dane County.

### 7. Projects Update

Gazebo Music will be hosting its third performance of the season with Brett Peterson performing on Thursday July 17.

The Norse Shelter project is in the bid stage. There is reason to believe that the bids may come in higher than hoped.

The Racetrack Parking lot had plans approved at the last Planning Commission meeting. Construction will begin shortly.

The Contractor for re-surfacing the Veteran's Park Tennis felt that the base wasn't in good enough shape to guarantee his work, after digging into the court this spring. Karl Manthe received a favorable proposal that would re-construct the base, and leave enough money to paint and line the court, while staying in budget. Lynch received approval to allow the project to move ahead.

### 8. Future Agenda Items

Policies

Veteran's Park Memorial

Projects Update

Parks and Open Space Plan

Youth Center Update

Arnett Property Hunting

### 9. Adjournment

Motion made by Swangstu and seconded by Suess to adjourn at 6:10. Motion passed 4-0.

Stoughton Parks and Recreation  
Recreation Program Fee Policy  
November 2005

Fees for Recreation Programs will be based on the following rules:

1. The Recreation Department will set fees in an effort to recover 40% the recreation budget through recreation revenues.
2. Fees for children's programs will be determined by covering at least 100% of the direct costs.
3. At a minimum, fees for adult programs will cover direct and indirect costs.
4. Fees may be higher when comparables or the market allows, in an effort to subsidize other recreation programming.
5. The pool and canoe rental will be considered services that fees will be assessed based on market value.
6. It will be the policy of the City of Stoughton that no child in the Stoughton Area School District will be denied participation in any program for lack of ability to pay.

Direct Costs: Costs involved in producing the program (wages and supplies)

Indirect Costs: Costs of full time salaries and benefits needed to create and operate the program.

**RECOMMENDATION:**  
Keep this policy as is

## Swimming Pool Usage Policy

1. The Swimming Pool sets daily and season pass rates based on:
  - a. Being affordable to the public while conscious of the market value.
  - b. Resident and non-resident differences.
2. Groups (15 or more customers) receive the resident daily rate with group supervisors receiving free admission.
3. Groups may share the pool with regular customers but may not have areas restricted to their personal use during normal hours.
4. Non-profit groups may schedule extra hours with a fee based on the resident rate or the cost of lifeguard staff, whichever is greater.
5. Groups without non-profit status may reserve the facility during non-regular hours. The fee includes the greater of the resident swimming rates or required staff, plus a normal usage shelter fee.

## RECOMMENDATION

This policy works and is still used



## Stoughton Area Youth Center Policies

7/1/11



1. The Stoughton Youth Center is for children currently in or entering 5-8 grades. We will be expanding to H.S. age students with approval from the Youth Center Manager.
2. The Youth Center staff does not handle medications for participants.
3. The Youth Center staff is not responsible for personal items.
4. Manager's office is not available to students without permission.
5. Participants will sign in and out of the Center.
6. Youth dress should be within reasonable limits; clothing that is revealing is inappropriate. Tops should cover well: no skin showing at the waist, no strapless tops, and no low cut fronts or backs. Undergarments (bra straps, boxers, briefs, etc.) should not be showing. T-shirts and hats whose slogans and pictures are in poor taste are to be avoided. We would appreciate your help in creating a comfortable atmosphere for all attending.
7. The phone may be used with permission.
8. Games will be checked out and shared. Be sure to return checked out items when finished.
9. Report anything that is broken.
10. Follow posted computer rules
11. Be respectful to property, staff and each other
12. Tobacco, alcohol, drugs, or weapons will not be allowed at the Center.
13. Students may be asked to leave the Youth Center for a period of time based on the undesired activity.
14. Food will only be allowed in the kitchen/hard surface area of the Youth Center.
14. Make sure that the building is open before dropping children at the Center. Be prompt in picking up at the end of the day or event.

By signing this, I have read and understand this document.

Participant	Date	Parent/Guardian	Date

Please complete the following so the Youth Center can update its records. It is important that we be able to reach you in the event of an emergency.

Address: \_\_\_\_\_  
  Stoughton, WI 53589

Phone(s): \_\_\_\_\_

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

Child's DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Does your child have a disability that we should know about? \_\_\_\_\_  
Is child eligible for free/reduced cost meals at school? \_\_\_\_\_ Yes \_\_\_\_\_ No



Please Print Clearly Name of: Participant: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_



# STOUGHTON YOUTH CENTER ATTENDANCE



																					Mon.	2014	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	547	42	7	255
April	983	1119	951	975	932	328	599	564	661	935	608	530	671	564	561	595	345	502	484	504	32	4	248
May	874	1072	874	967	533	487	653	525	537	921	596	416	654	562	448	510	362	555	523	441	40	6	203
June	442	1020	720	834	796	728	605	465	504	678	511	386	407	419	403	84	161	302	389	260	37	7	110
July	618	1099	690	901	707	543	615	577	602	649	654	416	532	440	304	44	228	284	439	268	29	3	150
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				
<b>TOT.</b>	9075	13125	10895	9689	6922	5358	7448	7513	5969	8852	7477	6575	6408	5090	5503	3896	4951	6089	5199		280	83	1648
<b>Und</b>		1386	1289	1237	921	841	1718	1351	895	598	302	306	259	251	265	238	442	312	234				
<b>Fem</b>											695	1459	1910	1788	2002	1105	2060	2607	2285				



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