



## 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: **Wednesday, January 9, 2013 @ 5:30 PM**  
Location: **Ed Overland Room/City Hall (381 E Main St, Stoughton WI 53589)**  
Members: Eric Olstad, Greg Jenson, Tim Swadley, Paul Lawrence, Donna Olson

CC: Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Pili Hougan, Tamara Bader-Fleres, Debbie Blaney, Debbie Myren, Sean Brusegar, [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

1 Communications

### Item # OLD BUSINESS

2 Park Facilities Use-Sport Group Survey

3 Parks and Open Space Plan-Goals and objectives

4. Arnett Property Update

### Item # NEW BUSINESS

5 Approval of the December 12, 2012 Minutes

6 Mandt Park Marketplace

7 Youth Center Update

8 Future Agenda Items

### ADJOURNMENT

# PARKS AND RECREATION COMMITTEE MEETING MINUTES

Wednesday, December 17, 2012

5:30 PM

Giles Dow Room



Present: Alderpersons: Tim Swadley, Greg Jenson, Paul Lawrence, Eric Olstad and Parks and Recreation Director Tom Lynch

Guests: Sean Brusegar

## Call to Order

By Swadley at 5:30 PM

### 1. Communications

None

## Old Business

### 2. Park Facilities Use

The committee talked about how decisions were made for allocating facilities for sports groups and the questionnaire to those groups for the Parks and Open Space Plan update. Lynch will bring those questions to the next meeting.

### 3. Parks and Open Space Plan

The committee directed staff to move forward with the survey questions as presented. The previous survey will be used with an additional section for open comments.

### 4. Parkland Opportunities

The committee reviewed the option to accept a gifted portion of riverfront land on the Arnett property north of the Dane County garage. This land would be used for a future trail system overlooking the river and winding through the proposed development. For the transaction to go through the City needs to update its' ordinances concerning hunting and trapping on City land. Lynch and Greg Leck will be working on this.

*Motion by Jensen, seconded by Lawrence to recommend to Public Works and Public Safety to review the maintenance and ordinance changes, then recommend to Council for acceptance of the Arnett Property for a natural area and future trail system. Motion passed 4-0.*

## New Business

### 5. Approval of November 14, 2012 Minutes

*Motion by Lawrence, seconded by Jenson to approve the minutes of November 14, 2012. Motion passed 4-0.*

### 6. Norse Park Shelter

Brusegar presented a plan for an expanded Norse Park Shelter. The project is important for both the future Dream Park needs, following the ADA requirements and providing a larger facility moving forward. Kendall McBroom will run the project keeping the estimated cost at around \$145,000. Brusegar and Lynch will seek partners for funding this project during 2013.

*Motion by Olstad, seconded by Lawrence to recommend to Planning, the acceptance of the proposed Norse Park Shelter plan.. Motion passed 4-0.*

### 7. Mandt Park Marketplace

Lynch explained the concept of having a marketplace operated in Mandt Park two weekends a month during the summer. A marketplace consists of vendors, craft, flea market, food, produce and plant sellers, These are common but not so much in this area. Sherry Johnson would promote and run the events through the Recreation Department. The marketplace would bring more people to Stoughton. Downtown business would be invited to take part. The project will move ahead with more details at the next Parks and Recreation Committee meeting.

### 8. Youth Center Update

Lynch provided the latest YC newsletter

9. Future Agenda Items

Parks and Open Space Plan

Marketplace

Arnett Property

Norse Park Shelter

*Motion made by Olstad, seconded by Jenson to adjourn the meeting at 7:00 PM. Motion passed  
3-0*

## Outdoor Facility Needs by Independent Youth Sports Groups

**Name of Group:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Age Group Served:** \_\_\_\_\_

**City Facilities Used:**

	Season	Days of Week	Time of Day
Racetrack Park			
Mandt Park			
Westview Ridge			
Lowell Park			
Bjoin Park			
Oak Knoll Park			
Virgin Lake Park			
Lowell Park			
Norse Park			
	(Fall, Winter...)	(M,T,W,Th,F,S,Su)	(Morn, After, Eve)

**School Facilities Used:**

	Season	Days of Week	Time of Day
High School			
River Bluff			
Sand Hill			
Fox Prairie			
Yahara			
Kegonsa			
	(Fall, Winter...)	(M,T,W,Th,F,S,Su)	(Morn, After, Eve)

**Other Outdoor Facilities Used:**

	Season	Days of Week	Time of Day
	(Fall, Winter...)	(M,T,W,Th,F,S,Su)	(Morn, After, Eve)

**2006 Participants:** \_\_\_\_\_

**Describe how your needs for facilities were met or unmet in 2006:**

**Estimated:**

2013 Participants: \_\_\_\_\_

2014 Participants: \_\_\_\_\_

2015 Participants: \_\_\_\_\_

2016 Participants: \_\_\_\_\_

2017 Participants: \_\_\_\_\_

2018 Participants: \_\_\_\_\_

**Describe the method used for the above estimates:**

**What facility needs do you anticipate in the next 5 years? 10 Years?**

**What resources does your group have that can work in conjunction with the City or Schools on future facility creation or expansion?**

**Please insert any other relevant comments:**

**Group Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

Please return to the Recreation Department by February 28, 2013

### Sport Organization Survey Results

<b>Group</b>	<b>Current Usage</b>	<b>5 year Wants</b>
Stoughton Area Little League	2 OK, Mandt, 3 Racetrack Bjoin, Fox, Keg	2 baseball only fields
Stoughton Area Youth Baseball	Lowell, 2 OK, Norse	full size baseball field
Stoughton Area Youth Softball	2 HS, Yah	softball only complex
Stoughton Area Youth Football	HS, Fox, Yah	field with lights
Stoughton Area Youth Soccer	2 Racetrack, Westview, VL, River Bluff, Sand Hill, Keg Ask Lane, Pleasant View	2 adult fields
Lacrosse Club	Racetrack	
Recreation Dept. Softball	2 Racetrack, 2 HS, Mandt	1 adult softball
Recreation Dept. Football	4 Racetrack	
Recreation Dept. Soccer	Racetrack	

Based on the declared wishes of the sports organizations and our current ability to provide space, 15 acres of usable athletic field space would be needed to satisfy their needs at the present usage pattern.

## 1.2 The 2013 Comprehensive Park and Open Space Master Plan Goals and Objectives

The initial task in preparing any type of planning document includes the formulation of a series of goals and objectives that outline the City's intent throughout the planning document. These goals and objectives will serve as a guide for the City to follow in providing a desired community-wide park and recreation system.

Mission Statement - The overall purpose of the park system and reason for the park land and recreation program provision.

Goal - A broad statement of direction and purpose. A goal should be based on the stated needs of the community. A goal should be long-range and timeless as well as idealistic.

Objective - Defined as a quantifiable aim within a limited time frame. Objectives should be derived from stated goals, quantifiable, specific and within a limited time frame.

A goal provides the City with its long-term destination; objectives act as mile markers along the way. All recommendations listed in the plan are specifically designed to address the goals and objectives listed here.

### An Example of a Goal and Objective:

- Goal  
Ensure that open space and recreation activities and programs are designed to meet the special needs of all residents, especially the elderly and handicapped.
- Objective  
Convert all existing restrooms in the parks to accessible restrooms by the year 2010.

### City of Stoughton Parks and Recreation Mission Statement

The City of Stoughton seeks to provide a park and recreation system that will: meet the needs of our current residents and future generations; preserve and protect the City's open space, water, historical and natural resources; and provide a park and recreation program that is designed to enhance City residence's quality of life.

### City of Stoughton Goals and Objectives

1. Goal: Maintain an adequate amount of active and passive recreational lands to meet current and future recreational needs.
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#### Objectives:

- Acquire additional lands for active and passive recreational use based on current demand, demands created by increasing populations, and environmental significance of the land.
- Strive to achieve the goal of at least 10.5 acres of land suitable for active recreation for every 1,000 Stoughton residents.
- Acquire lands suitable for park and recreation use by explicitly stating acceptable characteristics of land for dedication in the parkland dedication ordinance.



2. Goal: Ensure that open space, recreation facilities and programs are designed to meet the special needs of all residents, especially the elderly and disabled.

Objectives:

- Provide for barrier-free access in all new park facility construction and play areas.
- Achieve compliance with accessibility requirements in existing facilities by 2012.
- Encourage participation of elderly and disabled citizens at park and recreational meetings and in recreational programs.
- Comply with the Americans with Disabilities Act as it applies to communication between the Parks and Recreation Department and the public.

3. Goal: Coordinate subdivision review with all departments responsible for providing or maintaining adequate park facilities.

Objectives:

- Consult and incorporate the needs identified in the Comprehensive Park and Open Space Master Plan before subdivision plats are approved.
- Evaluate land dedicated for parks to differentiate between land appropriate for active park use, land appropriate for open space only, and land requiring protection from development. Land requiring protection from development should be protected via the zoning ordinances.
- Continually evaluate and update the subdivision ordinance so that it adequately addresses the park and open space needs of new and existing City residents.

4. Goal: Coordinate development efforts and the use and maintenance of recreational facilities among the City of Stoughton, Stoughton School District, and appropriate public recreation associations.

Objectives:

- Coordinate the public use of indoor and outdoor school recreation facilities.
- Encourage cooperative City/School/Sports Association development projects to help improve and expand recreation opportunities throughout the community in a cost-effective manner.
- Continue the existing policy formal use/revenue/maintenance agreements among the City, school district, and public recreation associations to help operate and maintain public recreation facilities in the City by 2009. Agreements will be reviewed every two years.

5. Goal: Stress the benefits of larger neighborhood and community parks that provide a wide range of facilities over the development of small playground and tot-lot facilities.

Objectives:

- Analyze the location, size and function of existing and proposed parks as annexations, residential development or land use changes occur.
- Use park service area criteria to help determine the location of future park sites (1/4 for a neighborhood park and 1 mile for a community park).
- A community park is needed in the northwest and the southwest sides of Stoughton.

6. Goal: Provide residents with safe and reliable park facilities and equipment throughout the City park system.

Objectives:

- Continue funding the replacement of old and deteriorating recreation equipment at all City parks.
- Continually monitor and maintain existing park equipment to ensure its longevity and safety.

7. Goal: Use all available resources to further enhance the quality of the City's park system.

Objectives:

- Continually pursue state and federal funding programs, which can aid in the purchase and/or development of desired park system improvements.
- Cultivate the existing positive relationships with public and private organizations for donations and volunteer help to aid in park system development.
- Update the City's Comprehensive Park and Open Space Master Plan every five years to maintain grant eligibility.
- Pursue the development of revenue generating recreational facilities and activities, which can aid in the development of new facilities and/or the maintenance of existing facilities.

8. Goal: Recognize the importance of an adequate park budget, which can financially address existing park hazards and allow for future parkland acquisition and future park facility development.

Objectives:

- Use the Comprehensive Park and Open Space Plan's capital improvements program as a guide to establish yearly park budgets.
- Invest funds to develop facilities that will maximize existing park and recreation areas and provide exciting recreational programs to increase park use.

9. Goal: Continue to develop interconnected biking and walking trails that provide easy and safe access to all neighborhoods.

Objectives:

- Expand the mission of River and Trails Task Force to include their involvement in trail and bike path planning.
- Work with Public Works Committee to improve greenway landscaping and help define possible trails through the greenways.
- Work with Planning and Public Works Committee to add routes or bike lanes, when needed, on newly constructed streets that will serve to connect the existing system of biking and walking facilities.

10. Goal: Expand the opportunities for public gathering and positive economic impact through increased special events in parks.

Objectives:

- Increase use of Racetrack Park for weekend athletic tournaments.
- Program Troll Beach on a daily basis to increase attendance.
- Expand the use of Mandt Park with more special events.
- Create a mobile concert in the parks series during the summer months.

## Mandt Park Marketplace

**Dates:** Sundays 4/28, 5/12, 5/26, 6/9, 6/23, 7/14, 7/28, 8/11, 8/25, 9/8, 9/22

**Times:** 10 am-4 pm

**Space size:** 12' x 12'

**Fees:** \$20 per location in advance

**Local Business Discount:** 5 free spaces for local business (one space per request), free spaces for non-profits

**Registration:** Set up online system

### Facility

**Area/Layout:** tape markers; Sherry will create a map

**Number of spaces:** Whatever we need

**Parking:** Lower lot for vendors, Upper lots and Fourth Street

**Clean up:** Provide 4 barrels; Vendors clean areas; onsite staff will leave grounds clear

**Restrooms:** Mandt Community Center; Negotiate terms

**Vendor registration tent:** YC tent? Purchase one?

**Electrical Use:** Weill not provide this option in year one

**Rules and Contract:** Plan created based on Miller Park contract

**Promotions:** Website, emails, flyers, local paper, coupon drawing, pool passes

**Hard Costs:** Mandt Center, Advertising, vendor registration tent?

**Extra Labor:** Vendor helper traded for free space

**City/Sherry Split:** To be negotiated

## **Tasks and Responsibilities**

### **Recreation Department**

Insurance carrier

Providing the facility

Advance registrations

Promotions

Create rules

Pay bills

Handle payroll

Survey vendors and customers

Arrange for restrooms, electrical

Work with Chamber

### **Sherry Johnson**

Pre-season preparations

Create layout

Event day registrations

Assist with promotions

Supervise event day activities