



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, April 4, 2012 @ 6:00
Hall of Fame Room/City Hall (381 E Main St, Stoughton WI 53589)
Sonny Swangstu, Dave McKichan, Eric Olstad, Greg Jenson, 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
1	Communications
Item #	OLD BUSINESS
2	Racetrack Park Parking Options Update
5	CIP /Equipment/Maintenance
6	Fishing Pier Update
7	Pool Update
8	Youth Center Update
Item #	NEW BUSINESS
7	Approval of the March 7, 2012 Minutes
8	Youth Center Building Emergency Plan
9	Recreation Participation
10	Future Agenda Items
	ADJOURNMENT



Stoughton

PARKS & RECREATION

Date: March 26, 2012
To: Norm Monsen
From: Tom Lynch
RE: Racetrack Parking

We have been working on a solution for the on road parking at Racetrack Park. Our plan was to go through the steps for installing a temporary parking lot at Racetrack Park behind diamond #4. The Stoughton Zoning Code would not allow us to put in a parking lot that did not meet the requirements. These requirements included lighting, landscaping and a permanent asphalt surface. At this time we do not have the money to move forward on a parking lot at that location.

The City does its capital projects borrowing on a two year cycle. The next time we can include a project like this will be in 2014. We will certainly explore that option during the 2013 budget process.

This also means we are not able to direct cars into unofficial parking in the park. That leaves us searching for new ways to help. Education of the customers might be the best way to keep people from infringing on the township residents until now. What do you think?

Troll Beach Update

1. Most of the new play structures have been ordered.
2. The pool will be drained soon so that the basin can be re-shaped
3. The concession stand is nearly completed.
4. Grant for Bryant Foundation due in early April.
5. Working with Leadership Stoughton to create Norwegian theme.
6. Communicating with guards, setting up trainings.

Fishing Pier Update

1. VW Docks is working on the construction of the pier frames.
2. Carl Chenoweth will be donating engineering for the project.
3. Tom Wisersky and his father will be preparing the project in June.
4. Boy Scouts will assemble the pier sections during July with a projected installation in August.

Youth Center Update

1. Received \$75,000 in grants from the Bryant Foundation for programming at the Youth Center.
2. Greg Hoyte has started his "Fill the Gap" program to guide students through the system to a successful outcome.
3. New basement room is near completion. This room will allow for programs to work better with separation from the large group.
4. Attendance is still growing. More volunteer staff and hours are needed.

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Wednesday, March 7, 2012
Hall of Fame Room



Present: Alderpersons: Greg Jenson, Sonny Swangstu, Eric Olstad, Dave McKichan and Parks and Recreation Director Tom Lynch

Absent and Excused:

Guests: Sandra Black, Tom Majewski

Call to Order

By Olstad at 6:05 PM

1. Communications

Lynch presented to 2012 Spring and Summer brochure that was delivered to the community through the Great Dane. The Recreation Department makes money on the publication of the brochure.

Old Business

2. Racetrack Park Parking Options

The committee talked about the obstacles to placing a parking lot in Racetrack Park for the purpose of alleviating parking on Racetrack Road. The original idea was to put in a temporary parking lot using recycled blacktop with Street Department help. This plan did not fit the current City zoning code. The committee asked Lynch to have a conversation with the township over other options.

Motion by Jenson, seconded by McKichan to direct staff inform the Town of Dunkirk that the City cannot financially move forward with the construction of a parking lot at Racetrack Park at this time. The item will be moved into the CIP at the next opportunity. Motion passed 4-0.

3. Kettle Park West Park Options

Discussions took place regarding the Impact fee policy and the idea of a large community park. Lynch suggested letting the Parks and Open Space Update help us determine the next large park location. No action taken.

4. Pool Update

The concession room build out is progressing nicely and on schedule. The department is set to make the purchases of play structures and mechanicals for disinfection. A grant to a local foundation will be sent this week for additional pool improvements.

5. Fishing Pier Update

The Recreation Department is ready to move forward with the purchase of the fishing pier for Riverside Park. The pier will be constructed by Eagle Scout Tom Wisersky and installed this summer.

6. CIP/Equipment/Maintenance

After much discussion, the committee felt that park equipment should be included in the equipment maintenance fund.

New Business

7. Approval of February 1, 2012 Minutes

Motion by Jenson, seconded by Swangstu, to approve the minutes from February 1, 2012. Motion passed 4-0.

8. Riverside Drive Path Option

Lynch introduced a request from the River and Trails Task Force (RTTF) to turn Riverside Dr. into a one way street and place a bike/walk trail on the street closest to the river. Jenson, Council Representative to the RTTF felt the concept deserved discussion and suggested that this committee pass it on to Public Works for evaluation. Tom Majewski and Sandra Black from the RTTF were present to add support for the idea.

Motion by Jenson, seconded by Swangstu, to recommend that the Public Works Committee review the concept of making Riverside Dr. a one way street and placing a trail along the river. Motion passed 4-0.

9. Youth Center Car

Greg Hoyte of the Youth Center would like to use the 96 Ford (Rec Car) for a mechanics class for Youth Center participants. The class would be in partnership with the High School. The car is currently not needed and scheduled for disposal. The value is listed at \$500. Bruce Stenz of CVMIC advised that the City donate the car to the Friends of the Stoughton Area Youth Center rather than keep it under our insurance.

Motion by Swangstu, seconded by Jenson, to approve the disposal of the Rec Car to the Friends of the Stoughton Area Youth Center. Motion passed 4-0.

10. Youth Center Report

Attendance still high at the Center (daily ave. 32)
Wrote grants to Bryant Foundation for \$50,000 and \$25,000
Basement room construction moving along
Hoyte is partnering with Stoughton Schools on million dollar grant
Recreation/YC partnership on Adventure Day Camp for this summer

7. Future Agenda Items

Long Range Large Park Plan
Pool Update
Fishing Pier Update
Youth Center Report
Racetrack Parking Update

Adjournment

Motion to adjourn at 8:10 PM by Swangstu, seconded by Jenson. Motion passed 4-0.

STOUGHTON YOUTH CENTER EMERGENCY PLAN

PURPOSE: To provide information and direction for the employees/visitors of Stoughton Youth Center Building in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in the Stoughton Youth Center Building should there be a fire or weather severe enough to warrant emergency shelter, a well defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN THE CASE OF FIRE

EMPLOYEES

1. If not already activated, activate the fire alarm.
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Proceed to the nearest stairwell – DO NOT USE ELEVATORS.
6. Exit the building. Call 911 to report the fire.
7. Proceed to the lot west of the Youth Center Building (529 E. Main St.).
8. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that ALL employees have vacated the work area.
4. Leave the building via the stairwell, checking for stragglers.
5. Proceed to the lot west of the Youth Center Building (529 E. Main St.).
6. Confirm that someone has called 911.
7. Verify that ALL employees are accounted for.
8. Keep all employees in the area until further instructions are received.

IN THE CASE OF SEVERE WEATHER (tornado, severe thunderstorms, etc.)

ALL EMPLOYEES

1. Notification of severe weather may be received from the emergency sirens, or from any reliable source (radio, police dispatch, etc.)
2. Upon receiving notification of approaching severe weather, ensure other employees are notified.
3. Insure that handicapped/disabled employees and/or general public receive assistance.
4. Supervisors should ensure that department offices have been secured before leaving the area.
5. Proceed to the basement of the Youth Center Building. The first employee at the door should remain there to assist other employees and public in getting through the door. Close meeting room doors and shelter in place away from windows.
6. Remain in the basement until further instructions are received from your supervisor.
7. When the "All Clear" is given, return to offices.



Stoughton

PARKS & RECREATION

Date: March 19, 2012
To: Laurie Sullivan
David Mckichan
Donna Olson
From: Tom Lynch
RE: Equipment and Building Maintenance Replacement Funds

At the last meeting of the CIP Committee, I was directed to gather information in the following areas:

Park Equipment Replacement Schedule

<u>Park</u>	<u>Projects</u>	<u>Cost</u>	<u>Projected Date</u>
Criddle	Playground Replacement	\$35,000.00	2018
Schefelker	Playground Replacement	\$40,000.00	2020
Bjoin	Playground Replacement	\$40,000.00	2022
East	Playground Replacement	\$30,000.00	2023
Veterans	Playground Replacement	\$40,000.00	2024
Virgin	Playground Replacement	\$40,000.00	2025
Dunkirk	Playground Replacement	\$40,000.00	2025
Mandt	Playground Replacement	\$38,000.00	2027
Westview	Playground Replacement	\$41,000.00	2028

This list contains playground replacements only. While there are other park amenities such as fence lines, backstops and bleachers, these items do not have a life associated with them. There has not been a need to replace any of these since 1980. Other items such as court resurfaces need to be evaluated in committee before placing on a schedule

Building Replacement Schedule

Youth Center Building HVAC	\$156,000	2027
Youth Center Building Roof	\$ 15,850	2032

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Mandt	Playground Replacement	\$38,000.00	2027
Westview	Playground Replacement	\$41,000.00	2028

<u>Park</u>	<u>Projects</u>	<u>Cost</u>
Bjoin	Backstop for Ball Field	\$10,000.00
East	Resurface Tennis Court	\$30,000.00
Norse	Baseball Field Scoreboard	\$10,000.00
	Shelter Replacement	\$200,000.00
Mandt	Baseball Field Scoreboard	\$10,000.00
Racetrack	Move dia 2 fence to 285	\$10,000.00
	Ballfield Lighting 4 fields	\$600,000.00
Lowell	Fence around Bike Track	\$20,000.00
Virgin		
Westview		
Veterans	Court Resurface	\$25,000.00
	Tennis Fencing Replacement	
Dunkirk		

CITY OF STOUGHTON
VEHICLE AND EQUIPMENT REPLACEMENT AND DEPRECIATION
Adopted ____2012

Purpose:

To establish a fiscally responsible Vehicle and Equipment Replacement policy to insure that the full service life of each City vehicle or item of equipment is achieved and that uniform guidelines are implemented among all departments. The purpose of this policy is to establish a funding mechanism for to provide reserves for the systematic replacement of capital equipment, committing the funds to reserve, and by setting guidelines for the use of the reserve fund.

Reserve Fund Commitment:

The Equipment Replacement Reserve Fund is not available for expenditure for any other purpose than is laid out in this polity. By resolution of the Council and adoption of this policy, the Equipment Replacement Reserve will be classified as “Committed Fund Balance” in the City’s Financial Statements.

The City shall commit it’s to the Equipment Replacement Reserve Fund. . The 2012 funding is \$200,000.

GASB 54 Fund balance Definition:

Committed fund balance – amounts constrained so specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the highest-level action (Unanimous vote of the Council) to remove or change the constraint.

Objective:

Setting aside equipment reserves from current funds promotes prudent financial management by:

- Increasing awareness of the ongoing need for equipment replacement
- Segregating dollars reserved for future equipment purchases.
- Preventing inadvertent use of equipment reserves for non-equipment expenditures
- Encouraging departments to do more long-term planning and decrease the cyclical tendencies inherent when budgeting and funding for the equipment only in the year of the intended purchase

The Equipment Replacement Plan (ERP) is a twenty-year forecast and a five-year plan of equipment needs within the City. It is intended to inform the Council and citizens of the

major equipment needs on the horizon. The first year of the plan becomes an adopted equipment budget and relates to the operating budget of the equipment replacement fund, which is approved on an annual basis. The remaining nineteen years represent an estimate of equipment needs and funding capabilities of the City.

Funding requirements vary from year to year. Equipment needs are evaluated each year and the schedule modified to account for changes in the condition of the equipment. Some items may need replacement sooner than expected due to high maintenance costs and other items lives may be extended thus delaying their replacement. Each piece of equipment is evaluated each year, the maintenance records and condition of the equipment reviewed so as to maximize the life of each piece of equipment.

Funding:

3 Major Guidelines:

Maintain Minimum Cash Surpluses - Use a method which will avoid excessive "cash reserve" surpluses being accumulated to be spent in future years.

Maintain Level Income Sources - Develop a method which would provide for even annual contributions and income sources to be more readily budgeted.

Base Income Sources on the Twenty-Year Expenditures by Fund - Annual contributions toward the level funding income from various departments were based on the percentage of use.

Replacement Policy:

Replacement criteria for City-owned vehicles/Equipment will depend primarily on a point system, which is based upon:

1. Age
2. Miles/Hour Usage
3. Type of Service
4. Reliability
5. Maintenance and Repair Costs
6. Condition

Point Range Chart Note: The City may decide to retain a vehicle beyond the stated criteria after evaluation of anticipated usage, repairs and operating costs.

Each City Vehicle has been placed in a category, as listed below, so a replacement standard can be followed:

Category “A-1”

This category consists of the Police Department’s Patrol Car Program, which is used primarily in dealing with the public. Because these cars are assigned for daily patrol officer duties, the targeted cycle is 3 years or 80,000 miles. This group uses a fleet of six vehicles that are rotated to keep mileages low and to spread mileage across the vehicle group.

Category “A-2”

This category consists of the Police Department’s Administrative and Detective vehicles, which are used primarily in dealing with the public. Because these vehicles are normally assigned to perform different types of activity such as administrative support, investigative follow, and surveillance work they may be pooled, rotated and replaced at the discretion of the operating department. The target replacement period for this group is eight years or 100,000 miles. The department will formulate the replacement based on indicated factors. The department may also, from time to time, decide to retain or replace a vehicle outside this service consideration based on anticipated or need of a “clean” vehicle for needs of surveillance. This determination shall not compromise any vehicle operating requirements.

Category “B”

This category consists of all other cars and pickups, which use does not significantly affect the public image of the City of Stoughton. These vehicles should not be replaced earlier than 100,000 miles, 10,000 operating hours, or provided the maintenance cost is considerably higher than vehicles of the same type.

Category “C”

This category consists of all trucks with a GVRW above 26,000 lbs. that are used to serve the public on a day-to-day basis. Replacement of this category may be made after 6,000 operating hours, or provided the maintenance cost is considerably higher than vehicles of the same type.

Category “D”

This category consists of Street Sweepers that are used to serve the public on a day-to-day basis. Replacement of this category may be made after 5,000 operating hours, or provided the maintenance cost is considerably higher than vehicles of the same type.

Category “E”

This category consists of other off-road equipment (tractors, mowers, and other small riding equipment) that are used to serve the public on an “as needed” basis. Replacement of this category may be made after 2,500 operating hours, or provided the maintenance cost is considerably higher than vehicles of the same type.

Category “F”

This category consists of First Line and reserve automotive fire apparatus, Engines. Apparatus that is greater than 15 years old will be replaced by apparatus that meets the most up to date NFPA standards. The Apparatus that is greater than 15 years old, that has been properly maintained and that is still in serviceable condition shall be place in

reserve status. Apparatus that were not manufacture to the applicable NFPA Standards or that are over 25 years old shall be taken out of service.

Category “E”

This category consists of First Line Automotive Fire Apparatus consisting of Ladders, Tenders and Squads. Ladder and tender apparatus that is greater than 20 years of age shall be replaced. Squad apparatus that is 15 years old will be replaced by apparatus that meets the applicable NFPA Standards. Generally the apparatus in this category are not moved to reserve status.

DRAFT

ATTACHMENT “A”

Guide for Early Replacement of City-Owned Vehicles

The consideration of early replacement of a vehicle often arises when major expenditures are necessary to restore it to a safe operating condition (e.g., major component failure or incident damage). The economic effect of such repairs cannot be avoided because the cost to the City is normally about the same whether the vehicle is sold in un-repaired condition or restored to repaired condition.

However, replacement prior to the normal criteria for vehicles will result in an acceleration of all future replacement cost cycles required to satisfy a continuing vehicle need. This acceleration of cost cycles causes a sizable increase in total present value cost of all future cycles and should be avoided whenever possible. Major vehicle repairs should always be made, with two exceptions:

1. Major expenditures for repair should not be made when the cost of the repair plus the vehicle salvage in un-repaired condition exceeds its wholesale value in repaired condition.
2. Major deferrable expenditures should not be made when a vehicle is in the final six months of its retention cycle. During this period the penalty for early replacement is small and, therefore, the vehicle should be replaced rather than repaired.

ATTACHMENT "B"

Depreciation Formula

Current acquisition price of each vehicle divided by the utilization cycle (mileage, hours or total maintenance cost) will provide the yearly depreciation allowance.

EXAMPLE A

Engine Hours: \$300,000.00 truck divided by the target replacement cycle of 6,000 engine hours will give a depreciation cost of \$50.00 per engine hour.

Taking the \$50.00 times the number of engine hours (560) the vehicle was operated the previous year will give you the yearly depreciation amount of \$28,000.00.

EXAMPLE B

Mileage: \$24,000.00 police vehicle divided by the target replacement cycle of 80,000 miles will give you a depreciation cost of \$.30 per mile.

\$0.30 times the number of miles (20,000) the vehicle was driven the previous year will give you the yearly depreciation amount of \$6,000.00.

EXAMPLE C

Maintenance Cost: depreciate the original purchase price by 15% per year, for power hand tools, trailers, etc.

Replace item only when the maintenance cost reaches the original purchase price.

ATTACHMENT “C”

Point Ranges for Replacement Consideration

<u>Point Scale</u>	<u>Condition</u>	<u>Description</u>
23 points and under	I. Excellent	Do not replace
24 to 28 points	II. Very Good	Re-evaluate for the following years budget
29 to 33 points	III. Good	Qualifies for replacement if M/R cost exceed 60 % of cost
34 to 38 points	IV. Fair	Qualifies for replacement if budget allows
Above 39 points	V. Poor	Needs priority replacement

DRAFT

ATTACHMENT ‘D’

Point Ranges Detail for Sedans, SUV’s, Trucks (1 Ton and Less)

Factor	Points	Description
Age Hours/Usage Type of Service	1	Each Year of Chronological Age
	1	Each 10,000 miles or 250 hours of usage
	1	Standard Sedans, SUV's, pickups
	2	Standard vehicles with occasional off-road use
	3	Any vehicle that pulls trailers, hauls heavy loads and has continued off-road usage
	4	Any vehicle involved in snow removal
	5	Police units
Reliability PM Work Not Included	1	In shop one time within three month time period, no major breakdowns or road calls
	2	In shop one time within three month time period, 1 breakdown/road call within same period
	3	In shop more than once within 3 month time period, 1 breakdown /road call in same time period
	4	In shop more than twice within one month time period, 1 or more breakdown/road call in same time period
	5	In shop more than twice monthly, two or more breakdowns within one month time period
M & R Costs Incident Repair Not Included	1	Maintenance costs are less than or equal to 20% of replacement cost
	2	Maintenance costs are 21-40% of replacement cost
	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	No visual damage or rust, good drive train
	2	Minor imperfections in body and paint surface, (no rips, tears, burns), good drive train
	3	Noticeable imperfections in body and paint surface, minor rust, minor damage for add-on equipment, worn interior (one or more rips, tears, burns) and weak or noisy drive train
	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (rips, tears, cracked dash) major damage for add-one equipment and on drive train component bad
		cracked dash) major damage for add-one equipment and on drive train component bad
	5	Previous accident damage, poor paint and body condition, rust (holes), bad interior (rips, tears, cracked dash) major damage for add-one equipment and on drive train component bad
Point Ranges	Condition	Description
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for replacement for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
39+	Poor	Needs priority replacement

**CITY OF STOUGHTON
VEHICLE AND EQUIPMENT REPLACEMENT AND DEPRECIATION**

ATTACHMENT “E”

Point Ranges Detail for Heavy Equipment and Vehicles

Factor	Points	Description
Age Hours/Usage Type of Service	1	Each Year of Chronological Age
	1	Each 10,000 miles or 250 hours of usage
	1	Standards duties as equipped
	2	Standards duties when used with attachments
	3	Multiple duties on seasons
	4	Extreme duties in harmful atmosphere(dust, salt, water, waste solids)
	5	Heavy construction work including snow removal
Reliability PM Work Not Included	1	In shop one time within three month time period, no major breakdowns or road calls
	2	In shop one time within three month time period, 1 breakdown/road call within 3 month period
	3	In shop more than once within 3 month time period, 1 breakdown /road call in same time period
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	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	Good condition, fully functional
	2	Fair body, functional
	3	Minor body damage, weak operating system
	4	Severe damage, components not functional
	5	Extreme damage, inoperable
Point Ranges	Condition	Description
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for replacement for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
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**CITY OF STOUGHTON
VEHICLE AND EQUIPMENT REPLACEMENT AND DEPRECIATION**

ATTACHMENT “F”

Point Ranges Automotive Fire Apparatus

	Points	Description
Age Hours/Usage Type of Service	1	Each Year of Chronological Age
	1	Each 250 hours of usage
	2	Standards duties as equipped
	3	Standards duties Reserve Status
Reliability PM Work Factor Not Included	1	In shop one time within three month time period, no major breakdowns or road calls
	2	In shop one time within three month time period, 1 breakdown/road call within 3 month period
	3	In shop more than once within 3 month time period, 1 breakdown /road call in same time period
	4	In shop more than twice within one month time period, 1 or more breakdown/road call in same time period
	5	In shop more than twice monthly, two or more breakdowns within one month time period
M & R Costs Incident Repair Not Included	1	Maintenance costs are less than or equal to 20% of replacement cost
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	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	Good condition, fully functional
	2	Fair body, functional
	3	Minor body damage, weak operating system
	4	Severe damage, components not functional
	5	Extreme damage, inoperable
Safety	1	Meets Current NFPA Standards
	3	Generally meets Current NFPA Standards
	6	Does NOT meet Current NFPA Standards
Point Ranges	Condition	Description
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for replacement for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
39+	Poor	Needs priority replacement

STOUGHTON YOUTH CENTER EMERGENCY PLAN

PURPOSE: To provide information and direction for the employees/visitors of Stoughton Youth Center Building in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in the Stoughton Youth Center Building should there be a fire or weather severe enough to warrant emergency shelter, a well defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN THE CASE OF FIRE

EMPLOYEES

1. If not already activated, activate the fire alarm.
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Proceed to the nearest stairwell – DO NOT USE ELEVATORS.
6. Exit the building. Call 911 to report the fire.
7. Proceed to the lot across Main Street from the Youth Center Building.
8. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that ALL employees have vacated the work area.
4. Leave the building via the stairwell, checking for stragglers.
5. Proceed to the lot across Main Street from the Youth Center Building.
6. Confirm that someone has called 911.
7. Verify that ALL employees are accounted for.
8. Keep all employees in the area until further instructions are received.

IN THE CASE OF SEVERE WEATHER (tornado, severe thunderstorms, etc.)

ALL EMPLOYEES

1. Notification of severe weather may be received from the emergency sirens, or from any reliable source (radio, police dispatch, etc.)
2. Upon receiving notification of approaching severe weather, ensure other employees are notified.
3. Insure that handicapped/disabled employees and/or general public receive assistance.
4. Supervisors should ensure that department offices have been secured before leaving the area.
5. Proceed to the basement of the Youth Center Building. The first employee at the door should remain there to assist other employees and public in getting through the door. Close meeting room doors and shelter in place away from windows.
6. Remain in the basement until further instructions are received from your supervisor.
7. When the "All Clear" is given, return to offices.

2010 Recreation Participation

Program	Avg. # Engaged		Hours		Total
	Participants	Per Participant	Sessions	Per Session	Rec Time
Survivor (Grades 1-2)	13	1	6	1	78
Survivor (Grades 3-5)	18	1	6	1	108
Coed Softball	143	2	13	1	3,486
Men's Friday A Softball	101	2	13	1	2,462
Men's Friday B Softball	151	2	13	1	3,681
Men's Tuesday Softball	115	2	13	1	2,803
Men's Wednesday Softball	120	2	13	1	2,925
Adult Coed Kickball	108	2	7	1	1,418
Adult Flag Football	56	1	7	1	613
Backyard Games for Little Tykes	28	2	6	1	336
Ballet	17	2	6	1	204
Baseball Spring Clinic	44	1	1	2	66
Basic Yoga	27	1	6	1	162
Baton	10	2	9	1	180
Beginner Zumba	77	1	1	6	462
Belly Dancing	6	1	1	6	36
Canoe Trip	5	2	1	2	20
Men's 3 on 3 Basketball	30	1	8	2	480
Fishing the Yahara	2	2	1	3	10
NFL Youth Flag Football	150	3	7	2	4,725
Food Prep & Nutrition	10	2	5	2	150
Futsal	130	2	5	1	1,300
Golf Clinic	9	1	2	3	45
Golf Combos	23	1	7	2	282
Adult Golf Lessons	9	1	5	1	34
Gym Games for Little Tykes	14	2	6	1	168
High School Flag Football	21	3	6	1	473
High School Basketball	32	2	6	1	480
Ice Skating Lessons	32	1	6	1	192
Youth Golf Leagues	39	1	5	2	390
Youth Basketball Instruction	136	2	6	1	1,632
Youth Basketball Leagues	168	2	6	1	2,016
Youth Yoga	4	2	6	1	48
Fall Miniball Soccer	96	3	6	1	1,728
Spring Miniball Soccer	108	3	6	1	1,944
Parent/Child Yoga	8	2	6	1	96
Youth Softball	55	3	6	1	990
Pickleball	7	1	8	1	56
Pre-Ballet	54	2	6	1	648
Zumba	223	1	6	1	1,338
Tap/Ballet Combo Class	9	2	6	1	108
Sports for People with Disabilities	6	2	6	1	72
Tap Dancing	2	2	6	1	24
Tennis Lessons	35	2	6	1	420

Program	Avg. # Engaged		Hours		Total
	Participants	Per Participant	Sessions	Per Session	Rec Time
Baseball Camp	14	1	4	1	70
Yard Games Social	15	2	1	2	45
Adult Yoga	70	1	6	1	420
Youth Floor Hockey	26	2	6	1	312
Youth Softball Camp	45	2	6	1	540
Youth Wrestling	13	2	6	1	156
Community Garden	24	2	20	1	960
Men's Sunday Basketball	117	2	13	1	3,803
Men's Monday Basketball	50	2	13	1	1,625
Women's Basketball	32	2	11	1	880
Coed Volleyball	144	1	13	1	2,340
Women's Volleyball	48	1	13	1	780
Ski Club Trips	445	1	1	7	3,115
Basketball Open Gyms	120	1	1	2	180
Volleyball Open Gyms	60	1	1	2	90
T-Ball	119	3	8	1	3,570
Pool	6,526	1	1	3	19,578
TOTAL	10,319				77,350
TOTAL WITHOUT POOL	3,793				57,772

2011 Recreation Participation

Program	Avg. # Engaged		Hours		Total
	Participants	Per Participant	Sessions	Per Session	Rec Time
Coed Softball	151	2	13	1	3,681
Men's Friday A Softball	128	2	13	1	3,120
Men's Friday B Softball	127	2	13	1	3,096
Men's Tuesday Softball	62	2	13	1	1,511
Men's Wednesday Softball	91	2	13	1	2,218
Men's Thursday Softball	73	2	13	1	1,779
Adult Coed Kickball	77	2	7	1	1,011
Adult Flag Football	59	1	7	1	645
Backyard Games for Little Tykes	28	2	6	1	336
Ballet	5	2	6	1	60
Baseball Spring Clinic	37	1	1	2	56
Basic Yoga	26	1	6	1	156
Beginner Zumba	57	1	1	6	342
Big 10 Youth Basketball League	29	3	16	1	1,740
Men's 3 on 3 Basketball	35	1	8	2	560
NFL Youth Flag Football	146	3	7	2	4,599
Food Prep & Nutrition	10	2	5	2	150
Futsal	77	2	5	1	770
Golf Clinic	4	1	2	3	20
Golf Combos	16	1	7	2	196
Adult Golf Lessons	13	1	5	1	49
Gym Games for Little Tykes	20	2	6	1	240
High School Basketball	32	2	6	1	480
Ice Skating Lessons	102	1	6	1	612
Intro to Ice Hockey	3	2	2	2	18
Youth Golf Leagues	39	1	5	2	390
Youth Basketball Instruction	147	2	6	1	1,764
Youth Basketball Leagues	115	2	6	1	1,380
Youth Yoga	8	2	6	1	96
Fall Miniball Soccer	100	3	6	1	1,800
Spring Miniball Soccer	149	3	6	1	2,682
Youth Softball	40	3	6	1	720
Pickleball	7	1	8	1	56
Pre-Ballet	57	2	6	1	684
Zumba	430	1	6	1	2,580
Tap/Ballet Combo Class	19	2	6	1	228
Sports Sampler	12	2	6	1	108
T-Ball	123	3	8	1	3,690
Tai Chi	11	2	6	1	132
Tennis Lessons	38	2	6	1	456
Baseball Camp	26	1	4	1	130
Yard Games Social	25	2	1	2	75
Adult Yoga	41	1	6	1	246
Youth Floor Hockey	32	2	6	1	384

Program	Avg. # Engaged		Hours		Total
	Participants	Per Participant	Sessions	Per Session	Rec Time
Youth Softball Camp	6	2	6	1	72
Youth Wrestling	11	2	6	1	132
Community Garden	36	2	20	1	1,440
Men's Sunday Basketball	81	2	13	1	2,633
Men's Monday Basketball	63	2	13	1	2,048
Women's Basketball	45	2	11	1	1,238
Coed Volleyball	124	1	13	1	2,015
Women's Volleyball	48	1	13	1	780
Ski Club Trips	472	1	1	7	3,304
Basketball Open Gyms	240	1	1	2	360
Youth Lacrosse	38	2	6	1	570
Volleyball Open Gyms	60	1	1	2	90
Young Rembrandts Art Classes	150	2	4	1	1,200
Painting from Life	12	1	8	2	192
Youth Wellness Camp	10	1	16	1	160
Pool	5,997	1	1	3	17,991
TOTAL WITH POOL	10,220				79,269
TOTAL WITHOUT POOL	4,223				61,278