



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, November 8, 2011 @ 5:00
Recreation Department/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

1 Communications:

Item # OLD BUSINESS

2 Youth Center Programming Contract

Item # NEW BUSINESS

8 November 2, 2011 Minutes

9 Future Agenda Items

ADJOURNMENT

YOUTH CENTER AGREEMENT

This agreement ("Agreement") is 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"), a Wisconsin non-stock corporation, with its principal office located at 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, the City leases and pays the rent for a building at 567 E. Main Street, Stoughton, Wisconsin 53589 from Stoughton Trailers and intends that it be used for the Center.

WHEREAS, the City provides and pays for utilities for the Center, including electric, water, and natural gas, and provides for maintenance of the building, equipment, and grounds of the Center.

WHEREAS, the Stoughton Area School District ("SASD") provides computers and related equipment for the computer lab at the Center and is responsible for the repairs and replacement of its computers and related equipment, except that the City repairs or replaces computers destroyed or damaged due to vandalism.

WHEREAS, FSAYC is willing to provide a program director ("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, oversight and fundraising for the benefit of 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 maintain the lease providing the space for the Center at the building 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.~~

~~2.1. 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 Wisconsin Advanced Telecommunications Foundation (WATF) grant, shall be and are the property of the Stoughton Area School District ("SASD"); SASD.~~

~~2. FSAYC shall have no responsibility to repair or replace computers or related equipment at the Center.~~

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

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

~~5.4. The City shall provide for maintenance of the building, equipment, and grounds of the Center. This obligation shall include snow removal and normal maintenance in keeping the aforementioned building, equipment and~~

~~grounds 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 for the Center.

~~6. While the SASD shall be responsible for repairs and replacement of computers and related equipment that are SASD property, repairs or replacement of computers due to vandalism will be the responsibility of the City.~~

7.5. The City shall contribute to FSAYC an annual sum of at least \$20,000.00 by the end of the first week of January each year to assist in hiring and employing a Program Director.

~~8.6.~~ FSAYC shall hire a Program Director and, as funds allow, other staff for the Center. The Program Director and others who staff activities at the Center shall be employees of FSAYC. The initial Program Director shall be Greg Hoyte.

~~9.7. If FSAYC, in cooperation with the City and raises funds through its Program Director, shall pursue own fundraising for the Center from Dane County individuals, businesses, service clubs and other organizations. efforts, those funds belong to FSAYC shall manage the donations for the Center.~~

8. FSAYC, through its Program Director, shall provide develop, implement and manage a program of youth activities (“Program”) for the Center. ~~Staff~~

9. The initial program shall be funded by the that described in the document titled Hands On Tools For Success, attached hereto as Exhibit A.

~~10. FSAYC using donated funds and budgeted money from the City.~~

~~11.10. The Youth Center and the FSAYC may modify or expand the Program Director shall operate under the oversight of the FSAYC in conjunction with the City. On an annual basis, on or before August 1 of each year, FSAYC must submit a written description of the Program as planned to~~

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be implemented the following year to the Director of the City of Stoughton Parks and Recreation Department.

~~12. Notwithstanding the above, the FSAYC Program Director is authorized to conduct the 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 in accordance with the City Building Use Policy.~~

11. FSAYC shall be responsible for employing and supervising all Center staff.

12. FSAYC shall be responsible for developing and implementing policies and procedures necessary to maintain the safety and wellbeing of staff and the youth participating in Center activities.

13. FSAYC, ~~through its Program Director~~, shall report attendance data to the City, as is reasonably requested.

14. This agreement may be terminated without cause by either party on one year's written notice. If termination without cause means that this Agreement is only in effect for part of a calendar year, the City's contribution to FSAYC for that year shall be a pro rata portion of \$20,000. 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~~. In that case any funds remaining from those donated by the City in that year shall be returned.

15. This agreement is not a lease agreement and does not convey to FSAYC a leasehold or other interest in the property used for the Center.

~~15.16.~~ 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
c/o Tom Lynch
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.

~~16.17.~~ This document constitutes the entire agreement between the parties, and supersedes any other prior written or oral agreement of the parties.

~~17.18.~~ This agreement shall be amended only by mutual agreement of the parties, set forth in writing, and attached to this agreement.

~~18.19.~~ 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.

~~19.20.~~ The undersigned warrant and represent that each has the authority to sign this agreement on behalf of the party represented.

CITY OF STOUGHTON

Date

Donna Olson
Mayor

ATTEST

Date

City Clerk

FRIENDS OF THE STOUGHTON AREA YOUTH
CENTER

Date

By: _____
Name: _____
Title: _____

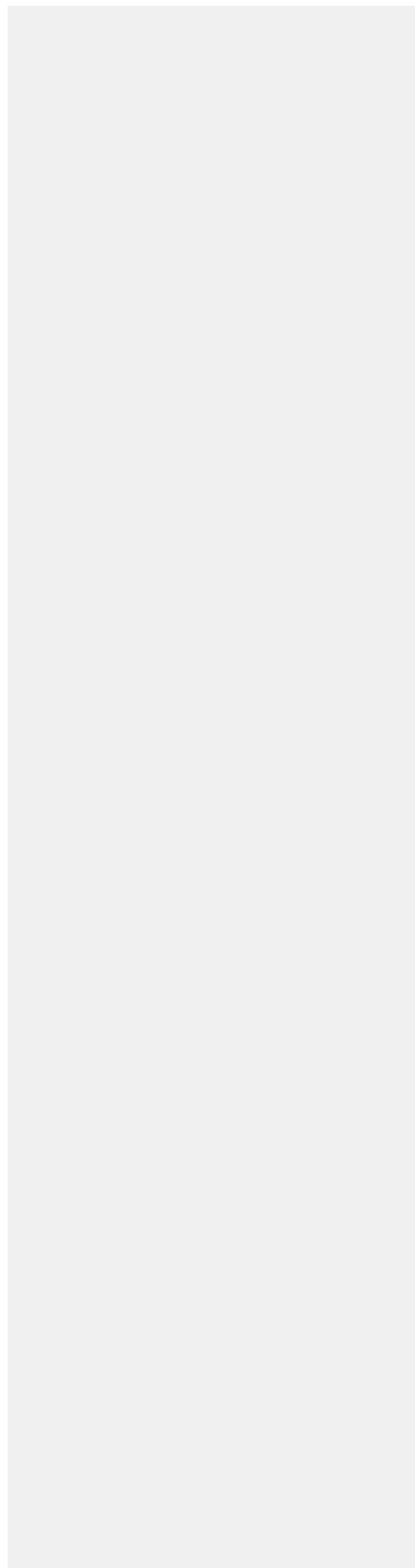


EXHIBIT A

Hands On-Tools for Success **Programming for** **Stoughton Area Youth Center**

I. Stoughton Achievers- (grades 9-12)

The Stoughton Achievers program includes a variety of programs aimed at offering young people grades, in all socio-economic groups to have the opportunity to build skills which will 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 be offered the opportunity to 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.

Career/Job Workshops and Tours- program dedicated to the specific areas of professional interest. Achiever participants and their mentors (who are experts in their field) will complete projects that are designed to provide students an opportunity to explore their career interests through real life application. Achievers will participate in tours to local businesses and corporations on a first hand basis. Participants will be allowed to explore a local company and its work environment. (Stoughton area business involvement) Possible clusters/tours: business, communication, computers, education, engineering, health/medical, law and govt., technical disciplines.

Group Mentoring/ Life Skills- program is designed to encourage youth to develop healthy relationships with adults. Achievers will learn skills needed for self efficiency. Resume writing, interviewing, budgeting, and credit management will be some of the life skills that will be introduced.

College Preparation- This program will assist achievers and their parents in understanding and navigating the college application process. Achievers will practice test taking strategies for college entrance exams. There will be a number of opportunities for college campus visits which will include discussions with housing, financial aid, as well as admissions departments.

Service Learning- Service Learning provides experiences that engage youth in meaningful community service opportunities. The value of this portion of this program is to allow youth to assist residents in their own community and develop a sense of purpose and belonging.

Social Development- Through program activities and experiences, our participants will learn to set high expectations for themselves, strengthen their competence and self-esteem, improve their skills in planning and decision making, and acquire an optimistic view of their personal futures. Achievers staff and volunteers will integrate/model these values during program delivery.

II. Summer Adventure Camp(Grades 5-8)

Summer Adventure Camp will be a week full of fun and new experiences. The days 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 and staff alike will have fun as they build and maintain healthy relationships, increase self-esteem, and improve their ability to learn.

Day 1: Team building , group cohesion, sports and games. This day will offer campers a variety of challenging activities and learning opportunities to promote leadership skills, trust, discipline

and motivation.

Day 2: Canoeing-campers will enjoy a chance to experience boating through a canoeing adventure on the Yahara River in Stoughton. All campers will wear Coast Guard Certified Lifejackets at all times.

Day 3: Hiking- Organized group hikes are an important part of Adventure Camp. Both social and educational, hikes provide opportunity for personal interactions, which are critical for the development of positive group experience. Hiking also offers an opportunity for appreciation of the natural landscape residing around some of the great hiking trails in Southern Wisconsin. The locations for the hikes will be announced.

Day 4: Trip To Wisconsin Dells-BBQ-Campers will travel to Wisconsin Dells for the day(camp times extended this day). Campers will get to experience one of the many outdoor water parks in the Dells. The day will end with a BBQ picnic.

Day 5: Overnight Prep-Campout and Campfire-The Summer Adventure Camp experience will wrap up a week of new friendships, new experiences and new skills gained with a overnight campout. Adventure campers will head to the woods to enjoy the experience of an overnight campout. Day 5's activities will include nature crafts, hiking, smore-roasting, campfire skills, tent setting, and the beauty and excitement of a night under the stars. Campers will provide their own sleeping bag and pillows.

III. **Cooking**-On a weekly basis, participants will learn to cook an entire meal. This full preparation of a meal will inspire a willingness to try new foods at home. Participants will learn math skills, the importance of following directions, as well as kitchen safety.

IV. **Baking**-Participants will learn the basics of baking including math skills such as volume, weight and measurement. Participants will learn to bake and decorate their own tasty and colorful cookies, pizzas, cookies, breads and more. Participants will also explore the role of bakery in cultures across the world.

V. **Family Movie Night**- This is an opportunity to bring families together to have fun and grow together. Families will bring their sleeping bags, wear their jammies, and snuggle in with their families for a movie together.

VI. **Entrepreneur Program**- Working with local colleges (Globe University), and local businesses, participants will learn the aspects of owning and operating a business. Budgeting, business plans, marketing, professional conduct, and managing staff are a few of the tools participants will learn through this program. The goal of this program is to equip it's participants to be competent owner/operators in a trade of their choosing.

VII. **Computer Programming**- Participants will have the opportunity to learn the basics of computer programming. The programs that are most prevalent in today's marketplace will be taught by local volunteers. Examples of such programs are Microsoft Excel, and graphic design programs.

VIII. **Young Achievers**- (grades 5-8)- Middle school aged participants in this program will have homework tutors, take part in community service. They will also be matched up with positive mentors from the community, who will inspire the young achievers to do well in school while guiding them towards the Stoughton Achievers program.



PARKS AND RECREATION COMMITTEE MEETING MINUTES

Wednesday November 2, 2011
Hall of Fame Room

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

Absent and Excused:

Guests: Jeff and Geraldine Selles, Rod and Luann Ellingson, John Waring, Beth Kohlhoff, Jennie Masten

Call to Order

By Olstad at 5:30 PM

1. Communications

None

Old Business

2. Dream Park Playground

Lynch gave a history of how the plan for a Dream Park came to the City and how Norse Park was selected by Parks and Recreation and Dream Park organizers as a suitable site. Beth Kohlhoff and Jennie Masten talked about how the park meets the needs of all types of people. Neighbors in the Norse Park area that attended the meeting brought up points both for and against the park plan. Issues of traffic, speed, losing the small park feel, drug exchanges, parking and facility improvement were discussed.

Motion by Jenson, seconded by Swangstu, to recommend to Council to approve the concept of a dream park at Norse Park and allow the Stoughton Inclusive Dream Park Committee to raise funds for this purpose. Motion passed 4-0.

3. Mandt Park Pool Upgrade

Lynch asked the Committee to allow the Recreation Department to begin the pool upgrade project, using park development funds, in 2011, contingent on the approval of the 2012 budget and CIP. The reason for an early start would be to complete the basin grading, make more effective purchases, and start the concession stand improvements so as to increase the chances of being ready to open in the spring.

Motion by Swangstu, seconded by McKichan to recommend to Finance to move the request for \$41,000 from the Park Development Fund to 2011 instead of the proposed 2012 request, contingent on approval of the 2012 budget and CIP. Motion passed 5-0

4. Youth Center Agreement

Lynch returned with the Youth Center Agreement after having it reviewed by Attorney Dregne. The committee reviewed the changes and made some additional changes that included clarifying that the FSAYC supervises the program.

Motion by Swangstu, seconded by McKichan to recommend to Finance to approve the Youth Center Agreement as amended. Motion passed 5-0.

5. Snowmobile Trails

The committee wants to make sure that all existing snowmobile routes inside the city limits are listed and approved as designated trails. The sites include Viking Park, the Baptist Church, the Linnerud property, and the Ehle property.

Motion by McKichan, seconded by Swangstu, to recommend to the Public Safety Committee to add the four locations that include Viking Park, the Baptist Church, the Linnerud property, and the Ehle property to the approved trail list as designated in Sec 70-74 of the Municipal Code. Motion passed 5-0.

6. Memory Walk Update

Lynch updated the committee on the finances of the Memory Walk project. Currently all bills are paid and there is a small balance remaining.

7. Parks and Recreation BFO offers

The committee discussed the four offers for the budget with no action needed.

New Business

8. Approval of October 5, 2011 Minutes

Motion by Jenson, seconded by Swangstu, to approve the minutes from October 5, 2011. Motion passed 5-0.

9. Future Agenda Items

Youth Center Program

Mandt Park Pool

Dream Park

Racetrack Parking

Park Planning

Adjournment

Motion to adjourn at 6:55 by Swangstu, seconded by Jenson. Motion passed 5-0.