

**Village of Holmen  
Park, Recreation, and Library Committee  
Meeting Minutes - Wednesday, August 6, 2014**

Administrator Heinig called the Holmen Park, Recreation, and Library Committee meeting to order at 5:37 p.m. on August 6, 2014 at the Holmen Village Hall.

Present: Steve Johnston, Chuck Olson, Chris McArdle Rojo, Scott Heinig, Mike Brogan, Chris Geary  
Excused: Dawn Kulcinski  
Guests: Josh Abraham

Motion by Johnston, seconded by Olson for Steve Johnston to chair the meeting in Kulcinski's absence. Carried unanimously.

Motion by Olson, seconded by Johnston to approve the minutes of the July 2014 meeting. Carried unanimously.

**Public Comment:** None.

Josh Abraham, Park and Recreation Summer Intern presented the results of his "New Facility Needs Assessment" survey. Abraham stated the survey was emailed to over 2800+ residents, available on the village web site, and paper copies were available at the Village Hall and Library. He received 301 responses for a 13.1% response rate. The top responses for facility types to be added were 1) fitness room, 2) youth/teen lounge, 3) gym, and 4) multipurpose room. The majority of responses felt projects should be funded through donations (81.4%). Olson inquired if a follow up survey would be beneficial regarding the top choices identified in this survey. Abraham stated it would be beneficial and more resources could be allotted for an additional survey, so it could be mailed out for a greater response and more details could be defined. The Committee thanked Abraham for his research and time with the department.

**Park and Recreation Director's monthly report:**

**Recreation:** Brogan stated that most youth programs are ending for the summer and programs still underway include: Men's Softball League, Coed Sand Volleyball Leagues, Tennis Lessons, Arts & Crafts, Fitness Classes, and the Kornfest Softball Tournament on August 15<sup>th</sup> -17<sup>th</sup>. The fall & winter brochure is being prepared for August 18<sup>th</sup> distribution. Fall registration is in progress and Chris Geary is hiring for fall and winter positions. Josh Abraham will finish his internship on August 15<sup>th</sup> and Nic Barnes will start his internship on August 25<sup>th</sup>.

**Parks:** Upcoming August band shell concerts: Latin Vibe on August 10<sup>th</sup>, KornFest on August 15<sup>th</sup> -17<sup>th</sup>, Grumpy Old Men on August 24<sup>th</sup>, and String Ties on August 31<sup>st</sup>. The Halfway Creek Park security camera dvr computer is being repaired by MCS Networks. 240 yards of woodchips were delivered and spread on the existing playgrounds. Kornfest grounds have been marked for utilities and tents will go up on August 10<sup>th</sup> and parts of Pool Street and 1<sup>st</sup> Ave. W. will be closed beginning August 13<sup>th</sup> – August 18<sup>th</sup>.

**Pool:** Brogan stated that the Kids Carnival was held at the pool on August 6<sup>th</sup> and had the largest attendance of the season. The log rolling log was disposed of due to safety concerns. The pool will close on August 24<sup>th</sup> for the season.

**Library Director's monthly report:** Chris McArdle Rojo provided a new version of the 2014 Holmen Area Library monthly circulation and door count from January through July which filled in the gaps over the past months, when the tracking software was not working very well. McArdle Rojo stated they will soon be able to track wireless usage also. McArdle Rojo presented some pictures showing the library needs of better access for younger patrons, more adult spaces, larger space for large groups, more parking, and larger book drops. Olson asked how Holmen compares in usage and size to the other area libraries. McArdle Rojo stated Holmen has higher juvenile numbers than normal and adult usage is

lower, because of limited adult space. West Salem has 9,000 square feet and Holmen has 4,500 sq. ft., with 1,500 sq. ft. of that being administrative center. Olson stated that Holmen initially hosted the administrative center because of the benefits of better selection of materials. McArdle Rojo stated that is still true.

McArdle Rojo had no specific capital requests for the library. Brogan stated the library parking lot is in bad condition and needs resurfacing. Olson proposed that a new Library concept design be done in 2015, because it will help fundraising if there is land use plan and concept. Heinig stated the plan is for a 10,000 sq. ft. library and 6,000 sq. ft. community space for a total of 16,000 sq. ft. Heinig said he will propose \$5000 in 2015 capital budget for library renderings.

The committee reviewed preliminary capital requests and substantial supply items for Parks, Recreation and Aquatics needs during the upcoming year. The discussion circulated around the 2015 budget items and long range departmental needs.

Motion by Olson, second by Johnston to adjourn at 7:00 p.m. Motion carried.

Mike Brogan  
Park & Recreation Director