



PARKS COMMISSION AGENDA

November 04, 2024 at 4:45 PM

1260 North Road Mauston, WI

- 1. Call to Order/Roll Call**
- 2. Discussion and action relating to Minutes**
 - a. a. October 7, 2024**
- 3. Review Financial Reports**
 - a. a. Financials**
- 4. Discussion and action regarding decision for Farmers Market 2025**
 - a. a. Administrator's Memo**
- 5. Discussion on setting up a committee for Jones Park Reconstruction**
- 6. Staff Report**
- 7. Friends of Mauston Parks**
- 8. Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



PARKS COMMISSION MINUTES

October 07, 2024 at 4:45 PM
1260 North Road Mauston, WI

1. **Call to Order/Roll Call:** The Board of Park Commissioners met on Monday, October 07, 2024, at the Public Works Building. Chair Mike Taake called the meeting to order at 4:47 PM. Members present were Mike Taake, Laura Taake, Amanda Ketchum, Dan Holzberger, Todd Galbrecht, Lori Hammer, Jim Kolba. Parks Superintendent Jordan Wilke and City Administrator Daron Haugh were also present. Erin (nee) Loy attended on behalf of Mauston youth soccer.
2. **Minutes:** Dan Holzberger/Amanda Ketchum to approve minutes from September 09, 2024 meeting. Motion carried.
3. **Review Financial Reports:** Financial reports were viewed, reviewed, and generated no question or concerns.
4. **Farmers Market using Riverside Park for the 2025 season:** Mike Taake/Laura Taake to charge the Farmers Market Organization \$75 for each weekend May through October 2025 using the west section of Riverside Park. Motion carried.
5. **Goals and Needs for parks:** Mike Taake, Jordan Wilke, and youth coaches concur that Veterans Park can accommodate all baseball, softball, t-ball needs of our community. Jordan Wilke would like to see a budget item for rubber mulch added to needed areas in parks.
6. **Parks 2025 ERF (Equipment Replacement Fund):** Laura Taake/Dan Holzberger to propose to the city council to restructure Jones Park from predominantly a baseball/t-ball facility to youth soccer/football fields by reallocating (\$60,000) from the 2026 -2027 ERF to 2025 for Jones Park. Motion carried.
7. **Future plans for the parks Equipment Replacement Fund:** The Board will continue to work on the next five year phase for ERF via the budget process. Daron Haugh will continue to search out and apply for grants related to park improvements.
8. **Staff Report:** Jordan Wilke said park needs are in transition now due to fall and winter. His staff will be shutting down restrooms as soon as weather forecasts dictate. They will continue to work on tree removal and sidewalk clearance. Riverside Park hosted a GOLD celebration and fundraising BBQ. It was a great success and fun was had by many despite a very busy weekend in Juneau County.
9. **Friends of Mauston Parks:** No new items were generated.
11. **Adjourn:** Laura Taake/Todd Galbrecht to adjourn. The meeting was adjourned at 5:41PM.

Chair

date

Budget Comparison - Detail
Parks

Section 3, Item a.
ACCT

Account Number		2024 November	2024 Actual 11/01/2024	2024 Budget	Budget Status	% of Budget
100-00-46721-000-000	Tree Tribute Program Revenue	0.00	560.00	1,120.00	-560.00	50.00
100-00-48220-000-000	Rent of Fairgrounds/Parks	0.00	3,225.00	0.00	3,225.00	0.00
=====						
	Parks - Revenue	0.00	3,785.00	1,120.00	2,665.00	337.95
=====						
	Total Revenues	0.00	3,785.00	1,120.00	2,665.00	337.95
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Budget Comparison - Detail
Parks

Account Number		2024 November	2024 Actual 11/01/2024	2024 Budget	Budget Status	% of Budget
100-00-55200-110-000	Salary/Wages	3,702.78	115,658.54	130,388.00	14,729.46	88.70
100-00-55200-130-000	FICA/Medicare	274.14	8,428.12	9,806.00	1,377.88	85.95
100-00-55200-131-000	Health Insurance	0.00	15,128.80	21,839.00	6,710.20	69.27
100-00-55200-132-000	FSA Contribution	0.00	486.00	1,020.00	534.00	47.65
100-00-55200-133-000	Dental Insurance	0.00	1,295.40	1,125.00	-170.40	115.15
100-00-55200-134-000	Vision Insurance	0.00	247.20	294.00	46.80	84.08
100-00-55200-135-000	Retirement	220.54	5,578.46	6,775.00	1,196.54	82.34
100-00-55200-191-000	Protective Clthng/Gear	0.00	694.34	1,000.00	305.66	69.43
100-00-55200-221-000	Electricity	0.00	4,981.52	6,000.00	1,018.48	83.03
100-00-55200-223-000	Water/Sewer	0.00	24,390.12	24,000.00	-390.12	101.63
100-00-55200-224-000	Telephone/Fax	0.00	1,522.76	2,000.00	477.24	76.14
100-00-55200-232-000	Trees & Brush	0.00	10,282.19	10,000.00	-282.19	102.82
100-00-55200-330-000	Educ/Trng/Travel	0.00	1,288.33	1,250.00	-38.33	103.07
100-00-55200-340-000	Hand Tools,Material,Supp	0.00	3,071.73	3,479.00	407.27	88.29
100-00-55200-354-000	Equip Maint (Non-Office)	0.00	8,021.86	5,218.00	-2,803.86	153.73
100-00-55200-361-000	Building Maintenance	0.00	5,547.24	11,000.00	5,452.76	50.43
100-00-55200-362-000	Grounds Maintenance	0.00	11,906.45	13,000.00	1,093.55	91.59
100-00-55200-363-000	Tree Tribute Program Expense	0.00	82.00	160.00	78.00	51.25
100-00-55200-364-000	Parks Fund Raising Expenses	0.00	0.00	0.00	0.00	0.00
100-00-55200-390-000	Miscellaneous	0.00	9.83	0.00	-9.83	0.00
100-00-55200-510-000	Ins (Non-Labor)	0.00	11,501.61	12,250.00	748.39	93.89
100-00-55200-740-000	Losses/Damages	0.00	0.00	0.00	0.00	0.00
100-00-55200-790-000	Donations/Grants Expenditures	0.00	3,365.98	0.00	-3,365.98	0.00
100-00-55200-820-000	Expenditure of Parkland Ded.	0.00	0.00	0.00	0.00	0.00
100-00-55200-821-000	Building Improvement	0.00	818.00	0.00	-818.00	0.00
Parks - Expenses		4,197.46	234,306.48	260,604.00	26,297.52	89.91
Total Expenses		4,197.46	234,306.48	260,604.00	26,297.52	89.91
Net Totals		-4,197.46	-230,521.48	-259,484.00	-28,962.52	88.84

10/30/2024

3:30 PM

Reprint Check Register - Quick Report - ALL

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ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 10/05/2024 From Account: 100-00-55200-110-000
Thru: 11/01/2024 Thru Account: 100-00-55200-821-000

Check Nbr	Check Date	Payee	Amount
ETF	10/04/2024	Department of Employee Trust Fund (ETF)	1,512.88
		Manual Check City of Mauston - Health Ins Premiums	
39992	10/10/2024	Allied Cooperative	125.68
		City of Mauston - Supplies & Parts	
39993	10/10/2024	Amazon Capital Services, Inc	40.29
		City of Mauston - items for use/office	
40005	10/10/2024	Dog Waste Depot	95.98
		Parks - signs for dog park	
40009	10/10/2024	Juneau County Highway Department	1,052.20
		City of Mauston - Fuel expense for month	
40012	10/10/2024	Mauston Equipment	58.99
		PW - Items for maint/repairs	
40029	10/16/2024	Amazon Capital Services, Inc	70.88
		City of Mauston - items for office/use	
40039	10/16/2024	Lee Recreation, LLC	1,635.00
		Parks - Park bench donation	
40040	10/16/2024	Manthey Salvage	49.00
		Parks - trash cans for park buildings	
40055	10/23/2024	All Branches Tree Care	750.00
		Parks - Bluff St. Box Elder on ground	
40060	10/23/2024	Curran, Robert	135.04
		Shoe Reimbursement	
40065	10/23/2024	Holiday Wholesale	128.90
		Parks - cleaning supplies	
40067	10/23/2024	Ladwig, Logan	159.30
		Shoe Reimbursement	
40077	10/23/2024	Time Clock Plus, LLC	378.00
		City of Mauston - Annual Renewal	
40078	10/23/2024	U.S. Cellular	145.20
		City of Mauston - Phone service fees	
40081	10/30/2024	Amazon Capital Services, Inc	29.99
		City of Mauston - items for office/use	
40083	10/30/2024	AT&T Mobility	24.04
		City of Mauston - monthly service fees	
RHYME	10/31/2024	Rhyme Business Products	0.18
		Manual Check City of Mauston - Copier lease fees	
ALLIANT	10/24/2024	Alliant - 3183940000	453.10
		Manual Check City of Mauston - Electric & Gas fees	

10/30/2024

3:30 PM

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CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 10/05/2024 From Account: 100-00-55200-110-000
Thru: 11/01/2024 Thru Account: 100-00-55200-821-000

Check Nbr	Check Date	Payee	Amount
KWIKTRIP	10/20/2024	Kwik Trip, Inc.	371.08
	Manual Check	City of Mauston - Monthly Fuel	
UTILITIES	10/07/2024	City of Mauston	5,840.47
	Manual Check	City of Mauston - Monthly Utilities	
		Grand Total	13,056.20

10/30/2024

3:30 PM

Reprint Check Register - Quick Report - ALL

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ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 10/05/2024 From Account: 100-00-55200-110-000
Thru: 11/01/2024 Thru Account: 100-00-55200-821-000

Amount

Total Expenditure from Fund # 100 - General Fund 13,056.20

Total Expenditure from all Funds 13,056.20



MEMO

Section 4, Item a.

To: Mike Taake – Park Board Committee
From: Daron J Haugh – City Administrator
Subject: Riverside Park West Shelter Fee Waiver Request
Date: 2024-11-04

At the last Park Board meeting, the committee recommended against waiving the \$75 park fee for The Market in 2025. This recommendation stemmed from the understanding that The Market's coordinator, Angie Cain, charged vendors a participation fee. However, it has since been clarified that this fee is a single annual payment used solely for marketing The Market, not for profit. (\$35) The committee originally assumed this fee was charged per weekend. In light of this new information, the Park Board should have a discussion to decide whether or not to reconsider its decision regarding the \$75 park fee for The Market in 2025 and amend its vote to waive the fee.