



## PARKS COMMISSION MEETING AGENDA

March 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. February 5, 2024
3. **Review Financial Reports**
  - a. Financials
4. **Staff Report**
  - a. Discussion and action relating to the Farmers Market at Riverside Park
  - b. Discussion and action relating to Lions Park pickle ball and basketball court
5. **Friends of Mauston Parks**
6. **Next Agenda**
7. **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 MEETING MINUTES

February 05, 2024 at 4:45 PM  
1260 North Road Mauston, WI

## 1. Call to Order/Roll Call

- a. The Board of Park Commissioners met on Monday, February 5, 2024, in the meeting room at the Public Works Building. Laura Taake called the meeting to order at 4:45 PM. Members present were Laura Taake, Todd Galbrecht, Lori Hammer, Dan Holzberger, Jim Kolba (joining telephonically), and Amanda Ketchum. Chair Mike Taake arrived at 5:07 PM. Also present were Daron Haugh, City Administrator, and Jordan Wilke, Parks Superintendent/Arborist.

## 2. Minutes

- a. Lori Hammer/Dan Holzberger to approve minutes from November 6, 2023. No quorum at the December 2023 and January 2024 meetings.

## 3. Review Financial Reports

- a. No questions or comments were generated.

## 4. Discussion and action relating to new boat dock

Following the safety inspection of the Riverside Park boat landing dock, it was in the best interest to replace the dock. Jordan continues to research the project for a Spring 2024 purchase and its launch at said site. The landing is in great shape.

## 5. Staff Report

- a. Daron Haugh continues to communicate with the School District and its summer school program and the arrangement and cost for City funding its share of summer recreation. Jordan's staff and crew will continue to prepare the fields and courts for the activities provided at said sites. It continues to be a successful symbiotic arrangement. Daron welcomed Todd Galbrecht to the Park Board as its newest commissioner.
- b. Jordan Wilke provided an update on the GOLD Ice Fishing Tournament. Jordan reported great success and great support from so many people. As of the meeting date, the profit generated will be over \$10,000. At said event, Jordan and GOLD presented Howard Miller and his family

with a plaque “Fire Marshall Extraordinaire” in remembrance of Howard’s support at the fishing contest every year. The City and Library will now house the ‘movie in the park’ equipment. Lastly, the City will continue to promote and support the Farmers Market in Riverside Park.

**6. Friends of Mauston Parks**

No information as of the meeting date.

**7. Adjourn**

Mike Taake/Jim Kolba to adjourn and voice vote carried at 5:15 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

2/28/2024

4:40 PM

Reprint Check Register - Quick Report - ALL

Page: 1  
ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/03/2024 From Account: 100-00-55200-110-000  
Thru: 3/01/2024 Thru Account: 100-00-55200-821-000

Check Nbr	Check Date	Payee	Amount
KT	2/20/2024	Kwik Trip, Inc.	510.39
	Manual Check	City of Mauston - Fuel for the month	
BMO	2/27/2024	BMO Harris Bank N.A.	582.99
	Manual Check	City of Mauston - Monthly Statement	
ETF	2/26/2024	Department of Employee Trust Fund (ETF)	1,512.88
	Manual Check	City of Mauston - Health Ins Premiums	
38875	2/06/2024	Allied Cooperative	-454.36
		City of Mauston - Supplies & Parts	
38878	2/06/2024	Amazon Capital Services, Inc	408.16
		City of Mauston - Items for use/maint	
38887	2/06/2024	Delta Dental of Wisconsin	129.54
		City of Mauston - Dental Premiums	
38905	2/06/2024	Mauston True Value, Inc.	71.43
		City of Mauston - Hardware & Supplies	
38910	2/06/2024	Northside Mobil	311.71
		Parks - Items for repairs/maint	
38918	2/06/2024	VSP Vision Service Plan	24.72
		City of Mauston - Vision Ins Expense	
38921	2/06/2024	Wisconsin Building Supply	46.83
		City of Mauston - Monthly statement	
38961	2/21/2024	Mauston Equipment	294.57
		Streets/Parks - Items for MAINT/repairs	
38977	2/21/2024	U.S. Cellular	145.20
		City of Mauston - Phone service fees	
38987	2/28/2024	AT&T Mobility	24.01
		City of Mauston - Monthly phone fees	
Grand Total			3,608.07

2/28/2024

4:40 PM

Reprint Check Register - Quick Report - ALL

Page: 2  
ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 2/03/2024 From Account: 100-00-55200-110-000  
Thru: 3/01/2024 Thru Account: 100-00-55200-821-000

Amount

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Total Expenditure from Fund # 100 - General Fund

3,608.07

Total Expenditure from all Funds

3,608.07

Budget Comparison - Detail  
Parks

Section 3, Item a.  
ACCT

Account Number		2024 March	2024 Actual 03/01/2024	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	125.00	0.00	125.00	0.00
=====						
	<b>Parks - Revenue</b>	<b>0.00</b>	<b>685.00</b>	<b>1,120.00</b>	<b>-435.00</b>	<b>61.16</b>
=====						
	<b>Total Revenues</b>	<b>0.00</b>	<b>685.00</b>	<b>1,120.00</b>	<b>-435.00</b>	<b>61.16</b>
=====						

Budget Comparison - Detail  
Parks

Account Number		2024 March	2024 Actual 03/01/2024	2024 Budget	Budget Status	% of Budget
100-00-55200-110-000	Salary/Wages	0.00	12,125.55	130,388.00	118,262.45	9.30
100-00-55200-130-000	FICA/Medicare	0.00	890.58	9,806.00	8,915.42	9.08
100-00-55200-131-000	Health Insurance	0.00	3,025.76	21,839.00	18,813.24	13.85
100-00-55200-132-000	FSA Contribution	0.00	0.00	1,020.00	1,020.00	0.00
100-00-55200-133-000	Dental Insurance	0.00	259.08	1,125.00	865.92	23.03
100-00-55200-134-000	Vision Insurance	0.00	49.44	294.00	244.56	16.82
100-00-55200-135-000	Retirement	0.00	802.17	6,775.00	5,972.83	11.84
100-00-55200-191-000	Protective Clthng/Gear	0.00	0.00	1,000.00	1,000.00	0.00
100-00-55200-221-000	Electricity	0.00	0.00	6,000.00	6,000.00	0.00
100-00-55200-223-000	Water/Sewer	0.00	0.00	24,000.00	24,000.00	0.00
100-00-55200-224-000	Telephone/Fax	0.00	169.21	2,000.00	1,830.79	8.46
100-00-55200-232-000	Trees & Brush	0.00	0.00	10,000.00	10,000.00	0.00
100-00-55200-330-000	Educ/Trng/Travel	0.00	565.00	1,250.00	685.00	45.20
100-00-55200-340-000	Hand Tools,Material,Supp	0.00	772.91	3,479.00	2,706.09	22.22
100-00-55200-354-000	Equip Maint (Non-Office)	0.00	779.65	5,218.00	4,438.35	14.94
100-00-55200-361-000	Building Maintenance	0.00	99.27	11,000.00	10,900.73	0.90
100-00-55200-362-000	Grounds Maintenance	0.00	528.38	13,000.00	12,471.62	4.06
100-00-55200-363-000	Tree Tribute Program Expense	0.00	0.00	160.00	160.00	0.00
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	0.00	0.00	0.00	0.00
100-00-55200-510-000	Ins (Non-Labor)	0.00	6,560.91	12,250.00	5,689.09	53.56
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	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
=====						
<b>Parks - Expenses</b>		<b>0.00</b>	<b>26,627.91</b>	<b>260,604.00</b>	<b>233,976.09</b>	<b>10.22</b>
=====						
<b>Total Expenses</b>		<b>0.00</b>	<b>26,627.91</b>	<b>260,604.00</b>	<b>233,976.09</b>	<b>10.22</b>
=====						
<b>Net Totals</b>		<b>0.00</b>	<b>-25,942.91</b>	<b>-259,484.00</b>	<b>-233,541.09</b>	<b>10.00</b>

SAT. ONLY 7:30

Section 4, Item a.

**MAUSTON BOARD OF PARK COMMISSIONERS - PARK RESERVATION FORM**  
**MUST CALL CITY HALL AT 608-847-6676 TO MAKE SURE PARKS ARE AVAILABLE**

DATE BACK

<b>Event Date</b> 4th - 24 OCT 2024	# People Expected	Group/Org. Name Farmers' Market
Event Name or Description CAIN, ANGE / FARMERS' MARKET		
Rep/Contact Person CAIN, ANGE	Daytime Phone #: 414-216-1774	
Address 2001 KITTENSON, ETCY WI 53527		
Will alcoholic beverages be available at event?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will alcoholic beverages be sold at event? (Additional State and Local Permitting Processes Apply)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(If 'yes' for either question, a copy of this application will be forwarded to the Mauston Police Dept)		

- Reservations cannot be guaranteed until fee is paid

Park Name	Seating Available	Hours of Reservation 8am-10pm
Riverside Park – West Shelter	60	AM / PM to AM / PM
Riverside Park – Band Shelter	90	AM / PM to AM / PM
Riverside Park-Gazebo	10	AM/PM to AM/PM
Lions Park Vine Street Shelter <input type="checkbox"/> Concession Area Pickup keys at City Hall M-F, 8-4:30	64	AM / PM to AM / PM
Lions Park Grayside Ave Shelter <input type="checkbox"/> Concession Area Pickup keys at City Hall M-F, 8-4:30	84	AM / PM to AM / PM
Marachowsky's Park	64	AM / PM to AM / PM
Jones Park	40	AM / PM to AM / PM
Mile Bluff Park (Kiwanis)	40	AM / PM to AM / PM
Murphy's Park	60	AM / PM to AM / PM
Softball Fields @ Veterans' Memorial Park*/ Shelter	Not Concession stand	AM / PM to AM / PM

\* For Veterans Memorial Park Fair facility use contact [jcairs.park@gmail.com](mailto:jcairs.park@gmail.com)  
 ♦ For concession stand use contact Cindy Pfaff 608-547-6144 [cpfaffers@gmail.com](mailto:cpfaffers@gmail.com) Randy Marschall 608-847-6240 [marschall@frontier.com](mailto:marschall@frontier.com)  
 ♦ Please call 608-847-6676 if shelter isn't in good condition prior to event

- Park Rules**
1. Park Hours 8:00am to 10:00pm (unless prior permission granted)
  2. No Glass Containers or Bottles
  3. No Motor Vehicles in Park
  4. After Application is Approved and Fee is paid "Reserved" Signs will be Posted on the Day of Event
  5. Any Damage to Park will be Charged to Authorized Party
  6. City is Not Responsible for Lost or Stolen Articles
  7. Any City Official May Enter Premises for official business
  8. Parks Must Be Cleaned After Use
  9. No Unlawful Conduct


*Fees	
(per Resolution 2016-16)	
Shelter – City Resident	\$50
Shelter – Non-City Resident	\$75
Concession (Vine/Grayside)	\$25
Special Event Fee	\$100
Special Event Sec. Dep.	\$400
Veterans Memorial Ball Fields	
practice (per season)	\$50
games (per day) # ___ days x \$50	
lights (per night) # ___ nights x \$25	
Total paid	Receipt #
Date Paid	
Cancellation policy- 7 days prior for full refund	

**Park Board Review (if Applicable) –**  
 Park Board review and approval maybe required for atypical events or requests.

These events may be subject to the \$400 security deposit & \$100 Special Event fee.  
 Upon acceptable post-event inspection, up to \$400 will be refunded.

The Park Board meets the first week of each month. Applications should be submitted at least one week prior to meeting to allow adequate time for the Board to do review.

I understand the rules as set forth above and agree to abide by these rules.

Signature of Applicant   
 Printed Name Ange Cain

Date 2/13/2024

Approved By \_\_\_\_\_ Date \_\_\_\_\_

\* City of Mauston non-profits fees are waived.

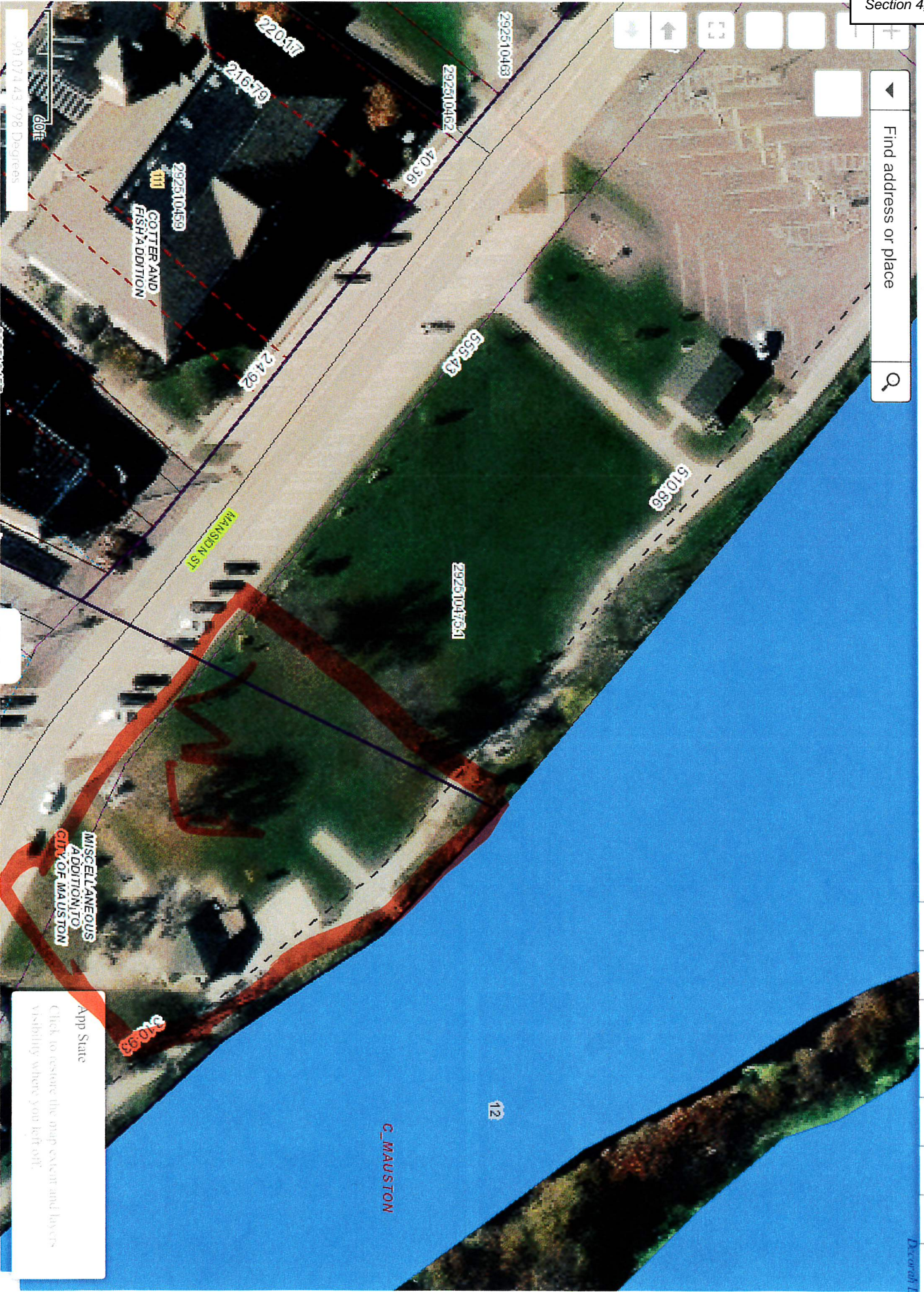


Juneau County Land Information Office

Juneau County, WI

Public User

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