



PARKS COMMISSION AGENDA

December 02, 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. November 4, 2024
3. **Review Financial Reports**
 - a. a. Financials
4. **Discussion and recommendation regarding Jones Park restructuring update**
5. **Staff Report**
6. **Friends of Mauston Parks**
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 MINUTES

November 04, 2024 at 4:45 PM

1260 North Road Mauston, WI

- 1. Call to Order/Roll Call:** Call to Order/Roll Call: The Board of Park Commissioners met on Monday, November 04, 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 Ketcham, Dan Holzberger, Todd Galbrecht. Members absent Jim Kolba and Lori Hammer. City Administrator Daron Haugh, Public Works Director Rob Nelson, Parks Superintendent Jordan Wilke, City Council member Donna McGinley were also present.
- 2. Minutes:** Dan Holzberger/Amanda Ketcham to approve minutes from the October 7, 2024 meeting. Motion carried.
- 3. Review Financial Reports:** Financial reports were viewed, reviewed, and generated no questions or concerns.
- 4. Farmers Market 2025:** The Park Board recognizes the great success of the farmers' market this past season. The new location at Riverside Park is a step forward and will continue at the same site for 2025. The Park Board recommends that the city enforce the stated policy for park usage for 2025.
- 5. Jones Park Reconstruction:** Daron Haugh recommended the new committee come up with a "Vision and Goal Plan" for changes to Jones' Park. Volunteers for said committee include Keith Ketcham, Amanda Ketcham, Dan Holzberger, Mike Taake, and Rob Nelson. The planning phase will begin Monday, November 11, 2024, at 4:30 at Jones' Park. The initial idea is to reconstruct the t-ball and baseball diamonds into a football and soccer field. Veteran's Park will take on the displaced t-ball and youth baseball events.
- 6. Staff Report:** Jordan Wilke and the staff are preparing the City Parks for the long, dark Wisconsin winter. All bathrooms will be closed and picnic shelters will be cleaned and shuttered. Tennis and pickleball nets will be stored for the winter. Pickleball will now be held at Gordon Olson Middle School gym. Pickleball will be played every Wednesday night from 5:30 - 7:30. The Park Board would like to thank the School District of Mauston for opening up the gym for community recreation. Lastly, Jordan and staff will continue to trim trees and beautify Mauston parks as weather and time permits.
- 7. Friends of Mauston Parks:** No new items were generated.

8. **Adjourn:** Amanda Ketcham/Laura Taake to adjourn. The meeting was adjourned at 5:11 P.M.

Chair

Date

11/21/2024

11:32 AM

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: 11/22/2024 Thru Account: 100-00-55200-821-000

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|----------|
| BMO | 10/26/2024 | BMO Harris Bank N.A. City of Mauston - Monthly Statement | 487.99 |
| | | Manual Check | |
| ETF | 10/04/2024 | Department of Employee Trust Fund (ETF) City of Mauston - Health Ins Premiums | 1,512.88 |
| | | Manual Check | |
| ETF | 11/12/2024 | Department of Employee Trust Fund (ETF) City of Mauston - Health Ins Premiums | 1,512.88 |
| | | Manual Check | |
| 39992 | 10/10/2024 | Allied Cooperative City of Mauston - Supplies & Parts | 125.68 |
| 39993 | 10/10/2024 | Amazon Capital Services, Inc City of Mauston - items for use/office | 40.29 |
| 40005 | 10/10/2024 | Dog Waste Depot Parks - signs for dog park | 95.98 |
| 40009 | 10/10/2024 | Juneau County Highway Department City of Mauston - Fuel expense for month | 1,052.20 |
| 40012 | 10/10/2024 | Mauston Equipment PW - Items for maint/repairs | 58.99 |
| 40029 | 10/16/2024 | Amazon Capital Services, Inc City of Mauston - items for office/use | 70.88 |
| 40039 | 10/16/2024 | Lee Recreation, LLC Parks - Park bench donation | 1,635.00 |
| 40040 | 10/16/2024 | Manthey Salvage Parks - trash cans for park buildings | 49.00 |
| 40055 | 10/23/2024 | All Branches Tree Care Parks - Bluff St. Box Elder on ground | 750.00 |
| 40060 | 10/23/2024 | Curran, Robert Shoe Reimbursement | 135.04 |
| 40065 | 10/23/2024 | Holiday Wholesale Parks - cleaning supplies | 128.90 |
| 40067 | 10/23/2024 | Ladwig, Logan Shoe Reimbursement | 159.30 |
| 40077 | 10/23/2024 | Time Clock Plus, LLC City of Mauston - Annual Renewal | 378.00 |
| 40078 | 10/23/2024 | U.S. Cellular City of Mauston - Phone service fees | 145.20 |
| 40081 | 10/30/2024 | Amazon Capital Services, Inc City of Mauston - items for office/use | 29.99 |
| 40083 | 10/30/2024 | AT&T Mobility City of Mauston - monthly service fees | 24.04 |

11/21/2024

11:32 AM

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Accounting Checks

Posted From: 10/05/2024 From Account: 100-00-55200-110-000
Thru: 11/22/2024 Thru Account: 100-00-55200-821-000

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|----------|
| 40094 | 11/07/2024 | Allied Cooperative City of Mauston - Supplies & Parts | 42.78 |
| 40095 | 11/07/2024 | Amazon Capital Services, Inc City of Mauston - items for office/use | 29.99 |
| 40101 | 11/07/2024 | Delta Dental of Wisconsin City of Mauston - Dental Premiums | 129.54 |
| 40105 | 11/07/2024 | Gappa Security Solutions, LLC Parks - item for maint/repairs | 351.50 |
| 40109 | 11/07/2024 | Holiday Wholesale Parks - cleaning supplies | 225.80 |
| 40112 | 11/07/2024 | Juneau County Highway Department City of Mauston - Fuel expense for month | 720.96 |
| 40114 | 11/07/2024 | Lenorud Services, Inc City of Mauston - Residential pick-up | 30.00 |
| 40117 | 11/07/2024 | Mauston True Value, Inc. City of Mauston - Hardware & Supplies | 30.21 |
| 40119 | 11/07/2024 | Miller's Classics Parks/Cemetery - restroom rental | 1,140.00 |
| 40122 | 11/07/2024 | Northside Mobil PW - items for maint/repairs | 503.11 |
| 40132 | 11/07/2024 | VSP Vision Service Plan City of Mauston - Vision Ins Expense | 24.72 |
| 40134 | 11/07/2024 | Wisconsin Building Supply City of Mauston - monthly statement | 218.98 |
| 40149 | 11/14/2024 | Juneau County Highway Department City of Mauston - Fuel expense for month | 164.34 |
| 40165 | 11/20/2024 | Amazon Capital Services, Inc City of Mauston - items for office/use | 151.56 |
| 40197 | 11/20/2024 | U.S. Cellular City of Mauston - Phone service fees | 145.20 |
| RHYME | 10/31/2024 | Rhyme Business Products City of Mauston - Copier lease fees | 0.18 |
| | | Manual Check | |
| ALLIANT | 10/24/2024 | Alliant - 3183940000 City of Mauston - Electric & Gas fees | 453.10 |
| | | Manual Check | |
| KWIKTRIP | 10/20/2024 | Kwik Trip, Inc. City of Mauston - Monthly Fuel | 371.08 |
| | | Manual Check | |
| KWIKTRIP | 11/20/2024 | Kwik Trip, Inc. City of Mauston - Fuel for month | 136.52 |
| | | Manual Check | |

11/21/2024

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Accounting Checks

Posted From: 10/05/2024 From Account: 100-00-55200-110-000
Thru: 11/22/2024 Thru Account: 100-00-55200-821-000

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-------------------------------------|-----------|
| UTILITIES | 10/07/2024 | City of Mauston | 5,840.47 |
| | Manual Check | City of Mauston - Monthly Utilities | |
| UTILITIES | 11/06/2024 | City of Mauston | 2,421.08 |
| | Manual Check | City of Mauston - monthly utilities | |
| | | Grand Total | 21,523.36 |

11/21/2024

11:32 AM

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Accounting Checks

Posted From: 10/05/2024
Thru: 11/22/2024

From Account: 100-00-55200-110-000
Thru Account: 100-00-55200-821-000

Amount

Total Expenditure from Fund # 100 - General Fund

21,523.36

Total Expenditure from all Funds

21,523.36

Budget Comparison - Detail
Parks

Section 3, Item a.
ACCT

| Account Number | | 2024 November | 2024 Actual 11/22/2024 | 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 | 100.00 | 3,325.00 | 0.00 | 3,325.00 | 0.00 |
| Parks - Revenue | | 100.00 | 3,885.00 | 1,120.00 | 2,765.00 | 346.88 |
| Total Revenues | | 100.00 | 3,885.00 | 1,120.00 | 2,765.00 | 346.88 |

Budget Comparison - Detail
Parks

| Account Number | | 2024 | 2024 | 2024 | Budget Status | % of Budget |
|-------------------------|-------------------------------|-------------------|--------------------|--------------------|-------------------|--------------|
| | | November | Actual 11/22/2024 | Budget | | |
| 100-00-55200-110-000 | Salary/Wages | 6,648.50 | 118,604.26 | 130,388.00 | 11,783.74 | 90.96 |
| 100-00-55200-130-000 | FICA/Medicare | 487.57 | 8,641.55 | 9,806.00 | 1,164.45 | 88.13 |
| 100-00-55200-131-000 | Health Insurance | 1,512.88 | 16,641.68 | 21,839.00 | 5,197.32 | 76.20 |
| 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 | 129.54 | 1,424.94 | 1,125.00 | -299.94 | 126.66 |
| 100-00-55200-134-000 | Vision Insurance | 24.72 | 271.92 | 294.00 | 22.08 | 92.49 |
| 100-00-55200-135-000 | Retirement | 413.97 | 5,771.89 | 6,775.00 | 1,003.11 | 85.19 |
| 100-00-55200-191-000 | Protective Clthng/Gear | 7.24 | 701.58 | 1,000.00 | 298.42 | 70.16 |
| 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 | 3,561.08 | 27,951.20 | 24,000.00 | -3,951.20 | 116.46 |
| 100-00-55200-224-000 | Telephone/Fax | 145.20 | 1,667.96 | 2,000.00 | 332.04 | 83.40 |
| 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 | 1,758.33 | 1,250.00 | -508.33 | 140.67 |
| 100-00-55200-340-000 | Hand Tools,Material,Supp | 209.53 | 3,281.26 | 3,479.00 | 197.74 | 94.32 |
| 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 | 1,085.61 | 6,632.85 | 11,000.00 | 4,367.15 | 60.30 |
| 100-00-55200-362-000 | Grounds Maintenance | 1,303.37 | 13,227.81 | 13,000.00 | -227.81 | 101.75 |
| 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 | | 15,529.21 | 246,126.22 | 260,604.00 | 14,477.78 | 94.44 |
| Total Expenses | | 15,529.21 | 246,126.22 | 260,604.00 | 14,477.78 | 94.44 |
| Net Totals | | -15,429.21 | -242,241.22 | -259,484.00 | -17,242.78 | 93.35 |