



PARKS COMMISSION AGENDA

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

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. September 9, 2024
3. **Review Financial Reports**
 - a. Financial Reports
4. **Discussion and action regarding Farmers Market using Riverside Park for the 2025 season**
 - a. Farmers Market Application
5. **Discussion regarding Goals and Needs for parks**
6. **Discussion and recommendation to council for the Parks 2025 ERF (Equipment Replacement Fund)**
7. **Discussion on future plans for the parks Equipment Replacement Fund**
8. **Staff Report**
9. **Friends of Mauston Parks**
10. **Next Agenda**
11. **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



PARK COMMISSION MEETING MINUTES

September 09, 2024 at 4:45 PM

Meeting at Jones Park located at Prairie St. & Bluff St. off
of East State St.

- 1. Call to Order/Roll Call** - The Board of Park Commissioners met on Monday, September 9, 2024, at the shelter at Jones Park. Chair Mike Taake called the meeting to order at 4:49 PM. Members present were Mike Taake, Laura Taake, Amanda Ketchum, Dan Holzberger. Members absent were Lori Hammer, James Kolba, Todd Galbrecht. Parks Superintendent Jordan Wilk and City Administrator Daron Haugh were also present.
- 2. Minutes** - Dan Holzberger/Amanda Ketchum to approve minutes from the July 1, 2024 meeting. Motion carried.
- 3. Review Financial Reports** - Financial reports were viewed, reviewed, and generated no questions or concerns.
- 4. Discussion and action regarding Park Improvement Plan Funding** - Chair Mike Taake announced The Big Dig Grant was awarded to another organization. Dan Holzberger suggested that the application for next year be focused on our goals and improvement plan. Daron Haugh reminded the Board that it is time to review our 5-Year Park Plan and its goals. Along with that Plan, the Board needs to be cognizant of the Equipment Replacement Fund (ERF). Jordan commented on the costly upkeep and costly improvements at each of our 7 parks. Chair Mike Taake asked Board members to think back to our last Plan and identify goals and improvements for each park and bring those ideas to our October meeting. He reminded the Board to keep our mission statement in mind as we revisit our past plans and past visits to our 7 parks. Daron Haugh addressed Kiwanis Park and its donation from the May family being that the parcel of land will remain a City Park. Lastly, Jordan said his crew and staff are beginning to get ready for the Fall projects.
- 5. Friends of Mauston Parks** - No new items were generated
- 6. Adjourn** - Laura Taake/Mike Taake motion to adjourn. The meeting was adjourned at 5:33 PM.

Chair

Date

Budget Comparison - Detail
Parks

Section 3, Item a.

ACCT

Account Number		2024 October	2024 Actual 10/04/2024	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

Budget Comparison - Detail
Parks

Section 3, Item a.

ACCT

Account Number		2024 October	2024 Actual 10/04/2024	2024 Budget	Budget Status	% of Budget
100-00-55200-110-000	Salary/Wages	6,220.92	106,490.29	130,388.00	23,897.71	81.67
100-00-55200-130-000	FICA/Medicare	466.78	7,745.06	9,806.00	2,060.94	78.98
100-00-55200-131-000	Health Insurance	0.00	13,615.92	21,839.00	8,223.08	62.35
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	1,295.40	1,125.00	-170.40	115.15
100-00-55200-134-000	Vision Insurance	24.72	247.20	294.00	46.80	84.08
100-00-55200-135-000	Retirement	282.60	5,039.16	6,775.00	1,735.84	74.38
100-00-55200-191-000	Protective Clthng/Gear	0.00	400.00	1,000.00	600.00	40.00
100-00-55200-221-000	Electricity	0.00	4,528.42	6,000.00	1,471.58	75.47
100-00-55200-223-000	Water/Sewer	0.00	18,549.65	24,000.00	5,450.35	77.29
100-00-55200-224-000	Telephone/Fax	0.00	1,353.52	2,000.00	646.48	67.68
100-00-55200-232-000	Trees & Brush	0.00	10,195.95	10,000.00	-195.95	101.96
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	400.00	3,062.70	3,479.00	416.30	88.03
100-00-55200-354-000	Equip Maint (Non-Office)	0.00	7,905.21	5,218.00	-2,687.21	151.50
100-00-55200-361-000	Building Maintenance	8.21	5,228.18	11,000.00	5,771.82	47.53
100-00-55200-362-000	Grounds Maintenance	3.58	9,656.19	13,000.00	3,343.81	74.28
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	9.65	0.00	-9.65	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	1,635.00	0.00	-1,635.00	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	818.00	0.00	-818.00	0.00
Parks - Expenses		7,536.35	211,133.44	260,604.00	49,470.56	81.02
Total Expenses		7,536.35	211,133.44	260,604.00	49,470.56	81.02
Net Totals		-7,536.35	-207,348.44	-259,484.00	-52,135.56	79.91

10/03/2024

1:24 PM

Reprint Check Register - Quick Report - ALL

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ACCT

CITY OF MAUSTON POOLED CASH

Accounting Checks

Posted From: 9/07/2024 From Account: 100-00-55200-110-000
 Thru: 10/04/2024 Thru Account: 100-00-55200-821-000

Check Nbr	Check Date	Payee	Amount
KT	9/20/2024	Kwik Trip, Inc.	279.86
	Manual Check	City of Mauston - Fuel for Month	
ETF	9/12/2024	Department of Employee Trust Fund (ETF)	1,512.88
	Manual Check	City of Mauston - Health Ins Premiums	
39861	9/12/2024	Allied Cooperative	49.73
		City of Mauston - Supplies & Parts	
39862	9/12/2024	Amazon Capital Services, Inc	12.08
		City of Mauston - Items for office/use	
39864	9/12/2024	Baer Insurance Services, Inc	1,646.90
		City of Mauston - 4th Qtr Premiums	
39877	9/12/2024	Lange Plumbing & Heating, Inc	560.00
		Parks - Lions bathroom back up	
39879	9/12/2024	Mauston Equipment	13.55
		Parks - Items for repairs/maint	
39880	9/12/2024	Mauston True Value, Inc.	93.61
		City of Mauston - Hardware & Supplies	
39897	9/18/2024	AT&T Mobility	24.01
		City of Mauston - Monthly Service Fees	
39905	9/18/2024	Gray Electric, LLC	70.00
		Parks - Lamps	
39906	9/18/2024	Hallman Lindsay	195.45
		Parks - Paint for maint/repairs	
39916	9/18/2024	Mauston Equipment	168.45
		Parks - items for maint/repairs	
39926	9/18/2024	U.S. Cellular	145.20
		City of Mauston - Phone service fees	
39931	9/18/2024	Wisconsin Building Supply	112.30
		PD/Parks - Items for repairs/maint	
39940	9/25/2024	Davey Resource Group	2,500.00
		Parks - TreeKeeper subscription	
39946	9/25/2024	Mauston Equipment	1,495.11
		Parks - Items for maint/repairs	
39949	9/25/2024	Northern Family Farms	283.70
		Parks - plants for parks	
39950	9/25/2024	Ray's Shoes	200.00
		Parks - boots reimbursement	
39966	9/30/2024	Mauston Equipment	28.06
		Parks - items for maint/repairs	

CITY OF MAUSTON POOLED CASHAccounting Checks

Posted From: 9/07/2024From Account: 100-00-55200-110-000
Thru: 10/04/2024Thru Account: 100-00-55200-821-000

Check Nbr	Check Date	Payee	Amount
39975	10/03/2024	Delta Dental of Wisconsin City of Mauston - Dental Premiums	129.54
39982	10/03/2024	Mauston True Value, Inc. City of Mauston - Hardware & Supplies	411.79
39988	10/03/2024	VSP Vision Service Plan City of Mauston - Vision Ins Expense	24.72
RHYME	9/30/2024	Rhyme Business Products	5.14
Manual Check		City of Mauston - Copier lease fees	
ALLIANT	9/27/2024	Alliant - 3183940000	875.91
Manual Check		City of Mauston - Electric & Gas fees	
Grand Total			10,837.99

CITY OF MAUSTON POOLED CASHAccounting Checks
Posted From: 9/07/2024From Account: 100-00-55200-110-000
Thru: 10/04/2024Thru Account: 100-00-55200-821-000

	Amount
Total Expenditure from Fund # 100 - General Fund	10,837.99
Total Expenditure from all Funds	10,837.99

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

Event Date May 10-Oct 25 Sat	# People Expected 100	Group/Org. Name The Market
Event Name or Description		
Rep/Contact Person	Angie Cain	Daytime Phone #: 414-216-1774
Address 204 Kittelson Elroy, WI 53929		
Will alcoholic beverages be available at event?		<input type="checkbox"/> Yes <input 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	8	AM / PM	to	2 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 <i>Pickup keys at City Hall M-F, 8-4:30</i>	64		AM / PM	to	AM / PM
Lions Park Grayside Ave Shelter <input type="checkbox"/> Concession Area <i>Pickup keys at City Hall M-F, 8-4:30</i>	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	<u>Not</u> Concession stand		AM / PM	to	AM / PM

* For Veterans Memorial Park Fair facility use contact jcairs.park@gmail.com

♦ For concession stand use contact Cindy Pfaff 608-547-6144 cpfaffers@gmail.com Randy Marschall 608-847-6240 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

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.

*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- 48 hours prior for full refund	

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	Angie Cain	9/24/2024
	Printed Name	Date

Approved By	Date
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* City of Mauston non-profits fees are waived.

Complete information below if you are scheduling more than one event under the same group or attach schedule

****Please type or print legibly****

[illegible]