



Regular Meeting of the City of Baraboo Parks & Recreation Commission

May 13, 2024, 5:30 pm
Baraboo Civic Center, Room 12-14
124 2nd Street
Baraboo, WI 53913

Pages

1. Call Meeting to Order

- 1.1 Roll Call of Membership
- 1.2 Note of Compliance with Open Meetings Law
- 1.3 Approve Minutes of the April 8, 2024 Regular Meeting
- 1.4 Approve Agenda

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2. Public Invited to Speak

3. Action Items

- 3.1 Discuss and Consider Support for National Water Trail Designation
- 3.2 Discuss and Consider Mary Rountree Evans Park Concession Updates
- 3.3 Discuss and Consider Attridge Park restrooms
- 3.4 Discuss and Consider the 6-month Class "B" (Fermented MaltBeverage) Liquor License application for Hotdog King, LLC, d/b/a Frannie'sFranks, for Pierce Park.
- 3.5 Discuss and Consider Reorganization of the Parks, Recreation, & Forestry Department

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4. Information Items

- 4.1 Staff Reports
 - 4.1.1 April 2024 Revenues
 - 4.1.2 Upcoming Projects and Programs
- 4.2 Reports from Subcommittees and Friends Groups
 - 4.2.1 Bike Advisory Committee
 - 4.2.2 Friends of Baraboo Parks
 - 4.2.3 Friends of Baraboo Zoo
- 4.3 Commission Members Communications and Reports

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5. Closed Session

Moved by _____, seconded by _____, to go into Closed Session.
The Parks and Recreation Commission will consider moving into Closed Session pursuant to §19.85(1)(c), Wis. Stat., to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss and consider the director position for the Parks, Recreation, & Forestry department.

6. Open Session

Moved by _____, seconded by _____, to return to Open Session.
The Parks and Recreation Commission will announce that the Commission will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

7. Adjournment

City of Baraboo
Parks & Recreation Commission Meeting
April 8, 2024 – Minutes

Present: H. Kierzek, R. Franzen, C. Schlender, R. Sanchez, M. Krautkramer, A. Witczak
Others present: Mike Hardy, Ryan Daum, Wendy Grant, Pat Cannon, Brian Scarborough, Gary Kowalke, Penny Kowalke, Amber Giddings, Brandi Kelley, Emily Kierzak

Franzen called the meeting to order at 5:30 pm. Legal posting of the agenda has been met. Witczak motioned and Krautkramer seconded approval of the March 11, 2024, minutes. Motion carried.

Witczak motioned and Sanchez seconded approval of the agenda as printed. Motion carried.

Action Items

3.1 Discuss and Consider Departmental Organization and Hiring Timeline.

Interim City Administrator Pt Cannon addressed the Commission on plans that he and co-Interim Administrator Tom Pinion were working on. With Director Hardy leaving after this week, they saw an opportunity to recommend re-structuring of the department. Cannon noted that Hardy had recommended that Recreation Coordinator Ryan Daum be considered for the role of Interim Director until a new Director is recruited. Hardy added that he made the recommendation when he announced his resignation March 15th as he wanted to allow the City a full 4 weeks to learn from Hardy before he left, and that Daum is most qualified on staff as he has a degree in Parks & Rec as well as the same professional CPRP certification as Hardy, in addition to having served an Interim Director role at his last place of employment. Cannon noted that the recommendation had also been discussed and supported by Commission president Roy Franzen and would be on the Personnel agenda on April 23. Until that time, Cannon stated that he would be able to handle any duties needed in the absence of a Department Director. Cannon added that he and Pinion were considering recommending the restructuring of the Department to move Parks and Forestry Maintenance staff to combine with DPW Maintenance staff under the supervision of Street Superintendent Tony Gilman. Schlender expressed concern with the City continuing to add parks and responsibilities to the Department and not adding staff, now it feels like staff are being taken away. Judd Cassidy (BABA) added that many club groups rely on the good communication and working relationship they have with department staff now and need to have staff access for communication daily in the summer. Cannon discussed the process for recruiting a new Director long term. Hardy assured the Commission that Cannon has experience in recruitment as he was the former City Administrator in Sun Prairie. Hardy added that as a 28-year veteran of municipal parks and recreation administration, he has methods to promote interest in the position and will help as he can even after leaving to be sure the department continues to progress and improve. Cannon added that he already has talked to a couple interested candidates who may apply when the position opens. The Commission will receive an update at their next meeting after Personnel and Council consider the Interim Director position recommendation.

3.2 Discuss and Consider allowing Brian Scarborough to sell concessions at Pierce Park during summer, 2024 adult softball games.

Scarborough presented his request to take over concession sales during adult softball and youth baseball games. He would sell out of the Concession Stand, and not during co-sponsored events that already have an agreement with the City. Members discussed fees that in the past were 5% of sales. Wendy Grant asked to consider a flat fee as percentages can't be confirmed and are hard to enforce.

Co-sponsor groups are currently charged \$250/year. Witczak motioned to allow Scarborough to sell concessions at adult and little league baseball games for the fee of \$250. Seconded by Kraukramer. Motion carried.

3.3 Discuss and Consider request from Sauk County Humane Society to hold an event at the Dog Park on May 4, 2024.

Brandi Kelly announced that their annual Paws Walk would be held in Maxwell-Potter Conservancy on May 4, and they wanted to set up a “swim lane” inside the dog park where dogs could run with a radar gun as part of the days events. The Dog Park would remain open, just a lane along the fence line would be closed off for the event. Schlender moved to allow Sauk County Humane Society to set up a lane inside the dog park during their event, seconded by Franzen. Motion carried.

3.4 Discuss and Consider appointment of Parks Commission member to serve as a representative on the City Plan Commission.

Witczak motioned to re-appoint Franzen to the Plan Commission. Seconded by Kraukramer. Motion carried.

3.5 Discuss and Consider support of the Low Mow May resolution.

Kierzak moved to recommend support of the Low Mow May resolution, seconded by Witczak. Motion carried.

3.6 Discuss and Consider recommending approval of the W P & L easement request on Civic Center property.

Hardy noted that Tom Pinion sent a request for Commission review that would be discussed by Council tomorrow night. The easement details were included in packets but Pinion was not to attend. Members discussed wording of the easement request provided by Pinion. Witczak moved to recommend approval, seconded by Sanchez. Motion carried.

3.7 Discuss and Consider Attridge Park restroom plan approval.

Hardy noted that the friends of Baraboo Parks met last week and decided to request the city pursue whatever restroom package was quickest to get so that it could be constructed and used during as much of the 2024 season as possible. They didn't feel that portapotties would work well and rather than wait for more funding, prefer to get what can be afforded now to get them ordered. Gary Kowalke stated that he would donate all plumbing and his brother would donate all electrical and Jared Beckwith had agreed to donate all concrete foundation, so all additional costs have been covered assuming the City can excavate and landscape. He prefers the 4-restroom model and even if no time to construct shelter until next year, at least they could order a prefab unit so it could be used most of the year. Hardy presented 4 cost options as prepared by Parkitecture + Planning and noted that the restrooms are required as part of the \$250,000 grant received for the splashpad, but we have until the end of 2025 to construct. Witczak motioned to pursue a funding plan for option 4 on the restroom bid options. Seconded by Krautkramer. Motion carried.

Informational Items

4.1 Staff Reports

4.1.1 March 2024 Revenues

Revenues were \$17,992.30 for the month of March 2024.

4.1.2 Upcoming Projects and Programs

Hardy reviewed projects that the Commission will need to keep an eye on after his departure, and thanked the group for their support and dedication over the last 14+ years. Daum reviewed summer staffing and rec program activities planned.

4.2 Reports from Sub Committees and Friends Group

4.2.1 Bike Advisory Committee

No report

4.2.2 Friends of Baraboo Parks

Witczak reported splashpad ribbon cutting will be mid May or whenever it gets done. They are hosting an event in July called Popsicles in the Parks and are looking at a grant to re-surface the Attridge Park BB courts.

4.2.3 Friends of Baraboo Zoo

Giddings thanks Hardy for all the work he did to make the zoo what it is today, and for his support of FOBZ activities. She noted that they have a new website online now and Zoo crew will be held in June.

4.3 Commission Member Communications

Workman asked about the giraffe sculpture dedication on March 22; Hardy said no time has been set yet.

Next scheduled meeting: Monday, May 13, 2024, 5:30 pm, Room 12/14 in Civic Center

Franzen adjourned the meeting at 6:50 pm. Motion carried.

Respectfully submitted,
Mike Hardy

The City of Baraboo, Wisconsin

Background: The Friends of the Baraboo River are filing an application with the National Park Service to designate the Baraboo River as a National Water Trail, and have requested the City's support of their application. Recognition as a National Water Trail can be a tool to improve marketing and cooperation among Trail communities, but does not add any Federal oversight authority or subject local jurisdictions to any financial or regulatory commitment.

Note: (☒) *Not Required* [☐] *Budgeted Expenditure* [☐] *Not Budgeted*
Comments:

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, the Baraboo River holds significant ecological, recreational, and historical value for the communities it traverses; and

WHEREAS, the Baraboo River is a vital natural resource, supporting diverse wildlife habitats, including various fish species, birds, and plant life, and contributes to the region's biodiversity; and

WHEREAS, the Baraboo River attracts residents and visitors alike to its scenic waters, offering exceptional opportunities for outdoor recreation, including canoeing, kayaking, fishing, and wildlife viewing; and

WHEREAS, designation as a National Water Trail would enhance the visibility and accessibility of the Baraboo River, promoting tourism and economic development in the surrounding communities; and

WHEREAS, recognition as a National Water Trail would facilitate partnerships between local, state, and federal agencies, as well as non-profit organizations, to collaborate on conservation efforts, recreational enhancements, and educational programs along the river corridor; and

WHEREAS, designation as a National Water Trail would help preserve and protect the Baraboo River for future generations, ensuring its continued ecological health and recreational value;

THEREFORE, BE IT RESOLVED, that the City of Baraboo hereby expresses its full support for the designation of the Baraboo River as a National Water Trail.

Offered by: Parks Commission

Motion:

Second:

Approved: _____

Attest: _____

April 10, 2024

I am writing to you on behalf of the Friends of the Baraboo River to request your municipality's support for our application to the National Park Service for the designation of the Baraboo River as a National Water Trail.

The Baraboo River holds immense ecological, recreational, and historical significance for our communities. As you are aware, it meanders through our region, offering unique scenery, diverse wildlife habitats, and abundant opportunities for outdoor recreation. Designating the Baraboo River as a National Water Trail would not only recognize its importance but also enhance its accessibility, promote tourism, and stimulate economic growth in our area.

The Friends of the Baraboo River, a non-profit, all volunteer organization, is committed to preserving and promoting the river's natural beauty and recreational opportunities. Through partnerships with local stakeholders and government agencies, we have worked tirelessly to improve access points, maintain water quality, and educate the public about the river's significance.

By supporting our application for National Water Trail designation, your municipality can contribute to the conservation and enhancement of the Baraboo River for current and future generations. This designation would also foster collaboration among neighboring communities, strengthen regional partnerships, and showcase the Baraboo River as a premier destination for outdoor enthusiasts and nature lovers.

We kindly ask that your municipality endorse our application by passing the attached resolution, expressing your community's commitment to the preservation and promotion of the Baraboo River. Your endorsement will play a crucial role in demonstrating widespread community backing for this initiative and will greatly strengthen our application to the National Park Service.

If you have any questions or would like further information about our efforts or the National Water Trail designation process, please do not hesitate to contact me at 608-477-1215. The Friends of the Baraboo River would be delighted to provide any additional information or support you may require.

Thank you for considering our request. We look forward to the opportunity to work together in safeguarding and celebrating the natural treasure that is the Baraboo River.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joe Van Berkel".

Joe Van Berkel, President, Friends of the Baraboo River

Hello and thank you for the request!

Please find service information below:

>>Standard Portable Toilet = \$369.98 per unit - per 28 days<<

>>Double Faucet Wash Station = \$379.98 per unit - per 28 days<<

>>ADA/Handicap Accessible Portable Toilet = \$439.98 per unit - per 28 days<<

To schedule the reservation, please complete the form in the link below:

ORDER FORM:

<https://www.aawsi.com/order-long.php>

CALL OFF FORM:

[Call Off Form](#)

Includes: Weekday delivery and pickup plus all fees. The weekly servicing will begin the week after delivery and the prices quoted above will continue on a recurring 28-day cycle until the unit is called off by FAX or EMAIL only. 72-hour notice is required. Call or email for same day or short notice delivery. Hand Sanitizer is an additional \$40 per unit.

Payment is due up-front by credit card to cover the first 28-day cycle.

EXACT TIME OF DELIVERY/ARRIVAL IS NEVER GUARANTEED ON THE DATE OF DELIVERY (DELIVERY HOURS: 8 AM - 6PM; M-F) May vary during Summer months.

Please download and save the Call Off/Pickup Form for scheduling the removal of your equipment at the end of the service. Returning this information to our corporate office is the only accepted method to stop the recurring charges to the credit card on file.

Click the links below, or ask us about our social media incentive program where you can receive an e-gift card to save yourself some money with your qualifying order!

Please contact 1-800-560-4381 if you have additional questions or special request.

Our Best Regards,

All American Waste Services, Inc.

Corporate Office

Phone: 1-800-560-4381

Emergency: 480-695-4399

Fax: 1-480-396-6979

Email: quote@aawsi.com

Website: www.aawsi.com

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 50
- ☐ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>50.00</u>
Background Check Fee	\$
Publication Fee	\$ <u>15.00</u>
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>Hotdog King LLC</u>		
2. Business Trade Name or DBA <u>Frankie's Franks</u>		
3. FEIN <u>85-1342152</u>	4. Wisconsin Seller's Permit Number <u>456-1030316984-02</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization <u>Wisconsin</u>	7. Date of Organization <u>6-10-2020</u>	8. Wisconsin DFI Registration Number <u>H066471</u>
9. Premises Address <u>950 Walnut Street</u>		
10. City <u>Baraboo</u>	11. State <u>WI</u>	12. Zip Code <u>53913</u>
13. County <u>Sauk</u>	14. Governing Municipality: <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> Town <input type="checkbox"/> Village of: <u>Baraboo</u>	15. Aldermanic District <u>3</u>
16. Premises Phone <u>608-448-4209</u>	17. Premises Email <u>Brian@Barabrew.com</u>	18. Website —
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>Pierce Park from Concession Stand and surrounding baseball fields</u>		
20. Mailing Address (if different from premises address) <u>51121 Breezy Knoll Lane</u>		
21. City <u>Baraboo</u>	22. State <u>WI</u>	23. Zip Code <u>53913</u>

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No
beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.


Last Name	First Name	Title	Phone
Scarborough	Brian	owner	608-448-1909

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Scarborough	First Name Brian	M.I. C
Title owner	Email Brian@Bwabrew.com	Phone 608-448-1909
Signature 	Date 29 APR 24	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

PARKS & RECREATION COMMISSION MONTHLY REPORT

May 13, 2024

April Revenues

Parks		\$7,522.50
	Park Shelter Rentals	\$2,022.50
	Thunder & BSC Co-Sponsor Fees	\$5,250.00
	Thunder Concession Fees	\$ 250.00
Recreation & Pool		\$6,525.00
Weight Room		\$1,630.00
Zoo		\$1,058.42
	Feed Machines \$701.88 Donation Boxes \$356.54	
Civic Center		\$6,939.99
Park Segregated		\$400.00
	BASCO Donation for Senior Fair	\$200.00
	Optimists of Baraboo Tot Lot Sponsorship	\$200.00
TOTAL		\$24,075.91