

CITY OF VERONA

PARK, RECREATION, AND FORESTRY COMMISSION (AMENDED)

WEDNESDAY MARCH 15, 2023 – 5:30 P.M.

VERONA PUBLIC WORKS

410 INVESTMENT COURT

A G E N D A

1. Call to order.
2. Roll call.
3. Public Comment.
4. Approve the minutes of the February 15, 2023, meeting of the Park, Recreation, and Forestry Commission.
5. Discussion and Possible Action Re: Food Trucks– Mueller (Harriet Park)
6. Discussion and Possible Action Re: Special Event Approval – Kickathon
7. Updates from the departments.
 - 6.1 Street Tree Planting
 - 6.2 Harvest Lane Sidewalk Concerns
 - 6.3 Seasonal Hiring
8. Adjourn.

Tyler Powers
Chairperson

POSTED: Verona City Hall
Verona Public Library
Miller's Market

ALL AGENDAS ARE POSTED ON THE CITY'S WEBSITE AT www.ci.verona.wi.us

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.

CITY OF VERONA

PARK, RECREATION, AND FORESTRY COMMISSION

WEDNESDAY February 15, 2023 – 5:30 P.M.

VERONA PUBLIC WORKS

410 INVESTMENT COURT

A G E N D A

1. Call to order: Meeting was called to order by Tyler Powers at 5:30pm,.
2. Roll call: Tyler Powers, Phil Hoechst. Heather Reekie. Also present Adam Waszak, Director of Park & Urban Forestry and Casey Dudley, Recreation Director.
3. Public Comment: None
4. Approve the minutes of the January 18, 2023, meeting of the Park, Recreation, and Forestry Commission.

Motion made by H. Reekie, seconded by P. Hoechst to approve minutes from January, 18th 2023. Motion carried 3-0.

5. Discussion and Possible Action Re: Avalon Ridge Parkland Dedication.
A. Waszak introduced the proposed Avalon Ridge development and potential for parkland dedication credits for O.L. 1 located in the NW section of the proposed development. A. Waszak indicated that a PED connection between future Avalon Ct, and HWY PD would be a qualified for parkland dedication credits, if the Park Commission felt it was a benefit to the park system.
P. Hoechst questioned if the entire outlot provides any benefit as its too small for any other improvements. T. Powers recommended crediting just the trail corridor, like with previous developments.

Motion made by H. Reekie, seconded by P. Hoechst to approve parkland dedication credits for the trail corridor within the Avalon Ridge development. Motion carried 3-0.

6. Discussion and Possible Action Re: Zipline Purchase.
Staff provided photos and a description of the playground zipline being sold by the City of Stoughton. The zipline was installed last Summer and would still need to be removed by City of Stoughton staff. A. Waszak requested that if the Park Commission was interested in purchasing the zipline, that a cost not to exceed is agreed upon. The purchase would not be made until the zipline is removed and can be further inspected by staff and/or playground contractors.

Motion made by P. Hoechst, seconded by T. Powers to authorize staff to purchase the zipline from the City of Stoughton for a price not to exceed \$6,000, if further inspection does not discover any safety or liability concerns. Motion carried 3-0.

7. Discussion and Possible Action Re: Special Event Approval – Glacier Edge PTO Color Run

Motion made by T. Powers, seconded by H. Reekie to approve the Glacier Edge PTO Color Run. Motion carried 3-0.

8. Updates from the departments.
C. Dudley and A. Waszak provided brief updates from their respected departments.
9. Adjourn: Moved by T. Powers, seconded by H. Reekie to adjourn at 6:01pm.

Tyler Powers
Chairperson

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Adam Waszak

From: Casey Dudley
Sent: Wednesday, March 8, 2023 11:51 AM
To: Adam Waszak
Subject: FW: Food cart approval

-----Original Message-----

From: Tina Mueller <tinalynn_mueller@yahoo.com>
Sent: Thursday, March 2, 2023 10:44 AM
To: Casey Dudley <casey.dudley@ci.verona.wi.us>
Cc: Julie Sass <juliesass8@gmail.com>
Subject: Food cart approval

Casey,

Following up from our conversation earlier today regarding food truck approval for our graduation party on June 11th at Harriet Park. We would have 1-2 food trucks. One for sure will be pizza and the other one is TBD. Please confirm with us after your meeting with the board on March 15th. Please let me know by email or you can call my number at :608-332-3689.

Thank you
Tina Mueller

CITY OF VERONA

Date: _____

CR#: _____

Account #: 100-44910

APPLICATION FOR A SPECIAL EVENT/NEIGHBORHOOD EVENT PERMIT

For Parades, Runs, Walks, Bicycle Events, Triathlons, Festivals, Neighborhood Events, etc.

All required application materials must be submitted at least **45 days prior to the event. Failure to meet this requirement may result in the denial of the application pursuant to Section 7-7-1(h) of the City of Verona Code of Ordinances**

Application Fee:

\$150.00 + any additional fees

Non-Profit Organization: \$50.00 + any additional fees

REQUIRED INFORMATION

Please include the following information/materials regarding the event with your application:

- A copy of the applicant's Driver's License
- Route map and description and/or map of event layout
-
- Certificate of Insurance – at least 30 days prior to event

APPLICANT INFORMATION

Name: Hans W Paulson Phone: 608-235-9932
First M.I. Last

Address: 1316 Hidden Valley Rd

Driver License #: [REDACTED] DOB: 05-21-1981

Email: infinityma.evansville@gmail.com

AGENCY/ORGANIZATION INFORMATION

Name: Infinity Martial Arts Phone: 608-235-9932

Address: 6220 Nesbit Rd, Fitchburg WI

If this is a non-profit organization, please provide your EIN number for verification: _____

EVENT INFORMATION

Name of Event: Kickathon Type of event: Fund Raiser

Event date(s): July 23rd, 2023 Event time(s): 11:00

Set up Start Time: 8:00am Tear Down End Time: 4:00

(Application Continues on Reverse)

Last updated

Date: _____

Initials: _____

Informational Questions		No	Yes	Notes
1	Was a Special Event Permit previously approved in times past for this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Will there be outdoor amplified sound?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Additional application required.
3	Will alcohol be sold, served or consumed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional licenses may be required.
4	Are you requesting any City streets to be closed to traffic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Below*
5	Will your event use County, State or US Highways?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, please provide a map clearly marking the highways that will be used. Additional permission from the County is required.
6	Will park, conservancy land, or trails be used? If so, have you reserved a park, pavilion, or any other city facilities for the event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Parks Department: 845-6695 If using park facilities, the application will not go before the Public Safety Committee without Parks Department approval.
7	Will items or services be sold or given away at this event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please attach a list of types of items or services.
8	Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Include on event layout map.
9	Does your event include the use of fireworks, rockets, lasers, other pyrotechnics, or open flame?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Must receive written approval from Fire Chief or his designee. 608-845-9401
10	Do you plan to provide portable toilets at your event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Will your event have dedicated coverage by an Emergency Medical Provider?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	Is this a race or timed event where participants need the right of way on City streets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If traffic control is desired, a police officer is required, per WI Law.
13	Will there be a clear path of travel (min. 18' wide) for emergency vehicles throughout your event?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Does your event include running or biking that will need a dedicated lane of travel on City streets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posting of No Parking signs by PD will be needed and billed to event.

***If you answered YES to street closures, please attach a map/diagram of the portion(s) of street you wish to have closed for your event. Please include street names and as much information as possible.**

If you are NOT intending to close any City Streets, or request the right of way, but intend to use City Streets, you will share the street with vehicular traffic and agree to abide by all traffic laws. Failure to comply with traffic laws will result in the immediate termination of all event activities.

***Applicant Initial Here: _____**

OFFICE USE ONLY
PLEASE DO NOT WRITE ON THIS PAGE

CHIEF OF POLICE

Date Received by Police: _____

The event application has been reviewed and the following issues need to be addressed:

Meeting with Applicant: Yes No If YES, Date of Meeting: _____

Barricades needed? Yes No

Traffic Control/Officers Needed:

CIB Information:

CERTIFICATION OF APPLICATION BY CHIEF OF POLICE:

Approved Denied _____
Signature of Chief of Police Date

MUNICIPAL CLERK

Application Received Date: _____

45 Day Application Requirement Met: YES NO

Date Submitted to Police on: _____

All required documents submitted: YES NO

Items Still Required: _____

PUBLIC SAFETY & WELFARE COMMITTEE:

Date of meeting: _____ APPROVE DENY

COMMON COUNCIL:

Date of meeting: _____ APPROVE DENY

Signature of Municipal Clerk: _____ Date: _____

Copy provided to applicant: Yes No Date: _____

Copy provided to: EMS: Yes No | Fire: Yes No | PD: Yes No | PW: Yes No

EVENT CONTACTS

PLEASE LIST NAMES, LOCATIONS AND CELL PHONE NUMBERS OF ON-SITE EVENT CONTACT PERSONS

NAME as shown on ID	DOB	LOCATION AT EVENT (Ex: Race Start, Supply Tent etc.)	TIME ON-SITE (Ex: 10 a.m. to 2 p.m.)	CELL PHONE

APPLICATION PROCEDURES

1. Application and all required materials shall be submitted to the City Clerk a minimum of **45 days prior to the event.** (*Section 7-7-1(h) of the City of Verona Code of Ordinances*)
2. Upon verification of the application the City Clerk shall submit the application to the Police Chief for further review.
3. The applicant will be contacted by the Police Department Staff to review event route and the need for on- site police officers or City staff at the event.
4. The applicant is subject to a background check.
5. All police traffic control/city staff time incurred shall be billed to the applicant upon the completion of the event.
6. The applicant may be required to attend a Public Safety and Welfare Committee meeting and/or a Common Council meeting at which the event application will be reviewed for approval.
7. Once the application is approved by the appropriate official(s) the permit will be issued.

APPLICANT SIGNATURE

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to adhere to all applicable federal, state, and municipal laws in addition to the requirements on the application. I agree to pay any invoices received from the City of Verona for staff time at the event within 30 days of the invoice date. I understand that failure to adhere to any application requirements or any federal, state or municipal laws involving the event will result in the denial of the application or immediate termination of the event. The violation of federal, state or municipal laws will be subject to applicable fines and penalties.



 Applicant Signature



 Date

***Once application is approved, the permit will be issued to applicant via email.
 A copy of the permit must be available at event for conformation.***

DRIVER LICENSE
REGULAR

USA
WISCONSIN

1 PAULSON
2 HANS WALKER

1316 HIDDEN VALLEY RD
VERONA, WI 53593

CLASS D

05/17/2018
EXP 05/21/2026

OTJAN2030517D94090

MAY 81

