

**CITY OF VERONA**

**PARK, RECREATION, AND FORESTRY COMMISSION**

**WEDNESDAY May 17, 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 April 19, 2023, meeting of the Park, Recreation, and Forestry Commission.
5. Discussion Re: New Commission Member Introductions
6. Discussion and Possible Action Re: Picnic Table Use: American Legion
7. Discussion and Possible Action Re: Special Event Approval: Little League Fundraiser
8. Department Updates.
  - 8.1 Century School Park – Construction Update
  - 8.2 Spring Tree Planting Update
9. 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](http://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 April 19, 2023 – 5:30 P.M.**

**VERONA PUBLIC WORKS**

**410 INVESTMENT COURT**

**A G E N D A**

1. Call to order: Meeting called to order by Tyler Powers at 5:30pm.
2. Roll call: Tyler Powers, Phil Hoechst, Mark Giesfeldt, Paul Schmidt. Also in attendance Adam Waszak, Director of Parks & Urban Forestry.
3. Public Comment: None.
4. Approve the minutes of the March 15, 2023, meeting of the Park, Recreation, and Forestry Commission.

**Motion made by M. Giesfeldt, seconded by P. Hoechst to approve minutes. Motion carried 4-0.**

5. Discussion and Possible Action Re: Special Event Approval- Race Day Events (Triterium)

**Motion made by T. Powers, seconded by P. Hoechst to approve the special event held by Race Day Events. Motion carried 4-0.**

6. Discussion and Possible Action Re: Century School Park – Playground Colors

A. Waszak presented all color schemes available for play structure at Century School Park. The general consensus was that the “Captive” scheme was most desired with blended gray/green fall surfacing.

7. Updates from the departments.

6.1 Century School Park – Construction Update

A. Waszak briefed the Commission members on the estimated timeline for park construction. Contractors are anticipating being on site the first week in May

8. Adjourn: Moved by T. Powers, seconded by P. Hoechst to adjourn at 6:00pm.

Tyler Powers  
Chairperson



# MEMO

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**To:** Park, Recreation & Forestry Commission

**From:** Adam Waszak CPRP, Parks & Urban Forestry Director

**Date:** 5/10/2023

**Subject:** PICNIC TABLE RQUEST

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## **BACKGROUND INFORMATION**

City staff received written communication from the American Legion Post 385 regarding the use of city-owned picnic tables for an upcoming event. The event directly benefits Verona residents who have lost loved ones in conflict. The request is for roughly 10 tables. Park staff will deliver the tables on Friday, June 24<sup>th</sup> and will retrieve them the following Monday. The loan of tables will not create any conflicts with park users or events.

Staff are recommending approval of the request.

## **ATTACHMENTS**

- Request

**From:** [Stanley Hook](#)  
**To:** [Adam Waszak](#)  
**Subject:** Loan of Picnic Tables  
**Date:** Monday, April 24, 2023 1:14:23 PM

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Thank you Adam for returning my call earlier today. As I mentioned, the Verona American Legion is organizing a welcome/appreciation picnic for Verona and Fitchburg area Vietnam era veterans on June 25 at Wisconsin Brewing. We are hoping that the City of Verona will consider loaning us approximately 10 picnic tables for the day. We are expecting approximately 400 guests and we want to make sure everyone has a place to sit during the event. The following describes what the event is all about.

This year marks fifty (50) years since the signing of the 1973 Paris Peace Accords, signed by the United States and South Vietnam on one side of the Vietnam War and communist North Vietnam and the insurgent Viet Cong on the other. As a result of the Paris Peace Accord, North Vietnam released all American prisoners of war, and the United States completed its military withdrawal from Vietnam. The Verona Mason-Lindsay American Legion Post 385, along with Verona American Legion Veterans Foundation Inc. is planning a Welcome Home Celebration on June 25th at Wisconsin Brewing Company in memory of those lost in this conflict and to honor the veteran survivors residing in the Verona and Fitchburg communities. Verona American Legion Veterans Foundation is recognized as a Commemorative Partner of the United States of America Vietnam War Commemoration authorized by Congress, established under the Secretary of Defense, and launched by the 44th President of the United States, Barack Obama. It is with pride that this event will be held and recognized in our Verona community that became known also as "Hometown USA" after that title was bestowed on Verona by members of the 3rd Detachment of the United States Army 101st Airborne Division (also known as the Screaming Eagles). Verona was the hometown of Donald Schmidt, who served with this unit. The Verona American Legion Auxiliary gifted Donald with a subscription to the Verona Press received weekly, and he shared the news with his comrades who were reminded of their hometowns. So, they declared and adopted Verona as "the perfect example of Hometown USA" and have been recognized by the Verona Chamber of Commerce since 1985 with a trademark logo depicting the outline of the lower forty-eight (48) states with a star designating Verona.

Please let me know if you have any questions.

Thank you for your consideration of this request.

Sincerely,

Stan Hook, Commander  
American Legion Post 385  
[stanhook73@gmail.com](mailto:stanhook73@gmail.com)  
(608) 279-9044

# 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: Jason K Allen Phone: 608-516-7150  
First M.I. Last

Address: 6421 Westin DR Madison WI 53719

Driver License #: [REDACTED] DOB: 5-30-78

Email: JKallen78@Icloud.com

### AGENCY/ORGANIZATION INFORMATION

Name: Verona Little League Phone: (608) 848-4770

Address: 601 East Verona Avenue, Verona, WI

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

### EVENT INFORMATION

Name of Event: Hometown Days Fundraiser Type of event: Beer tent

Event date(s): June 3rd 2023 Event time(s): 12:00pm - 6:00pm

Set up Start Time: 10am Tear Down End Time: 6:30 pm

(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 checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Will there be outdoor amplified sound?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional application required.
3	Will alcohol be sold, served or consumed?	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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: JIA**



**EVENT CONTACTS**

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

<b>NAME as shown on ID</b>	<b>DOB</b>	<b>LOCATION AT EVENT (Ex: Race Start, Supply Tent etc.)</b>	<b>TIME ON-SITE (Ex: 10 a.m. to 2 p.m.)</b>	<b>CELL PHONE</b>
Clayton Carlson	12/13/1982	on Complex	10:00 am to 8:00pm	608-234-2436
Tara Endres	9/22/1980	on Completed	10am to 8pm	608-206-2267


**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

4-26-23  
 \_\_\_\_\_  
 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.**