

CITY OF VERONA

PARK, RECREATION, AND FORESTRY COMMISSION
WEDNESDAY SEPTEMBER 16, 2020 - 7:00 P.M.
FIREMANS PARK SHELTER
500 BRUCE STREET

A G E N D A

1. Call to order.
2. Roll call.
3. Approve the minutes of the July 15, 2020 meeting of the Park, Recreation, and Forestry Commission.
4. Consider 2021 Parks, Recreation and Forestry operating budget requests.
5. Update status of capital budget requests.
6. Discussion and possible action regarding amendments to Ordinance 6-4-10.
7. Consider a special event request.
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.

PARKS
PROPOSED 2021 BUDGET

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	%
100-55200	2019	2020	2020	2020	2021	INCR (DECR)
PERSONNEL SERVICES						
51100 SALARIES AND WAGES	\$ 332,166	\$ 158,966	\$ 368,813	\$ 353,000	\$ 372,384	
51102 LONGEVITY PAY	3,259	1,630	8,310	6,100	6,297	
51101 OVERTIME WAGES	16,811	2,424	16,500	16,500	16,500	
52200 MEDICAL INSURANCE	82,351	36,493	70,156	66,000	84,915	
52201 DENTAL INSURANCE	6,492	3,180	6,699	6,000	7,551	
52202 SOCIAL SECURITY	26,747	12,196	30,112	29,000	30,232	
52203 LIFE INSURANCE	930	222	883	883	533	
52204 WI RETIREMENT	20,594	9,509	22,004	21,000	21,927	
52205 INCOME CONTINUATION	-	-	-	-	-	
TOTAL PERSONNEL SERVICES	\$ 489,350	\$ 224,620	\$ 523,477	\$ 498,483	\$ 540,339	3.22%
OPERATING EXPENDITURES						
53601 UTILITIES	\$ 66,550	\$ 14,227	\$ 72,100	\$ 60,000	\$ 69,400	
53305 PRINTING AND PUBLISHING	-	-	100	100	100	
53603 COMMUNICATIONS	4,742	2,551	7,100	6,000	6,300	
53301 OFFICE SUPPLIES	1,428	456	1,700	1,700	1,700	
53304 MEMBERSHIPS AND DUES	107	243	400	400	600	
53702 TRAVEL AND MEALS	-	42	100	100	100	
53701 CONFERENCES AND TRAINING	-	-	200	200	300	
53330 OTHER SUPPLIES AND EXPENSE	21,984	6,518	32,800	29,000	31,800	
53509 REPAIR & MAINTENANCE SUPPLIES	64,647	15,979	60,100	55,000	60,500	
53413 OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	
53503 RENTS & LEASES	1,670	2,197	4,800	4,400	4,800	
TOTAL OPERATING EXPENSES	\$ 161,129	\$ 42,212	\$ 179,400	\$ 156,900	\$ 175,600	-2.12%
CAPITAL OUTLAY						
54906 OFFICE EQUIPMENT	\$ -	\$ -	\$ 800	\$ 800	\$ -	
54903 OPERATING EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 800	\$ 800	\$ -	
TOTAL PARKS EXPENDITURES	\$ 650,480	\$ 266,832	\$ 703,677	\$ 656,183	\$ 715,939	1.74%

**URBAN FORESTRY
PROPOSED 2021 BUDGET**

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	%
	2019	2020	2020	2020	2021	INCR (DECR)
205-00000						
REVENUES						
41110 PROPERTY TAXES	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 17,500	
46820 STREET TREE FEES	17,925	7,475	15,000	15,000	13,000	
TOTAL REVENUES	\$ 31,925	\$ 21,475	\$ 29,000	\$ 29,000	\$ 30,500	5.17%
OPERATING EXPENDITURES						
53413 OTHER CONTRACTUAL	\$ 7,328	\$ 858	\$ 5,000	\$ 3,500	\$ 5,000	
53330 OPERATING SUPPLIES	4,062	2,287	5,000	4,000	4,500	
53309 STREET TREE EXPENDITURES	35,157	30,078	30,000	37,000	26,500	
TOTAL EXPENDITURES	\$ 46,547	\$ 33,223	\$ 40,000	\$ 44,500	\$ 36,000	-22.66%
FUND BALANCE						
2020			2021			
12/31/19 Fund Balance	\$ 28,635		12/31/20 Projected Fund Balance	\$ 13,135		
2020 Projected Revenues	29,000		2021 Projected Revenues	30,500		
2020 Projected Expenditures	<u>(44,500)</u>		2021 Projected Expenditures	<u>(36,000)</u>		
12/31/20 Projected Fund Balance	<u>\$ 13,135</u>		12/31/21 Projected Fund Balance	<u>\$ 7,635</u>		

RECREATION
PROPOSED 2021 BUDGET

100-55300	ACTUAL 2019	6/30 ACTUAL 2020	ADOPTED BUDGET 2020	PROJECTED 2020	PROPOSED 2021	% INCR (DECR)
PERSONNEL SERVICES						
51100 SALARIES AND WAGES	\$ 90,856	\$ 45,494	\$ 92,672	\$ 92,672	\$ 95,854	
51102 LONGEVITY PAY	2,175	1,088	2,253	2,253	2,342	
51156 PART TIME CONCESSION STAND	12,877	1,030	6,500	6,290	8,500	
51151 PART TIME BEACH	32,858	4,383	32,500	32,250	32,500	
51152 PART TIME TENNIS	3,459	285	3,240	2,245	3,240	
51153 PART TIME INSTRUCTIONAL BASEBALL	-	-	-	-	-	
51154 PART TIME INSTRUCTIONAL SOFTBALL	11,987	-	9,500	-	9,500	
51155 PART TIME PLAYGROUND	39,619	17,355	36,000	51,335	36,000	
51157 PART TIME DANCE	3,898	-	-	-	-	
51161 PART TIME ADULT YOGA	4,489	1,182	2,450	1,182	2,450	
51158 PART TIME INSTRUCTIONAL SOCCER	463	-	408	-	408	
51159 PART TIME INSTRUCTIONAL LACROSSE	198	-	442	-	442	
51160 PART TIME INSTRUCTIONAL VOLLEYBALL	480	-	678	-	678	
51162 PART TIME INSTUCTIONAL TRACK	463	-	1,100	500	1,100	
52200 MEDICAL INSURANCE	21,172	10,879	22,102	22,102	23,217	
52201 DENTAL INSURANCE	2,252	1,094	2,236	2,236	2,236	
52202 SOCIAL SECURITY	15,118	5,333	14,516	14,516	14,766	
52203 LIFE INSURANCE	109	41	148	148	149	
52204 WI RETIREMENT	6,090	3,144	6,407	6,407	6,627	
52206 UNEMPLOYMENT	3,496	451	-	-	-	
TOTAL PERSONNEL SERVICES	\$ 251,469	\$ 91,760	\$ 235,152	\$ 234,136	\$ 240,008	2.07%
OPERATING EXPENDITURES						
53305 PRINTING	\$ (1,167)	\$ -	\$ (500)	\$ 200	\$ (500)	
53603 COMMUNICATIONS	720	360	720	720	720	
53304 MEMBERSHIPS AND DUES	280	300	260	300	260	
53701 CONFERENCES AND TRAINING	225	-	450	-	450	
53330 OPERATING SUPPLIES AND EXPENSE	-	130	-	-	-	
TOTAL OPERATING EXPENDITURES	\$ 58	\$ 790	\$ 930	\$ 1,220	\$ 930	0.00%
SUPPLIES & MATERIALS						
53370 CONCESSION STAND	\$ 17,315	\$ 816	\$ 15,500	\$ 3,985	\$ 15,500	
53371 MEN'S BASKETBALL	-	-	150	-	150	
53372 ADULT SOFTBALL	320	-	1,000	-	1,000	
53373 SOCCER	3,460	-	7,200	1,200	7,200	
53374 LITTLE LEAGUE	4,157	-	2,600	989	2,600	
53375 VOLLEYBALL	883	4	900	4	900	
53376 BEACH	2,071	361	2,000	950	2,000	
53377 YOUTH BASKETBALL	8,346	3,096	7,500	3,095	7,500	
53378 TENNIS PROGRAM	40	-	200	-	200	
53379 YOUTH VOLLEYBALL	554	387	750	400	750	
53380 INSTRUCTIONAL BASEBALL	-	-	-	-	-	
53381 FLAG FOOTBALL	7,597	-	7,500	5,150	7,500	
53382 PLAYGROUND PROGRAM	1,710	419	2,300	1,777	2,300	
53383 DANCE SUPPLIES	2,540	-	-	-	-	
TOTAL SUPPLIES & MATERIALS	\$ 48,992	\$ 5,082	\$ 47,600	\$ 17,550	\$ 47,600	0.00%
CONTRACTUAL SERVICES						
53450 MEN'S BASKETBALL	\$ 6,144	\$ 3,850	\$ 4,500	\$ 3,850	\$ 4,500	
53451 SOCCER	3,439	-	-	-	-	
53452 VOLLEYBALL	6,456	3,267	7,500	3,267	7,500	
53454 FLAG FOOTBALL	3,346	-	3,000	-	3,000	
53455 DANCE INSTRUCTION	-	-	-	-	-	
53456 RECREATION REGISTRATION PRM	4,411	2,918	3,000	4,000	4,000	
TOTAL CONTRACTUAL SERVICES	\$ 23,796	\$ 10,035	\$ 18,000	\$ 11,117	\$ 19,000	5.56%
GENERAL FUND CAPITAL OUTLAY						
54906 OFFICE EQUIPMENT	\$ -	\$ 1,930	\$ 2,000	\$ 1,929	\$ 2,000	
54903 OPERATING EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL GENERAL FUND CAPITAL	\$ -	\$ 1,930	\$ 2,000	\$ 1,929	\$ 2,000	0.00%
TOTAL RECREATION EXPENDITURES	\$ 324,305	\$ 109,597	\$ 303,682	\$ 265,952	\$ 309,538	1.93%

RECREATION
PROPOSED 2021 BUDGET

100-00000	ACTUAL 2019	6/30 ACTUAL 2020	ADOPTED BUDGET 2020	PROJECTED 2020	PROPOSED 2021	% INCR (DECR)
REVENUES						
46751 LITTLE LEAGUE FEES	\$ 14,147	\$ 6,662	\$ 14,000	\$ 6,500	\$ 14,000	
46752 ADULT SOFTBALL FEES	15,797	-	14,500	-	14,500	
46753 VOLLEYBALL FEES	14,161	-	17,500	-	17,500	
46754 SOCCER FEES	19,290	5,945	19,000	4,000	19,000	
46755 MEN'S BASKETBALL FEES	6,752	-	7,000	-	7,000	
46756 YOUTH BASKETBALL FEES	20,402	2,485	17,000	2,750	19,000	
46757 TENNIS FEES	6,549	5,863	6,500	6,200	6,500	
46758 RHAPSODY	(165)	4,990	-	200	-	
46759 INSTRUCTIONAL SOFTBALL FEES	9,578	317	9,000	-	9,000	
46760 SWIMMING FEES	29,815	6,718	28,000	40,165	35,000	
46761 OTHER RECREATION	(60)	500	725	500	725	
46762 PARK RESERVATIONS	7,284	2,411	8,000	3,400	7,200	
46763 CONCESSION STAND	31,420	508	28,000	6,300	30,000	
46764 GOLF FEES	-	-	-	-	-	
46765 PLAYGROUND PROGRAM	42,848	49,991	42,000	52,195	45,000	
46766 BASEBALL FIELD RESERVATION FEES	1,035	-	1,500	-	1,000	
46767 AMUSEMENT TICKET FEES	83	-	200	-	200	
46768 FLAG FOOTBALL	19,210	2,952	17,500	12,375	18,000	
46769 INSTRUCTIONAL BASEBALL	105	-	-	-	-	
46770 DANCE INSTRUCTION	10,228	2,890	8,000	300	8,000	
46771 CANOEING	110	1,730	200	-	150	
46772 BABYSITTING CLINIC	735	2,926	700	300	700	
46773 ADULT YOGA	1,268	687	4,500	685	1,500	
46774 YOUTH CAMP-SOCCER	90	-	300	-	100	
46775 TRIATHLON	-	-	-	-	-	
46776 INSTRUCTIONAL SOCCER	1,020	240	800	-	800	
46777 INSTRUCTIONAL LACROSSE	435	90	500	-	500	
46778 INSTRUCTIONAL VOLLEYBALL	2,250	1,035	3,000	-	2,200	
46779 BORN TO MOVE	-	-	-	-	-	
46780 YOUTH VOLLEYBALL	6,710	665	4,500	4,500	4,500	
46781 TRACK	1,797	-	2,000	2,700	2,500	
TOTAL REVENUES	\$ 262,894	\$ 99,605	\$ 254,925	\$ 143,070	\$ 264,575	3.79%

Sec. 6-4-10 - Prohibited Acts.

- (a) **Damage to Public Trees.** No person shall, without the consent of the owner in the case of a private tree or shrub, or without permits from the Director of Parks and Urban Forestry in the case of a terrace-area tree, public tree or shrub, perform or cause to be performed by others any of the following acts:
- (1) Secure, fasten or run any rope, wire, sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.
 - (2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.
 - (3) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the same.
 - (4) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub, or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.
 - (5) Attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the City may tie temporary "no parking" signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.
 - (6) Cause or encourage any fire or burning near or around any tree.
 - (7) Except with a written permit from the Director of Parks and Urban Forestry to place or maintain upon the ground any stone, brick, cement or other impervious substance in such manner as may obstruct the free access of air or water to the roots of any tree, shrub or plant in or upon any public way or public place.
- (b) **Excavations.** All trees on any parkway or other publicly owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to said trees. No person shall excavate any ditches, tunnels or trenches, or install pavement within a radius of ten (10) feet from any public tree without a permit from the Director of Parks and Urban Forestry.
- (c) **Interference With Forester.** No person shall:
- (1) Interfere with or prevent any acts of the Director of Parks and Urban Forestry or his/her authorized representative employees while he/she is engaged in the performance of duties imposed by this Section.
 - (2) Refuse to permit the Director of Parks and Urban Forestry or his/her representative to enter upon his premises at reasonable times to exercise the duties imposed by this

Section.

- (d) **Penalties.** Violations of Section 6-4-10(a), (b), or (c) shall be subject to forfeiture under Section 1-1-7(a), City of Verona, Code of Ordinances.

(Ord. No. 02-643, § 1, 5-28-02)