



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Parks and Recreation Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Date /Time:

Location:

Members:

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON

Tuesday, May 20, 2014 @ 5:30 PM

Ed Overland Room (381 E. Main St., Stoughton WI 53589)

Tricia Suess, Sonny Swangstu, Michael Engelberger, Donna Olson

CC:

Attorney Matt Dregne, Department Heads, Stoughton Newspapers,
Pili Hougan, Debbie Blaney, Sarah Monette, John Lewis,
oregonobserver@wcinet.com, Council Members

* Note-For security reasons, the front doors of the City Hall building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the entrance on the east side of City Hall (the planning department door). If you are physically challenged and are in need of the elevator or other assistance, please call 873-6677 prior to 4:30 p.m.

Item #	CALL TO ORDER
1	Call to Order
2	Approval of Minutes from April 21, 2014
3	Communications
Item #	OLD BUSINESS
6	Parks and Open Space Plan Update
7	Smoking in Parks Discussion
8	Norse Easement Request Update
Item #	NEW BUSINESS
9	CA/CP Policies Update
10	Opera House Event in Rotary Park
11	Mandt Marketplace Request
12	Youth Center Update
13	Projects Update
	Gazebo Musikk
	Norse Shelter
	Racetrack Parking Lot
14	Schedule Park Tour
15	Future Agenda Items
ADJOURNMENT	

PARKS AND RECREATION COMMITTEE MEETING MINUTES

Wednesday April 21, 2014

5:30 PM

Hall of Fame Room



Present: Alderpersons: Tricia Suess, Michael Engelberger, Sonny Swangstu, Mayor Donna Olson and Parks and Recreation Director Tom Lynch

Guests:

1. Election of Chair

Suess nominated Engelberger. No other nominations. Engelberger elected Chair 2-0.

2. Election of Vice Chair

Swangstu nominated Suess. No other nominations. Suess elected Vice Chair 2-0.

3. Call to Order

By Engelberger at 5:35 PM

4. Approval of April 19, 2014 Minutes

Motion by Suess, seconded by Engelberger, to accept the minutes from April 19, 2014. Motion passed 4-0.

5. Communications

Sean Brusegar took a job as the Parks and Recreation Director at Cottage Grove. Meeting date changed to 3rd Tuesday to accommodate new committee members.

Old Business

6. Parks and Open Space Plan Update

Lynch reported that Alderman Tom Majewski is reviewing the POSP plan before the committee makes a final recommendation. He has a unique background with experience in this area. To date, expenditures total \$150 on the project.

7. Stoughton Area Baseball Association Agreement

The City contracts with the school, and then subcontracts with sport groups, such as baseball and softball, for non school year use. The Recreation Department is updating the contract with the Stoughton Area Baseball Association (SABA) for use of the high school baseball field. The contract was created using the previous contract with Stoughton Baseball Improvement along with changes supplied by High School Athletic Director Mel Dow, SABA, and the Recreation Department. All sides agree that the contract meets their needs.

On November 18, 2013, the Committee passed the agreement with this motion pending attorney review:

Motion by Swadley, seconded by Engelberger, to recommend to Council to approve the agreement with the Stoughton Area Baseball Association for use of the high school baseball field during the summer. Motion passed 4-0.

Attorney Dregne made several word adjustments to the document but did not change the content.

Motion by Suess, seconded by Swangstu, to recommend to Council, to approve the agreement with the Stoughton Area Baseball Association. Motion passed 4-0.

New Business

8. Easement Request

Bob Rogers, Property Acquisition Agent for Mi-Tech Services is requesting on behalf of AT&T-Wisconsin, to acquire a 12' X 8' easement area on Kriedeman Dr. to place a Vrad cabinet to

provide fiber optic service to the area. The cabinet would measure 50"W x 56.5"D x 48"H and would be mounted on a concrete pad. The remainder of the easement area would be grass. The brush within the easement area would be removed and a retaining wall, as needed, would be constructed with landscaping timber. AT&T is offering \$500.00 for the easement.

There is currently a smaller unit on the same location. There is no official easement for the use of this area. Rogers believed that at the time of placement these items were handled more informally.

Lynch feels the request does not negatively affect the park and supports the easement.

Motion by Suess, seconded by Engelberger, to direct required staff to approve the use of the space in Norse Park as requested. Motion passed 4-0.

9. Smoking in Parks Discussion

The committee discussed a request for no smoking in parks from a resident near Veteran's Park. She felt that it wasn't healthy for her child to be at the playground when there was smoke present. Staff was asked to provide information from other local cities on this subject for the next meeting. This item is being tabled until next month.

10. Youth Center Update

Lynch presented the attendance for March and the recently applied for grants.

11. Future Agenda Items

Parks and Open Space Plan
Smoking in Parks
Easement Request Update
2014 Projects Update

Motion made by Suess, seconded by Engelberger to adjourn the meeting at 6:40 PM. Motion passed 2-0

From: Sylvia Lawrence [<mailto:sylviakaylawrence123@gmail.com>]

Sent: Monday, March 31, 2014 12:06 PM

To: Karl Manthe

Subject: smoking ordinance in parks

Hi Karl,

I hope you had a great weekend and enjoyed the weather! Felix and I spent some time at Veteran's Park, but had to leave because he kept trying to pick up cigarette butts. It reminded me of last summer. Some parents sat on the bench and chain smoked while their children played. I began to pay attention, unfortunately it's not uncommon for people to smoke at the playground. I am not anti smoking at all, but I am against exposing children to the dangers of secondhand smoke. I am wondering if the city has considered adopting an ordinance banning smoking in public parks? It seems pretty reasonable to me to protect our children, especially if smoking is banned at schools, the capitol, and local bars and restaurants.

Here is a link to the Wisconsin's Statewide Smoke-Free Air Law State Statute 101.123, Wisconsin Act 12. I think the Limits on local authority to regulate smoking is of importance. It states, *"Local authorities (city, county, village, towns) may further restrict outside smoking on public properties such as parks, fairgrounds, and the like. Local authorities may not define the term reasonable distance or set any set number of feet as being a reasonable distance. Restaurants, taverns, private clubs, and retail establishments may designate an outside area a reasonable distance from the main/front entrance where people can smoke."*

http://wibetttersmokefree.com/resources/fact_sheet.pdf

I'm curious to hear your thoughts. Maybe this should be discussed at a public works meeting? I should also mention, I'm not representing Naturally Stoughton here, just a mom who wants to be able to use our parks, but can't share space with cigarette smoke. Thanks Karl, talk with you soon,

Sylvia Lawrence

Survey Results for Smoking in Parks Question

City	Do you allow smoking in your parks?	Are you considering a change?	Comments
Fort Atkinson	Yes	No	No smoking at their pool
Dodge County	Yes	No	
Whitewater	Yes	No	No smoking at their youth events
Delavan	Yes	No	policing issues
Fitchburg	Yes	No	
Jefferson	Yes	No	Likes the idea
Beloit	Yes	No	
Monroe	Yes	No	
Rock County	Yes	No	Enforcement issues
Janesville	Yes-BUT	No	Not in pavillions or near playgrounds
Platteville	Yes	No	
Dane County	Yes	No	Studied this several years ago

- [UPDATE: Missing Pardeeville man's body recovered](#)
- [Lyndon rescue attempt takes bizarre turn](#)
- [Missing Pardeeville man's body found at Dells dam](#)
- [Mitchel Charles Blanchard](#)
- [Lyndon rescue attempt takes bizarre turn](#)

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Smoking may be banned in city parks

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May 04, 2012 4:50 pm • [By Anna Krejci Dells Events](#)

[\(1\) Comments](#)

It's possible that smoking in city parks in Wisconsin Dells could be prohibited after the city of Wisconsin Dells Parks, Recreation and Waterways Committee discussed a ban at a meeting Wednesday.

Committee chairman Jesse DeFosse said in a recent survey a lot of people indicated they wanted smoke-free parks.

Thad Meister, director of the city department, said the committee would have to recommend the change to the Wisconsin Dells Legislative Committee where language about the ban in parks could be added to the rest of the city's rules about smoking.

Advertisement

The committee members voted to table the matter, and they held mixed views.

Gordon Priegel said he smokes a pipe and asked what's wrong with smoking it out in the open.

Aaron Castle pointed out that a pipe doesn't leave cigarette butts after its been smoked.

Meister said it could be hard to enforce, but a ban makes sense because children play in the parks. He asked whether the committee wanted to ban smoking in all sections of the park. Maybe people could go to the parking areas to smoke, he said.

Darrin Marsich said maybe smoking could be prohibited within 500 feet of a play structure.

"Anybody that's got a 1- or 2-year-old, you're not watching them close enough and the next thing you know they've got a cigarette butt in their mouth because they're all over," he said.

Castle suggested a ban be for a trial period.

"See how the public feels about it once they're using the facilities," Castle said.

Castle also had said earlier some adult sports teams that play in the village of Lake Delton might have a hard time getting used to the policy.

Meister said the department has received a lot of feedback from the police on the proposal.

In other business, the committee learned that to date 603 people are taking the department's programs. About 15 new programs were added.

The committee also approved the following:

- The purchase of a 2004 Ford F150 for \$4,500.
- 70/30 contracted program splits between the department and program instructors for programs.

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Tags

[Wisconsin Dells Parks, Recreation And Waterways Committee, Smoking](#)

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- May 09, 2012 1:48 am **1000** Characters Remaining

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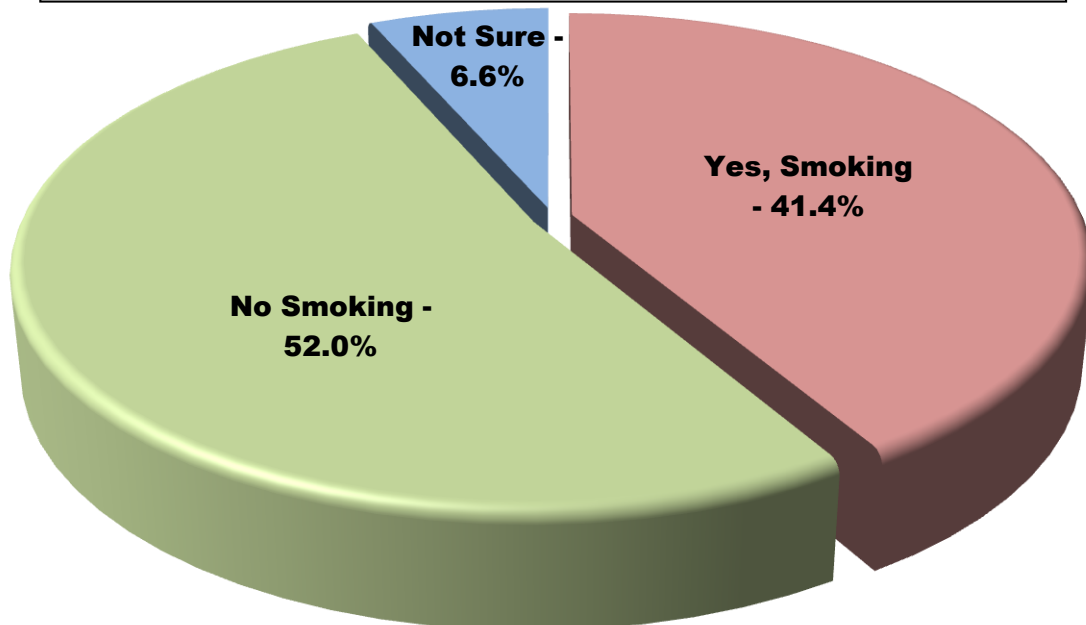
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TOBACCO IN THE PARKS SURVEY RESULTS

Staff from the Health Department visited various City Parks to survey participants regarding smoking in the City parks. All patrons that chose to participate were asked the same question: *"Do you believe smoking should be continued / allowed in City Parks?"* Responses were tallied, and comments were recorded.

	Total	Yes, Smoking	No Smoking	Not Sure
Backpack Giveaway, Festival Park Monday, August 20	294	106	171	17
Animal Crackers, Racine Zoo Wednesday, August 22	310	119	172	19
Music on the Monument Friday, August 24	373	157	186	30
Racine Raiders Game, Horlick Field Saturday, August 25	110	68	36	6
Grand Total	1087	450	565	72
Percent of Total	100%	41.4%	52.0%	6.6%

"Do you believe smoking should be continued / allowed in City Parks?"



Comments from Participants

"There should be designated places."

"Everyone shouldn't be exposed to their smoke."

"I support this, but it might be hard to enforce."

"No exhaling."

"[Smoking] shouldn't be done around kids anyway."

"People should be respectful of others."

"This is going too far."

"If it's outside, what's the big deal?"

"This shouldn't have been made an issue."

"It's a free country."

"People need somewhere to smoke."

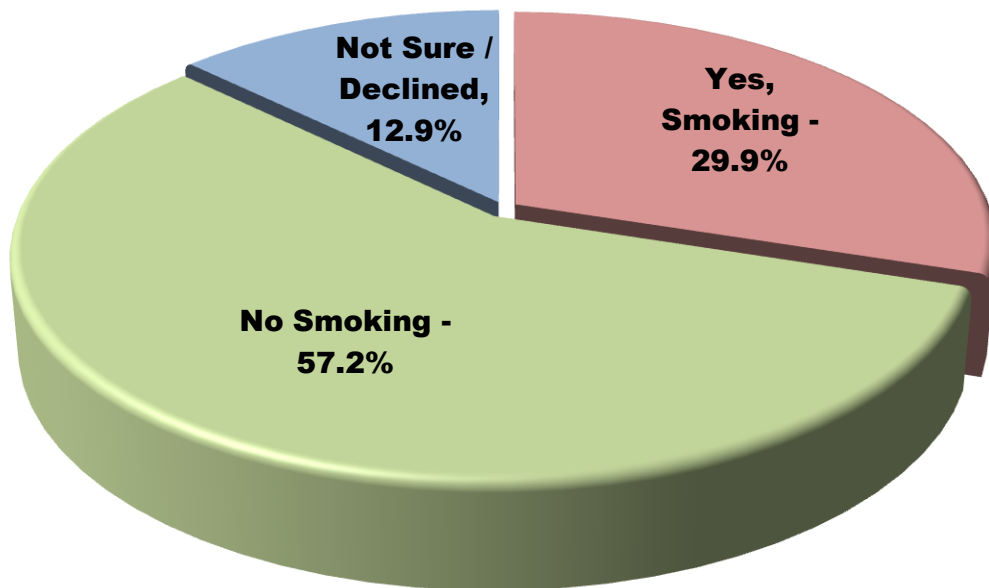
"There should be places to put the butts," said as she discards a cigarette butt into the street.

TOBACCO AT THE BEACH SURVEY RESULTS

For two consecutive weekends in July, staff from the Health Department Laboratory visited North and Zoo beaches to survey beachgoers on their opinions and concerns regarding smoking at the beach. All patrons that chose to participate were asked the same question: *"Do you believe smoking should be continued / allowed at North and Zoo Beaches?"* Responses were tallied, and comments were recorded.

	Total	Yes, Smoking	No Smoking	Not Sure/ Declined
Saturday, July 21	251	50	170	31
Sunday, July 22	207	73	98	36
Saturday, July 28	111	41	59	11
Sunday, July 29	107	38	60	9
Grand Total	676	202	387	87
Percent of Total	100.0%	29.9%	57.2%	12.9%

"Do you believe smoking should be continued / allowed at North and Zoo Beaches?"



Comments from Beachgoers

"... should not be allowed because of small children."

"No smoking please, my son has asthma."

"We were here two weeks ago, and there were people smoking all around us. I'm concerned about kids and second hand smoke."

"[Cigarette] butts should not be allowed on the beach."

"I don't want children to see it."

"It's not healthy. I don't want my children to see it."

"People should be able to smoke, it's a free country."

"... should be in designated zones or areas."

"I'm fine with smoking, as long as they pick up after themselves."

"Yes on Zoo, no on North Beach"

"... should be allowed since they are outside."

"The government should stop restricting people's rights."

COMMITTEE	POLICY	DATE ADOPTED	STAFF
BOARD OF REVIEW	BOARD OF REVIEW		CLERK
CA/ CP	MAINTENANCE POLICY (STOUGHTON AREA SENIOR CENTER)		SENIOR CENTER
CA/CP	POLICY ON COMMITTEE OF THE WHOLE AGENDA ITEMS AGENDA ITEMS THAT DIE AT COMMITTEE LEVEL (PROCEDURES TO ADDRESS) AGENDA ITEMS (PLACEMENT OF) POLICY CITY OF STOUGHTON OPEN RECORDS POLICY STANDING COMMITTEE, UTILITIES COMMITTEE, AND PLANNING COMMISION MEETING TIMES POLICY COMMITTEE REORGANIZATION AND ORIENTATION COMMON COUNCIL COMPUTER POLICY COMMON COUNCIL POLICY ON GOVERNANCE AND AUTHORITY CITY OF STOUGHTON ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS POLICY POLICY REGARDING ELECTRONIC DELIVERY OF SPECIAL MEETING NOTICES CITY OF STOUGHTON FOOD PANTRY POLICY	7/24/2001	CLERK
CA/CP		8/22/2006	CLERK
CA/CP		4/26/2009	CLERK
CA/CP			CLERK
CA/CP		3/8/2011	CLERK
CA/CP		1/8/2008	CLERK
CA/CP		6/9/2009	CLERK
CA/CP		12/11/2007	CLERK
CA/CP		9/10/2013	PLANNING
CA/CP		5/14/2013	CLERK
CA/CP		3/26/2002	CLERK
CA/CP		12/9/2003	SENIOR CENTER
CA/CP		Jul-09	CLERK
CA/CP	PROCEDURES FOR MEETING NOTICES AND MINUTES	2/24/2004	CLERK
CA/CP	PUBLIC COMMENT REGISTRATION FORM	10/24/1995	CLERK
CA/CP	PUBLIC HEARING NOTICES	2/27/2001	MAYOR
CA/CP	POLICY REGARDING THE HANDLING OF SUMMONESE AND COMPLAINTS	6/12/2012	CLERK
CA/CP	CITY OF STOUGHTON VOLUNTEER POLICY	1/10/2006	MEDIA
CA/CP	WEBSITE PRIVACY & LINKING POLICY	9/13/2005	MEDIA
CA/CP	WSTO POLICIES & PROCEDURES	5/9/2000	MEDIA
CA/CP	WSTO STOUGHTON COMMUNITY TV STANDARD RULES ON UNDERWRITING	8/24/2010	PARKS
CA/CP	CITY OF STOUGHTON POLICY FOR PARKS AND RECREATION ADVERTISING		
CA/CP	COUNCIL MEMBER/ DEPARTMENT HEAD INTERACTION GUIDELINES	5/27/2003	CLERK
CA/CP	PROCEDURE TO ADDRESS ISSUES THAT DIE AT THE COMMITTEE LEVEL	8/12/2003	CLERK
CACP	PUBLIC MEETINGS COVERAGE	1/24/2005	MEDIA
CEMETERY BOARD	RULES AND REGULATIONS OF THE CEMETERY BOARD OF THE CITY OF STOUGHTON	2/23/2010	STREETS
FINANCE	ASSESSMENTS: SANITARY SEWER, STORMWATER MANAGMENT, SEWER & PARK	7/31/2002	FINANCE
FINANCE	BUILDING PROJECT CHANGE ORDER POLICY	3/24/1998	FINANCE
FINANCE	POLICY REGARDING CIP AND BUDGET	7/26/2005	FINANCE
FINANCE	CITY OF STOUGHTON CIP POLICY	1/24/2006	FINANCE
FINANCE	CITY OF STOUGHTON CITY ATTORNEY CONTACT POLICY	6/23/2009	FINANCE
FINANCE	CITY ATTORNEY RESPONSIBILITY	11/20/1991	FINANCE
FINANCE	CITY OF STOUGHTON DEBT MANAGEMENT POLICY	6/8/1999	FINANCE
FINANCE	DISPOSAL OF CITY PROPERTY	1/11/2005	FINANCE
FINANCE	CITY OF STOUGHTON POLICY FOR THE SOLICIATION, ACCEPTANCE, AND DISTRIBUTION OF MONETARY CONTRIBUTIONS AND REAL OR PERSONAL PROPERTY	3/13/2007	FINANCE

COMMITTEE	POLICY	DATE ADOPTED	STAFF
FINANCE	CITY OF STOUGHTON VEHICLE AND EQUIPMENT REPLACEMENT AND DEPRECIATION	8/22/2006	FINANCE
FINANCE	CITY OF STOUGHTON POLICY ON CITY-OWNED INFRASTRUCTURE	12/14/1999	FINANCE
FINANCE	INTEREST ON DONATED FUNDS POLICY	12/14/1999	FINANCE
FINANCE	CITY OF STOUGHTON INVESTMENT POLICY RESOLUTION #R-21-00	7/25/2000	FINANCE
FINANCE	PURCHASING POLICY	6/24/2008	FINANCE
FINANCE	POLICY REGARDING THE REPORTING OUT OF AUDITS, REPORTS AND STUDIES	5/24/2005	FINANCE
FINANCE	SAFETY AWARD POLICY	9/27/2005	FINANCE
FINANCE	STOUGHTON AREA SENIOR CENTER SPECIAL GIFT FUND POLICY	6/27/2006	SENIOR CENTER
FINANCE	POLICY REGARDING SIGNAGE ALLOWED FOR CITY RENTAL PROPERTIES	11/23/2004	FINANCE
FINANCE	POLICIES AND PROCEDURES RELATING TO SPECIAL ASSESSMENTS OF PUBLIC WORKS PROJECTS INSTALLED BY DEVELOPERS R-09-1983	8/9/1983	FINANCE
FINANCE	SPECIAL ASSESSMENTS PROCEDURES	8/9/1983	FINANCE
FINANCE	RESOLUTUIB NO. R-18-2005 ESTABLISHING POLICIES FOR THE USE OF TAX INCREMENTAL FINANCING (TIF)	8/9/2005	FINANCE
FINANCE	POLICY REGARDING NEW VENDORS	1/13/2009	FINANCE
FINANCE	ASSESSMENTS: SANITARY SEWER, STORMWATER MANAGMENT, SEWER & PARK	7/31/2002	FINANCE
INTERNAL	AGENDA ITEM DOCUMENTATION POLICY	7/24/2001	LEADERSHIP TEAM
INTERNAL	CITY OF STOUGHTON SAFETY & HEALTH COMMITTEE GUIDELINES	12/14/1999	SAFETY
MAYOR	CITY OF STOUGHTON EMERGENCY CLOSING POLICY	2/12/2008	MAYOR
OPERA HOUSE	CITY HALL/ OPERA HOUSE SECURITY	6/14/2005	OPERA HOUSE
PARKS	SPECIAL EVENT IN MANDT PARK	10/24/2006	RECREATION
PARKS	PARK DEVELOPMENT POLICY	2/28/2006	RECREATION
PARKS	PARK EASEMENTS & ENTRANCES POLICY	9/24/1996	PARKS
PARKS	PARK RENTAL AGREEMENT	3/26/2002	PARKS
PARKS	CITY OF STOUGHTON PARK RESERVATION POLICY/ PROCEDURE MANUAL	5/10/2005	PARKS
PARKS	CITY OF STOUGHTON RECREATION PROGRAM DICIPLINE POLICY	6/27/2006	RECREATION
PARKS	CITY OF STOUGHTON RECREATION PROGRAM FEE POLICY	12/13/2005	RECREATION
PARKS	POLICY REGARDING SWIMMING POOL USAGE	6/27/2006	RECREATION
PARKS	WEED POLICY	9/27/2005	PARKS
PARKS & REC	PARK NAMING POLICY	2/24/2004	PARKS
PARKS & REC	CITY OF STOUGHTON POLICY REGARDING DEDICATION OF PARKLAND IMPROVEMENTS	8/8/2006	RECREATION
PARKS & REC	POLICY FOR USE OF REVENUE GENERATED FROM SPECIAL EVENTS AT MANDT PARK	12/12/2006	PARKS & REC
PARKS & REC	PAYMENT IN LIEU OF PARKLAND POLICY	2/28/2006	PARKS & REC
PARKS & REC	STOUGHTON AREA YOUTH CENTER POLICIES & RULES	7/26/2005	RECREATION
PERSONNEL	HIRING POLICY CITY OF STOUGHTON DEPARTMENT HEADS	2/8/2005	HR
PERSONNEL	POLICY ON OFFERING ADDITIONAL BENEFITS TO EMPLOYEES	10/14/2008	HR
PERSONNEL	CDL LICENSE REIMBURSEMENT POLICY POR PART-TIME EMPLOYEES	8/12/1997	HR
PERSONNEL	SPONSORED CELL PHONE PLAN POLICY	7/26/2005	HR

COMMITTEE	POLICY	DATE ADOPTED	STAFF
PERSONNEL	USAGE POLICY FOR CITY- PROVIDED CELLULAR PHONES	6/13/2006	HR
PERSONNEL	POLICY REGARDING FULL TIME CITY EMPLOYEES WORRRKING PART TIME IN OTHER CITY DEPARTMENTS	6/24/1997	HR
PERSONNEL	CITY OF STOUGHTON POLICY REGARDING OUT OF STATE CONFERENCE ATTENDANCE	7/26/2005	HR
PERSONNEL	CITY OF STOUGHTON FAMILY MEDICAL LEAVE ACT POLICY	9/8/2009	HR
PERSONNEL	CITY OF STOUGHTON 2010 FURLOUGH DAY POLICY	12/22/2009	HR
PERSONNEL	CITY OF STOUGHTON POLICY AGAINST HARASSMENT IN THE WORKPLACE	10/14/2008	HR
PERSONNEL	CITY OF STOUGHTON HIRING POLICY (OTHER THAN DEPARTMENT HEADS	5/9/2006	HR
PERSONNEL	CITY OF STOUGHTON GENERAL UNIFORM CONTRACT INSURANCE REQUIREMENTS		HR
PERSONNEL	EXCHANGE OF KEY FOBS BETWEEN STOUGHTON FIRE DEPT AND STOUGHTON AREA EMS	2/7/2011	HR
PERSONNEL	POLICY ON REVIEWING POSITION DESCRIPTIONS AND/OR WAGE SCALES	5/12/2009	HR
PERSONNEL	CITY OF STOUGHTON POLICY REGARDING PRIVACY IN LOCKER ROOMS	10/25/2008	HR
PERSONNEL	CITY OF STOUGHTON REFERENCE & BACKROUND CHECKS POLICY	5/10/2005	HR
PERSONNEL	POLICY REGARDING EMPLOYMENT OF RELATIVES	5/10/2005	HR
PERSONNEL	POLICY REGARDING SAFETY GLASSES	9/12/1995	HR
PERSONNEL	SAFETY SHOE REQUIREMENT PART TIME EMPLOYEES	11/14/1995	HR
PERSONNEL	UNIFORM ALLOWANCE-FIRE DEPARTMENT	6/10/1997	HR
PERSONNEL	UNIFORM ALLOWANCE-STREET DEPARTMENT	6/10/1997	HR
PERSONNEL	STOUGHTON AREA EMS UNIFORM CLOTHING POLICY	6/14/2005	HR
PERSONNEL	HEARING CONSERVATION POLICY	6/13/1995	HR
PERSONNEL	HIRING POLICY LIMITED PART TIME OR SEASONAL	6/14/2005	HR
PERSONNEL	OUT OF STATE CONFERENCE ATTENDANCE	6/26/2005	MAYOR
PERSONNEL	STANDBY POLICY	4/30/1997	HR
PFC	CITY OF STOUGHTON HIRING POLICY POLICE(SWORN) AND FIRE DEPARTMENTS	5/9/2006	HR
PLANNING	ANNEXATION LEGAL DESCRIPTION SUBMITTAL REQUIREMENTS	2/28/2006	PLANNING
PLANNING/ PARKS	PARKLAND & TRAIL DEDICATION POLICY	1/27/2004	PARKS
PUBLIC SAFETY	AED (Automatic External Defibrillator) PUBLIC USE POLICY	6/24/2009	EMS
PUBLIC SAFETY	ALCOHOL LICENSE (OPERATORS) APPLICATIONS POLICY STATEMENT	3/8/2011	CLERK
PUBLIC SAFETY	AMBULANCE BILLING TO TOWNSHIPS PROCEDURE	6/21/2005	EMS
PUBLIC SAFETY	CITY OF STOUGHTON CHAPLAIN PROGRAM	11/13/2007	FIRE
PUBLIC SAFETY	EMERGENCY EVACUATION PLANS	11/12/2013	FIRE
PUBLIC SAFETY	FIRE INSPECTIONS	10/29/1990	FIRE
PUBLIC SAFETY	HOSTAGE/BARRICADED SUBJECT INCIDENT POLICY	12/12/2000	POLICE
PUBLIC SAFETY	LEGAL NOTICES, CLASSES & FREQUENCY		CLERK
PUBLIC WORKS	BALL DIAMOND MAINTENANCE & PREPARATION	1/25/1994	STREET
PUBLIC WORKS	POLICY FOR ASSISTING SCHOOLS WITH SHARED EQUIPMENT	3/22/2005	STREET
PUBLIC WORKS	POLICY REGARDING STREET CLOSINGS FOR BLOCK/NEIGHBORHOOD PARTIES	2/23/2010	STREET
PUBLIC WORKS	BRUSH COLLECTION PROCEDURE	10/24/2006	STREETS

COMMITTEE	POLICY	DATE ADOPTED	STAFF
PUBLIC WORKS	MUNICIPAL BUILDING USE POLICY	7/14/2009	PLANNING
PUBLIC WORKS	POLICY ON EVENING ACCESS TO CITY HALL	10/1/2003	PLANNING
PUBLIC WORKS	CONSTRUCTION NOISE CONTROL POLICY	9/9/1992	PLANNING
PUBLIC WORKS	R-17-2004 CURB AND GUTTER REPLACEMENT CRITERIA	11/23/2004	STREETS
PUBLIC WORKS	STOUGHTON STREET DEPARTMENT DIGGERS HOTLINE MARKING POLICY	5/25/2010	STREETS
PUBLIC WORKS	GARBAGE & RECYCLING POLICY FOR COMMERCIAL ESTABLISHMENTS WISHING TO BE CONSIDERED UNDER THE RESIDENTAL PICKUP	8/11/2009	STREETS
PUBLIC WORKS	CITY OF STOUGHTON MUNICIPAL POLLUTION PREVENTION PLAN	9/23/2008	STREETS
PUBLIC WORKS	CITY OF STOUGHTON PAVEMENT AND CURB MARKING POLICY	5/25/2010	STREET
PUBLIC WORKS	CITY OF STOUGHTON ROADWAY HAZARDS POLICY	5/25/2010	STREETS
PUBLIC WORKS	CITY OF STOUGHTON POLICY REGARDING ROADSIDE MEMORIALS ON CITY STREETS	7/28/2009	STREETS
PUBLIC WORKS	SIDEWALK INSTALLATION POLICY	10/13/1997	PLANNING
PUBLIC WORKS	POLICY FOR SIDEWALK RAMP DETAILS	12/9/1997	PLANNING
PUBLIC WORKS	POLICY FOR SIDEWALK RAMP DETAILS- ADDITION	5/24/2005	PLANNING
PUBLIC WORKS	R-19-05 RESOLUTION OF THE CITY OF STOUGHTON COMMON COUNCIL ADOPTING CRITERIA FOR SIDEWALK REPLACEMENT	8/23/2005	PLANNING
PUBLIC WORKS	POLICY REGARDING SIDEWALK REPLACEMENT BY OWNER	9/16/2002	PLANNING
PUBLIC WORKS	POLICY REGARDING OFFICIAL CITY DESTINATION DIRECTIONAL SIGNS	10/27/2009	STREETS
PUBLIC WORKS	CITY OF STOUGHTON POLICY REGARDING STREET SIGN PLACEMENT	7/13/1999	STREETS
PUBLIC WORKS	CITY OF STOUGHTON POLICY ON INSTALLING & MAINTAINING TRAFFIC, PARKING & STREET NAME SIGNS & TRAFFIC CONTROLS SIGNALS	5/25/2010	STREETS
PUBLIC WORKS	STREET OPENING PERMITS	5/24/2005	STREETS
PUBLIC WORKS	TURF MANAGEMENT PLAN	7/23/2013	STREETS
PUBLIC WORKS	WINTER ROAD & SIDEWALK PROCEDURES		STREETS
PUBLIC WORKS	STREET DEPARTMENT SNOW REMOVAL AND SALT USE POLICY	Jul-02	STREET
PUBLIC WORKS	CITY OF STOUGHTON STREET DEPARTMENT WORK ZONE SAFETY POLICY	5/25/2010	STREETS
PUBLIC WORKS/ UTILITIES	CITY OF STOUGHTON STREET AND UTILITIES CONSTRUCTION POLICIES	10/24/2006	PLANNING
RECREATION	RULES OF BEHAVIOR AND DISCIPLINE RECREATION DEPARTMENT	5/24/2005	RECREATION
RISK MANAGEMENT	CITY OF STOUGHTON CLAIMS POLICY	7/27/1999	HR

William Brehm
Director
Stoughton Opera House
May 18, 2014

2014 Catfish River Music Festival

Application & Permit Packet



The 2014 Catfish River Music Festival is set to take place July 3rd - July 6th and is envisioned to be the first of what is to become an annual Stoughton Opera House fundraising event. The event will feature live music at the Rotary Park gazebo as well as headliner performances in the Opera House during the evenings. A modest number of spaces will be made available by the Opera House for arts vendors (8-10), food carts (3-5), and local non-profits (6-8). Additionally, the Opera House is supporting the application by the Dane County Friends of Scandinavian Culture, Inc. for a temporary class B license to sell beer and wine during this event.

“ I believe creativity will be the currency of the 21st century. Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while.”

- Steve Jobs



A street closing application has been filed for this event and a copy has been included here for your convenience. While the boundaries of activities in the street for this event will not extend beyond the corner of 6th and Jefferson, the street closing extends a block in either direction. Barricades and “No Through Traffic” signage will be placed at the intersection of Jefferson and 7th as well as 6th and South St. Final approval is pending receipt of signatures from neighbors.

While this is a free outdoor event, the entire event area will be enclosed with temporary fencing. There will be approximately six gateway points for entry into and exit from the event area. Signage, trash barrels, and event staff will be positioned at each of these points to ensure compliance regarding open containers outside the event area.

The point of sale location for beer and wine sales can be seen in the included overhead image. The p.o.s. location will be double fenced with temporary fencing with one entry/exit point. IDs will be checked at the entry point to verify age as well as wristbands being provided. Those who purchase beer or wine will be allowed to travel throughout Rotary Park as well as the adjacent sidewalks and streets as long as they are within the designated event area.

Bike racks will be provided on 6th street to encourage alternatives to automobile transportation. Additionally, permission has been requested to use the Tobacco Junction rear parking lot as “Special Event Parking” during the event. A crossing guard with appropriate attire and signage will also be on duty throughout the event at the crosswalk at 5th and Main St. to ensure pedestrian safety.

The location of barricades and fencing in relation to Fire Station access as seen on the included overhead image reflects the recommendations of Fire Chief Lamers.

The following pages contain the Opera House application for a special event in a park and have been approved by the Recreation Department for review at Public Safety & Council.

EVENT INFORMATION

Name: Catfish River Music Festival

Charitable: Yes - proceeds to benefit the Stoughton Opera House

Event type: Folk Music Festival

Dates: 7/3/14 - 7/6/14

Expected Attendance: 500-1500

Alcohol Sales: Yes - Dane County Friends of Scandinavian Culture, Inc.

Food Sales: Yes

Amplification: Yes

Dumpster: No

Electric Used: Yes - at gazebo

Digging: Yes - fence stakes

Parking: Parking is on-street, city lots, and special event parking

Security: Security will be provided by event staff, volunteer staff, paid security staff experienced in performance venues, as well as additional Stoughton PD officers already assigned to the general area due to other activities. There will also be volunteer overnight security of the event area.

Medical: A first aid station will be set-up and supervised throughout the event. Additionally, the EMS, PD, and Fire staff are within a close proximity.

Accessibility: This is a handicap accessible event.

Site-map: See included image

Schedule:

Thursday July 3rd:

8am-6pm - set-up (fencing, tents, barricades, tables, beer p.o.s., bike racks, portapots, etc.)

6pm-7:15 - music in the gazebo

7:30pm-10pm - music inside the Opera House

8:00pm - outdoor area shut-down

Friday July 4th:

8am-3pm - Additional set-up (food carts, vendors, non-profits, etc.)

3pm - event area opens

4pm-9:00pm - music in the gazebo

10pm (or immediately following fireworks) - outdoor area shut-down

Saturday July 5th:

8am-11am - Set-up event area

11am-7:30pm - music in the gazebo

7:30pm-10pm - music inside the Opera House

10pm - outdoor area shut-down

Sunday July 6th:

9am-12pm - Set-up event area

12pm-7:30pm - music in the gazebo

7:30pm-10pm - music inside the Opera House

7:30pm-10pm - Clean-up event area

EVENT ORGANIZER INFORMATION

Stoughton Opera House

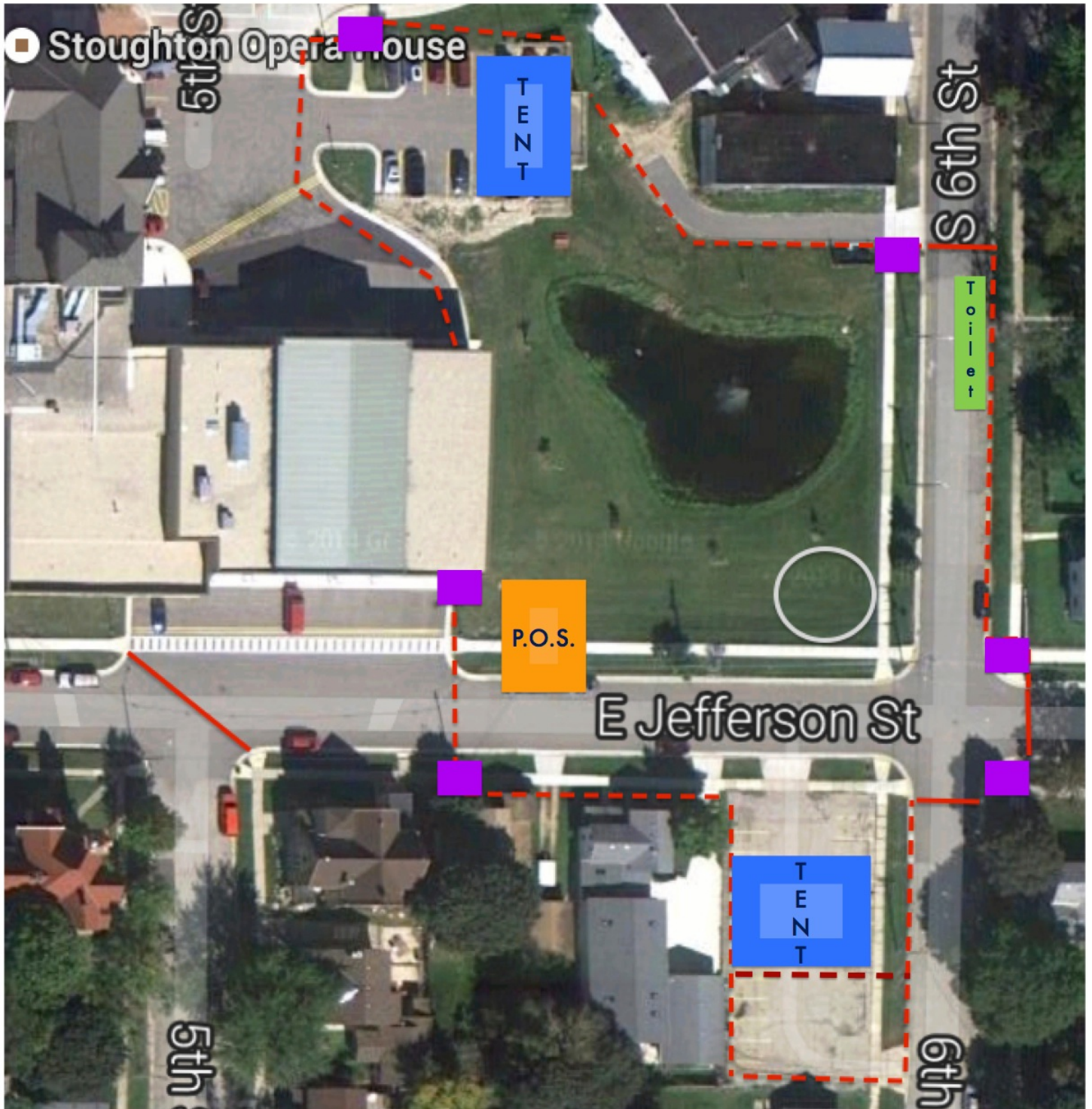
381 E. Main St.

Bill Brehm, Director

608-347-8441

bbrehm@ci.stoughton.wi.us

■ = Entry / Exit



STREET CLOSING REQUEST

Location: **Jefferson St (5th to 7th) and 6th St (South St to King Electric alley)**

Date: July 3rd 9am – July 6th 10pm

Time: July 3rd 9am – July 6th 10pm

Reason: Catfish River Music Festival

Requested by: **Stoughton Opera House**

As an affected neighbor, my signature below acknowledges my understanding and agreement of this request (use second sheet if needed).

Name

Address

Signature

PENDING

For Use By City Staff

Signatures

Detour Route

Insurance Documents

Approved _____
Maria Hougan – City Clerk

Approved _____
Karl Manthe – Street Superintendent

REFERENCE COPY

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 5/19/14

☐ Town of ☐ Village of ☒ City of Stoughton County of Dane

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning JULY 3 and ending JULY 6 2014 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (Check appropriate box) ☒ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name Dane County Friends of Scandinavian Culture

(b) Address 1124 E. MAIN, STOUGHTON, WI 53589
 Street ☐ Town ☐ Village ☒ City

(c) Date organized 2008

(d) If corporation, give date of incorporation 2008

(e) Names and addresses of all officers:

President JONATHAN LEWIS, 1124 E. MAIN, STOUGHTON, WI 53589

Vice President JOHN BEUTEL, 350 HWY 51, STOUGHTON, WI 53589

Secretary RICHARD JOHNSTON, 26 GANTAUQUA, MADISON, WI 53719

Treasurer STEVE CHRISTENSEN, 319 N. HARKEN, STOUGHTON, WI 53589

(f) Name and address of manager or person in charge of affair: JONATHAN LEWIS (ABOVE)

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number ROTARY PARK, 381 E. MAIN ST, STOUGHTON, WI 53589

(b) Lot N/A Block N/A

(c) Do premises occupy all or part of building? No

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event CATFISH RIVER MUSIC FESTIVAL

(b) Dates of event JULY 3-6 2014

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Jonathan Lewis PhD PRESIDENT DANE COUNTY FRIENDS OF SCANDINAVIAN CULTURE
 (Signature/date) (Name of Organization)

Officer _____ (Signature/date)
 Officer _____ (Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



STOUGHTON YOUTH CENTER

ATTENDANCE



																						Mon. 2013	Mon.
MON	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	UD	UD	Fem
Jan	672	1030	926	852	343	297	376	616	442	442	617	665	605	532	389	554	272	690	437	561	45	45	310
Feb	571	1054	973	856	495	368	514	657	545	717	774	668	516	486	430	610	275	642	287	647	55	11	372
Mar	639	1014	999	764	706	552	945	657	625	709	785	659	512	492	527	681	560	675	364	547	42	7	255
April	983	1119	951	975	932	328	599	564	661	935	608	530	671	564	561	595	345	502	484	504	32	4	248
May	874	1072	874	967	533	487	653	525	537	921	596	416	654	562	448	510	362	555	523				
June	442	1020	720	834	796	728	605	465	504	678	511	386	407	419	403	84	161	302	389				
July	618	1099	690	901	707	543	615	577	602	649	654	416	532	440	304	44	228	284	439				
Aug	442	673	892	823	605	650	931	774	550	835	546	594	567	411	400	105	214	343	427				
Sept	1043	1096	945	1012	449	329	810	823	354	507	532	564	469	360	465	210	478	476	497				
Oct	1144	1734	1420	898	510	493	691	792	496	783	486	586	521	225	510	185	731	635	519				
Nov	807	1292	910	390	525	295	347	580	303	698	672	672	576	255	551	50	701	496	487				
Dec	840	922	595	417	321	288	362	483	350	978	696	419	378	344	515	268	624	489	346				
TOT.	9075	13125	10895	9689	6922	5358	7448	7513	5969	8852	7477	6575	6408	5090	5503	3896	4951	6089	5199		174	67	1185
Und		1386	1289	1237	921	841	1718	1351	895	598	302	306	259	251	265	238	442	312	234				
Fem											695	1459	1910	1788	2002	1105	2060	2607	2285				