

NOTICE

A meeting of the City of Evansville Park and Recreation Board will be held on the date and time stated below. Notice is further given that members of the City Council and Historic Preservation Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

City of Evansville Park and Recreation Board
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, November 18, 2025 6:00 pm

AGENDA

1. Call to Order
2. Roll Call
3. Motion to Approve Agenda
4. Motion to Waive the Reading of the Minutes from October 21, 2025 meeting and Approve them as Printed
5. Civility Reminder
6. Citizen Appearances
7. New Business
 - A. Discussion and Possible Motion to Recommend Park Fee increases
8. Park's Report
 - A. Adopt-A-Park Updates
 - B. Aquatic Center Updates
 - C. Discussion on Winter Park Closure of Leonard Leota Park
9. Old Business
 - A. Park and Outdoor Recreation Plan Update
10. Upcoming Meetings
 - A. Tuesday, December 16, 2025 at 6:00 p.m.
 - B. 2026: January 20, February 17, March 17, April 21 (conflict with Common Council Re-organization), May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15
11. Adjourn

--Matt Poock, Chair of Park & Recreation Board

City of Evansville **Park and Recreation Board**
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, October 21, 2025 6:00 pm

MINUTES

1. **Call to Order:** Poock called the meeting to order at 6:01 p.m.
2. **Roll Call:**

Members	Present/Absent	Others Present
Alderperson Erika Stuart	P	Scott Kriebs, Municipal Services Director
Sue Merritt	P	Ray Anderson, Parks' Custodian
Lyman Fuson	P	
Chad Sigl (arrived 6:04 p.m)	P	
Chair, Matt Poock	P	
Kris Evans	A	
Sam Wallace	A	

3. **Motion to Approve Agenda by Poock, seconded by Stuart. Motion passed 4-0.**
4. **Motion to Waive the Reading of the Minutes from September 16, 2025 meeting and Approve them as Printed by Fusion, seconded by Merritt. Motion passed 4-0.**

5. **Civility Reminder:** Poock issued a reminder to be respectful of others.

6. **Citizen Appearances:** None

Sigl arrived at 6:04 p.m.

7. **New Business**

A. Landen Kaupanger Geocaching Opportunities

Kaupanger explained to the Board what geocaching is and how to participate. The Board thought it is a great idea to help bring people into the parks and get people to explore more of Evansville. The Board would like to get a check-in in the future as to how everything is going.

8. **Park's Report:** Anderson reported that the bathrooms will be closing soon. There was discussion about keeping the roads open in Leota Park during the winter. The upper portion of the park will be closed completely, and a portion of the lower park will be blocked off as well.

A. Adopt-A-Park Updates: The signs are up and are nice to see. There are some signs to be swapped out. Poock is still working on updating the list of places that are adopted.

B. Aquatic Center Updates: Per Kriebs, the building has been winterized.

9. **Old Business**

A. Larson Acres Park Construction Status: Poock mentioned that the name plaques are up and still waiting for the donation wall to be put in place near the ball diamonds.

B. Park and Outdoor Recreation Plan Update: There is an online survey available, and it is accepting responses. There are yard signs that are around the town and in the parks to help

The minutes are not final until approved at the next regular meeting.

get the word out.

10. Upcoming Meetings

A. Tuesday, November 18, 2025 at 6:00 p.m.

11. Adjourn: Poock adjourned the meeting at 6:32 p.m.

Columbus

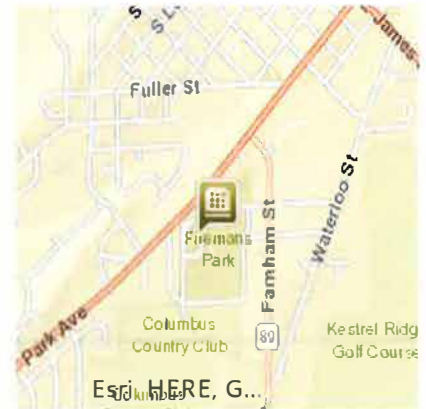
Facilities

CAAC Open Shelter



Features

- Picnic Areas
- Picnic Shelter
- Rental Deposit (\$100.00 Add-on)
- Rental Deposit Nonresident (\$100.00 Add-on)
- Rental Nonresident (\$75.00 Add-on)
- Rental Resident (\$60.00 Add-on)



CAAC Open Shelter

250 Folsom Street
Columbus, WI 53925

Contact

Amy Jo Meyers
920-350-5559
920.623.5936

Hours

M - F 6:00 AM —
10:00 PM

Sat 6:00 AM —
10:00 PM

Sun 6:00 AM —
10:00 PM

Other Park hours are
6:00am – 10:00pm
daily

Rental Fees listed are resident rates. For non-resident and non-profit rates, please contact us. Thank you!

This shelter is located next to the City of Columbus Aquatic Center.

All reservations are taken on a first-come first serve basis. Shelters can be reserved up to one year in advance from today's date. Contact Amy Jo Meyers at recreation@columbuswi.gov to reserve a shelter today.



Shelter Houses are available for rental every year from May 15 to October 15.

The 2025 reservation fee structure is as follows:

FEE SCHEDULE	Monday – Thursday	Weekend/Holiday up to 249 guests	Weekend/Holiday 250+ guests
Prices are per day			
Riverside Park North Shelter #1	\$75 resident	\$100 resident \$150 non-resident	\$150 resident \$200 non-resident
Riverside Park South Shelter #2	\$100 non-resident		
Nathan Strong Park Gazebo	\$75 resident \$100 non-resident	\$100 resident \$150 non-resident	Not Applicable
Riverside Park North Diamond Shelter	\$75 resident \$100 non-resident	\$100 resident \$150 non-resident	Not Applicable
Veterans Gazebo	\$75 resident \$100 non-resident	\$100 resident \$150 non-resident	Not Applicable

For more information or to pick up a reservation form contact the Berlin Parks & Recreation Department at 920-361-5437 or parkandrec@cityofberlin.net

If you notice a problem with a shelter, please contact the Parks Department at 920-361-5436 during the day. On evenings and weekends please contact the Berlin Police Department at 920-361-2121 and they will page the park duty person to address your request.



CITY OF MILTON PARK USE APPLICATION

1. Legal Name _____ Phone _____
First MI Last
2. Full Address _____
Street address City State ZIP
3. Driver's License No. (required) _____
4. Facility Requested _____ Rental Date _____
5. Planned Activity _____ # of Attendees _____
6. Requested Reserved Time _____ Preference (please circle) Mail or Email
7. Email: _____

A park pavilion is not officially reserved until the application is complete and the park rental fee and security deposit are paid. If application date is less than 10 days from rental date, cash or credit card are the only payment methods accepted for rental and security deposit fees.

Should you find it necessary to cancel your reservation, you must cancel **at least 30 days** prior to the event for a full refund of rental fees and security deposit.

	Resident	Non-City Resident
Community House	\$120.00	\$220.00
Lamar and South Goodrich Parks	\$ 75.00	\$125.00
Security Deposit	\$100.00	\$100.00
Veterans Park – Veteran	\$ 80.00	\$160.00
Veterans Park – Non-Veteran	\$100.00	\$200.00
Security Deposit Veterans Park	\$125.00	\$125.00

Please read and initial below (If filled out by phone or online, renter will sign in person keys are picked up.)

____ (Renter's initials) Rental of the pavilion or facility does not entitle the renter to exclusive use of the adjacent baseball fields, playgrounds, Veterans Memorial, or Splash Pad. For further information pertaining to the use of the baseball fields please contact Milton Recreation Department at (608) 868-9393.

____ (Renter's initials) Park keys must be picked up during regular office hours at City Hall. City Hall hours are Monday-Thursday 8:00 a.m. - 4:30 p.m. and **Friday 8:00 a.m. - 12:00 p.m.** **Failure to pick up the keys during regular office hours will result in forfeiture of the security deposit.** If keys are not returned, a \$25 fee will be deducted from the security deposit.

____ (Renter's initials) City of Milton Code of Ordinances Sec. 1-16 (a). *No license, registration or permit shall be issued or renewed by the city until all delinquent City of Milton taxes, assessments and forfeitures from city ordinance violations and all due bills of any and all City of Milton utilities have been paid in full.*

____ (Renter's initials) I understand that I am responsible for any damages to the city facility and property during my event. If damage occurs, my security deposit will be forfeited and any additional damage charges may be collected through the Tax Refund Intercept Program (TRIP).

Signature _____ Date _____

My signature acknowledges that I have received, read, and agree to all park rules and regulations.

Pop 5778

RESERVATIONS WILL BE ACCEPTED STARTING JANUARY 1, 2026

Reservations dates are subject to confirmation. You will receive confirmation within 2 days after submittal.

\$100 Deposit must be paid at time of reservation

All prices listed include \$100.00 rental deposit, \$10.00 key deposit and tax.

- **Whole Shelter** - Resident - \$241.88
- **Whole Shelter** - Non-Resident - \$321.00
- **Half Shelter Westside** - Resident - \$189.13
- **Half Shelter Eastside** - Resident - \$189.13
- **Half Shelter Westside** - Non-Resident - \$241.88
- **Half Shelter Eastside** - Non-Resident - \$241.88



PARKS SHELTER FACILITY USE

General Information

1. Parks shelters are available for rent from May 1 through September 30 of the current calendar year.
2. Reservations begin on the first business day of January and in person each year. Online reservations will be available after five business days.
3. An Active Net account is required for all facility reservations. www.waupacaactive.net
4. All fees and deposits are required to reserve a facility and the responsibility of the renter.
 - a. **\$60 - City Resident Fee** applies only to residents who live WITHIN the city limits of Waupaca.
 - i. This fee does not apply to addresses that start with any letter in front of the number, e.g., "E" or an "N" and has a zip code of 54981.
 - b. **\$80 - Non-City Resident Fee** applies to anyone living OUTSIDE the city limits of Waupaca, i.e., residents of any Waupaca townships or other towns, cities or villages.
 - c. **\$80 - Deposit Fee** is required at the time of reservation. This fee is refundable after the event.
 - d. **\$10 - Optional fee** - Required for the consumption of beer and fermented malt beverages during the period of the shelter rental.
 - e. **\$20 - Optional fee** - Required for use of the kitchen area at South Park upper shelter.
 - f. **Checks are payable to: City of Waupaca**
5. The method of payment determines how refunds are processed.
6. **Please allow 7-10 business days for credit card refunds.** Please allow additional time for all other shelter deposit refund processing by check.
7. Some park shelters are set aside for community events and are not available.
8. The number of tables at each shelter determines the capacity per shelter. (Each table holds approximately eight people.)
9. Parks are open from 7:00 am-10:00 pm and restrooms remain open to the public during your shelter rental.
10. The park shelter restrooms are open to the public and are unlocked daily

Shelter Rentals: Last update to fees Resolution 2008-26							
	Columbus (5429)	Berlin (5607)	Milton (5778)	Evansville (5819)	Edgerton (6138)	Waupaca (6231)	Propose:
Resident	\$60.00		75/120	\$35.00		\$60.00	\$70.00
Non Resident	\$75.00		125/220	\$65.00		\$80.00	\$130.00
Deposit	\$100.00	\$100.00	100/125	\$100.00	\$100.00	\$80.00	\$100.00
Weekday R		\$75.00					
Weekday NR		\$100.00					
Weekend/Holiday R		\$100.00					
Weekend/Holiday NR		\$150.00					
Veterans Park-Veteran R			\$80.00				
Veterans Park-Non-Veteran R			\$100.00				
Veterans Park-Veteran NR			\$160.00				
Veterans Park-Non-Veteran NR			\$200.00				
					\$189.13		
Half Shelter R					\$241.88		
Half Shelter NR					\$241.88		
Whole Shelter R					\$321.00		
Whole Shelter NR							



Park Reservation Permit Application

Village of Union Grove · 925 15th Ave. Union Grove, WI 53182 · Phone: (262) 878-1818
Fax: (262) 878-3782 · E-mail: Info@vi.uniongrove.wi.gov · Website: uniongrove.wi.gov

Submit this application to request exclusive use of a park shelter, sports field or open area during the time specified. All other areas of the park are common areas and may be used by anyone. Submit this application by mail, in the Municipal Center drop-box or in-person at the Municipal Center during normal business hours (Monday-Friday, 8 a.m. to 4:30 p.m.). Please see the Park Reservations and Use Policies for more information about park rules and regulations. For general information about the Village's Park system and to view a calendar of existing reservations, visit uniongrove.wi.gov/park-system. **ALL DEPOSITS ARE REQUIRED TO BE PAID WITH A SEPERATE CHECK THAT WILL BE HELD AND RETURNED WHEN THE KEYS ARE RETURNED.**

Please note that a "Special Event Permit" is required for any proposed event at The Pavilion at School Yard Park that involves one or more of the following: sale of any items or services, sale of alcohol beverages, use of one or more musical instruments, use of any sound equipment and 100 or more expected attendees. Request a copy of the application for a Special Event Permit to apply.

Section A. Application Type:

☐ Village Resident (Union Grove or Yorkville) and Non-Profit Organizations:

- ☐ Park Shelter (check one): ___ Village Square ___ Moe/Young ___ School Yard (\$100 fee/\$100 deposit)
- ☐ Park Shelter : ___ Leider (Harold Smart Pavillion) \$300 fee/ \$100 Deposit
- ☒ Sports field. Location: _____ (\$100 fee per 2 hrs. per field/\$100 dep. per field)
- ☐ Park Open Area. Location: _____ (\$100 fee/\$100 deposit)
- ☐ Shelter and Concession Stand Reservation at School Yard Park (\$150 fee/\$150 deposit)
- ☐ Shelter, Concession & Pavilion (Non-Special Event) at School Yard Park (\$200.00 fee/\$200 deposit)

☐ Non-Resident and For-Profit Organizations:

- ☐ Park Shelter (check one): ___ Village Square ___ Moe/Young ___ School Yard (\$150 fee/\$100 deposit)
- ☐ Park Shelter : ___ Leider (Harold Smart Pavillion) \$450 fee/ \$100 Deposit
- ☒ Sports field. Location: _____ (\$150 fee per 2 hrs. per field/\$100 dep. per field)
- ☐ Park Open Area. Location: _____ (\$150 fee per 2 hrs. /\$100 deposit)
- ☐ Shelter and Concession Stand Reservation at School Yard Park (\$300 fee/\$150 deposit)
- ☐ Shelter, Concession & Pavilion (Non-Special Event) at School Yard Park (\$400.00 fee/\$200 deposit)

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BERLIN PARKS & RECREATION

108 N. Capron Street, P.O. Box 272, Berlin, Wisconsin 54923

(920) 361-5437 E-mail: parkandrec@cityofberlin.net

BALL FIELD USE AGREEMENT

Date of use: _____ Type of Event: _____

Sponsoring Organization: _____

Person Applying: _____ Telephone: _____

Address: _____

City: _____ Zip Code: _____

Email: _____

Return Deposit to: If different than name listed
Name
Address
City
State/zip

Rules & Regulations:

- If additional dates are requested, please attach dates to separate piece of paper.
- All City of Berlin ordinances must be adhered to.
- All licenses must be approved before the start of games.
- All fees and deposits must be paid to reserve dates.
- Deposit being refunded is dependent upon condition in which the diamond/shelter is left.
- Make checks out to City of Berlin.
- Litter **MUST** be picked up and the score booth must be in good condition to receive full deposit back.
- All lights must be turned off.
- Fees will not be returned in the event of rain/cancellation.
- Cancellations and rescheduling of games should be done with 48 hours advance notice given to Parks Manager.
- The Park's Department reserves the right to cancel any games by **1:00 pm** the day of if the fields are wet, questionable, or in poor playing conditions due to weather.
- Tournaments must follow Park Shelter Reservation Procedures and Rules and Regulations

Select Option:

- ☐ YOUTH
☐ ADULT
☐ LEAGUE

If League, Circle :

13 Week
14-17 Week
18-21 Week

Fee Schedule:

YOUTH: No Fee for youth. Please notify Parks Department of dates.

ADULT: \$50.00 Set up one field for one time use fee.

TOURNAMENTS (YOUTH AND ADULT): \$200.00 Tournament fee includes the North Diamond Complex (shelter, North & Klein Diamond, cost of Initial Set-up), and an additional \$100.00 refundable deposit.

LEAGUES: League fees are based on scheduled games and include one (one day) scheduled tournament. League Tournaments are subject to Park Shelter Reservation Procedures and Rules and Regulations, and an additional \$100.00 refundable deposit.

13 weeks scheduled games	1 Diamond at \$650	(Additional Diamond \$550)
14-17 weeks scheduled games	1 Diamond at \$800	(Additional Diamond \$650)
18-21 weeks scheduled games	1 Diamond at \$1000	(Additional Diamond \$800)

The undersigned hereby agrees to be responsible for compliance to all ordinances, rules and regulations of the City of Berlin and the Park & Recreation Department as written on the back of this page. The undersigned hereby agrees to release, hold harmless, and indemnify the city from and against any and all liability for property damage or injury incurred by the applicant, employee, agent, customer or other third party related to or arising out of the permitted use. Further the city may require proof of insurance or bond from applicant if deemed necessary.

(Please consult with Park & Recreation Director for details)

Signature of Applicant

Date

OFFICE USE ONLY

Rental Fee \$ _____ + Deposit \$ _____ = _____
Check # _____ Approved by _____ Date _____

Village of Slinger

Incorporated 1869
Washington County

300 Slinger Road
Slinger, Wisconsin 53086



Slinger Utilities

Electric, Water, Sewer,
& Stormwater

Telephone: (262) 644-5265
Facsimile: (262) 644-6341

2025 PARK SHELTER / SPECIAL EVENT PERMIT FORM

Desired Park/Location Rental: _____ (Print) _____

Special Event: _____ (A Special Event is a planned special occurrence on park property, which requires exclusive use of a portion of the park and has Community wide appeal, with an anticipated attendance is excess of 250 people. Events include, but are not limited to athletic activities, festivals, concerts, circuses, assemblies' parades and shows).

Group/Organization: _____ Date of Use: _____

Number in Group: _____ Arrival Time: _____ Departure Time: _____

Name: _____ Email: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

I/we undersigned certify that all information provided above is accurate to the best of my knowledge, and I/we will assume all responsibility for the proper care and utilization of the above stated public park area/or facilities, including all equipment. I/we further agree to abide by the Rules, Regulations, and Policies of the Park Board as stated in Section 8.0 of the Operation Guidelines. (See reverse side for the Rules & Regulations)

Signed: _____ Date: _____

RENTAL FEES REQUIRED

PARK	RESIDENT FEE	NON-RESIDENT FEE	DEPOSIT
Fireman's Park	\$100.00	\$200.00	\$100.00
Rotary Park	\$150.00	\$250.00	\$100.00
Community Park	\$100.00	\$200.00	\$100.00
Rueckl Fields Park	\$100.00	\$200.00	\$100.00
Community Or Rueckl Fields Park	\$200.00	\$300.00	\$100.00

With one Field Reserved (one of two baseball fields or V-ball court - Community)

	PARK	FEE PER PARK	DEPOSIT
Tournament/Special Event	Community or Rueckl	\$500 / Day	\$100.00
Tournament/Special Event (only)	Breuer Park	\$1,000 / Day	\$250.00
Baseball/Softball per game rental	All Fields	\$150/Game	None
Practice Field Rental	Breuer Only	\$75/Hour	None

Checks are payable to: Slinger Rec. Department (Fees may be waived for Groups under the discretion of the SPRFD)

REFUNDABLE DEPOSIT: A \$100.00 deposit is required when applying and will be refunded approximately 2 weeks after your event provided there are no damages to the park area from your event. If you haven't received your refund in that time, please call Village Hall.

FOR OFFICE USE

Application Date: _____

By: _____

Rental Fee: _____

Deposit Fee: _____

Date Refunded: _____

Amount Refunded: _____

1: forms/licenses&permits/park reservations

Ball Diamond Rentals: Last fee update 2008-26						
		Union Grove (5241)	Berlin (5607)	Evansville (5819)	Slinger (6443)	Proposed:
Single Day Resident				\$55.00		\$70.00
Single Day Non-Resident				\$110.00		\$125.00
Single Day Profit				\$165.00		Remove
Multi-day tournament Resident				\$110.00		Remove-single day rate
Mult-day tournament Non-Resident				\$220.00		Remove-single day rate
Multi-day tournament Profit				\$330.00		Remove
Season Resident				\$220.00		below
Season Non-Resident				\$275.00		below
Season Profit				\$660.00		Remove
Deposit		\$100/per field	\$100.00	\$100.00	\$100/\$250 pending park	\$100 (remains the same)
Leagues: 13 weeks scheduled games			\$650 (1 B F), \$550 add BF			\$600.00
Leagues: 13 weeks scheduled games (Non-Resident)						\$1,050.00
Leagues: 14-17 weeks scheduled games			\$800 (1 BF), \$650 add BF			\$800.00
Leagues: 14-17 weeks scheduled games (Non-Resident)						\$1,450.00
Leagues: 18-21 weeks scheduled games			\$1000 (1 BF), \$800 add BF			\$1,000.00
Leagues: 18-21 weeks scheduled games (Non-Resident)						\$1,850.00
Sports Field Resident		\$100/2hrs per field				
Sports Field Non-Resident		\$150/2hrs per field				
Tournament/Special Event					\$500/day or \$1000 /Day	
Baseball/Softball per game					\$150/game no deposit	
Practice Field Rental					\$75/hour no deposit	

**CITY OF EVANSVILLE
RESOLUTION #2025-XX**

Amending the City of Evansville's Fee Schedule- Parks and Recreation

WHEREAS, Wisconsin Statutes section 66.0628(2) holds, "Any fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed;"

WHEREAS, the last adjustment for fees was March 2016 for Picnic Shelter Rentals;

WHEREAS, the last adjustment for fees was December 2008 for Athletic Fields;

WHEREAS, the City has seen an increase in the cost to upkeep the Fields and Shelters;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Evansville that the City of Evansville's Fee Schedule is amended, effective upon adoption, as follows:

		Current Rate	New Rate
86-5/86-7	Commercial/Noncommercial Use of Park		
	Picnic Shelter Rental		
a.	Resident	\$35.00	\$70.00
b.	Non-Resident	\$65.00	\$130.00
c.	Profit Organization	\$100.00	remove
86-6	Athletic Field Rental		
a.	Single day (Resident)	\$55.00	\$70.00
b.	Single day (Non-Resident)	\$110.00	\$125.00
c.	Single day (profit organization)	\$165.00	N/A
d.	Multi-day tournament (Resident)	\$110.00	N/A
e.	Multi-day tournament (Non-Resident)	\$220.00	N/A
f.	Multi-day tournament (profit organization)	\$330.00	N/A
g.	Season (Resident)	\$220.00	
h.	Season (Non-Resident)	\$275.00	
i.	Season (profit organization)	\$660.00	
	League: up to 13 weeks scheduled games (Resident)		\$600.00
	League: up to 13 weeks scheduled games (Non-Resident)		\$1050.00

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	<u>League: 14 to 17 weeks scheduled games (Resident)</u>		<u>\$800.00</u>
	<u>League: 14 to 17 weeks scheduled games (Non-Resident)</u>		<u>\$1450.00</u>
	<u>League:18+ weeks scheduled games (Resident)</u>		<u>\$1000.00</u>
	<u>League:18+ weeks scheduled games (Non-Resident)</u>		<u>\$1850.00</u>

Passed and adopted this 9th day of December, 2025.

Dianne C. Duggan, Mayor

ATTEST:

Leah L. Hurtley, City Clerk

Introduced: 11/18/2025
Adopted: 12/09/2025
Published: _____