



PARK, RECREATION, AND FORESTRY COMMISSION MINUTES

DATE: WEDNESDAY, APRIL 15, 2026 TIME: 5:30PM

LOCATION: VERONA COMMUNITY CENTER
130 N. FRANKLIN STREET
VERONA, WI 53593

1. Call to Order: Meeting called to order at 5:30pm by T. Powers.
2. Roll Call
Tyler Powers, Phil Hoechst, Beth Tucker Long. Absent: Angela Guthrie, Geoff Guist
3. Public Comment:
Eric Henschauer – Verona Ice Arena parking lot proponent. Please find a way to accommodate extra parking near the area.

Joel Marshall - Verona Ice Arena parking lot proponent. The ice arena is a benefit to the community. Please find a way to help ease the parking issues during high demand.
4. Approve the minutes of the April 15, 2026 meeting of the Park, Recreation and Forestry Commission.

Motion to approve by B. Tucker Long, seconded by P. Hoeschst. Motion carried 3-0.

5. Discussion and Possible Action Re: Verona Ice Arena Use of Festival Park for Parking

- Past history and current use of the Festival Park parking area was provided by City Administrator Jamie Aulik.
 - Notable issues include pavement damage due to heavy vehicles, damage to fencing from a school bus, and vehicles parked under the main shelter structure.
- Approximately 10-15 events held at the ice area with half of those requiring more parking than what is available next to the ice arena and the adjoining Community Park parking lot. This is when the lot at Festival Park becomes needed.
- With the proposed construction of the new skatepark and the paving of the Military Ridge Trail, more pedestrian, bicycle and overall usage in this area is anticipated and cause for additional concern.
- Potential Options Discussed
 - Signage possibilities at the City Hall lot to direct overflow parking
 - Expand existing parking lot with various possibilities discussed.
- Ice arena representatives will discuss potential options for parking lot expansions and possibilities for funding.

No action taken at this time

6. Discussion and Possible Action Re: US Cellular Community Park Tower Lease Amendment
- The existing lease was explained along with the proposed changes in the new lease by City Attorney Bryan Kleinmaier and City Administrator Jamie Aulik.
 - In addition to revenue changes and lease duration, a major point of concern was the possible removal of the existing tower, which is also used for lighting.
 - Commission members were comfortable with allowing both the City Attorney and City Administrator to continue negotiations with the cell tower owners.

No action taken.

7. Discussion and Possible Action Re: Christkindlmarket at Century School Park
- This event has existed in two other locations and is now proposing to move into Verona. Cherry Blossom Events is the organizer for this event and provided Commission members with additional information and answered questions.
 - Concerns over parking, bathrooms and capacity were discussed.
 - This event will also be discussed at the Public Safety & Welfare Committee.
 - Fire and EMS are also involved with reviewing this event application.

Motion by T. Powers, seconded by B. Tucker Long to approve the event as presented. Motion carried 3-0.

8. Discussion and Possible Action Re: Little League Facility Alcohol Sales Application
- Application for beer sales during select dates and events held at the Little League Complex.
 - Limited to the mezzanine area of the concessions stand only.

Motion by B. Tucker Long, seconded by T. Powers, to approve the sales application. Motion carried 2-0. P. Hoechst abstained from the vote.

9. Discussion and Possible Action Re: 2026 Resolution Community Park Beer Sales
- Annual resolution regarding beer sales at Community Park.
 - Additional discussion regarding this resolution with the possibility of expansion of sales to include other events in other park locations.

Motion by B. Tucker Long, seconded by T. Powers to approve the resolution with modifications to the first Whereas to reflect all City Parks and the fourth Whereas statement to increase the number of events from 75 to 100. Motion carried 3-0.

10. Arbor Day 2026

- Arbor Day activities and locations shared with the Commission.

11. Updates from the departments

12. Adjourn

Moved by P. Hoechst and Seconded by B. Tucker Long to adjourn. Motion Carried 3-0. Time 7:18 p.m.

Memorandum

To: Parks, Recreation, and Forestry Commission
From: Katherine Holt – Community Development Specialist
Date: May 20, 2026
Re: **Comprehensive Plan**

For the last eighteen (18) months, the City has engaged a consultant, MKSK, to overhaul the 2009 – 2030 Comprehensive Plan to ensure that the vision, goals, and recommendations still apply for the next thirty (30) years. As part of this overhaul, the Comprehensive Plan (“Plan”) is to be user friendly and must be able to be implemented as it is a living document. The State Statutes require a Comprehensive Plan be updated every ten (10) years and the City wants to have this update follow the U.S. Census data to ensure the City uses the most up-to-date data.

Currently, the Comprehensive Plan Task Force, which consists of citizen appointments, a Plan Commissioner, and two (2) Alders, are finalizing the draft Plan to be released for public comments. As part of the preparation, this pre-draft Plan is also being reviewed by the Public Works, Sewer and Water Committee, Sustainability Task Force, and the Parks, Recreation, and Forestry Commission. City Staff consisting of Administration, Public Works, Parks and Recreation, Senior Services, Police, and Fire Departments have met as needed to help frame this Plan. Once the public hearing draft Plan is released, this Plan will be sent to other jurisdictions and agencies for their comments in addition to the public.

The Plan creates an overall idea of how best to use land such as preservation, trails, and dedication for future parkland. As the Comprehensive Outdoor Recreation Plan (CORP) will be updated in the foreseeable future, detailed recommendations from the CORP would overwrite some of the high-level recommendations in the Plan. The Plan creates a vision for the City for thirty (30) years with updates every ten (10) years. The CORP is a guide for the continual improvement and plans for parks and recreation space, which is completed every five (5) years. Planning Staff are recommending the Parks, Recreation and Forestry Commission review the Plan for comments and give pointed feedback to Staff regarding the document no later than May 21, 2026. While Staff understands the document is long, if you do not have time to read the entire document, Planning Staff recommends the Commission focus on the following larger sections in the Plan:

Topic	PDF page	Doc. page
Abbreviations	3	4
Community Context	10	18 - 19
Planning Context and Study Area	12	22
Parks and Community Facilities	22	42 - 43
Community Pride and Environment and Sustainability	23	44 - 45
The Big Vision	27	52 - 53
Livable and Prosperous Verona	28	54 - 55
Green Verona	29	57
Future Land Use Categories	31	60 - 61
Community Categories	34	66
Downtown Subarea	36	70 - 71
East Subarea	37	72 - 73
Southeast Subarea	38	74 - 75
South Subarea	39	76 - 77
Southwest Subarea	40	78 - 79
The What – Livable Verona	43	84
The What – Downtown Verona	56	110 - 111
South Nine Mound Road Corridor	57	112
Placemaking Strategy	58	115
Downtown District Parking Strategy	59	116 - 117
Green Verona (entire chapter)	60 - 64	118 - 127
Fundamental (entire chapter)	65 - 72	128 - 142
Zoning Code Recommendations	76 - 77	151 - 152
Local Funding Sources	79	157
Capital Improvement Planning	82	162
Implementation Matrix	84	166 - 167
Downtown items (pink category)	88	174
Green Verona items (green category)	88 - 90	174 - 178
Fundamental Verona (orange category)	90 – 91	178 - 180

The Plan also contains five (5) appendices. If you are interested, I would recommend reviewing Appendix D Community Engagement Summary especially starting at page 50. This contains a raw summary of comments from the public and gives a good flavor of what is important as does the entire Appendix.

Regarding the comments, does the Commission want another recreational or gathering space in the downtown subarea near South Nine Mound Road? Does the Commission want a policy for lighting on multi-use paths or dimming light for a path? Are there enough parks proposed within proximity to the proposed residential development? Will the Downtown District Parking Strategy assist with parking for parkland? Is there enough connectivity for non-vehicular drivers to have the ability to access parkland and other amenities throughout the City?

The Southwest Neighborhood Plan contained the following language, “The City requires dedication of parkland for any developments – including not only residential but also commercial and industrial developments. In the case of commercial and industrial developments, the City plan to require lands that are dedicated for parkland to be strategically located along sensitive environmental corridors or other environmental areas such as wooded areas” (p. 28). Is this something the Commission wants to add to the implementation section and possibly rewrite the wording?

- [High Resolution](#) Comprehensive Plan (large file may not work well)
- [Low Resolution](#) – COMPREHENSIVE PLAN
- [Appendix A](#) - PREVIOUS PLAN SUMMARY
- [Appendix B](#) – COMMUNITY PROFILE & EXISTING SYSTEMS
- [Appendix C](#) – PUBLIC PARTICIPATION PLAN
- [Appendix D](#) – COMMUNITY ENGAGEMENT SUMMARY
- [Appendix E](#) – STATE OF THE COMMUNITY REPORT

Exhibit A
Conceptual Roadway Connection Exhibit
Quarry Park Park Project Site
City of Verona



AECOM

DRAFT



Legend






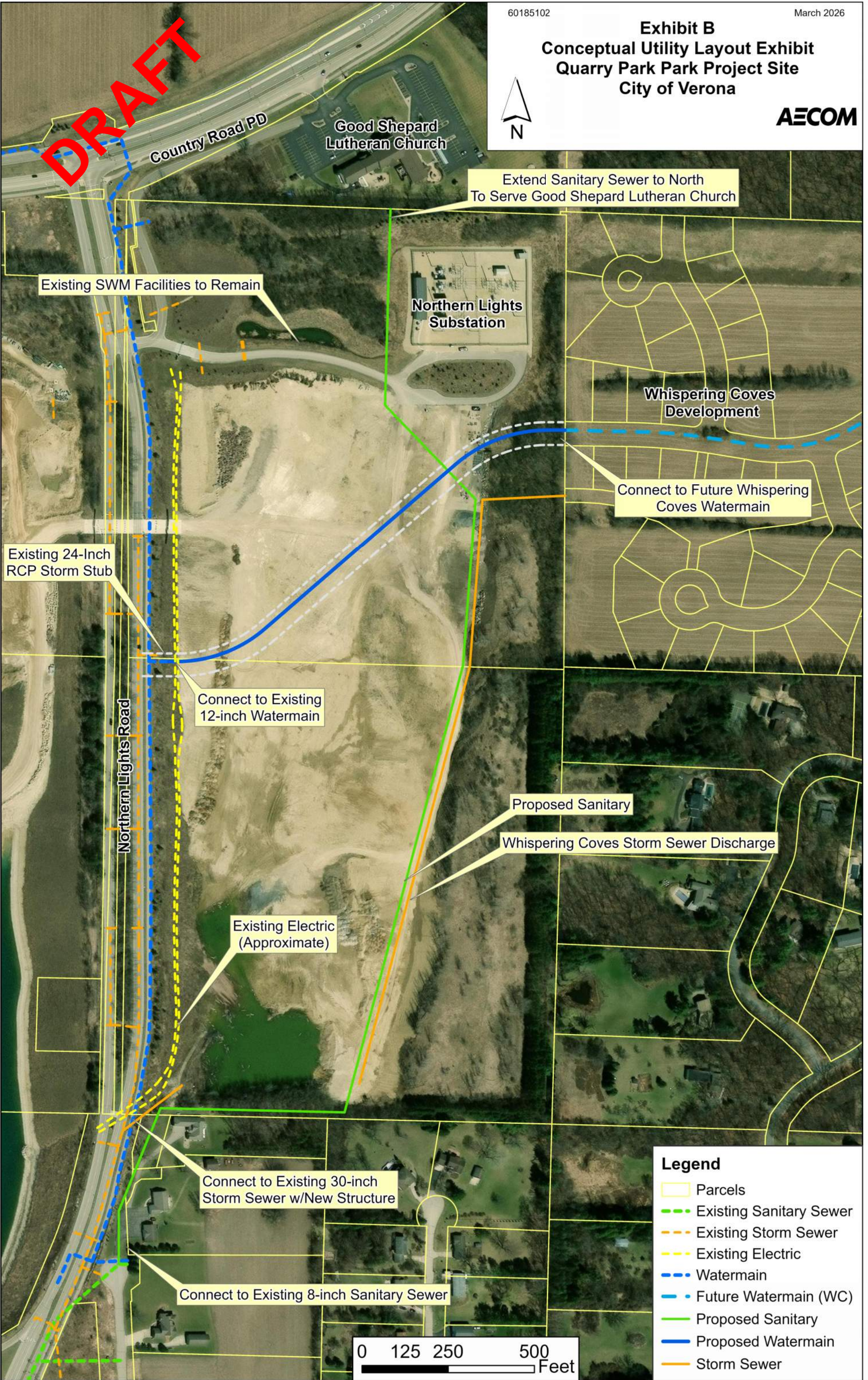
-  Parcels
-  Proposed Park Access
-  Proposed Corridor
-  1/4 Mile From Intersection
-  1000' Access From Intersection



Exhibit B Conceptual Utility Layout Exhibit Quarry Park Park Project Site City of Verona



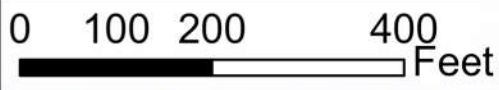
DRAFT



Legend

- Parcels
- Existing Sanitary Sewer
- Existing Storm Sewer
- Existing Electric
- Watermain
- Future Watermain (WC)
- Proposed Sanitary
- Proposed Watermain
- Storm Sewer





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March 2026

Exhibit C
Conceptual Grading Plan Exhibit
Quarry Park Park Project Site
City of Verona

AECOM

DRAFT



Existing SWM Facilities to Remain

Northern Lights Substation

Whispering Coves Development

Whispering Coves Storm Sewer Discharge

Existing 24-Inch RCP Storm Stub

Bluffs to remain undisturbed

Existing Electric (Approximate)

2-acre SWM Facility to treat Park

Emergency Overflow Elevation 1025

Proposed Bypass Swale for Whispering Coves Storm Sewer Discharge

Connect Proposed 30-inch RCP to Existing 30-inch RCP Storm Sewer w/New Structure

Construct Berm to elevation 1026 along Southern Property

Legend

- Parcels
- Ex 5' Contour
- Ex 1' Contour
- Prop 5' Contour
- Prop 1' Contour
- Existing Electric
- Existing Storm Sewer
- Proposed Storm Sewer
- Proposed SWM Area
- Infiltration Area
- Wet Pond Area

Informational Questions		No	Yes	Notes
1	Was a Special Event Permit previously approved in times past for this event?			
2	Will there be outdoor amplified sound?			Additional application required.
3	Will alcohol be sold, served or consumed?			Additional licenses may be required.
4	Are you requesting any City streets to be closed to traffic?			See Below*
5	Will your event use County, State or US Highways?			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?			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?			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?			Include on event layout map.
9	Does your event include the use of fireworks, rockets, lasers, other pyrotechnics, or open flame?			Must receive written approval from Fire Chief or his designee. 608-845-9401
10	Do you plan to provide portable toilets at your event?			
11	Will your event have dedicated coverage by an Emergency Medical Provider?			
12	Is this a race or timed event where participants need the right of way on City streets?			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?			
14	Does your event include running or biking that will need a dedicated lane of travel on City streets?			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: _____**

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

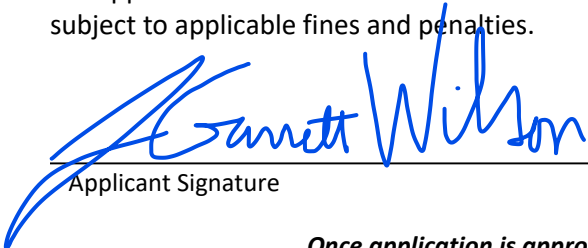
APPLICATION PROCEDURES

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.***

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

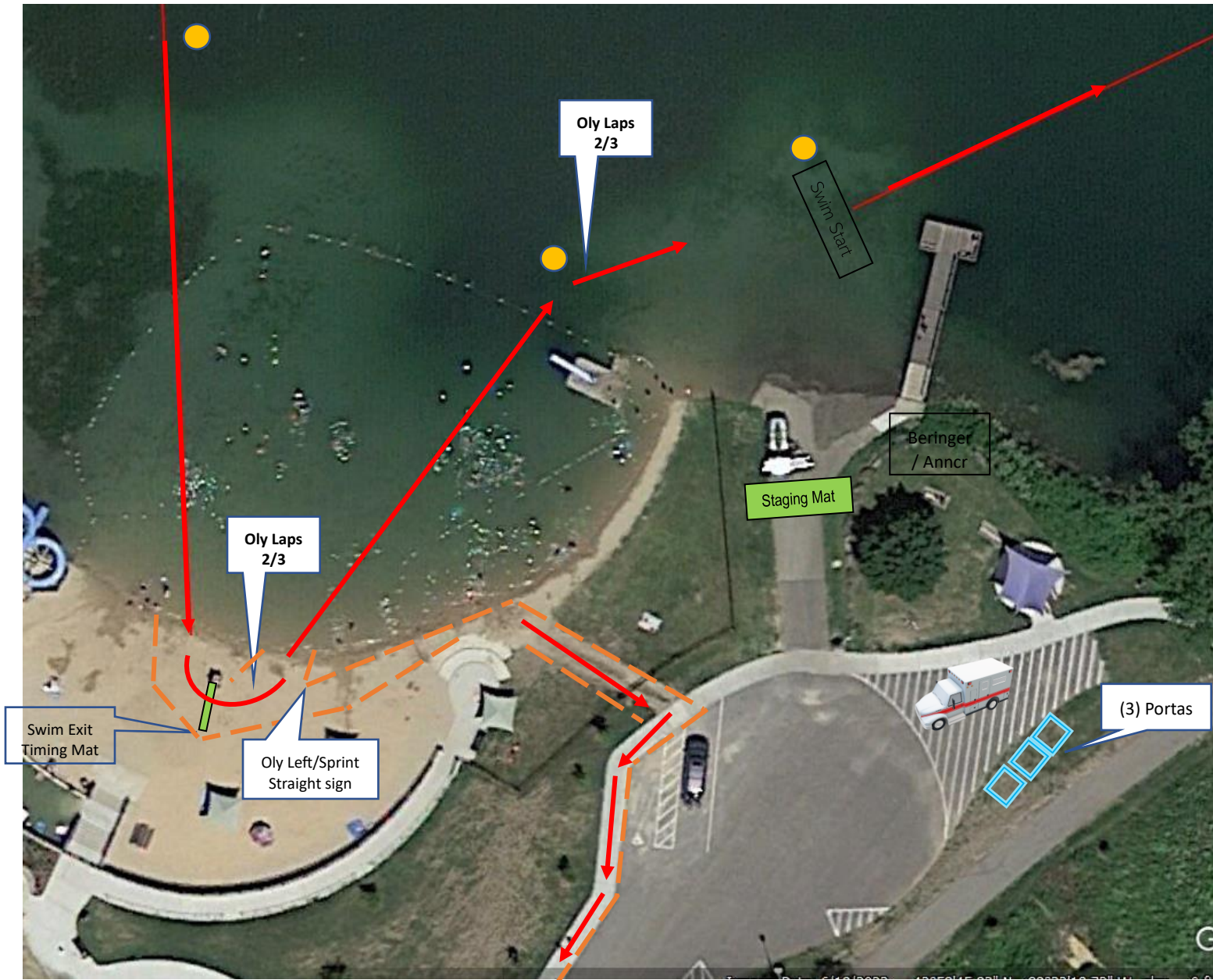
Signature of Municipal Clerk: _____

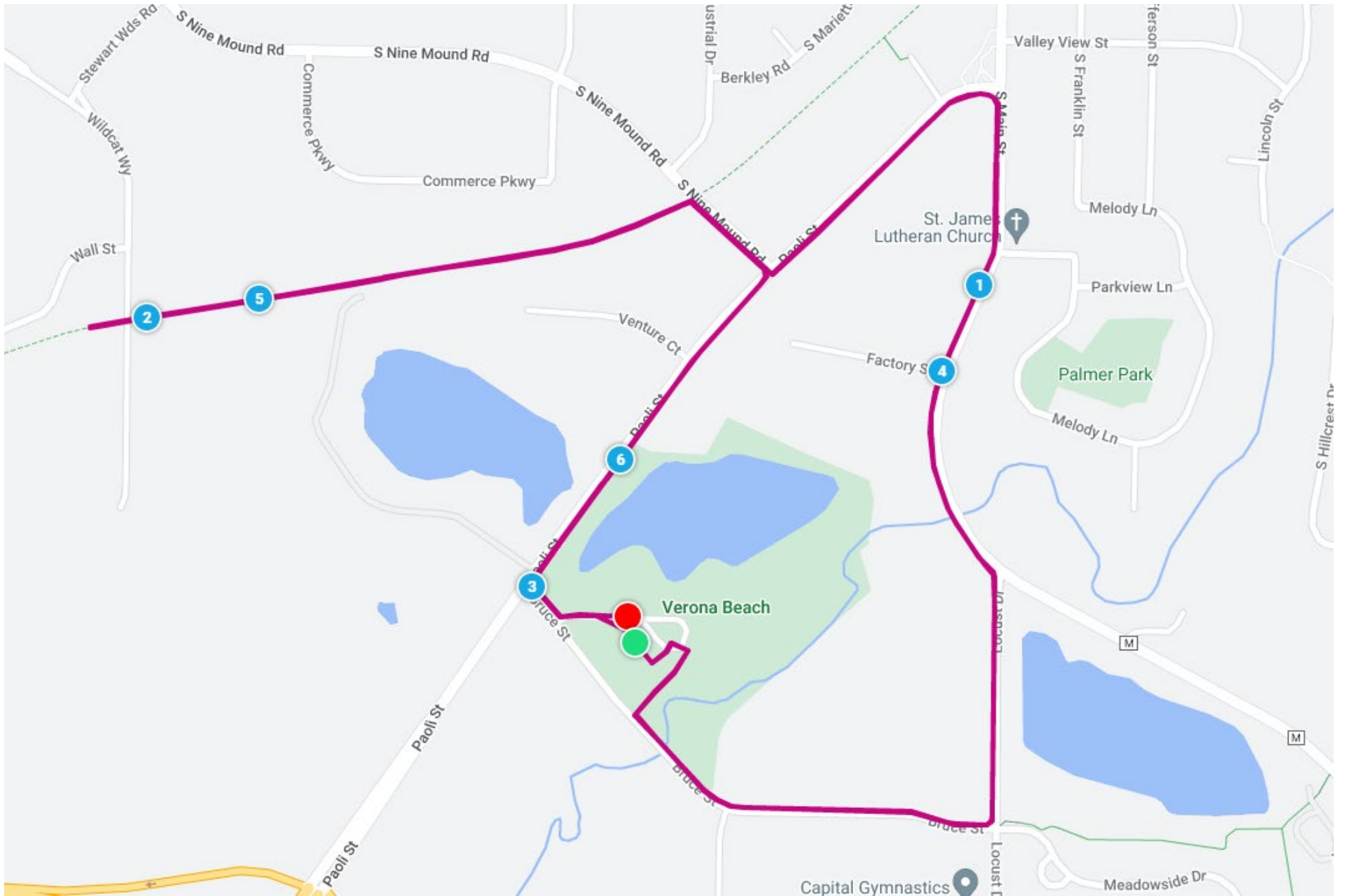
Date: _____

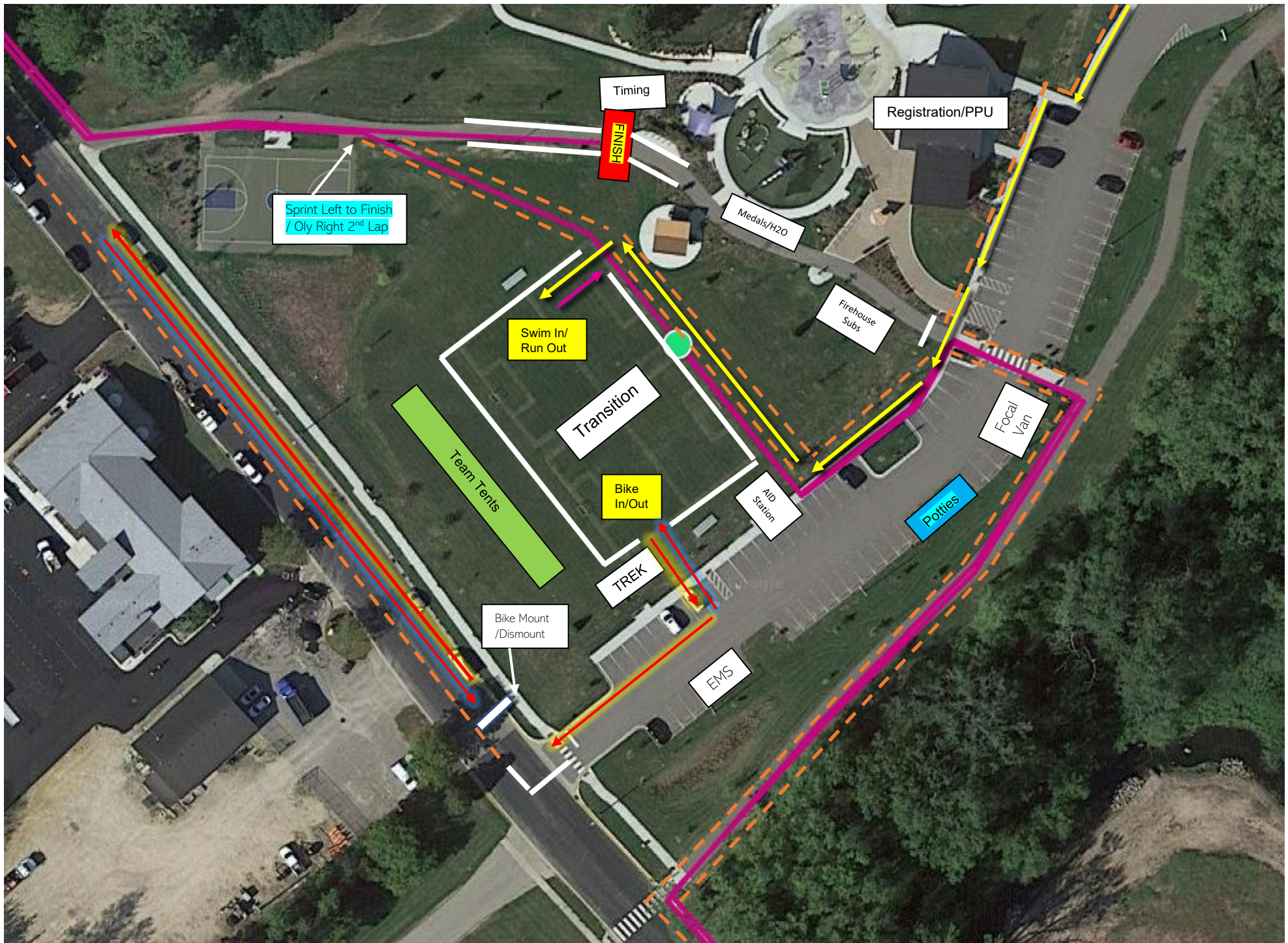
Copy provided to applicant: Yes No Date: _____

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









Emergency Action Plan and Protocol

Wisconsin Triterium Triathlon

Updated for the 2026 Event Season

This outline will serve as a guideline for Race Day Events to handle emergency situations on race day.

EMS Command Post

The post will contain representatives of the event, security personnel, and EMS Staff. The event will communicate via radio with repeater network with cell phones as back up. Medical emergencies will use the 911 system.

Event Command - all people in direct radio communications

PM1 – Garrett Wilson (Race Director): 262-227-2006

TBD – Volunteer Director: ###-###-####

TBD – Announcer: ###-###-####

Communication to spectators will be made via loudspeaker announcements located the Start and Finish Line.

Hospital Transports: Hospitals will be used by choice of patient/guardian and/or in the case of less severe injuries. All on course transports will be dispatched through the 911 system and dedicated to the local service provider for all respective territories of the course area.

Medical Area: There will not be a designated medical area established due to distance and nature of the event.

What Event Day Emergencies Can Occur?

Issues that can be faced on the day of an event are:

- **Severe or Extreme Weather Conditions – extreme low/high temperatures, high-speed winds, heavy snow, dense snow conditions (snowfall/blowing)**
- **Emergency course changes (in case of on-course fires, vehicular accidents, overnight storms or flooding)**
- **Accident along the course involving vehicles and/or runner(s)**
- **Runner death**
- **Lost Child(ren)**

Due to any other unforeseen emergencies that could occur on race day, we will communicate directly with emergency personnel and their respective agencies to develop the appropriate response(s) (or rely on them to enact their own public safety response plan).

Starting Line Announcements:

For weather: “Attention runners, our weather forecasters have informed us that dangerous weather is in our area. Because the safety and wellbeing of our runners, spectators, volunteers and safety workers along the course are foremost in our minds, we are delaying the start of the race for X minutes. Please seek shelter immediately.” (Update conditions at the end of the delay period and announce an additional delay, cancellation, or scheduled start)

For emergency course changes: “Attention runners. The Madison Police Department has informed us that because of (flooding, water main break, tree down, fire, wires down, etc.) there will be a slight course change at mile ____ of the run. Please be aware that extra safety personnel and markers will be on hand to direct you along the detour. Your safety and wellbeing are our main concern, so please be aware of the changes.”

For any other delay: “Attention runners. Because of _____, the start of the run will be delayed _____ minutes. We plan to start the race at XX:XX P.M. (as soon as the situation is corrected). We will keep you updated on the start time, but please, stay near the starting line.”

Should inclement weather be forecasted/threatening the race, based on information received, threat of weather, location of weather, and direction of travel for weather, a decision regarding the race will be made. The Race Director will make all decisions regarding the race needing to be stopped, shortened, or changed. Communication with Police and other parties will be made through the County Communication Network. Decisions regarding the race will be communicated to race staff, aid stations, and volunteers on course via the race radios. All communications will use cell phones as back-ups and land-line phones (where available) if cell phone service is unavailable.

Weather information will be relayed to the Media by the Race Director; and will be the only spokesperson for any media questions.

Lost Child Plan:

Any child that is separated from their parents, near the race site, will be brought to the finish line announcer stand. The announcer will request that the parent(s)/guardian (by name) will come to the Finish Line Announcer Stand. It will also be announced over race radio. Staff member MUST stay with child until reunited with parent(s)/guardian. If parents approach regarding their child missing, an all call will go out over radio with description of child. This will also be communicated through event command, so Police are aware of the situation. Likewise as Police are approached regarding missing child, it should be communicated to race command so it can be broadcast to Event Staff.

Medical Emergencies on Course or at Finish Line:

In the event of any medical emergency throughout the course area, staff will enact the '911 system'. In an attempt to manage the progress and safety of all event participants, Race Day Events will supply all staff and each aid station on course with a two-way radio (supported by a long-range repeater). Cell phones will be used as a backup method of communication. Additionally, there will be 3 vehicles as well as 2 bicycles on course leading and monitoring runners throughout the event. Bicycle leads will be tasked with circling back around to follow the last participants and assist in maintaining safety and as an additional awareness to motorists who may be traveling near the course area.

*****THE ENTIRE EVENT SITE/COURSE WILL MAINTAIN A MINIMUM OF A 20' TRAFFIC LANE FOR EMERGENCY PERSONNEL ACCESS THROUGHOUT THE EVENT*****

If there is serious injury along the course, CALL 911 IMMEDIATELY!

Time is of the essence. Only call 911 for serious injury, not sprains or scrapes. Event personnel will be available to provide rides back to start/finish line.

Injuries: If someone is seriously injured during the race, the Race Director or event spokesperson should contact the emergency contact person and or family as soon as possible. Staff should use an incident report form to collect information about the situation immediately.

Medical personnel: If someone is injured and needs to be transported to the medical area or hospital, course volunteers should attempt to obtain the name and/or race number of the participant/patient. This is the best and most expedient way to identify the person and contact her/his family. Pass that information along to the event Race Director, who will pass it along to event staff. It is important to keep track of runners who do not finish the race, in case family members are looking for them at the finish line.

Emergency Route Changes: Police in that particular jurisdiction will make all final decisions regarding any route changes after consultation with Race Director. The Race Director will communicate this information to the EMC.

Media Management:

First, identify the problem. DO NOT speculate on what the issue may be, before the facts are known.

Second, DO NOT make any statement to runners, media, or others. The Emergency Management Committee (EMC) will include the Event/Race Director, Course Director, Operations Director, and Marketing Director. The EMC can be expanded to include the jurisdictional police department, jurisdictional fire department, communications personnel, medical director or emergency health personnel, and event volunteer coordinator, depending on the nature of the emergency and the specific event staffing. Any meeting will be convened as quickly as possible. All decision makers need to know what is going on, and what the official event position or response should be, before making any statements publicly. Any/All statements will be generated from this meeting.

Third, be honest. The object is to relay accurate information while keeping the message simple, proactive and as positive as possible.

Fourth, name ONE person who is the official spokesperson of the event (ex: Event/Race Director, Operations Director or Marketing Director). All follow-up media requests will be directed and coordinated through the Marketing Director. This is done to maintain consistency in the message communicated from the event.

Fifth, any request for information, regardless of source, will be handled through the Marketing Director, whom then will schedule a response from the spokesperson. If it is a major event crisis, a news conference will then be scheduled.

Sixth, follow up on a regular basis with updated information as long as the situation is unresolved. For example, delays as the start should be announced every five minutes, with brief explanations on what is being done to rectify the situation.

No general announcement is needed to the public at the start-finish area, but the media may hear about an on-course problem and ask for a clarification or reaction. If you are asked for a comment BEFORE the information is in, and BEFORE you have had a staff meeting, say that “an official statement will be forthcoming”, then:

1. Assess the situation. Is it a health emergency? Is it a traffic emergency? What is the appropriate response that will cover the facts while still putting the event in the best position possible?
2. Compose and official statement. This is what will be given to the media, with NO deviation from the talking points. DO NOT interject opinions.
3. If there are several requests for reaction, call a news conference. Contact media on site, plus contact local news outlets on the media contact list and inform them of a news conference to release an official statement. If it is appropriate to have other officials in addition to the event spokesperson, have those persons available at the news conference (i.e. If it is a traffic issue, have a police spokesperson there). Note: If the emergency is medical in nature, there is little that can be disclosed due to HIPA laws.
4. Keep the situation information flowing! If there are updates, let the media know. Keeping information from the disseminating sources only leads to speculation and false information.

ANY official crisis statement made by the event should be posted on the event website as quickly as possible.