

**OFFICIAL NOTICE OF MEETING  
OF THE  
MAUSTON COMMON COUNCIL  
6:30PM  
TUESDAY, FEBRUARY 14, 2012  
MAUSTON CITY HALL COUNCIL CHAMBERS  
303 MANSION STREET**

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion and Action Regarding Minutes of January 24, 2011, Meeting**
- 4. Citizens Address to the Council**  
When addressing the Council please state your full name and full address
- 5. Discussion and Action Regarding New Operator's Licenses**
  - a. **Brittany Williams**
  - b. **Martin Valencia Sr.**
  - c. **Veronica Valencia**
- 6. Public Works Committee Report**
  - a. **Discussion and Action Regarding Purchase of New Mower for DPW Parts Division**
  - b. **Discussion and Action Regarding Eagle Construction Pay Request #3 – Standby Power and Storage Building**
  - c. **Discussion and Action Regarding Meise Construction Pay Request #3 – W.E.D.A. Project**
  - d. **Discussion and Action Regarding Purchase of Mower for DPW Cemetery Division**
  - e. **Director of Public Works Report**
  - f. **Any Other Business Properly Brought Before the Council**
- 7. Finance and Purchasing Committee Report**
  - a. **Discussion and Action Regarding Vouchers**
  - b. **Discussion and Action Regarding Fire Truck Purchase**
  - c. **Any Other Business Properly Brought Before the Council**
- 8. Plan Commission Report**
  - a. **First Reading – Ordinance 2011-1049 – Ordinance Amending Chapter 22 to Include the Principal Land Use of Adult Family Home (AFH)**
  - b. **Any Other Business Properly Brought Before the Council**
- 9. Mayor's Report**
  - a. **Discussion Regarding The Naming of Hwy 82**
- 10. Administrator's Report**
  - a. **Discussion Revolving Loan Fund Regionalization**
  - b. **Discussion and Action Camp Freeland Leslie Service Project Opportunity**

**c. Discussion on Cemetery Association Agreement**

**11. Closed Session Pursuant to Wisconsin State Statute 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

**a. Land transactions**

**b. Potential Development Incentive/s**

**12. Reconvene In Open Session**

**13. Possible Discussion and Action as Result of Closed Session Matters**

**14. Adjourn**

**OFFICIAL MINUTES OF MEETING  
OF THE  
MAUSTON COMMON COUNCIL  
JANUARY 24, 2012**

**Call to Order/Roll Call** The Mauston Common Council met in regular session on Tuesday, January 24, 2012, in the Council Chambers of Mauston City Hall. Mayor Brian McGuire called the meeting to order at 6:30pm. Members present were Dennis Nielsen, Dan May, Francis McCoy, Paul Huebner, Rick Noe, and Floyd Babcock. Member absent was Michel Messer. Also present were City Administrator Nathan Thiel, Public Works Director Rob Nelson, Fire Chief Kim Hale, and Administrative Assistant Diane Kropiwka.

**Pledge of Allegiance** McGuire led the pledge of allegiance.

**Citizens Address** None

**Public Works Committee Report**

**Petition for County Aid** Noe/McCoy to approve the petition for county aid in the amount of \$2,000.

Thiel reported this is an annual contribution that Juneau County matches and funds are used for maintenance of local roads.

Motion carried unanimously by roll call vote.

**Spring Clean-up** Nelson reported that spring clean-up dates are set for April 23, 24, and 25. Information regarding recycling will be distributed in early March.

**Finance and Purchasing Committee Report**

**Vouchers** Huebner/May to approve vouchers in the amount of \$1,098,105.49.

Huebner stated tax collection disbursements are included in the voucher amount.

Motion carried unanimously by roll call vote.

**Fire Chief's Report** Hale reviewed the 2011 year-end report with the Council, noting that the number of calls increased over the 2010 figures, but the man-hours were lower. Required annual pump testing is being done cooperatively with other municipalities, reducing the cost for all participating departments.

**Health, Welfare, and Sustainability Committee Report**

**Ordinance 2011-1048 – Ordinance Amending Chapter 13 of the Mauston Code of Ordinances** The second reading was accomplished.

McCoy/Huebner to adopt Ordinance 2011-1048. Motion carried by voice vote.

**Plan Commission Report** May reported there has been some inquiry regarding supervised adult day center homes. The commission is researching the options.

**Mayor's Report**

**Emergency Management Training** McGuire reported that key staff and volunteers from the community participated in a table-top emergency management session in preparation for a disaster drill on May 19, 2012.

**City Administrator's Report**

**Municipal Bond Report** Thiel reported Ehlers, the City's financial advisor, recommends refinancing the Sewer System Revenue Bonds issued in 2000. More information will be forthcoming.

**Adjourn** Huebner/McCoy to adjourn. Motion carried by voice vote. Meeting adjourned at 6:50pm.



Beverage Server Course

I hereby certify that the Applicant has provided proof of one of the following: (Check one and attach proof.) The applicant...

- has completed the training course within the last 2 years.
- holds an existing operator's license.
- has held a retail license, manager's, or operator's license within the last 2 years.
- is enrolling or has enrolled in the Beverage Server Training Course.

Renee [Signature] Date 1/19/12  
 City Officer

Record Review

A review of the applicant's records has turned up ( no infractions) ( the following infractions) that will inhibit the applicant's ability to dispense alcohol:

*1-charge possession of THC*  
*[Handwritten notes and signature]*

- Felony convictions
- Repeated misdemeanor convictions
- Drug/alcohol related offenses
- Ordinance violations
- Serious driving convictions

Records are held in the Police department pursuant to Wisconsin Records Law.

The Police Department ( is) ( is not) aware of additional information pertaining to the applicant's fitness to receive an operator's license, and it is the recommendation of the Chief of Police to ( approve) ( deny) ( review) the application.

[Signature] Date 1/20/12  
 Chief of Police

Committee Action  
(if requested by the Chief of Police)

The Ordinances, Licenses and Permits Committee ( approved) ( did not approve) ( took no action) on this application.

\_\_\_\_\_  
 City Officer Date \_\_\_\_\_

Council Action

Date ( approved) ( denied): \_\_\_\_\_

Vote: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ abstentions \_\_\_\_\_ absent

License Number Issued: \_\_\_\_\_



Beverage Server Course

I hereby certify that the Applicant has provided proof of one of the following: (Check one and attach proof.) **The applicant...**

has completed the training course within the last 2 years.

holds an existing operator's license.

has held a retail license, manager's, or operator's license within the last 2 years.

is enrolling or has enrolled in the Beverage Server Training Course.

*Renee H*

Date 2/8/12

City Officer

Record Review

A review of the applicant's records has turned up (no infractions) (the following infractions) that will inhibit the applicant's ability to dispense alcohol:

Felony convictions

Repeated misdemeanor convictions

Drug/alcohol related offenses

Ordinance violations

Serious driving convictions

Records are held in the Police department pursuant to Wisconsin Records Law.

*2-10-12  
OK  
MM*

The Police Department ( is) ( is not) aware of additional information pertaining to the applicant's fitness to receive an operator's license, and it is the recommendation of the Chief of Police to ( approve) ( deny) ( review) the application.

*[Signature]*

Date 2-10-12

Chief of Police

Committee Action

(If requested by the Chief of Police)

The Ordinances, Licenses and Permits Committee (approved) (did not approve) ( took no action) on this application.

Date \_\_\_\_\_

City Officer

Council Action

Date ( approved) ( denied): \_\_\_\_\_

Vote: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ abstentions \_\_\_\_\_ absent

License Number Issued: \_\_\_\_\_

Told to come  
2/14/12

Application for an Operator's License  
(Ord. 12.12(7) and §125.17 Wis. Stats.)

Please check appropriate box:

NEW       RENEWAL

1. Applicant Information:

Name: (Last, First, Middle Initial) Martin J. Valencia, Jr.  
Address: 960 Oak Ridge Ct 508

Telephone: 608 8475700 Birth Date: 4-23-863  
Driver's License Number: ~~XXXXXXXXXXXX~~

2. Employer Information:

Name: CINCO de MAYO Restaurant  
Address: 651 N Union St Mauston

Telephone: 608 8475700

3. Job Experience: List names and addresses of bar owners in Wisconsin for whom you worked during the last 10 years. (If none, please state "none.")

COOK, Restaurant management.

4. Certification: I hereby certify that the above and foregoing information is true and correct, and that I am familiar with the laws, ordinances and regulations applicable to an Operator's license.

Martin Valencia Date 2-8-12  
Signature of Applicant

**NOTICE:** All applicants who are requesting an Operator's license from the City of Mauston for the first time must appear before the Common Council before a license will be issued. Applicants seeking the renewal of a license need not appear unless specifically requested by the Common Council.

Outstanding Debts

I hereby certify that the applicant owes no outstanding debts or forfeitures to the City of Mauston.

Renee Date 2/8/12  
City Officer

Certification of Payment

I hereby certify that an Operator's license fee of \$ \_\_\_\_\_ has been paid by the Applicant.

\_\_\_\_\_  
Date \_\_\_\_\_  
City Officer

Beverage Server Course

I hereby certify that the Applicant has provided proof of one of the following: (Check one and attach proof.) **The applicant...**

has completed the training course within the last 2 years.

holds an existing operator's license.

has held a retail license, manager's, or operator's license within the last 2 years.

is enrolling or has enrolled in the Beverage Server Training Course.

*Renee [Signature]*

Date 2/8/12

City Officer

Record Review

A review of the applicant's records has turned up (no infractions) (the following infractions) that will inhibit the applicant's ability to dispense alcohol:

Felony convictions

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Drug/alcohol related offenses

Ordinance violations

Serious driving convictions

Records are held in the Police department pursuant to Wisconsin Records Law.

2-10-12  
OK  
[Signature]

The Police Department ( is) ( is not) aware of additional information pertaining to the applicant's fitness to receive an operator's license, and it is the recommendation of the Chief of Police to ( approve) ( deny) ( review) the application.

*[Signature]*

Date 2-10-12

Chief of Police

Committee Action

(If requested by the Chief of Police)

The Ordinances, Licenses and Permits Committee (approved) (did not approve) ( took no action) on this application.

Date \_\_\_\_\_

City Officer

Council Action

Date ( approved) ( denied): \_\_\_\_\_

Vote: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ abstentions \_\_\_\_\_ absent

License Number Issued: \_\_\_\_\_

<u>Proposed Timeline:</u>	
Pub Hearing-Plan	2/8/12
1 <sup>st</sup> read-Council	2/14/12
2 <sup>nd</sup> read & adopt	2/28/12

**Ordinance No. 2012-1049**

**ORDINANCE AMENDING CHAPTER 22 OF THE ZONING ORDINANCE TO INCLUDE THE PRINCIPAL LAND USE OF ADULT FAMILY HOME**

**WHEREAS**, Section 62.23(7)(i), Wis. Stats., controls, in large part, the zoning for “adult family and other living arrangements”; and

**WHEREAS**, the current Mauston Zoning Ordinance does not currently address “adult family home” as a land use; and

**WHEREAS**, the purpose of this amendment is to allow “adult family home” as a land use, and to provide regulations for the land use; and

**WHEREAS**, the Plan commission has reviewed this matter and has recommended the amendments described below; and

**WHEREAS**, a public hearing has been conducted on this matter by the Plan Commission and all interested parties were given an opportunity to be heard

**NOW, THEREFORE**, on motion duly made and seconded, the Common Council of the City of Mauston does hereby ordain that the following sections of the Mauston Zoning Ordinance be amended as follows:

1. Section 22.124 ABBREVIATIONS is amended to include the following:  
AFH            Adult Family Home
2. Section 22.125 DEFINITIONS is amended to include the following definition:  
Adult Family Home (land use): See Section 22.405(12)
3. Section 22.206(b)2. is amended to include the following land use:  
Adult Family Home (per section 22.405(12))
4. Section 22.207(1)(b)2. is amended to include the following land use:  
Adult Family Home (per section 22.405(12))
5. Section 22.207(2)(b)2. is amended to include the following land use:  
Adult Family Home (per section 22.405(12))
6. Section 22.207(3)(b)2. is amended to include the following land use:

Adult Family Home (per section 22.405(12))

7. Section 22.207(4)(b)2. is amended to include the following land use:

Adult Family Home (per section 22.405(12))

8. Section 22.207(5)(b)2. is amended to include the following land use:

Adult Family Home (per section 22.405(12))

9. Section 22.207(6)(b)2. is amended to include the following land use:

Adult Family Home (per section 22.405(12))

10. Section 22.405 is hereby amended to include the following:

**(12) Adult Family Home (AFH):**

(a) **Description:** Adult Family Home land uses include all facilities provided for under the provisions of Wisconsin Statutes 50.01(1).

(b) **Regulations:** The following regulations apply to all Adult Family Home land uses wherever located in the City:

1. The proposed site shall be located so as to avoid disruption of an established or developing area.
3. No individual lots are required, although the development shall contain a minimum of 900 square feet of gross site area for each occupant of the development.
4. Parking Requirements, one space per four residents, plus one space per employee on the largest work shift.

Introduced and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Brian T. McGuire, Mayor

\_\_\_\_\_  
Nathan Thiel, City Administrator

- Date of Public Hearing: \_\_\_\_\_
- Date of Plan Commission Recommendation: \_\_\_\_\_
- Dates of Readings: \_\_\_\_\_ and \_\_\_\_\_
- Date of Adoption: \_\_\_\_\_
- Votes: \_\_\_\_\_ ayes \_\_\_\_\_ nays \_\_\_\_\_ abstentions
- Date of Publication: \_\_\_\_\_

**Val Nelson**

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**To:** Val Nelson  
**Subject:** FW: Adult Family Home

**Sent:** Wednesday, January 11, 2012 12:54 PM  
**To:** Val Nelson  
**Subject:** Adult Family Home

To the Planning Commission,

[REDACTED] I am interested in opening an Adult Family Home (AFH) in the city of Mauston. An AFH provides room and board for 3 or 4 adults with developmental disabilities. I have an uncle that resides in an AFH and other relatives and acquaintances that run AFH in Juneau Co and Vernon Co.

My plan is to open an AFH for 3 to 4 adults in the residential district in the City of Mauston. Commonly these homes are placed in residential districts and are usually in normal single family homes. My AFH will provide services to individuals with disabilities and also employ approximately 4-6 employees full-time. All employees need to meet certain requirements by the State of WI and meet training requirements. In my experience the AFH's are self-sufficient and provide a great service to their residents and their families.

Currently the city allows Community Based Residential Facilities (CBRFs) in residential districts. CBRF's are usually much larger than AFH's and house 5+ people. CBRF's are usually much more complex and require more restrictions. AFHs are much smaller run homes/operations and are found in many communities throughout WI.

With that being said I am hopeful the Plan Commission will allow AFH in residential districts. I see no reason why a CBRF would be allowed and an AFH would not be. I believe this may be an oversight in the ordinances. [REDACTED]

Thanks for your attention in this matter.

[REDACTED]

## Val Nelson

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**From:** Scott Ethun <sethun@co.juneau.wi.us>  
**Sent:** Wednesday, January 11, 2012 1:50 PM  
**To:** Val Nelson  
**Cc:** [REDACTED]  
**Subject:** Adult Family Homes in Mauston

To the Mauston Plan Commission:

I have been asked by Mr. [REDACTED] to address the need for Adult Family Homes in the City of Mauston. I am the Director of Juneau County Dept. of Human Services and have 30 plus years of experience in providing Community Mental Health and Social Services in rural Wisconsin. There is a need for Adult Family Homes that serve adults who have disabilities and challenges. The state of Wisconsin has programs especially targeted to assist people to remain in the community rather than being placed in expensive Nursing Home settings. These programs fund individuals to live in these Adult Family Homes such as Mr. [REDACTED] is proposing for Mauston. Our department often makes referrals to these homes, attempting to keep our Juneau County citizens located as close to their original home and family as is possible. We would advocate for the City of Mauston to allow for these Adult Family Homes to locate in the City. These homes are licensed by the State of Wisconsin. The homes must meet certain safety measures and guidelines.

If I can be of further help in this process please let me know.  
Good luck with this process and thank you for your consideration.

Scott A. Ethun, Director  
Juneau Co. Department of Human Services  
220 E. LaCrosse St.  
Mauston, WI 53948  
608-847-9472  
608-548-4246

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- 50.55 Penalties and remedies.
- 50.56 Applicability.
- 50.57 Fees permitted for a workshop or seminar.

SUBCHAPTER IV

HOSPICES

- 50.90 Definitions.
- 50.91 Departmental powers and duties.
- 50.92 Licensing requirements.
- 50.925 Use of name or advertising prohibited.
- 50.93 Licensing procedure.
- 50.94 Admission to and care in a hospice for certain incapacitated persons.
- 50.942 Accompaniment or visitation.
- 50.95 Rule-making authority.
- 50.97 Right of injunction.
- 50.98 Forfeitures.
- 50.981 Fees permitted for a workshop or seminar.

Cross-reference: See s. 46.011 for definitions applicable to chs. 46, 50, 51, 54, 55, and 58.

SUBCHAPTER I

CARE AND SERVICE RESIDENTIAL FACILITIES

- ↘ 50.01 Definitions. As used in this subchapter:
  - (1) "Adult family home" means one of the following and does not include a place that is specified in sub. (1g) (a) to (d), (f), or (g):
    - (a) A private residence to which all of the following apply:
      1. Care and maintenance above the level of room and board but not including nursing care are provided in the private residence by the care provider whose primary domicile is this residence for 3 or 4 adults, or more adults if all of the adults are siblings, each of whom has a developmental disability, as defined in s. 51.01 (5); or, if the residence is licensed as a foster home, care and maintenance are provided to children, the combined total of adults and children so served being no more than 4, or more adults or children if all of the adults or all of the children are siblings.
      2. The private residence was licensed under s. 48.62 as a home for the care of the adults specified in subd. 1. at least 12 months before any of the adults attained 18 years of age.
    - ↘ (b) A place where 3 or 4 adults who are not related to the operator reside and receive care, treatment or services that are above the level of room and board and that may include up to 7 hours per week of nursing care per resident.

- (1b)** "Advanced practice nurse prescriber" means an advanced practice nurse who is certified under s. 441.16 (2) to issue prescription orders.
- (1d)** "Residential care apartment complex" means a place where 5 or more adults reside that consists of independent apartments, each of which has an individual lockable entrance and exit, a kitchen, including a stove, and individual bathroom, sleeping and living areas, and that provides, to a person who resides in the place, not more than 28 hours per week of services that are supportive, personal and nursing services. "Residential care apartment complex" does not include a nursing home or a community-based residential facility, but may be physically part of a structure that is a nursing home or community-based residential facility. In this subsection, "stove" means a cooking appliance that is a microwave oven of at least 1,000 watts or that consists of burners and an oven.
- (1e)** "Basic care" includes periodic skilled nursing services or physical, emotional, social or restorative care.



50.01

- (1g)** "Community-based residential facility" means a place where 5 or more adults who are not related to the operator or administrator and who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board but that include no more than 3 hours of nursing care per week per resident. "Community-based residential facility" does not include any of the following:

- (a)** A convent or facility owned or operated by members of a religious order exclusively for the reception and care or treatment of members of that order.
- (b)** A facility or private home that provides care, treatment, and services only for victims of domestic abuse, as defined in s. 49.165 (1) (a), and their children.
- (c)** A shelter facility as defined under s. 16.308 (1) (d).
- (d)** A place that provides lodging for individuals and in which all of the following conditions are met:
1. Each lodged individual is able to exit the place under emergency conditions without the assistance of another individual.
  2. No lodged individual receives from the owner, manager or operator of the place or the owner's, manager's or operator's agent or employee any of the following:
    - a. Personal care, supervision or treatment, or management, control or supervision of prescription medications.
    - b. Care or services other than board, information, referral, advocacy or job guidance; location and coordination of social services by an agency that is not affiliated with the owner, manager or operator, for which arrangements were made for an individual before he or she lodged in the place; or, in the case of an emergency, arrangement for the provision of health care or social services by an agency that is not affiliated with the owner, manager or operator.
- (e)** An adult family home.
- (f)** A residential care apartment complex.
- (g)** A residential facility in the village of Union Grove that was authorized to operate without a license under a final judgment entered by a court



# Wisconsin Economic Development Corporation

## Regional Revolving Loan Funds

### Background

The former Department of Commerce (now the Wisconsin Economic Development Corporation) launched an initiative in 2005 as a pilot program to encourage the voluntary consolidation of local revolving loan funds (RLFs) into Regional Non-Profits (RNPs).

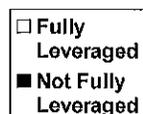
The effort was part of a strategy to maximize regional business development. The approach aimed to promote more effective economic growth and vitality and to find creative and collaborative ways to work more efficiently.

Over time, RLFs in non-entitlement areas have been capitalized by directing the repayment of block grant loans to these funds. Such RLFs, administered primarily by counties or local municipalities, use the repayments to make other small loans to local businesses. The funds in these local RLFs currently retain their federal character and the strings that come with it. More than 200 of these RLFs existed at the inception of the initiative.

### Economic Development

There is no doubt that the RLFs have dramatically increased local economic development capacity in Wisconsin. In fact, there is \$108 million available in the RLF portfolios in Wisconsin. Historically, approximately \$46 million is available for loans in a given year. The key, however, is how much money is "actively churning" or revolving?

An analysis completed a few years ago indicated that historically approximately 30% of the available resources – \$32.4 million – was actively working in Wisconsin communities



This means that approximately \$76 million of economic development resources are not being fully leveraged in Wisconsin. Too often, a community that has a total fund of \$100,000, for example, may provide one loan for \$75,000 in one year and then another loan is not made for another three or more years. Most funds, in fact, average fewer than two loans per year.

Given the underutilization of funds, WEDC has incorporated regional RLFs into our strategic plan as a priority in advancing the development of the extended enterprise network. WEDC will work with other RLF partners to establish regional RLFs and RNPs to better serve Wisconsin businesses. We anticipate two additional regional partnerships by summer 2012.

### Benefits

There are many benefits for Wisconsin businesses and communities. The efforts will:

- Free the bulk of the monies now in RLFs of their federal character, allowing regions broader and more flexible use of them
- Reduce the amount of funds continuing to be unutilized or under-utilized
- Encourage local governments and economic development entities to work together at a regional level
- Leverage other economic development resources – increase capacity of funds available
- Increase and streamline management capacity of the RLF funds
- Reduce onerous administrative burdens and spread the risk

### Guidelines

The following are some broad guidelines developed for the initiative:

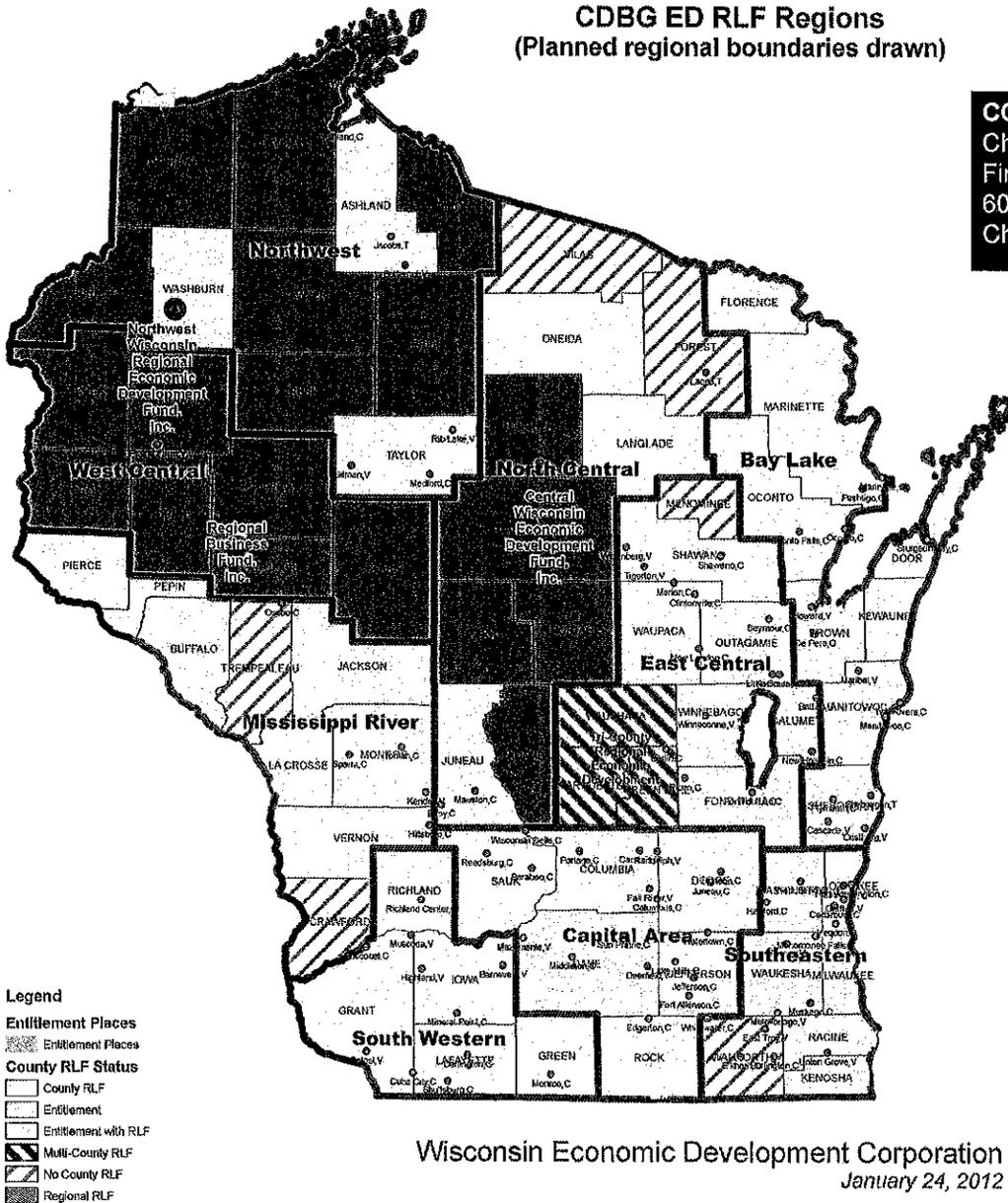
- The RNPs should mirror the Regional Planning Commission service areas.
- By directing both federal and local loan repayments to WEDC-recognized RNPs, these funds would be defederalized.
- The regions should utilize existing non-profit economic development service providers to organize and administer the RNP.
- Participants in the RNP must commit the entire RLF fund to the RNP.
- RNPs must ensure fair representation with strong private sector involvement.
- Entitlements are encouraged to join with acceptable funding contribution; however, federal regulations do not permit entitlements to contribute CDBG funds.
- WEDC will retain oversight, approve administrative structure, monitor activity to ensure fair distribution geographically and by activity, provide technical assistance and possibly help to accelerate the defederalization of the RNP funds.

# Wisconsin Economic Development Corporation

## Current RLFs

Three regions have established regional RLFs thus far – the Northwest, West Central, and Central areas – in which counties and communities worked collaboratively on developing viable models for the regions that ensure fair representation and sound investment strategies. These three entities have assets ranging from approximately \$8.7 million to \$17.3 million.

**CDBG ED RLF Regions**  
(Planned regional boundaries drawn)



**CONTACT**  
Christine McFadzen,  
Financial Resource Manager  
608-264-7794  
[Christine.McFadzen@wedc.org](mailto:Christine.McFadzen@wedc.org)

Wisconsin Economic Development Corporation  
January 24, 2012

Wisconsin Economic Development Corporation  
201 W. Washington Ave.  
Madison, Wisconsin 53703  
[WEDC.org](http://WEDC.org)



## MEMO

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**To:** City of Mauston – Park Board  
**From:** Nathan Thiel, City Administrator  
**Subject:** Camp Freeland Leslie Service Project Opportunity  
**Date:** February 3, 2012

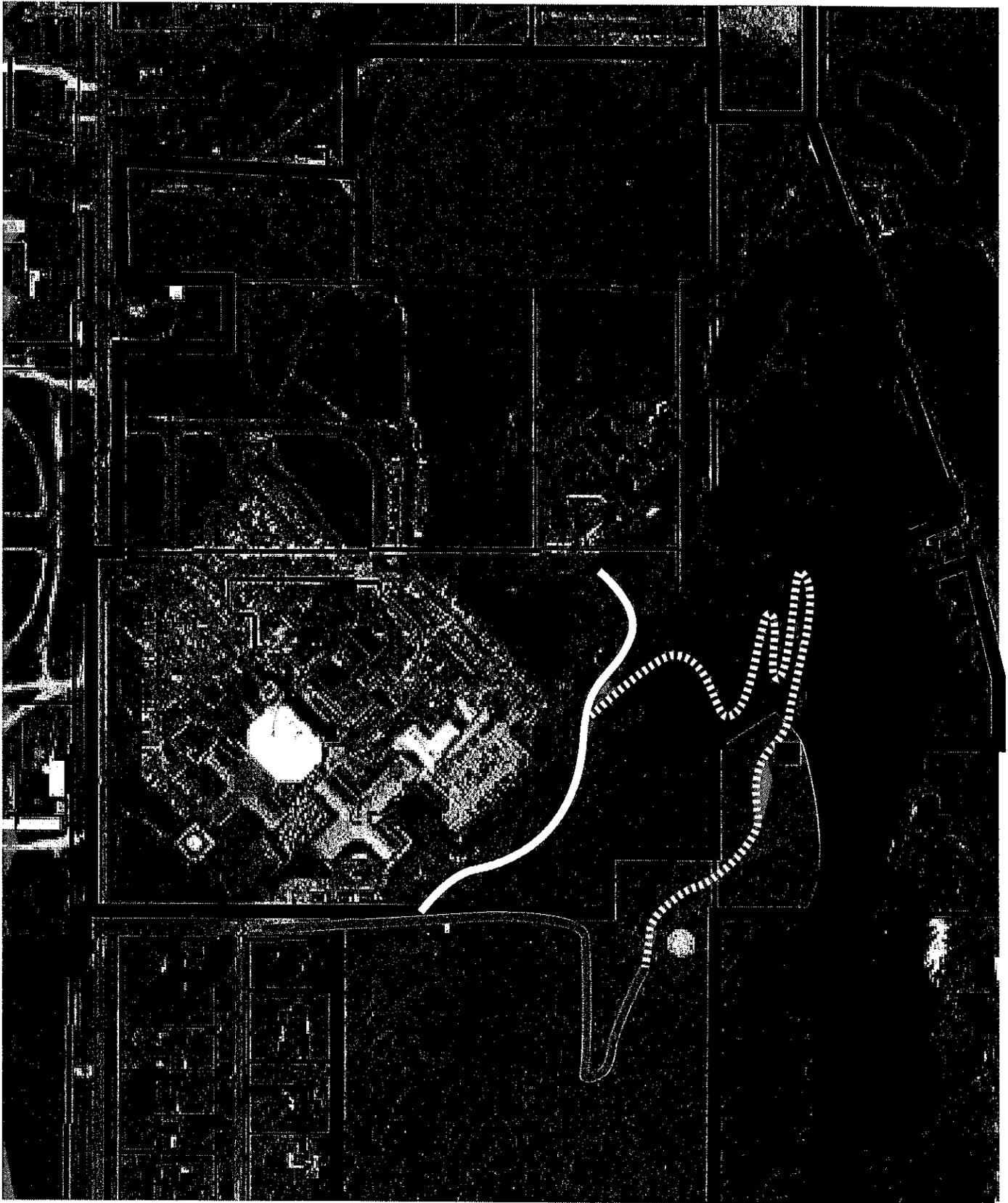
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For the Board's information and consideration, a Boys Scout Camp, Freeland Leslie, approached me about providing for the City of Mauston a service project. During the last week in July this summer the camp will be holding a special encampment of around 300-400 boys. As part of the event, they need to provide service project for the group that will extend over the entire week. I knew the board had interest in trails around and on Mile Bluff so I made that suggestion.

I have visited with both Brian Koca, from the Hospital, and Josh Kirkham the Camp Director at the site. They seem optimistic about building a trail. Mr. Kirkham is also looking into the feasibility of putting in a lookout tower structure at the top of the bluff. They are also committed to helping thin out brush and deadwood along the bluff.

This is still extremely preliminary, and if the Board has other ideas for a potential project we would welcome the input.

# Mile Bluff Trail Concept



**CITY OF MAUSTON &  
MAUSTON CEMETEREY ASSOCIATION  
OPERATION AND MAINTENANCE AGREEMENT**

**THIS OPERATION AND MAINTENANCE AGREEMENT** (the “Agreement”) is made, effective as of the \_\_\_\_ day of \_\_\_\_\_, 2012, by and between the City of Mauston (hereinafter “City”) and the Mauston Cemetery Association (hereinafter “Association”) as follows:

**WITNESSETH**

**WHEREAS**, Association was reestablished August 5, 2011 and by State Statute has been commissioned to manage and operate the Mauston City Cemetery; and

**WHEREAS**, it is in the interest of both Association and City that the cemetery be operated in a cost effective manner while maintaining acceptable service and maintenance to the grounds; and

**WHEREAS**, City tax dollar contribution currently subsidizes the bulk of the Association’s current labor costs; and,

**WHEREAS**, if labor were provided by the City efficiencies could be achieved in both administrative costs and the management of operations given the City’s already existing organization; and,

**WHEREAS**, similar arrangements currently exist between other municipalities and cemetery associations;

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Labor services:** City will provide labor services for the Association in the maintenance and operation of grounds:
  - (a) Cemetery Workers: Cemetery workers will be employees of the City. The City will be responsible for the hiring, firing, discipline, and management of Cemetery Workers. They will be seasonal employees and hours of work will be dependent on the operational needs of the Cemetery. These employees will be under the same requirements as any other City Employee and follow the guidelines of the City Personnel Manual. They will be paid according the normal payroll practices of the City.

- (b) Supervisors: The City will provide management oversight of operational labor performed in the Cemetery, under the direction of the Public Works Director.
  - (c) Work Duties: Assignments for Cemetery Workers will primarily be dedicated to cemetery operations; however, the City reserves the right to employ cemetery workers in other duties as required by the City (i.e. parks maintenance). The cemetery will only be billed for hours operating and maintaining the cemetery.
2. **Billable Hours**: The Cemetery agrees to pay the City hours worked maintaining the cemetery:
- (a) Billable Rate: Cemetery will pay City \$10.00 per hour worked by any City Employee for maintenance of cemetery grounds or on cemetery equipment.
  - (b) Invoices: The City will provide a monthly invoice with record of hours to the Cemetery Association Treasurer.
  - (c) Payment: Association will provide payment within 30 business days.
3. **Equipment**: The Cemetery is responsible for the purchase and maintenance of Cemetery Equipment (i.e. lawn mowers, weed eaters) and will annually set funds aside for capital outlay. The City will provide labor services as required by the Cemetery for equipment maintenance and repair at the billable rate per this agreement. Cemetery will be responsible for cost of supplies associated with maintenance and repair of cemetery equipment.
4. **Cemetery Association Representation**: One seat of the Cemetery Association Board will be filled by City Staff to provide representation at meetings and in the creation of policy. They may not hold the office of President, Secretary, or Treasurer. The Public Works Director will select staff representative.
5. **City Contribution**: The City currently contributes \$22,000 annually toward the operation and maintenance of the Cemetery. The City will continue to provide a contribution to the Association, which will be determined through the normal budgeting process. While the City recognizes the current need to subsidize cemetery operating costs, both entities understand the ultimate aim and objective is to have a self-

sustaining cemetery. As such, at minimum 1/2 of any additional savings in administrative costs or labor cost achieved through efficiencies from the prior year provided by this agreement will be directed toward reducing the annual City Contribution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**FOR THE MAUSTON CEMETERY  
ASSOCIATION**

**FOR THE CITY OF MAUSTON**

\_\_\_\_\_  
Association Chair

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Association Secretary

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Association Treasurer

