

Parks Committee Agenda
Jefferson County

Date: Thursday, May 28, 2026

Time: 10:30 am

Videoconference OR

Jefferson County Courthouse Room C1021

311 South Center Ave.

Jefferson, WI 53549

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Kirk Lund, Meg Turville-Heitz

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/283062482090246?p=6qxIFOqmHL1pNMYL95>

Meeting ID: 283 062 482 090 246

Passcode: gx996dZ3

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the Agenda
5. Election of Officers – Chair and Vice Chair
6. Approval of Parks Committee Minutes for March 26, 2026
7. Communications
8. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
9. Update on Jefferson County Park and Outdoor Recreation Plan
10. Discussion and Possible Action on Concession Agreement between Jefferson County and The Surf Shack LLC
11. Discussion and Possible Action on Proposed Sale of Land to St. Paul’s Lutheran Church to Resolve Encroachment
12. Discussion and Possible Action on 2027 Fee Schedule
13. Discussion and Possible Action on Raffle License Renewal for 50/50 Raffle
14. Discussion on Parks 2026 Budget
15. Field Staff Updates
16. Administrative Staff Updates
17. Historic Sites Council Update
18. Discussion on Agenda Items for the Next Meeting
19. Next Scheduled Meetings per the 2026 Proposed Meeting Schedule (4th Thursday, Monthly)
 - May 28, 2026 (Brew With a View in the evening)
 - June 25, 2026
 - June 25, 20206 (Brew With a View in the evening)
 - July 23, 2026
20. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body,
including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodation for attendance at this meeting should contact the
County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Parks Committee Minutes

Date: Thursday, March 26, 2026

Time: 10:30 am

Jefferson County Courthouse

311 South Center Ave., Room C1021

Jefferson, WI 53549

Microsoft Teams Video Conference

Meeting ID: 292 364 501 969 8

Passcode: s92Ly7Bu

1. Call to Order

Christensen called the meeting to order at 10:30 AM.

2. Roll Call (establish a quorum)

Members Present: Callan, Christensen, Gulig, Turville-Heitz, Richardson (remote)

Members Absent:

Staff Present: Wiesmann, Truman, Nitka, Klement, Toro, Thompson, Roecker

Others: James (Watertown Daily Times) (Remote)

3. Certification of Compliance with the Open Meetings Law

Thompson confirmed compliance

4. Approval of the Agenda

Approved as written

5. Approval of Parks Committee Minutes for February 26, 2026

Gulig/Turville-Heitz motion to approve. Motion passes 5/0.

6. Communications

Wiesmann/Klement shared photos from prescribed burns, repairs to the Interurban Bridge, and siding on the Mason Log Cabin.

7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)

N/A

8. Discussion and Possible Action on Resolution Authorizing application for a Recreation Boating Facilities Grant at Marsh Lake Public Access

Breaking ground for parking lot install in a few weeks. Walkway to a pier and canoe/kayak structure. Anticipated revenue of 10k, and applying for grant to fill funding gap @ 50%.

Turville-Heitz questioned funding programs through the Natural Resources Foundation.

Gulig-Turville Heitz motion to authorize grant applications through the WIDNR for a canoe/kayak launch at Marsh Lake Public Access. Motion passes 5/0.

9. Update on Jefferson County Park and Outdoor Recreation Plan

Wiesmann – Snyder Associates (consultant) held an open house last week at UW-Extension. There were approximately 25-30 participants. Planning team meets again next week Wednesday. Second public meeting is scheduled, re: Draft Plan Open House - presentation of the draft plan (June). Public on-line participation is encouraged until the meeting in June, 2026.

10. Discussion on Parks 2026 Budget

Wiesmann noted that all Cap Equip has been ordered, Cap Projects are in the planning stages including the Bike Ped Plan update. RFP for Kanow canoe/kayak project will be published next week. Mobilization of crew on Interurban Trail scheduled this week/next week weather dependent.

No action taken.

11. Field Staff Updates

Klement:

- Marsh Lake Access – team is removing willow trees for parking lot expansion
- Prescribed Burns
 - Carnes
 - Welcome Travelers
 - Korth Park
- Carnes East – Cabin siding complete – new possible windows
- Interurban Bridge Decking repairs
- Completed with Hiring seasonal staff
- Upcoming Waste Management Clean Sweep

Toro:

- Completed invasive species removal
 - Dorothy Carnes 40 acres
 - Carlin Weld 3 acres
 - Korth Park 10 acres
- Tree - Marsh Lake, Garmin, Indian Mounds, & Lower Rock Lake
- Carnes East- Osprey Nest installation
- Crawfish & Carnes – burn brush piles
- Tree order placed for spring planting – 30+, including trees at Fair Park
- Friends of Korth Park - \$1200 towards interpretative signage, and a Blue Bird House (revamp) Project – including installation of Lake Mills middle school student-built houses.

No action taken.

12. Administrative Staff Updates

- Grant season
 - Kanow – relocate to Wayside
 - Marsh Lake – submit application(s)
 - Reimbursement Request(s)
 - TAP - Interurban
 - Stewardship – Interurban
 - Conservation Aids – Carlin Weld
 - Quirk Foundation – Bike/Ped Counter Interurban Trail
- Coordinate installation of memorial donation items
 - Miller Bench @ Dog Park
 - Foster Bench @ Dog Park
 - Prairie Sign @ Korth Park
 - Kiosk @ Glacial River Trail
- Update Park Brochures
- MUNIS Support
 - Field Sheet Entry Error

No action taken.

13. Historic Sites Council Update

Truman noted that Nitka has been working on data entry for the web map.

No other Council updates.

No action taken.

14. Discussion on Agenda Items for the Next Meeting

- BHI Shoreland Restoration

15. Next Scheduled Meetings per the 2026 Proposed Meeting Schedule (4th Thursday, Monthly)

- April 23, 2026

- May 28, 2026
- May 28, 2026 (Brew With a View in the evening)
- June 25, 2026

16. **Adjourn**

Gulig/Turville-Heitz motion to adjourn 11:03 am. Motion passes 5/0.

Respectfully Submitted,

Mary S. Truman, Adv. Program Assistant

DRAFT

https://www.dailyunion.com/news/fort_atkinson/digging-into-nature-fort-atkinson-students-volunteer-learn-at-dorothy-carnes-park/article_46eeb785-b795-4406-beb1-12af127546b5.html

FEATURED TOP STORY

Digging into nature: Fort Atkinson students volunteer, learn at Dorothy Carnes Park

DAILY UNION STAFF
May 25, 2025

1 of 2



Fort Atkinson High School students volunteer and learn about the ecology of Dorothy Carnes Park on May 19, 2025. COURTESY FORT ATKINSON HIGH SCHOOL

FORT ATKINSON — Science met service under sunny skies on Monday, May 19, as more than 70 Fort Atkinson High School earth science students rolled up their sleeves for a day of learning and stewardship at Dorothy Carnes Park near Fort Atkinson.

000005

The hands-on experience, coordinated in partnership with the Jefferson County Parks Department and the Friends of Rose Lake, turned the park into an outdoor classroom where education came to life.

Led by Fort Atkinson High School science teacher Stephanie Schreiner and Parks Operations Supervisor Roland Klement, students tackled park maintenance projects, stained split rail fencing throughout the park, and helped remove invasive garlic mustard from a restoration site.

“Volunteer efforts like these are vital to our mission,” said Klement. “They not only help maintain and improve the parks but also build a sense of community and connection to nature. Seeing students invest their time and energy in this space is incredibly meaningful to our department.”

Alongside the hard work, students got a close-up look at the ecosystems they were helping protect. Members of the Friends of Rose Lake, Tom Belzer, Bob Volenec, and Sue Volenec, led guided bird walks through the park’s trails, sharing insights about native birds and the importance of biodiversity. Students also learned to identify native plants and better understand the challenges invasive species pose to local habitats.

“It was a perfect mix of field education and giving back,” said Schreiner. “Watching students connect what they’ve learned in the classroom to real-world conservation work was incredibly rewarding. We’re hopeful this can become an annual event.”

CONCESSION AGREEMENT

This Concession Agreement (hereinafter referred to as the "Agreement") is made and entered into as of this _____ day of May 2026 by and between **Jefferson County, a municipal corporation**, (hereinafter referred to as the "County") and **The Surf Shack LLC** (hereinafter referred to as the "Concessionaire"). Kevin Wiesmann shall be the primary representative of the County in the management of this agreement. The primary representative of the Concessionaire is Nathan Olson (Owner).

RECITALS

WHEREAS, the County owns and operates multiple parks, including the including the Park known as Cappies Landing, located in the Town of Watertown at N8625 Jefferson Road, Watertown, WI 53094, Hwy 16 Wayside Park in Ixonia, and Burnt Village County park, located at N2028 Cty Hwy N, Fort Atkinson, WI 53538, hereinafter referred to as the Park; and

WHEREAS, Concessionaire desires to provide and operate a self-serve concession stand at the Park for the purpose of renting kayaks, canoes, and/or stand-up paddle boards to the Park patrons; and

WHEREAS, the County is willing to permit the Concessionaire to provide and operate a concession stand at the Park in accordance with and subject to the limitations set forth in this Agreement.

NOW, THEREFORE, in consideration of their mutual promises, the parties agree as follows:

1. **Term:** The term of this agreement shall be from the date of execution of this agreement to December 31st, 2026, automatically renewing for one-year terms unless terminated by either party for any reason or no reason upon 30 days written notice. During this term the County grants to the Concessionaire the right to operate the concession at the Park in exchange for the concession payment provided herein. Unless automatically extended as provided herein, the Agreement shall terminate on the date above and the Concessionaire shall relinquish all claims and rights regarding the concession at the Park at that time. The terms of this Agreement may be renegotiated at any time by mutual consent of both parties
2. **Location:** The concession will be located on those portions of the Park described in Exhibit "A" (hereinafter identified collectively as the "premises") which is attached and made a part of this Agreement. Exact location to be determined by the County.
3. **Concessionaire Service:** Concessionaire shall offer for rent the use of kayaks, canoes, and/or stand-up paddle boards along with required safety equipment. Concessionaire to provide all operation services required including customer service phone line and maintenance.
4. **Hours of Operation:** The concession shall be in operation on a daily basis from at least Memorial Day weekend through Labor Day weekend each year. Concessionaire will, to the best of their ability, extend season operation outside these dates as weather permits. Hours of operation will be no earlier than sunrise to no later than sunset each day.

5. **Signage/Advertising:** The County must authorize in writing any use of signs or advertising or display materials relating to the concession and displayed on the Premises (aside from posted instructions). All signs or advertising issued or used by the Concessionaire shall be paid for by the Concessionaire, and shall clearly identify the Park as the property of "County."
6. **Compliance:** Concessionaire agrees to conduct its business and to operate the same in compliance with all health codes, safety standards and other applicable laws, ordinances and regulations, and to obtain all necessary City, State, and Federal Licenses, permits and tax numbers, as required to conduct such operations. Concessionaire further agrees to pay any and all income taxes, sales taxes and other taxes which may be due or become due in connection with Concessionaire's business. Concessionaire shall train, diligently and appropriately screen, and closely supervise all concession employees, vendors and salespersons so they are aware of and adhere to all terms and conditions of this Agreement and all applicable laws, rules and regulations of the State of Wisconsin and Jefferson County.
7. **Premises and Equipment Upkeep:** The Concessionaire will maintain and keep up all structures and all surrounding ground areas of the Premises, and in particular in the rental areas, in good repair, and in a clean, neat and sanitary condition during maintenance visits. The high standards of maintenance and upkeep of the Premises for a clean, neat and sanitary condition shall include but not limited to: weed trimming around rental station; removal of trash and obstructions; and repair of equipment. Equipment will be inspected, maintained, and replaced if deemed necessary by the concessionaire.
8. **Temporary Closure:** If the County determines that an emergency exists, the County may order the concession to be temporarily closed. Closures for severe emergencies such as flooding or storm damage may require that the County close the concession for an extended period. Any closure of the concession by the County for a period of 15 days or longer for emergency purposes during a period between Memorial Day and Labor Day shall permit the Concessionaire to request re-negotiations with the County on the percentage fee to be paid to the County for that calendar year. The County shall agree to negotiate in good faith in such circumstances. Under no circumstances will County be liable for any financial damages to the Concessionaire as a result of ordering closure of the concession for any reason.
9. **Concession Payments:** The Concessionaire agrees to pay a percentage of the gross annual revenues collected above \$3,600 (cumulative for the three Jefferson County locations) from this concession to the County. These payments shall be made on or before April 1st 2027 following the first year of operations and continue on or before April 1st for all subsequent years of operation. For the purposes of the Agreement "gross annual revenues" are all revenues collected by the Concessionaire for sales of goods and services, rental of equipment, and booking of activities at the Park, excluding sales taxes collected and credit card transaction fees. The County acknowledges that the Concessionaire may have operations at other locations other than the Park detailed in this Agreement and the County is not entitled to any portion of revenues collected from those operations. During the term of this Agreement the percentage of the gross annual revenues paid to the County by check as follows:

Term: 10% of gross annual revenue above \$3,600

10. **Independent Contractors:** Concessionaire is an independent contractor and shall not be considered an employee, officer or agent of the County. Concessionaire shall hire and employ such persons as Concessionaire deems necessary to provide adequate concession services and shall retain the right to exercise full control and supervision of all such persons assisting Concessionaire in the performance of services hereunder. Concessionaire shall be solely responsible for all matters relating to payment of its employees including workers compensation, social security and income withholding, and all other regulations governing such matters.
11. **Assignment:** Concessionaire shall not sub-contract or otherwise assign, delegate or transfer the rights, duties and services to be performed under this Agreement, or any part hereof, without the prior written consent of the County.
12. **Seller's Permit:** The Concessionaire shall obtain and hold a seller's permit if necessary and comply with all sales tax requirements under current Wisconsin law.
13. **Termination** Either party shall have the right to terminate this Agreement upon 30 days prior written notice provided to the other party. Upon termination of this Agreement for any reason, the Concessionaire shall promptly remove all of Concessionaire's personal property and leave the premises in a clean and orderly condition. Any property or improvements remaining at the end of the 30 day termination period shall be considered abandoned property and shall be disposed of in any manner deemed appropriate by the County. Upon termination, Concessionaire shall be required to pay any and all amounts then due and owing to the County under the terms of this Agreement.
14. **Insurance:** Concessionaire agrees to obtain and maintain, at Concessionaire's sole cost and expense, comprehensive general liability insurance coverage to insure against all claims which arise from the operation or performance of Concessionaire's activities pursuant to this Agreement with single limit coverage applying to bodily and personal injury liability and property damage of not less than \$1,000,000 per occurrence. This policy shall contain an endorsement listing the County, its officers, employees, agents and representatives as additional insured, shall be submitted to the County upon execution of this Agreement. Concessionaire shall also obtain worker's compensation insurance, or a waiver of such insurance, in accordance with Wisconsin law. Concessionaire shall maintain any casualty or other insurance deemed desirable by Concessionaire to protect Concessionaire's personnel, property and equipment placed or utilized at the Park.
15. **Indemnity:** Concessionaire agrees to indemnify, hold harmless and defend the County, its officers, agents, and employees from and against any and all loss, liability, expense, claims, costs, suits and damages, including attorney's fees, however caused, arising out of or resulting from the operations, acts or omissions of the Concessionaire, its employees, officers and agents, in performance of Concessionaire's services and obligations under this Agreement. The County agrees to indemnify, hold harmless and defend the Concessionaire, its officers, agents, and employees from and against any and all loss, liability, expense, claims, costs, suits and damages, including attorney's fees, however caused, arising out of or resulting from the operations, acts or omissions of the County, its employees, officers and

agents, in performance of County's services and obligations under this Agreement. Provided, however, it is expressly agreed that County shall have no duty to protect Concessionaire's personnel, property and/or equipment placed or utilized at the Park and shall indemnify and hold County harmless for any and all damages arising out of the operation or performance of Concessionaire's activities pursuant to this agreement.

16. **Included in this Agreement:** In this Agreement, the Concessionaire includes respective employees, officers, members, directors, agents, servants, contractors, representatives, partners, assignees and successors. If the Concessionaire ceases to exist in fact or by law, the County may immediately terminate this Agreement and, without waiving any remedy available to it, perform the duties under this Agreement.

17. **Other Agreements Superseded:** This Agreement shall constitute the entire Agreement and previous Agreement communications or Agreements pertaining to this Agreement are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this Agreement or other written documentation, signed by both parties at least 30 days prior to the ending date of this Agreement. The Concessionaire shall notify its insurance company and its surety, if any, of any amendment.

IN WITNESS WHEREOF, the parties hereby cause this Agreement to be executed as of the day and year first above written.

County – Jefferson County

By: _____

Title: _____

Concessionaire – The Surf Shack LLC

By: _____

Title: _____

Exhibit A



Image 1: Map showing approximate rental stand location at Cappie's Landing Park.

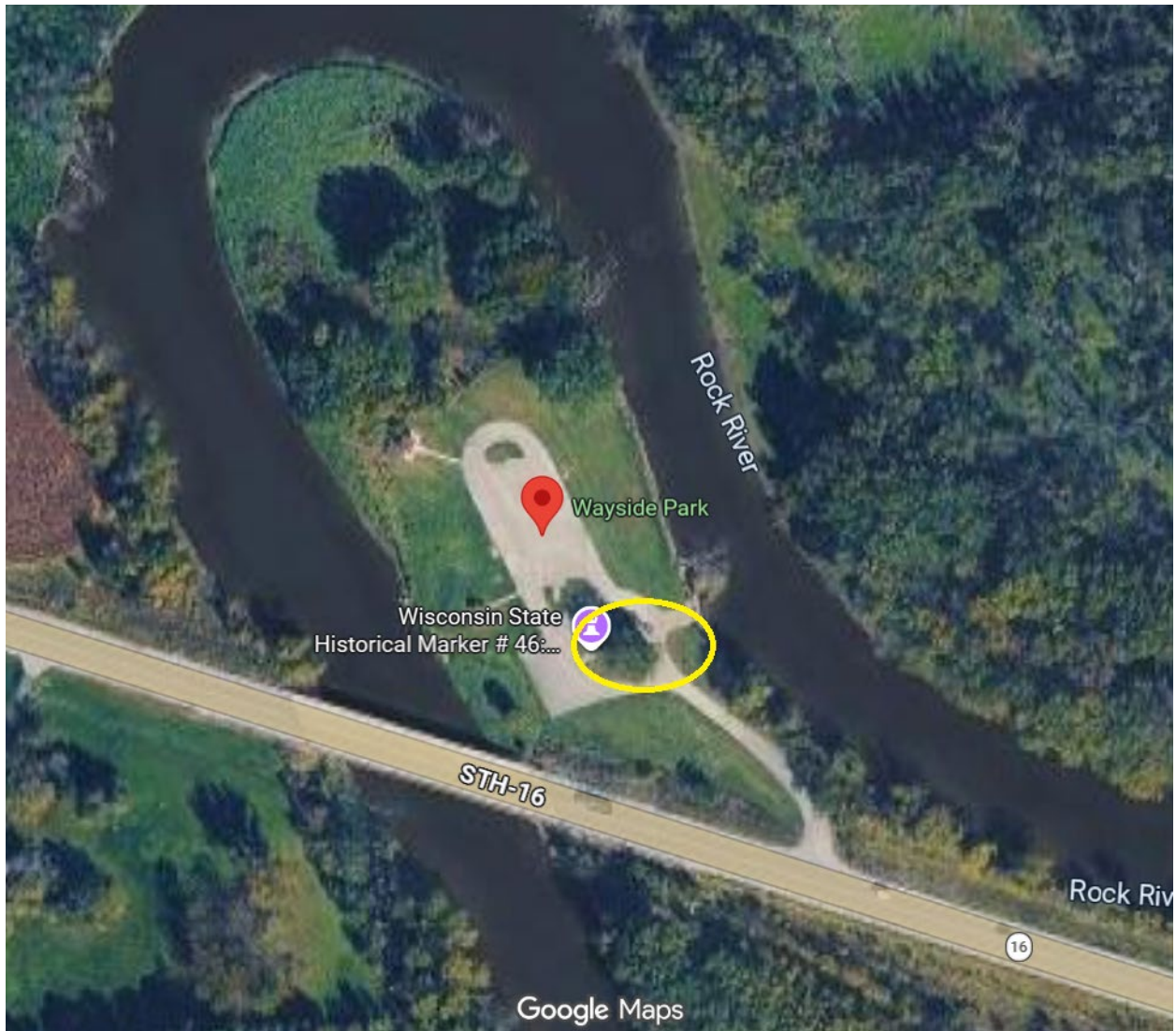
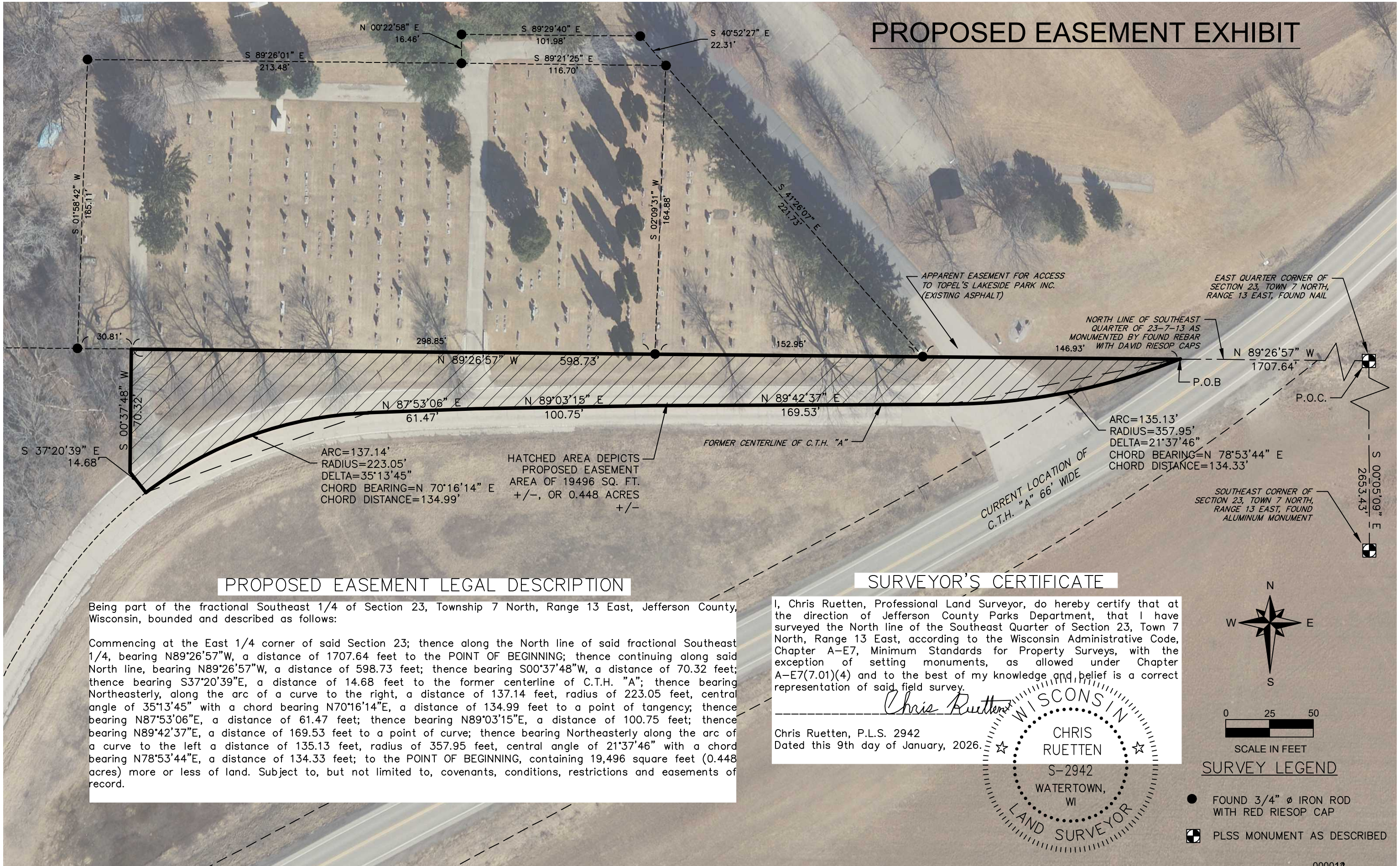


Image 2: Map showing approximate rental stand location at Wayside Park.



Image 3: Map showing Burnt Village Park. Approximate Location of rental stand TBD.

PROPOSED EASEMENT EXHIBIT



PROPOSED EASEMENT LEGAL DESCRIPTION

Being part of the fractional Southeast 1/4 of Section 23, Township 7 North, Range 13 East, Jefferson County, Wisconsin, bounded and described as follows:

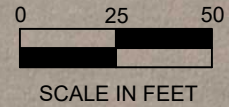
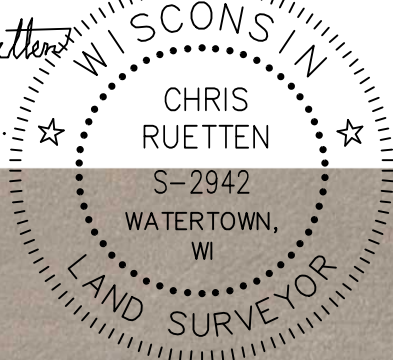
Commencing at the East 1/4 corner of said Section 23; thence along the North line of said fractional Southeast 1/4, bearing N89°26'57"W, a distance of 1707.64 feet to the POINT OF BEGINNING; thence continuing along said North line, bearing N89°26'57"W, a distance of 598.73 feet; thence bearing S00°37'48"W, a distance of 70.32 feet; thence bearing S37°20'39"E, a distance of 14.68 feet to the former centerline of C.T.H. "A"; thence bearing Northeasterly, along the arc of a curve to the right, a distance of 137.14 feet, radius of 223.05 feet, central angle of 35°13'45" with a chord bearing N70°16'14"E, a distance of 134.99 feet to a point of tangency; thence bearing N87°53'06"E, a distance of 61.47 feet; thence bearing N89°03'15"E, a distance of 100.75 feet; thence bearing N89°42'37"E, a distance of 169.53 feet to a point of curve; thence bearing Northeasterly along the arc of a curve to the left a distance of 135.13 feet, radius of 357.95 feet, central angle of 21°37'46" with a chord bearing N78°53'44"E, a distance of 134.33 feet; to the POINT OF BEGINNING, containing 19,496 square feet (0.448 acres) more or less of land. Subject to, but not limited to, covenants, conditions, restrictions and easements of record.

SURVEYOR'S CERTIFICATE

I, Chris Ruetten, Professional Land Surveyor, do hereby certify that at the direction of Jefferson County Parks Department, that I have surveyed the North line of the Southeast Quarter of Section 23, Town 7 North, Range 13 East, according to the Wisconsin Administrative Code, Chapter A-E7, Minimum Standards for Property Surveys, with the exception of setting monuments, as allowed under Chapter A-E7(7.01)(4) and to the best of my knowledge and belief is a correct representation of said field survey.

Chris Ruetten

Chris Ruetten, P.L.S. 2942
Dated this 9th day of January, 2026.



SURVEY LEGEND

- FOUND 3/4" Ø IRON ROD WITH RED RIESOP CAP
- ◻ PLSS MONUMENT AS DESCRIBED

Fee Schedule - 2025/2026

#12

* denotes change from prior year

Departments	Unit	2025 Rate	2026 Rate
Parks			
Dog Park			
Annual Tag-1st Dog		35.00	35.00
* Annual Tag-Senior Citizen		15.00	20.00
* Annual Tag-Disabled		15.00	20.00
* Annual Tag-Veteran		15.00	20.00
Additional Annual Tag	Per Dog	20.00	20.00
Replacement Tag		10.00	10.00
Daily Permit-(Resident or Non-County Resident)	Per Dog	5.00	5.00
Camping-Carnes Park East	Per Night	20.00	20.00
Camping-Cappie's Landing (Rock River Access)	Per Night	20.00	20.00
Camping - Other	Per Night	20.00	20.00
Boat Launch - Rock River Park	Daily	5.00	5.00
Boat Launch - Rock River Park	Annual	25.00	25.00
Boat Launch - Cappies Landing	Daily	5.00	5.00
Boat Launch - Cappies Landing	Annual	25.00	25.00
Gardens - Korth	10x20 site	25.00	25.00
Gardens - Carnes	10x20 site	25.00	25.00
Shelter Rentals (All Fees Subject to Sales Tax)			
Weekday is Monday-Thursday; Weekend is Friday-Sunday and holidays			
(Korth Park Pavilion kitchen deposit is \$100)			
External Structures (tents, bouncy houses, etc.)	Per Structure	50.00	50.00
Cappie's Landing Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		50.00	50.00
Carlin Weld Park			
Weekday rental 1-100 persons		50.00	50.00
Weekend rental 1-100 persons		100.00	100.00
Dog Park - Special Use Area			
Hourly		25.00	25.00
1/2 day (4 hours)		75.00	75.00
Full day		125.00	125.00
Cold Spring Creamery			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		50.00	50.00
Dorothy Carnes Park (Electricity)			
Weekday rental 1-100 persons		50.00	50.00
Weekend rental 1-100 persons		100.00	100.00
Garman Nature Preserve			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		50.00	50.00
Kanow Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		75.00	75.00
Korth Park-Elm Point Rd (Electricity)			
Weekday rental 1-100 persons		50.00	50.00
Weekend rental 1-100 persons		100.00	100.00
Korth Park, Pavilion (Electricity)			
Weekday rental 1-100 persons		75.00	75.00
Weekday rental 101-200 persons		125.00	125.00
Weekend rental 1-100 persons		200.00	200.00
Weekend rental 101-200 persons		250.00	250.00
Korth Park, Pavilion and Kitchen (Electricity)			
Weekday rental 1-100 persons		175.00	175.00
Weekday rental 101-200 persons		225.00	225.00
Weekend rental 1-100 persons		300.00	300.00
Weekend rental 101-200 persons		350.00	350.00
Pohlmann Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		75.00	75.00
Rock Lake Park (Lower/Lakeside)			
Weekday rental 1-100 persons		50.00	50.00
Weekend rental 1-100 persons		100.00	100.00
Rock Lake Park (Upper/Hillside)			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		75.00	75.00
Rock River Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		50.00	50.00
Rome Pond Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		75.00	75.00
Welcome Travelers Park			
Weekday rental 1-100 persons		25.00	25.00
Weekend rental 1-100 persons		75.00	75.00
Special use permits: Star gazing, GeoCache and group gatherings above 20 persons			
Groups larger than 25 must rent shelter for day of event			

Fee Schedule - 2025/2026

* denotes change from prior year

Departments	Unit	2025 Rate	2026 Rate
Special use permit	Per event	10.00	10.00

STATE OF WISCONSIN

#13

Department of Administration
Division of Gaming
DOA-11633(R06/09)
Ch.563,Wis.Stats.



Office of Charitable Gaming
P.O.Box 8979
Madison, WI 53708-8979

RAFFLE LICENSE

RAFFLE LICENSE NUMBER: **R0040102-B-54467**

BEGINS: **7/1/2025** EXPIRES: **6/30/2026**

JEFFERSON COUNTY PARKS
ATTN: KEVIN WIESMANN
311 S CENTER AVE RM 1060
JEFFERSON, WI 53549

You may renew this license online 60
days prior to expiration or no later than
7/30/2026



Annual Raffle Report and Renewal Application

This Form Is To Be Completed And Mailed To Our Office **Not More Than 60 Days** Before The Expiration Of Your Raffle License.

- Section A:** Identity of Organization – This section must always be completed.
- Section B:** Renewal – If you wish to renew your raffle license you must complete this section. If you are not renewing your raffle license, but are filing an annual report from the previous year, please complete Sections A and C only.
- Section C:** Annual Report – If you held a raffle license, you must file an annual report even if you did not hold a raffle. Calendar raffles are reported on the same form but separately from other raffles. “Calendar raffle” means a raffle for which you had printed calendars with special dates marked for raffle drawings. Only one calendar raffle per year is permitted with a Class A license.

Please Type or Print Clearly

Section A: Must be completed by anyone who completes any part of this form			
1. Organization Name		2. License Number to be Processed	
3. Organization Mailing Address		4. Our organization wishes to renew for the next year. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, submit a \$25 check made payable to: Dept. of Administration - Gaming	
City	ZIP Code County		
,WI			
Section B: Renewal of Raffle License			
<input type="checkbox"/> Check box if mail should go to Designated Member's mailing address			
5. Name of Designated Member Responsible for Raffle Events		6. Signature of Designated Member Assuming Responsibility for Lawful Conduct of Raffles Under Ch.563.91, Wis. Stats. and Wisconsin Administrative Code _____ Signature Date(mm/dd/ccyy)	
Address			
City	State ZIP Code		
		Daytime Phone Number & EXT ()	Alternate Phone Number ()
7. Email Address			
8. Name of an Officer of the Organization Other Than the Person in #5		Daytime Phone Number & EXT ()	Alternate Phone Number ()
Check List – Please Review the Items Prior to Final Submission <input type="checkbox"/> Review all sections to ensure answers have been provided and sign the application. NOTE: Incomplete applications will be returned <input type="checkbox"/> Review Annual Raffle Report to ensure the report is accurate and signed. <input type="checkbox"/> Enclose \$25 check or money order payable to: Dept. of Administration–Gaming (Payment <u>Must</u> Accompany Application – DO NOT FAX) Please allow 4-6 weeks for processing			Do Not Write In This Space

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ORG	ORG DESC	ORIGINAL	TRANFRS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE
12810	Parks Department	1,614,158.00	342,052.00	1,956,210.00	396,468.32	131,913.22	1,427,827.42
12806	Parks Building	25,489.00	31,418.00	56,907.00	7,555.58	-	49,351.56
12809	Snowmobile Trails	68,820.00	-	68,820.00	653.42	-	68,166.58
12810	Bike Trails	-	389,739.00	389,739.00	20,315.10	867,491.20	(498,067.72)
12811	Dog Park	71,564.00	3,178.00	74,741.00	18,665.30	-	56,076.24
12812	Grounds Keeping	-	-	-	16,839.68	-	(16,839.68)
12813	Flood Mitigation Prop Maint	-	30,000.00	30,000.00	-	-	30,000.00
12830	Boat Launches	4,540.00	-	4,540.00	1,330.24	-	3,209.76
TOTALS:		1,784,571.00	796,387.00	2,580,957.00	461,827.64	999,404.42	1,119,724.16

EXPENSES - YTD 5.2026 - PARKS DEPARTMENT

ORG	ORG DESC	ORIGINAL	TRANFRS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE
12810	Parks Department	(1,391,740.00)	(14,000.00)	(1,405,740.00)	(396,646.17)	-	(1,009,094.95)
12806	Parks Building	(25,489.00)	-	(25,489.00)	(8,496.44)	-	(16,992.89)
12809	Snowmobile Trails	(68,820.00)	-	(68,820.00)	-	-	(68,820.00)
12810	Bike Trails	-	-	-	(25.00)	-	25.00
12811	Dog Park	(57,000.00)	-	(57,000.00)	(36,915.53)	-	(20,084.47)
12812	Grounds Keeping	-	-	-	(8,470.56)	-	8,470.56
12813	Flood Mitigation Prop Maint	-	-	-	-	-	-
12815	Blackhawk Island Fishing Wharf	-	-	-	-	-	-
12830	Boat Launches	(4,540.00)	-	(4,540.00)	(1,513.32)	-	(3,026.68)
TOTALS:		(1,547,589.00)	(14,000.00)	(1,561,589.00)	(452,067.02)	-	(1,109,523.43)

REVENUE - YTD 5.2026 - PARKS DEPARTMENT