

## **PARKS, RECREATION & FORESTRY COMMISSION**

### **MINUTES**

Monday, March 20, 2023

#### **1. Call to order**

The Watertown Parks, Recreation & Forestry Commission in person on March 20, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Brad Clark, Ald. William Licht, Brian Konz and Jennifer Clayton. Not present were: Emily Lessner and Kyle Krueger. Also present were: Kristine Butteris (virtually), Jeff Doyle, Steven Chesebro, Andrea Draeger, and Bonnie Hertel (with members of the Leadership Watertown group).

#### **2. Review and approval of minutes:**

Jennifer Clayton motioned to approve the February 20, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

Brian Konz motioned to approve the December 20, 2022 Senior Center Advisory Board meeting minutes as written. Ald. William Licht seconded. Motion carried.

#### **3. Review and approval of financial reports**

There were no financial reports for 2023, as of yet, to approve.

#### **4. Citizens to be heard**

There were none.

#### **5. Business**

##### **a. Review and take action: Create Watertown Municipal Code of Ordinances Article XIII of Chapter 24, Town Square Programming Commission**

Kristine Butteris reviewed the need for one person from this commission to be on the Town Square Programming committee; anyone interested should contact the Mayor. There is a need to approve the creation of the committee through an updated ordinance, which will be comprised of the Chamber of Commerce, the school district, etc. for community input. The new Programming Event Coordinator will be chairing this committee. Brian Konz motioned to approve the creation of the Town Square Programming Commission. Brad Clark seconded seconded. Motion carried.

##### **b. Discuss and take possible action on addition of Instructor Rate for private swim lessons**

Currently, the pay rate is the same for all swim instructors. A private swim instructor has more responsibilities than other instructors and should have a separate position and a higher pay rate. Brian Konz motioned to create a private swim lesson instructor position, with pay starting at \$21.25 per hour with \$0.25/yr increments. Ald. William Licht seconded seconded. Motion carried.

##### **c. Discuss and take possible action on Bike Rental at Interurban Trail**

The Leadership Watertown's group connected with Kristine for their community project this year regarding bike rentals at the Interurban Trailhead. Through a recommendation from Jefferson County, bike rentals would be operated through Surf-Shack Rentals and this commission would need to approve the space at the trailhead for this purpose. Potential partnerships were discussed. Surf-Shack Rentals would operate the program, maintain ongoing expenses, and would receive the rental revenue; 10% of the revenue will go towards



vouchers. Leadership Watertown would provide start-up funds for the equipment. Brian Konz motioned to approve the use of land at the Interurban Trailhead for bike rentals. Ald. William Licht seconded. Motion carried.

**d. Discuss and take possible action on Tree Program pricing for 2023**

Kristine presented the option to increase the cost of a tree to \$100 within the Tree Planting Program this year due to increased tree costs. Questions were raised regarding the cost-sharing program and the original language from the estate will be included here: A percent of the estate "to the City of Watertown PARK AND RECREATION DEPARTMENT, specifically to reforest street-side boulevards. I request that the PARK AND RECREATION DEPARTMENT use these funds to establish a matching grant program for property owners." Brad Clark motioned to increase the cost share of the Tree Planting Program to \$100. Jennifer Clayton seconded. Motion carried.

**e. Discuss and take possible action on endorsed Senior & Community Center rentals**

Brian Konz motioned to table this item for a future meeting. Brad Clark seconded. Motion carried.

**f. Review and approve purchase of parks mower**

Jeff Doyle provided information on bid options and which mower would be preferred and recommended. Brad Clark motioned to approve the recommended bid. Julie Chapman seconded. Motion carried.

**6. Director's Report:**

**a. Project updates:**

**i. Aquatic Center updates**

We are working with the concrete manufacturer to redo the deck work, which should be completed this spring, along with the slide restorations.

**ii. Parks Updates –**

- a. Special meeting for bids – Will be put on hold for now.
- b. Riverside Restrooms update – Based on a request from the Finance Committee, research is still occurring and will be presented at the next finance meeting on April 10. Brian Konz and Ald. William Licht provided context from previous commission and finance meetings.
- c. Town Square Programming Committee – Committee will work with new hire for programming.

**iii. Recreation Updates**

Programming Event Coordinator position – Interviews were completed today and an offer will be made.

**iv. Senior & Community Center Updates**

None at this time

**v. Forestry Updates**

Tree removals are completed and stump removals will begin soon.

**a. Update on programming:**

**i. Recreation programming**

Kyle, our previous recreation intern, will be coming back for a couple of months to assist with training new interns/program supervisors for the upcoming season. Soccer and baseball registrations are live along with new sessions of dance, fitness classes, adult softball, etc. Plans are continuing for summer programs including Kart Park, day

camp, tree climbing, kickball, etc.

**ii. Senior and enrichment programming**

Last week we hosted a few days of St. Patrick's day events with the Senior Center, including themed bingo, a potluck, and leprechaun coin hunt. Next week we will be holding Spring Break events for all ages, including a puzzle hustle contest, family bingo, make your own terrarium, and the start of a spring park passport scavenger hunt.

**iii. Aquatics update**

Ali is working on revamping and adding aquatic fitness programs. Summer swim lessons will be live on April 3. Themed days are being planned for the Aquatic Center.

**7. Adjournment – Next meeting date April 17, 2023**

Brad Clark motioned to adjourn the meeting. Brian Konz seconded. Motion carried.