

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

### **MINUTES**

Monday, January 15, 2024

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

The Watertown Parks, Recreation & Forestry Commission met in person on January 15, 2024. The meeting was called to order by Brian Konz. Members present were: Kyle Krueger, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner and Jennifer Clayton. Not present was: Julie Chapman. Also present were: Emily McFarland, Kristine Butteris, Ali Nicholson, and Stephanie Juhl.

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

Jennifer Clayton motioned to approve of December 18, 2023 Parks Recreation and Forestry minutes as written. Kyle Krueger seconded. Motion carried.

Ald. Jonathan Lampe motioned to approve of October 17, 2023 Senior Center Advisory Board minutes as written. Emily Lessner seconded. Motion carried.

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

Kyle Krueger motioned to approve the preliminary December financial reports. Ald. Jonathan Lampe seconded. Motion carried.

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

There were none.

#### **5. Business**

##### **A. Review and recommend: Create Section 428-10 Sale of fermented malt beverages in public parks of the City of Watertown General Ordinances.**

Discussion occurred regarding the allowance of city seasonal employees to serve malt beverages at city events. Emily Lessner motioned to approve ordinance create section 428-10. Ald. Jonathan Lampe seconded. Motion carried.

##### **B. Review and recommend: Amend Section 398.20 Concessions in the Parks**

The amended section will eliminate the percentages of sale and create a set fee for merchants, non-intoxicating beverages and food, with intoxicating beverages proposed to have fees per event or per year. Fees will be determined by this body and updated in the department fee schedule. Kyle Krueger motioned approve ordinance amend section 398.20 Concessions in Parks. Brad Clark seconded. Motion carried.

##### **C. Review and approve: Update Fee Structure**

Updated fees to include new concessions in parks fees were discussed. Jennifer Clayton motioned to approve the updated fee structure. Ald. Jonathan Lampe seconded. Motion carried.

##### **D. Review and recommend: Create Section 428-8 (G) Subsection 3 Open Container**

The proposal to create section 428-8 (G) Subsection 3 was discussed regarding removing the definition and verbiage related to the logo and event space on cups as well as the distributor name. Brad Clark motioned to approve removing these definitions. Emily Lessner seconded. Motion carried.



**E. Review and recommend: Create Section 428-8 (G) Subsection 7 Wristbands**

Discussion occurred regarding removing the definition and verbiage related to the logo and event space on wristbands at events. Brad Clark motioned to approve wristband implementation. Emily Lessner seconded. Motion carried.

**F. Review and approve: PT Event Staff position**

A draft job description was presented for a part-time event employee to assist with set-up, event needs, and clean up. Kyle Krueger motioned to approve the position. Ald. Jonathan Lampe seconded. Motion carried.

**G. Review and approve: Tent/Driving Permit – Riverfest 2024**

Questions arose regarding the current permits required for tent/locating and parking/vehicle information and if these would be required for each or as a whole for the Riverfest event. The permits will be reviewed. Brad Clark motioned to table until the February meeting. Jennifer Clayton seconded. Motion carried.

**6. Director's Report:**

**A. Project updates:**

**i. Parks Updates – Inclusive Playground at Riverside Park**

Mayor McFarland presented a site plan drafted along with a draft for fundraising in order to create an accessible play and park space for all. Next steps will include creating a campaign committee.

**ii. Senior & Community Center Updates**

New furniture was purchased for the upstairs and downstairs hallways to create an updated look as well as improve safety concerns. Policy and facility use agreements as well as an updated room rental form are being created.

**B. Update on programming:**

**i. Recreation programming**

This item was unintentionally skipped.

**ii. Town Square Programming**

This item was unintentionally skipped.

**iii. Senior and enrichment programming**

The annual holiday party sold out and was very successful. The soup fundraiser will occur this Thursday.

**iv. Aquatics programming**

This item was unintentionally skipped.

**7. Adjournment – Next meeting date February 19, 2024**

Ald. Jonathan Lampe motioned to adjourn the meeting. Brian Konz seconded. Motion carried.