

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, February 19, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on February 19, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Kyle Krueger and Jennifer Clayton. Not present was: Emily Lessner. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ian Pilak, and Stephanie Juhl.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the January 15, 2024 Parks Recreation and Forestry minutes as written. Kyle Krueger seconded. Motion carried.

Kyle Krueger motioned to approve the December 19, 2023 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Jennifer Clayton motioned to approve the preliminary 2023 year end financial reports. Kyle Krueger seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and approve: Ord to Amend Section 410-569A) Smoking in Prohibited Places 11-14-23 Edits from BOH.

The Board of Health crafted this ordinance and asked the Park, Recreation, and Forestry Department to determine locations and approve. Discussion occurred regarding issues with enforcement and feasibility. Discussion also occurred regarding which body should approve, with the Board of Health being more favorable. Brian Konz proposed confirming the correct locations with the health department and determining how the signs for such would be financed. More information should be presented at the next meeting. Julie Chapman motioned to table until March. Kyle Krueger seconded. Motion carried.

B. Review and approve: updated resolution for World Migratory Bird Day.

An updated resolution from 2018 is required to maintain Bird City status. Jennifer Clayton motioned to approve the updated resolution. Kyle Krueger seconded. Motion carried.

C. Review and approve: Riverfest tent and driving permits

Riverfest would like to set up 12 large tents. There is not currently a written policy for tents and the current driving/parkin permit does not accommodate for large events and multiple vehicles in a park. It was asked that department staff create a policy for a tent permit and update the driving/parking permit. Kyle Krueger motioned to approve the creation of these permits. Jennifer Clayton seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. **Parks Updates – Riverside Restrooms**

The bids have been submitted.

i. **Senior & Community Center Updates**

The terrace wall is out for bid. Offices will need to be shifted outside of the current office area to accommodate more staff, thus shifting around programming space and current room rentals and associated agreements.

B. Update on programming:

i. **Recreation programming**

This item was skipped.

ii. **Town Square Programming**

Common Council tabled the resolution regarding city employees as bartenders indefinitely, which has put the square in a difficult position for generating revenue. The St. Patrick's Day event will occur on the 17th in partnership with the library.

iii. **Senior and enrichment programming**

The soup sale raised \$450. Educational seminars are coming up as well as new social groups: Wellness Wednesdays and Breakfast Bunch. We are working on updating our policies and rules of conduct as well as creating a new member welcome folder. We are working with the media manager to update our materials and newsletter.

Spring Break is coming up with various school-aged recreation activities. Snowball shenanigans was well received.

iv. **Aquatics programming**

New aquatic staffing values were presented. Winter swim lessons are ending this month.

7. Adjournment – Next meeting date March 18, 2024

Jennifer Clayton motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.