

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, June 17, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on June 17, 2024. The meeting was called to order by Brad Clark. Members present were: Julie Chapman, Ald. Jonathan Lampe, Jennifer Clayton, Brad Clark, Emily Lessner. Not present was: Brian Konz and Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Jarrod Folkman, Stephanie Juhl, Ali Nicholson.

2. Review and approval of minutes:

Emily Lessner motioned to approve the May 20, 2024 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Emily Lessner motioned to approve the April 2024 financial reports. Jennifer Clayton seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take action: senior center advisory board by-laws

Andrea reviewed the requirement to approve updated by-laws which govern the senior center advisory board every three years. No changes were made this year. Emily Lessner motioned to approve the by-laws. Julie Chapman seconded. Motion carried.

B. Review and take action: kart park leases

Kristine reviewed the 2024 Kart Park leases, which has been approved to automatically renew each year for up to 5 years for the period from June 1 through August 31 of each year. Jennifer Clayton motioned to approve the Kart Park leases. Emily Lessner seconded. Motion carried.

C. Review and discuss: rental of kart park

Kristine reviewed situations in which Kart Park would like to be rented by organizations or groups. Rental costs would need to be added to the fee schedule. Discussion included the ability to rent Kart Park as long as city staff would deliver the trailer and staff the event, and as long as any rentals would not be utilizing our staff which may be needed for other programming.

D. Review and take action: smoking in parks ordinance

Kristine reviewed changes recently compiled between the city attorney and health officer for ordinance 410-56. There was support for a stronger ordinance than previously presented. Ald. Jonathan Lampe also presented information and suggested additional clauses for the ordinance for consideration. Emily Lessner motioned to table action on the smoking in parks ordinance until the July meeting. Julie Chapman seconded. Motion carried.

E. Review and take possible action: fee reduction for Windmill tournament

Barb Walters and Alan from Thunder organization were present to ask for a fee reduction or waiver for the upcoming Windmill tournament in August. The department has historically not charged regular field rental fees for this tournament since department teams were involved, though without an official contract. Department teams are no longer involved with this tournament and fee reductions can no longer be approved by the department or director outside of the Park & Rec Commission. Brad Clark motioned to have the department negotiate with the host organization, Thunder, and develop a condition of facility use agreement for approval. Emily Lessner seconded. Motion carried.

F. Review and take possible action: seasonal wage increases

Kristine discussed and reviewed potential seasonal positions to increase wages in 2025 since none regularly receive a cost of living increase. Right now the department would like to increase the current wage for umpires from \$21/hour to \$30/hour beginning in the next pay period in order to remain competitive with neighboring communities. Julie Chapman motioned to increase the umpire wage for the current season. Brad Clark seconded. Motion carried.

G. Review and take action: bandshell concrete pad

Based on previous information presented, the department is looking for approval to install a concrete pad at the Riverside Park bandshell. Jennifer Clayton motioned to approve the concrete pad. Julie Chapman seconded. Ald. Jonathan Lampe abstained. Motion carried.

6. Director's Report:

A. Parks Updates – weed ordinance complaints

Weed ordinance complaints continue. Kristine waived a fee for an unoccupied residence before it was billed. The Buchholz memorial bench is now installed as well as one at the Town Square.

B. Forestry

Removing trees is finishing up, some storm clean up.

C. Aquatics

No project updates.

D. Town Square

Preparing for summer programming.

E. Senior & Community Center

Terrace wall completed and looking at landscaping. Break area is being finalized.

F. Programming - recreation

No updates.

G. Programming – town square

Food trucks will be available tonight. Thursday night markets begin June 27. Weekend concert series is in full swing.

H. Programming – senior & enrichment

We held a great volunteer recognition event in May and are looking forward to celebrating Senior Citizens Day in August.

I. Programming – aquatics

Summer swim lessons have started and looking forward to theme weeks at the aquatic center, along with summer aqua exercise classes.

7. Adjournment – Next meeting date July 15, 2024

Jennifer Clayton motioned to adjourn the meeting. Julie Chapman seconded. Motion carried.