



**PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA**

**MONDAY, JANUARY 16, 2023 AT 4:30 PM**

**514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL**

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**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

- A. Review and approval of Park, Recreation, and Forestry meeting minutes from December 19, 2022

**3. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

- A. Review and approval of the October 2022 financial reports

**4. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**5. BUSINESS**

- A. Review and approve Swim Instructor wage for Aquatic Center  
B. Review and approve Washington Park Fence options

**6. DIRECTOR'S REPORT**

- A. Project updates: Aquatics updates  
B. Project updates: Parks updates, stairs at Riverside Park  
C. Project updates: Senior & Community Center counter removal  
D. Project updates: Senior & Community Center closet & office space  
E. Update on programming: recreation programming  
F. Update on programming: senior and enrichment programming  
G. Update on programming: aquatics programming

**7. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, December 19, 2022

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met virtually and in person on December 19, 2022. The meeting was called to order by Brian Konz. Members present were: Brian Konz, Jennifer Clayton, Emily Lessner, Julie Chapman, Kyle Krueger, Brad Clark, and Ald. William Licht. Also present were: John Kaliebe, Scott Radtke, Rhonda Radtke, Kristine Butteris, Jeff Doyle, and Andrea Draeger.

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

Brian Konz motioned to approve the November 21, 2022 Parks, Recreation & Forestry Commission meeting minutes with one minor adjustment. Jennifer Clayton seconded. Motion carried.

#### 3. Review and approval of the September 2022 financial reports

Brad Clark motioned to approve the September financial reports as written. Ald. William Licht seconded. Motion carried.

#### 4. Citizens to be heard

Kristine Butteris presented an email letter from Miriam Behnke who stated a response that she and her husband are not in favor of removing the Washington park fence.

John Kaliebe of 829 Richards Ave acted as a spokesperson from a recent neighborhood meeting. They are in favor of keeping fence due to criminal activity at park, cost of a fence for property owners if they were to replace. He indicated the historical society believes a fence has been erected there since 1899.

Scott and Rhonda Radtke would prefer to keep the park fence and would like to know why it is being taken down.

#### 5. Business

##### a. Review and approve Resident/NR admission fees for Aquatic Center

Kristine explained the department will be adding a youth and senior pass as separate from family and individual as the sole choices before. The family pass is changing from household to a simple five-person pass. The resident/non-resident admission fees will be tabled. Brian Konz motioned to approve the pool pass changes and table the admission fees discussion. Ald. William Licht seconded. Motion carried.

##### b. Review and approve new Facility/Room Rental Fees

Kristine presented changes to the 2023 park reservation form, which include adding and moving questions asked at top, different rentable shelter options, increased fees, and all park events now go through our department instead of City Hall. Brad Clark motioned to approve the 2023 park reservation form changes and fees. Kyle Krueger seconded. Motion carried.

**6. Director's Report:** - We have a few office workdays to focus on our programming

Section 2, Item A.

**a. Parks status and project updates:**

- i. **Aquatic Center updates** – Staff is working to fix the failing cement and working on repair options with the city attorney. Ali Nicholson will be starting 1/3 as the new Aquatics and Recreation Manager.
- ii. **Washington Park fence update** – Kristine received complaints from two citizens who had communicated with the Mayor regarding safety and condition of the fence. It is a hazard and not to code. Discussion included the potential cost to replace the fence, public safety regarding both removing and replacing the fence, the need for a fence, and concern about foul balls. Brian Konz asked Kristine and Jeff to research and include in January's agenda.
- iii. **Riverside Restroom Bids** – Kristine explained that there were no original bids, however we have received three at end of November; all are higher than expected. Staff met with Ray Stadler Construction Company since it was the lowest bid. Parks and streets to do all of site finishing work, leaving \$1.073 million remaining. We can make alterations to lower costs, now at \$1.01 million with no sales tax with city purchasing all materials.

**b. Senior and Community Center updates –**

The window and basement flooring repairs are still occurring and the window repair should be complete by next month.

**c. Update on programming:**

**i. Recreation programming**

Winter sessions have begun including dance, kickboxing and other fitness classes. January recreation will include indoor soccer, archery, swimming lessons, and a babysitter's training course. Spring recreation is starting to develop, including disc golf lessons.

**ii. Senior and enrichment programming**

The annual holiday party occurred last Thursday the 15<sup>th</sup>. Tickets sold out and it was a full house. All programs are continuing as normal.

Another family bingo day is scheduled for winter break. Additional winter activities will be decided based on time and staff capacity.

**iii. Aquatics update –**

Winter swim lessons will begin in January, including full and mini sessions.

**d. Review of issues and concerns of commissioners**

**7. Adjournment – Next meeting date January 16, 2023**

Brian Konz motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.

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