



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, OCTOBER 17, 2022 AT 4:30 PM

514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL

By Phone or GoToMeeting: You may dial in by calling: United States: +1 (786) 535-3211 **Access Code:** 661-666-493 or you may attend by utilizing the following link: <https://www.gotomeet.me/WatertownParkRec>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Minutes from September, 19, 2022 minutes

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. June and July 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

6. DIRECTOR'S REPORT

- A. Parks Status and Project Updates
- B. Riverside Restroom and Stone Wall Updates
- C. Aquatic Center budget updates
- D. Washington Park fence update
- E. Riverside stairwells behind Diamond #2
- F. Senior and Community Center building updates
- G. Budget Meeting
- H. Update on Recreation Programming
- I. Update on Senior and Enrichment Programming
- J. Update on 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, 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, September 17, 2022

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met virtually and in person on September 17, 2022. The meeting was called to order by Brian Konz. Members present were: Brian Konz, Jennifer Clayton, Brad Clark, Emily Lessner, Julie Chapman and Ald. William Licht. Not present were: Kyle Krueger. Also present were: Larry Schuett, Fred Smith, Jeff Doyle, Kyle Fowler, and Andrea Draeger.

2. Review and approval of August minutes

Brian Konz motioned to approve the August 1, 2022 Parks, Recreation & Forestry Commission meeting minutes as written. Jennifer Clayton seconded. Motion carried.

Brad Clark motioned to approve the August 17, 2022 Senior Center Advisory Board meeting minutes as written. Ald. William Licht seconded. Motion carried.

3. Review and Approval of the April and May Financial Reports

Brian Konz motioned to approve the April and May financial reports as written. Jennifer Clayton seconded. Motion carried.

4. Citizens to be heard

Larry Schuett was in attendance to hear an update on the Riverside wall project. He and his wife have had concerns regarding the wall and own the property adjacent to part of the wall.

Fred Smith was in attendance to hear an update on the Riverside wall project as well as updates for the 2023 budget. He encouraged the department to include the Riverside wall project in the 2023 budget.

5. Review and take possible action: approve memorial bench donation

No information was available for this memorial bench donation by the time of the meeting. Brian Konz motioned to table the approval of this memorial bench donation until further information is received. Brad Clark seconded. Motion carried.

6. Review and take possible action: approve memorial bench donation

No formal application was available for this memorial bench donation by the time of the meeting. Brian Konz motioned to table the approval of this memorial bench donation until further information is received. Brad Clark seconded. Motion carried.

7. Review and take possible action: approve application for the 2023 WDNR Urban Forestry Grant

This \$25,000 matching grant will provide funds to plant and replace trees to build the city's urban forestry canopy. Ald. William Licht motioned to approve the application for the 2023 WDNR Urban Forestry Grant. Brian Konz seconded. Motion carried.

8. Review and take possible action: approve part-time program supervisor wages

It was proposed to create the part-time, seasonal position of program supervisor at a rate of \$20.00 per hour to assist with recreation programming. Brad Clark motioned to create the position and approve wages for program supervisor. Emily Lessner seconded. Motion carried.

9. Director's Report:

a. Parks status and project updates

i. Riverside restroom and stone walls updates

Demolition is set to start for the women's restroom yet this fall. Forest Landscape will be installing sanitary sewer and water services to the building site. It has been added to the 2023 budget to restore the stone walls at Riverside Park. This project has doubled in cost to the severity of the decay and cost of materials and labor. Estimates range from approximately \$275,000 to \$300,000.

ii. Budget updates

The next Aquatic Center inspection is scheduled for 2023. Improvements should be made including \$225,000 in repairs to the slides. This will include resurfacing the interior and exterior of the slides as well as strengthening the weak areas of the big slide.

Updates for the 2023 budget includes the potential to add three new positions, including a Town Square Programming Director, part-time Recreation Programmer, and Park Laborer. Funds are also being proposed for Senior Center terrace wall updates, parking lot resurfacing, and recreation administration improvements.

iii. Washington Park fence update

Easements for the properties are being researched along with next steps for removing the fence on the north side of the park due to failure.

b. Senior and Community Center building updates

The terrace wall on the west side of the building is failing and has been proposed to replace or improve in 2023, along with resurfacing the parking lot. Recently the Center experienced water in the lower level and work is being done to research the issue and correct any underlying issues. Recreation Admin office improvements, including the Senior Center offices, are also being proposed due to inefficient use of the current space.

c. Update on Programming:

i. Recreation

Summer programming has concluded. Fall sports are beginning with strong attendance. Coaches training has been implemented for most sports along with literature and additional equipment. Improvements have been made to organizing staff schedules, identification, and orientation for all new employees. Halloween events will be planned for October.

ii. Senior & Enrichment Programming

Programs continue as usual. National Senior Citizen Day was celebrated on August 22 with a pizza party sponsored by Pizza Ranch along with entertainment. We had a record-breaking year for the rummage sale, raising over \$1,600 with that event. Additional activities and presentations are continued to be added each month.

iii. Aquatics Update

Swimming lessons start this week for the fall and are generally full. Water exercise classes are planning to start again. Open swim has returned to the indoor pool.

d. Review issues and concerns of commissioners

There were none.

10. Adjournment – Next meeting date: October 17, 2022

Brad Clark motioned to adjourn the meeting. Ald. William Licht seconded. Motion carried.