



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, FEBRUARY 17, 2025 AT 4:30 PM

514 S. FIRST STREET, WATERTOWN, WI 53094 - FIRST FLOOR, CONLEY HALL

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

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. Park, Recreation, and Forestry minutes from January 20, 2025

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and take action: 2024 preliminary 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 take action: condition of facility use agreement proposed expenses

B. Review and take possible action: Park, Recreation, and Forestry Commission Chair

C. Review and discuss: Town Square commission position

D. Review and Discuss: Senior and Community Center Door Opener

6. DIRECTOR'S REPORT

A. Project updates: parks

B. Project updates: forestry

C. Project updates: aquatics

D. Project updates: town square

E. Project updates: senior and community center

F. Update on programming: recreation

G. Update on programming: town square

H. Update on programming: senior and enrichment

I. Update on programming: aquatics

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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, January 20, 2025

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on January 20, 2025. The meeting was called to order by Kyle Krueger. Members present: Ald. Jonathan Lampe, Brad Clark, Kyle Krueger, Julie Chapman, Jennifer Clayton, Emily Lessner. Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Jeff Doyle, and Jarrod Folkman.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the December 16, 2024 Parks Recreation and Forestry and December 10, 2024 Senior Center Advisory Board minutes as written. Brad Clark seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the November 2024 financial reports. Brad Clark seconded. Motion carried.

4. Citizens to be heard

Leslie Krueger and Jean Osterhaus, Caring Crafters, stated that the Caring Crafters group has been at the Watertown Senior & Community Center for 14 years. They make items to donate to local non-profit organizations, hospitals, etc.

5. Business

A. Review and take action: Caring Crafters Classification

A facility use agreement was drafted and presented to Caring Crafters, new for rentals in 2025. This facility use change does include a \$50 administrative fee and security deposit as Caring Crafters was deemed a class 2 organization by this commission previously. Caring Crafters create handmade items and all are donated to non-profit organizations, hospitals, etc. Caring Crafters is requesting a reclassification to class 1 in order to remain a community resource and opportunity for citizens to give back. Brad Clark motioned to reclassify Caring Crafters as class 1. Emily Lessner seconded. Motion carried.

B. Review and take action: Event Fee Adjustment

For the past two years, the 4th of July Committee has come before the Parks, Recreation & Forestry Commission to ask for a reduction in rental fees for their special event. Their rental consist of Riverside Park Shelters (seven), 10 additional picnic tables, 24 orange boards, Amplified Music Permit, Screens for Upper Pavilion, 12 additional trash cans, and one row of snow fence and standards totaling \$1,042.00. They have asked for an adjustment from \$1,042.00 to \$500.00. It was recommended to reduce fees by 50 percent each year instead a flat \$500 fee. Brad Clark motioned to reduce fees for the 4th of July event by 50%. Julie Chapman seconded. Motion carried. Ald. Jonathan Lampe abstained.

C. Review and take action: discount for Thursday night market vendors

In 2024, we held four Thursday Night Markets at the Bentzin Family Town Square with a vendor fee of \$25/market. There was no incentive for a vendor to register for all four markets. The proposed \$15 discount per vendor is a minimal expense compared to the potential increase in registrations and operational efficiencies gained from early commitments. Our goal is to encourage vendor participation across all events, creating a consistent and engaging experience for attendees while fostering stronger relationships with our vendors. To incentivize full-series

participation, we propose offering a \$15 discount to vendors who commit to register for all five events upfront. The fee would be \$25/event or \$110 if a vendor registers for all five (includes a \$15 discount). Emily Lessner motioned to table the discount for Thursday Night Market vendors until the next meeting. Jennifer Clayton seconded. Motion carried.

Section 2, Item A.

D. Review and take action: Thursday Night Market fee waiver

In 2024, we held Thursday Night Markets at Bentzin Family Town Square. Last year, we asked if we could waive booth fees for produce farmers. Our recommendation is to waive all fees for produce farmers for the next three years through the 2027 summer season. Julie Chapman motioned to waive booth fees for produce farmers through the 2027 summer season. Emily Lessner seconded. Motion carried.

E. Review and approve: 2023 annual report

The 2023 annual report was emailed to the commission members. Brad Clark motioned to approve the 2023 annual report. Julie Chapman seconded. Motion carried.

F. Review and discuss: park, recreation, and forestry commission member

The department is currently seeking a new commission member to serve as chair of the Parks, Recreation, and Forestry Commission. This position has served on the Plan commission as well. The department would like the commission's input on the concept to review and update the responsibilities of the Parks, Recreation, and Forestry Commission Chair's role and responsibilities. Removing the responsibility to sit on the Plan Commission would open the position to more candidates. The general recommendation was to offer the option to split the two roles.

6. Director's Report:

A. Project updates: parks

The Parks & Open Spaces Plan contract as been approved and the company is currently reviewing information through GIS. The parks crew is currently work on chipping trails. An update on Lake Victoria included discussion at a public works meeting and may be recommended to return to this commission for further discussion or approval.

B. Project updates: forestry – urban forestry budget modification

Every year the Parks, Recreation, and Forestry Department applies for a DNR Urban Forestry Grant to fund a portion of Ash treatments, tree removal and plantings, safety training courses for staff, forestry equipment and our tree programs, as well as tree planting and care educational opportunities for the community and staff time. This grant is a 50/50 matching grant up to \$50,000. We did not receive the DNR Urban Forestry Grant for the year 2025. We would need \$14,160 to continue our Ash treatments, safety training, and tree purchases for our Right Tree, Right Spot program, and will be looking for Finance Committee approval of \$14,160 to be moved from Contingency Funds to Urban Forestry Expenses.

C. Project updates: aquatics

All projects are currently complete for the filtration system.

D. Project updates: town square

E. Project updates: senior & community center

The generator will likely not be installed until spring, though the gas line hookup has been moved. The paging system should be complete. New partitions are being installed in the restrooms.

F. Update on programming: recreation

Winter programming has begun – open gym, ice skating at Silver Creek. In February we will add time to open gym for people with special needs and sponsored through local businesses. The Afterschool Adventure Arena is starting again, and we are getting ready for spring with spring break programming and into spring sport programming. We are looking to add some additional programming based on feedback, such as a soccer refresher or extension of the session.

G. Update on programming: town square

Thursday Night Market prep, summer event prep, and other seasonal activities are being planned.

H. Update on programming: senior and enrichment

The December holiday party was sold out with a successful lunch through Glenn's Catering. Our soup sale was successful and generated about \$450 in donations. We will continue to include seasonal/holiday event and programming ideas when possible.

I. Update on programming: aquatics

7. Adjournment – Next meeting date February 17, 2024

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

Watertown Parks and Recreation Department
Financial Report
Dec-24

Expense Account #	Description	Year to Date Expense	Year to Date Budget	Budgeted Amount	Balance
Park					
01-554110	Salaries	\$ 457,785.22	\$ 470,520.00	\$ 470,520.00	\$ 12,734.78
01-554112	Longevity	2,106.00	\$ 2,108.00	\$ 2,108.00	\$ 2.00
01-554114	Overtime	7,527.80	\$ 12,000.00	12,000.00	\$ 4,472.20
01-554116	Part-time Salaries	25,597.00	\$ 32,000.00	32,000.00	\$ 6,403.00
01-554118	Supplies & Expenses	43,295.13	\$ 37,000.00	37,000.00	\$ (6,295.13)
01-554120	Repairs	17,013.24	\$ 18,000.00	18,000.00	\$ 986.76
01-554126	Goose Control	1,416.00	\$ 2,500.00	2,500.00	\$ 1,084.00
01-554128	Fuel	1,649.95	\$ 5,000.00	5,000.00	\$ 3,350.05
01-554130	Electric	41,058.49	\$ 37,000.00	37,000.00	\$ (4,058.49)
01-554131	Water	45,293.76	\$ 50,000.00	50,000.00	\$ 4,706.24
01-554132	Telephone	1,044.16	\$ 1,100.00	1,100.00	\$ 55.84
01-554133	Wisconsin Retirement	32,287.47	\$ 33,853.00	33,853.00	\$ 1,565.53
01-554134	Social Security	29,332.66	\$ 32,403.00	32,403.00	\$ 3,070.34
01-554135	Medicare	6,860.13	\$ 7,578.00	7,578.00	\$ 717.87
01-554136	Health Insurance	144,678.96	\$ 155,133.00	155,133.00	\$ 10,454.04
01-554137	Life Insurance	1,745.53	\$ 1,717.00	1,717.00	\$ (28.53)
01-554138	Dental Insurance	8,556.00	\$ 8,832.00	8,832.00	\$ 276.00
01-554140	Gasoline	31,127.27	\$ 32,500.00	32,500.00	\$ 1,372.73
01-554141	Fertilizers & Herbicides	8,361.72	\$ 10,000.00	10,000.00	\$ 1,638.28
01-554142	Equipment Repairs	29,147.24	\$ 28,000.00	28,000.00	\$ (1,147.24)
01-554144	Washington Park Lights	3,723.32	\$ 4,000.00	4,000.00	\$ 276.68
01-554148	Water Bubblers	1,819.89	\$ 2,000.00	2,000.00	\$ 180.11
01-554150	Staff Training	1,300.50	\$ 1,500.00	1,500.00	\$ 199.50
01-554159	Safety Equipment	3,670.83	\$ 3,000.00	3,000.00	\$ (670.83)
01-554160	Capitlay Outlay	8,183.07	\$ 9,950.00	9,950.00	\$ 1,766.93
Total Park		\$ 954,581.34	\$ 997,694.00	\$ 997,694.00	\$ 43,112.66
05-554170	Capital Projects				
Forestry					
01-561110	Salaries	\$ 100,820.49	\$ 119,600.00	\$ 119,600.00	\$ 18,779.51
01-561112	Longevity	27.30	\$ 527.00	527.00	\$ 499.70
01-561118	Supplies & Expense	4,314.26	\$ 4,000.00	4,000.00	\$ (314.26)
01-561119	UF Grant Exp: Tree/Ash Inje	25,241.88	\$ 25,000.00	25,000.00	(241.88)
01-561120	Repairs	2,921.26	\$ 3,000.00	3,000.00	78.74
01-561124	Cont. Education Forester Cert	395.10	\$ 1,600.00	1,600.00	1,204.90
01-561126	Annual Bucket Truck Inspection	1,090.00	\$ 4,000.00	4,000.00	2,910.00
01-561133	Wisconsin Retirement	6,998.94	\$ 8,288.00	8,288.00	1,289.06
01-561134	Social Security	5,093.25	\$ 7,448.00	7,448.00	2,354.75
01-561135	Medicare	1,191.17	\$ 1,742.00	1,742.00	\$ 550.83
01-561136	Health Insurance	37,509.36	\$ 44,324.00	44,324.00	6,814.64
01-561137	Life Insurance	134.89	\$ 494.00	494.00	359.11
01-561138	Dental Insurance	1,932.00	\$ 2,208.00	2,208.00	276.00
01-561160	Capital Outlay	8,299.21	\$ 8,300.00	8,300.00	0.79
Total Forestry		\$ 195,969.11	\$ 230,531.00	\$ 230,531.00	\$ 34,561.89
05-561170	Capital Projects	-	\$ -	-	\$ -

Watertown Parks and Recreation Department						
Financial Report						Section 3, Item A.
End of Month DEC 2024						
Revenue		Year to Date	Year to Date	Budgeted	Revised	
Account #	Description	Revenue	Budget	Amount	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 88,810.76	\$ 81,000.00	\$ 81,000.00		\$ (7,810.76)
01-446211	Rec Dept Taxable Revenue	33,717.36	\$ 45,000.00	\$ 45,000.00		\$ 11,282.64
01-446212	Rec Concession Revenue	111.00	\$ 1,000.00	1,000.00		\$ 889.00
01-446220	Net Ticket Sales	(18.50)	\$ 400.00	400.00		\$ 418.50
01-446230	Aquatic Center Revenue	122,815.96	\$ 141,000.00	141,000.00		\$ 18,184.04
01-446232	Indoor Pool Non Taxable Revenue	23,333.00	\$ 26,000.00	26,000.00		\$ 2,667.00
01-446233	Indoor Pool Taxable Revenue	8,347.84	\$ 11,000.00	11,000.00		\$ 2,652.16
01-446234	Senior Center Revenue	432.87	\$ 400.00	400.00		\$ (32.87)
01-446235	Senior Center Memberships	6,669.70	\$ 5,000.00	5,000.00		\$ (1,669.70)
01-446236	Senior Center Rental Fees	21,199.05	\$ 17,000.00	17,000.00		\$ (4,199.05)
01-446264	Park Rental	39,842.11	\$ 31,000.00	31,000.00		\$ (8,842.11)
01-446266	Misc Park Revenue	8,049.57	\$ 22,500.00	22,500.00		\$ 14,450.43
Grand Total Revenue		\$ 353,310.72	\$ 381,300.00	\$ 381,300.00		\$ 27,989.28
Expense		Year to Date	Year to Date	Budgeted		
Account #	Description	Expenses	Budget	Amount		Balance
Administration						
01-552010	Salaries	\$ 357,529.23	\$ 371,989.00	\$ 371,989.00		\$ 14,459.77
01-552014	Overtime	692.02	\$ 500.00	500.00		(192.02)
01-552016	Part-time Salaries	4,285.75	\$ 13,200.00	13,200.00		8,914.25
01-552017	Contract Services	15,807.18	\$ 14,100.00	14,100.00		(1,707.18)
01-552018	Supplies & Expenses	6,812.74	\$ 7,400.00	7,400.00		587.26
01-552019	Advertisement	-	\$ 2,000.00	2,000.00		2,000.00
01-552020	Repairs	2,848.82	\$ 3,500.00	3,500.00		651.18
01-552021	Contribution to Town Square	75,300.00	\$ 75,300.00	75,300.00		-
01-552022	Dues, fees, subs	2,649.27	\$ 2,780.00	2,780.00		130.73
01-552023	Training	-	\$ 60.00	60.00		60.00
01-552024	Travel	2,824.53	\$ 3,000.00	3,000.00		175.47
01-552026	Maintenance Supplies	1,565.76	\$ 3,600.00	3,600.00		2,034.24
01-552028	Fuel	3,652.14	\$ 6,000.00	6,000.00		2,347.86
01-552030	Electric	18,142.65	\$ 15,500.00	15,500.00		(2,642.65)
01-552031	Water	1,677.80	\$ 2,000.00	2,000.00		322.20
01-552032	Telephone	4,005.99	\$ 4,250.00	4,250.00		244.01
01-552033	Wisconsin Retirement	27,370.07	\$ 24,527.00	24,527.00		(2,843.07)
01-552034	Social Security	24,820.08	\$ 23,914.00	23,914.00		(906.08)
01-552035	Medicare	5,804.91	\$ 5,593.00	5,593.00		(211.91)
01-552036	Health Insurance	60,011.56	\$ 65,867.00	65,867.00		5,855.44
01-552037	Life Insurance	730.44	\$ 464.00	464.00		(266.44)
01-552038	Dental Insurance	3,791.64	\$ 4,112.00	4,112.00		320.36
01-552042	Mileage	922.57	\$ 800.00	800.00		(122.57)
01-552060	Capital Outlay	9,721.80	\$ 10,000.00	10,000.00		278.20
Total Administration		\$ 630,966.95	\$ 660,456.00	\$ 660,456.00		\$ 29,489.05
Recreation						
01-552114	Rec Overtime	\$ -	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00
01-552116	Part-time Salaries	63,383.56	\$ 39,925.00	39,925.00	59,925.00	(3,458.56)
01-552117	Contract Sports Services	25,009.60	\$ 18,564.00	18,564.00		(6,445.60)
01-552118	Supplies & Expenses	15,573.20	\$ 31,000.00	31,000.00	15,921.00	347.80
01-552134	Social Security	3,940.55	\$ 3,697.00	3,697.00		(243.55)
01-552135	Medicare	921.85	\$ 865.00	865.00		(56.85)
01-552160	Capital Outlay	-	\$ 4,000.00	4,000.00	-	4,000.00
Total Recreation		\$ 108,828.76	\$ 98,551.00	\$ 98,551.00		\$ (5,722.76)
Aquatic Center						

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Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Section 3, Item A.	
01-552214	Aq Ctr Overtime	\$ 1,413.77	\$ 2,000.00	\$ 2,000.00		\$ 586.23
01-552216	Part-time Salaries	116,213.09	\$ 100,328.00	100,328.00		(15,885.09)
01-552217	Svc Contracts/Licenses	3,264.67	\$ 3,500.00	3,500.00		235.33
01-552218	Supplies & Expenses	3,071.68	\$ 4,500.00	4,500.00		1,428.32
01-552220	Repairs	11,951.54	\$ 12,000.00	12,000.00		48.46
01-552223	Training	1,384.35	\$ 1,500.00	1,500.00		115.65
01-552228	Fuel	3,483.31	\$ 8,500.00	8,500.00		5,016.69
01-552230	Electric	18,074.31	\$ 16,500.00	16,500.00		(1,574.31)
01-552231	Water	13,667.08	\$ 18,000.00	18,000.00		4,332.92
01-552232	Telephone	646.56	\$ 500.00	500.00		(146.56)
01-552234	Social Security	7,292.98	\$ 6,840.00	6,840.00		(452.98)
01-552235	Medicare	1,705.56	\$ 1,600.00	1,600.00		(105.56)
01-552240	Chemicals	27,724.93	\$ 26,000.00	26,000.00		(1,724.93)
01-552244	Uniforms	1,970.88	\$ 2,200.00	2,200.00		229.12
01-552246	Concessions Supplies	25,204.73	\$ 21,000.00	21,000.00		(4,204.73)
01-552260	Capital Outlay	-	\$ 6,000.00	6,000.00		6,000.00
Total Aquatic Center		\$ 237,069.44	\$ 224,968.00	\$ 224,968.00		\$ (6,101.44)
05-552270	Capital Projects	222,250.00	\$ 217,980.00	217,980.00		(4,270.00)
Indoor Pool						
01-552314	Indoor Pool Overtime	\$ 260.63	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 739.37
01-552316	Part-time Salaries	31,317.29	\$ 38,626.00	38,626.00		7,308.71
01-552317	WUSD Maintenance Staff	-	\$ -	-		-
01-552318	Supplies & Expenses	8,855.76	\$ 10,000.00	10,000.00	9,000.00	997.23
01-552320	Repairs	409.81	\$ 1,500.00	1,500.00	496.00	1,090.19
01-552328	Fuel	(2,500.00)	\$ 7,500.00	7,500.00	5,000.00	7,500.00
01-552330	Electric	(5,500.00)	\$ 15,500.00	15,500.00	10,000.00	15,500.00
01-552331	Water	(3,500.00)	\$ 5,500.00	5,500.00	2,000.00	5,500.00
01-552332	Telephone	-	\$ 350.00	350.00		350.00
01-552334	Social Security	2,864.15	\$ 3,913.00	3,913.00		1,048.85
01-552335	Medicare	669.91	\$ 915.00	915.00		245.09
Total Indoor Pool		\$ 32,877.55	\$ 84,804.00	\$ 84,804.00		\$ 40,279.44
			\$ -			
Total Recreation Budget		\$ 1,009,742.70	\$ 1,068,779.00	\$ 1,068,779.00		\$ 59,036.30
Reserve Accounts						
		YTD Expenses	YTD Revenue	Beginning Balance	Balance	
24-581107	Senior Center Fundraising	\$ 13,322.85	\$ 16,890.30	\$ 26,428.00		\$ 29,995.45
01-271970	Senior Center Security Deposits	\$ -		\$ -		\$ -
01-581121	BQ Baseball	\$ -		\$ -		\$ -
01-581137	River Walkway Repairs	\$ -		\$ -		\$ -
01-581139	InterUrban Trail	\$ -		\$ -		\$ -
01-581140	Bike Trail	\$ -		\$ -		\$ -
05-552070	Quarry Study	\$ 41,190.50		\$ 45,000.00		\$ 3,809.50
05-552470	Sr Ctr Retaining Wall	\$ (13,580.75)		\$ -		\$ 13,580.75
05-581104	Chamberland Improvements	\$ -		\$ -		\$ -
05-581106	Park Facility Improvements	\$ 44,194.90		\$ 5,969.65		\$ (33,988.35)
05-581110	Roeseler Will/Forestry Donation	\$ 97,770.42	\$ 1,900.00	\$ 80,595.13		\$ 72,548.65
05-581118	Heron View Park (micro park)	\$ -		\$ -		\$ -
05-581120	Park Expansion & Improvements	\$ 11,471.55	\$ 9,001.06	\$ 16,350.91		\$ 13,880.42
07-581113	Park Dedication Fees (land purchase)	\$ -		\$ 94,503.32		\$ 94,503.32
07-581115	Park Improvements	\$ -		\$ 51,500.00		\$ 51,500.00

Watertown Parks and Recreation Department

Financial Report

Section 3, Item A.

End of Month DEC 2024

Revenue					
Account #	Description	Year to Date Revenue	Year to Date Budget	Budgeted Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 36,245.00	\$ 1,200.00	\$ 1,200.00	\$ (35,045.00)
26-446211	TS Revenue - Taxable	\$ 14,940.00	\$ 24,500.00	\$ 24,500.00	\$ 9,560.00
26-446250	Contributions FR General Fund	\$ 75,300.00	\$ 75,300.00	75,300.00	\$ -
26-446266	TS Future Fund Contributions	\$ 50,000.00	\$ 232,995.40	232,995.40	
Total Revenue		\$ 176,485.00	\$ 333,995.40	\$ 333,995.40	\$ 157,510.40
Expense					
Account #	Description	Year to Date Expenses		Budgeted Amount	Balance
26-554310	Salaries	65,478.40	65,478.00	\$ 65,478.00	\$ (0.40)
26-554316	Part-time Salaries	-	-	-	\$ -
26-554318	Supplies	(380.29)	-	-	\$ 380.29
26-554319	Advertising	253.10	7,000.00	7,000.00	\$ 6,746.90
26-554320	Repair/Maintenance	26,970.97	12,300.00	12,300.00	\$ (14,670.97)
26-554330	Electricity	1,879.00	2,600.00	2,600.00	\$ 721.00
26-554331	Water	6,481.37	42,744.00	42,744.00	\$ 36,262.63
26-554333	Wisconsin Retirement	1,042.62	4,518.00	4,518.00	\$ 3,475.38
26-554334	Social Security	935.48	4,060.00	4,060.00	\$ 3,124.52
26-554335	Medicare	218.79	949.00	949.00	\$ 730.21
26-554336	Health Insurance	2,183.64	-	-	\$ (2,183.64)
26-554337	Life Insurance	58.96	295.00	295.00	\$ 236.04
26-554338	Dental Insurance	89.64	-	-	\$ (89.64)
26-554341	Event Expenses	58,681.14	44,325.00	44,325.00	\$ (14,356.14)
26-554360	Capital Outlay	7,992.14	10,000.00	10,000.00	\$ 2,007.86
Total Expenses		\$ 171,884.96	194,269.00	\$ 194,269.00	\$ 22,384.04
Net Revenue		\$ 4,600.04			

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 2/17/2025

Subject: Review and take action: condition of facility use agreement proposed expenses

Background

All tournaments and facility users are required to submit facility use contracts to the department for the current year. Local club groups in good standing may also submit a condition of facility use agreement which indicates “donations to the department wherein regular rental fees are waived. Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.”

- Thunder – resurfacing of diamonds. Estimated cost of \$7,800.
- 2024 Thunder donation amount- \$6,000. Remaining \$2,800 may be utilized from 2025 anticipated donation.
- Storm – upgrade suggestion?
- 2024 Storm donation amount- \$17,700.

Budget Goal

Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

Financial Impact

All donations received by the department will be utilized for the agreed upon purpose to improve the condition of parks and/or playing fields.

MEMO

Recommendation

Review and take action on the proposed agreed upon expenses for the 2024 condition of facility use agreements.

Motion: Approve uses of the 2024 facility use agreements as determined.

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends



Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

920-262-8080 office / 920-262-8087 fax

2024 Condition of Facility Use Agreement

Organization Name	Watertown Thunder
Contact Name	Jamey HiseL
Contact Phone #	920-988-0103
Contact Email	HiseL Flooring @ Gmail.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

POTENTIAL FACILITY UPGRADES

Section 5, Item A.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

UPGRADE SUGGESTION & DONATION AMOUNT

Upgrade Suggestion: Field resurfacing

(Please attach any supporting documentation, quotes, etc.)

Donation Amount: \$4,500 Thunder games + \$1,500 windmill tour.

Estimated costs:

Thunder – practices waived by commission 120 games / 30 fields = \$4,500 + concession stand.

windmill – ~~15 fields @ \$150 + 10 @ \$50 (no prep needed)~~
= ~~\$1,250 + concession stand~~

18 fields @ \$50 rental fee = ~~8,750~~ 1,500

Total = ~~45,750~~

~~8,750~~ 6,000 + concession permit


INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.



Renter Signature

4-9-24

Date

Approved by agent of the department.

Signature

Date



Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094
920-262-8080 office / 920-262-8087 fax

2024 Condition of Facility Use Agreement

Organization Name	WYBA/Storm
Contact Name	Nick Walter/Nate Wegner
Contact Phone #	
Contact Email	wybapresident@gmail.com

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CONDITION OF FACILITY USE

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Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

POTENTIAL FACILITY UPGRADES

Section 5, Item A.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

UPGRADE SUGGESTION & DONATION AMOUNT

Upgrade Suggestion: _____

(Please attach any supporting documentation, quotes, etc.)

Donation Amount: _____ \$17,700 _____

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission’s agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Renter Signature

Date

Approved by agent of the department.

Signature

Date

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 02/13/2025

Subject: Senior and Community Center Door Opener

Background

We have an ADA compliant door opener on the front door to the Senior and Community Center. This opener was placed on the right or east door when entering the building. Six months ago we had to replace the motor as it was stripped out trying to close during a wind storm.

We have had two other occasions since the motor replacement where the door has been hyperextended past a natural point. The last instance resulted in the door being pulled out of the frame and the screws were stripped out. The only connection to the building was by a screw and the arm to the door opener.

Budget Goal

Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

Looking to make it a line item in the 2026 budget.

Recommendation

I would like your thoughts on next steps. Our door is currently fixed with longer lag screws in hopes of preventing a similar situation from occurring again.

The options in front of us today are:

- Monitor the situation and fix screws as needed if there are strong wind storms.
- Put the motor on the left or west door. This option would be an entirely new motor system as the motor we currently have cannot be reversed.
- Keep the motor in place, shut it down during wind events and put a new motor on the Kitchen or Staff door to allow access to the building.

MEMO

Parks, Recreation, and Forestry Department

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 02/13/2025

Subject: Director's Report

BQ Tennis Courts – Due to strong wind gusts last week, our tennis courts are out of commission because the wind caught the surface material of the courts ripping it from the base surface.



Vandalism – We have had a rash of vandalism at Riverside Park. Both the Lower Pavilion and Dance Floor have broken windows total is around 24 panels. There were five glass blocks broken all the way through in the Aquatic Center women's locker room area.

SCC Elevator – Our elevator here at the center broke down on Tuesday of last week. We will be getting quotes for elevators as our elevator is at the end of its lifecycle.

Panel for Riverside Park Master Plan – If anyone would like to be on the panel to review the proposals when they come in, please reach out to me individually. I will be sending out the RFP on March 11th with a due date of April 8th at 4:30 pm. That would give us about a week and a half to review and get work out after our April 21st meeting to the selected firm.