



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

**MONDAY, JULY 21, 2025 AT 4:30 PM**

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

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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. Review and approve: Parks, Recreation, and Forestry minutes from June 16, 2025

B. Review and approve: Senior Center Advisory Board minutes from June 17, 2025

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

A. Review and approve 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: Jacobson memorial tree or bench

B. Review and take action: Windmill condition of facility use agreement

C. Review and take action: 2026 general and club facility use agreements

D. Review and discuss: Riverside restrooms during Riverfest

E. Review and discuss: Fees for federal holiday event park rentals and additional fees

F. Review and take possible action: Town Square Commission

### **6. DIRECTOR'S REPORT**

A. VEG 5K update

B. Project update: parks

C. Project update: forestry

D. Project and programming update: aquatics

E. Project and programming update: town square

F. Project and programming update: recreation

G. Project and programming update: senior and community center/enrichment

### **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](mailto: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, June 16, 2025

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on June 16, 2025. The meeting was called to order by Ald. Jonathan Lampe. Members present: Ald. Jonathan Lampe, Julie Chapman, Emily Lessner, Brad Clark, Jennifer Clayton. Not present was: Kyle Krueger, Kerry Kneser. Also present: Kristine Butteris, Andrea Draeger, Jarrod Folkman.

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

Brad Clark motioned to approve the May 19, 2025 and June 2, 2025 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

#### 3. Review and approval of financial reports

Julie Chapman motioned to approve the April financial reports. Jennifer Clayton seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and take action: definition of games and programs for outside entities

Kristine Butteris described the need to formally distinguish between league activities (games and practices) and programs, which would apply to all which collect participation fees, in order to clarify our fees and charges policy. We are now seeking clarification regarding non-league programs. When our green spaces are used for programming, staff ensure the areas are mowed and prepared in advance. Reserving these green spaces would grant the organization sole use of the area, with necessary preparation completed to ensure optimal conditions. Brad Clark motioned to approve outside organizations which have participant fees, would have all facility uses classified as: Programs and League games – “Programs,” and Practices-“Practices.” Programs would have a facility use fee and practices would not. Jennifer Clayton seconded. Motion carried.

##### B. Review and take possible action: YMCA reduction of facility use fees

Kim Schooley was present as a representative of the YMCA and presented a letter drafted indicating a request for a reduction in fees for facility use in the park system. With facility use fees, the YMCA may not be able to maintain smaller programs. Kristine Butteris provided information regarding the need to word towards all organizations utilizing park and recreation facilities to have contracts and charge relevant fees, due to costs associated with maintaining facilities, labor, etc. The YMCA will gather more information regarding intended annual use of facilities in order to better inform the commission on potential revenue versus reduction of fees. This item was tabled to the July meeting pending further information.

##### C. Review and take action: ordinance to amend Section 428-7(C)(5) Exemptions and create Section 428-10 Bentzin Family Town Square scheduled events

Kristine Butteris described the current agreement which states the Bentzin Family Town Square approvals for “series of events” and the request to change to state “schedule of events” in order to simplify and streamline the process to approve programs and events at the Bentzin Family Town Square without necessarily needing approval for each series. There was a recommendation to confirm with the city attorney that the new language presented in the

memo will not create too many exemptions without intending. The final draft of ordinance will be brought to the July meeting. Jennifer Clayton motioned to endorse the ordinance changes to streamline the Bentzin Family Town Square with the considerations captured by the Parks, Recreation, and Forestry director. Brad Clark seconded. Motion carried.

Section 2, Item A.

**D. Review and take action: ordinance to amend Section 410-52(b) and create Section 410-52(c) Possession of Alcohol Beverages on Public Ways**

Kristine Butteris described the request for an ordinance change to allow alcohol consumption within the Riverwalk area exceptions: Watertown Senior & Community Center and Bentzin Family Town Square. Julie Chapman motioned to endorse the ordinance changes as written. Jennifer Clayton seconded. Motion carried.

**E. Review and take action: parks and open space plan**

Kristine Butteris gave one update which was relayed to the plan designers that no designated pickleball courts are currently in existence. The plan will then go before Common Council for approval. Brad Clark motioned to approve the parks and open space plan as written. Julie Chapman seconded. Motion carried.

**F. Review and take possible action: artist contract**

Andrea Draeger reviewed the need for an artist contract in order to utilize local art for both Senior & Community Center walls and as a fundraiser, as it is being proposed that the Center would retain half of the art sales and pay the artists the remaining half. Jennifer Clayton motioned to approve the artist contract pending city attorney edits. Julie Chapman seconded. Motion carried.

**B. Director's Report:**

**A. Project updates: parks**

The tennis court RFP is out to be reviewed. The Riverside restrooms are open and landscaping is being completed.

**B. Update on programming: recreation**

The deadline for the youth baseball leagues was extended and participation is now equal to last year; enough coaches were also recruited. Youth volleyball began last week; registration is almost doubled from last year. Day Camp starts this week with a new camp director. Kart Park started last week and have already seen increased participation from last year. Fall and early winter programming registration will begin June 30.

**C. Update on programming: senior and enrichment**

Currently planning fall and early winter family nights and school break activities. The Senior Center will begin a cribbage league, hold a social isolation focus group, and has the potential for a dementia film screening as well as staff training. The patio furniture was delivered and a party/dedication will be planned. The next Senior Center quarterly birthday party will be held in August. National Senior Citizen Day will be celebrated on August 20.

**D. Update on programming: aquatics**

Two new lifeguards were hired from the last class, and the next class will be held in July as well as an LGI class. Swim lessons began last and this week. The first themed week at the Aquatic Center is this week – School's Out.

**C. Adjournment – Next meeting date July 21, 2025**

Brad Clark motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.

## Watertown Senior Center Advisory Board Minutes June 17, 2025

### 1. Call to Order

The Senior Center Advisory Board met in person on June 17, 2025, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Dawn Justman, Peggy Brown, John Wanke, Lynn Fredrick, Not present: Mara O'Brien and Jammie Belstner.

### 2. Review and Approve the April Minutes

Peggy Brown motioned to approve the April 15, 2025 minutes as written. Dawn Justman seconded. Motion carried.

### 3. Review and Approve the Monthly Financial Report

John Wanke motioned to approve the April financial report as written. Betty Jimenez seconded. Motion carried.

### 4. Citizens to be Heard

There were none.

### 5. Business

#### A. Review and take action: board committee positions

The Senior Center Advisory Board committee positions were nominated and elected as follows:

President & Fundraising Co-Chair – Betty Jimenez  
Vice President & Fundraising Co-Chair – Dawn Justman  
Membership Chair – Lynn Fredrick  
Programming Chair – Peggy Brown  
Community Services Chair – John Wanke

Dawn Justman motioned to approve all committee nominations and elections. Peggy Brown seconded. Motion carried.

#### B. Review and take possible action: rummage sale

Discussion occurred regarding the amount of days and hours spent on rummage sale preparation, sales, and clean up as well as the undesirable state of some of the items donated. It was agreed that the fundraising committee would research additional avenues for fundraising which may require less time and effort than a rummage sale. Betty Jimenez motioned to approve the discontinuation of the annual rummage sale in 2025. John Wanke seconded. Motion carried.

### 6. Chairperson's Committee Report

#### a. Update Fundraising Committee on Current Efforts

The Generations of Joy sponsorship opportunity was discussing – local businesses will have the opportunity to decorate a tree and room at the center for a fee. As a sponsor, they will be able to table in their room during an open house event in December, as well as have a sign with their name and logo in the room for the duration of the event.

The general sponsorship letter has been updated and can be utilized to share with local businesses opportunities to sponsor or donate to the Center. For July, we will ask for small plates, plastic forks, and will donate 50/50 raffle funds towards coffee and popcorn supplies. The group also asked for a list of building needs for which could be fundraised. This Saturday we are in need of volunteers to table at Piggly Wiggly to conclude the round-up fundraiser happening this week. It was reminded that future Senior Center events will have paid tickets, except for Veteran's and all for the volunteer event and annual meeting.

An art contract is currently being reviewed by the city attorney in order to showcase local artists and potentially sell art as a fundraiser.

**b. Update Membership Committee on Current Memberships and Renewals**

The last meet and greet was only attended by one person. More opportunities will be available when open houses are planned with events. Quarterly birthday parties will continue in August with the same format; The Marquardt will be sponsoring for 2025. It was reminded that membership coupons are available at the Chamber of Commerce for new members; there are also funds available for scholarships for memberships, which needs to be advertised.

The Volunteer Awards and Annual Member Meeting occurred on April 23 with a large attendance.

**c. Update Community Services Committee on Projects/Efforts**

The 3<sup>rd</sup> annual Senior Care Fair was held on May 14 and saw over 50 vendors and about 75 participants. Next year more advertising will need to occur.

**d. Update Program Committee on Program Attendance & New Programs**

A new class with the ADRC of Jefferson County will be held in August – Stepping On. Pictures were taken of recent events and we will work to include in future newsletters.

National Senior Citizen Day will be celebrated on August 20 with a pizza and ice cream party and entertainment. A potential patio party and furniture dedication may be planned for September.

**7. Director's Report**

**a. Updates**

An updated board member list will be sent out. We are continuing to review antennae and other options in place of cable. The old popcorn machine will need to be sold on the Wisconsin surplus site. It was decided the board would take over reviewing comments in the suggestion box. In August it was agreed to highlight the new board members in the newsletter.

**8. Adjournment**

Next meeting is scheduled for Tuesday, August 19, 2025 at 9:00 am. Dawn Justman motioned to adjourn. John Wanke seconded. Motion carried.

| Watertown Parks and Recreation Department |                                 |                       |                      |                      |
|---|---------------------------------|-----------------------|----------------------|----------------------|
| Financial Report                          |                                 |                       |                      |                      |
| End of Month May 2025                     |                                 |                       |                      |                      |
| Revenue                                   |                                 |                       |                      |                      |
| Account #                                 | Description                     | Year to Date Revenue  | Budgeted Amount      | Balance              |
| 01-446210                                 | Rec Dept Non Taxable Revenue    | \$ 45,165.37          | \$ 82,000.00         | \$ 36,834.63         |
| 01-446211                                 | Rec Dept Taxable Revenue        | 10,865.71             | \$ 40,000.00         | \$ 29,134.29         |
| 01-446212                                 | Rec Concession Revenue          | 513.00                | 500.00               | \$ (13.00)           |
| 01-446220                                 | Net Ticket Sales                | 147.00                | 100.00               | \$ (47.00)           |
| 01-446230                                 | Aquatic Center Revenue          | 9,265.99              | 130,000.00           | \$ 120,734.01        |
| 01-446232                                 | Indoor Pool Non Taxable Revenue | 12,356.75             | 23,000.00            | \$ 10,643.25         |
| 01-446233                                 | Indoor Pool Taxable Revenue     | 5,495.65              | 10,000.00            | \$ 4,504.35          |
| 01-446234                                 | Senior Center Revenue           | 202.90                | 300.00               | \$ 97.10             |
| 01-446235                                 | Senior Center Memberships       | 1,535.95              | 3,000.00             | \$ 1,464.05          |
| 01-446236                                 | Senior Center Rental Fees       | 7,294.93              | 18,000.00            | \$ 10,705.07         |
| 01-446264                                 | Park Rental                     | 13,231.15             | 30,000.00            | \$ 16,768.85         |
| 01-446266                                 | Misc Park Revenue               | 7,734.60              | 10,000.00            | \$ 2,265.40          |
| <b>Grand Total Revenue</b>                |                                 | <b>\$ 113,809.00</b>  | <b>\$ 346,900.00</b> | <b>\$ 233,091.00</b> |
| Expense                                   |                                 |                       |                      |                      |
| Account #                                 | Description                     | Year to Date Expenses | Budgeted Amount      | Balance              |
| <b>Administration</b>                     |                                 |                       |                      |                      |
| 01-552010                                 | Salaries                        | \$ 145,330.65         | \$ 402,906.00        | \$ 257,575.35        |
| 01-552014                                 | Overtime                        | 65.58                 | 520.00               | 454.42               |
| 01-552016                                 | Part-time Salaries              | -                     | 13,418.00            | 13,418.00            |
| 01-552017                                 | Contract Services               | 8,218.09              | 15,550.00            | 7,331.91             |
| 01-552018                                 | Supplies & Expenses             | 2,374.05              | 7,045.00             | 4,670.95             |
| 01-552019                                 | Advertisement                   | 347.89                | 1,000.00             | 652.11               |
| 01-552020                                 | Repairs                         | 6,302.99              | 4,000.00             | (2,302.99)           |
| 01-552021                                 | Contribution to Town Square     | 39,300.00             | 78,600.00            | 39,300.00            |
| 01-552022                                 | Dues, fees, subs                | 1,155.00              | 3,100.00             | 1,945.00             |
| 01-552023                                 | Training                        | 1,215.00              | 1,175.00             | (40.00)              |
| 01-552024                                 | Travel                          | 1,501.97              | 1,885.00             | 383.03               |
| 01-552026                                 | Maintenance Supplies            | 885.21                | 4,000.00             | 3,114.79             |
| 01-552028                                 | Fuel                            | 3,047.64              | 5,000.00             | 1,952.36             |
| 01-552030                                 | Electric                        | 5,147.24              | 16,000.00            | 10,852.76            |
| 01-552031                                 | Water                           | 1,042.70              | 1,825.00             | 782.30               |
| 01-552032                                 | Telephone                       | 718.65                | 4,250.00             | 3,531.35             |
| 01-552033                                 | Wisconsin Retirement            | 9,784.71              | 26,803.00            | 17,018.29            |
| 01-552034                                 | Social Security                 | 8,661.72              | 25,844.00            | 17,182.28            |
| 01-552035                                 | Medicare                        | 2,025.77              | 6,044.00             | 4,018.23             |
| 01-552036                                 | Health Insurance                | 25,200.00             | 60,580.00            | 35,380.00            |
| 01-552037                                 | Life Insurance                  | 232.00                | 567.00               | 335.00               |
| 01-552038                                 | Dental Insurance                | 1,517.60              | 3,715.00             | 2,197.40             |
| 01-552042                                 | Mileage                         | -                     | 800.00               | 800.00               |
| 01-552060                                 | Capital Outlay                  | -                     | -                    | -                    |
| <b>Total Administration</b>               |                                 | <b>\$ 264,074.46</b>  | <b>\$ 684,627.00</b> | <b>\$ 420,552.54</b> |
| <b>Recreation</b>                         |                                 |                       |                      |                      |
| 01-552114                                 | Rec Overtime                    | \$ -                  | \$ 508.00            | \$ 508.00            |
| 01-552116                                 | Part-time Salaries              | 15,788.12             | 40,524.00            | 24,735.88            |
| 01-552117                                 | Contract Sports Services        | 6,192.00              | 21,564.00            | 15,372.00            |
| 01-552118                                 | Supplies & Expenses             | 8,986.48              | 25,000.00            | 16,013.52            |
| 01-552134                                 | Social Security                 | 978.99                | 2,544.00             | 1,565.01             |
| 01-552135                                 | Medicare                        | 229.03                | 595.00               | 365.97               |
| 01-552160                                 | Capital Outlay                  | -                     | 2,000.00             | 2,000.00             |
| <b>Total Recreation</b>                   |                                 | <b>\$ 32,174.62</b>   | <b>\$ 92,735.00</b>  | <b>\$ 60,560.38</b>  |
| <b>Aquatic Center</b>                     |                                 |                       |                      |                      |
| 01-552214                                 | Aq Ctr Overtime                 | \$ -                  | \$ 2,030.00          | \$ 2,030.00          |
| 01-552216                                 | Part-time Salaries              | 406.56                | 101,833.00           | 101,426.44           |
| 01-552217                                 | Svc Contracts/Licenses          | 2,023.00              | 2,500.00             | 477.00               |
| 01-552218                                 | Supplies & Expenses             | 3,919.21              | 4,500.00             | 580.79               |
| 01-552220                                 | Repairs                         | 1,587.50              | 12,445.00            | 10,857.50            |
| 01-552223                                 | Training                        | 794.48                | 500.00               | (294.48)             |
| 01-552228                                 | Fuel                            | 165.45                | 4,500.00             | 4,334.55             |

Section 3, Item A.

| <b>Expense</b>              |                      | <b>Year to Date</b> | <b>Budgeted</b>      |                      |
|-----------------------------|----------------------|---------------------|----------------------|----------------------|
| <b>Account #</b>            | <b>Description</b>   | <b>Expenses</b>     | <b>Amount</b>        | <b>Balance</b>       |
| 01-552230                   | Electric             | 2,364.20            | 19,000.00            | 16,635.80            |
| 01-552231                   | Water                | 1,082.52            | 14,500.00            | 13,417.48            |
| 01-552232                   | Telephone            | 220.38              | 500.00               | 279.62               |
| 01-552234                   | Social Security      | 26.93               | 6,440.00             | 6,413.07             |
| 01-552235                   | Medicare             | 6.30                | 1,506.00             | 1,499.70             |
| 01-552240                   | Chemicals            | 9,393.02            | 26,000.00            | 16,606.98            |
| 01-552244                   | Uniforms             | 1,299.90            | 2,500.00             | 1,200.10             |
| 01-552246                   | Concessions Supplies | -                   | 25,000.00            | 25,000.00            |
| 01-552260                   | Capital Outlay       | -                   | -                    | -                    |
| <b>Total Aquatic Center</b> |                      | <b>\$ 23,289.45</b> | <b>\$ 223,754.00</b> | <b>\$ 200,464.55</b> |
| 05-552270                   | Capital Projects     | -                   | -                    | -                    |

Section 3, Item A.

| Expense<br>Account #                | Description                          | Year to Date<br>Expenses | Budgeted<br>Amount           | Balance              |
|-------------------------------------|--------------------------------------|--------------------------|------------------------------|----------------------|
| <b>Indoor Pool</b>                  |                                      |                          |                              |                      |
| 01-552314                           | Indoor Pool Overtime                 | \$ -                     | \$ 500.00                    | \$ 500.00            |
| 01-552316                           | Part-time Salaries                   | 17,778.50                | 39,205.00                    | 21,426.50            |
| 01-552317                           | WUSD Maintenance Staff               | -                        | -                            | -                    |
| 01-552318                           | Supplies & Expenses                  | 2,618.73                 | 10,000.00                    | 7,381.27             |
| 01-552320                           | Repairs                              | -                        | 500.00                       | 500.00               |
| 01-552328                           | Fuel                                 | -                        | 3,750.00                     | 3,750.00             |
| 01-552330                           | Electric                             | -                        | 7,750.00                     | 7,750.00             |
| 01-552331                           | Water                                | -                        | 2,750.00                     | 2,750.00             |
| 01-552332                           | Telephone                            | -                        | 175.00                       | 175.00               |
| 01-552334                           | Social Security                      | 1,102.32                 | 2,462.00                     | 1,359.68             |
| 01-552335                           | Medicare                             | 257.78                   | 576.00                       | 318.22               |
| <b>Total Indoor Pool</b>            |                                      | <b>\$ 21,757.33</b>      | <b>\$ 67,668.00</b>          | <b>\$ 45,910.67</b>  |
| <b>Total Parks &amp; Rec Budget</b> |                                      | <b>\$ 341,295.86</b>     | <b>\$ 1,068,784.00</b>       | <b>\$ 727,488.14</b> |
| <b>Reserve Accounts</b>             |                                      |                          |                              |                      |
|                                     |                                      | <b>YTD Expenses</b>      | <b>Beginning<br/>Balance</b> | <b>Balance</b>       |
| 24-581107                           | Senior Center Fundraising            | \$ (5,467.90)            | \$ 29,978.45                 | \$ 35,446.35         |
| 01-271970                           | Senior Center Security Deposits      | \$ -                     | \$ -                         | \$ -                 |
| 01-581121                           | BQ Baseball                          | \$ (7,000.00)            | \$ -                         | \$ 7,000.00          |
| 01-581137                           | River Walkway Repairs                | \$ -                     | \$ 4,750.00                  | \$ 4,750.00          |
| 01-581139                           | InterUrban Trail                     | \$ -                     | \$ -                         | \$ -                 |
| 01-581140                           | Bike Trail                           | \$ -                     | \$ 2,000.00                  | \$ 2,000.00          |
| 05-552070                           | Quarry Study                         | \$ 3,809.50              | \$ 3,809.50                  | \$ -                 |
| 05-552470                           | Sr Ctr Retaining Wall                |                          |                              | \$ -                 |
| 05-581104                           | Chamberland Improvements             | \$ -                     | \$ 129.57                    | \$ 129.57            |
| 05-581106                           | Park Facility Improvements           | \$ (1,602.00)            | \$ 5,969.65                  | \$ 7,571.65          |
| 05-581118                           | Heron View Park (micro park)         | \$ -                     | \$ 6,392.05                  | \$ 6,392.05          |
| 05-581120                           | Park Expansion & Improvements        | \$ (5,789.95)            | \$ 15,276.42                 | \$ 21,066.37         |
| 07-581113                           | Park Dedication Fees (land purchase) | \$ -                     | \$ 94,503.32                 | \$ 94,503.32         |
| 07-581115                           | Park Improvements                    | \$ 31,315.38             | \$ 51,500.00                 | \$ 20,184.62         |

Section 3, Item A.



**Watertown Parks and Recreation Department**  
**Financial Report**  
**May-25**

| Expense Account # | Description                    | Year to Date Expense |              | Budgeted Amount | Balance                    |
|-------------------|--------------------------------|----------------------|--------------|-----------------|----------------------------|
| Park              |                                |                      |              |                 |                            |
| 01-554110         | Salaries                       | \$                   | 171,974.56   | \$              | 489,791.00 \$ 317,816.44   |
| 01-554112         | Longevity                      |                      | -            | \$              | 2,106.00 \$ 2,106.00       |
| 01-554114         | Overtime                       |                      | 1,368.07     |                 | 11,500.00 \$ 10,131.93     |
| 01-554116         | Part-time Salaries             |                      | 234.55       |                 | 32,480.00 \$ 32,245.45     |
| 01-554118         | Supplies & Expenses            |                      | 18,846.58    |                 | 37,000.00 \$ 18,153.42     |
| 01-554120         | Repairs                        |                      | 5,165.29     |                 | 18,000.00 \$ 12,834.71     |
| 01-554126         | Goose Control                  |                      | -            |                 | - \$ -                     |
| 01-554128         | Fuel                           |                      | 1,589.82     |                 | 4,000.00 \$ 2,410.18       |
| 01-554130         | Electric                       |                      | 14,312.81    |                 | 35,000.00 \$ 20,687.19     |
| 01-554131         | Water                          |                      | 15,141.32    |                 | 43,000.00 \$ 27,858.68     |
| 01-554132         | Telephone                      |                      | 335.66       |                 | 1,100.00 \$ 764.34         |
| 01-554133         | Wisconsin Retirement           |                      | 12,043.83    |                 | 35,054.00 \$ 23,010.17     |
| 01-554134         | Social Security                |                      | 10,148.32    |                 | 33,285.00 \$ 23,136.68     |
| 01-554135         | Medicare                       |                      | 2,373.36     |                 | 7,784.00 \$ 5,410.64       |
| 01-554136         | Health Insurance               |                      | 69,120.00    |                 | 161,266.00 \$ 92,146.00    |
| 01-554137         | Life Insurance                 |                      | 742.73       |                 | 1,901.00 \$ 1,158.27       |
| 01-554138         | Dental Insurance               |                      | 3,496.00     |                 | 9,008.00 \$ 5,512.00       |
| 01-554140         | Gasoline                       |                      | 9,430.15     |                 | 30,000.00 \$ 20,569.85     |
| 01-554141         | Fertilizers & Herbicides       |                      | 6,506.25     |                 | 6,500.00 \$ (6.25)         |
| 01-554142         | Equipment Repairs              |                      | 11,707.05    |                 | 28,000.00 \$ 16,292.95     |
| 01-554144         | Washington Park Lights         |                      | 1,647.22     |                 | 2,010.00 \$ 362.78         |
| 01-554148         | Water Bubblers                 |                      | 370.08       |                 | 2,000.00 \$ 1,629.92       |
| 01-554150         | Staff Training                 |                      | 30.10        |                 | 4,300.00 \$ 4,269.90       |
| 01-554159         | Safety Equipment               |                      | 2,148.92     |                 | 3,000.00 \$ 851.08         |
| 01-554160         | Capitall Outlay                |                      | 431.00       |                 | 4,000.00 \$ 3,569.00       |
| Total Park        |                                | \$                   | 359,163.67   | \$              | 1,002,085.00 \$ 642,921.33 |
| 05-554170         | Capital Projects               | \$                   | 1,036,209.00 | \$              | 1,036,209.00               |
| Forestry          |                                |                      |              |                 |                            |
| 01-561110         | Salaries                       | \$                   | 50,896.01    | \$              | 118,759.00 \$ 67,862.99    |
| 01-561112         | Longevity                      |                      | -            |                 | - \$ -                     |
| 01-561118         | Supplies & Expense             |                      | 494.13       |                 | 5,500.00 \$ 5,005.87       |
| 01-561119         | UF Grant Exp: Tree/Ash Inje    |                      | 1,737.80     |                 | 14,160.00 12,422.20        |
| 01-561120         | Repairs                        |                      | 176.17       |                 | 3,000.00 2,823.83          |
| 01-561124         | Cont. Education Forester Cert  |                      | 1,573.00     |                 | 1,600.00 27.00             |
| 01-561126         | Annual Bucket Truck Inspection |                      | 0.00         |                 | 4,000.00 4,000.00          |
| 01-561133         | Wisconsin Retirement           |                      | 3,537.31     |                 | 8,254.00 4,716.69          |
| 01-561134         | Social Security                |                      | 2,923.38     |                 | 7,448.00 4,524.62          |
| 01-561135         | Medicare                       |                      | 663.83       |                 | 1,722.00 \$ 1,058.17       |
| 01-561136         | Health Insurance               |                      | 19,200.00    |                 | 46,076.00 26,876.00        |
| 01-561137         | Life Insurance                 |                      | 52.70        |                 | 129.00 76.30               |
| 01-561138         | Dental Insurance               |                      | 920.00       |                 | 2,252.00 1,332.00          |
| 01-561160         | Capital Outlay                 |                      | -            |                 | 5,000.00 5,000.00          |
| Total Forestry    |                                | \$                   | 82,174.33    | \$              | 217,900.00 \$ 135,725.67   |
| 05-561170         | Capital Projects               |                      | -            |                 | - \$ -                     |

| Watertown Parks and Recreation Department |                               |                       |                      |                      |
|---|-------------------------------|-----------------------|----------------------|----------------------|
| Financial Report                          |                               |                       |                      |                      |
| End of Month May 2025                     |                               |                       |                      |                      |
| Revenue                                   |                               |                       |                      |                      |
| Account #                                 | Description                   | Year to Date Revenue  | Budgeted Amount      | Balance              |
| 26-446210                                 | TS Revenue - Nontaxable       | \$ 7,300.00           | \$ 10,000.00         | \$ 2,700.00          |
| 26-446211                                 | TS Revenue - Taxable          | \$ 3,680.00           | \$ 15,000.00         | \$ 11,320.00         |
| 26-446250                                 | Contributions FR General Fund | \$ 39,300.00          | 78,600.00            | \$ 39,300.00         |
| 26-446266                                 | TS Future Fund Contributions  |                       |                      |                      |
| <b>Grand Total Revenue</b>                |                               | <b>\$ 50,280.00</b>   | <b>\$ 103,600.00</b> | <b>\$ 53,320.00</b>  |
| Expense                                   |                               |                       |                      |                      |
| Account #                                 | Description                   | Year to Date Expenses | Budgeted Amount      | Balance              |
| 26-554310                                 | Salaries                      | 24,943.20             | \$ 68,266.00         | \$ 43,322.80         |
| 26-554316                                 | Part-time Salaries            | -                     | -                    | \$ -                 |
| 26-554318                                 | Supplies                      | 1,370.45              | 7,650.00             | \$ 6,279.55          |
| 26-554319                                 | Advertising                   | 1,879.59              | 3,400.00             | \$ 1,520.41          |
| 26-554320                                 | Repair/Maintenance            | 4,743.42              | 17,300.00            | \$ 12,556.58         |
| 26-554330                                 | Electricity                   | 825.19                | 1,952.00             | \$ 1,126.81          |
| 26-554331                                 | Water                         | 815.39                | 25,000.00            | \$ 24,184.61         |
| 26-554333                                 | Wisconsin Retirement          | 1,733.56              | 4,744.00             | \$ 3,010.44          |
| 26-554334                                 | Social Security               | 1,511.92              | 4,232.00             | \$ 2,720.08          |
| 26-554335                                 | Medicare                      | 353.59                | 990.00               | \$ 636.41            |
| 26-554336                                 | Health Insurance              | 3,900.00              | 9,386.00             | \$ 5,486.00          |
| 26-554337                                 | Life Insurance                | 147.40                | 361.00               | \$ 213.60            |
| 26-554338                                 | Dental Insurance              | 149.40                | 366.00               | \$ 216.60            |
| 26-554341                                 | Event Expenses                | 2,730.99              | 40,000.00            | \$ 37,269.01         |
| 26-554360                                 | Capital Outlay                | -                     | 10,000.00            | \$ 10,000.00         |
| <b>Grand Total</b>                        |                               | <b>\$ 45,104.10</b>   | <b>\$ 193,647.00</b> | <b>\$ 148,542.90</b> |
|   |                               |                       |                      |                      |

Section 3, Item A.

**City of Watertown**  
**Park and Recreation Department**  
**Memorial Donation Application**

Date of Application: 5-28-25 Type of Memorial: TREE ☐ <sup>or</sup> BENCH ☒ OTHER ☐

Donor's Name: Penny Jacobson

Donor's Address: 718 Oakwood Lane City: Watertown

State: WI Zip: 53094 Phone #: 920-285-0492

Name of person/group honored by memorial: Gene D. Jacobson

Location: PARK: Deer Trail Park Location: Wis-Pak Subdivision

Street Address: \_\_\_\_\_

Tree/Bench (circle one): NEW or REPLACEMENT

Plaque Wordage: Planted in memory of Grandpa Gene Jacobson Oct 28<sup>th</sup> 1950 - Mar 11<sup>th</sup> 2025  
Rooted in Love, Always in our Hearts

Donor Signature: Penny Jacobson Date: 5-28-25

**OFFICE USE ONLY**

Date of Commission meeting: \_\_\_\_\_ (circle one) APPROVED DENIED

Reason for denial: \_\_\_\_\_

If this is a replacement bench, original donor name, address, phone number:

\_\_\_\_\_  
 \_\_\_\_\_

Date notified: \_\_\_\_\_

Is the original donor interested in replacing or restoring the bench? YES ☐ NO ☐

If they are not repairing the bench, do they want the plaque returned? YES ☐ NO ☐

Where should the plaque be mailed? \_\_\_\_\_

If no, date of disposal of the deteriorated bench: \_\_\_\_\_

Total Payment Due: \_\_\_\_\_ (circle one) CASH CHECK # \_\_\_\_\_

Date the bench was ordered: \_\_\_\_\_ Date plaque was ordered: \_\_\_\_\_

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 7/21/2025

Subject: Windmill condition of facility use agreement

### Background

Each year facility use agreements must be approved unless otherwise defined in the agreement. Last year the Windmill group requested that the Parks, Recreation, and Forestry commission consider a fee reduction for the Windmill tournament held the first weekend in August, with the minutes from the June 2024 meeting below:

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.

Windmill is again asking for consideration to be held under the general facility use agreement of the Thunder softball group with a separate condition of facility use agreement, which indicates donations to the department wherein regular rental fees are waived, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

### Budget Goal

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

### Financial Impact

Condition of facility use donations may or may not be equal to regular rental fees, though may be earmarked for specific park and field upgrades.

# MEMO

## Recommendation

Motion: Approve or deny Windmill to operate under the Thunder organization and submit a condition of facility use agreement.



**Watertown Parks, Recreation, and Forestry Department**

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

**2025 Condition of Facility Use Agreement**

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>Organization Name</b> | Windmill, operating under Thunder |
| <b>Contact Name</b>      | Steve Shroeder/Jamey Hisel        |
| <b>Contact Phone #</b>   |                                   |
| <b>Contact Email</b>     |                                   |

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 B.

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:** \_\_\_\_\_

**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, Director of Parks, Recreation, and Forestry

Date: 7/21/2025

Subject: 2026 facility use agreements

### Background

Each year facility use agreements are evaluated for accuracy and updated information for facility users and renters. The general facility use agreement has been updated for 2026 and the club agreement will have the same changes made after approval. Updates for 2026 include additional information regarding facility and maintenance responsibilities as well as cancellation policies.

### Budget Goal

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

### Financial Impact

None.

### Recommendation

Motion: Approve the 2026 general facility use agreements pending final department and/or city attorney approval if required, as well as approval of the same updates to the club facility use agreement.

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

### 2026 General Facility Use Contract

|                          |  |
|--------------------------|--|
| <b>Organization Name</b> |  |
| <b>Contact Name</b>      |  |
| <b>Contact Phone #</b>   |  |
| <b>Contact Email</b>     |  |
| <b>Event Dates</b>       |  |
| <b>Event Location</b>    |  |

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.”

#### SERVICES

The department will provide a clean and **maintained** facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. **Parks and Recreation programs and events.**
2. **Watertown Unified School district programs and events.**
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

All contracts and schedules are due by **January 1, 2026** for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are due 30 days prior to the reservation. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and **more than 10 cancellations over 14 days in advance of a reservation** will be billed according to the Fee Schedule

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide 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. Any additional fees must be paid within **30 days** after reservation.

## ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

5. Driving/Parking - The renter may charge for specific tournament or event parking at Brandt-Quirk Park, provided the general public is able to access the lot and park for free and the soccer complex parking is also available for public parking.

**If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.**

6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

Generally to turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

Lighting the fields is as follows:

Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.

Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound.

Will also include:

- Irrigation info
- What equipment is available to them for prep, etc.
- \*Create separate document for general maintenance

**In an emergency, members of the Park & Rec Department may be contacted:**

1. Kristine Butteris – 920-342-0403
2. Jeff Doyle – 920-285-0242
3. Jarrod Folkman – 920-342-3853

## CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; **rental fees apply.**

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. **The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use.** Grease from food preparation must be

taken with the concessions operator. All doors should be locked prior to leaving the f

Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

## **WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

10. Disperse standing water onto any grass areas
11. Rake saturated dirt off the playing surface
12. Use any power equipment on the fields without permission
13. Attempt to use any type of flammable substance to aid the drying
14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

## **FACILITIES & AMENITIES AVAILABLE**

### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

### **Riverside Park:**

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts

**Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

**Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

**Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms
8. 2 Covered Shelters

**Union**

1. 1 basketball court
2. 1 diamond
3. Playground
4. Restrooms
5. 1 Covered Shelter

**Lincoln**

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

**Timothy Johnson**

1. 1 basketball court
2. 1 diamond
3. 1 soccer field
4. Playground
5. Restrooms
6. 1 Covered Shelter

## Brandt/Quirk Park Field Dimensions – **double check**

Section 5, Item C.

### Diamond 0

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 2

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### Diamond 3

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## Washington Park Dimensions

### Diamond

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

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 insured 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.

INSURANCE

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

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  |

OFFICE USE

|                       |                   |
|-----------------------|-------------------|
| ___ Contract          | ___ Banner Permit |
| ___ Concession Permit |                   |



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 7/16/2025

Subject: Town Square Programming Commission- Sunset

### Background

With the addition of the Bentzin Family Town Square in 2023, the city created a commission to assist with programming of the facility as well as provide ideas and through discussion on the needs of the community and this space.

For the last three years, this commission has assisted with a number of programming ideas as well as fundraising ventures to continue events at the Bentzin Family Town Square.

Due to the amazing work that was done in the first two years of the Bentzin Family Town Square by this commission, we now have a wonder space filled with events of all sizes for everyone. This commission was set to sunset at the end of April 2026.

### Budget Goal

1. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
2. Maintains a safe and healthy community, with an eye toward future needs and trends

### Financial Impact

No financial impact

### Recommendation

Motion: Provide a positive recommendation to City Council to repeal Ord. 24-25 to sunset the Town Square Programming Commission.

City of Watertown Parks, Recreation, & Forestry Department  
514 South First Street, Watertown, WI 53094, 920-262-8080

# Park Reservation Application

Event: ☐ Private ☒ Public (Pending Approval) ☐ Early  
Type of Event: ☐ Birthday ☐ Graduation ☐ Reunion ☐ Wedding ☒ Other: SK  
Description of Event: SK to raise money for VEG Cares

Date of Event: 10/18/2025 Number of people: 300 Time: 7am to 5pm  
Alcohol: ☐ Served/Sold ☒ N/A Charging Admission: ☐ Yes ☒ No

Name of Person in Charge: Daniel Darrow Phone: 773 326 9964  
Address: 15455 Bluenound City: Brookfield State: WI Zip: 53005  
Email: daniel.darrow@veg.com

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: Daniel R Darrow Date: 7/8/2025

## Park Facilities Rental Fees (fees include tax) (must call to reserve entire park)

| Shelter/Capacity   | Resident Weekday | Non-Resident Weekday | Resident Weekend | Non-Resident Weekend |
|--|------------------|----------------------|------------------|----------------------|
| <b>Riverside (excluding Volleyball Shelter, Courts &amp; Diamonds)</b> | \$300.00         | \$450.00             | \$450.00         | \$675.00             |
| Upper Pavilion (90)  | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| Legion, Celebration (60)   | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| Lower Pavilion, Dance Floor (150)                                      | \$100.00         | \$150.00             | \$150.00         | \$225.00             |
| Lower Pavilion, Dance Floor, Bandshell (150+)                          | \$150.00         | \$225.00             | \$225.00         | \$337.50             |
| <b>Director Approval Needed</b>  |                  |                      |                  |                      |
| River Shelter (36)   | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| Island Shelter w/ Driving Permit (90)                                  | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| Island Bandshell, Gazebo w/ Driving Permit (90)                        | \$60.00          | \$90.00              | \$90.00          | \$135.00             |
| Volleyball Shelter (36)  | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| <b>Clark Park</b>  | \$150.00         | \$225.00             | \$225.00         | \$337.50             |
| Clark Park - Shelter (Franklin St) (75)                                | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| Clark Park - Lion's Shelter (Clark St) (50)                            | \$50.00          | \$75.00              | \$75.00          | \$112.50             |
| <b>Lincoln Park</b>  | \$100.00         | \$150.00             | \$150.00         | \$225.00             |
| Lincoln Park Shelter (25)  | \$40.00          | \$60.00              | \$60.00          | \$90.00              |
| <b>Union Park</b>  | \$100.00         | \$150.00             | \$150.00         | \$225.00             |
| Union Park Shelter (25)  | \$40.00          | \$60.00              | \$60.00          | \$90.00              |
| <b>Timothy Johnson Park</b>  | \$100.00         | \$150.00             | \$150.00         | \$225.00             |
| Timothy Johnson Park Shelter (25)                                      | \$40.00          | \$60.00              | \$60.00          | \$90.00              |
| <b>Brandenstein Park</b>   | \$100.00         | \$150.00             | \$150.00         | \$225.00             |
| Brandenstein Park Shelter (25)   | \$40.00          | \$60.00              | \$60.00          | \$90.00              |
| <b>Other: Brandt Quirk Park</b>  | \$40.00          | \$60.00              | \$60.00          | \$90.00              |

## Additional Rentals

| Item                          | Quantity | Total        |
|-------------------------------|----------|--------------|
| Picnic Tables (\$10.00 each)  | <u>6</u> | <u>60.00</u> |
| Benches (\$4.00 each)         |          |              |
| Amplified Music Permit (\$30) | <u>1</u> | <u>30.00</u> |
| Tent/Digger's Hotline (\$25)  | <u>1</u> | <u>25.00</u> |
| Driving Permit (Free)         |          |              |
| Other                         |          |              |

## For Office Use Only:

Park Rental Total: \$ 90  
Additional Total: \$ 115.00  
Grand Total: \$ 205.00

Paid by: ☐ Cash ☐ Check #             
☐ Credit Card (attach receipt)  
Office Initials:

## PARKS, RECREATION, & FORESTRY DEPARTMENT

514 South First Street, Watertown, WI 53094, 920-262-8080

### Park Reservation Information

#### Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell – Must get permission from the Park Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental will need to get permission from the Park Director. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge. **Confetti is prohibited.**
- Keys can be picked up from the Police Department on the day of your reservation. Take this form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned.
- **Electrical** – to prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – pets and glass are not permitted in the parks.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law."

#### Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm.
- Shelters are available for rental from May 1<sup>st</sup> to October 15<sup>th</sup>. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

#### Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (200+ public event, 300+ private event), a special event permit may be needed. Contact the City Clerk's office for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** – Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

**Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.**

#### Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

#### Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

From: VEG Brookfield  
15455 W Bluemound Rd.  
Brookfield, WI 53005  
262-267-8240

## VEG ER for Pets 5K

### To Watertown Parks, Recreation, and Forestry Commission,

VEG ER for Pets is hoping to utilize either Brandt Quirk Park, or Riverside Park to host our annual 5K to raise money for VEG Carers. This walk/run has taken place in New York nearly every year for the past decade but this year we are looking to expand into the other local communities we serve. We would like to request that the ordinance against dogs in the park that we reserve be waived for that day so that our participants can walk/run with their beloved pet by their side.

**VEG CARES** partners with non-profit Veterinary Care Foundation on VEG to make life-saving care possible for pets in need in your community. Through donations from local families, fundraisers, and partners, VEG emergency veterinarians and veterinary nurses are empowered to make the best decision possible about each patient's care and say yes to treatment that could save their lives.

Thank you for your consideration,

Daniel Darrow



**Daniel Darrow | Hospital Manager**

Brookfield | [danieldarrow@veg.com](mailto:danieldarrow@veg.com)

Helping people and their pets when they need it most.