



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, JUNE 19, 2023 AT 4:30 PM

514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL

CALL TO ORDER

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- [A.](#) Review and approve: Minutes from the May 15, 2023 Parks, Recreation, and Forestry Commission Meeting
- [B.](#) Review and approve: Minutes from the February 21, 2023 Senior Center Advisory Board Meeting

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

4. CITIZENS TO BE HEARD

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

5. BUSINESS

- A. Review and approve: Prioritizing remaining sections of Riverside Park Wall and Bridges

6. DIRECTOR'S REPORT

- A. Project Updates: Aquatic Center Issues
- B. Project Updates: Parks Updates
- C. Project Updates: Recreation Updates
- D. Project Updates: Senior & Community Center Updates
- E. Project Updates: Forestry Updates
- F. Update on Programming: Recreation
- G. Update on Programming: Town Square
- H. Update on Programming: Senior & 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 mdunneisen@watertownwi.gov, phone 920-262-4006

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, May 15, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on May 15, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Brad Clark, Ald. Jonathan Lampe, Brian Konz, Jennifer Clayton, Emily Lessner and Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Jacie Schmidt, and Ali Nicholson.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the April 17 and April 28, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Preliminary budget information through March was given in person.

4. Citizens to be heard

There were none.

5. Business

a. Review and approve Kart Park Leases

Each year leases must be signed and approved in order to utilize the land on which Kart Park operates. Brad Clark motioned to approve the 2023 Kart Park Leases. Kyle Krueger seconded. Motion carried.

b. Review and approve permissions for the Park, Recreation and Forestry Director to negotiate field rental fees

No action was recommended from the Commission.

c. Review and approve memo for purchase of mower

Kyle Krueger motioned to approve the memo to Finance Committee for the purchase of a new mower. Julie Chapman seconded. Motion carried.

6. Director's Report:

a. Project updates:

i. Aquatic Center updates

The drop slide repairs are complete as well as the concrete work. A new toddler slide is currently being installed in the shallow end.

ii. Parks Updates –

- a. Town Square – the grand opening will occur on May 20 with bands, speakers, Kart Park, kids' activities, and a beer garden with food vendors, etc. Stephanie Juhl was introduced as the Programming Event Coordinator for the space.
- b. Riverside Restrooms update – currently awaiting revised plans from the architect.
- c. Riverside Park Wall – Johnathan Lampe provided background information regarding previous Common Council and Finance Committee proceedings. A memo was available which offered options for the project. Approval will take place at the next Finance Committee meeting.

- d. Update fee schedule for 2024 season – To include rental as well as for pool and birthday party rentals, etc. in order to be approved at a meeting before tournament agreements are distributed in September.

Section 2, Item A.

iii. Forestry Updates

Arbor Day was on April 29 with a tree planting ceremony and social media interactive activities and photos.

b. Update on programming:

i. Recreation programming

Kart Park schedule is complete. Day Camp staff are still being hired. Plans are continuing for summer programs including tree climbing, kickball, soccer camp, etc. Soccer will be ending soon and baseball will start.

ii. Senior and enrichment programming

A Senior Care Fair occurred on May 10 as a collaboration with the Watertown Clergy Roundtable and the Dodge and Jefferson County Aging and Disability Resource Centers in order to provide information and resources to area seniors and their caregivers. The annual Volunteer Recognition Ceremony and Members Meeting will occur tomorrow, May 16 in order to recognize volunteers from 2022.

A Bright Light, Neon Night family dance party occurred on May 12. Upcoming tournaments and park events are being arranged.

iii. Aquatics update

Ali is working to increase staffing, which is critically low, especially lifeguards.

7. Adjournment – Next meeting date June 19, 2023

Brad Clark motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.

**Watertown Senior Center
Advisory Board Minutes
February 21, 2023**

1. Call to Order

The Senior Center Advisory Board met in person on February 21, 2023, at 9:00 am. The meeting was called to order by board President Phyllis Krahn. Present: Phyllis Krahn, Beth Beckett, Becky Shult, Kerry Kneser, Also present was: Andrea Draeger. Not present: Kimberly Henze, Justin Munzel, and Teddi Flahive.

2. Review and Approve the December Minutes

Becky Shult motioned to approve the minutes from the December 20, 2022. Beth Beckett seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Kerry Kneser motioned to approve the 2022 year-end financial report. Phyllis Krahn seconded. Motion carried.

4. Citizens to be Heard

Phyllis Krahn referenced tasks to be completed including creating rules and a meeting with program leaders, inquiries regarding past incident reports, and progress made on art and furniture for the building.

5. Business

None

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

The soup sale was successful and raised over \$300. The fundraising committee will be meeting after this board meeting to discuss annual fundraisers and the potential for new as well as grant opportunities. Discussion also occurred regarding outdated line items in the fundraising financial report.

b. Update Membership Committee on Current Memberships and Renewals

We have seen many new members at the center since the beginning of the year. A new member packet is being developed and will be available soon.

c. Update Community Services Committee on Projects/Efforts

Most recently we have collected can tabs and shoes for a local church.

d. Update Program Committee on Program Attendance & New Programs

The program committee will meet soon to discuss current, new, and potential programming ideas. Activities for Valentine's Day occurred last week and other holiday-themed activities will occur throughout the year.

7. Director's Report

a. Update on Upcoming Events

Holiday-themed events will be planned. The next large event will be the Volunteer Recognition Event and Annual Meeting in May.

b. Update on 2023 Advisory Board Election

Three board positions will be available on the ballot this year. Any interested candidates should notify the office by mid-March for ballot submission in the April newsletter.

8. Adjournment

Next meeting is scheduled for Tuesday, April 18 at 9:00 am. Kerry Kneser motioned to adjourn. Beth Beckett seconded. Motion carried.