



## PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, JANUARY 19, 2026 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. Parks, Recreation, and Forestry minutes from November 17, 2025
- B. Parks, Recreation, and Forestry minutes from December 15, 2025
- C. Senior Center Advisory Board minutes from December 16, 2025

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

- A. Review and approval of preliminary year end financials

### **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 discuss: EAB update
- B. Review and take action: Fees and charges policy updates
- C. Review and take action: Facility use agreements
- D. Review and take action: Pool passes for city employees

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

- A. Project Updates
- B. Programming Updates

### **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, November 17, 2025

#### **1. Call to Order**

The Watertown Parks, Recreation & Forestry Commission met in person and virtually on November 17, 2025. The meeting was called to order by Kerry Kneser at 4:33 p.m. Members present: Kerry Kneser, Julie Chapman, Ald. Jonathan Lampe, Brad Clark, Jennifer Clayton, Emily Lessner (arrived at 4:39 p.m.), Andrea Draeger, Kristine Butteris. Not present: Kyle Krueger.

Julie Chapman motioned to move Business Item B (Scout Troop 43 Fee Request) before Item A. Kerry Kneser seconded. Motion carried.

#### **2. Review and Approval of Minutes**

Brad Clark motioned to approve the October 20 PRF and October 21 Senior Center minutes. Julie Chapman seconded. Motion carried.

#### **3. Review and Approval of Financial Reports**

Brad Clark motioned to approve the financial reports. Jon Lampe seconded. Motion carried.

#### **4. Citizens to Be Heard**

There were none.

#### **5. Business**

##### **B. Review and Take Action: Scout Troop 43 Event Fee Request**

Nikki Zimmerman, Treasurer for Troop 43, presented a request for a fee reduction for the troop's 75th Anniversary celebration and advancement ceremony, which will be open to the public. The troop has fundraised through brat fries and other methods, but may still face financial constraints.

Discussion included whether special events should be treated differently from regular monthly troop meetings. Kristine noted that other groups in the same category are typically charged consistent fees. Ald. Jonathan Lampe motioned to refund the kitchen use fee and waive/refund the security deposit. Julie Chapman seconded. Motion carried.

##### **A. Review and Take Action: outlet diamond 1 BQ**

Kristine reviewed the memo regarding the backstop improvements at Outlet Diamond 1. The Watertown High School Softball Coach and United Electric would like to place an outlet at the backstop of Diamond One at the Brandt Quirk Softball Complex. They will need to dredge a line for electrical running from the outfield through to the exterior of the backstop. Emily Lessner

motioned to approve moving forward with this project. Jennifer Clayton seconded. Motion carried.

#### **C. Review and Take Action: 2026 Pool Pass Fees**

Kristine presented proposals for incremental annual increases to pool pass rates, noting past stagnation and rising operational costs. Discussion included: the appropriate percentage increase, with concern about affordability, senior discount consideration, Kerry emphasized the need to review fees seriously given the current budget environment. A 17% increase (rounded to the nearest dollar) was proposed for residents, with non-resident rates remaining at 150% the adjusted resident rate. Ald. Jonathan Lampe motioned to approve the recommendation. Brad Clark seconded. Motion carried.

#### **D. Review and Take Action: Facility Use Agreements – Storm**

Kristine reviewed updates tied to the WYBA agreement, including current and planned contributions (countertop and sink updates, resurfacing). Jennifer Clayton motioned to approve the 2026 facility use agreement. Emily Lessner seconded. Motion carried.

#### **E. Review and Take Action: Water Access Policy**

Kristine presented updated reservation language to address increasing requests for water access at shelter rentals. There will not be a separate permit, and will be added to the rental form. Discussion included changing “i.e.” to “e.g.” for clarity. Ald. Jonathan Lampe motioned to approve the updated policy. Brad Clark seconded. Motion carried.

#### **F. Review and Take Action: Chamberland tiles**

Kristine reviewed the memo outlining options for deteriorating tiles stored at the park shop and remaining tiles still installed at Chamberland Park. Ald. Jonathan Lampe advocated for Option 3 in the memo (Remove the remaining tiles intact and keep to be transformed into a memorial for Chamberland. Remove towers.) Brad proposed an amendment to include photographing tiles and creating a historical thank-you or memorial board. Ald. Jonathan Lampe motioned to approve this recommendation. Jennifer Clayton seconded. Motion carried.

#### **G. Review and Take Action: Softball Program Fees**

Kristine shared background noting that fees had historically been based on “arbitrary numbers,” and the department is now evaluating direct and indirect costs to determine accurate program expenses. The recommendation is to begin charging consistent player fees similar to other communities, with small annual increases thereafter, as well as increase the registration fee. Ald. Jonathan Lampe motioned to approve this recommendation. Kerry Kneser seconded. Motion carried.

#### **H. Review and Take Action: Hepp Heights – Edge Field Park (Loos Homes)**

Kristine reviewed the Loos Homes request to dedicate park land at this time, with the next step being referral to the Plan Commission. Julie Chapman motioned to approve forwarding the item to the Plan Commission. Jennifer Clayton seconded. Motion carried.

## **6. Director's Report**

### **A. Project Updates**

- Administrative repair costs are over budget due to significant door repair needs.
- Brandt-Quirk restrooms (BQ bathrooms) continue to undergo updates.
- The park shop received an additional \$55,000 toward ventilation improvements and other upgrades.

### **B. Parks Updates**

- Jeff Doyle retired on November 3.
- Hiring is underway for the Recreation Programmer position, to be followed by a parks hire.
- Mark Faltersack will retire at the end of the year.
- Stephanie Juhl will also leave the department by year-end.

### **C. Recreation Programming**

Ongoing and upcoming programming includes school break activities, fall and Halloween event recaps, and aquatics programming.

### **D. Town Square Programming**

Events continue as scheduled.

### **E. Senior and Enrichment Programming**

Recent and upcoming activities include:

- Veterans Day recap, Birthday party event, Generations of Joy & Open House, Craft & Wrap Family Night, Senior Center Holiday Party, Badger Talk on aging, Tree Lighting Ceremony was a success. School break enrichment programming, to include family bingos, puzzle hustles, etc. will continue for Thanksgiving and winter breaks.

## **7. Adjournment**

Brad Clark motioned to adjourn at 5:42 p.m. Ald. Jonathan Lampe seconded. Motion carried. Next meeting date: December 15, 2025.

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, December 15, 2025

#### **1. Call to Order**

The Watertown Parks, Recreation & Forestry Commission met in person and virtually on December 15, 2025. The meeting was called to order by Kerry Kneser at 4:34 p.m. Members present: Kerry Kneser and Emily Lessner, as well as Andrea Draeger, Stephanie Juhl, and Kristine Butteris. Not present: Julie Chapman, Ald. Jonathan Lampe, Brad Clark, Jennifer Clayton, Kyle Krueger.

A quorum was not present, so Kerry Kneser motioned for action items to be tabled to the January 2026 meeting. Emily Lessner seconded. Motion carried.

#### **2. Review and Approval of Minutes - tabled**

#### **3. Review and Approval of Financial Reports - tabled**

#### **4. Citizens to Be Heard**

There were none.

#### **5. Business**

##### **A. Review and Take Action: pool passes for city employees - tabled**

##### **B. Review and Take Action: facility use agreements - tabled**

##### **C. Review and update: 4<sup>th</sup> of July 2026 fees**

Kristine presented the information approved at the January 2025 commission meeting, which recommended fees be reduced to 50% of the costs each year. The department is still comfortable with this approval and will move forward with this cost reduction in 2026.

##### **D. Review and update: Bentzin Family Town Square 2025 report**

Stephanie Juhl provided highlights of the report, including new data obtained from Pacer AI, which is able to give statistical information for each park, including the Town Square.

#### **6. Director's Report**

##### **A. Project Updates**

- The parks crew is in the process of removing the tiles at Chamberland as well as the towers.
- Snow removal efforts continue and other projects have been on hold, such as pruning and tree removals.
- The department received the DNR forestry grant this year (\$25,000).

- The park project supervisor position will be open through the end of the year. Mark Faltersack is retiring at the end of the year, and the position will not be replaced. Stephanie Juhl's last day will be January 2, 2026, and the position will not be replaced. The new Recreation Program Manager will begin January 7.

## **B. Programming Updates**

Recent and upcoming activities include:

- Generations of Joy & Open House, Craft & Wrap Family Night, Senior Center Holiday Party, Badger Talk on aging, Holiday Train, a self-defense class for all adults, and Thanksgiving break activities. School break enrichment programming, to include family bingo, puzzle hustle, etc., will continue for winter break.
- Kerry thanked Stephanie for her passion and hard work to make events at the Town Square and in the community fun and enjoyable.

## **7. Adjournment**

Kerry Kneser motioned to adjourn at 5:05 p.m. Ald. Emily Lessner seconded. Motion carried. Next meeting date: January 19, 2026.

**Watertown Senior Center  
Advisory Board Minutes  
December 16, 2025**

**1. Call to Order**

The Senior Center Advisory Board met in person on December 16, 2025. The meeting was called to order by Andrea Draeger at 9:06 a.m.

Present: Dawn Justman, Betty Jimenez, Lynn Fredrick, John Wanke, Peggy Brown, Andrea Draeger, and Kristine Butteris

Not present: Mara O'Brien and Jammie Belstner.

**2. Review and Approval of Minutes**

Minutes from the October 21, 2025 Advisory Board meeting were reviewed. Correction noted: Bake sale coordination should list Amy, not Josie.

Motion to approve with correction: Betty Jimenez Second: Dawn Justman. Motion carried.

**3. Review and Approval of Monthly Financial Report**

The monthly financial report was reviewed.

Motion to approve: John Wanke. Second: Dawn Justman. Motion carried.

**4. Citizens to Be Heard**

None.

**5. Business**

**A. Review and take action: movie license**

Option to continue the movie license for one year and reevaluate next fall was discussed. Other options included eliminating the license and movies, replacing them with another activity, or keeping the license while seeking sponsorships and increasing advertising. Suggestions included surveying members, evaluating the program throughout 2026, increasing promotion, and adding elements to boost attendance. If attendance does not improve, the license may be eliminated in 2027 due to cost (to be disclosed). Ideas included a suggestion board for movie titles and allocating up to approximately \$100 from recreation supplies for movie-related expenses.

Motion to continue license for one year and reevaluate next fall: John Wanke. Second: Betty Jimenez. Motion carried.

**6. Chairperson's Committee Reports**

**A. Fundraising Committee**

Bingo machine: reviewed email received from Dale regarding decibel level and insulation.

Soup fundraiser:

- Create a soup donation letter and spreadsheet of potential donors.
- Develop a list of locations for volunteers to solicit.

- Pizza Ranch to sponsor the day (discussion on soup donation or side items; biscuits free for everyone).
- Upcoming fundraisers:
  - 50/50 raffles in February and March.
  - Create a list of desired purchases for 2026 and assign raffle proceeds accordingly.
- Items to add to wish list: stove, additional black chairs for downstairs, furniture for Watertown room, chairs for library.
- Work with Dawn and Betty to develop the 2026 fundraising plan.
- Additional fundraisers: cookie boxes, soup sale.
- Scrip cards available for purchase at reception desk; increase online holiday advertising.
- Greeting cards for sale approved; all other cards (e.g., sympathy) require office approval.
- Generations of Joy and Open House recap; discussion of holding a spring open house.
- Sponsorship letter and press release sent, including email outreach for bingo sponsors.
- Discussion on concession items, storage, inventory, and sales tracking.

## **B. Membership Committee**

- Develop a 2026 membership social media post aligned with renewal letter messaging.
- Discussion on a new sign-in system using recreation software with barcode fobs/tags (potential purchase).
- Membership coupons to Chamber for new members; scholarship information to be advertised for 2026.
- Discuss in 2026 whether to prorate memberships or roll over memberships purchased after October.
- Plan to calculate direct and indirect membership value to evaluate fees and improve marketing.

## **C. Community Services Committee**

- Second Harvest Foodbank barrel was out for November and picked up last week.
- Donated quilt raffled at November 10 Veteran's Day event; amount raised to be confirmed.
- Discussion of additional community drives for spring (assisted living facilities, food, school supplies, Humane Society), including volunteer delivery coordination.

## **D. Program Committee**

- Cookie class (11/28): approximately 10 participants; positive learning experience.
- Stamping group: potential to transition into a handmade card-making group.
- Yahtzee attendance low; moving to Mondays.
- Gold Star Self Defense program to run again at the Police Department for all adults.
- November birthday party recap; discussion of charging guest tickets beginning in May.
- Veteran's Day recap.
- Holiday party scheduled for December 17 (lasagna from Glenn's).
- December handchimes and Norwegian dancers recap.
- December 12 holiday craft and wrap recap.
- Family bingo scheduled for December 29; Dawn to assist.
- Discussion on attendees leaving early during entertainment; ideas included earlier start times, avoiding overlapping activities, and possible surveys.

- Coordinate high school carolers for 2026 with tree lighting.
- Holiday sing-along coordination with holiday open house or holiday party.

## **7. Director's Report**

- Reminder that all volunteers must have completed volunteer forms and background checks; review of missing documentation needed.
- Building updates discussed, including raised toilets.
- Active shooter training scheduled for January 9.
- AMVETS check information and possible presentation discussed.
- Concession items to be launched in January; determine pricing and signage.

## **8. Adjournment**

Motion to adjourn at 10:45am: Dawn Justman. Second: John Wanke. Meeting adjourned.

Next Meeting: Tuesday, February 17, 2026

Watertown Parks and Recreation Department					
Financial Report					
Prelim Dec2025					
Revenue Account #	Description	Year to Date Revenue	Budgeted Amount	Balance	
01-446210	Rec Dept Non Taxable Revenue	\$ 105,994.78	\$ 82,000.00	\$ (23,994.78)	
01-446211	Rec Dept Taxable Revenue	28,911.38	\$ 40,000.00	\$ 11,088.62	
01-446212	Rec Concession Revenue	513.00	500.00	\$ (13.00)	
01-446220	Net Ticket Sales	878.20	100.00	\$ (778.20)	
01-446230	Aquatic Center Revenue	130,578.80	130,000.00	\$ (578.80)	
01-446232	Indoor Pool Non Taxable Revenue	24,551.83	23,000.00	\$ (1,551.83)	
01-446233	Indoor Pool Taxable Revenue	9,675.80	10,000.00	\$ 324.20	
01-446234	Senior Center Revenue	927.33	300.00	\$ (627.33)	
01-446235	Senior Center Memberships	7,134.16	3,000.00	\$ (4,134.16)	
01-446236	Senior Center Rental Fees	15,108.21	18,000.00	\$ 2,891.79	
01-446264	Park Rental	24,690.46	30,000.00	\$ 5,309.54	
01-446266	Misc Park Revenue	10,038.33	10,000.00	\$ (38.33)	
<b>Grand Total Revenue</b>		<b>\$ 359,002.28</b>	<b>\$ 346,900.00</b>	<b>\$ (12,102.28)</b>	
Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance	
<b>Administration</b>					
01-552010	Salaries	353,000.96	\$ 402,906.00	\$ 49,905.04	
01-552014	Overtime	491.85	520.00	28.15	
01-552016	Part-time Salaries	10,470.00	13,418.00	2,948.00	
01-552017	Contract Services	15,032.44	15,550.00	517.56	
01-552018	Supplies & Expenses	3,951.62	7,045.00	3,093.38	
01-552019	Advertisement	422.89	1,000.00	577.11	
01-552020	Repairs	8,614.05	4,000.00	\$ (4,614.05)	
01-552021	Contribution to Town Square	78,600.00	78,600.00	-	
01-552022	Dues, fees, subs	2,103.25	3,100.00	996.75	
01-552023	Training	1,235.00	1,175.00	\$ (60.00)	
01-552024	Travel	1,651.67	1,885.00	233.33	
01-552026	Maintenance Supplies	4,189.96	4,000.00	\$ (189.96)	
01-552028	Fuel	4,469.04	5,000.00	530.96	
01-552030	Electric	16,697.98	16,000.00	\$ (697.98)	
01-552031	Water	2,072.37	1,825.00	\$ (247.37)	
01-552032	Telephone	3,259.90	4,250.00	990.10	
01-552033	Wisconsin Retirement	23,567.38	26,803.00	3,235.62	
01-552034	Social Security	21,435.83	25,844.00	4,408.17	
01-552035	Medicare	5,013.32	6,044.00	1,030.68	
01-552036	Health Insurance	55,020.00	60,580.00	5,560.00	
01-552037	Life Insurance	602.22	567.00	\$ (35.22)	
01-552038	Dental Insurance	3,433.08	3,715.00	281.92	
01-552042	Mileage	14.00	800.00	786.00	
01-552060	Capital Outlay	-	-	-	
<b>Total Administration</b>		<b>\$ 615,348.81</b>	<b>\$ 684,627.00</b>	<b>\$ 69,278.19</b>	
<b>Recreation</b>					
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00	
01-552116	Part-time Salaries	52,227.12	40,524.00	\$ (11,703.12)	
01-552117	Contract Sports Services	30,149.00	21,564.00	\$ (8,585.00)	
01-552118	Supplies & Expenses	22,478.08	25,000.00	2,521.92	
01-552134	Social Security	3,616.66	2,544.00	\$ (1,072.66)	
01-552135	Medicare	846.04	595.00	\$ (251.04)	
01-552160	Capital Outlay	-	2,000.00	2,000.00	
<b>Total Recreation</b>		<b>\$ 109,316.90</b>	<b>\$ 92,735.00</b>	<b>\$ (16,581.90)</b>	
<b>Aquatic Center</b>					
01-552214	Aq Ctr Overtime	\$ 3,684.23	\$ 2,030.00	\$ (1,654.23)	
01-552216	Part-time Salaries	101,281.63	101,833.00	551.37	
01-552217	Svc Contracts/Licenses	4,294.33	2,500.00	\$ (1,794.33)	
01-552218	Supplies & Expenses	5,465.29	4,500.00	\$ (965.29)	
01-552220	Repairs	14,593.52	12,445.00	\$ (2,148.52)	
01-552223	Training	1,789.48	500.00	\$ (1,289.48)	
01-552228	Fuel	5,697.05	4,500.00	\$ (1,197.05)	

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
01-552230	Electric	14,608.12	19,000.00	4,391.88
01-552231	Water	13,719.62	14,500.00	780.38
01-552232	Telephone	1,352.73	500.00	(852.73)
01-552234	Social Security	6,504.72	6,440.00	(64.72)
01-552235	Medicare	1,521.24	1,506.00	(15.24)
01-552240	Chemicals	25,506.12	26,000.00	493.88
01-552244	Uniforms	2,355.42	2,500.00	144.58
01-552246	Concessions Supplies	23,578.72	25,000.00	1,421.28
01-552260	Capital Outlay	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 225,952.22</b>	<b>\$ 223,754.00</b>	<b>\$ (2,198.22)</b>
05-552270	Capital Projects	-	-	-

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
<b>Indoor Pool</b>				
01-552314	Indoor Pool Overtime	\$ 1,731.42	\$ 500.00	\$ (1,231.42)
01-552316	Part-time Salaries	50,794.04	39,205.00	(11,589.04)
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	6,607.15	10,000.00	3,392.85
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	3,256.68	2,462.00	(794.68)
01-552335	Medicare	761.62	576.00	(185.62)
<b>Total Indoor Pool</b>		<b>\$ 63,150.91</b>	<b>\$ 67,668.00</b>	<b>\$ 4,517.09</b>
<b>Total Parks &amp; Rec Budget</b>				
		\$ 1,013,768.84	\$ 1,068,784.00	\$ 55,015.16
<b>Reserve Accounts</b>				
		YTD Expenses	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (7,771.95)	\$ 29,978.45	\$ 37,750.40
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
24-581121	BQ Baseball	\$ 2,871.88	\$ 7,000.00	\$ 4,128.12
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	\$ (2,384.00)	\$ 5,969.65	\$ 8,353.65
05-58-11-10	Forestry Donation	\$ (4,001.06)	\$ 72,693.65	\$ 76,694.71
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (1,496.32)	\$ 15,276.42	\$ 16,772.74
07-581113	Park Dedication Fees (land purchase)	\$ (17,289.00)	\$ 68,961.00	\$ 86,250.00
07-581115	Park Improvements	\$ (110,795.22)	\$ 51,500.00	\$ 162,295.22

Section 3, Item A.

**Watertown Parks and Recreation Department**  
**Financial Report**  
**Prelim Dec**

Expense Account #	Description	Year to Date Expense		Budgeted Amount		Balance
		Park				
01-554110	Salaries	\$ 469,757.72	\$ 489,791.00	\$ 20,033.28		
01-554112	Longevity	2,106.00	\$ 2,106.00	\$ -		
01-554114	Overtime	9,656.95	11,500.00	\$ 1,843.05		
01-554116	Part-time Salaries	25,148.23	32,480.00	\$ 7,331.77		
01-554118	Supplies & Expenses	44,238.39	37,000.00	\$ (7,238.39)		
01-554120	Repairs	18,519.83	18,000.00	\$ (519.83)		
01-554126	Goose Control	-	2,500.00	\$ 2,500.00		
01-554128	Fuel	2,281.55	4,000.00	\$ 1,718.45		
01-554130	Electric	42,101.04	35,000.00	\$ (7,101.04)		
01-554131	Water	52,570.30	43,000.00	\$ (9,570.30)		
01-554132	Telephone	1,153.62	1,100.00	\$ (53.62)		
01-554133	Wisconsin Retirement	33,546.45	35,054.00	\$ 1,507.55		
01-554134	Social Security	29,941.79	33,285.00	\$ 3,343.21		
01-554135	Medicare	7,002.42	7,784.00	\$ 781.58		
01-554136	Health Insurance	176,640.00	161,266.00	\$ (15,374.00)		
01-554137	Life Insurance	1,868.98	1,901.00	\$ 32.02		
01-554138	Dental Insurance	8,648.00	9,008.00	\$ 360.00		
01-554140	Gasoline	27,473.26	30,000.00	\$ 2,526.74		
01-554141	Fertilizers & Herbicides	5,302.70	6,500.00	\$ 1,197.30		
01-554142	Equipment Repairs	30,643.49	28,000.00	\$ (2,643.49)		
01-554144	Washington Park Lights	3,622.34	2,010.00	\$ (1,612.34)		
01-554148	Water Bubblers	1,180.32	2,000.00	\$ 819.68		
01-554150	Staff Training	3,563.10	4,300.00	\$ 736.90		
01-554159	Safety Equipment	3,755.07	3,000.00	\$ (755.07)		
01-554160	Captial Outlay	1,328.75	4,000.00	\$ 2,671.25		
<b>Total Park</b>		<b>\$ 1,002,050.30</b>	<b>\$ 1,004,585.00</b>	<b>\$ 2,534.70</b>		
05-554170	Capital Projects	\$ 232,589.77	\$ 171,000.00	\$ (61,589.77)		
<b>Forestry</b>						
01-561110	Salaries	\$ 144,747.35	\$ 118,759.00	\$ (25,988.35)		
01-561112	Longevity	-	-	-		
01-561118	Supplies & Expense	5,513.99	5,500.00	\$ (13.99)		
01-561119	UF Grant Exp: Tree/Ash Inje	16,074.11	14,160.00	\$ (1,914.11)		
01-561120	Repairs	2,121.56	3,000.00	\$ 878.44		
01-561124	Cont. Education Forester Cert	1,573.00	1,600.00	\$ 27.00		
01-561126	Annual Bucket Truck Inspection	2,828.00	4,000.00	\$ 1,172.00		
01-561133	Wisconsin Retirement	10,060.03	8,254.00	\$ (1,806.03)		
01-561134	Social Security	8,261.01	7,448.00	\$ (813.01)		
01-561135	Medicare	1,912.17	1,722.00	\$ (190.17)		
01-561136	Health Insurance	46,080.00	46,076.00	\$ (4.00)		
01-561137	Life Insurance	128.76	129.00	\$ 0.24		
01-561138	Dental Insurance	2,208.00	2,252.00	\$ 44.00		
01-561160	Capital Outlay	2,267.34	5,000.00	\$ 2,732.66		
<b>Total Forestry</b>		<b>\$ 243,775.32</b>	<b>\$ 217,900.00</b>	<b>\$ (25,875.32)</b>		
05-561170	Capital Projects	-	-	\$ -		

Watertown Parks and Recreation Department					
Financial Report					
Prelim Dec 2025					
Revenue Account #	Description	Year to Date Revenue	Budgeted Amount	Balance	
26-446210	TS Revenue - Nontaxable	\$ 29,156.32	\$ 10,000.00	\$ (19,156.32)	
26-446211	TS Revenue - Taxable	\$ 7,701.00	\$ 15,000.00	\$ 7,299.00	
26-446250	Contributions FR General Fund	\$ 78,600.00	\$ 78,600.00	\$ -	
26-446266	TS Future Fund Contributions			\$ -	
<b>Grand Total Revenue</b>		<b>\$ 115,457.32</b>	<b>\$ 103,600.00</b>	<b>\$ (11,857.32)</b>	
Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance	
26-554310	Salaries	66,952.80	\$ 68,266.00	\$ 1,313.20	
26-554316	Part-time Salaries	-	-	\$ -	
26-554318	Supplies	3,244.31	\$ 7,650.00	\$ 4,405.69	
26-554319	Advertising	3,655.24	\$ 3,400.00	\$ (255.24)	
26-554320	Repair/Maintenance	30,649.24	\$ 17,300.00	\$ (13,349.24)	
26-554330	Electricity	2,336.89	\$ 1,952.00	\$ (384.89)	
26-554331	Water	6,375.59	\$ 25,000.00	\$ 18,624.41	
26-554333	Wisconsin Retirement	4,653.24	\$ 4,744.00	\$ 90.76	
26-554334	Social Security	4,076.76	\$ 4,232.00	\$ 155.24	
26-554335	Medicare	953.42	\$ 990.00	\$ 36.58	
26-554336	Health Insurance	9,360.00	\$ 9,386.00	\$ 26.00	
26-554337	Life Insurance	367.80	\$ 361.00	\$ (6.80)	
26-554338	Dental Insurance	358.56	\$ 366.00	\$ 7.44	
26-554341	Event Expenses	35,161.40	\$ 40,000.00	\$ 4,838.60	
26-554360	Capital Outlay	-	\$ 10,000.00	\$ 10,000.00	
<b>Grand Total</b>		<b>\$ 168,145.25</b>	<b>\$ 193,647.00</b>	<b>\$ 25,501.75</b>	

Section 3, Item A.

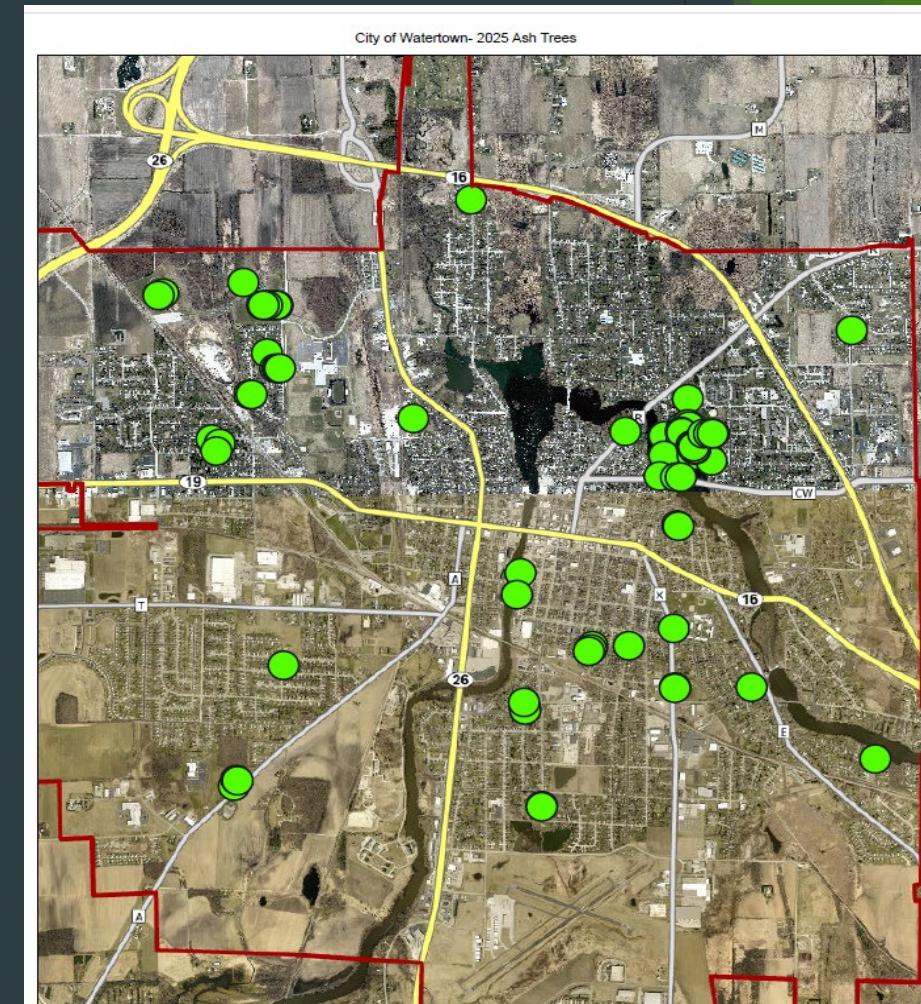
# City of Watertown & Emerald Ash Borer

- ▶ How did we get here?
- ▶ EAB and Ash Trees Today
- ▶ The Future of ash trees in Watertown
- ▶ Value of an Urban Forest

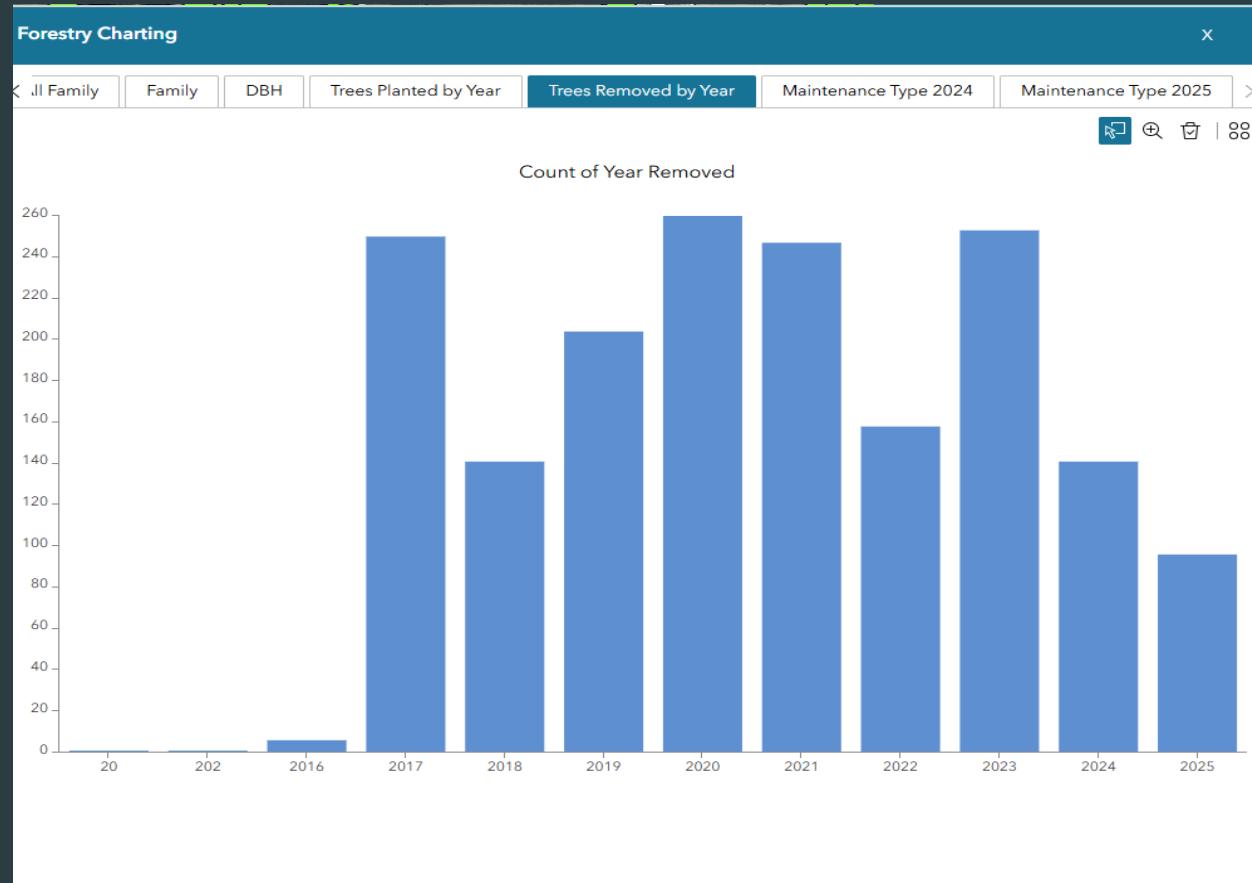


# Management Strategies for EAB & Ash Trees 2013

- ▶ Roughly 1,000 City Ash Trees
- ▶ Removal- proactive approach
- ▶ Injections
  - ▶ Preserve prized ash trees
  - ▶ Delay mortality
- ▶ WI DNR Forestry Grants
  - ▶ Right Tree Right Spot
  - ▶ Tree Plantings
  - ▶ Injections



# Ash Removals



- ▶ Ash Trees Removed by Year
- ▶ 2017 - 111
- ▶ 2018 - 49
- ▶ 2019 - 101
- ▶ 2020 - 150
- ▶ 2021 - 80
- ▶ 2022 - 57
- ▶ 2023 - 48
- ▶ 2024 - 23
- ▶ 2025 - 5 Pending
- ▶ Total 624

# Ash Injections

- ▶ Remaining Ash Trees
  - ▶ Green Ash 19
  - ▶ White Ash 55
  - ▶ Total 74 (5 pending removal)
- ▶ Treated Ash Trees 60
  - ▶ Park 47
  - ▶ Street 13
- ▶ Cost of Injections
  - ▶ 2026 43 trees \$8,866.35
  - ▶ 2025 17 trees \$3,544.10
  - ▶ 2024 40 trees \$7,553.00
  - ▶ 2023 13 trees \$2,720.00
- ▶ Alternatives moving forward

# WDNR Forestry Grants

- ▶ Right Tree Right Spot
  - ▶ Started in 2019
  - ▶ 700 trees
- ▶ Tree Plantings
  - ▶ Replace ash trees
  - ▶ Replace canopy loss
- ▶ Trees Planted
  - ▶ 2019 139 (114 Grant)
  - ▶ 2020 147 (120 Grant)
  - ▶ 2021 155 (122 Grant)
  - ▶ 2022 124 (81 Grant)
  - ▶ 2023 197 Grant not awarded
  - ▶ 2024 113 (53 Grant)
  - ▶ 2025 87 (50 Grant)
  - ▶ 2026 115 (75 Grant)

# Tree Value & Benefits

- ▶ Total annual Benefit \$84,000 (i-tree)
  - ▶ Air pollution reduction
  - ▶ Carbon sequestered
  - ▶ Avoided runoff
  - ▶ Heating/Cooling
- ▶ Replacement Value ?????
- ▶ Council of Tree & Landscape Appraisers
- ▶ Replacement Value of all ash trees \$325,171
- ▶ 50" White Ash at Riverside Park Tennis Court Replacement value \$17,223 Cost to inject \$458

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 1/19/2026

Subject: Fees and Charges updating for 2026

### Background

Every year we update fees and charges for our facility rentals and additional amenities. We did bring these to commission at the October meeting for updates and approval.

We would like to update the Fees and Charges for 2026 again to include a few new fees for the Bentzin Family Town Square private reservations.

These additional fees are for electrical use as well as interactive water feature uses.

### Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

There is a financial impact on overtime for park staff as they will now be asked to assist with private reservations at the Bentzin Family Town Square. The fees we are requesting to add will assist in offsetting overtime costs.

### Recommendation

The Parks, Recreation, and Forestry Department is recommending the approval of the additional fees for the 2026 Fees and Charges for the department.

Motion: Approve the additional fees for the 2026 Fees and Charges for the Parks, Recreation, and Forestry Department.



## WATERTOWN PARKS & RECREATION DEPARTMENT 2026 FEES AND CHARGES POLICY

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
  - A. Participants of recreational and educational programs shall be charged a fee to cover all operational costs, including maintenance and administrative costs.
    - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
  - B. **Nonresident Program Fees** - Nonresidents will pay 50% more than residents.  
**Resident Status** - a person has resident status when that person's principal residence is located within the city limits of Watertown.
  - D. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$12.00 for residents and \$18.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
  - E. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
  - F. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.
  - G. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
  - H. Facility Improvement Fee - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** – Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
  - A. **Daily Admission Fees** - Nonresidents will pay 50% more than residents.

- B. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee in the event the Department must close the Aquatic Center.
- C. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.

3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All rental rates will be based on the following categories. See each facility's applications for rental policies and specific rates:
  1. Department-sponsored programs/activities and functions of Watertown municipal government
  2. Programs and League Games – charged as Programs per appropriate rate. Practices – will not be charged
  3. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown. Non-profit organizations will pay resident rate.
  4. Nonresident Status - nonresidents will pay 50% more than residents. For-profit organizations will pay nonresident rate.
- B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior &Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession in Parks Permit, etc.
- G. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
  - Watertown Public Schools

4. **Special Events and Services**

- A. **BASIC SERVICES** - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. **PLANNING ASSISTANCE** - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).

### C. PARK DEPARTMENT PERSONNEL

- i. The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m. to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays. Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.
- ii. Noxious weeds, grasses, and brush/snow removal ordinance violations: - The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than \$500 in each instance of any such expended labor. Any time spent on a property in excess of three hours shall be billed at the rate of \$250 per hour. All sidewalks shall be removed of snow and ice within 24 hours after snow has stopped falling. Failure to remove or cover the snow and ice as specified will submit the owner to the forfeitures and responsible for an itemized report of all sums for removal of snow and ice by the department.

### D. PARK USE SUSPENSION APPEAL

Any person considering him or herself aggrieved by all or any part of a park use suspension may appeal such action in writing within 72 hours of issuance of written notice of park use suspension. Any such written appeal shall be filed with the City Clerk along with an administrative filing fee of \$35.00.

#### 5. Concession in Parks Fees

- A. Merchant Concessionaire – \$25.00/day – Any concessionaire not using a park shelter or facility which is selling pre-packaged goods and/or merchandise.
- B. Non-Intoxicating Beverage Concessionaire – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
  - i. Concession Stand - \$75/event or \$300/year
  - ii. Food Truck - \$35/day or \$300/year
- C. Intoxicating Beverage Concessionaire – \$250.00/day – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995

Revised by Commission December 6, 2004

Revised by Commission December 4, 2014

Revised by Commission October 2016

Revised by Commission October 2017

Approved by Commission December 2018

Approved by Commission October 2023

Approved by Commission January, September 2024

Revised by Commission April, June 2025

Approved by Commission October 2025

Revised by Commission January 2026

**FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS**  
**(Revised 1/19/26 starting 2026)**

Section 5, Item B.

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.  
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.  
\$20.00 per standard
3. **Bleachers - portable type**  
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.  
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** - \$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea  
Note: Requests for moving/removing chairs, tables, benches, etc. from their original location in any capacity will be subject to rental fees.
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00  
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Meridian Barriers** - \$275/**event**
11. **Volleyball/Tennis Court Rentals**  
\$10/court/day - resident rate  
\$15/court/day - non-resident rate
12. **Ball Diamonds** (games only, no charge for practices)  
\$150/diamond/day weekday prepped (\$50 rental/weekend day) - resident rate  
\$225/diamond/day weekday prepped (\$75 rental/weekend day) - non-resident rate
13. **Diamond Dry Compound** - based on market costs.
14. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
15. **Football & Soccer Fields Rental/ Disc Golf Course** (games only, no charge for practices)  
\$75/field/day- resident rate  
\$112.50/field/day - non-resident rate
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer: Goals** - \$30.00/set, **Soccer Flags** - \$5/set
20. **Portable Restroom Rental** – based on market costs.
21. **Paper & Cleaning Products** – based on market costs.
22. **Water Access** - \$100 deposit, \$20 fee, and usage based on current rate.
23. **Bentzin Family Town Square**  
- Electrical fee – \$25/hr  
- Interactive Water Feature (turn on/off) fee - \$25/hr



PARKS, RECREATION, & FORESTRY DEPARTMENT  
514 South First Street, Watertown, WI 53094, 920-262-8080

## **Bentzin Family Town Square Additional Park Reservation Information**

### **Electrical:**

- Please provide specific power requirements on the rental application.
- Standard outlets are available for regular use.
- Renters must provide their own extension cords, cord covers and power strips, ensuring they meet safety standards.
- Food truck and cam electrical boxes are secured and not accessible to the renter. A convenience fee of \$25 per hour will be charged if access is needed.

### **Interactive Water Feature:**

- The feature is open seasonally and operates independently from private events. A convenience fee of \$25 per hour will be charged if feature is requested to be turned off.
- Request to turn off the interactive water feature must be noted on the rental application.

### **Road Closure:**

- Requests to close a road for an event require the setup and removal of safety barriers by park crew. A barrier service fee of \$275 per day applies to all road closures.
- Requests to close a road must be noted on the rental application.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 1/19/2026

Subject: Facility Use Agreements

### Background

Every year we renew the facility use agreements with organizations that use our facilities throughout the year.

We have three facility use agreements to review and approve for facility rentals. The organizations, Thunder and Outlaws are long standing renters of our facilities.

Laura Gomez is a new renter at Grinwald Park to continue the previous soccer league under new management.

### Budget Goal

1. Create a community where all can feel safe and strive for economic success.
2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

These rentals cover the cost of field preparations and maintenance.

### Recommendation

The Parks, Recreation, and Forestry Department recommend approval of the Facility Use Agreements for Thunder, Outlawz, and Laura Gomez – Grinwald Soccer.

Motion: To Approve the Facility Use agreement for Thunder - Watertown Girls Fastpitch, Outlawz - Softball, and Laura Gomez – Grinwald Soccer.



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

### 2026 Club Facility Use Contract

Organization Name	Watertown Girls Fastpitch
Contact Name	Alan Schuett
Contact Phone #	920-998-6919
Contact Email	alan.schuett@gmail.com
Event Dates	July 31 - August 2, 2026
Event Location	BB Park Fields 0,1,2,3,4,5

\* And use of fields for games + practices from May - July, 2026  
 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.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. 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.

### **Condition of Facility Use:**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which 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.

## 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. At Brandt-Quirk, bags should be placed in the Department truck.
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.

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.

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. Check with the department for any uses of irrigation and field equipment.

#### **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. Andrea Draeger – 920-567-8157

## **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 facility. 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 turfase 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
12. Grills

### **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. Playground
3. Restrooms
4. 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**

**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, 65, 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.

Steven M. Schneider  
Renter Signature

11/19/2025  
Date

Approved by agent of the department.

Kristine Buttens  
Signature

12/15/2025  
Date

## **OFFICE USE**

Contract

Concession Permit

Banner Permit

Condition of Facility Use



## Watertown Parks, Recreation, and Forestry Department

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

### 2026 Condition of Facility Use Agreement

Organization Name	Watertown Girls Fastpitch
Contact Name	Alan Schuett
Contact Phone #	920-988-16919
Contact Email	alan.schuett@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 C.

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: BQ Diamond restoration, restroom restoration  
(Please attach any supporting documentation, quotes, etc.)

Donation Amount: \$ 3,000.00

- We only have 4 teams for 2026

## 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.

Steven M. Schreder

Renter Signature

11/19/13

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

### 2026 General Facility Use Contract

Organization Name	OUTLAW?
Contact Name	Derek Damon
Contact Phone #	608-225-2702
Contact Email	derek_damon@hotmail.com
Event Dates	MAY 30-31 & June 11-14
Event Location	Brandt Quirk & Riverside

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.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. 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.

## **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.

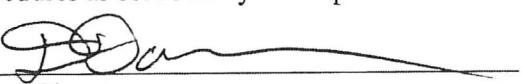
In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and 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.

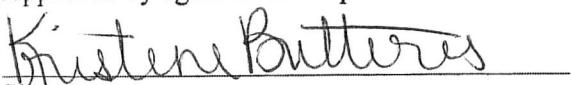
## **AGREEMENT**

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

1/14/26  
Date

Approved by agent of the department.

  
Signature

1/14/26  
Date

## **OFFICE USE**

Contract

Banner Permit

Concession Permit

Condition of Facility Use



## 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

Organization Name	
Contact Name	Laura Lizbeth Gomez Garcia/Genner Rubelsey
Contact Phone #	Laura – 262-449-3016
Contact Email	<a href="mailto:Lauranoelea1955@gmail.com">Lauranoelea1955@gmail.com</a>
Event Dates	4/19/2026-8/30/2026
Event Location	Grinwald Park

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.

#### SCEDULING

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.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. 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.

• Grinwald Park Rental \$40.00 for 20 dates	= \$ 800.00
• 1 field rental @ \$75.00 for 20 dates	= \$1,500.00
• 1 regular porto @ \$95.00 for 5 months	= \$ 475.00
• 6 extra trash cans @ \$4.00 for 20 dates	= \$ 480.00

Total owed = \$3,255.00

## ACCESS/MAINTENANCE

1. 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.
2. 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. At Brandt-Quirk, bags should be placed in the Department truck. The designated spots are at any garbage cans at the park. Any excess refuse that does not fit in the trash receptacles should be removed from the premises by the organizer. If this is not followed, it will be billed back to the organization at the fees listed in the Fees and Charges Policy.
3. Driving/Parking – All participants and spectators are to abide by the parking laws. You are not to park on the grass unless you have a permit for loading/unloading or food trucks.
4. 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.

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

Section 5, Item C.

1. Kristine Butteris – 920-342-0403
- 2.

## **CONCESSIONS**

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

- All food and/or beverage vendors must obtain a transient food license from Watertown Health Department and concessions in parks permit before any food can be sold on premises.
- All intoxicating beverage vendors must also obtain a Temporary Class “B” before any intoxicating beverages can be sold on premises.

Any selling of food or beverages without proper licensing or permits that occurs during a rental is a direct violation of this contract and will be grounds for immediate termination of this contract unless renter self-reports the violations to the Watertown Police Department prior to the Police or Parks department becoming aware of the violation.

## **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:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility

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**

### **Grinwald Park:**

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

## **INDEMNIFICATION**

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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.

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## **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

Condition of Facility Use