



## PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, APRIL 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 March 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 possible action: Outlawz tournament fees

B. Review and take possible action: YMCA facility use agreement and fee waiver

C. Review and take action: Quilters on the Rock classification

D. Review and take possible action: Rock River Rescue request

E. Review and take action: Tom Schultz memorial bench

F. Review and take action: Vicki Bartz memorial bench

G. Review and take action: concession in parks fees

H. Review and take possible action: trees at Oak Hill Cemetery

I. Review and take action: 2024 annual report

J. Review and take action: Town Square Programming Commission vacant position

### 6. DIRECTOR'S REPORT

A. Lake Victoria findings

B. Project Updates - Parks

C. Project Updates - Forestry

D. Project Updates - Aquatics

E. Project Updates - Town Square

F. Project Updates - Senior & Community Center

G. Update on programming - Recreation

H. Update on programming - Town Square

I. Update on programming - Senior and enrichment

J. Update on programming - Aquatics

### 7. ADJOURNMENT

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](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, March 17, 2025

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on March 17, 2025. The meeting was called to order by Kerry Kneser. Members present: Ald. Jonathan Lampe, Julie Chapman, Jennifer Clayton, Emily Lessner, Kerry Kneser. Not present was: Brad Clark, Kyle Krueger. Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Ali Nicholson, and Jarrod Folkman.

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

Julie Chapman motioned to approve the February 17, 2025 Parks Recreation and Forestry minutes as written. Jennifer Clayton seconded. Motion carried.

Julie Chapman motioned to approve the February 18, 2025 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

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

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

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and take action: Quilters on the Rock classification

The facility use change in our policies in 2025 deemed Quilters on the Rock a class 3 organization as a private group which charges their members fees. They are requesting a reclassification to class 2 based on their mission to preserve, promote, teach, and learn the art of quilting as well as their donation of quilts to organizations. Quilters on the Rock is requesting a reclassification to class 2 in order to remain a community resource and opportunity for citizens to give back. They meet on Saturdays to accommodate quilters of all ages. Julie Chapman motioned to table this request to April to allow staff time to evaluate room availability and potential lost revenue. Jennifer Clayton seconded. Motion carried.

##### B. Review and take action: downed trees process

During Forestry's busy season, we are responsible for the removal of 100 plus trees within the community for various reasons including dead, dying or disease. We also remove undesirable trees in undesirable locations as well as homeowner request with a suitable reason. When trees come down in the terrace area, we ask the property owner if they would like the logs. If they do not, we chip up branches and smaller logs and then take the rest of the 20" or larger pieces to the yard waste site for public to use. This size log is too big for the chipper and often too large for homeowners to manage. When we remove trees on public property we do the same as with the terrace trees. The department is looking to create a process for selling 20" or larger logs of desirable trees only as they would otherwise go to yard waste and rot. This comes as a potential revenue source for the forestry department and the City. Jennifer Clayton motioned to approve the creation of a downed trees policy. Emily Lessner seconded. Motion carried.

**C. Review and discuss: Earth and Arbor Day city and school involvement**

Several parks are in need of clean up and the department is looking for the commission's feedback in pursuing city and school involvement in a community service effort near the end of April. There would be potential for schools and/or businesses to adopt a park to clean. The commission generally accepted the idea and gave encouragement to reach out to the school district.

**D. Review and take action: Town Square available commission position**

Stephanie Juhl reviewed the position, which requires a representative from this commission to also hold a position on the town square commission. This position may involve programming, fundraising, reviewing ordinances, etc. Julie Chapman motioned to table this decision until the April meeting. Jennifer Clayton seconded. Motion carried.

**6. Director's Report:**

**A. Project updates: parks**

The Brandt-Quirk tennis courts were damaged with recent high winds, and it was determined the insurance company will only fix one out of the five damaged. This will be added to the five-year capital budget. The Washington Park outfield fence also experienced wind damage last weekend. The police were able to apprehend the subjects related to the vandalism at Riverside Park. Restitution may be required if the department requests.

The parks department will be landscaping the new fire department property, planting biofilters, and opening park restrooms this spring. Kristine will be working with contractors for quotes to rebid and hope to receive within the next week to finalize the Riverside restroom work.

**B. Project updates: forestry**

**C. Project updates: aquatics**

**D. Project updates: town square**

During the fundraising for the Bentzin Family Town Square, there were pledges made over a certain number of years. The last year of all pledged amounts was 2024. In the budgeting process for 2025, the \$50,000 that was in contributions was an error and was received in 2024. We recommend adding \$28,000 in non-taxable revenue to 26-44-62-10 and \$2,000 in taxable revenue to 26-44-62-11 and removing \$50,000 in future fund contributions in 26-44-62-66.

**E. Project updates: senior & community center**

Kristine presented several options for repair or replacement of the front doors, including the most feasible to move the closure to the west door. Due to the high cost, this will be added to the 2026 budget. The generator should be installed later this week.

**F. Update on programming: recreation**

Summer programs (baseball, day camp, etc.) will be live on the 24<sup>th</sup> and fall programs will be visible soon after. The kickstart soccer program began yesterday as a way to extend the spring soccer season. We are looking for additional coaches for leagues.

**G. Update on programming: town square**

Food truck spots are currently being filled as well as entertainment and vendors for markets. The list of city-sponsored events and other rentals is being created for the season. Work is still underway for ordinances changes regarding alcohol. The fire department open house will be June 8.

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

Spring break will include several activities for families, including family bingo, a park scavenger hunt, and a bright light-neon night dance party. Several other family nights are being planned throughout the year, including Ties & Tiaras on May 9.

Senior Center Advisory Board elections are taking place, with results announced at the Spring Fling volunteer celebration and members meeting on April 23. The third annual Senior Care Fair is scheduled for May 14.

**I. Update on programming: aquatics**

Registration for summer swim lessons will begin April 7. The opening date for the aquatic center is June 7. The indoor pool will be closed April 14-May16 for annual maintenance. There is a high school career fair this week we will be attending to encourage more seasonal employees – we are looking for at least seven more lifeguards for summer.

**7. Adjournment – Next meeting date April 21, 2025**

Julie Chapman motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

**Watertown Parks and Recreation Department**

**Financial Report**

Section 3, Item A.

**End of Month February 2025**

<b>Revenue</b>				
<b>Account #</b>	<b>Description</b>	<b>Year to Date Revenue</b>	<b>Budgeted Amount</b>	<b>Balance</b>
01-446210	Rec Dept Non Taxable Revenue	\$ 14,478.61	\$ 82,000.00	\$ 67,521.39
01-446211	Rec Dept Taxable Revenue	642.97	\$ 40,000.00	\$ 39,357.03
01-446212	Rec Concession Revenue	213.00	500.00	\$ 287.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	1,446.68	130,000.00	\$ 128,553.32
01-446232	Indoor Pool Non Taxable Revenue	866.50	23,000.00	\$ 22,133.50
01-446233	Indoor Pool Taxable Revenue	2,914.18	10,000.00	\$ 7,085.82
01-446234	Senior Center Revenue	114.80	300.00	\$ 185.20
01-446235	Senior Center Memberships	1,219.73	3,000.00	\$ 1,780.27
01-446236	Senior Center Rental Fees	2,637.99	18,000.00	\$ 15,362.01
01-446264	Park Rental	3,904.00	30,000.00	\$ 26,096.00
01-446266	Misc Park Revenue	7,582.94	10,000.00	\$ 2,417.06
<b>Grand Total Revenue</b>		<b>\$ 36,021.40</b>	<b>\$ 346,900.00</b>	<b>\$ 310,878.60</b>
<b>Expense</b>				
<b>Account #</b>	<b>Description</b>	<b>Year to Date Expenses</b>	<b>Budgeted Amount</b>	<b>Balance</b>
<b>Administration</b>				
01-552010	Salaries	\$ 53,544.89	\$ 402,906.00	\$ 349,361.11
01-552014	Overtime	65.58	520.00	454.42
01-552016	Part-time Salaries	-	13,418.00	13,418.00
01-552017	Contract Services	6,422.57	15,550.00	9,127.43
01-552018	Supplies & Expenses	1,687.39	7,045.00	5,357.61
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	885.61	4,000.00	3,114.39
01-552021	Contribution to Town Square	19,650.00	78,600.00	58,950.00
01-552022	Dues, fees, subs	940.00	3,100.00	2,160.00
01-552023	Training	1,215.00	1,175.00	<b>(40.00)</b>
01-552024	Travel	1,501.97	1,885.00	383.03
01-552026	Maintenance Supplies	294.60	4,000.00	3,705.40
01-552028	Fuel	2,484.68	5,000.00	2,515.32
01-552030	Electric	2,884.31	16,000.00	13,115.69
01-552031	Water	320.36	1,825.00	1,504.64
01-552032	Telephone	291.32	4,250.00	3,958.68
01-552033	Wisconsin Retirement	3,607.77	26,803.00	23,195.23
01-552034	Social Security	3,195.16	25,844.00	22,648.84
01-552035	Medicare	747.27	6,044.00	5,296.73
01-552036	Health Insurance	10,080.00	60,580.00	50,500.00
01-552037	Life Insurance	92.80	567.00	474.20
01-552038	Dental Insurance	607.04	3,715.00	3,107.96
01-552042	Mileage	-	800.00	800.00
01-552060	Capital Outlay	-	-	-
<b>Total Administration</b>		<b>\$ 110,518.32</b>	<b>\$ 684,627.00</b>	<b>\$ 574,108.68</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00
01-552116	Part-time Salaries	5,760.62	40,524.00	34,763.38
01-552117	Contract Sports Services	-	21,564.00	21,564.00
01-552118	Supplies & Expenses	1,207.20	25,000.00	23,792.80
01-552134	Social Security	357.22	2,544.00	2,186.78
01-552135	Medicare	83.56	595.00	511.44
01-552160	Capital Outlay	-	2,000.00	2,000.00
<b>Total Recreation</b>		<b>\$ 7,408.60</b>	<b>\$ 92,735.00</b>	<b>\$ 85,326.40</b>
<b>Aquatic Center</b>				
01-552214	Aq Ctr Overtime	\$ -	\$ 2,030.00	\$ 2,030.00
01-552216	Part-time Salaries	(27.82)	101,833.00	101,860.82
01-552217	Svc Contracts/Licenses	915.00	2,500.00	1,585.00
01-552218	Supplies & Expenses	297.98	4,500.00	4,202.02
01-552220	Repairs	20.00	12,445.00	12,425.00
01-552223	Training	28.15	500.00	471.85
01-552228	Fuel	74.01	4,500.00	4,425.99

<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	502.13	19,000.00	18,497.87
01-552231	Water	1,082.52	14,500.00	13,417.48
01-552232	Telephone	112.86	500.00	387.14
01-552234	Social Security	-	6,440.00	6,440.00
01-552235	Medicare	-	1,506.00	1,506.00
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	63.97	2,500.00	2,436.03
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 3,068.80</b>	<b>\$ 223,754.00</b>	<b>\$ 220,685.20</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	\$ -	\$ 500.00	\$ 500.00
01-552316	Part-time Salaries	7,125.06	39,205.00	32,079.94
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	1,655.42	10,000.00	8,344.58
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	441.78	2,462.00	2,020.22
01-552335	Medicare	103.32	576.00	472.68
<b>Total Indoor Pool</b>		<b>\$ 9,325.58</b>	<b>\$ 67,668.00</b>	<b>\$ 58,342.42</b>
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 130,321.30</b>	<b>\$ 1,068,784.00</b>	<b>\$ 938,462.70</b>
<b>Reserve Accounts</b>				
		<b>YTD Expenses</b>	<b>Beginning Balance</b>	<b>Balance</b>
24-581107	Senior Center Fundraising	\$ (4,521.77)	\$ 29,978.45	\$ 34,500.22
01-271970	Senior Center Security Deposits	\$ -	\$ -	
01-581121	BQ Baseball	\$ -	\$ -	
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	\$ -	\$ 5,969.65	\$ 5,969.65
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (4,500.00)	\$ 15,276.42	\$ 19,776.42
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ 12,248.84	\$ 51,500.00	\$ 39,251.16



**Watertown Parks and Recreation Department**

**Financial Report**

Section 3, Item A.

**End of Month February 2025**

<b>Revenue</b>				
<b>Account #</b>	<b>Description</b>	<b>Year to Date Revenue</b>	<b>Budgeted Amount</b>	<b>Balance</b>
26-446210	TS Revenue - Nontaxable	\$ -	\$ 10,000.00	\$ 10,000.00
26-446211	TS Revenue - Taxable	\$ 475.00	\$ 15,000.00	\$ 14,525.00
26-446250	Contributions FR General Fund	\$ 19,650.00	78,600.00	\$ 58,950.00
26-446266	TS Future Fund Contributions	\$ -	50,000.00	\$ 50,000.00
<b>Grand Total Revenue</b>		<b>\$ 20,125.00</b>	<b>\$ 153,600.00</b>	<b>\$ 133,475.00</b>
<b>Expense</b>				
<b>Account #</b>	<b>Description</b>	<b>Year to Date Expenses</b>	<b>Budgeted Amount</b>	<b>Balance</b>
26-554310	Salaries	9,189.60	\$ 68,266.00	\$ 59,076.40
26-554316	Part-time Salaries	-	-	\$ -
26-554318	Supplies	1,167.42	7,650.00	\$ 6,482.58
26-554319	Advertising	-	3,400.00	\$ 3,400.00
26-554320	Repair/Maintenance	1,048.93	17,300.00	\$ 16,251.07
26-554330	Electricity	664.37	1,952.00	\$ 1,287.63
26-554331	Water	378.82	25,000.00	\$ 24,621.18
26-554333	Wisconsin Retirement	638.68	4,744.00	\$ 4,105.32
26-554334	Social Security	557.02	4,232.00	\$ 3,674.98
26-554335	Medicare	130.27	990.00	\$ 859.73
26-554336	Health Insurance	1,560.00	9,386.00	\$ 7,826.00
26-554337	Life Insurance	58.96	361.00	\$ 302.04
26-554338	Dental Insurance	59.76	366.00	\$ 306.24
26-554341	Event Expenses	-	40,000.00	\$ 40,000.00
26-554360	Capital Outlay	-	10,000.00	\$ 10,000.00
<b>Grand Total</b>		<b>\$ 15,453.83</b>	<b>\$ 193,647.00</b>	<b>\$ 178,193.17</b>

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

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
<b>Park</b>				
01-554110	Salaries	\$ 65,861.95	\$ 489,791.00	\$ 423,929.05
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00
01-554114	Overtime	627.44	11,500.00	\$ 10,872.56
01-554116	Part-time Salaries	0.00	32,480.00	\$ 32,480.00
01-554118	Supplies & Expenses	2,437.22	37,000.00	\$ 34,562.78
01-554120	Repairs	719.85	18,000.00	\$ 17,280.15
01-554126	Goose Control	-	-	\$ -
01-554128	Fuel	1,062.85	4,000.00	\$ 2,937.15
01-554130	Electric	6,544.85	35,000.00	\$ 28,455.15
01-554131	Water	8,245.37	43,000.00	\$ 34,754.63
01-554132	Telephone	103.17	1,100.00	\$ 996.83
01-554133	Wisconsin Retirement	4,621.04	35,054.00	\$ 30,432.96
01-554134	Social Security	3,907.27	33,285.00	\$ 29,377.73
01-554135	Medicare	913.77	7,784.00	\$ 6,870.23
01-554136	Health Insurance	26,880.00	161,266.00	\$ 134,386.00
01-554137	Life Insurance	310.40	1,901.00	\$ 1,590.60
01-554138	Dental Insurance	1,472.00	9,008.00	\$ 7,536.00
01-554140	Gasoline	4,250.04	30,000.00	\$ 25,749.96
01-554141	Fertilizers & Herbicides	275.75	6,500.00	\$ 6,224.25
01-554142	Equipment Repairs	5,985.79	28,000.00	\$ 22,014.21
01-554144	Washington Park Lights	1,040.61	2,010.00	\$ 969.39
01-554148	Water Bubblers	185.04	2,000.00	\$ 1,814.96
01-554150	Staff Training	-	4,300.00	\$ 4,300.00
01-554159	Safety Equipment	890.32	3,000.00	\$ 2,109.68
01-554160	Capital Outlay	-	4,000.00	\$ 4,000.00
<b>Total Park</b>		<b>\$ 136,334.73</b>	<b>\$ 1,002,085.00</b>	<b>\$ 865,750.27</b>
05-554170	Capital Projects	\$ 1,036,209.00	\$ 1,036,209.00	
<b>Forestry</b>				
01-561110	Salaries	\$ 15,988.01	\$ 118,759.00	\$ 102,770.99
01-561112	Longevity	-	-	-
01-561118	Supplies & Expense	302.19	5,500.00	\$ 5,197.81
01-561119	UF Grant Exp: Tree/Ash Inje	0.00	14,160.00	14,160.00
01-561120	Repairs	0.00	3,000.00	3,000.00
01-561124	Cont. Education Forester Cert	1,183.00	1,600.00	417.00
01-561126	Annual Bucket Truck Inspection	0.00	4,000.00	4,000.00
01-561133	Wisconsin Retirement	1,111.18	8,254.00	7,142.82
01-561134	Social Security	959.40	7,448.00	6,488.60
01-561135	Medicare	204.50	1,722.00	\$ 1,517.50
01-561136	Health Insurance	7,680.00	46,076.00	38,396.00
01-561137	Life Insurance	21.08	129.00	107.92
01-561138	Dental Insurance	368.00	2,252.00	1,884.00
01-561160	Capital Outlay	-	5,000.00	5,000.00
<b>Total Forestry</b>		<b>\$ 27,817.36</b>	<b>\$ 217,900.00</b>	<b>\$ 190,082.64</b>
05-561170	Capital Projects	-	-	\$ -



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 4/21/2025

Subject: Review and take possible action: Outlawz tournament fees

### Background

Wisconsin Outlawz, based in Deerfield, holds two or more softball tournaments for the last several years, utilizing both Brandt-Quirk and Riverside Park diamonds. They are requesting rental fees be waived for their tournaments in May and June camp 2025. These requests do not include any additional field materials, supplies, and concession stand permits which may be utilized and charged accordingly. They may be interested in assisting with upgrades to the Brandt-Quirk restroom facilities, including installing hand dryers, potentially in lieu of rental fees. A facility use agreement has been completed for the 2025 season.

### Budget Goal

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

### Financial Impact

Potential lost rental revenue from \$900 and \$675, totaling \$1575 for the May and June camp 2025 tournaments. Rental fees for the June tournament are still required, totaling \$2625.

### Recommendation

Motion: Waive all or part of the May and June camp 2025 field rental fees, or maintain rental fees as stated in the 2025 Fees and Charges Policy. Consideration of staff time and equipment/supplies required to maintain fields should be taken.

### 2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the

operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

*Present a budget that (in no particular order):*

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

Hello,

I spoke to Andrea before about putting hand dryers in at Brandt Quirk bathrooms. This would save on paper towels and the huge mess they create during large events like our summer one. I'm a licensed electrician and own my company. I would be willing to donate my time to run conduit, wire and install some hand dryers in the bathrooms. Only cost for Watertown would be material. Thinking 2 in womens and 1 in mens. My trade off would be working out a deal for field costs for May tournament and Thursday night camp on June 12th. My thought would be Ill install the dryers and for the May tournament and June 12th camp give me a rate of \$75/field.

I think its a very good idea to get them installed not only for the mess towels create but will save you on costs on the long run. If you have other electrical pr plumbing needs we can help with that also.

Material costs wise probably looking at \$400-\$500 for 3 dryers, conduit, wire ect....

Please let me know your thoughts on this. If interested would like to install them before our May event. Let me know. Feel free to call also with any questions.

Derek

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 4/21/2025

Subject: Review and take possible action: YMCA facility use agreement and fee waiver

### Background

The Watertown YMCA would like to utilize fields, including track & field and football, in the spring 2025 season. A facility use agreement was presented for use of these fields. The Watertown YMCA would like to ask for a waiver of fees for these fields. Please see attachment with proposed program descriptions.

### Budget Goal

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

### Financial Impact

Potential lost rental revenue from \$2400 to \$0.

### Recommendation

A facility use agreement should be completed regardless of rental fees or waiver of.

Motion: Waive all or part of the 2025 spring field rental fees, or maintain rental fees as stated in the 2025 Fees and Charges Policy.

### 2025 Operational Goals

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

*Present a budget that (in no particular order):*



# MEMO

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

Spring Programming Dates: April 21<sup>st</sup> – June 14<sup>th</sup>

Monday:

- Clark Park
  - o Bitty Soccer Program (4:30p-5:00p)
    - Boys and girls will learn basic skills of dribbling, shooting, passing, trapping and goalkeeping. Our goal for this program is to introduce sports in a fun way that also teaches basic fundamentals. Ages 3-6.
  - o Flag Football Practice (5:00p-7:00p)
    - These leagues are all about learning and growing. Building a solid foundation in a supportive environment is the focus, and all games are played with heavily modified rules designed to support the success of players as they learn about being a part of a team and get a solid grasp of the fundamental skills.

Tuesday:

- Deer Trail Park
  - o Track & Field Program (5:00p-6:00p)
    - A co-ed sports program for boys and girls ages 6-13 years old. This program is designed to teach the basics of correct running techniques in a team environment. Practice together as a team and compete against teams from other Ys in our end of season meets!
  - o Flag Football Practice (5:00p-7:00p)
    - These leagues are all about learning and growing. Building a solid foundation in a supportive environment is the focus, and all games are played with heavily modified rules designed to support the success of players as they learn about being a part of a team and get a solid grasp of the fundamental skills.

Wednesday:

- Deer Trail Park
  - o Flag Football Practice (5:00p-7:00p)
    - These leagues are all about learning and growing. Building a solid foundation in a supportive environment is the focus, and all games are played with heavily modified rules designed to support the success of players as they learn about being a part of a team and get a solid grasp of the fundamental skills.



Watertown YMCA Programs Link: <https://www.glcymca.org/programs/>

If you have any additional questions regarding our programs, please don't hesitate to reach out! Thanks!

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger, Director of Senior & Enrichment Services/Office Manager

Date: 4/21/2025

Subject: Review and take action: Quilters on the Rock classification

### Background

The facility use change in our policies in 2025 deemed Quilters on the Rock a class 3 organization as a private group which charges their members fees. They are requesting a reclassification to class 2 based on their mission to preserve, promote, teach, and learn the art of quilting as well as their donation of quilts to organizations. Quilters on the Rock is requesting a reclassification to class 2 in order to remain a community resource and opportunity for citizens to give back. See letter attachment for more details.

### Budget Goal

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

### Financial Impact

Potentially reduced rental revenue from \$1440/year to \$50/year.

### Recommendation

Quilters on the Rock is requesting a reclassification to class two in order to remain a community resource and opportunity for citizens to give back. If so, it is recommended they alter their membership fees to donation-based offerings. Wisconsin and Brandenstein rooms could be offered, and Watertown or Snack Shop if necessary for a room modification due to a paying rental (these each have capacity limits of 24).

Motion: Reclassify Quilters on the Rock to class two (if have suggested donation instead of fees, and security deposit, may modify room if rental) or remain at class three (full rental fee of \$1440 plus security deposit, no room modifications).

## 2025 Operational Goals

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

*Present a budget that (in no particular order):*

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

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 4/15/2025

Subject: Rock River Rescue request

### Background

Tom Brady, member of The Rock River Rescue Foundation – Heiden Pond Committee, would like to propose placing a pier at Heiden Pond to access the Franklin Street Side of the pond. The foundation has been stocking the fish and maintaining Heiden Pond for many years. Their intent is to provide a safe and accessible fishing area for families in Watertown and surrounding communities.

The City of Watertown is currently in the process of updating the Parks and Open Spaces Plan which will highlight what the needs of the area are.

We currently have 14 fishing access points and four accessible fishing piers along the river.

### Budget Goal

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

- Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

### Financial Impact

This project would take multiple hours of staff time to complete a DNR permit application as well as approximately \$9,000 for a fishing platform install. This cost does not include design as DNR will request proper design of pier before approval of permit.

### Recommendation

We would like to recommend we wait to see what the Parks and Open Spaces Plan recommends for future additions and improvements to the parks and recreational areas of the City of Watertown.

1207 Douglas Avenue  
Watertown, WI 53098-2017  
March 28, 2025

Hello Kristine,

Enclosed is the form for a park bench and a tree given in memory of my mom and dad. I think all is self-explanatory, but you may have some questions.

Let me know if you do. You can reach me at:

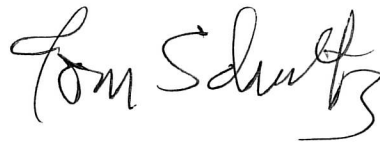
Cell: 920-285-7959

Landline: 920-261-7959

Email: [tomschultznews@gmail.com](mailto:tomschultznews@gmail.com)

When you get a look at things let me know the cost and also what kind of tree will fit best at the park.

Thanks for your help.

A handwritten signature in black ink that reads "Tom Schultz". The signature is written in a cursive style with a large, stylized "T" and "S".

City of Watertown  
Park and Recreation Department  
Memorial Donation Application

Date of Application: March 28, 2025 Type of Memorial: TREE  BENCH  OTHER   
Donor's Name: Family of William and Mary Schultz  
Donor's Address: 1207 Douglas Avenue City: Watertown  
State: WI Zip: 53098-2017 Phone #: 920-285-7959 - cell  
920-261-7959 - landline  
Name of person/group honored by memorial: William H and Mary Rose Schultz  
Location: PARK: Mary Rose Location: Near Park Name Sign  
Street Address: \_\_\_\_\_  
Tree/Bench (circle one): (NEW) or REPLACEMENT  
Plaque Wordage: Given in memory of William H. and Mary Rose Schultz  
Donor Signature: Thomas Schultz Date: March 28, 2025

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

F:\POLICIES\Memorial Donation Policy.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 4/15/2025

Subject: Bench at Mary Rose

### Background

Through the Parks, Recreation and Forestry Department, we have a memorial program set for donations such as trees, benches, and picnic tables. If anyone would like to donate a designated item in memory of a loved one, the department has an application process that is followed.

Tom Schultz would like to honor his parents by placing a bench at Mary Rose Park as this park was named after his mother, Mary Rose.

Along with this memo is the application and letter from Tom Schultz.

### Budget Goal

Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

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

### Financial Impact

There is no financial impact as all fees for the donation will be paid by the applicant.

### Recommendation

The Parks, Recreation, and Forestry Department would like to recommend the approval of this application for a bench at Mary Rose Park.

Motion: Motion to approve bench and location of application.

City of Watertown  
Park and Recreation Department  
Memorial Donation Application

Date of Application: 4/1/2025 Type of Memorial: TREE  BENCH  OTHER   
 Donor's Name: Vicki Bartz (Executor of Celia Yenser Estate)  
 Donor's Address: 611 S 5th St City: Watertown  
 State: WI Zip: 53094 Phone #: 920-285-2081 414-378-3794  
 Name of person/group honored by memorial: Celia A. Yenser (Dan)  
 Location: PARK: Washington Location: 12th St.  
 Street Address: \_\_\_\_\_  
 Tree/Bench (circle one): NEW or REPLACEMENT  
 Plaque Wordage: In Loving Memory of Celia A Yenser  
Given by Her Children  
 Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 <input type="checkbox"/> NO <input type="checkbox"/>	
If they are not repairing the bench, do they want the plaque returned? YES <input type="checkbox"/> NO <input type="checkbox"/>	
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: 4/15/2025

Subject: Bench at Washington Park

### Background

Through the Parks, Recreation and Forestry Department, we have a memorial program set for donations such as trees, benches, and picnic tables. If anyone would like to donate a designated item in memory of a loved one, the department has an application process that is followed.

Vicki Bartz would like to honor her mother by placing a bench at Washington Park as there is another bench at this location in memory of her father.

Along with this memo is the application from Vicki Bartz.

### Budget Goal

Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

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

### Financial Impact

There is no financial impact as all fees for the donation will be paid by the applicant.

### Recommendation

The Parks, Recreation, and Forestry Department would like to recommend the approval of this application for a bench at Washington Park.

Motion: Motion to approve bench and location of application.

## Parks, Recreation, and Forestry Department

To: Parks, Recreation & Forestry Commission

From: Kristine Butteris

Date: March 31, 2025

Subject: Amend Section 398-20(b) Concessions in Parks Fees

### Background

The Parks, Recreation, & Forestry Department has put together recommended changes to the fee schedule. The fee changes will allow Watertown to stay competitive when booking concessions and Food Trucks within the park system.

The fee structure will be as follows:

- A. Merchant Concessionaire – \$25.00/event – Any concessionaire not using a park shelter or facility which is selling merchandise not for consumption.
- B. Non-Intoxicating Beverage Concessionaire
  - 1. Building/Concession Stand - \$75.00/event or \$300/year – Any concessionaire using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
  - 2. Food Truck - \$35.00/event or \$300/year – Any concessionaire not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption. Food Trucks would fit in this category.
- C. Intoxicating Beverage Concessionaire – \$250.00/event – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

### Budget Goal

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

### Financial Impact

Increase revenue for the Parks, Recreation, and Forestry Department through permit fees.

### Recommendation

We are looking for approval from the Parks, Recreation and Forestry Commission to adopt these fees.

Motion: To approve the adjustments to the Fees and Charges Policy for Concessions Permits in Parks.

# PARKS, RECREATION, & FORESTRY DEPARTMENT

920-262-8080



Concession Stands/Building: BQ, Riverside, Washington \$75/Day or \$300/Year  
Mobile Food Trucks: \$35/Day or \$300/Year

**Application for Concessions Permit**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCATION APPLICANT PROPOSES TO SELL OR GIVE AWAY  
MERCHANDISE: \_\_\_\_\_

DATE AND TIME OF EVENT AND/OR DURATION OF PERMIT  
REQUESTED: \_\_\_\_\_

DESCRIPTION OF ANY CITY OWNED FACILITIES APPLICANT PROPOSES TO USE FOR CONCESSION  
SALES: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF EQUIPMENT WHICH THE CONCESSIONAIRE PLANS TO USE, INCLUDING NOT  
ONLY FOOD PREPARATION AND SERVING EQUIPMENT, BUT ALSO ANY CART OR BUILDING  
PROPOSED TO BE USED IN THE CONCESSION OPERATION:

\_\_\_\_\_

\_\_\_\_\_

**ARTICLES OF MERCHANISE PROPOSED TO BE SOLD OR GIVEN AWAY:**

Product:	Cost:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please forward copy of food license and temp "B" permit to Event Coordinator.

**Indemnification:**

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising* from my operation of concessions.

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

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

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

# Chapter 398. Parks and Recreation

## Article II. Park Permits

### § 398-20. Concession permits in parks.

[Amended by Ord. No. 10-26]

A.

Scope. The provisions of this section shall apply to all public parks and recreation areas owned and controlled by the City of Watertown.

B.

Sale of merchandise without a concession permit prohibited. No person, firm, corporation or association shall sell or give away any merchandise of any kind in any park or playground without a concession permit, as provided in this section. This section shall not apply to the following situations:

(1)

The person, club, organization, group or corporation has obtained a temporary retail Class "B" fermented malted beverage ("picnic") license, temporary retail Class "B" wine cooler license or special events license pursuant to § **220-3B(2)** or **F** or Chapter **428**, Article **II**.

(2)

The person, club, organization, group or corporation has obtained a Park Event Permit pursuant to § **398-18**.

(3)

A person, firm, corporation or association that has the permission of the group that holds a license or permit as listed above in Subsection **B(1)** or **(2)**. (Note: A transient merchant license may still be needed.)

C.

Application for permit. Each person, firm or corporation desiring to apply for a permit as a concessionaire to sell or give away merchandise in any park or playground shall file an application with the Director of the Park, Recreation and Forestry Department on a form approved and provided by the Director. The application shall contain the following information:

(1)

The name, address and telephone number of the applicant.

(2)

The location where the applicant proposes to sell or give away merchandise.

(3)

The articles of merchandise proposed to be sold or given away.

(4)

The place and time of event or length or duration of the permit.

(5)

A description of any buildings or equipment owned by the City desired to be used by the concessionaire.

(6)

The equipment which the concessionaire plans to use, including not only food-preparation and food-serving equipment but also any cart or building proposed to be used in the operation.

(7)

The prices proposed to be charged for the various items of merchandise, food or beverages.

## **WATERTOWN PARKS & RECREATION DEPARTMENT 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. 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.
  3. 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. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. 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



**FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS**  
**(Revised 8/19/24 starting 2025)**

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. **Volleyball/Tennis Court Rentals**  
\$10/court/day for city residents  
\$15/court/day for non-city residents
11. **Ball Diamonds**  
\$150/diamond/day weekday prepped (\$50 rental/weekend day) - resident rate  
\$225/diamond/day weekday prepped (\$75 rental/weekend day) - non-resident rate
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental/Disc Golf Course**  
\$75/field/game - resident rate  
\$112.50/field/game - non-resident rate
15. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
16. **Amplified Sound Permit** - \$30.00
17. **Tent Permit/Locate** - \$25.00
18. **Soccer: Goals** - \$30.00/set, **Soccer Flags** - \$5/set
19. **Additional Recreation Equipment (balls, nets, pickleball, etc.)** - \$10/piece
20. **Kart Park Rental**  
\$200/2 hours, \$300/3 hours, \$350/4 hours – resident rate  
\$300/2 hours, \$450/3 hours, \$525/4 hours – non-resident rate
21. **Portable Restroom Rental** – based on market costs.

22. **Paper & Cleaning Products** – based on market costs.

PARKS,  
RECREATION &  
FORESTRY

# ANNUAL REPORT

2024




THE CITY OF  
**WATERTOWN**  
*Opportunity runs through it.*

# THE MISSION

The City of Watertown Parks, Recreation, and Forestry Department is committed to enriching lives, fostering a strong and healthy community, and preserving the natural and cultural assets that make our area a great place to live, work, and play.

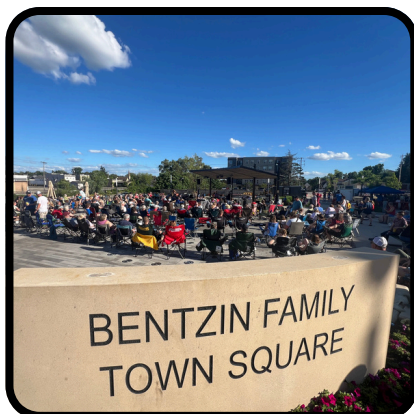
# THE VISION

The City of Watertown Parks, Recreation, and Forestry Department creates a vibrant and inclusive community where people of all ages and backgrounds can connect with nature, engage in healthy and active lifestyles, foster a sense of belonging, and experience the joy of leisure and cultural enrichment.

The City of Watertown Parks, Recreation, and Forestry Department aspires to be a leader in promoting the well-being of our community by providing exceptional parks, facilities, programs, and services that enhance the physical, mental, and social health of our residents.

# This report summarizes all sections of the department including:

- Recreation & Enrichment
- Parks
- Forestry
- Aquatics
- Events
- Senior & Community Center



# RECREATION & ENRICHMENT

- New Sports Programs: 2 new gymnastics programs  
199 participants
- Fitness Classes: 7 classes; 333 participants
- Youth Sports & Leagues: 28 programs;  
1284 participants
- Adult Sports Leagues: 7 programs; 423 participants
- Enrichment Programs & Events: 19 programs;  
441 participants

*NOTE: Due to the support and understanding for the needs of the recreation section, the new Recreation Programmer position has, over the past year, led to significant developments, including the establishment of a yearly event schedule, the creation of participant policies, a comprehensive fee review for programs, and improved staff retention. Additionally, key programs such as Day Camp and Soccer have benefited from enhanced structure and the development of returning program staff.*



# PARKS

Between 8 park locations and 15 park shelter options, we had reservations totaling 302.

Maintains over 330 acres of parks and green spaces within the city.

- Events: Preparations and setups for 27 park events including Riverfest and Bentzin Family Town Square events  
Attendance: 42,860
- Ball Diamonds: 15 fields/diamonds maintained; 390 field groomings per season
- Facility Maintenance: Open and prepare, as well as close and winterize all restrooms
- Memorial Benches: Installed 3 throughout the park system
- Weed Ordinances: 100 reviews, 19 mowings
- Aquatic Center: Prep pool for opening and fall winterization
- Renovations: Neighborhood park restroom restorations Union, Timothy Johnson, Lincoln & Clark Parks
- Shelter Roof Replacement: Riverside Celebration & Island, as well as the Senior Center shelter



# FORESTRY

- 38th year of being a Tree City USA recipient
- 6,005 publicly owned trees with 93 different species along Watertown's streets and park system
- 41 ash trees were injected in 2024 and 21 ash trees to be injected in 2025.
- Tree Planting Program-44 trees were planted in the boulevard by the forestry staff on a 50/50 cost share. This is a yearly program starting soon.
- Right Tree Right Spot-100 trees were given away to residents in 2024, free of charge.
- Public urban forest has an estimated \$11 million replacement value.
- Some tree eco benefits are: ability to collect 1.3 million gallons of run-off annually, as well as pollution removal and carbon sequestered storage.
- According to the WI DNR, Watertown is a disadvantaged community with areas that will need tree canopy attention soon.





# AQUATICS

Aquatic Center Attendance: 22,195  
 Indoor Pool Attendance: 8742

## Pass Breakdown

Combination: Youth - 1; Adult - 17; Senior - 8; Family - 58

Indoor Pool: Youth - 0; Adult - 10; Senior - 9; Family - 16

Outdoor Pool: Youth - 44; Adult - 19; Senior - 25; Family - 231



# BENTZIN FAMILY TOWN SQUARE EVENTS

54 City hosted events, 6412 attendance

22 Reservations, 2464 attendance

Note: The Main Street bridge had a big impact on event attendance in 2024.



Water Street Closure Information				
Month	# Days Closed per month	# Labor Hours Involved	# Events during closure	# Total Events
March	0	0	0	2
April	0	0	0	0
May	3	2	1	2
June	11	10	5	14
July	5	6	5	19
August	6	6	5	17
September	5	6	3	11
October	2	2	1	7
November	2	2	1	1
December	3	2	1	3
<b>Totals</b>	<b>37</b>	<b>36</b>	<b>22</b>	<b>76</b>



\*To summarize, we hosted 76 events in the square and closed the road 37 days out of 365 days.



# SENIOR CENTER

Section 5, Item 1.

New Members: 119

Total Members: 813

Rentals & Programming Sessions: 1615

Rental and Programming Attendance: 23,858

New Programs: Caregiver Euchre; Chair Massage; Memory Cafe



## GRANTS, SPONSORSHIPS & DONATIONS

Bentzin Family Town Square Events: \$37,000

Aquatics: \$2,000

Recreation & Enrichment: \$5,990

Senior & Community Center: \$28,000

# LOOKING AHEAD 2025

- **We aim to expand our youth and adult recreation programs by introducing new activities and improving access to existing ones. We will also focus on increasing community engagement through partnerships with local organizations.**
- **We look forward to welcoming back our "Final Splash Bash" at the outdoor pool where we will be airing Lilo & Stitch this year. We will also continue to expand program offerings among various age groups.**
- **We will concentrate on expanding our events and creating more opportunities for private sponsorships to bring fresh, unique experiences to downtown Watertown. From live music to themed markets and family fun, we're committed to enhancing our lineup and strengthening community connections.**
- **We plan to incorporate additional family engagement opportunities (family nights, events, etc.), as well as additional senior activities/programs and seasonal/holiday celebrations.**
- **We are committed to enhancing our playgrounds, making upgrades as funding becomes available. Additionally, we are actively shaping the future of our parks with the Parks and Open Spaces Plan and the Riverside Master Plan.**
- **Our Forestry team continues to expand Watertown's urban tree canopy through grant funding and dedicated tree-planting programs, ensuring a greener and more sustainable community for generations to come.**

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 4/15/2025

Subject: Lake Victoria Findings

### Background

From as early as 1979, where it was discovered that the Department of Local Affairs and Development was the coordinating agency charge with enforcement of Lake Oscala which would later be known as Lake Victoria.

There have been several attempts to donate Lake Victoria to the City of Watertown in 1995 and in 1996 to which the City of Watertown has declined the donation both times.

The isthmus that connects both Heiden Pond and Lake Victoria was, however, accepted in 1996.

In 2000, it was brought to the Parks, Recreation, and Forestry Commission, to consider a request to chemically treat Lake Victoria's weed and algae issues. It was denied. The reasons were as follows:

- The City owns more than half of the frontage adjacent to Heiden Pond and owns less than a quarter of the frontage of Lake Victoria which is the isthmus and the South 3<sup>rd</sup> St. right of way.
- The culvert connecting Heiden Pond to Lake Victoria is not a major contributor to the weed problems in Lake Victoria.
- The nutrients that are causing the weed issues in the lake are likely from the yards of the homes.

### Budget Goal

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

### Financial Impact

There would be increasing costs to the City of Watertown to treat Lake Victoria.



# MEMO

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## Recommendation

With the history of this property, all of the questions as to who maintains the body of water are very clearly stated that it is not the responsibility of the City of Watertown to maintain.



State of Wisconsin  
 Madison Area Headquarters  
 3911 Fish Hatchery Road  
 Madison, WI 53711

DEPARTMENT OF NATURAL RESOURCES

Section 6, Item A.

Anthony S. Earl  
 Secretary

December 18, 1979

IN REPLY REFER TO: 3500

City of Watertown  
 106 Jones St.  
 Watertown, WI 53094

ATTN: Joseph Radocay, Asst. City Engineer  
 Watertown Planning Commission

Gentlemen:

RE: Status of Lake Oscala *Also known as Lake Urdora*

Lake Oscala is located in the S44 NE4, Section 9, T8N, R15E, City of Watertown, Jefferson County.

I have inspected and investigated the site described above and have determined that the lake (as well as adjacent pond and drainage course) is navigable. The lake has acquired public water status through continued public use and accordingly the development must comply with the access dedication provision of 236.16(3) of state statutes. The Department of Local Affairs and Development is the coordinating agency charged with enforcement of this section. Some modification of existing public access via abutting roadway right-of-way may fulfill statutory requirements.

Thank you for bringing this matter to our attention. Your cooperation is appreciated.

Sincerely,

Michael D. Dresen  
 Area Water Management Investigator

MDD:je

cc: Southern District Water Mgmt. Invest.  
 Bureau of Water Regulations and Zoning

THIS IS 100% RECYCLED PAPER

## FINANCE COMMITTEE

JANUARY 22, 1996

RECEIVED AND FILED

2-5-96

The Finance Committee met on the above date at 7:00 p.m. in Room 210 of the Municipal Building with the following members present: Mayor Smith, Aldermen Yenser, Berg, and Martin. Also present was Chief Olson, Joe Radocay, Joe Heimsch, Ruth Lindegarde, Pat Simon, and Aldermen Kelm.

- \*1. The Committee met in Closed Session to discuss department recommendations for the hiring of an inspection office secretary and public health nurse. The committee also considered a recommendation from the Health Board to start the new Public Health Nurse as a grade 15 step 4 (\$31,676) with advancement to step 5 (\$32,626) after the six month probation period. Upon reconvening to Open Session the Committee announced its approval for hiring Theresa Buske as Inspection Secretary and Peggy Ore as Public Health Nurse. Should Ms. Ore not accept the position, the Committee has approved Ada Franklin. It recommends approving the proposed Public Health Nurse starting pay as forth above only for Ms. Ore or Ms. Franklin.
- HIRE  
INSPECTION  
DEPT.  
SECRETARY  
& PUBLIC  
HEALTH  
NURSE*
- Accepted  
2-5-96
2. The Public Health Board has reviewed and recommends approval of a proposed modification of the department's fee structure and the purchase of a notebook computer. Some fees would increase due to increased costs while some school based immunization fees would decrease. The computer would cost \$1,675 and could be expensed as part of the immunization grant. The Committee recommends approval of both and resolutions will be presented.
- PURCHASE  
NOTEBOOK  
COMPUTER  
& REVISE  
FEES*
3. Chief Olson presented quotes for the purchase of an emergency vehicle exhaust system for \$15,292.90 and components to modify the chassis of an old EMS vehicle for use as a flatbed truck for \$1,615. Both were approved in the 1996 budget for a combined amount of \$18,000. The Committee recommends accepting the quote from Hastings Air-Energy Control for \$15,292.90 and Watertown Truck for \$1,180 (plus \$435 for the rear cab enclosure). Resolutions will be presented.
- PURCHASE  
EXHAUST  
SYSTEM &  
MODIFY EMS  
VEHICLE  
CHASSIS*
4. The city anticipates borrowing \$1.8 million to complete a number of capital projects approved in the 1996 budget. To allow debt service to remain level, this borrowing will occur late in the year while the construction will in most cases occur prior to the borrowing. The city will advance funds to pay for the projects and reimburse itself with the proceeds of the borrowing. The federal Reimbursement Bond Regulations require that certain procedures be followed to allow this reimbursement. One procedure is to designate an official who will be authorized to declare official intent under the Reimbursement Bond Regulations. The Committee recommends that the City Clerk/Treasurer be so designated. A resolution will be presented.
- PROCEDURE  
TO BORROW  
& REIMBURSE  
FOR CAPITAL  
PROJECTS*
- \*5. As occurred last year, the owner of Lake Victoria and two tiny parcels of land on its shore wishes to quit claim this property to the city. Last year the city declined the offer and the taxes were not paid. The Committee again recommends declining the donation. The land has no value to the city and accepting it would result in
- DECLINE  
LAND  
DONATION*

Accepted

2-5-96

maintenance responsibility and possible legal liability. Eventually the property will pass to the county if taxes remain delinquent.

- 6. The city needs to update its Parks and Open Space Plan. Vandewalle & Associates has agreed to perform this service for \$5,000. The Park, Recreation & Forestry Commission has reviewed the proposal and recommends approval. The Finance Committee also recommends approval and a resolution will be presented.

**PARKS & OPEN SPACE PLAN**

- 7. The city budgeted \$5,000 to rent the vacant WEPCO property (formerly Wisconsin Natural Gas) south of the Street Dept. facility on Second Street. WEPCO wants to lease the property for \$2,000 per month until their environmental cleanup is complete, at which time the property would be available for sale (their recent appraisal valued the property at \$210,000). The Mayor will continue negotiations in an effort to find an affordable alternative, but the present WEPCO proposal is not acceptable.

**RENTAL OF WEPCO PROPERTY**

- \*8. To avoid unnecessary paperwork and take advantage of the low prices offered by businesses which do not offer charge accounts, the city has explored the possibility of using bank credit cards. Bank One will provide 20 cards free based on the present size of the city's bank balance. The Committee recommends a trial period. Department heads will be responsible for monitoring the bank statements and overseeing the use of the cards within their departments. A \$1,500 limit is recommended for each card.

**PURCHASES BY CREDIT CARD**

Accepted  
2-5-96

Respectfully submitted,



Frederick H. Smith  
Mayor

\* DENOTES ITEM FOR COUNCIL APPROVAL



FINANCE COMMITTEE

RECEIVED AND FILED

11-4-96

Section 6, Item A.

OCTOBER 28, 1996

The Finance Committee met on the above date at 7:00 p.m. in Room 210 of the Municipal Building with the following members present: Mayor Smith, Aldermen Yenser, Bleske, David, and Martin. Also present were Chief McGee, Ruth Lindegarde, John Steber, and Aldermen Bohlman.

1. Chief McGee proposed the purchase of a new file server. The existing server lacks sufficient memory and is demonstrating signs of impending failure. The 1996 budget includes \$6,900 for a new file server and a quote for an excellent replacement has been received from Doeberlein Information Systems, Inc. of Jefferson, WI for \$6,154.65. The Committee recommends purchasing this file server immediately and will send a resolution to the Council tomorrow evening.

REPLACE  
POLICE DEPT  
FILE SERVER

\*2. Ruth Lindegarde informed the Committee there is the opportunity to perform asbestos inspections within Jefferson County for the DNR. This responsibility could be performed by Lisa Lemke, the City/County's Environmental Specialist. The program would require training and the initial purchase of some equipment (combined cost of about \$2,300). However, each inspection would generate revenues of \$1,000 with costs per inspection estimated to be less than \$200. The Committee recommends authorizing Ruth to explore this prospect further with the DNR and Jefferson County. If the discussions prove to be positive Ruth will return to the Committee with a specific proposal. Also, Ruth will be undergoing major surgery on October 31 and will be out of work for about three weeks. Lisa will be assuming the Health Officer's responsibilities and the Committee recommends transferring money to pay this cost (\$1,384) from the Health Dept. Salary account, 53-12-10 to the Environmental Health Division salary account, 53-13-10.

HEALTH  
DEPARTMENT  
ASBESTOS  
INSPECTION  
PROGRAM  
& SALARY  
ACCOUNTS

Accepted  
11.4.96

\*3. A very small outlot (O.L.5) along the isthmus on the west side of Lake Victoria is being offered to the City as a donation. The City owns the adjoining land as part of the unopened section of S. Third Street. The land is valued at \$100, the minimum valuation. The Committee recommends accepting this parcel. A map of the parcel involved is attached to these minutes.

LAND  
DONATION

Accepted  
11.4.96

4. The City has been received a full price offer to purchase the southern acre of a two acre lot on Water Tower Court. This is the last unsold parcel in the industrial area. There is also interest by the owner to the north to buy the other acre. The Committee is willing to recommend sale of both acres at one time but not to sell a single acre and leave the other acre unsold. The possibility of arranging a dual offer will be explored and the issue will be considered again at that time.

LAND SALE  
AT WATER  
TOWER COURT

5. The water heater in the Municipal Building has failed and must be replaced. Three quotes were received and Bergin Bros. quote of \$3,000 is the lowest. The Committee recommends accepting this quote and a resolution will be presented.

MUNICIPAL  
BLDG WATER  
HEATER  
REPLACEMENT

Respectfully submitted,

*F.H. Smith*

Frederick H. Smith  
Mayor

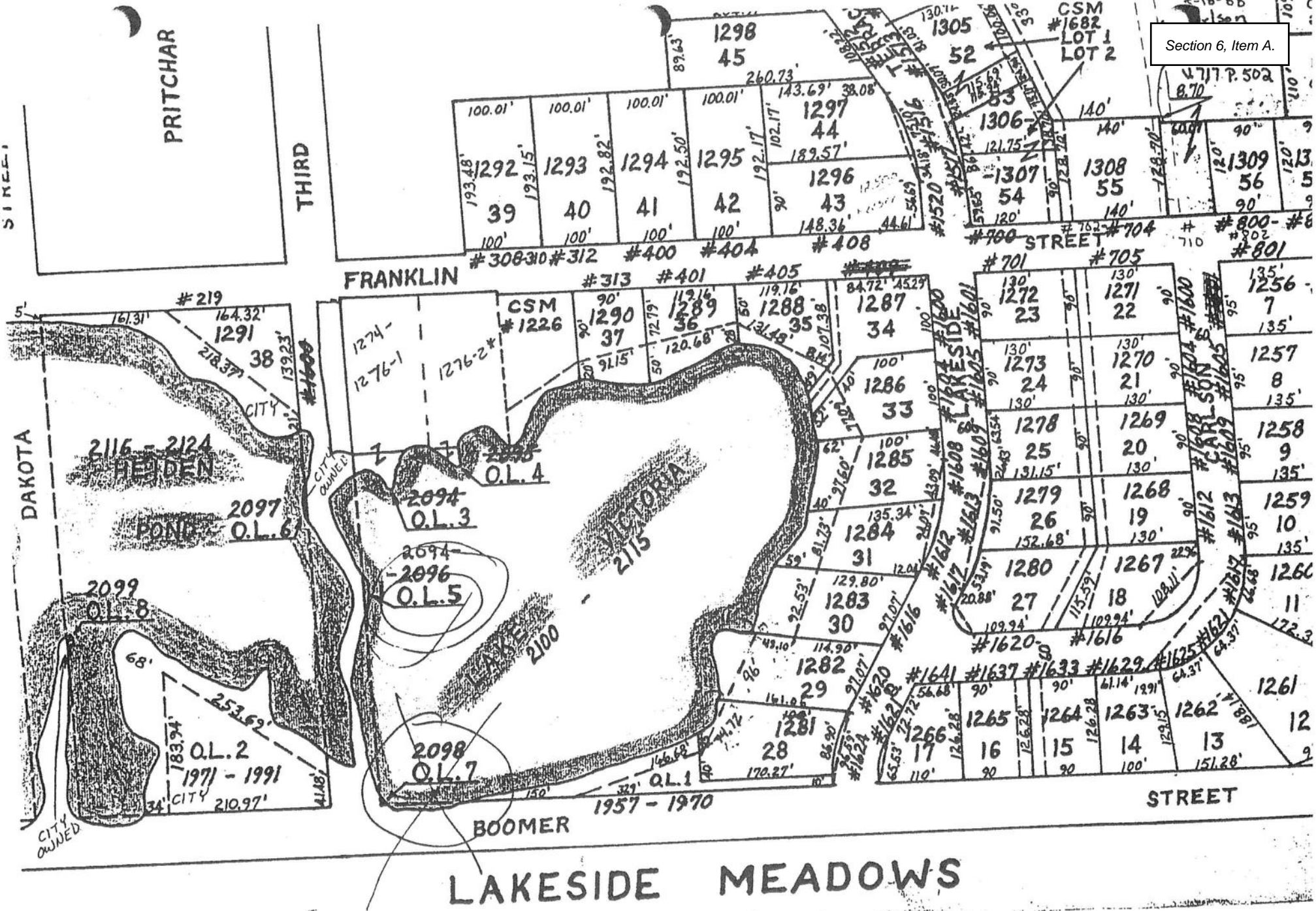
\* Denotes item for council approval

SINEE

PRITCHAR

THIRD

Section 6, Item A.



LAKESIDE MEADOWS

9-19-00

# WATERTOWN PARK, RECREATION AND FORESTRY COMMISSION MINUTES

September 12, 2000

**CALL TO ORDER:** The Watertown Park, Recreation and Forestry Commission met on Monday, September 12, 2000 at 4:30 pm at 515 South First Street. The meeting was called to order by the President Richard Tietz. Present: Richard Tietz, Norman Bartel, Dan Milewsky, Tim Nordwig, Don Cayan, and James Braugher. Absent: Michael Knutson.

## APPROVAL OF MINUTES:

A motion was made and seconded to accept the Park, Recreation and Forestry Commission minutes from the August 7, 2000 commission meetings. Motion carried.

A motion was made and seconded to accept the Senior Center Advisory Board minutes of August 9, 2000. Motion carried.

## PRESIDENTS REPORT

Commission president, Richard Tietz reminded the commission members that the Brandt/Quirk Park dedication will be held on Saturday, September 30, 2000. He encouraged all commission members to attend the dedication.

## DIRECTOR'S REPORT

- 1. CONSIDER THE PARK DEDICATION REQUIREMENTS FOR A LAND DIVISION AT 1022 LISBON STREET:** The proposed land division would create a new lot on which the owner is proposing to build a duplex. A motion was made and seconded to accept money in lieu of land dedication. Motion passed.
- 2. REVIEW PROPOSAL TO INSTALL NEW PLAYGROUND EQUIPMENT AT SCHALLER PARK:** Commission members reviewed letters received from individuals who wrote both in favor of placing playground equipment in Schaller Park and from individuals opposed to the playground equipment. A number of residents also attended the meeting.

Speaking in favor of the playground equipment were; Andrea Fisher, Kay Rather, and Mark Stevens. Those in favor of the play equipment stated that there was a need for the play equipment because there are 33 children, ages 6 months to 12 years living in the neighborhood, the neighborhood is rather isolated because of Hwy 26 and the river, and that the park had been donated to the city for the purpose of a playground.

Speaking in opposition to the playground equipment were Dave and Cathy Egan and John Higgins. Those in opposition stated concerns about safety because of the close proximity to the river, minimal use of the playground equipment that was in the park in past years, and health concerns with the large goose population frequenting the park, concerns of placing a fence along the river and concerns of placing a portable restroom at the site.

The director, John Steber, stated that he continues to have reservations about placing equipment at this park site because of the significant river current adjacent to the park, the limited size of the park and compatibility with the adjacent property owners.

After considerable discussion a motion was made and seconded to approve Schaller Park as a site for future playground equipment and request funds for the purchase and installation of said play equipment in the 2001 budget proposal. Motion passed on a 3 to 2 vote.

3.

**CONSIDER REQUEST TO HAVE THE CITY CHEMICALLY TREAT LAKE VICTORIA WEED AND ALGIE PROBLEMS:** The director presented a letter from MaryAnne Wieland of 1612 Lakeside Terrace. The letter included the names and addresses of eleven (11) adjacent property owners. In her letter, Mrs. Wieland noted that the department was currently chemically treating Heiden Pond and requested that the department consider also treating Lake Victoria. She noted that Lake Victoria is located adjacent to Heiden Pond and that there is an exchange of water through a culvert between the two ponds which contributes to the weed and algae problems in Lake Victoria. She also noted that this year it costs the adjacent property owners \$2,635.00 in 2000 to chemically treat the lake.

The director presented a map of the two ponds and the adjacent property owners. He noted that the city owns better than half of the frontage adjacent to Heiden Pond and owns less than a quarter of the frontage on Lake Victoria which is the narrow of land and the South Third Street right-of-way. Mr. Steber explained that the department accepted responsibility for spraying the weeds in Heiden Pond only after Aquatic Biologists of Fond du Lac, Wisconsin did an evaluation of the Heiden Pond weed problem in 1992. The report noted that a majority of the weed problems stemmed from nutrient loading which comes from a drainage ditch along Boomer Street which empties into the pond. Mr. Steber note that there is a small 14" culvert located in the 3<sup>rd</sup> Street right-of-way which does connect the two ponds. In his opinion, the culvert is not a major contributor to the weed problems in Lake Victoria. It is his opinion that much of the nutrient loading is likely coming from the yards of the homes which have been built adjacent to the lake in recent years.

A motion was made and seconded to deny the request to have the Park, Recreation and Forestry Department accept responsibility for weed and algae control of Lake Victoria. Motion passed.

4.

**REVIEW OF THE 2001 BUDGET PROPOSAL:** Commission members reviewed the departments 2001 budget proposal. After considerable discussion and a number amendments a motion was made and seconded to accepted the 2001 Budget Proposal as amended. Motion carried.

Respectfully submitted,  
John R. Steber  
Director of Park, Recreation and Forest