



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

**MONDAY, AUGUST 18, 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 take action: Park, Recreation, and Forestry minutes from July 21, 2025

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

A. Review and take action: June 2025 financial reports

**4. CITIZENS TO BE HEARD**

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

**5. BUSINESS**

A. Review and take action: YMCA facility use contract

B. Review and discuss: Truck purchase

**6. DIRECTOR'S REPORT**

A. Department donations update

B. Project update: Parks

C. Project update: Forestry

D. Project and programming update: Aquatics

E. Project and programming update: Town square

F. Project and programming update: Recreation

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

**7. ADJOURNMENT**

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

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

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, July 21, 2025

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on July 21, 2025. The meeting was called to order by Kerry Kneser at 4:37pm. Members present:, Kerry Kneser, Julie Chapman, Emily Lessner, Jennifer Clayton. Ald. Jonathan Lampe joined at 4:50pm. Not present was: Kyle Krueger, Brad Clark. Also present: Kristine Butteris, Andrea Draeger, Jarrod Folkman, Jeff Doyle.

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

Julie Chapman motioned to approve the June 16, 2025 Parks Recreation and Forestry minutes as written. Emily Lessner seconded. Motion carried.

Jennifer Clayton motioned to approve the June 17, 2025 Senior Center Advisory Board minutes as written. Emily Lessner seconded. Motion carried.

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

Julie Chapman motioned to approve the May financial reports. Kerry Kneser seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### Review and take action: Jacobson memorial tree or bench

A. A request for a bench and tree at Deer Trail Park was reviewed. The bench will be consistent with the department standard with a custom plaque. The tree will be chosen from an approved list. Emily Lessner motioned to approve the Jacobson memorial bench and tree. Jennifer Clayton seconded. Motion carried.

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

Steve Schroeder was present to request hosting the Windmill league and upcoming tournament under the Thunder condition of facility use agreement. He also requested a waiver of fees of \$750 or \$600 for the amount of fees for the unprepped weekend fields. Thunder will operate the concession stand and complete all other field preparation. The restrooms at Brandt-Quirk are currently closed, though portable toilets are offered. Additional portable toilets will need to be ordered at the expense of the organization/tournament. Ald. Jonathan Lampe motioned to reduce the fees by \$600 for the 2025 Windmill tournament and approve the condition of facility use agreement. Emily Lessner seconded. Kerry Kneser opposed. Motion carried.

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

Several updates and additions were made to the general and club facility use agreements for 2026 based on previous situations in which information should be clarified, including use and cleaning of restrooms, scoreboards and lights, etc. Jennifer Clayton motioned to approve the 2026 general and club facility use agreements. Julie Chapman seconded. Motion carried.

**D. Review and discuss: Riverside restrooms during Riverfest**

Common Council approved the Riverside Park restrooms to remain open during Riverfest. The department is determining a schedule for staff shifts over the four day festival to monitor and maintain the restrooms. An amount of \$2,300 was given as the maximum charge (over time for full-time staff), though are hoping to reduce the cost with seasonal and exempt staff. Auxiliary officers will be making rounds as well.

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

Several conversations within the city have occurred regarding charging park reservation and equipment rental fees for federal holiday events within parks. An ordinance shows that our park rental fees to not apply to special event exemptions, and can still be incurred, including equipment and damage charges.

**F. Review and take possible action: Town Square Commission**

With the addition of the Bentzin Family Town Square in 2023, the city created a commission to assist with programming of the facility as well as provide ideas and through discussion on the needs of the community and this space. For the last three years, this commission has assisted with a number of programming ideas as well as fundraising ventures to continue events at the Bentzin Family Town Square. Due to the amazing work that was done in the first two years of the Bentzin Family Town Square by this commission, we now have a wonderful space filled with events of all sizes for everyone. This commission was set to sunset at the end of April 2026. It is requested that the commission will now sunset effective August 1, 2025 or as determined by the next Common Council meeting. The "10/31" list will still exist and approvals will come to this commission before public safety. Ald. Jonathan Lampe made a positive recommendation to City Council to repeal Ord. 24-25 to sunset the Town Square Programming Commission. Emily Lessner seconded. Motion carried.

**6. Director's Report:****A. VEG 5K update**

A 5k for veterinarians was requested to run through Brandt-Quirk park and adjacent roads. The department will finalize the park application, with the condition that all dogs are leashed for the entire event and all refuse is cleaned up and taken with.

**B. Project updates: parks**

The pump at Brandt-Quirk park is currently not working and will be replaced. The department is continuing to work with the YMCA regarding the details of the facility use agreement, and will be brought to the August meeting.

**C. Update on programming: recreation**

Summer programs are going well and will be wrapping up by next meeting (Day Camp, baseball leagues) despite weather challenges. We are ramping up for fall programming and plan to hire soccer and other positions posted to city website. The tree planting program signs have been well received and there are places to take pictures to continue to boost participation.

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

Currently planning fall and early winter family nights and school break activities. The Senior Center will begin a cribbage league, hold a social isolation focus group, and has the potential for a dementia film screening as well as staff training. The patio furniture was delivered and a party/dedication will be planned. The next Senior Center quarterly birthday party will be held on August 19. National Senior Citizen Day will be celebrated on August 20. The annual rummage sale will not be held this year due to the extensive time and labor needed by volunteers to operate. Additional and new fundraisers will be planned.

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

The first Sunday concert was well attended. We have had food trucks reaching out due to success they have had and will continue to add. Thursday markets are going well despite weather. Glo-motion is race coming up on 8/2, registration extended this week. Cranfest is in September and need about double the participants to run.

**7. Adjournment – Next meeting date August 18, 2025**

Emily Lessner motioned to adjourn the meeting at 5:42pm. Julie Chapment seconded. Motion carried.

Watertown Parks and Recreation Department				
Financial Report				
End of Month June 2025				
Revenue Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 49,196.05	\$ 82,000.00	\$ 32,803.95
01-446211	Rec Dept Taxable Revenue	13,565.18	\$ 40,000.00	\$ 26,434.82
01-446212	Rec Concession Revenue	513.00	500.00	\$ (13.00)
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	60,466.60	130,000.00	\$ 69,533.40
01-446232	Indoor Pool Non Taxable Revenue	14,137.75	23,000.00	\$ 8,862.25
01-446233	Indoor Pool Taxable Revenue	5,771.95	10,000.00	\$ 4,228.05
01-446234	Senior Center Revenue	227.01	300.00	\$ 72.99
01-446235	Senior Center Memberships	1,633.60	3,000.00	\$ 1,366.40
01-446236	Senior Center Rental Fees	8,071.45	18,000.00	\$ 9,928.55
01-446264	Park Rental	14,733.37	30,000.00	\$ 15,266.63
01-446266	Misc Park Revenue	7,774.60	10,000.00	\$ 2,225.40
<b>Grand Total Revenue</b>		<b>\$ 176,090.56</b>	<b>\$ 346,900.00</b>	<b>\$ 170,809.44</b>
Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
<b>Administration</b>				
01-552010	Salaries	\$ 175,819.98	\$ 402,906.00	\$ 227,086.02
01-552014	Overtime	65.58	520.00	454.42
01-552016	Part-time Salaries	-	13,418.00	13,418.00
01-552017	Contract Services	9,427.84	15,550.00	6,122.16
01-552018	Supplies & Expenses	2,637.96	7,045.00	4,407.04
01-552019	Advertisement	347.89	1,000.00	652.11
01-552020	Repairs	7,137.99	4,000.00	(3,137.99)
01-552021	Contribution to Town Square	39,300.00	78,600.00	39,300.00
01-552022	Dues, fees, subs	1,245.00	3,100.00	1,855.00
01-552023	Training	1,215.00	1,175.00	(40.00)
01-552024	Travel	1,501.97	1,885.00	383.03
01-552026	Maintenance Supplies	1,277.42	4,000.00	2,722.58
01-552028	Fuel	3,175.54	5,000.00	1,824.46
01-552030	Electric	6,641.56	16,000.00	9,358.44
01-552031	Water	1,212.38	1,825.00	612.62
01-552032	Telephone	933.42	4,250.00	3,316.58
01-552033	Wisconsin Retirement	11,843.69	26,803.00	14,959.31
01-552034	Social Security	10,484.78	25,844.00	15,359.22
01-552035	Medicare	2,452.15	6,044.00	3,591.85
01-552036	Health Insurance	30,240.00	60,580.00	30,340.00
01-552037	Life Insurance	278.40	567.00	288.60
01-552038	Dental Insurance	1,821.12	3,715.00	1,893.88
01-552042	Mileage	-	800.00	800.00
01-552060	Capital Outlay	-	-	-
<b>Total Administration</b>		<b>\$ 309,059.67</b>	<b>\$ 684,627.00</b>	<b>\$ 375,567.33</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00
01-552116	Part-time Salaries	20,001.37	40,524.00	20,522.63
01-552117	Contract Sports Services	6,192.00	21,564.00	15,372.00
01-552118	Supplies & Expenses	11,414.19	25,000.00	13,585.81
01-552134	Social Security	1,240.26	2,544.00	1,303.74
01-552135	Medicare	290.15	595.00	304.85
01-552160	Capital Outlay	-	2,000.00	2,000.00
<b>Total Recreation</b>		<b>\$ 39,137.97</b>	<b>\$ 92,735.00</b>	<b>\$ 53,597.03</b>
<b>Aquatic Center</b>				
01-552214	Aq Ctr Overtime	\$ -	\$ 2,030.00	\$ 2,030.00
01-552216	Part-time Salaries	9,863.89	101,833.00	91,969.11
01-552217	Svc Contracts/Licenses	2,388.00	2,500.00	112.00
01-552218	Supplies & Expenses	4,233.65	4,500.00	266.35
01-552220	Repairs	4,558.11	12,445.00	7,886.89
01-552223	Training	1,789.48	500.00	(1,289.48)
01-552228	Fuel	1,891.21	4,500.00	2,608.79

Section 3, Item A.

<b>Expense</b>		<b>Year to Date</b>	<b>Budgeted</b>	
<b>Account #</b>	<b>Description</b>	<b>Expenses</b>	<b>Amount</b>	<b>Balance</b>
01-552230	Electric	4,880.44	19,000.00	14,119.56
01-552231	Water	1,669.38	14,500.00	12,830.62
01-552232	Telephone	220.38	500.00	279.62
01-552234	Social Security	608.30	6,440.00	5,831.70
01-552235	Medicare	142.27	1,506.00	1,363.73
01-552240	Chemicals	9,393.02	26,000.00	16,606.98
01-552244	Uniforms	1,435.59	2,500.00	1,064.41
01-552246	Concessions Supplies	6,282.99	25,000.00	18,717.01
01-552260	Capital Outlay	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 49,356.71</b>	<b>\$ 223,754.00</b>	<b>\$ 174,397.29</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	20,294.57	39,205.00	18,910.43
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	2,689.99	10,000.00	7,310.01
01-552320	Repairs	-	500.00	500.00
01-552328	Fuel	-	3,750.00	3,750.00
01-552330	Electric	-	7,750.00	7,750.00
01-552331	Water	-	2,750.00	2,750.00
01-552332	Telephone	-	175.00	175.00
01-552334	Social Security	1,258.33	2,462.00	1,203.67
01-552335	Medicare	294.27	576.00	281.73
<b>Total Indoor Pool</b>		<b>\$ 24,537.16</b>	<b>\$ 67,668.00</b>	<b>\$ 43,130.84</b>
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 422,091.51</b>	<b>\$ 1,068,784.00</b>	<b>\$ 646,692.49</b>
<b>Reserve Accounts</b>				
		<b>YTD Expenses</b>	<b>Beginning Balance</b>	<b>Balance</b>
24-581107	Senior Center Fundraising	\$ (4,969.90)	\$ 29,978.45	\$ 34,948.35
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
24-581121	BQ Baseball	\$ 1,871.88	\$ 7,000.00	\$ 5,128.12
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	\$ (1,602.00)	\$ 5,969.65	\$ 7,571.65
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (3,423.95)	\$ 15,276.42	\$ 18,700.37
07-581113	Park Dedication Fees (land purchase)	\$ 17,209.32	\$ 94,503.32	\$ 77,294.00
07-581115	Park Improvements	\$ (120,251.12)	\$ 51,500.00	\$ 171,751.12

Section 3, Item A.

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

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance
Park					
01-554110	Salaries	\$	209,663.22	\$	489,791.00 \$ 280,127.78
01-554112	Longevity		-	\$	2,106.00 \$ 2,106.00
01-554114	Overtime		1,709.90		11,500.00 \$ 9,790.10
01-554116	Part-time Salaries		5,454.55		32,480.00 \$ 27,025.45
01-554118	Supplies & Expenses		27,704.38		37,000.00 \$ 9,295.62
01-554120	Repairs		5,291.51		18,000.00 \$ 12,708.49
01-554126	Goose Control		-		- \$ -
01-554128	Fuel		1,630.62		4,000.00 \$ 2,369.38
01-554130	Electric		18,451.91		35,000.00 \$ 16,548.09
01-554131	Water		20,040.19		43,000.00 \$ 22,959.81
01-554132	Telephone		401.20		1,100.00 \$ 698.80
01-554133	Wisconsin Retirement		14,686.97		35,054.00 \$ 20,367.03
01-554134	Social Security		12,691.21		33,285.00 \$ 20,593.79
01-554135	Medicare		2,968.07		7,784.00 \$ 4,815.93
01-554136	Health Insurance		84,480.00		161,266.00 \$ 76,786.00
01-554137	Life Insurance		890.37		1,901.00 \$ 1,010.63
01-554138	Dental Insurance		4,232.00		9,008.00 \$ 4,776.00
01-554140	Gasoline		13,145.83		30,000.00 \$ 16,854.17
01-554141	Fertilizers & Herbicides		156.55		6,500.00 \$ 6,343.45
01-554142	Equipment Repairs		13,533.99		28,000.00 \$ 14,466.01
01-554144	Washington Park Lights		1,949.14		2,010.00 \$ 60.86
01-554148	Water Bubblers		467.75		2,000.00 \$ 1,532.25
01-554150	Staff Training		30.10		4,300.00 \$ 4,269.90
01-554159	Safety Equipment		2,285.07		3,000.00 \$ 714.93
01-554160	Capitall Outlay		431.00		4,000.00 \$ 3,569.00
Total Park		\$	442,295.53	\$	1,002,085.00 \$ 559,789.47
05-554170	Capital Projects	\$	1,036,209.00	\$	1,036,209.00
Forestry					
01-561110	Salaries	\$	63,032.01	\$	118,759.00 \$ 55,726.99
01-561112	Longevity		-		- \$ -
01-561118	Supplies & Expense		558.11		5,500.00 \$ 4,941.89
01-561119	UF Grant Exp: Tree/Ash Inje		7,168.89		14,160.00 6,991.11
01-561120	Repairs		512.66		3,000.00 2,487.34
01-561124	Cont. Education Forester Cert		1,573.00		1,600.00 27.00
01-561126	Annual Bucket Truck Inspection		0.00		4,000.00 4,000.00
01-561133	Wisconsin Retirement		4,380.77		8,254.00 3,873.23
01-561134	Social Security		3,609.04		7,448.00 3,838.96
01-561135	Medicare		824.19		1,722.00 \$ 897.81
01-561136	Health Insurance		23,040.00		46,076.00 23,036.00
01-561137	Life Insurance		63.24		129.00 65.76
01-561138	Dental Insurance		1,104.00		2,252.00 1,148.00
01-561160	Capital Outlay		-		5,000.00 5,000.00
Total Forestry		\$	105,865.91	\$	217,900.00 \$ 112,034.09
05-561170	Capital Projects		-		- \$ -



Watertown Parks and Recreation Department				
Financial Report				
End of Month June 2025				
Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 19,800.00	\$ 10,000.00	\$ (9,800.00)
26-446211	TS Revenue - Taxable	\$ 5,207.50	\$ 15,000.00	\$ 9,792.50
26-446250	Contributions FR General Fund	\$ 58,950.00	78,600.00	\$ 19,650.00
26-446266	TS Future Fund Contributions			\$ -
<b>Grand Total Revenue</b>		<b>\$ 83,957.50</b>	<b>\$ 103,600.00</b>	<b>\$ 19,642.50</b>
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
26-554310	Salaries	30,194.40	\$ 68,266.00	\$ 38,071.60
26-554316	Part-time Salaries	-	-	\$ -
26-554318	Supplies	1,656.14	7,650.00	\$ 5,993.86
26-554319	Advertising	1,879.59	3,400.00	\$ 1,520.41
26-554320	Repair/Maintenance	5,860.70	17,300.00	\$ 11,439.30
26-554330	Electricity	1,038.66	1,952.00	\$ 913.34
26-554331	Water	1,451.59	25,000.00	\$ 23,548.41
26-554333	Wisconsin Retirement	2,098.52	4,744.00	\$ 2,645.48
26-554334	Social Security	1,830.22	4,232.00	\$ 2,401.78
26-554335	Medicare	428.03	990.00	\$ 561.97
26-554336	Health Insurance	4,680.00	9,386.00	\$ 4,706.00
26-554337	Life Insurance	176.88	361.00	\$ 184.12
26-554338	Dental Insurance	179.28	366.00	\$ 186.72
26-554341	Event Expenses	10,503.93	40,000.00	\$ 29,496.07
26-554360	Capital Outlay	-	10,000.00	\$ 10,000.00
<b>Grand Total</b>		<b>\$ 61,977.94</b>	<b>\$ 193,647.00</b>	<b>\$ 131,669.06</b>

Section 3, Item A.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 8/18/2025

Subject: YMCA reduction of facility use fees

### Background

We have provided the Watertown Area YMCA a facility use agreement which states which areas they will be charged for use as well as a fee schedule that will be updated annually.

The YMCA is requesting a reduction in fees for their programming held on park property during Spring, Summer, and Fall months. They have now provided a list of programs and field use to inform their facility use fees and potential amount for reduction consideration. Facility use fees total \$5,550 beginning April 21, 2025 through end of year 2025.

### Budget Goal

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

### Financial Impact

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

### Recommendation

Maintain consistent rental rates based on the Fees and Charges Policy for all groups.

Option 1 Motion: Approve the facility use agreement with a reduction at a --% per program day use.

Option 2 Motion: Approve the facility use agreement with a reduction at an annual sum of \$----.

Option 3 Motion: Approve the facility use agreement as is.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

June 3, 2025

Kristine Butteris  
Director of Parks, Recreation & Forestry  
514 S. First Street  
Watertown, WI 53094

Dear Kristine,

I hope this message finds you well. I am writing on behalf of the Watertown Area YMCA to respectfully request consideration for a reduction in reservation fees for the use of park facilities/green spaces for our youth programs.

Our organization is dedicated to serving local families by providing affordable, enriching, and active programs for children and teens. We believe that by offering accessible opportunities for physical activity, teamwork, and social connection, we contribute meaningfully to the overall well-being of our community. When organizations like ours work together, we can achieve a greater collective impact—one that creates lasting benefits for the entire community.

Reducing facility fees would allow us to keep program costs low, ensuring that more families—regardless of income—can participate. In turn, this helps us promote equity in access to recreational and developmental opportunities for youth.

When young people are active and engaged in structured programs, we see positive outcomes: increased physical and mental health, stronger social bonds, and a deeper sense of community belonging.

We would be grateful to explore the possibility of a reduced community partner rate or an annual rate that reflects our shared mission of serving the youth of our community.

Thank you for your time and consideration. We value the partnership with your department and the vital role you play in supporting a thriving, connected, and healthy community.

Sincerely,

Kim Schooley  
Branch Executive Director

**WATERTOWN AREA YMCA** • 415 S. Eighth Street • Watertown, WI 53094  
P 920 262 8555 • F 920 262 8543 • [www.glcymca.org](http://www.glcymca.org)

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

### 2025 General Facility Use Contract

Organization Name	Watertown Area YMCA
Contact Name	Kim Schooley / Caleb Gross
Contact Phone #	920-262-8555
Contact Email	KSchooley@glcymca.org
Event Dates	various dates: Fall / Sp / Su
Event Location	Clark - Summer (learn to play) Program Fall / Sp / Su - Bitty Sports, learn to play + leagues

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 prepared facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays. The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will remove bagged refuse and recyclables from the premises daily. The department will also provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Priority for scheduling is as follows:

1. Programs and events sponsored by the department.
2. The Watertown Unified School District (WUSD).
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year, starting September 1 for the following 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. Games should not be scheduled prior to 8 AM and should end by 10 PM.

All contracts and schedules are due by January 1, 2025 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 Section 5, Item A. 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.

## 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, unless the program spans a season and may be billed after the season is complete. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

*Per the Parks, Recreation, and Forestry Commission meeting on April 21, 2025, a motion was approved to "charge fees only for game fields and not practices in 2025." The reservations for game fields include all program days (\$75/day) and league games (\$75/day). These reservations offer sole use of the open space and/or fields and basic maintenance of the fields. If additional fields are reserved or programs or games added to the schedule, this contract may be amended and fees charged in accordance with the Fee Schedule.*

*The use of fields in 2025 will include: spring and fall flag football, track & field, various camp programs, and may include additional programs and games as scheduled.*

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.

## CONCESSIONS

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

## CLEANING

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. Full bags should be left in a designated, central spot at each location determined by department staff and renter, for pick up by department staff.
3. Concession Stand and Equipment – The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day the stand and equipment should be cleaned to a standard at which it was when opened. Grease from food preparation should never be disposed of in any drains in the building or anywhere else on the premises. All doors should be locked prior to leaving the facility.
4. Bathrooms – The department will provide clean bathrooms 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, 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.

## **WEATHER CONDITIONS AND PLAYABILITY**

The department will evaluate conditions and make final decisions regarding the playability of 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.

Section 5, Item A.

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.

## **ACCESS**

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.

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.

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

## **GENERAL 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.

Restrooms at certain locations may have use capacity limits. 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.)

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.

## **FACILITIES & AMENITIES AVAILABLE**

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

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)

## INDEMNIFICATION

Section 5, Item A.

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.

Kim Scharuf  
Renter Signature

6/2/2025  
Date

Approved by agent of the department.

Kristine Butters  
Signature

6/23/2025  
Date

## OFFICE USE

☒ Contract

☐ Banner Permit

☐ Concession Permit





# CERTIFICATE OF LIABILITY INSURANCE

Section 5, Item A.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> R & R Insurance Services, Inc P.O. Box 1610  Waukesha WI 53187-1610		<b>CONTACT</b> NAME: Sue Finney PHONE (A/C, No, Ext): (262) 574-7000 E-MAIL ADDRESS: clcertificates@rrins.com FAX (A/C, No): (262) 574-7080	
<b>INSURED</b> Glacial Community YMCA 1750 Valley Road  Oconomowoc WI 53066		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: National Specialty Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CI2482950988

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			2185191 WB1890 01/2013	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
	<input checked="" type="checkbox"/> Blkt Addl Insd by contract		MED EXP (Any one person) \$ 10,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PERSONAL & ADV INJURY \$ 1,000,000				
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Employee Benefits \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b>			2185191	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		PROPERTY DAMAGE (Per accident) \$				
							Medical payments \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			2185191	9/1/2024	9/1/2025	EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR	AGGREGATE \$ 3,000,000				
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			A056010	9/1/2024	9/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

\*\* FOR INFORMATION ONLY \*\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Walden/SF843

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Session	Program	Dates	Cost	Program Length	Estimated # of participants	Description	Fee \$75/Day/Field	Park Requested:
Spring	Bitty Soccer	04/21 - 06/14	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls focus on dribbling, shooting, passing, trapping and goalkeeping, where having fun is the primary objective. Ages 3-6.	\$ 600.00	Clark Park
	Bitty Football	04/21 - 06/14	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls learn the fundamentals of football by playing offense and defense in a low-stakes setting, where having fun is the primary objective. Ages 3-6.	\$ -	Clark Park- included above
	Track & Field	04/21 - 06/14	Member - \$60; Community Participant - \$75	60 minutes/week; 8 weeks	8 kids	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! Meets will be hosted by the Southwest YMCA. Each participant can sign up for 2 total events at the meet. Running events include 50M Dash, 200M Dash, and the 400M Dash. Field events included 50M hurdles, long jump, and softball throw.	\$ 600.00	Deer Trail Park
	Flag Football League	04/21 - 06/14	Member - \$40; Community Participant - \$60	1 evening practice per week per team; 1 game per team per week; 8 weeks	60 kids	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. Practices held one evening per week at local parks in Watertown. Weeknight practice days, times, and location are determined by the coach. Games held Saturdays at Maranatha Baptist. Game times are dependent on number of teams in the league and will likely vary from week to week. For boys and girls in 5K through 3rd grade.	\$ 600.00	Deer Trail Park/ Clark (practice)
Summer	Bitty Baseball	06/23-08/11	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls learn the fundamentals of throwing, catching, hitting, and fielding in a low-stakes setting, where having fun is the primary objective. Ages 3-6.	\$ 600.00	Clark Park
	Bitty Sports of All Sorts	06/23-08/11	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls will have a chance to try a variety of sports throughout the session, as the instructors will introduce basic fundamentals of each sport. Ages 3-6.	\$ -	Clark Park- included above
	Flag Football Camp	07/07-07/10	Member - \$40; Community Participant - \$60	2 hours per day; 4 days	8 kids	Our flag football camp emphasizes basic to advanced skills instruction and practice in the areas of passing, receiving and defense. Campers will learn the rules of football as well as team concepts and sportsmanship. This camp is ideal for any youth flag football player looking to improve their football skills, or a player who wants to learn the fundamentals of flag football. For boys and girls, entering grades 1st-8th.	\$ 300.00	Clark Park
	Baseball Camp	07/14-07/17	Member - \$40; Community Participant - \$60	2 hours per day; 4 days	8 kids	Our baseball camp emphasizes basic to advanced skills instruction and practice in the areas of batting, fielding, throwing and base running. Campers will learn the rules of baseball as well as team concepts and sportsmanship. This camp is ideal for any youth baseball player looking to improve their baseball skills, or a player who wants to learn the fundamentals of baseball. For boys and girls, entering grades 1-8.	\$ 300.00	Clark Park
	Golf Camp	07/21-07/24	Member - \$40; Community Participant - \$60	2 hours per day; 4 days	8 kids	Our golf camp emphasizes basic to advanced skills instruction and practice in the areas of putting, chipping, proper technique, and golf etiquette. For boys and girls entering grades 1-8. *Two days held at WCC	\$ 150.00	Clark Park
	Sports of All Sorts Camp	07/28-07/31	Member - \$40; Community Participant - \$60	2 hours per day; 4 days	8 kids	Our sports of all sorts camp is intended to give participants the opportunity to try out both traditional and non-traditional sports. Sports will include ultimate frisbee, dodgeball, wiffleball, relay races, and more! For boys and girls, entering grades 1st-8th.	\$ 300.00	Clark Park
	Soccer Camp	08/04-08/07	Member - \$40; Community Participant - \$60	2 hours per day; 4 days	8 kids	Our soccer camp emphasizes basic to advanced skills instruction and practice in the areas of shooting, ball control, passing, and defense. Campers will learn the rules of soccer as well as team concepts and sportsmanship. This camp is ideal for any youth soccer player looking to improve their soccer skills, or a player who wants to learn the fundamentals of soccer. For boys and girls, entering grades 1st-8th.	\$ 300.00	Clark Park
Fall 1	Bitty Football	09/02-10/25	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls learn the fundamentals of football by playing offense and defense in a low-stakes setting, where having fun is the primary objective. Ages 3-6.	\$ 600.00	Deer Trail/Clark
	Flag Football League	09/02-10/25	Member - \$40; Community Participant - \$60	1 evening practice per week per team; 1 game per team per week; 8 weeks	60 kids	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. Practices held one evening per week at local parks in Watertown. Weeknight practice days, times, and location are determined by the coach. Games held Saturdays. Game times are dependent on number of teams in the league and will likely vary from week to week. For boys and girls in 5K through 3rd grade.	\$ 600.00	Washington- Games; Deer Trail/ Clark - Practices
Fall 2	Bitty Sports of All Sorts	10/26-12/20	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls will have a chance to try a variety of sports throughout the session, as the instructors will introduce basic fundamentals of each sport. Ages 3-6.	\$ 600.00	Clark Park
	Bitty Soccer	10/26-12/20	Member - \$32; Community Participant - \$42	30 minutes/week; 8 weeks	8 kids	Boys & girls focus on dribbling, shooting, passing, trapping and goalkeeping, where having fun is the primary objective. Ages 3-6.	\$ -	Clark Park- included above
Estimated Annual Cost:							\$ 5,550.00	

Sample Program Budget:

Bitty Sports Budget	Average: 6	Revenue: \$222
Net: \$61		Participant Cost: \$32 X 3 + \$42 x 3= \$222
		Expense: \$161
		Staffing: 1 hour x \$17 x 8= \$136
		Equipment Needs: \$25

Bitty Sports Budget	Average: 6	Revenue: \$222
Net: (\$539)		Participant Cost: \$32 X 3 + \$42 x 3= \$222
		Expense: \$761
		Staffing: 1 hour x \$17 x 8= \$136
		Park Reservation Fee: \$600
		Equipment Needs: \$25

Proposed New Fees:	Average 6	
*For break even net		Participant Cost: \$32 + \$90= \$122 (Member)
		Participant Cost: \$42 + \$90= \$132 (CP)

# MEMO

## Parks, Recreation, and Forestry Department

To: Finance Committee Members

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

Date: 8/11/2025

Subject: Request to reallocate CIP Funds

### Background

Last budget season, I had requested CIP funds be used towards a new dump truck to replace the 2012 Dodge Ram 3500 that has a rusted dump box and the exhaust manifold will need to be replaced.

Early this spring, we had to move the water truck truck bed from the 2009 Ford F250 flatbed truck due to the front-end suspension rusting out. We moved that truck bed to the 2008 Ford F350 dump truck as the dump bed was rusted out.

We also had our 2008 Ford F350 flatbed with lift gate decommissioned due to faulty liftgate (fell at random times), shifting issues due to transmission, and front-end suspension needs complete replacement due to rust and age.

Given the strange turn of events, I am submitting a request to switch my request for a dump truck purchase to a truck and lift gate purchase.

### Budget Goal

1. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
2. Maintains a safe and healthy community, with an eye toward future needs and trends

### Financial Impact

This switch in purchasing will allow us to fall within budget as the dump truck quotes have come back higher than initially intended by more than \$10,000.

### Recommendation

Option 1: Approve the request to move forward with the purchase of a 2.5 ton truck with lift gate.



# MEMO

Option 2: Deny request and approve to move forward with 3.5 ton truck with dump and look at possible budget adjustment for overage of quote amounts.



2008 Ford F350 Liftgate Truck -  
decommissioned



2008 Ford F350 Liftgate Truck



2009 Ford F250 Flatbed Truck -  
decommissioned

# MEMO



2012 Dodge Ram Dump bed

## 2025 Donations Given Out

Date	Organization	Description	Quantity	Value	Total
7/22/2024	YMCA Wttn - Annual Campaign in Nov.	WAC Pass	1	\$ 100.00	\$ 100.00
9/3/2024	Heroes Event	WAC Pass	1	\$ 100.00	\$ 100.00
11/25/2024	Fall Family Bingo	WAC Pass	1	\$ 100.00	\$ 100.00
12/23/2024	Elf Contest	WAC Pass	1	\$ 100.00	\$ 100.00
12/27/2024	Winter Family Bingo	WAC Pass	1	\$ 100.00	\$ 100.00
3/12/2025	FFA	WAC Pass	1	\$ 100.00	\$ 100.00
3/18/2025	Spring Family Bingo	WAC Pass	1	\$ 100.00	\$ 100.00
3/18/2025	Spring Family Bingo	WAC Admission w/ free food	4	\$ 14.00	\$ 56.00
3/19/2025	Webster Carnival	WAC Pass	1	\$ 100.00	\$ 100.00
4/16/2025	Douglas Dash	WAC Pass	2	\$ 100.00	\$ 200.00
6/11/2025	River Valley Alliance Church	WAC Pass	1	\$ 100.00	\$ 100.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total</b>					<b>\$1,156.00</b>

## 2026 Donations Given Out

[illegible]