



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, AUGUST 19, 2024 AT 4:30 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- A. Park, Rec and Forestry minutes from July 15, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

- A. Review and approval: monthly 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 potential action: Inclusive Park update and communication materials
- B. Review and take possible action: rental fee reduction for Dodge County Republican Party
- C. Review and take possible action: invoice waiver for Kluz rental
- D. Review and take action: smoking in parks ordinance
- E. Review and take action: Heron View signage
- F. Review and take action: 2025 fee schedule
- G. Review and take action: 2025 facility use contracts

6. DIRECTOR'S REPORT

- A. Project Update: Parks
- B. Project Update: Forestry
- C. Project Update: Aquatics
- D. Project Update: Town Square
- E. Project Update: Senior & Community Center
- F. Update on Programming: Recreation
- G. Update on Programming: Town Square
- H. Update on Programming: Senior & Enrichment
- I. Update on Programming: Aquatics

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, July 15, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on July 15, 2024. The meeting was called to order by Brian Konz. Members present: Brian Konz, Julie Chapman, Ald. Jonathan Lampe, Jennifer Clayton, Brad Clark. Not present: Emily Lessner and Kyle Krueger. Also present: Kristine Butteris, Jeff Doyle, Andrea Draeger, Jarrod Folkman, Stephanie Juhl, Ali Nicholson, Ian Pilak.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the June 17, 2024 Parks Recreation and Forestry minutes as written. Ald. Jonathan Lampe, seconded. Motion carried.

Jennifer Clayton motioned to approve the June 18, 2024 Senior Center Advisory Board minutes as written. Ald. Jonathan Lampe, seconded. Motion carried.

3. Review and approval of financial reports

Brad Clark motioned to approve the May 2024 financial reports. Julie Chapman seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take action: rental fee reduction for Dodge County Republican Party

Jack Yuds, President, and Laurie Hoffmann, Treasurer, were present to answer questions regarding a letter submitted to the department requesting rental fees of the Senior & Community Center be waived for all meetings held for the Dodge County Republican Party as a non-profit entity. Policies governing the use of the Senior & Community Center were recently approved by the commission, and would classify this group as class 5, requiring regular room rental fees per hour and a security deposit. Ald. Jonathan Lampe requested more information be given regarding their non-profit designation in order to make an informed decision. Ald. Jonathan Lampe motioned to table the decision until the August meeting. Julie Chapman seconded. Motion carried.

6. Director's Report:

A. Parks Updates

No updates for the Riverside restrooms are available at this time. It was requested that an update be given to the Riverfest committee as soon as possible. Information is available for the smoking in parks ordinance and will be on the August agenda for approval.

B. Forestry

The team will be applying for another grant.

C. Aquatics

The filtration system will be upgraded at the end of the system with Carico Aquatics.

D. Town Square

The interactive water feature is temporarily down because of a storm and will need new parts. Temporarily it is set on a schedule.

E. Senior & Community Center

The generator will be arriving and installed soon. The library has not been designated a heating/cooling shelter and will not be receiving a generator.

F. Programming - recreation

Kayak rentals from Leadership Watertown are now available at the kiosk at Riverside Park. Jarrod was introduced and he informed the group that day camp is running well, baseball is wrapping up as well as a soccer camp last week. Adult softball and volleyball are starting, and registration opened for fall soccer, flag football, and new gymnastics program. It was suggested that the department consider more options for pickleball.

G. Programming – town square

Food truck Mondays are scheduled along with various pop-up food trucks and events. This week will have a movie and a Saturday band.

H. Programming – senior & enrichment

Senior Citizen Day will be celebrated on August 21 and are looking for pizza and ice cream donations/sponsorships. The advisory board members are being updated again after the passing of our chairperson. Arrangements for tournaments and park events are being completed.

I. Programming – aquatics

Weekly themes are being created (a boat race will happen this week) with meal deal specials. A flick n float will happen later this month. Fall swim lessons are almost full and just opened today.

7. Adjournment – Next meeting date August 19, 2024

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

Watertown Parks and Recreation Department

Financial Report

Section 3, Item A.

End of Month JUNE 2024

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 46,304.71	\$ 34,020.00	\$ 81,000.00	\$ 34,695.29
01-446211	Rec Dept Taxable Revenue	21,322.02	\$ 18,900.00	\$ 45,000.00	\$ 23,677.98
01-446212	Rec Concession Revenue	111.00	\$ 420.00	1,000.00	\$ 889.00
01-446220	Net Ticket Sales	-	\$ 168.00	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	60,650.58	\$ 59,220.00	141,000.00	\$ 80,349.42
01-446232	Indoor Pool Non Taxable Revenue	11,135.50	\$ 10,920.00	26,000.00	\$ 14,864.50
01-446233	Indoor Pool Taxable Revenue	5,994.61	\$ 4,620.00	11,000.00	\$ 5,005.39
01-446234	Senior Center Revenue	109.17	\$ 168.00	400.00	\$ 290.83
01-446235	Senior Center Memberships	1,492.88	\$ 2,100.00	5,000.00	\$ 3,507.12
01-446236	Senior Center Rental Fees	10,736.12	\$ 7,140.00	17,000.00	\$ 6,263.88
01-446264	Park Rental	22,326.47	\$ 13,020.00	31,000.00	\$ 8,673.53
01-446266	Misc Park Revenue	5,673.45	\$ 9,450.00	22,500.00	\$ 16,826.55
Grand Total Revenue		\$ 185,856.51	\$ 160,146.00	\$ 381,300.00	\$ 195,443.49
Expense		Year to Date	Year to Date	Budgeted	
Account #	Description	Expenses	Budget	Amount	Balance
Administration					
01-552010	Salaries	\$ 179,892.97	\$ 156,235.38	\$ 371,989.00	\$ 192,096.03
01-552014	Overtime	-	\$ 210.00	500.00	500.00
01-552016	Part-time Salaries	535.75	\$ 5,544.00	13,200.00	12,664.25
01-552017	Contract Services	10,918.34	\$ 5,922.00	14,100.00	3,181.66
01-552018	Supplies & Expenses	4,019.45	\$ 3,108.00	7,400.00	3,380.55
01-552019	Advertisement	-	\$ 840.00	2,000.00	2,000.00
01-552020	Repairs	2,380.76	\$ 1,470.00	3,500.00	1,119.24
01-552021	Contribution to Town Square	37,650.00	\$ 31,626.00	75,300.00	37,650.00
01-552022	Dues, fees, subs	2,179.08	\$ 1,167.60	2,780.00	600.92
01-552023	Training	-	\$ 25.20	60.00	60.00
01-552024	Travel	2,027.63	\$ 1,260.00	3,000.00	972.37
01-552026	Maintenance Supplies	2,993.10	\$ 1,512.00	3,600.00	606.90
01-552028	Fuel	2,738.27	\$ 2,520.00	6,000.00	3,261.73
01-552030	Electric	7,498.36	\$ 6,510.00	15,500.00	8,001.64
01-552031	Water	667.32	\$ 840.00	2,000.00	1,332.68
01-552032	Telephone	1,929.65	\$ 1,785.00	4,250.00	2,320.35
01-552033	Wisconsin Retirement	12,092.39	\$ 10,301.34	24,527.00	12,434.61
01-552034	Social Security	10,820.59	\$ 10,043.88	23,914.00	13,093.41
01-552035	Medicare	2,530.75	\$ 2,349.06	5,593.00	3,062.25
01-552036	Health Insurance	29,641.84	\$ 27,664.14	65,867.00	36,225.16
01-552037	Life Insurance	334.12	\$ 194.88	464.00	129.88
01-552038	Dental Insurance	1,880.88	\$ 1,727.04	4,112.00	2,231.12
01-552042	Mileage	490.42	\$ 336.00	800.00	309.58
01-552060	Capital Outlay	2,620.97	\$ 4,200.00	10,000.00	7,379.03
Total Administration		\$ 315,842.64	\$ 277,391.52	\$ 660,456.00	\$ 344,613.36
Recreation					
01-552114	Rec Overtime	\$ -	\$ 210.00	\$ 500.00	\$ 500.00
01-552116	Part-time Salaries	16,554.56	\$ 16,768.50	39,925.00	23,370.44
01-552117	Contract Sports Services	7,648.80	\$ 7,796.88	18,564.00	10,915.20
01-552118	Supplies & Expenses	8,392.89	\$ 13,020.00	31,000.00	22,607.11
01-552134	Social Security	1,037.05	\$ 1,552.74	3,697.00	2,659.95
01-552135	Medicare	242.60	\$ 363.30	865.00	622.40
01-552160	Capital Outlay	-	\$ 1,680.00	4,000.00	4,000.00
Total Recreation		\$ 33,875.90	\$ 41,391.42	\$ 98,551.00	\$ 64,675.10
Aquatic Center					
01-552214	Aq Ctr Overtime	\$ -	\$ 840.00	\$ 2,000.00	\$ 2,000.00
01-552216	Part-time Salaries	16,659.12	\$ 42,137.76	100,328.00	83,668.88
01-552217	Svc Contracts/Licenses	1,996.67	\$ 1,470.00	3,500.00	1,503.33
01-552218	Supplies & Expenses	4,227.22	\$ 1,890.00	4,500.00	272.78
01-552220	Repairs	12,149.81	\$ 5,040.00	12,000.00	(149.81)
01-552223	Training	253.36	\$ 630.00	1,500.00	1,246.64
01-552228	Fuel	995.84	\$ 3,570.00	8,500.00	7,504.16

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Bal
01-552230	Electric	6,155.87	\$ 6,930.00	16,500.00	10,344.13
01-552231	Water	2,270.64	\$ 7,560.00	18,000.00	15,729.36
01-552232	Telephone	326.88	\$ 210.00	500.00	173.12
01-552234	Social Security	1,032.93	\$ 2,872.80	6,840.00	5,807.07
01-552235	Medicare	241.59	\$ 672.00	1,600.00	1,358.41
01-552240	Chemicals	12,270.58	\$ 10,920.00	26,000.00	13,729.42
01-552244	Uniforms	2,500.60	\$ 924.00	2,200.00	(300.60)
01-552246	Concessions Supplies	7,058.48	\$ 8,820.00	21,000.00	13,941.52
01-552260	Capital Outlay	-	\$ 2,520.00	6,000.00	6,000.00
Total Aquatic Center		\$ 68,139.59	\$ 94,486.56	\$ 224,968.00	\$ 162,828.41
05-552270	Capital Projects	-	\$ 91,551.60	217,980.00	217,980.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Balance
Section 3, Item A.					
Indoor Pool					
01-552314	Indoor Pool Overtime	\$ -	\$ 250.00	\$ 1,000.00	\$ 1,000.00
01-552316	Part-time Salaries	20,503.02	\$ 9,656.50	38,626.00	18,122.98
01-552317	WUSD Maintenance Staff	-	-	-	-
01-552318	Supplies & Expenses	6,989.38	\$ 2,500.00	10,000.00	3,010.62
01-552320	Repairs	-	\$ 375.00	1,500.00	1,500.00
01-552328	Fuel	-	\$ 1,875.00	7,500.00	7,500.00
01-552330	Electric	-	\$ 3,875.00	15,500.00	15,500.00
01-552331	Water	-	\$ 1,375.00	5,500.00	5,500.00
01-552332	Telephone	-	\$ 87.50	350.00	350.00
01-552334	Social Security	1,271.16	\$ 978.25	3,913.00	2,641.84
01-552335	Medicare	297.33	\$ 228.75	915.00	617.67
Total Indoor Pool		\$ 29,060.89	\$ 21,201.00	\$ 84,804.00	\$ 55,743.11
Total Parks & Rec Budget		\$ 446,919.02		\$ 1,068,779.00	\$ 621,859.98
Reserve Accounts					
YTD Expenses			Beginning Balance		
			Balance		
24-581107	Senior Center Fundraising	\$ 4,740.09		\$ 25,220.92	\$ 26,289.80
01-271970	Senior Center Security Deposits	\$ -		\$ -	\$ -
01-581121	BQ Baseball	\$ -		\$ -	\$ -
01-581137	River Walkway Repairs	\$ -		\$ -	\$ -
01-581139	InterUrban Trail	\$ -		\$ -	\$ -
01-581140	Bike Trail	\$ -		\$ -	\$ -
05-552070	Quarry Study	\$ 41,190.50		\$ 45,000.00	\$ 3,809.50
05-552470	Sr Ctr Retaining Wall	\$ 451.11		\$ -	\$ (451.11)
05-581104	Chamberland Improvements	\$ -		\$ -	\$ -
05-581106	Park Facility Improvements	\$ -		\$ 5,969.65	\$ 5,969.65
05-581110	Roeseler Will/Forestry Donation	\$ 7,601.48		\$ 80,595.13	\$ 72,993.65
05-581118	Heron View Park (micro park)	\$ -		\$ -	\$ -
05-581120	Park Expansion & Improvements	\$ 462.92		\$ 16,350.91	\$ 17,527.27
07-581113	Park Dedication Fees (land purchase)	\$ -		\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ -		\$ 51,500.00	\$ 51,500.00

Watertown Parks and Recreation Department
Financial Report
Jun-24

Expense Account #	Description	Year to Date Expense	Year to Date Budget	Budgeted Amount	Balance
Park					
01-554110	Salaries	\$ 204,127.39	\$ 197,618.40	\$ 470,520.00	\$ 266,392.61
01-554112	Longevity	-	\$ 885.36	\$ 2,108.00	\$ 2,108.00
01-554114	Overtime	3,500.33	\$ 5,040.00	12,000.00	\$ 8,499.67
01-554116	Part-time Salaries	5,200.00	\$ 13,440.00	32,000.00	\$ 26,800.00
01-554118	Supplies & Expenses	23,523.65	\$ 15,540.00	37,000.00	\$ 13,476.35
01-554120	Repairs	11,471.44	\$ 7,560.00	18,000.00	\$ 6,528.56
01-554126	Goose Control	-	\$ 1,050.00	2,500.00	\$ 2,500.00
01-554128	Fuel	1,177.87	\$ 2,100.00	5,000.00	\$ 3,822.13
01-554130	Electric	15,165.16	\$ 15,540.00	37,000.00	\$ 21,834.84
01-554131	Water	19,351.84	\$ 21,000.00	50,000.00	\$ 30,648.16
01-554132	Telephone	513.60	\$ 462.00	1,100.00	\$ 586.40
01-554133	Wisconsin Retirement	14,361.87	\$ 14,218.26	33,853.00	\$ 19,491.13
01-554134	Social Security	12,616.12	\$ 13,609.26	32,403.00	\$ 19,786.88
01-554135	Medicare	2,950.61	\$ 3,182.76	7,578.00	\$ 4,627.39
01-554136	Health Insurance	69,660.24	\$ 65,155.86	155,133.00	\$ 85,472.76
01-554137	Life Insurance	814.33	\$ 721.14	1,717.00	\$ 902.67
01-554138	Dental Insurance	4,140.00	\$ 3,709.44	8,832.00	\$ 4,692.00
01-554140	Gasoline	14,612.82	\$ 13,650.00	32,500.00	\$ 17,887.18
01-554141	Fertilizers & Herbicides	2,960.00	\$ 4,200.00	10,000.00	\$ 7,040.00
01-554142	Equipment Repairs	26,322.86	\$ 11,760.00	28,000.00	\$ 1,677.14
01-554144	Washington Park Lights	1,021.58	\$ 1,680.00	4,000.00	\$ 2,978.42
01-554148	Water Bubblers	708.18	\$ 840.00	2,000.00	\$ 1,291.82
01-554150	Staff Training	1,175.50	\$ 630.00	1,500.00	\$ 324.50
01-554159	Safety Equipment	1,911.72	\$ 1,260.00	3,000.00	\$ 1,088.28
01-554160	Capital Outlay	8,183.07	\$ 4,179.00	9,950.00	\$ 1,766.93
Total Park		\$ 445,470.18	\$ 419,031.48	\$ 997,694.00	\$ 552,223.82
05-554170	Capital Projects	\$ 210,000.00	\$ 88,200.00	\$ 210,000.00	
Forestry					
01-561110	Salaries	\$ 37,408.63	\$ 50,232.00	\$ 119,600.00	\$ 82,191.37
01-561112	Longevity	27.30	\$ 221.34	527.00	499.70
01-561118	Supplies & Expense	2,981.63	\$ 1,680.00	4,000.00	\$ 1,018.37
01-561119	UF Grant Exp: Tree/Ash Inje	17,568.88	\$ 10,500.00	25,000.00	7,431.12
01-561120	Repairs	677.29	\$ 1,260.00	3,000.00	2,322.71
01-561124	Cont. Education Forester Cert	340.24	\$ 672.00	1,600.00	1,259.76
01-561126	Annual Bucket Truck Inspection	0.00	\$ 1,680.00	4,000.00	4,000.00
01-561133	Wisconsin Retirement	2,623.47	\$ 3,480.96	8,288.00	5,664.53
01-561134	Social Security	1,921.07	\$ 3,128.16	7,448.00	5,526.93
01-561135	Medicare	449.27	\$ 731.64	1,742.00	\$ 1,292.73
01-561136	Health Insurance	16,075.44	\$ 18,616.08	44,324.00	28,248.56
01-561137	Life Insurance	71.65	\$ 207.48	494.00	422.35
01-561138	Dental Insurance	828.00	\$ 927.36	2,208.00	1,380.00
01-561160	Capital Outlay	1,799.11	\$ 3,486.00	8,300.00	6,500.89
Total Forestry		\$ 82,771.98	\$ 96,823.02	\$ 230,531.00	\$ 147,759.02
05-561170	Capital Projects	-	\$ -	-	\$ -

Watertown Parks and Recreation Department

Financial Report

Section 3, Item A.

End of Month JUNE 2024

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 19,445.00	\$ 200.00	\$ 1,200.00	\$ (18,245.00)
26-446211	TS Revenue - Taxable	\$ 11,980.00	\$ 4,083.34	\$ 24,500.00	\$ 12,520.00
26-446250	Contributions FR General Fund	\$ 37,650.00	\$ 12,550.03	75,300.00	\$ 37,650.00
26-446266	TS Future Fund Contributions	\$ 50,000.00	\$ 19,000.04	114,000.00	\$ 64,000.00
Grand Total Revenue		\$ 119,075.00	\$ 35,833.41	\$ 215,000.00	\$ 95,925.00
Expense		Year to Date		Budgeted	
Account #	Description	Expenses		Amount	Balance
26-554310	Salaries	-	10,913.02	\$ 65,478.00	\$ 65,478.00
26-554316	Part-time Salaries	-	-	-	-
26-554318	Supplies	9,148.18	-	-	\$ (9,148.18)
26-554319	Advertising	-	1,166.67	7,000.00	\$ 7,000.00
26-554320	Repair/Maintenance	16,998.28	2,050.00	12,300.00	\$ (4,698.28)
26-554330	Electricity	916.87	433.33	2,600.00	\$ 1,683.13
26-554331	Water	1,867.20	7,124.01	42,744.00	\$ 40,876.80
26-554333	Wisconsin Retirement	-	753.00	4,518.00	\$ 4,518.00
26-554334	Social Security	-	676.67	4,060.00	\$ 4,060.00
26-554335	Medicare	-	158.17	949.00	\$ 949.00
26-554336	Health Insurance	-	-	-	-
26-554337	Life Insurance	-	49.17	295.00	\$ 295.00
26-554338	Dental Insurance	-	-	-	-
26-554341	Event Expenses	29,173.12	7,387.51	44,325.00	\$ 15,151.88
26-554360	Capital Outlay	-	1,666.67	10,000.00	\$ 10,000.00
Grand Total		\$ 58,103.65	32,378.23	\$ 194,269.00	\$ 136,165.35

MEMO

Administration Dept.

To: Park, Recreation and Forestry Commission Members and Members of the Common Council

From: Mayor McFarland

Date: August 16, 2024

Subject: Inclusive Park

Background

On January 15, 2024, I came before the Park, Recreation and Forestry Commission on behalf of the stakeholder group that worked to prepare the schematic renderings of the city's first fully inclusive recreational area. Through a grant provided by the Greater Watertown Community Health Foundation, the schematic design is now complete, and through the efforts of our stakeholder group we are pleased to announce the beginning of our fundraising efforts.

The goal remains to build the city's first fully inclusive recreational area with no tax dollars; we are committed to fundraising the entire \$1.7 million required for the project. The stakeholder group has prepared the fundraising plan, and we are set to begin.

The timeline for the fundraising is as follows:

- August-December: fundraising
- January: bidding of construction contract
- February-March: city meeting approvals of the contract
- April 2025: construction contract signed
- May: construction preparation and meetings occur
- Summer-Fall: construction

For your reference, I have included the press release that will go out, the marketing document, and a few renderings. More renderings can be found on the website that is now live:

https://cms4.revize.com/revize/watertownwi/departments/park_recreation_forestry/riverside_park_inclusive_recreational_area/index.php

The video linked on the website really gives a wonderful visual of the intended efforts to ensure that everyone has a safe space to gather, connect and play. From the moment people step out of

MEMO

their vehicle or approach the space, it will be accessible for all. This “inclusive completeness” is rare in our area, and we believe that it will not only serve our residents, but visitors and prospective residents as well.

I would like to thank the commission for their support of this project, as well as the dedicated group of stakeholders that have been working on this for over a year. They have been methodical about the design, have prepared a great plan to fundraise the necessary dollars and are very committed to seeing this through. Kristine Butteris and Lisa Famularo from the city team have done a tremendous job of providing insight and preparing communication documents.

Our community deserves a space where individuals, families, friends and strangers can connect without the worry of if they can maneuver through the entirety of the space- we’re committed to giving them just that.

Budget Goal

This project aligns with the following 2024 Budget Goals:

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Promotes and fosters innovative approaches for community development and growth
3. Maintains a safe and healthy community, and expands community education on safety and health

Financial Impact

An account has been created for donations and grant money at the city and at the Watertown Community Foundation; there is no operational budget impact expected.

Recommendation

No action is required; this is an update only.

**FOR IMMEDIATE RELEASE
CONTACT:**

City of Watertown Announces Riverside Park Inclusive Recreation Area Initiative

Watertown WI, August 21, 2024 – The City of Watertown is thrilled to announce the launch of a groundbreaking initiative to build the Riverside Park Inclusive Recreation Area, a space where accessibility, community, and imagination come together.

The Riverside Park Inclusive Recreation Area has been envisioned through the collaborative efforts of a diverse focus group including parents, children, educators, caregivers, and community stakeholders. Over the course of three productive meetings starting in August 2023, this group worked closely with Mayor McFarland, the Parks and Recreation staff, and the esteemed Landscape Architect firm Parkitecture to design a fully-inclusive recreation area—marking a first for Watertown and the surrounding region.

"Creating a space where everyone, regardless of their abilities, can come together and enjoy the beauty of Riverside Park is a dream come true for our community," said Mayor Emily McFarland. "This project reflects our commitment to inclusivity and our belief in the power of play to bring people together."

The Riverside Park Inclusive Recreation Area will feature an enchanted forest theme, complete with unique elements like an ogre bridge, a Riverside Park-inspired footbridge, a ship, musical butterflies and flowers, and a flowing blue "river." These imaginative components are designed to engage all ages in play, while other elements of the space ensure it is a haven for everyone. The area will include a walking path with seating, accessible family restrooms, and additional accessible parking spots.

With a generous initial donation of \$10,000 from the Greater Watertown Community Health Foundation, the project has already taken significant steps forward. The proposed budget for the construction of this transformative play space is between \$1.5 million and \$1.75 million, funds which the City aims to raise through community support and grants.

Inclusive features of the recreation area include:

- Play areas catering to different age groups: toddlers, 2-5 years, and 5 and older
- Turf and poured surfaces for ease of movement
- Zero entry access
- Quiet spaces
- Secure fence encircling the playground
- Solid surface, graded path with distance markers for exercising

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060

Opportunity Runs Through It

The Riverside Park Inclusive Recreation Area is more than just a playground; it is a test of the community's dedication to creating spaces where everyone can thrive. The project invites members to contribute and be part of this transformative initiative. Opportunities for recognition include naming rights for specific areas within the park, donation plaques, and even the entire facility naming rights.

Section 5, Item A.

Join us in building a fully inclusive recreation area that celebrates diversity and fosters community spirit. For more information on how to contribute, please visit watertownwi.gov

City of Watertown mission statement: To provide for, protect, and serve the citizens and businesses of Watertown in an efficient, strategic, and measured manner, while creating a community culture where close knit connections are key, that is rich in small town values balanced with modern conveniences, that is poised for development, and is an idyllic community that leverages location and outdoor opportunity.



Unlock the Magic

Building the Riverside Park Inclusive Recreation Area

Welcome to the Riverside Park Inclusive Recreation Area, a space where accessibility, and community will come together. A group of parents, kids, educators, caregivers and community stakeholders came together in 2023 to envision a haven for all, irrespective of ability. Since August 2023, the group worked alongside Mayor McFarland, Parks and Recreation staff, and the Landscape Architect firm Parkitecture, to plan and design a fully-inclusive recreation area—a first of its kind for Watertown and the surrounding area.

We've already taken the first steps toward realizing this dream. Thanks to a generous donation of \$10,000 from the Greater Watertown Community Health Foundation allowed us to produce the design and renderings you see in this brochure. The proposed budget for the construction of the Riverside Park Inclusive Playspace is between 1.5 million and 1.75 million dollars, all of which we aim to raise through community support and grants.



The Riverside Park Recreation Area is much more than just a playground. With an enchanted forest theme including elements like an ogre bridge, a Riverside Park-inspired footbridge, a ship, musical butterflies and flowers, and a flowing blue “river,” the playground will engage all ages in play, but there are other elements to the space that make it a haven for everyone! A walking path, complete with seating along the way, that is paved, graded, and distance-marked will provide healthy movement opportunities. A sitting area and shelter with outdoor games for youth and adults will complete the space.

The project will also involve replacing the existing restrooms with four accessible family restrooms and adding five accessible parking spots off of Hill Street.

Inclusive Features:

- Play areas catering to different age groups: toddlers, 2-5 years, and 5 and older.
- Turf and poured surfaces for ease of movement.
- Zero entry access
- Quiet spaces
- Secure fence encircling the playground.
- Solid surface, graded path with distance markers for exercising
- Patio area with seating and games



Aerial view of the proposed recreation area including existing volleyball courts, walking path, playground, shelter, family restrooms, and parking.

Be a part of this transformative project by contributing to the Riverside Park Inclusive Recreation Area. Your donation not only helps build a fully-inclusive recreation area, but also offers unique opportunities for recognition:

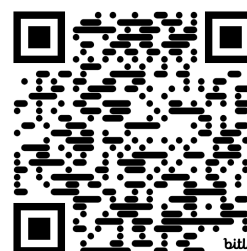
- Naming Rights: Leave a lasting legacy by naming specific areas within the park, such as the play areas, the shelter, and the walking path.
- Entire Facility Naming Rights: For a truly monumental impact, consider having the entire facility named after you or your organization.

In-kind donations of commercial services, materials or equipment are accepted. Donations are tax deductible.

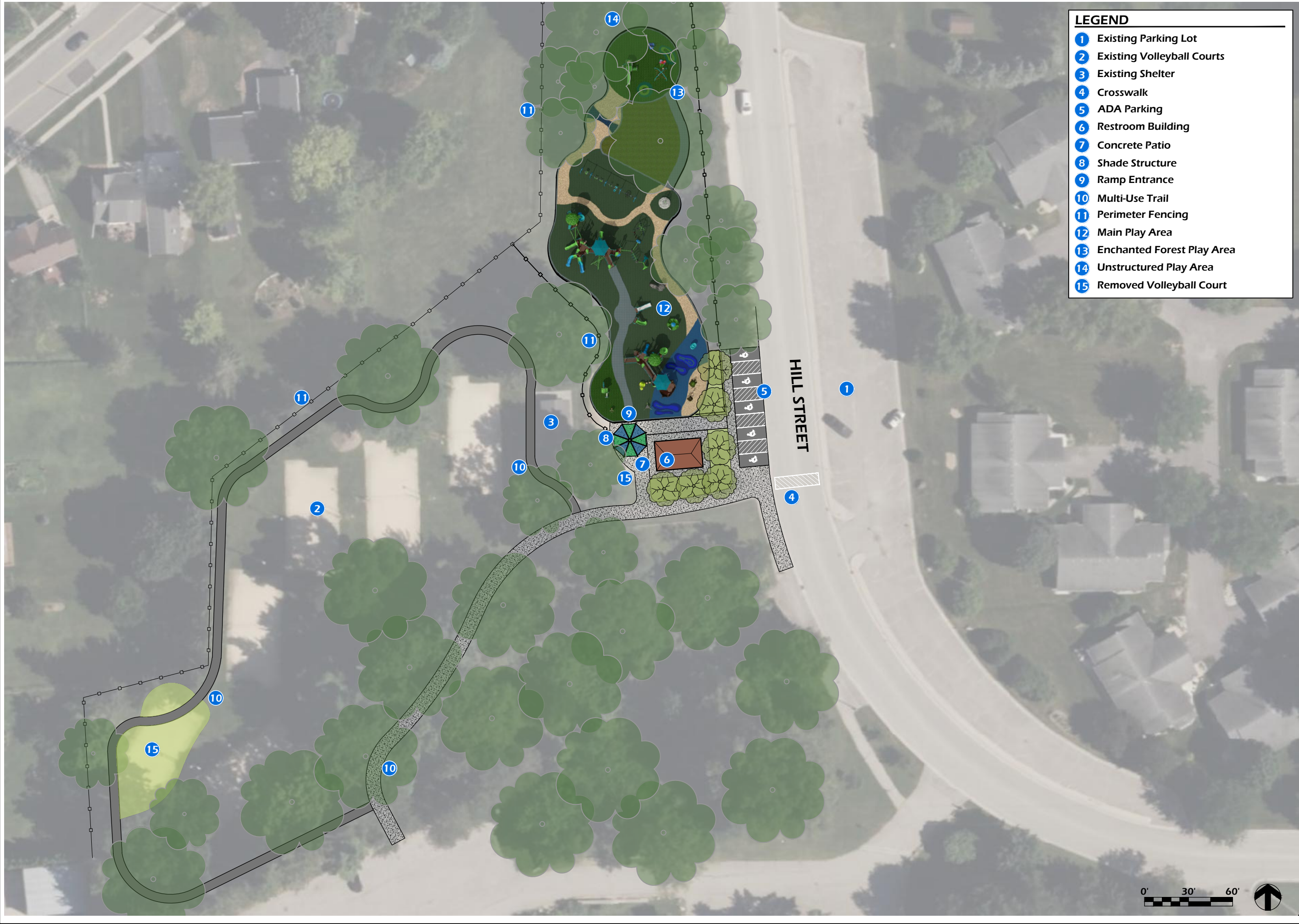
Feature	Cost
Picnic Tables (6 needed)	\$2,500 each
Seating (10 needed)	\$2,500 each
Bike Racks	\$5,000
Landscaping	\$25,000
Troll Bridge for playground	\$25,000
Perimeter Safety Fencing	\$40,000
Shade Structure	\$50,000
Restrooms	\$250,000
Poured Surface for Play Area	\$300,000
Playground Equipment	\$600,000

To learn more, or to make a donation, contact the Riverside Park
Inclusive Recreation Area Fundraising Committee:

emcfarland@watertownwi.gov
(920) 567-8169
<https://bit.ly/RiversideInclusiveRecArea>



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LEGEND

1

Existing Parking Lot

2

Existing Volleyball Courts

3

Existing Shelter

4

Crosswalk

5

ADA Parking

6

Restroom Building

7

Concrete Patio

8

Shade Structure

9

Ramp Entrance

10

Multi-Use Trail

11

Perimeter Fencing

12

Main Play Area

13

Enchanted Forest Play Area

14

Unstructured Play Area

15

Removed Volleyball Court

Section 5, Item A.

PARKITECTURE

+ PLANNING

901 Deming Way, Suite 102

Madison, WI 53717

608.886.6808

Project Name:

RIVERSIDE PARK INCLUSIVE PLAYSACPE

850 LABAREE STREET

WATERTOWN, WI 53098

Revisions:

Project #:

23.040

Issued For:

Review

Date:

10/25/2023

Sheet Title:

SITE CONCEPT PLAN

Sheet Number

CP117

File: V:\23.040 Watertown Riverside Park Concepts\CAD\P-Concept.dwg Layout: CP101 User: Blake Plotted: Oct 25, 2023 - 8:36am



LEGEND

- 1 Existing Parking Lot
- 2 Existing Volleyball Courts
- 3 Existing Shelter
- 4 Crosswalk
- 5 ADA Parking
- 6 Restroom Building
- 7 Concrete Patio
- 8 Shade Structure
- 9 Ramp Entrance
- 10 Multi-Use Trail
- 11 Perimeter Fencing
- 12 Main Play Area
- 13 Enchanted Forest Play Area
- 14 Unstructured Play Area

Section 5, Item A.

PARKITECTURE + PLANNING
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Project Name:
RIVERSIDE PARK INCLUSIVE PLAYSACE
850 LABAREE STREET
WATERTOWN, WI 53098

Sheet Title:
SITE CONCEPT PLAN ENLARGEMENT

Revisions:

Rev	Description

Project #: 23.040
Issued For: Review
Date: 10/25/2023

Sheet Number
CP1 18

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Section 5, Item A.	
<div><div><div><div><div></div><div>PARKITECTURE + PLANNING</div></div><div><div>901 Deming Way, Suite 102</div><div>Madison, WI 53717</div><div>608.886.6808</div></div></div><div><div></div><div>Parkitecture</div></div></div></div>	
<div><div><div>Project Name:</div><div>RIVERSIDE PARK INCLUSIVE PLAYSACPE</div></div><div><div>850 LABAREE STREET</div><div>WATERTOWN, WI 53098</div></div></div>	
<div><div><div>Sheet Title:</div><div>SITE CONCEPT PLAN RENDERINGS</div></div></div>	
<div><div><div>Revisions:</div><div></div></div></div>	
<div><div><div>Project #:</div><div>23.040</div></div><div><div>Issued For:</div><div>Review</div></div><div><div>Date:</div><div>10/25/2023</div></div></div>	
<div><div><div>Sheet Number</div><div>CP1</div></div><div>19</div></div>	

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Parkitecture
www.parkitecture.com

Custom products are shown as conceptual.

Riverside Park

little tikes. COMMERCIAL

CUSTOM
DESIGN
STUDIO

Section 5, Item A.

PARKITECTURE
+ PLANNING
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Project Name: RIVERSIDE PARK INCLUSIVE PLAYSAPCE

850 LABAREE STREET
WATERTOWN, WI 53098

Sheet Title: SITE CONCEPT PLAN RENDERINGS

Revisions:

Project #: 23.040
Issued For: Review
Date: 10/25/2023

Sheet Number
CP1 20

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Section 5, Item A.

**PARKITECTURE
+ PLANNING**
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808
Parkitecture

Project Name:
RIVERSIDE PARK INCLUSIVE PLAYSACPE

**850 LABAREE STREET
WATERTOWN, WI 53098**

Sheet Title:
SITE CONCEPT PLAN RENDERINGS

Revisions:

Project #: 23.040
Issued For: Review
Date: 10/25/2023

Sheet Number
CP1 21

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Section 5, Item A.

**PARKITECTURE
+ PLANNING**
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808
Parkitecture

Project Name:
RIVERSIDE PARK INCLUSIVE PLAYSACPE

**850 LABAREE STREET
WATERTOWN, WI 53098**

Revisions:

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Project #: 23.040
Issued For: Review
Date: 10/25/2023

Sheet Number

CP1 22

Sheet Title:
SITE CONCEPT PLAN RENDERINGS

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Section 5, Item A.

**PARKITECTURE
+ PLANNING**
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Project Name:
RIVERSIDE PARK INCLUSIVE PLAYSACPE

**850 LABAREE STREET
WATERTOWN, WI 53098**

Sheet Title:

SITE CONCEPT PLAN RENDERINGS

Revisions:

Project #: 23.040
Issued For: Review
Date: 10/25/2023

Sheet Number

CP1 23

Phone: 920-262-4000





THE CITY OF
WATERTOWN

Watertown Senior & Community Center

Section 5, Item C.

Kristine Butteris
Director of Parks & Recreation

Andrea Draeger
Director of Senior & Enrichment
Services/Office Manager

Megan Schwefel
Administrative Assistant

July 24, 2024

Tony Kluz
1413 S 9th St
Watertown, WI 53094

Dear Tony,

The following violation occurred during your rental of the Lower and Dance Floor Pavilion on July 20, 2024: tables were not returned to their original location/storage area, requiring additional staff time to reset.

Due to the circumstances above the Watertown Parks & Recreation Department will be mailing an invoice for \$100/hour/person minimum according to the current Fee Schedule, totaling \$200.00.

If you have any questions, please call our office at 920-262-8080.

Sincerely,

Kristine Butteris,
Director of Parks, Recreation & Forestry
Watertown Parks, Recreation & Forestry Department

514 S. First Street • Watertown, WI 53094 • Phone 920.262.8099 Fax: 920.262.8087

kbutteris@watertownwi.gov

adraeger@watertownwi.gov

mschwefel@watertownwi.gov

Opportunity Runs Through It



MEMO

TO: Parks, Recreation, and Forestry Commission
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: August 9, 2024
RE: Kluz invoice waiver

Commission Members,

The Parks, Recreation, and Forestry Department is seeking your approval to waive the invoice billed to Tony Kluz on July 24 regarding their rental on July 20, 2024. The violation originally claimed that equipment at their park shelter rental was not returned to its original space. The renter claims all equipment was returned and not responsible for this violation.

We are looking for approval to move forward with waiving this invoice with the city finance department.



MEMO

TO: Parks, Recreation, and Forestry Commission
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: August 7, 2024
RE: Smoking Ordinance

Commission Members,

The Parks, Recreation, and Forestry Department along with the Health Department are seeking your review and a recommendation for Common Council to approve the revised smoking ordinance 410-56(A).

We are requesting this ordinance have one adjustment made to the proposed revision where 50 feet will be struck and replaced with 25 feet. According to UW Population Health Sciences, July 2019, secondhand smoke is detected at 23 feet from the source and irritation levels begin at 13 feet from the source. We felt it best to extend to 25 feet.

Among all the health concerns with smoking, Parks is also affected by the remnants of a cigarette. It takes approximately 10 years for cigarette butts to begin breaking down.

We are asking that you positively recommend this ordinance change.

**ORDINANCE TO
AMEND SECTION 410-56(A) SMOKING IN PROHIBITED PLACES, OF
THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. JONATHAN LAMPE
FROM: PARKS, RECREATION, AND FORESTRY COMMISSION**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 410-56(A), Smoking in Prohibited Places is hereby amended to read and include as follows:

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

(1) PERSON IN CHARGE

- (a) The person, or his or her agent, who ultimately controls, governs or directs the activities aboard a public conveyance or at a location where smoking is prohibited or regulated under this section.

(2) PROHIBITED PLACE

- (a) Any place or location in the City of Watertown as described in § 101.123(2)(a), (d) and (e), Wis. Stats.
- (b) Within 50 feet of the following public Park and Recreation Areas, except as specified by agreement or special event permit between the City and a private entity.
 - i. Playgrounds
 - ii. Enclosed, open-air and temporary structures
 - iii. Sports fields, courts and complexes
 - iv. Picnic areas
 - v. Disc golf courses
 - vi. Piers/kayak launches
 - vii. Community gardens
 - viii. Dog-walk areas
 - ix. Heating and air conditioning intakes or vents
 - x. Swimming pools and water features
 - xi. Stages, performance areas and permanent and temporary event seating

(3) SMOKING

(a~~1~~) "Smoking" includes burning or holding, or inhaling or exhaling smoke from, any of the following items containing tobacco:

- (i~~a~~) A lighted cigar.
- (ii~~b~~) A lighted cigarette.
- (iii~~e~~) A lighted pipe.
- (iv~~e~~) Any other lighted smoking equipment.

(b2) "Smoking" also includes using an electronic smoking device. "Electronic smoking device" means an electronic device that can be used to deliver an inhaled dose of nicotine, or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. It includes any such device whether manufactured, distributed, marketed or sold as an electronic cigarette, commonly known as e-cigarettes; an electronic cigar; an electronic cigarillo; an electronic pipe; an electronic hookah; vape pen; or any other product name or descriptor.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force June 18th 2024.

DATE:	July 2, 2024		July 16, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
VACANT				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED July 2, 2024

CITY CLERK

APPROVED July 2, 2024

MAYOR



MEMO

TO: Parks, Recreation, and Forestry Commission
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: August 7, 2024
RE: Sign Upgrade Heron View Park

Commission Members,

The Parks, Recreation, and Forestry Department and Sustain Jefferson are seeking your approval for the attached sign to be placed at the Heron View Park on the corner of Concord and Oconomowoc.

This sign will include history of the area, interactive native planting game with information and why prairies are important to our environment. The sign will be placed in the existing kiosk.

We are looking for approval to move forward with this informational sign.

HERON VIEW PARK

A working partnership between Sustain Jefferson and the City of Watertown

History of Heron View Park

The prairie at Heron View Park began as a project between Sustain Jefferson and the City of Watertown. The project was proposed by Sustain Jefferson in 2016 and it was seeded in 2017. For the first three years after planting, the prairie was mowed to promote root growth. 2021 was the first year it was allowed to grow tall. There is a lot of work to do to maintain the health of this prairie, keep weeds out, and have a balanced array of plants. If you are interested in volunteering to help with the prairie, please contact Sustain Jefferson at sustainjeffersoninc@gmail.com

Why Prairies are Important

At the time of settlement by European immigrants in the mid-1800s, significant portions of western Wisconsin were covered by expanses of open grassland. The land was called "prairie" by early French settlers who could think of no other way to describe it than the word they used for "meadow". Prairies are one of the rarest and most biodiverse ecosystems in the world.

Prairies once covered 2.1 million acres of Wisconsin. Prairie plants are natural builders of nutrient-rich soil. Because of this, Europeans plowed much of the prairie landscape for agricultural production. Conversion of land for agriculture, urbanization, and loss of historical fire, grazing, and management by Native Americans have all contributed to an extensive loss of our prairie landscape. According to the Wisconsin DNR, less than 0.1% of native prairie remains in the state today.

Some of our most iconic wildlife species are supported by prairies. Butterflies, such as the monarch butterfly, thrive on flowers found in prairies, many of which you can find here. Look for wild bergamot, blazing star, and goldenrod. Bumblebees and many other bees need our native flowers for survival also. Many of our agricultural crops wouldn't exist without these important pollinators. Lots of other insects live in our prairies too and they are important because insects, especially caterpillars, are the most important source of food for baby birds—songbird populations depend on native plants to thrive.

The prairie at Heron View Park is small, but serves as a tribute to our iconic historical landscape, as well as providing food and habitat for our wonderful Wisconsin wildlife.



can you find these seven native plants in the park?



1-Great Blue Lobelia | 2-Purple Coneflower | 2.1-Monarch Butterfly | 3-Wild Bergamot | 3.1-Bumblebee | 4-Grey-Headed Coneflower | 5-Hoary Vervain | 6-Cardinal Flower | 7-Cup Plant



HERON VIEW PARK

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Why Prairies are Important

At the time of settlement by European immigrants in the mid-1800s, significant portions of western Wisconsin were covered by expanses of open grassland. These grasslands were called "prairie" by the early French settlers who could think of no other way to describe them, other than to use their word for "meadow".

Prairies are one of the rarest and most biodiverse ecosystems in the world and prairie plants are natural builders of nutrient-rich soil. Because of this, the Europeans plowed much of the prairie landscape for agricultural production. The conversion of land for agriculture, urbanization, and the loss of historical fire, grazing, and management by Indigenous peoples have all contributed to an extensive loss of our prairie landscape. Prairies once covered 2.1 million acres of Wisconsin; now, according to the Wisconsin DNR, less than 0.1% of native prairie remains in the state today.

Some of our most iconic wildlife species are supported by prairies, especially important pollinators like butterflies and bees. Butterflies, like the monarch butterfly, depend on native flowers for pollen sources, but also as host plants to grow their populations. Bumblebees and other native bee species also need our native flowers for survival. Prairies support countless other species of insects that play an important role in the ecosystem, especially caterpillars, which are the most important source of food for baby birds—songbird populations depend on native plants to thrive.

The prairie at Heron View Park might be small, but it serves as a tribute to our state's iconic historical landscape and provides local food and habitat for our wonderful Wisconsin wildlife.



can you find these seven native plants in the park?



1-Great Blue Lobelia | 2-Purple Coneflower | 2.1-Monarch Butterfly | 3-Wild Bergamot | 3.1-Bumblebee | 4-Grey-Headed Coneflower | 5-Hoary Vervain | 6-Cardinal Flower | 7-Cup Plant



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 cost in addition to a 20% maintenance and administrative fee.
 - 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 \$10.00 for residents and \$15.00 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. 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 when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. 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. Non-profit groups (Resident and non-resident rates may apply. Proof of non-profit or tax-exempt status is required.)
 3. For-profit/private groups (Including religious services/gatherings and those which charge fees. Resident and non-resident rates may apply.)
- 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

Section 5, Item F.

- A. 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.

- B. 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. (list city code?)

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. (list city code?)

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 – \$75.00/day? or \$300/year – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
- C. Intoxicating Beverage Concessionaire – \$250.00/day? – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995
Revised by Commission December 6, 2004
Revised by Commission December 4, 2014
Revised by Commission October 2016
Revised by Commission October 2017
Approved by Commission December 2018
Approved by Commission October 2023
Approved by Commission January 2024
Approved by Commission August 2024

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS

Section 5, Item F.

(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 resident and/or nonprofit groups** (\$50 rental/weekend)
\$225/diamond/day **weekday prepped non-resident and/or for-profit groups** (\$75 rental/weekend)
~~\$75/diamond/day for city based private schools (\$25 rental)~~
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 & Prep/ Disc Golf Course**
~~\$100~~ **\$75/field/game resident and/or nonprofit groups**
\$112.50 non-resident and/or for-profit groups
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 and/or non-profit groups
\$300/2 hours, \$450/3 hours, \$525/4 hours – non-resident and/or for-profit groups
21. **Portable Restroom Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.

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	
Contact Name	
Contact Phone #	
Contact Email	
Event Dates	
Event Location	

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, or Friday for a Saturday start (games and tournaments only)**. The renter will be responsible for their own preparation on weekends & 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

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

1. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
2. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

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

All contracts and schedules are due **by January 1, 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 weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability.

FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) **must be paid within 30 days after the reservation**. Failure to do so will result in forfeiture of the **next year's** reservation. **Any cancellations within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.**

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.
5. ~~Grills/Charcoal – Safely dispose of any charcoal in the receptacles marked charcoal.~~

WEATHER CONDITIONS AND PLAYABILITY

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

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

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface

3. Use any power equipment on the fields **without permission**
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility

In the event of 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, and the renter will be charged.

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

Riverside Park:

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

Washington Park

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

Grinwald Park:

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

Clark

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

Union

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

Lincoln

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground

5. Restrooms
6. 1 Covered Shelter

Timothy Johnson

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

Brandt/Quirk Park Field Dimensions**Diamond 0**

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

Diamond 1

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

Diamond 2

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

Diamond 3

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

Diamond 4

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

Diamond 5

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

Riverside Park Field Dimensions**Diamond 1**

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

Diamond 2

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

Diamond 3

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

Washington Park Dimensions

Diamond

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

INDEMNIFICATION

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

INSURANCE

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

AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Renter Signature

Date

Approved by agent of the department.

Signature

Date

OFFICE USE

___ Contract

___ Banner Permit

___ Concession Permit

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	
Contact Name	
Contact Phone #	
Contact Email	
Event Dates	
Event Location	

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, or Friday for a Saturday start (games and tournaments only)**. The renter will be responsible for their own preparation on weekends & 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

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

1. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
2. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

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

All contracts and schedules are due **by October 1, 2024** for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability.

FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) **must be paid within 30 days after the reservation**. Failure to do so will result in forfeiture of the **next year's** reservation. **Any cancellations within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.**

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

Condition of Facility Use:

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

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.
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5. ~~Grills/Charcoal – Safely dispose of any charcoal in the receptacles marked charcoal.~~

WEATHER CONDITIONS AND PLAYABILITY

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program/event coordinator; if play does occur, the renter will accept all responsibility for damage which may occur. Fields are rented and billed rain or shine.

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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 the event of 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.

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GENERAL MAINTENANCE

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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, and the renter will be charged.

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)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. **5 full-size, 9 multi-size soccer fields**
4. **10 tennis courts**
5. 21-hole disc golf
6. Concession **Stands (1 baseball, 1 soccer)**
7. Men's and Women's Restrooms

8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

Riverside Park:

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

Washington Park

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

Grinwald Park:

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

Clark

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

Union

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

Lincoln

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

Timothy Johnson

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

Brandt/Quirk Park Field Dimensions

Diamond 0

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

Diamond 1

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

Diamond 2

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

Diamond 3

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

Diamond 4

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

Diamond 5

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

Riverside Park Field Dimensions

Diamond 1

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

Diamond 2

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

Diamond 3

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

Washington Park Dimensions

Diamond

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

INDEMNIFICATION

Section 5, Item G.

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

INSURANCE

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

AGREEMENT

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Renter Signature

Date

Approved by agent of the department.

Signature

Date

OFFICE USE

___ Contract

___ Banner Permit

___ Concession Permit

___ Condition of Facility Use Agreement

[illegible]