



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

**MONDAY, JANUARY 15, 2024 AT 4:30 PM**

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

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In Person or Virtually at: <https://meet.goto.com/WatertownParkRec>

**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

- A. Review and approve: minutes from the December 18, 2023 Parks, Recreation, and Forestry Meeting
- B. Review and approve: minutes from the October 17, 2023 Senior Center Advisory Board meeting

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

- A. Review and approve: preliminary 2023 year end 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 recommend: Create Section 428-10 Sale of fermented malt beverages in public parks of the City of Watertown General Ordinance
- B. Review and recommend: Amend Section 398-20 Concession in the parks
- C. Review and approve: Update fee structure
- D. Review and recommend: Create Section 428-8 (A) Definition, (G) Subsection 3 - Open Container, (G) Subsection 7 - Wristbands
- E. Review and approve: PT Event Staff position
- F. Review and approve: Tent/Driving Permit - Riverfest 2024

**6. DIRECTOR'S REPORT**

- A. Park Update: Inclusive Park at Riverside Park Volleyball Courts

**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](mailto: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, December 18, 2023

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on December 18<sup>th</sup>, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner and Jennifer Clayton. Not present was: Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, Ali Nicholson, and Stephanie Juhl.

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

Alderman Jonathan Lampe motioned to approve of November 20, 2023 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

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

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

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and discuss signage/banner use in parks.

Member of public, Melissa Lampe, present to speak in favor of allowing banner signage at certain parks (BFTS). Melissa Lampe discussed wanting to give priority to Watertown Parks, Recreation and Forestry. Jeff Doyle discussed wanting to have specific/uniform sizes (with gromets and wind cuts) and areas to place in a park (Town Square specifically discussed). Brian Konz discussed taking next steps and asking about policy. Brian Konz discussed tabling until January to allow for parks, recreation and forestry department to decide on locations.

##### B. Review and approve 2024 PT wage increases.

Ali Nicholson discussed that the 2024 budget was approved by the Common Council at their November meeting. Following this meeting, Ali Nicholson looked at increasing wages for as many aquatics positions as possible to make wages competitive to other organizations in the area. Private instructor, Instructor Trainer and pool maintenance positions did not change. Increase for Pool managers is \$1.75. Head guards, Lifeguards and WSI swim instructors is \$1.00. Non-WSI swim instructor is \$.65. Lead concessions, slide attendants and cashiers (front desk and concessions) is \$.50. These numbers would be capped after 4 years for 2024 however Kristine Butteris and Ali Nicholson would like to look at making a 'cost of living' increase to lifeguard staff for future budget years. Julie Chapman motioned approve the 2024 PT wage increases. Kyle Krueger seconded. Motion carried.

##### C. Review and approve revised department vision and mission statement

Kristine Butteris opened discussion of changing the Vision and mission statements of the department to align with where the department would like to move toward. The original mission statement for the department was quite generic and full time staff did not feel attached to the mission statement. Over the last few months, members of the department met to discuss altering these statements to allow for future innovation.

Julie Chapman motioned to approve the revised vision and mission statement. Clark seconded. Motion carried.

Section 2, Item A.

## 6. Director's Report:

### A. Project updates:

#### i. **Parks Updates - Washington Park - Memorial for Bud Fowler**

Not a lot of updates. Looking forward to next year and getting the bid out again for the Riverside restrooms. An email was sent out to engineering recently. Brian Konz discussed wanting to be kept apprised of when it is sent out to bid.

#### I. **Senior & Community Center Updates**

None were given at this time.

### B. Update on programming:

#### i. **Recreation programming**

This item was unintentionally skipped.

#### ii. **Town Square Programming**

Show report of how many were present. Wanting to have information regarding events and sponsors for next year. 3 hour safety meeting follow up for changes. Street closure discussion timeline was given as to prior to street closure and leading into reopening the street after jingle on the rock. Update that included a road study (to start in January) and council is divided. Also working on ordinances.

#### iii. **Senior and enrichment programming**

Senior center holiday party on Thursday need volunteers. 11am-1pm. Entertainment is "Tony Rocker." Looking for people to work events.

#### iv. **Aquatics programming**

Final week of lessons is this week. Lifeguarding class is full later this month.

## 7. Adjournment – Next meeting date January 15, 2024

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

**Watertown Senior Center  
Advisory Board Minutes  
October 17, 2023**

**1. Call to Order**

The Senior Center Advisory Board met in person on October 17, 2023, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Beth Beckett, Betty Jimenez, and Cathie Wallen. Not present was Kimberly Henze, Kathleen Gillingham, Teddi Flahive, and Justin Munzel. Also present was Andrea Draeger.

**2. Review and Approve the August Minutes**

Beth Beckett motioned to approve the minutes from August 15, 2023. Betty Jimenez seconded. Motion carried.

**3. Review and Approve the Monthly Financial Report**

None are available at this time.

**4. Citizens to be Heard**

None.

**5. Business**

**a. Review and possible action for purchase of patio accessories and supplies**

A bench, accessible picnic table, sun shade, and new trash receptacle were discussed. Sponsorship, memorial, and donations opportunities should be considered before funds from the fundraising account are utilized. Teddi Flahive motioned to approve the purchase of patio accessories and supplies. Beth Beckett seconded. Motion carried.

**6. Chairperson's Committee Report**

**a. Update Fundraising Committee on Current Efforts**

The rummage sale raised over \$1,900. Upcoming fundraising activities will include the soup sale as well as reviewing grant opportunities.

**b. Update Membership Committee on Current Memberships and Renewals**

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

**c. Update Community Services Committee on Projects/Efforts**

Most recently we have collected can tabs and shoes for a local church. Discussion occurred around continuing food and school supply drives.

**d. Update Program Committee on Program Attendance & New Programs**

New programs and activities are always welcome (considering pickleball, disc golf, etc.)

**7. Director's Report**

**a. Update on Upcoming Events**



National Senior Citizen Day was celebrated on Monday, August 21. A Halloween party will be held on Tuesday, October 31, Veteran's Day will be celebrated on Thursday, November 9, and the Holiday Party on Thursday, December 21.

**b. Update on Board Vacancy**

Teddi Flahive passed away in September. Andrea will appoint a board member to fill this vacancy until the term ends in 2025.

**c. Update on Membership Letter & Renewal**

2024 membership renewal letters were sent out last week and rates did not change from last year.

**8. Adjournment**

Next meeting is scheduled for Tuesday, December 19 at 9:00 am. Beth Beckett motioned to adjourn. Cathie Wallen seconded. Motion carried.

Watertown Parks and Recreation Department				
Financial Report				
PRELIM 2023 Year End				
Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 79,132.74	\$ 80,000.00	\$ 867.26
01-446211	Rec Dept Taxable Revenue	46,697.50	\$ 40,000.00	\$ (6,697.50)
01-446212	Rec Concession Revenue	1,796.25	1,000.00	\$ (796.25)
01-446220	Net Ticket Sales	-	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	118,138.21	140,000.00	\$ 21,861.79
01-446232	Indoor Pool Non Taxable Revenue	34,261.86	25,000.00	\$ (9,261.86)
01-446233	Indoor Pool Taxable Revenue	10,246.95	10,000.00	\$ (246.95)
01-446234	Senior Center Revenue	251.66	400.00	\$ 148.34
01-446235	Senior Center Memberships	5,546.29	3,500.00	\$ (2,046.29)
01-446236	Senior Center Rental Fees	17,741.18	12,000.00	\$ (5,741.18)
01-446264	Park Rental	32,025.01	30,000.00	\$ (2,025.01)
01-446266	Misc Park Revenue	6,411.23	25,000.00	\$ 18,588.77
<b>Grand Total Revenue</b>		<b>\$ 352,248.88</b>	<b>\$ 367,300.00</b>	<b>\$ 15,051.12</b>
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
<b>Administration</b>				
01-552010	Salaries	\$ 298,613.12	\$ 347,750.00	\$ 49,136.88
01-552014	Overtime	751.11	400.00	(351.11)
01-552016	Part-time Salaries	10,510.64	12,200.00	1,689.36
01-552017	Contract Services	16,464.05	14,300.00	(2,164.05)
01-552018	Supplies & Expenses	9,825.28	11,000.00	1,174.72
01-552019	Advertisement	1,877.73	2,000.00	122.27
01-552020	Repairs	5,000.06	5,000.00	(0.06)
01-552022	Dues, fees, subs	1,537.13	1,445.00	(92.13)
01-552024	Travel	2,480.26	3,000.00	519.74
01-552028	Fuel	4,948.63	5,000.00	51.37
01-552030	Electric	18,531.81	20,000.00	1,468.19
01-552031	Water	1,744.88	2,000.00	255.12
01-552032	Telephone	3,397.08	4,250.00	852.92
01-552033	Wisconsin Retirement	21,458.05	23,674.00	2,215.95
01-552034	Social Security	19,865.89	22,342.00	2,476.11
01-552035	Medicare	4,645.93	5,225.00	579.07
01-552036	Health Insurance	82,315.28	90,424.00	8,108.72
01-552037	Life Insurance	558.03	540.00	(18.03)
01-552038	Dental Insurance	4,653.80	4,980.00	326.20
01-552042	Mileage	676.25	800.00	123.75
01-552060	Capital Outlay	23,313.35	24,700.00	1,386.65
<b>Total Administration</b>		<b>\$ 533,168.36</b>	<b>\$ 601,030.00</b>	<b>\$ 67,861.64</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ 534.75	\$ -	\$ (534.75)
01-552116	Part-time Salaries	75,136.59	55,825.00	(19,311.59)
01-552117	Contract Sports Services	18,627.00	18,200.00	(427.00)
01-552118	Supplies & Expenses	31,463.94	31,000.00	(463.94)
01-552134	Social Security	3,281.15	3,461.00	179.85
01-552135	Medicare	794.94	810.00	15.06
01-552160	Capital Outlay	-	6,500.00	6,500.00
<b>Total Recreation</b>		<b>\$ 129,838.37</b>	<b>\$ 115,796.00</b>	<b>\$ (14,042.37)</b>
<b>Aquatic Center</b>				
01-552214	Aq Ctr Overtime	\$ 556.45	\$ -	\$ (556.45)
01-552216	Part-time Salaries	87,734.80	106,204.00	18,469.20
01-552217	Svc Contracts/Licenses	4,385.00	3,500.00	(885.00)
01-552218	Supplies & Expenses	5,706.89	4,500.00	(1,206.89)
01-552220	Repairs	10,975.07	18,000.00	7,024.93
01-552228	Fuel	5,413.31	7,250.00	1,836.69
01-552230	Electric	17,459.82	16,500.00	(959.82)
01-552231	Water	14,733.94	18,000.00	3,266.06
01-552232	Telephone	653.76	400.00	(253.76)
01-552234	Social Security	5,474.76	6,585.00	1,110.24
01-552235	Medicare	1,280.41	1,540.00	259.59
01-552240	Chemicals	23,047.38	41,000.00	17,952.62
01-552244	Uniforms	2,197.50	2,200.00	2.50
01-552246	Concessions Supplies	27,546.24	25,000.00	(2,546.24)
01-552260	Capital Outlay	8,504.39	21,700.00	13,195.61
<b>Total Aquatic Center</b>		<b>\$ 207,165.33</b>	<b>\$ 250,679.00</b>	<b>\$ 56,709.28</b>
05-552270	Capital Projects	144,159.50	137,600.00	(6,559.50)

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
<b>Indoor Pool</b>				
01-552314	Indoor Pool Overtime	\$ 532.61	\$ 500.00	\$ (32.61)
01-552316	Part-time Salaries	35,358.14	60,900.00	25,541.86
01-552317	WUSD Maintenance Staff	35,000.00	35,000.00	-
01-552318	Supplies & Expenses	10,189.58	12,000.00	1,810.42
01-552320	Repairs	2,500.00	2,500.00	-
01-552328	Fuel	7,500.00	7,500.00	-
01-552330	Electric	15,500.00	15,500.00	-
01-552331	Water	5,500.00	5,500.00	-
01-552332	Telephone	350.00	350.00	-
01-552334	Social Security	3,225.35	3,807.00	581.65
01-552335	Medicare	770.37	890.00	119.63
<b>Total Indoor Pool</b>		<b>\$ 116,426.05</b>	<b>\$ 144,447.00</b>	<b>\$ 28,020.95</b>
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 986,598.11</b>	<b>\$ 1,111,952.00</b>	<b>\$ 125,353.89</b>
<b>Reserve Accounts</b>				
		<b>YTD Expenses</b>	<b>Beginning Balance</b>	<b>Balance</b>
24-581107	Senior Center Fundraising	\$ (282.38)	\$ 25,220.92	\$ 25,503.30
01-271970	Senior Center Security Deposits	\$ (200.00)	\$ -	\$ 200.00
01-581121	BQ Baseball	\$ -	\$ -	\$ -
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ -	\$ 22,374.20	\$ 22,374.20
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-552070	Quarry Study	\$ 80,000.00	\$ 80,000.00	\$ -
05-552470	Sr Ctr Retaining Wall	\$ 75,000.00	\$ 75,000.00	\$ -
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ -	\$ 12,629.71	\$ 12,629.71
05-581118	Heron View Park (micro park)	\$ -	\$ 6,759.05	\$ 6,759.05
05-581120	Park Expansion & Improvements	\$ (1,500.00)	\$ 32,937.52	\$ 34,437.52
07-581113	Park Dedication Fees (land purchase)	\$ (5,128.00)	\$ 65,987.69	\$ 71,115.69
07-581115	Park Improvements	\$ (55,616.00)	\$ 14,337.72	\$ 69,953.72

Section 3, Item A.

**Watertown Parks and Recreation Department**  
**Financial Report**  
**PRELIM 2023 Year End**

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
<b>Park</b>				
01-554110	Salaries	\$ 410,539.65	\$ 454,044.00	\$ 43,504.35
01-554112	Longevity	2,106.00	\$ 2,108.00	\$ 2.00
01-554114	Overtime	13,452.34	18,000.00	\$ 4,547.66
01-554116	Part-time Salaries	27,470.75	30,000.00	\$ 2,529.25
01-554118	Supplies & Expenses	42,308.49	34,500.00	\$ (7,808.49)
01-554120	Repairs	14,660.14	23,500.00	\$ 8,839.86
01-554126	Goose Control	-	-	
01-554128	Fuel	5,362.55	3,400.00	\$ (1,962.55)
01-554130	Electric	41,008.96	36,900.00	\$ (4,108.96)
01-554131	Water	45,636.36	49,000.00	\$ 3,363.64
01-554132	Telephone	1,117.28	1,100.00	\$ (17.28)
01-554133	Wisconsin Retirement	28,983.14	32,242.00	\$ 3,258.86
01-554134	Social Security	26,864.66	31,257.00	\$ 4,392.34
01-554135	Medicare	6,282.94	7,310.00	\$ 1,027.06
01-554136	Health Insurance	119,910.44	135,369.00	\$ 15,458.56
01-554137	Life Insurance	1,548.02	1,518.00	\$ (30.02)
01-554138	Dental Insurance	7,628.92	8,086.00	\$ 457.08
01-554140	Gasoline	30,961.99	30,000.00	\$ (961.99)
01-554141	Fertilizers & Herbicides	4,446.60	12,500.00	\$ 8,053.40
01-554142	Equipment Repairs	31,988.18	27,500.00	\$ (4,488.18)
01-554144	Washington Park Lights	3,685.51	4,000.00	\$ 314.49
01-554148	Water Bubblers	1,707.22	2,000.00	\$ 292.78
01-554150	Staff Training	42.70	1,500.00	\$ 1,457.30
01-554159	Safety Equipment	7,298.38	3,000.00	\$ (4,298.38)
01-554160	Capital Outlay	16,953.98	17,550.00	\$ 596.02
<b>Total Park</b>		<b>\$ 891,965.20</b>	<b>\$ 966,384.00</b>	<b>\$ 74,418.80</b>
05-554170	Capital Projects	\$ 1,036,209.00	\$ 1,036,209.00	
<b>Forestry</b>				
01-561110	Salaries	\$ 113,396.96	\$ 114,816.00	\$ 1,419.04
01-561112	Longevity	526.50	527.00	0.50
01-561118	Supplies & Expense	4,427.19	3,866.00	\$ (561.19)
01-561119	UF Grant Exp: Tree/Ash Inje	25,041.85	25,000.00	(41.85)
01-561120	Repairs	5,042.31	4,000.00	(1,042.31)
01-561124	Cont. Education Forester Cert	440.00	1,200.00	760.00
01-561126	Annual Bucket Truck Inspection	1,763.59	4,000.00	2,236.41
01-561133	Wisconsin Retirement	7,746.82	7,844.00	97.18
01-561134	Social Security	6,524.70	7,152.00	627.30
01-561135	Medicare	1,525.98	1,672.00	\$ 146.02
01-561136	Health Insurance	38,676.96	38,677.00	0.04
01-561137	Life Insurance	441.90	448.00	6.10
01-561138	Dental Insurance	2,208.00	2,208.00	-
01-561160	Capital Outlay	8,082.00	8,150.00	68.00
<b>Total Forestry</b>		<b>\$ 215,844.76</b>	<b>\$ 219,560.00</b>	<b>\$ 3,715.24</b>
05-561170	Capital Projects	-	-	\$ -



THE CITY OF  
**WATERTOWN**

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Section 5, Item A.

## MEMO

TO: Park, Recreation, & Forestry Committee  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: January 8, 2024  
RE: Create Section 428-10 Sale of Fermented Malt Beverages

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Committee Members,

The Parks, Recreation, & Forestry Department has put together recommended changes to the ordinance 428-10 Sale of Fermented Malt Beverages, allowing for Fermented Malt Beverages to be sold by officers or employees of the City of Watertown at designated stations within the confines of the Bentzin Family Town Square and Riverside Park at times designated by the Parks Director. We are requesting these changes to be able to help generate revenue.

We are looking for recommendation to move to common council.

**ORDINANCE TO  
CREATE SECTION 428-10 SALE OF FERMENTED MALT BEVERAGES  
IN PUBLIC PARKS OF THE CITY OF WATERTOWN GENERAL  
ORDINANCES**

**SPONSOR: ALDERPERSON DAN BARTZ  
FROM: BENTZIN FAMILY TOWN SQUARE COMMISSION**

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

SECTION 1. 428-10 is hereby created to read:

**428-10 SALE OF FERMENTED MALT BEVERAGES IN PUBLIC PARKS.**

Pursuant to Wis. Stat. 125.06(6) fermented malt beverages may be sold by officers or employees of the City of Watertown at designated stations within the confines of the Bentzin Family Town Square and Riverside Park at times designated by the Parks Director.

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 the day after its passage and publication.

DATE:	First meeting date		Second meeting date	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR



## MEMO

TO: Park, Recreation, & Forestry Committee  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: January 8, 2024  
RE: Create Section 398-20 Concession in the Parks of the City

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Committee Members,

The Parks, Recreation, & Forestry Department has put together recommended changes to the ordinance 398-20 Concession in the Parks of the City. This will change the existing percentage-based fees to a flat fee. These fees will be listed on the fee schedule. The fees will help in covering expenses at the Bentzin Family Town Square and Riverside Park. The fee structure will be as follows:

- A. Merchant Concessionaire – \$25.00/event – Any concessionaire not using a park shelter or facility which is selling merchandise not for consumption.
- B. Non-Intoxicating Beverage Concessionaire – \$75.00/event 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/event – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

We are looking for recommendation to move to common council.

**ORDINANCE TO**  
**AMEND SECTION 398-20 CONCESSION IN THE PARKS OF THE CITY**  
**OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON JONATHAN LAMPE**  
**FROM: PARKS, RECREATION, & FORESTRY COMMISSION**

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

SECTION 1. E. Fees. Each concessionaire shall pay a fee. ~~fees based on a percentage of the total gross sales of the concessionaire except for city facilitated events where no commission would be required. The concessionaire shall report all sales figures for each calendar month not later than the 10<sup>th</sup> day of the following month. The report shall be accompanied by payment of the fee required by this section.~~ The concessionaire’s fee for any concessionaire will be published in the Fees and Charges Policy held by the Parks, Recreation, & Forestry Department. The payment shall be made to the Clerk/Treasurer of the City.

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 the day after its passage and publication.

DATE:	First meeting date		Second meeting date	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED     Type meeting date    

\_\_\_\_\_  
CITY CLERK

APPROVED     Type meeting date    

\_\_\_\_\_  
MAYOR





**WATERTOWN PARKS & RECREATION DEPARTMENT  
FEES AND CHARGES POLICY**

Section 5, Item C.

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** - Nonresident 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.
  - C. **Nonresident Player Fees** - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
  - 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 season and yearly passes. Nonresidents will pay 50% more than residents.

Section 5, Item C.

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 department-sponsored programs are exempt from rental fees.
- 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 Contract, 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  
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.

5. **Concession in Parks Fees**

A. Merchant Concessionaire – \$25.00/event – Any concessionaire not using a park shelter or facility which is selling pre-packaged goods and/or merchandise.

Section 5, Item C.

B. Non-Intoxicating Beverage Concessionaire – \$75.00/event 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/event – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995

Revised by Commission December 6, 2004

Revised by Commission December 4, 2014

Revised by Commission October 2016

Revised by Commission October 2017

Approved by Commission December 2018

Approved by Commission October 2023

**FEE SCHEDULE FOR ADDITIONAL EQUIPMENT**  
**(Revised 10/16/23 starting 2024)**

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
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 city based functions (\$50 rental – unprepped)  
\$225/diamond/day non-city based functions (\$75 rental)  
\$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/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**  

<b>CR</b>	<b>BQ</b>	\$150/day	<b>NCR</b>	<b>BQ</b>	\$225/day	<b>Private</b>	<b>BQ</b>	\$75/day
	<b>RS</b>	\$75/day		<b>RS</b>	\$112.50/day		<b>RS</b>	\$37.50/day
	<b>WP</b>	\$50/day		<b>WP</b>	\$75/day		<b>WP</b>	\$25/day
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00

19. **Soccer Goals:** \$30.00/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Restroom Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.



THE CITY OF  
**WATERTOWN**

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Section 5, Item D.

## MEMO

TO: Park, Recreation, & Forestry Committee  
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry  
DATE: January 8, 2024  
RE: Amend Section 428-8(g) Subsections 3 & 7 Open Container

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Committee Members,

The Parks, Recreation, & Forestry Department has put together recommended changes to the ordinance 428-8(g) Subsections 3 & 7 Open Container. This will update the existing requirement for logoed 16 oz containers and logoed wristbands, when serving alcoholic beverages, to allow for generic options to these items. These logoed items are very costly and would help reduce expenses.

We are looking for recommendation to move to common council after approval from the Chief of Police and advice from Public Safety and Welfare.

**ORDINANCE TO  
CREATE SECTIONS 428-8(A) DEFINITIONS, 428-8(G) SUBSECTION 3  
OPEN CONTAINER, & 428-8(G) SUBSECTION 7 WRISTBANDS OF THE  
CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON DAN BARTZ  
FROM: BENTZIN FAMILY TOWN SQUARE COMMISSION**

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

SECTION 1. 428-8(A) OPEN CONTAINER DEFINITION -A paper or plastic cup which does not exceed 16 fluid ounces in size, ~~bearing the “outdoor open container entertainment event’s” printed name and/or logo or the beverage distributors logo,~~ located within the “outdoor open container entertainment event” boundaries.

SECTION 2. 428-8(G) SUBSECTION 3 OPEN CONTAINER. No container in which a fermented malt beverage is dispensed and removed from the event licensed premises shall exceed 16 fluid ounces in size. No container in which wine is dispensed and removed from an event licensed premises shall contain more than 6.5 fluid ounces of wine. ~~The container shall bear the outdoor open container entertainment event's printed name and/or logo.~~

(a) ~~Nonalcoholic beverage containers shall bear the outdoor open container entertainment event's printed name and/or logo. The nonalcoholic beverage container shall be a different hue (color) than the open container for fermented malt beverages and/or wine.~~

SECTION 3. 428-8(G) SUBSECTION 7 WRISTBANDS. Possession or consumption of alcoholic beverages by an underage person within an outdoor open container entertainment event is prohibited at all times except as otherwise permitted by law. All individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event must have a wristband ~~with the outdoor open container entertainment event's printed name and/or logo~~ issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	<i>First meeting date</i>	<i>Second meeting date</i>
READING:	1ST	2ND

ADOPTED Type meeting date

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. #21-XX



	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

CITY CLERK

APPROVED Type meeting date

MAYOR

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** January 2024

**Title:** Event Assistant

**Department:** Park, Recreation, and Forestry Department

**FLSA Status:** Exempt

## **General Summary:**

We are seeking enthusiastic and responsible individuals to join our team. This position does not involve planning; instead, you will be required to be present at select events and assist with various on-location tasks. To be eligible for this position, candidates must be at least 18 years old.

## **Reporting Responsibilities:**

Under general direction of the Director of Park, Recreation, and Forestry and/or his/her designee with responsibilities for events, venue setup/clean up and light maintenance at the Bentzin Family Town Square.

## **Specific Accountabilities:**

1. On-Site Presence - Attend designated events promptly and be present for the duration of the event.
2. Set-Up - Assist with the setup of event spaces, including arranging furniture, decorations, and any necessary equipment.
3. Serving - Provide support during events by serving refreshments, beer and/or wine, ensuring guests have what they need, and maintaining a positive and helpful attitude.
4. Clean-Up - Aid in the efficient and timely clean-up of event spaces and returning equipment to designated areas.
5. Miscellaneous On-Location Duties - Undertake various on-location tasks as required, such as directing attendees, managing queues, or assisting with any unforeseen issues.
6. Customer Service - Maintain a friendly and approachable demeanor, offering assistance to guests and addressing any concerns or inquiries.
7. Compliance - Adhere to all event guidelines and policies to ensure a safe and enjoyable experience for all attendees.
8. Assist, as needed, in general office operations of the department.

## **Required Knowledge, Skill and Abilities:**

- Must be at least 18 years old.
- Previous experience in event assistance or customer service not necessary.
- Ability to work flexible hours, mostly evenings and weekends, based on event schedules.
- Excellent interpersonal skills.
- Physical ability to lift and carry moderately heavy objects and stand for extended periods.
- Punctuality and reliability are essential.
- Considerable knowledge of the methods and procedures involved in designing, planning, promoting, and managing the operation of City facilities as well as other recreation programs, such as sports leagues, playgrounds, fitness programs, field trips, and special events.
- Ability to establish and maintain cooperative relationships with associates, subordinates, program participants and the public.
- Ability to speak clearly, informatively and interestingly before varied size groups.
- General knowledge of computer applications.

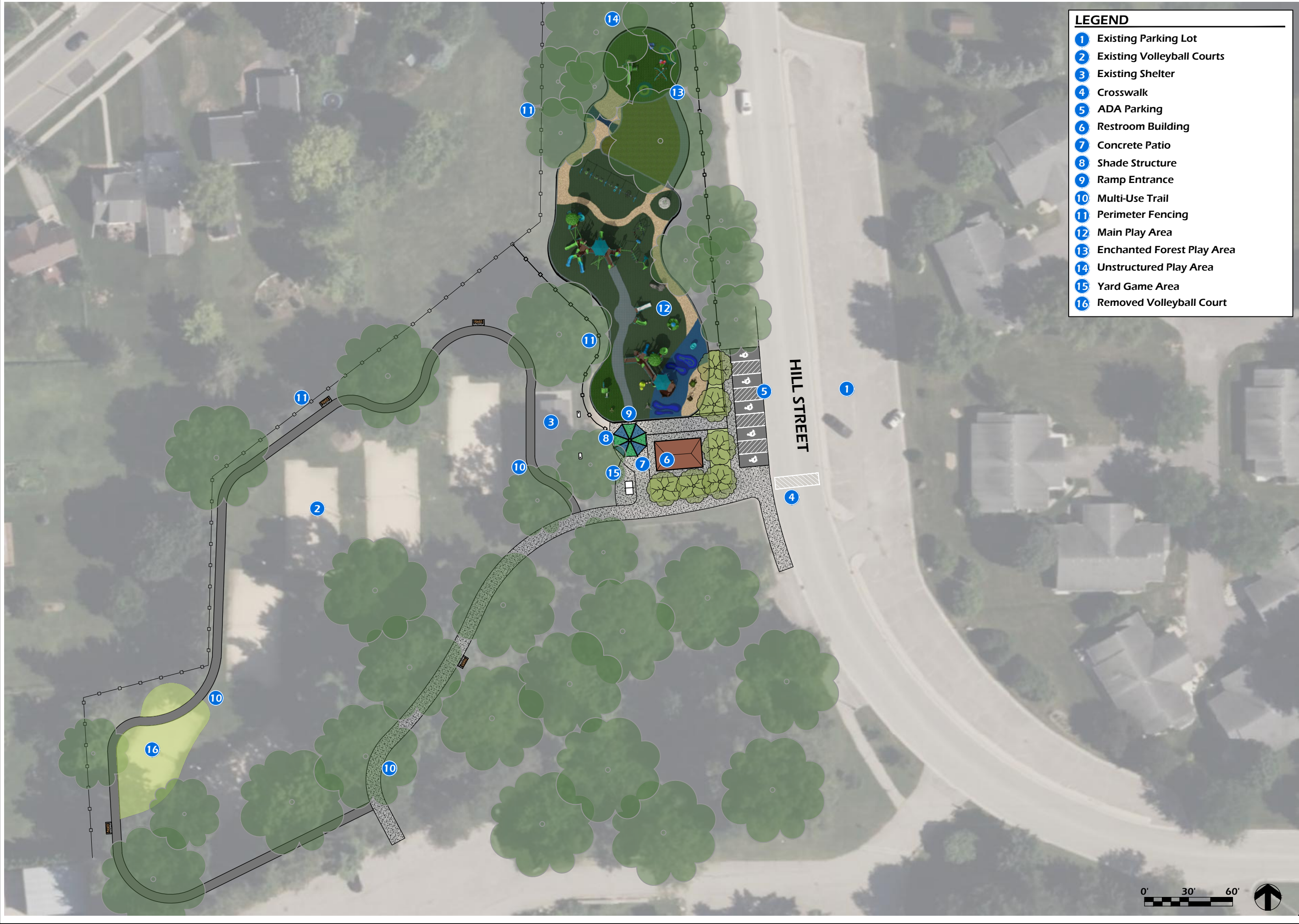
**Licenses and Certificates:**

Food Manager License (Preferred)

American Red Cross CPR or American Heart Association (Preferred)

Bartender License

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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

Yard Game Area

16

Removed Volleyball Court

Section 6, Item A.

PARKITECTURE  
+ PLANNING

901 Deming Way, Suite 102  
Madison, WI 53717  
608.886.6808

RIVERSIDE PARK INCLUSIVE PLAYSACPE

850 LABAREE STREET

WATERTOWN, WI 53098

Project Name:

Revisions:

Project #:

Issued For:

Date:

23.040

Review

10/25/2023

Sheet Title:

SITE CONCEPT PLAN

Sheet Number

CP1

24



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Section 6, 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:

Project #:  
Issued For:  
Date:

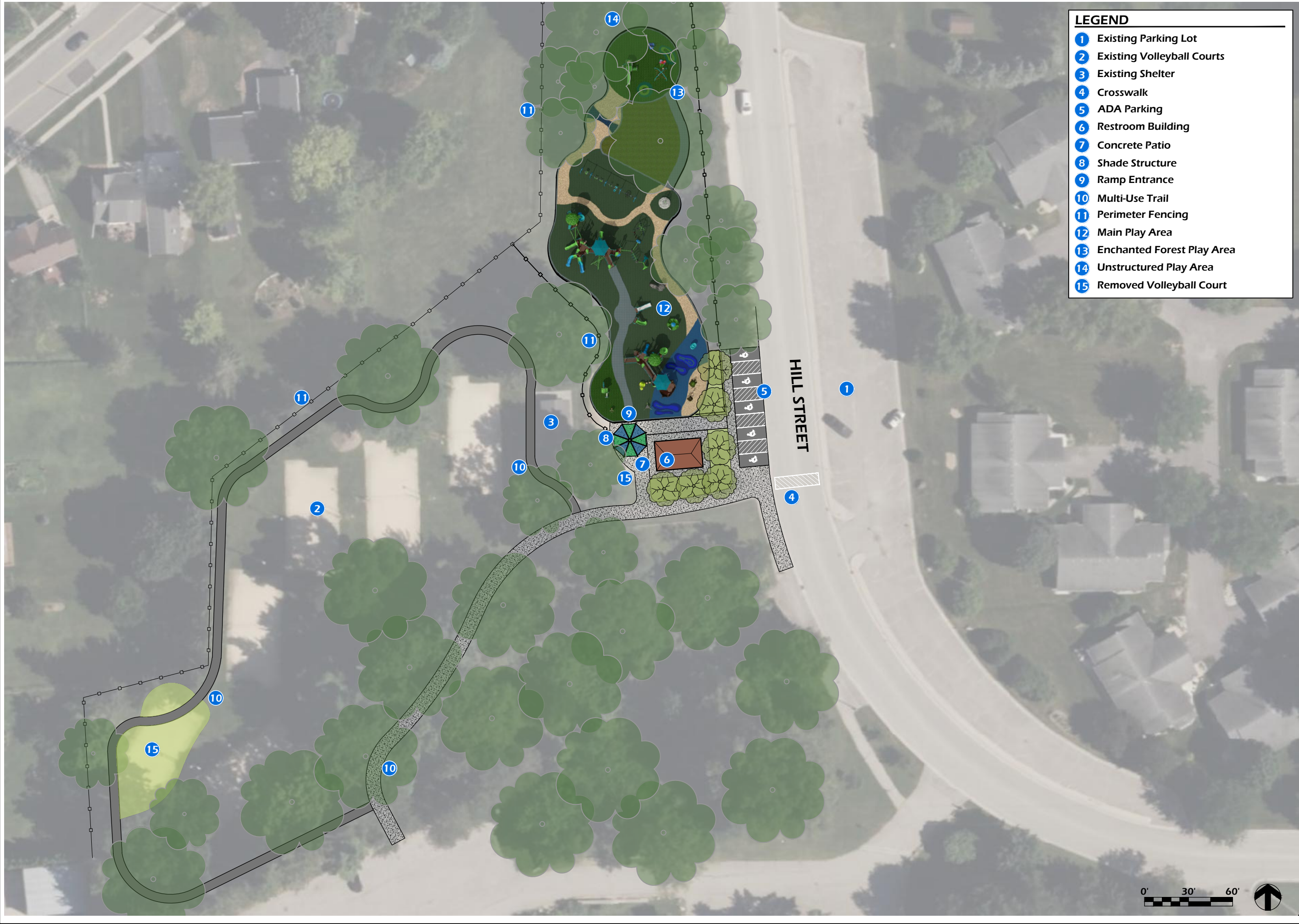
23.040  
Review  
10/25/2023

Sheet Number

**CP1** 25



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Section 6, 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

Revisions:

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Project #:  
Issued For:  
Date:

23.040  
Review  
10/25/2023

Sheet Number  
**CP1**

Sheet Title:  
**SITE CONCEPT PLAN**

26



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Section 6, Item A.

PARKITECTURE  
+ PLANNING

901 Deming Way, Suite 102  
Madison, WI 53717  
608.886.6808

Parkitecture

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

Sheet Title:  
**SITE CONCEPT PLAN ENLARGEMENT**

Revisions:

Project #:  
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23.040  
Review  
10/25/2023

Sheet Number

**CP1** 27



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Section 6, Item A.	
<div><div><div><div>PARKITECTURE</div><div>+ PLANNING</div><div>901 Deming Way, Suite 102 Madison, WI 53717 608.886.6808</div></div></div></div>	
Project Name: <b>RIVERSIDE PARK INCLUSIVE PLAYSACPE</b> 850 LABAREE STREET WATERTOWN, WI 53098	
Sheet Title: <b>SITE CONCEPT PLAN RENDERINGS</b>	
Revisions:	
Project #: Issued For: Date:	
23.040 Review 10/25/2023	
Sheet Number	
CP1 28	



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Custom products are shown as conceptual.

Riverside Park



**CUSTOM  
DESIGN  
STUDIO**

Section 6, Item A.	
<div><div><div><div>PARKITECTURE</div><div>+ PLANNING</div></div><div>901 Deming Way, Suite 102 Madison, WI 53717 608.886.6808</div></div></div>	
Project Name: <b>RIVERSIDE PARK INCLUSIVE PLAYSAPCE</b> 850 LABAREE STREET WATERTOWN, WI 53098	
Sheet Title: <b>SITE CONCEPT PLAN RENDERINGS</b>	
Revisions:	
Project #: Issued For: Date:	
23.040 Review 10/25/2023	
Sheet Number	
<b>CP1</b> 29	



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Section 6, Item A.

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

**RIVERSIDE PARK INCLUSIVE PLAYSACPE**

**850 LABAREE STREET  
WATERTOWN, WI 53098**

**SITE CONCEPT PLAN RENDERINGS**

Project Name:

Revisions:

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

Sheet Number

**CP1** 30



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Section 6, 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:

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

Sheet Number  
**CP1** 31

Sheet Title:  
**SITE CONCEPT PLAN RENDERINGS**



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Section 6, Item A.

**PARKITECTURE + PLANNING**  
901 Deming Way, Suite 102  
Madison, WI 53717  
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Project Name:  
**RIVERSIDE PARK INCLUSIVE PLAYSACPE**

**850 LABAREE STREET  
WATERTOWN, WI 53098**

Sheet Title:

**SITE CONCEPT PLAN RENDERINGS**

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