



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, JUNE 16, 2025 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

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and approve: Park, Recreation, and Forestry minutes from May 19, 2025

B. Review and approve: Park, Recreation, and Forestry minutes from June 2, 2025

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve financial reports

4. CITIZENS TO BE HEARD

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

5. BUSINESS

A. Review and take action: definition of games and programs for outside entities

B. Review and take possible action: YMCA reduction of facility use fees

C. Review and take action: ordinance to amend Section 428-7(C)(5) Exemptions and create Section 428-10 Bentzin Family Town Square scheduled events.

D. Review and take action: ordinance to amend Section 410-52(b) and create Section 410-52(c) Possession of Alcohol Beverages on Public Ways

E. Review and take action: parks and open space plan

F. Review and take possible action: artist contract

6. DIRECTOR'S REPORT

7. ADJOURNMENT

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

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, May 19, 2025

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on May 19, 2025. The meeting was called to order by Kerry Kneser. Members present: Ald. Jonathan Lampe, Julie Chapman, Emily Lessner, Kerry Kneser, Brad Clark, Jennifer Clayton. Not present was: Kyle Krueger. Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Jarrod Folkman.

2. Review and approval of minutes:

Brad Clark, motioned to approve the April 21, 2025 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

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

4. Citizens to be heard

Barb Winkleman was present, who lives on Lake Victoria, to inquire about city assistance to spray for weeds at the lake, or potential to cost share. They also proposed a correction to the April 21 minutes that the inlet described is a storm sewer and concerns over excess weeds and prevention of erosion with the isthmus.

5. Business

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

Quilters on the Rock is requesting a reclassification to class two in order to remain a community resource and opportunity for citizens to give back. If so, it is recommended they alter their membership fees to donation-based offerings. Wisconsin and Brandenstein rooms could be offered, and Watertown or Snack Shop if necessary for a room modification due to a paying rental (these each have capacity limits of 24). Two options may be: reclassify Quilters on the Rock to class two (if have suggested donation instead of fees and security deposit, and room modifications may be needed if there is a paid rental) or remain at class three (full rental fee of \$1440 plus security deposit, and no room modifications would occur). The representative will bring back the option of class 2 to their group and will contact the department to confirm. Brad Clark motioned to reclassify Quilters on the Rock from class 3 to 2. Emily Lessner seconded. Motion carried.

B. Review and take action: Lake Victoria

Director Kristine Butteris discussed the land encompassing Lake Victoria with the city engineer/public works director, including maintenance and next steps. As a group, they will create a vegetation management policy, which will be reviewed by Common Council. If accepted, it will then be determined if it will be included in next year's budget. Kristine indicated the lake itself is not city owned, but owned by the state. There may be an option to establish a lake district as a special assessment, and could potentially assist with cost management. Brad Clark motioned to table any decision until the policy is created, reviewed, and approved by public works. Ald. Jonathan Lampe seconded. Motion carried.

B. Director's Report:**A. Park Updates**

The Parks and Open Spaces Plan is nearing completion; last week there was a meeting with local stakeholders to discuss, and there will be a special Parks, Recreation, and Forestry meeting on June 2 to present the plan and then approved by this commission on June 16.

B. Project updates: parks

With only one out of five tennis courts being covered by insurance, the department is working internally to determine how to fund, with estimated costs around \$150,000. The Riverside Park restrooms are currently open, though will be periodically closed throughout the season to complete repairs. Riverfest will not be utilizing the restrooms due to lack of patrol and cleaning staff.

C. Project updates: aquatics

The new sand filtration system is installed and running, and will have training next week. The playground was removed at the end of last year and grass planted.

D. Project updates: town square

The water feature was not working after a recent power outage and this has been determined to be an issue. The company which originally installed the feature is no longer in business, so now will need to budget for maintenance assistance. There has been approval to utilize funds for meridian barriers for city-wide use. The history wall is also up and barricades will come down soon.

E. Project updates: senior & community center

The generator has been installed and training and testing complete, so the center is now considered a warming/cooling center/shelter.

F. Update on programming: recreation

An update was given regarding the facility use contract, stating that the weekday and weekend rental language in the contract is now consistent with the rental rates, with weekday and weekend rates separate. The YMCA has reached out and asked for additional park space, though will evaluate any potential program overlap before approval. Soccer wrapped up last week. Currently there is adult softball league and coming up there will be youth baseball leagues; parent coaches are still needed. Kart Park and day camp will be starting up in the summer.

G. Update on programming: town square

The birthday bash will occur on May 31 with the new art history wall presentation. The schedules for food truck Mondays and concerts have been filled.

H. Update on programming: senior and enrichment

Summer sandwiches in the park will happen again this year Tuesdays-Fridays at three different parks. Several other family nights are being planned throughout the year; Ties & Tiaras on May 9 had several families in attendance. The Senior Center held its annual volunteer award celebration in April and was well attended. They also held its annual Senior Care Fair, with over 50 vendors.

I. Update on programming: aquatics

Opening day for the aquatic center will be June 7, with limited hours the first week before graduation and closed graduation weekend. Limited hours will also occur the weekend of Riverfest. There will be a training this month with at least three potential new lifeguards, and registration is open for another training in July. There will be themed weeks advertised on social media.

C. Adjournment – Next meeting date June 16, 2025

Jennifer Clayton motioned to adjourn the meeting. Julie Chapman seconded. Motion carried.

**PARKS, RECREATION & FORESTRY COMMISSION
SPECIAL**

MINUTES

Monday, June 2, 2025

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on June 2, 2025 for a special meeting. The meeting was called to order by Ald. Jonathan Lampe. Members present: Ald. Jonathan Lampe, Julie Chapman, Emily Lessner, Brad Clark, Jennifer Clayton (joining late). Not present was: Kyle Krueger, Kerry Kneser. Also present: Kristine Butteris and Andrea Draeger

2. Citizens to be heard

There were none.

3. Business

A. Review and discuss: parks and open spaces plan

Jody Rader from HKGI presented the Watertown Parks and Open Spaces draft plan. A link to the draft plan will be sent out to commissioners after the meeting. The draft plan will be officially voted on at the June 16 meeting. The presentation highlighted the project timeline, information gathering methods, needs analysis, results, and the draft plan, which included goals and objectives, recommendations, projects, and implementation plan.

B. Review and take possible action: tennis courts

Kristine Butteris reviewed an update on the tennis court damage due to wind. After several months of conversations between the city and insurance adjuster, the insurance company decided they will only pay for one court. Since all five courts are damaged and the system that is in place needs to be laid as one continuous membrane, the department will need to move to an RFP process. The approximate cost for the additional four courts will be \$158,000, with a remainder of about \$63,000 currently unaccounted for within available budgets. Brad Clark motioned to approve moving forward with the RFP process to replace five courts. Emily Lessner seconded. Motion carried.

4. Adjournment – Next meeting date June 16, 2025

Brad Clark motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

Watertown Parks and Recreation Department

Financial Report

End of Month April 2025

Section 3, Item A.

Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 41,343.97	\$ 82,000.00	\$ 40,656.03
01-446211	Rec Dept Taxable Revenue	7,789.16	\$ 40,000.00	\$ 32,210.84
01-446212	Rec Concession Revenue	213.00	500.00	\$ 287.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	5,352.49	130,000.00	\$ 124,647.51
01-446232	Indoor Pool Non Taxable Revenue	11,546.75	23,000.00	\$ 11,453.25
01-446233	Indoor Pool Taxable Revenue	5,524.43	10,000.00	\$ 4,475.57
01-446234	Senior Center Revenue	147.93	300.00	\$ 152.07
01-446235	Senior Center Memberships	1,430.82	3,000.00	\$ 1,569.18
01-446236	Senior Center Rental Fees	6,474.41	18,000.00	\$ 11,525.59
01-446264	Park Rental	8,622.15	30,000.00	\$ 21,377.85
01-446266	Misc Park Revenue	7,737.73	10,000.00	\$ 2,262.27
Grand Total Revenue		\$ 96,182.84	\$ 346,900.00	\$ 250,717.16
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 114,708.45	\$ 402,906.00	\$ 288,197.55
01-552014	Overtime	65.58	520.00	454.42
01-552016	Part-time Salaries	-	13,418.00	13,418.00
01-552017	Contract Services	8,158.59	15,550.00	7,391.41
01-552018	Supplies & Expenses	2,111.33	7,045.00	4,933.67
01-552019	Advertisement	231.93	1,000.00	768.07
01-552020	Repairs	6,092.99	4,000.00	(2,092.99)
01-552021	Contribution to Town Square	19,650.00	78,600.00	58,950.00
01-552022	Dues, fees, subs	947.00	3,100.00	2,153.00
01-552023	Training	1,215.00	1,175.00	(40.00)
01-552024	Travel	1,046.97	1,885.00	838.03
01-552026	Maintenance Supplies	568.48	4,000.00	3,431.52
01-552028	Fuel	2,656.60	5,000.00	2,343.40
01-552030	Electric	4,013.76	16,000.00	11,986.24
01-552031	Water	869.22	1,825.00	955.78
01-552032	Telephone	486.04	4,250.00	3,763.96
01-552033	Wisconsin Retirement	7,725.73	26,803.00	19,077.27
01-552034	Social Security	6,836.62	25,844.00	19,007.38
01-552035	Medicare	1,598.92	6,044.00	4,445.08
01-552036	Health Insurance	20,160.00	60,580.00	40,420.00
01-552037	Life Insurance	185.60	567.00	381.40
01-552038	Dental Insurance	1,214.08	3,715.00	2,500.92
01-552042	Mileage	-	800.00	800.00
01-552060	Capital Outlay	-	-	-
Total Administration		\$ 200,542.89	\$ 684,627.00	\$ 484,084.11
Recreation				
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00
01-552116	Part-time Salaries	11,762.87	40,524.00	28,761.13
01-552117	Contract Sports Services	6,192.00	21,564.00	15,372.00
01-552118	Supplies & Expenses	7,959.67	25,000.00	17,040.33
01-552134	Social Security	729.39	2,544.00	1,814.61
01-552135	Medicare	170.67	595.00	424.33
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		\$ 26,814.60	\$ 92,735.00	\$ 65,920.40
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ -	\$ 2,030.00	\$ 2,030.00
01-552216	Part-time Salaries	(27.82)	101,833.00	101,860.82
01-552217	Svc Contracts/Licenses	980.00	2,500.00	1,520.00
01-552218	Supplies & Expenses	3,166.44	4,500.00	1,333.56
01-552220	Repairs	350.76	12,445.00	12,094.24
01-552223	Training	350.48	500.00	149.52
01-552228	Fuel	105.87	4,500.00	4,394.13

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
01-552230	Electric	1,710.54	19,000.00	17,289.46
01-552231	Water	541.26	14,500.00	13,958.74
01-552232	Telephone	166.62	500.00	333.38
01-552234	Social Security	-	6,440.00	6,440.00
01-552235	Medicare	-	1,506.00	1,506.00
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	138.35	2,500.00	2,361.65
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		\$ 7,482.50	\$ 223,754.00	\$ 216,271.50
05-552270	Capital Projects	-	-	-

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ -	\$ 500.00	\$ 500.00
01-552316	Part-time Salaries	17,091.00	39,205.00	22,114.00
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	2,390.29	10,000.00	7,609.71
01-552320	Repairs	-	500.00	500.00
01-552328	Fuel	-	3,750.00	3,750.00
01-552330	Electric	-	7,750.00	7,750.00
01-552331	Water	-	2,750.00	2,750.00
01-552332	Telephone	-	175.00	175.00
01-552334	Social Security	(11,540.32)	2,462.00	14,002.32
01-552335	Medicare	247.82	576.00	328.18
Total Indoor Pool		\$ 8,188.79	\$ 67,668.00	\$ 59,479.21
Total Parks & Rec Budget		\$ 243,028.78	\$ 1,068,784.00	\$ 825,755.22
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (7,281.61)	\$ 29,978.45	\$ 37,260.06
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
01-581121	BQ Baseball	\$ (7,000.00)	\$ -	\$ 7,000.00
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ -	\$ -	\$ -
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-552070	Quarry Study	\$ 3,809.50	\$ 3,809.50	\$ -
05-552470	Sr Ctr Retaining Wall			\$ -
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ (1,000.00)	\$ 5,969.65	\$ 6,969.65
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (3,976.95)	\$ 15,276.42	\$ 19,253.37
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ 21,904.68	\$ 51,500.00	\$ 29,595.32

Section 3, Item A.

Watertown Parks and Recreation Department
Financial Report
Apr-25

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance
Park					
01-554110	Salaries	\$	135,691.13	\$	489,791.00 \$ 354,099.87
01-554112	Longevity		-	\$	2,106.00 \$ 2,106.00
01-554114	Overtime		874.32		11,500.00 \$ 10,625.68
01-554116	Part-time Salaries		0.00		32,480.00 \$ 32,480.00
01-554118	Supplies & Expenses		13,431.71		37,000.00 \$ 23,568.29
01-554120	Repairs		-2,137.54		18,000.00 \$ 20,137.54
01-554126	Goose Control		-		- \$ -
01-554128	Fuel		1,408.64		4,000.00 \$ 2,591.36
01-554130	Electric		10,147.04		35,000.00 \$ 24,852.96
01-554131	Water		10,973.76		43,000.00 \$ 32,026.24
01-554132	Telephone		252.19		1,100.00 \$ 847.81
01-554133	Wisconsin Retirement		9,491.37		35,054.00 \$ 25,562.63
01-554134	Social Security		8,009.97		33,285.00 \$ 25,275.03
01-554135	Medicare		1,873.27		7,784.00 \$ 5,910.73
01-554136	Health Insurance		53,760.00		161,266.00 \$ 107,506.00
01-554137	Life Insurance		598.62		1,901.00 \$ 1,302.38
01-554138	Dental Insurance		2,760.00		9,008.00 \$ 6,248.00
01-554140	Gasoline		7,022.64		30,000.00 \$ 22,977.36
01-554141	Fertilizers & Herbicides		6,506.25		6,500.00 \$ (6.25)
01-554142	Equipment Repairs		10,465.93		28,000.00 \$ 17,534.07
01-554144	Washington Park Lights		1,071.01		2,010.00 \$ 938.99
01-554148	Water Bubblers		277.56		2,000.00 \$ 1,722.44
01-554150	Staff Training		30.10		4,300.00 \$ 4,269.90
01-554159	Safety Equipment		1,992.92		3,000.00 \$ 1,007.08
01-554160	Capitlal Outlay		-		4,000.00 \$ 4,000.00
Total Park		\$	274,500.89	\$	1,002,085.00 \$ 727,584.11
05-554170	Capital Projects	\$	1,036,209.00	\$	1,036,209.00
Forestry					
01-561110	Salaries	\$	38,760.01	\$	118,759.00 \$ 79,998.99
01-561112	Longevity		-		- \$ -
01-561118	Supplies & Expense		430.15		5,500.00 \$ 5,069.85
01-561119	UF Grant Exp: Tree/Ash Inje		-7,725.95		14,160.00 21,885.95
01-561120	Repairs		176.17		3,000.00 2,823.83
01-561124	Cont. Education Forester Cert		1,573.00		1,600.00 27.00
01-561126	Annual Bucket Truck Inspection		0.00		4,000.00 4,000.00
01-561133	Wisconsin Retirement		2,693.85		8,254.00 5,560.15
01-561134	Social Security		2,237.72		7,448.00 5,210.28
01-561135	Medicare		503.47		1,722.00 \$ 1,218.53
01-561136	Health Insurance		15,360.00		46,076.00 30,716.00
01-561137	Life Insurance		42.16		129.00 86.84
01-561138	Dental Insurance		736.00		2,252.00 1,516.00
01-561160	Capital Outlay		-		5,000.00 5,000.00
Total Forestry		\$	54,786.58	\$	217,900.00 \$ 163,113.42
05-561170	Capital Projects		-		- \$ -

Watertown Parks and Recreation Department				
Financial Report				
End of Month April 2025				
Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 2,000.00	\$ 10,000.00	\$ 8,000.00
26-446211	TS Revenue - Taxable	\$ 1,900.00	\$ 15,000.00	\$ 13,100.00
26-446250	Contributions FR General Fund	\$ 19,650.00	78,600.00	\$ 58,950.00
26-446266	TS Future Fund Contributions			
Grand Total Revenue		\$ 23,550.00	\$ 103,600.00	\$ 80,050.00
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
26-554310	Salaries	19,692.00	\$ 68,266.00	\$ 48,574.00
26-554316	Part-time Salaries	-	-	\$ -
26-554318	Supplies	1,202.32	7,650.00	\$ 6,447.68
26-554319	Advertising	1,771.44	3,400.00	\$ 1,628.56
26-554320	Repair/Maintenance	2,423.35	17,300.00	\$ 14,876.65
26-554330	Electricity	635.07	1,952.00	\$ 1,316.93
26-554331	Water	568.23	25,000.00	\$ 24,431.77
26-554333	Wisconsin Retirement	1,368.60	4,744.00	\$ 3,375.40
26-554334	Social Security	1,193.62	4,232.00	\$ 3,038.38
26-554335	Medicare	279.15	990.00	\$ 710.85
26-554336	Health Insurance	3,120.00	9,386.00	\$ 6,266.00
26-554337	Life Insurance	117.92	361.00	\$ 243.08
26-554338	Dental Insurance	119.52	366.00	\$ 246.48
26-554341	Event Expenses	2,730.93	40,000.00	\$ 37,269.07
26-554360	Capital Outlay	-	10,000.00	\$ 10,000.00
Grand Total		\$ 35,222.15	\$ 193,647.00	\$ 158,424.85

Section 3, Item A.

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/16/2025

Subject: YMCA Program fees

Background

The Watertown Area YMCA has been utilizing our outdoor recreational spaces for their paid programming. To ensure consistency and clarity in how our facilities are used and rented, we would like to formally distinguish between *league activities* (games and practices) and *programs*.

In April, a vote was held to align YMCA usage with the same policies that apply to all other organizations using our facilities. Under this policy:

- **League practices** are permitted free of charge.
- **Prepped areas** (fields or spaces that require additional preparation or exclusive reservation) will incur a reservation fee.
- This applies to all leagues that collect participation fees.

We are now seeking clarification regarding **non-league programs**. When our green spaces are used for programming, staff ensure the areas are mowed and prepared in advance. Reserving these green spaces would grant the organization sole use of the area, with necessary preparation completed to ensure optimal conditions.

Budget Goal

Support community growth by evaluating opportunities, incorporating stakeholder feedback, and addressing environmental needs in alignment with modern codes and policy priorities.

Financial Impact

This policy adjustment has the potential to modestly increase our revenue by applying consistent rental fees to outside organizations utilizing our facilities for paid programs.

MEMO

Recommendation

We recommend maintaining consistent rental rates as outlined in the current **Fees and Charges Policy** for all organizations.

All uses by outside organizations that charge participant fees should be classified as follows:

- **Programs and League Games:** Classified as *Programs* and subject to a facility use fee.
- **Practices:** Classified as *Practices* and permitted free of charge.

Motion: Approve outside organizations which have participant fees would have all facility uses classified as: Programs and League games - "Programs," and Practices - "Practices." Programs would have a facility use fee and practices would not.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

June 3, 2025

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

Dear Kristine,

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

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

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

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

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

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

Sincerely,


Kim Schooley
Branch Executive Director

WATERTOWN AREA YMCA • 415 S. Eighth Street • Watertown, WI 53094
P 920 262 8555 • F 920 262 8543 • www.glcymca.org

Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

2025 General Facility Use Contract

Organization Name	Watertown Area YMCA
Contact Name	Kim Schooley / Caleb Gross
Contact Phone #	920-262-8555
Contact Email	KSchooley@glcyymca.org
Event Dates	Various dates: Fall / Sp / Su
Event Location	Clark - Summer Programming Fall / Sp / Su - Betty Sports, learn to play + leagues

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

SERVICES

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

SCHEDULING

Priority for scheduling is as follows:

1. Programs and events sponsored by the department.
2. The Watertown Unified School District (WUSD).
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year, starting September 1 for the following year.
4. New renters deemed to be appropriate for the use of these facilities by the department's administration.

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

All contracts and schedules are due by January 1, 2025 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are due 30 days prior to the reservation. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

CANCELLATIONS

Section 5, Item B.

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

FEES

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

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

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

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

CONCESSIONS

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

CLEANING

1. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
2. Bagged Garbage – All refuse should be bagged in bags provided by the department. Full bags should be left in a designated, central spot at each location determined by department staff and renter, for pick up by department staff.
3. Concession Stand and Equipment – The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day the stand and equipment should be cleaned to a standard at which it was when opened. Grease from food preparation should never be disposed of in any drains in the building or anywhere else on the premises. All doors should be locked prior to leaving the facility.
4. Bathrooms – The department will provide clean bathrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace, on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

WEATHER CONDITIONS AND PLAYABILITY

Section 5, Item B.

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

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

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

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

ACCESS

The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.

The renter may charge for specific tournament or event parking at Brandt-Quirk Park, provided the general public is able to access the lot and park for free and the soccer complex parking is also available for public parking.

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

1. Kristine Butteris – 920-342-0403
2. Jeff Doyle – 920-285-0242
3. Andrea Draeger – 920-567-8157

GENERAL MAINTENANCE

At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound.

Restrooms at certain locations may have use capacity limits. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

FACILITIES & AMENITIES AVAILABLE

Brandt-Quirk Park:

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

INDEMNIFICATION

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

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

INSURANCE

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

AGREEMENT

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

Kim Schawley
Renter Signature

6/2/2025
Date

Approved by agent of the department.

Signature

Date

OFFICE USE

___ Contract

___ Banner Permit

___ Concession Permit



CERTIFICATE OF LIABILITY INSURANCE

Section 5, Item B.

9/3/2024

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

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

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

COVERAGES

CERTIFICATE NUMBER: CL2482950988

REVISION NUMBER:

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

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

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

CERTIFICATE HOLDER**CANCELLATION**

** FOR INFORMATION ONLY **

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

AUTHORIZED REPRESENTATIVE

Mike Walden/SF843

Additional Named Insureds

Other Named Insureds

Collective YMCA Condominium	Condo Association, Additional Named Insured
fka YMCA at Pabst Farms	Doing Business As
HAWC Holdings	Additional Named Insured
The Health & Wellness Center of Watertown	Additional Named Insured
Watertown Area YMCA	Additional Named Insured
YMCA at Pabst Farms Endowment Trust	Trust, Additional Named Insured

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/16/2025

Subject: YMCA reduction of facility use fees

Background

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

The YMCA is requesting a reduction in fees for their programming held on park property during Spring, Summer, and Fall months.

Budget Goal

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

Financial Impact

Recommendation

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

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

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

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

**ORDINANCE TO
CREATE SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF
WATERTOWN GENERAL ORDINANCES**

**SPONSOR: MAYOR ROBERT STOCKS
FROM: PARK, RECREATION, AND FORESTRY COMMISSION**

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

SECTION 1. Section 428-7(C)(5) of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-7(C) Exemptions.

- (5) The requirement under § 428-7 and 428-8 shall not apply to events held in compliance with Section 428-10.

Section 2. Section 428-10 of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-10 Bentzin Family Town Square scheduled events.

- A. The Director of Parks, Recreation & Forestry may by October 31 of each year file with the City Clerk a schedule of events to take place in the following year at Bentzin Family Town Square which shall be managed by the City.
- B. The schedule shall include at a minimum the following information for each event:
- (1) Proposed name of the event.
 - (2) Tentative date.
 - (3) Expected time.
 - (4) A brief description of the type of event or plans for the event.
 - (5) If alcohol is intended to be present for the event.
 - (6) If the closure of South Water Street is expected.
 - (7) If a similar event has previously occurred, an estimate of the number of people who will attend the event.
- C. Details of specific times or substantial changes to the event plan will be submitted to the City Clerk at least two (2) months prior to the event.

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:	June 18, 2025		July 16, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED July 16, 2025

CITY CLERK

APPROVED July 16, 2025

MAYOR

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 3/4/25

Subject: Review the creation of SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES

Background

At the November 13, 2024 Public Safety and Welfare Committee meeting we were asked to clarify some of the wording in the 10/31 document drafted by the RDA in 2023. The specific phrase was “series of events”. The purpose of the 10/31 list of events is to help lessen the amount of permits and paperwork the Parks, Recreation, and Forestry department would need to fill out to greatly assisting the event coordinator’s role.

Budget Goal

Supports employee retention and growth, while also evaluating operations and the associated staffing

Financial Impact

There is no financial impact on these recommendations.

Recommendation

The recommendation is to change the wording to “schedule of events” and to list the minimum information needed to be provided per event. It also adds wording stating that “details of specific times or substantial changes to the event plan will be submitted to the City Clerk at least two (2) months prior to the event.”

Motion: Provide a positive recommendation to Common Council for the creation of SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES.

MEMO

2025 Operational Goals

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

Present a budget that (in no particular order):

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

MEMO

ORDINANCE TO Create SECTION 428-7(C)(5) AND SECTION 428-10 OF THE CITY OF WATERTOWN GENERAL ORDINANCES

Sponsor: Mayor Robert Stocks

From: Park, Recreation, and Forestry Commission

The Common Council of the City of Watertown does ordain as follows:

SECTION 1. Section 428-7(C)(5) of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-7(C) Exemptions.

(5) The requirement under § [428-7](#) and 428-8 shall not apply to events held in compliance with Section 428-10.

Section 2. Section 428-10 of the City of Watertown General Ordinance is hereby created to read as follows:

Section 428-10 Bentzin Family Town Square scheduled events.

- A. The Director of Parks, Recreation & Forestry may by October 31 of each year file with the City Clerk a schedule of events to take place in the following year at Bentzin Family Town Square which shall be managed by the City.
- B. The schedule shall include at a minimum the following information for each event:
 - (1) Proposed name of the event.
 - (2) Tentative date.
 - (3) Expected time.
 - (4) A brief description of the type of event or plans for the event.
 - (5) If alcohol is intended to be present for the event.
 - (6) If the closure of South Water Street is expected.
 - (7) If a similar event has previously occurred, an estimate of the number of people who will attend the event.
- C. Details of specific times or substantial changes to the event plan will be submitted to the City Clerk at least two (2) months prior to the event.

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.

MEMO

DATE:	June 18, 2025		July 16, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED July 16, 2025

CITY CLERK

APPROVED July 16, 2025

MAYOR

**ORDINANCE TO
AMEND SECTION 410-52(B) AND ADD SECTION 410-52(C)
EXCEPTIONS
POSSESSION OF ALCOHOL BEVERAGES ON PUBLIC WAYS OF THE
CITY OF WATERTOWN GENERAL ORDINANCES**

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

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

SECTION 1. Watertown Code of Ordinances Section 410-52 (B) shall be amended to read as follows:

410-52(B) No person shall have in his possession any open can, bottle or other receptacle containing alcohol beverages or drink from such can, bottle or receptacle on the Watertown Riverwalk ~~and the contiguous public property~~ between the Cady Street Bridge and the Milwaukee Street Bridge along both the east side and west side of the Rock River.

410-52(C) Exceptions.

This section shall not apply to the Watertown Senior and Community Center or Bentzin Family Town Square, provided that:

- Alcohol sales and service comply with all applicable licensing requirements under Wis. Stat. Ch. 125.
- Consumption is restricted to the designated premises of the Watertown Senior and Community Center and Bentzin Family Town Square.
- This ordinance does not apply to otherwise lawful possession or consumption of alcohol during:
 - A lawfully permitted or reserved event at the Watertown Senior and Community Center or Bentzin Family Town Square.
 - Scheduled events or private functions hosted at either facility in accordance with City policies and event procedures.

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:	June 18, 2025		July 16, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED July 16, 2025

CITY CLERK

APPROVED July 16, 2025

MAYOR

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/9/25

Subject: Review the creation of SECTION 410-52(C) and the ammedment of section 410-52(b) of the city of watertown general ordinances

Background

Currently, Watertown Code of Ordinances Section 410-52(B) prohibits open containers of alcohol on the Watertown Riverwalk and surrounding public areas between the Cady Street and Milwaukee Street bridges. While this restriction remains important for general public safety and cleanliness, an exception is needed for designated community-use spaces, including the Watertown Senior and Community Center and Bentzin Family Town Square.

Both locations frequently host permitted or reserved private and public events where the lawful sale, service, and consumption of alcohol is an important part of programming, fundraising, and rental activities. The ordinance as currently written does not account for these scenarios, which also creates confusion for organizers and enforcement personnel.

The addition of Section 410-52(C) will provide necessary clarity and flexibility while maintaining appropriate control over public alcohol consumption.

SECTION 1: Amendment to Section 410-52(B)

The existing Section 410-52(B) shall be ammeded to read:

410-52(B)

No person shall have in their possession any open can, bottle, or other receptacle containing alcoholic beverages, nor drink from such can, bottle, or receptacle on the Watertown Riverwalk and the contiguous public property between the Cady Street Bridge and the Milwaukee Street Bridge along both the east side and west side of the Rock River.

SECTION 2: Addition of Section 410-52(C) – Exceptions

The following new section shall be added to the Code of Ordinances:

MEMO

410-52(C) Exceptions

This section shall not apply to the Watertown Senior and Community Center or Bentzin Family Town Square, provided that:

- Alcohol sales and service comply with all applicable licensing requirements under Wis. Stat. Ch. 125.
- Consumption is restricted to the designated premises of the Watertown Senior and Community Center and Bentzin Family Town Square.
- This ordinance does not apply to otherwise lawful possession or consumption of alcohol during:
 - A lawfully permitted or reserved event at the Watertown Senior and Community Center or Bentzin Family Town Square.
 - Scheduled events or private functions hosted at either facility in accordance with City policies and event procedures.

These updates clarify the scope of enforcement regarding alcohol possession and allow reasonable exceptions for community events, rentals, and permitted functions in designated community spaces.

Budget Goal

Supports employee retention and growth, while also evaluating operations and the associated staffing

Financial Impact

This amendment is not expected to have a negative financial impact. In fact, the clarification may improve rental and event opportunities at the Senior and Community Center and Bentzin Family Town Square, potentially increasing revenues from permitted events and facility reservations

Recommendation

Approval of the ordinance amendment and the addition of the new exception section to support continued community programming, lawful alcohol-related activities during permitted events, and to reduce confusion among the public and enforcement officials.

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/16/2025

Subject: Parks and Open Spaces Plan

Background

In December of 2024, we started our Parks and Open Spaces Plan, having hired on HKGi that is also working on our Bike and Pedestrian Master Plan for the City.

We would like to move forward with this plan as a map to our needs and next steps for the future.

Budget Goal

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

Financial Impact

There will be some financial impact as we move through our proposed needs for the community.

Recommendation

Motion: Provide a positive recommendation to City Council for the approval of this plan.

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/16/2025

Subject: Artist Contract

Background

The Senior & Community Center was awarded a grant in 2024 from the Green Bay Packer Foundation in order to improve the artwork in the building. In order to also raise funds for the Center, the Senior Center Advisory Board approved the recommendation to sell the artwork submitted by local artists, with a portion retained by the Center and a portion paid back to the artists. An artist contract draft was created and is currently being reviewed by the city attorney.

Budget Goal

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

Financial Impact

A commission of 50% of total sales will be retained by the City of Watertown and 50% paid to the artist within 30 days after the sale of the artwork. All sales retained by the city would be allocated towards the senior center fundraising revenue account 24-48-12-07.

Recommendation

We would like to move forward with the artist contract pending city attorney approval and/or edits based on their recommendations.

Motion: Move to recommend approval of the artist contact pending city attorney approval and/or edits based on their recommendations.

ARTIST CONTRACT

The City of Watertown permits the display and sale of artwork at the Senior & Community Center, herein referred to as “the Center,” to provide additional activity for the residents and visitors, beautify our building, furnish an opportunity for artists to exhibit their work, and to generate fundraising revenue for programs and entertainment of Center guests.

TERMS

1. All financial arrangements on artwork for sale will be agreed upon with the artist before an exhibit is hung.
2. Anyone purchasing artwork will pay the City of Watertown the posted price. Sales tax will be included in the posted price, so work should be priced accordingly.
3. A commission of 50% of total sales will be retained by the City of Watertown and 50% paid to the artist within 30 days after the sale of the artwork.
4. Information listing title, medium, and price is required for each piece of artwork, with a card to be supplied by the Center. Work must be framed and ready for hanging.
5. All artwork, once hung, is consigned to the exhibit for the contracted period of time, not to exceed one year, and may not be removed during that period unless sold. If artwork is not sold within one year, it will be available for the artist to retrieve, or donated within 30 days.
6. The Center will maintain and safeguard any displayed artwork as if it were its own. However, the City does not assume responsibility for loss of, or damage to, any artwork displayed. The artist shall release all rights, title and interest of the artwork and related materials to the City of Watertown at the time an exhibit is hung.
7. The Center requires the right to review materials used in the exhibit and the Center holds the right to refuse or remove any material it chooses, based on our own discretion, as it concerns our building and visitors. Artwork should be an appropriate size, weight, and media for hanging on the provided infrastructure.
8. The artist certifies the artwork is their own original work and represents they are the sole owner of the artwork, owns all intellectual property rights and copyright, and all rights of any kind in and to the artwork, that no one other than the artist, including the original creator(s) of the artwork, has any rights in the artwork, and that the artist has full power and ability to transfer all ownership and rights in the artwork to the City pursuant to the terms of this agreement. The artist agrees that, once all ownership in the artwork is transferred to the City pursuant to the terms of this agreement, the artist will defend, indemnify, and hold the City harmless from any claim by any third person premised on a claim that the third person has any interest or right of any kind in the artwork.

9. I have read and approved the guidelines set forth by the Center and have agreed to exhibit my artwork from _____ through _____ with the costs set below:

Description	Price
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
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8. _____	_____
9. _____	_____
10. _____	_____

Artist

Signed _____

Print Name

Address

City/State/Zip

Phone

Email

City of Watertown Representative

Signed _____

Print Name

Address

City/State/Zip

Phone

Email
