



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, DECEMBER 18, 2023 AT 4:30 PM

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

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- [A.](#) Review and approve the Parks, Recreation, and Forestry meeting minutes from November 20, 2023

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

- [A.](#) Review and approve: current 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 discuss: Signage/Banner use in parks
- [B.](#) Review and take action: 2024 Part Time Wage Increases
- [C.](#) Review and take action: revised department vision and mission statement

6. DIRECTOR'S REPORT

- A. Parks Updates
- B. Senior & Community Center Updates
- C. Update on Recreation Programming
- D. Update on Town Square Programming
- E. Update on Senior & Enrichment Programming
- F. Update on Aquatics Programming

7. ADJOURNMENT

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

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, November 20, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on November 20, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, and Kyle Krueger. Not present were: Brad Clark, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Ali Nicholson, and Stephanie Juhl.

2. Review and approval of minutes:

Ald. Jonathan Lampe motioned to approve the October 16, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

Julie Chapman motioned to approve the August 15, 2023 Senior Center Advisory Board meeting minutes as written. Ald. Jonathan Lampe Chapman seconded. Motion carried.

3. Review and approval of financial reports

Kyle Krueger motioned to approve the October financial reports. Julie Chapman seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Discuss and recommend ordinance change 398-20 concession permits in parks

Discussion began by Director Kristine Butteris to remove fees based on percentage of the total gross sales of the concessionaire as well as the timeline for payment and replace percentage with a flat fee of \$75 per visit to Watertown or \$300 for the year to vend in Watertown. Ald. Jonathan Lampe discussed item from safety committee.

Kyle Krueger motioned to push this change in ordinance to Common Council. Seconded by Julie Chapman. Motion carried.

B. Review and approve early park reservation request for Mike Oberbrunner

Stephanie discussed wanting to pair event on August 23rd (movie night) and 24th (child's market) planned by Oberbrunner. Brian Konz wants clarification on whether it is wanting to approve early reservation. Kristine clarified that it is to grant him access to the early reservation application which would allow him to get information into the department prior to December 15th and, so long as another organization does not also ask for same dates, date would be locked in for event prior to start of public request.

Julie Chapman motioned to grant early part reservation request. Kyle Krueger seconded. Motion carried.

C. Review and approve revised department vision and mission statement

This item was unintentionally skipped and will be reviewed at the December meeting.

D. Review and approve 2024 Park Reservation Application

Kristine discussed updates to dates, alterations of certain parks shelters (Lower pavilion, Dancefloor, Bandshell), refund policies. Ald. Jonathan Lampe gave some additional clarification regarding ordinances.

Julie Chapman motioned to approve changes to application. Ald. Jon seconded.

Section 2, Item A.

E. Review and approve park reservation policies

Kristine began discussion of changes to park policies. Changes addressed to look at early reservation times for groups. Changes were made to allow parks and recreation staff to be the ones to approve on Mondays. This would allow some additional oversight of programs. Fees are to be paid up front at locations like the Aquatic Center.

Alderman Lampe motioned to approve park reservation policies. Kyle Krueger seconded. Motion carried.

6. Director's Report:

A. Project updates:

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

An additional memorial for Bud Fowler at Washington Park was reviewed. Discussed potentially adding a sign that would be able to be 'rented' by programs or organizations.

I. Senior & Community Center Updates

None were given at this time.

B. Update on programming:

i. Recreation programming

HS boys basketball helping with little dunkers. Volleyball and men's basketball

ii. Town Square Programming

Had tree lighting this weekend. 350-400 people in attendance, weather was great, evening was great. Chick-fil-a is coming on November 27th. Jingle bell on the Rock, water street will be reopening after event. Santa house got moved into park on sidewalk and Tree will be moved before road reopens.

iii. Senior and enrichment programming

Potentially need volunteers for Holiday event. Over 70 participants at the vet lunch events. Joy Tree is still available at senior center. Advertising for winter break programming will come shortly.

iv. Aquatics programming

Programming dates may change for Spring break. Will be adding some additional lifeguard classes and water fitness classes. Ald. John Lampe asked about update on lifeguard wage increase. Kristine and Ali clarified that wage increase discussions will resume after approval of 2024 budget.

v. Parks programming

Parks was quite busy setting up for tree lighting event.

7. Adjournment – Next meeting date December 18, 2023

Alderman Lampe motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.

Watertown Parks and Recreation Department

Financial Report

CURRENT 12/12/23

Section 3, Item A.

Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 75,183.72	\$ 80,000.00	\$ 4,816.28
01-446211	Rec Dept Taxable Revenue	46,340.74	\$ 40,000.00	\$ (6,340.74)
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	117,853.21	140,000.00	\$ 22,146.79
01-446232	Indoor Pool Non Taxable Revenue	33,801.86	25,000.00	\$ (8,801.86)
01-446233	Indoor Pool Taxable Revenue	9,996.62	10,000.00	\$ 3.38
01-446234	Senior Center Revenue	234.51	400.00	\$ 165.49
01-446235	Senior Center Memberships	5,225.59	3,500.00	\$ (1,725.59)
01-446236	Senior Center Rental Fees	17,310.42	12,000.00	\$ (5,310.42)
01-446264	Park Rental	31,791.98	30,000.00	\$ (1,791.98)
01-446266	Misc Park Revenue	6,277.96	25,000.00	\$ 18,722.04
Grand Total Revenue		\$ 345,812.86	\$ 367,300.00	\$ 21,487.14
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
Administration				
01-552010	Salaries	\$ 284,783.51	\$ 347,750.00	\$ 62,966.49
01-552014	Overtime	751.11	400.00	(351.11)
01-552016	Part-time Salaries	10,042.64	12,200.00	2,157.36
01-552017	Contract Services	16,444.55	14,300.00	(2,144.55)
01-552018	Supplies & Expenses	9,572.10	11,000.00	1,427.90
01-552019	Advertisement	1,862.96	2,000.00	137.04
01-552020	Repairs	5,000.06	5,000.00	(0.06)
01-552022	Dues, fees, subs	1,516.13	1,445.00	(71.13)
01-552024	Travel	2,275.39	3,000.00	724.61
01-552028	Fuel	4,135.06	-	(4,135.06)
01-552030	Electric	15,858.13	-	(15,858.13)
01-552031	Water	1,586.60	-	(1,586.60)
01-552032	Telephone	3,101.91	4,250.00	1,148.09
01-552033	Wisconsin Retirement	20,517.64	23,674.00	3,156.36
01-552034	Social Security	18,989.57	22,342.00	3,352.43
01-552035	Medicare	4,440.99	5,225.00	784.01
01-552036	Health Insurance	38,734.30	90,424.00	51,689.70
01-552037	Life Insurance	558.03	540.00	(18.03)
01-552038	Dental Insurance	2,980.16	4,980.00	1,999.84
01-552042	Mileage	659.22	800.00	140.78
01-552060	Capital Outlay	18,612.29	24,700.00	6,087.71
Total Administration		\$ 462,422.35	\$ 574,030.00	\$ 111,607.65
Recreation				
01-552114	Rec Overtime	\$ 534.75	\$ -	\$ (534.75)
01-552116	Part-time Salaries	74,013.59	55,825.00	(18,188.59)
01-552117	Contract Sports Services	18,627.00	18,200.00	(427.00)
01-552118	Supplies & Expenses	31,391.54	31,000.00	(391.54)
01-552133	Wisconsin Retirement	314.84	-	(314.84)
01-552134	Social Security	4,611.53	3,461.00	(1,150.53)
01-552135	Medicare	1,078.64	810.00	(268.64)
01-552160	Capital Outlay	-	6,500.00	6,500.00
Total Recreation		\$ 130,571.89	\$ 115,796.00	\$ (14,775.89)
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ 556.45	\$ -	\$ (556.45)
01-552216	Part-time Salaries	87,735.30	106,204.00	18,468.70
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	15,768.19	18,000.00	2,231.81
01-552228	Fuel	5,338.97	7,250.00	1,911.03
01-552230	Electric	16,348.25	16,500.00	151.75
01-552231	Water	13,759.85	18,000.00	4,240.15
01-552232	Telephone	599.28	400.00	(199.28)
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	29,357.66	41,000.00	11,642.34
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
Total Aquatic Center		\$ 224,559.14	\$ 272,379.00	\$ 47,819.86

Expense		Year to Date	Budgeted	Balance	Section 3, Item A.
Account #	Description	Expenses	Amount		
05-552270	Capital Projects	144,159.50	137,600.00	(6,559.50)	

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	33,962.52	60,900.00	26,937.48
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	2,138.80	3,807.00	1,668.20
01-552335	Medicare	500.16	890.00	389.84
Total Indoor Pool		\$ 46,791.06	\$ 144,447.00	\$ 97,655.94
Total Parks & Rec Budget		\$ 864,344.44	\$ 1,106,652.00	\$ 242,307.56
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
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	\$ 14,776.77	\$ 75,000.00	\$ 60,223.23
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
CURRENT with pending 12/12/2023

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
Park				
01-554110	Salaries	\$ 393,406.57	\$ 454,044.00	\$ 60,637.43
01-554112	Longevity	2,106.00	\$ 2,108.00	\$ 2.00
01-554114	Overtime	11,759.85	18,000.00	\$ 6,240.15
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	14,627.95	23,500.00	\$ 8,872.05
01-554126	Goose Control	-	-	
01-554128	Fuel	4,892.38	3,400.00	\$ (1,492.38)
01-554130	Electric	34,529.29	36,900.00	\$ 2,370.71
01-554131	Water	41,685.04	49,000.00	\$ 7,314.96
01-554132	Telephone	1,030.19	1,100.00	\$ 69.81
01-554133	Wisconsin Retirement	27,694.49	32,242.00	\$ 4,547.51
01-554134	Social Security	25,758.34	31,257.00	\$ 5,498.66
01-554135	Medicare	6,024.18	7,310.00	\$ 1,285.82
01-554136	Health Insurance	108,629.66	135,369.00	\$ 26,739.34
01-554137	Life Insurance	1,548.02	1,518.00	\$ (30.02)
01-554138	Dental Insurance	6,892.92	8,086.00	\$ 1,193.08
01-554140	Gasoline	26,892.02	30,000.00	\$ 3,107.98
01-554141	Fertilizers & Herbicides	4,446.60	12,500.00	\$ 8,053.40
01-554142	Equipment Repairs	30,338.07	27,500.00	\$ (2,838.07)
01-554144	Washington Park Lights	3,049.91	4,000.00	\$ 950.09
01-554148	Water Bubblers	1,546.60	2,000.00	\$ 453.40
01-554150	Staff Training	42.70	1,500.00	\$ 1,457.30
01-554159	Safety Equipment	7,203.39	3,000.00	\$ (4,203.39)
01-554160	Capital Outlay	16,953.98	17,550.00	\$ 596.02
Total Park		\$ 840,837.39	\$ 966,384.00	\$ 125,546.61
05-554170	Capital Projects	\$ 1,036,209.00	\$ 1,036,209.00	
Forestry				
01-561110	Salaries	\$ 108,980.96	\$ 114,816.00	\$ 5,835.04
01-561112	Longevity	526.50	527.00	0.50
01-561118	Supplies & Expense	4,211.86	3,866.00	\$ (345.86)
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	7,446.53	7,844.00	397.47
01-561134	Social Security	6,273.32	7,152.00	878.68
01-561135	Medicare	1,467.20	1,672.00	\$ 204.80
01-561136	Health Insurance	35,453.88	38,677.00	3,223.12
01-561137	Life Insurance	441.90	448.00	6.10
01-561138	Dental Insurance	2,024.00	2,208.00	184.00
01-561160	Capital Outlay	8,082.00	8,150.00	68.00
Total Forestry		\$ 207,195.90	\$ 219,560.00	\$ 12,364.10
05-561170	Capital Projects	-	-	\$ -



MEMO

TO: Public Works Commission

FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry

DATE: December 11, 2023

RE: Parks, Recreation, and Forestry Commission Meeting, December 18, 2023

Review and discuss: Signage/Banner use in parks

BACKGROUND:

In partnership with Yes!Watertown and Main Street Program; the Parks, Recreation, and Forestry department is looking to start an advertisement banner program. This program would allow parades, community, district, and special events as well as programs and sponsored events/activities to advertise their event for a nominal fee. Each banner would have a week time frame to be displayed.

The current location we are thinking are the Bentzin Family Town Square and Sharp Corner Park.

The Parks, Recreation, and Forestry department would like your thoughts on this potential program.

Indoor Aquatics						Outdoor Aquatics					
	year 1	year 2	year 3	year 4			year 1	year 2	year 3	year 4	
Manager	\$ 15.50	\$ 16.50	\$ 17.50	\$ 18.50	\$ 1.75	Manager	\$ 15.50	\$ 16.50	\$ 17.50	\$ 18.50	\$ 1.75
Head Guard	\$ 13.50	\$ 14.50	\$ 15.50	\$ 16.50	\$ 1.00	Head Guard	\$ 13.50	\$ 14.50	\$ 15.50	\$ 16.50	\$ 1.00
Lifeguard	\$ 12.50	\$ 13.50	\$ 14.50	\$ 15.50	\$ 1.00	Lifeguard	\$ 12.50	\$ 13.50	\$ 14.50	\$ 15.50	\$ 1.00
Private Instructor	\$ 21.25	\$ 22.25	\$ 23.25	\$ 24.25	\$ -	Pool Maintenance	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00	\$ -
Instructor Trainer	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ -	Lead Concessions	\$ 11.50	\$ 12.50	\$ 13.50	\$ 14.50	\$ 0.50
Swim Instructor (WSI)	\$ 14.00	\$ 15.00	\$ 16.00	\$ 17.00	\$ 1.00	Slide Attendant	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 0.50
Swim Instructor (n-WSI)	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00	\$ 0.65	Concessions	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 0.50
						Front Desk	\$ 9.00	\$ 10.00	\$ 11.00	\$ 12.00	\$ 0.50
\$ 36,007.08	\$ 38,626.00	93%	\$ 2,618.92	\$ 100,118.10	\$ 100,328.00	100%	\$ 209.90				

(9.25?--> would still be under)

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

Vision?

1. The City of Watertown Parks, Recreation, and Forestry Department is to create a vibrant and inclusive community where people of all ages and backgrounds can connect with nature, engage in healthy and active lifestyles, foster a sense of belonging, and experience the joy of leisure and cultural enrichment.
2. The City of Watertown Parks, Recreation, and Forestry Department aspires to be a leader in promoting the well-being of our community by providing exceptional parks, facilities, programs, and services that enhance the physical, mental, and social health of our residents.