



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

**MONDAY, SEPTEMBER 18, 2023 AT 4:30 PM**

**514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL**

---

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

**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

A. Park, Recreation, and Forestry meeting minutes from August 21, 2023

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

A. Review and approve: preliminary July 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 approve: placement of the Fred Merkle Monument at Washington Park

**6. DIRECTOR'S REPORT**

- A. Park Update - Riverside Stone Wall
- B. Park Update - Riverside Stream Restoration
- C. Park Update - All-Inclusive Park
- D. Park Update - Reflection Park
- E. Senior & Community Center Updates
- F. Update on Programming - Recreation
- G. Update on Programming - Town Square
- H. Update on Programming - Senior & Enrichment
- I. Update on Programming - Aquatics

**7. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](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, August 21, 2023

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on August 21, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Kyle Krueger, Brad Clark, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Andrea Draeger, Jacie Schmidt, Ali Nicholson, Jeff Doyle, Stephanie Juhl, Robert Stocks, David Schroeder, and Katie Higgins.

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

Jennifer Clayton motioned to approve the July 17, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Brad Clark seconded. Motion carried.

Brad Clark motioned to approve the June 20, 2023 Senior Center Advisory Board meeting minutes as written. Jennifer Clayton seconded. Motion carried.

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

Kyle Krueger motioned to approve the June financial reports. Emily Lessner seconded. Motion carried.

#### 4. Citizens to be heard

Rober Stocks is a middle school teacher and coach who inquired about the potential for him and his team to assist with cleaning the tennis courts at Brandt Quirk Park. They will follow up with Parks Supervisor, Jeff Doyle.

#### 5. Business

##### a. Review and discuss River Launch Access – Yes! Watertown

Katie Higgins spoke on limited access for boat launches in the city and the desire to improve the launch at Fannie P. Lewis Park. Discussion occurred regarding extending the pier, a sign for power loading, regrading the launch, marking channels, etc. Yes! Watertown will continue to conduct research and present at a future meeting for DNR approval. Ald. Jonathan Lampe motioned to table the approval of the 2024 facility use policies. Kyle Krueger seconded. Motion carried. No action is required.

##### b. Review and possible approval of Luther Preparatory School field use and fees

Luther Preparatory School approached the department in order to have fees waived for field use. Kyle Krueger motioned to approve the use of our facilities by the school with the current fee structure for private schools or the potential for contract for reciprocal facility use. Jennifer Clayton seconded. Motion carried.

##### c. Review and discuss General Facility Use Agreement with concession, parking, and banner contracts

General review of the facility use agreements occurred with no suggestions or edits. No action is required.

##### d. Review and discuss Condition of Facility Use Agreement

General review of the condition of facility use agreement occurred with no suggestions or edits. No action is required.

e. Review and discuss 2024 Fee Schedule

General review of the condition of facility use agreement occurred with no suggestions or edits. No action is required and can be sent to the City Attorney for approval.

6. **Director's Report:**

A. **Project updates:**

i. **Parks Updates –**

- a. **Stone Wall** – Work on the stone wall began last week.
- b. **Stream Restoration** – restoration is beginning with bank walls and collaboration with stormwater.
- c. **All Inclusive Park** – the committee will be meeting soon to oversee the plan ideas.
- d. **Reflection Park** – The pergola, picnic table, and bench are being installed soon.

ii. **Senior & Community Center** – the parking lot and sidewalk concrete will be worked on this week with a completion date set for the end of August. The original entrance will be rebricked and contain one door.

B. **Update on programming:**

i. **Recreation programming**

Day camp finished last week along with Kart Park, besides special events. Soccer teams are being created. Flag football, along with other fall sports, are open for registration and are being planned.

ii. **Town Square Programming**

Two summer concert series events are left along with additional programming continuing throughout the fall.

iii. **Senior and enrichment programming**

Senior Citizen Day was celebrated today with donations from Pizza Ranch, Farm and Fleet, and Mullen's for a pizza party and build-your-own sundae and entertainment. New instructors and classes are being created to include Zumba, Zumba gold, barre, senior dance, kickboxing, yoga, etc. Enrichment activities to celebrate Fall Foliage Week and Indoor Plant Week in September are being created. New senior activities include fall risk screenings, Medicare seminars, hobby share time, and a poker walk.

iv. **Aquatics programming**

Working to get some indoor pool hours this week for people to beat the heat as the AC closed yesterday for the season. We are beginning to drain and close down this week. Total visits = 20,770 passes and admissions. Total of 24 combo passes, 150 total outdoor. Slide inspection occurred last week and are in good order with a few items to be repaired. Fall programming will include fitness classes to also be repeated in winter.

7. **Adjournment – Next meeting date September 18, 2023**

Kyle Krueger motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

**Watertown Parks and Recreation Department**

**Financial Report**

Section 3, Item A.

**End of Month July 2023**

<b>Revenue</b>		<b>Year to Date</b>	<b>Budgeted</b>	
<b>Account #</b>	<b>Description</b>	<b>Revenue</b>	<b>Amount</b>	<b>Balance</b>
01-446210	Rec Dept Non Taxable Revenue	\$ 62,085.49	\$ 80,000.00	\$ 17,914.51
01-446211	Rec Dept Taxable Revenue	40,193.27	\$ 40,000.00	\$ (193.27)
01-446212	Rec Concession Revenue	366.00	1,000.00	\$ 634.00
01-446220	Net Ticket Sales	-	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	117,454.48	140,000.00	\$ 22,545.52
01-446232	Indoor Pool Non Taxable Revenue	29,517.50	25,000.00	\$ (4,517.50)
01-446233	Indoor Pool Taxable Revenue	8,349.57	10,000.00	\$ 1,650.43
01-446234	Senior Center Revenue	97.42	400.00	\$ 302.58
01-446235	Senior Center Memberships	1,649.07	3,500.00	\$ 1,850.93
01-446236	Senior Center Rental Fees	14,204.43	12,000.00	\$ (2,204.43)
01-446264	Park Rental	26,105.53	30,000.00	\$ 3,894.47
01-446266	Misc Park Revenue	4,590.25	25,000.00	\$ 20,409.75
<b>Grand Total Revenue</b>		<b>\$ 304,613.01</b>	<b>\$ 367,300.00</b>	<b>\$ 62,686.99</b>
<b>Expense</b>		<b>Year to Date</b>	<b>Budgeted</b>	
<b>Account #</b>	<b>Description</b>	<b>Expenses</b>	<b>Amount</b>	<b>Balance</b>
<b>Administration</b>				
01-552010	Salaries	\$ 212,206.22	\$ 347,750.00	\$ 135,543.78
01-552014	Overtime	751.11	400.00	(351.11)
01-552016	Part-time Salaries	7,192.64	12,200.00	5,007.36
01-552017	Contract Services	10,661.44	14,300.00	3,638.56
01-552018	Supplies & Expenses	7,175.61	11,000.00	3,824.39
01-552019	Advertisement	1,735.49	2,000.00	264.51
01-552020	Repairs	4,787.24	5,000.00	212.76
01-552022	Dues, fees, subs	1,185.14	1,445.00	259.86
01-552024	Travel	1,023.56	3,000.00	1,976.44
01-552028	Fuel	4,032.34	-	(4,032.34)
01-552030	Electric	12,135.39	-	(12,135.39)
01-552031	Water	1,111.76	-	(1,111.76)
01-552032	Telephone	2,204.20	4,250.00	2,045.80
01-552033	Wisconsin Retirement	14,848.17	23,674.00	8,825.83
01-552034	Social Security	13,706.63	22,342.00	8,635.37
01-552035	Medicare	3,205.50	5,225.00	2,019.50
01-552036	Health Insurance	27,991.36	90,424.00	62,432.64
01-552037	Life Insurance	393.06	540.00	146.94
01-552038	Dental Insurance	2,159.24	4,980.00	2,820.76
01-552042	Mileage	410.07	800.00	389.93
01-552060	Capital Outlay	2,729.51	24,700.00	21,970.49
<b>Total Administration</b>		<b>\$ 331,645.68</b>	<b>\$ 574,030.00</b>	<b>\$ 242,384.32</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ 534.75	\$ -	\$ (534.75)
01-552116	Part-time Salaries	64,295.34	55,825.00	(8,470.34)
01-552117	Contract Sports Services	12,252.60	18,200.00	5,947.40
01-552118	Supplies & Expenses	22,309.65	31,000.00	8,690.35
01-552133	Wisconsin Retirement	314.84	-	(314.84)
01-552134	Social Security	4,008.99	3,461.00	(547.99)
01-552135	Medicare	937.72	810.00	(127.72)
01-552160	Capital Outlay	-	6,500.00	6,500.00

Expense Account #		Description	Year to Date Expenses	Budgeted Amount	
<b>Total Recreation</b>			<b>\$ 104,653.89</b>	<b>\$ 115,796.00</b>	<b>\$ 11,142.11</b>
<b>Aquatic Center</b>					
01-552214	Aq Ctr Overtime		\$ 556.45	\$ -	<b>\$ (556.45)</b>
01-552216	Part-time Salaries		87,514.53	106,204.00	18,689.47
01-552217	Svc Contracts/Licenses		2,320.00	3,500.00	1,180.00
01-552218	Supplies & Expenses		5,171.12	4,500.00	<b>(671.12)</b>
01-552220	Repairs		2,941.77	18,000.00	15,058.23
01-552228	Fuel		4,781.70	7,250.00	2,468.30
01-552230	Electric		13,051.25	16,500.00	3,448.75
01-552231	Water		11,075.85	18,000.00	6,924.15
01-552232	Telephone		435.84	400.00	<b>(35.84)</b>
01-552234	Social Security		5,460.50	6,585.00	1,124.50
01-552235	Medicare		1,277.07	1,540.00	262.93
01-552240	Chemicals		15,067.04	41,000.00	25,932.96
01-552244	Uniforms		1,765.50	2,200.00	434.50
01-552246	Concessions Supplies		25,059.92	25,000.00	<b>(59.92)</b>
01-552260	Capital Outlay		8,504.39	21,700.00	13,195.61
<b>Total Aquatic Center</b>			<b>\$ 176,478.54</b>	<b>\$ 250,679.00</b>	<b>\$ 87,396.07</b>
05-552270	Capital Projects		144,159.50	137,600.00	<b>(6,559.50)</b>

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	
Section 3, Item A.				
<b>Indoor Pool</b>				
01-552314	Indoor Pool Overtime	\$ 532.61	\$ 500.00	\$ (32.61)
01-552316	Part-time Salaries	23,620.92	60,900.00	37,279.08
01-552317	WUSD Maintenance Staff	-	35,000.00	35,000.00
01-552318	Supplies & Expenses	4,914.89	12,000.00	7,085.11
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	100.00	350.00	250.00
01-552334	Social Security	1,497.59	3,807.00	2,309.41
01-552335	Medicare	350.22	890.00	539.78
<b>Total Indoor Pool</b>		<b>\$ 31,016.23</b>	<b>\$ 144,447.00</b>	<b>\$ 113,430.77</b>
<b>Total Rec Budget</b>		<b>\$ 643,794.34</b>	<b>\$ 1,084,952.00</b>	<b>\$ 441,157.66</b>
<b>Reserve Accounts</b>				
		<b>YTD</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	\$ -	\$ -	\$ -
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	\$ (3,600.00)	\$ 75,000.00	\$ 71,400.00
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

**Watertown Parks and Recreation Department**  
**Financial Report**  
**End of Month July 2023**

Expense Account #	Description	Year to Date Expense		Budgeted Amount		Balance
Park						
01-554110	Salaries	\$	293,548.16	\$	454,044.00	\$ 160,495.84
01-554112	Longevity		-	\$	2,108.00	\$ 2,108.00
01-554114	Overtime		9,187.10		18,000.00	\$ 8,812.90
01-554116	Part-time Salaries		25,953.00		30,000.00	\$ 4,047.00
01-554118	Supplies & Expenses		33,025.62		34,500.00	\$ 1,474.38
01-554120	Repairs		7,178.29		23,500.00	\$ 16,321.71
01-554126	Goose Control		-		-	\$ -
01-554128	Fuel		4,760.75		3,400.00	\$ (1,360.75)
01-554130	Electric		25,542.22		36,900.00	\$ 11,357.78
01-554131	Water		29,215.33		49,000.00	\$ 19,784.67
01-554132	Telephone		760.93		1,100.00	\$ 339.07
01-554133	Wisconsin Retirement		20,585.96		32,242.00	\$ 11,656.04
01-554134	Social Security		19,497.25		31,257.00	\$ 11,759.75
01-554135	Medicare		4,559.89		7,310.00	\$ 2,750.11
01-554136	Health Insurance		78,010.40		135,369.00	\$ 57,358.60
01-554137	Life Insurance		1,141.48		1,518.00	\$ 376.52
01-554138	Dental Insurance		4,868.92		8,086.00	\$ 3,217.08
01-554140	Gasoline		19,271.28		30,000.00	\$ 10,728.72
01-554141	Fertilizers & Herbicides		3,000.00		12,500.00	\$ 9,500.00
01-554142	Equipment Repairs		18,500.45		27,500.00	\$ 8,999.55
01-554144	Washington Park Lights		2,639.49		4,000.00	\$ 1,360.51
01-554148	Water Bubblers		1,075.69		2,000.00	\$ 924.31
01-554150	Staff Training		42.70		1,500.00	\$ 1,457.30
01-554159	Safety Equipment		2,818.36		3,000.00	\$ 181.64
01-554160	Capitla Outlay		18,439.43		17,550.00	\$ (889.43)
Total Park		\$	623,622.70	\$	966,384.00	\$ 342,761.30
05-554170	Capital Projects	\$	234,174.88	\$	888,600.00	\$ 654,425.12
Forestry						
01-561110	Salaries	\$	78,148.32	\$	114,816.00	\$ 36,667.68
01-561112	Longevity		-		527.00	527.00
01-561118	Supplies & Expense		1,921.81		3,866.00	\$ 1,944.19
01-561119	UF Grant Exp: Tree/Ash Inje		25,041.85		25,000.00	(41.85)
01-561120	Repairs		2,722.42		4,000.00	1,277.58
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		5,314.11		7,844.00	2,529.89
01-561134	Social Security		4,436.60		7,152.00	2,715.40
01-561135	Medicare		1,037.63		1,672.00	\$ 634.37
01-561136	Health Insurance		25,784.64		38,677.00	12,892.36
01-561137	Life Insurance		328.80		448.00	119.20

01-561138	Dental Insurance	1,472.00	2,208.00	736.00
01-561160	Capital Outlay	10,582.00	8,150.00	(2,432.00)
Total Forestry		\$ 158,993.77	\$ 219,560.00	\$ 60,566.23
05-561170	Capital Projects	-	-	\$ -