



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, FEBRUARY 19, 2024 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. PRF Commission meeting minutes from January 15, 2024

B. Senior Center Advisory Board meeting minutes from December 19, 2023

3. REVIEW AND APPROVAL OF 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: Ord to Amend Section 410-569A) Smoking in Prohibited Places 11-14-23 Edits from BOH

B. Review and approve: updated resolution for World Migratory Bird Day

C. Review and approve: Riverfest tent and driving permits

6. DIRECTOR'S REPORT

A. Project Updates: Park updates

B. Project update: Forestry

C. Project Updates: senior & Community Center updates

D. Update on Programming: Recreation

E. Update on Programming: Town Square

F. Update on Programming: Senior & Enrichment

G. Update on Programming: Aquatics programming and values

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, January 15, 2024

1. Call to order

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

2. Review and approval of minutes:

Jennifer Clayton motioned to approve of December 18, 2023 Parks Recreation and Forestry minutes as written. Kyle Krueger seconded. Motion carried.

Ald. Jonathan Lampe motioned to approve of October 17, 2023 Senior Center Advisory Board minutes as written. Emily Lessner seconded. Motion carried.

3. Review and approval of financial reports

Kyle Krueger motioned to approve the preliminary December financial reports. Ald. Jonathan Lampe seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and recommend: Create Section 428-10 Sale of fermented malt beverages in public parks of the City of Watertown General Ordinances.

Discussion occurred regarding the allowance of city seasonal employees to serve malt beverages at city events. Emily Lessner motioned to approve ordinance create section 428-10. Ald. Jonathan Lampe seconded. Motion carried.

B. Review and recommend: Amend Section 398.20 Concessions in the Parks

The amended section will eliminate the percentages of sale and create a set fee for merchants, non-intoxicating beverages and food, with intoxicating beverages proposed to have fees per event or per year. Fees will be determined by this body and updated in the department fee schedule. Kyle Krueger motioned approve ordinance amend section 398.20 Concessions in Parks. Brad Clark seconded. Motion carried.

C. Review and approve: Update Fee Structure

Updated fees to include new concessions in parks fees were discussed. Jennifer Clayton motioned to approve the updated fee structure. Ald. Jonathan Lampe seconded. Motion carried.

D. Review and recommend: Create Section 428-8 (G) Subsection 3 Open Container

The proposal to create section 428-8 (G) Subsection 3 was discussed regarding removing the definition and verbiage related to the logo and event space on cups as well as the distributor name. Brad Clark motioned to approve removing these definitions. Emily Lessner seconded. Motion carried.

E. Review and recommend: Create Section 428-8 (G) Subsection 7 Wristbands

Section 2, Item A.

Discussion occurred regarding removing the definition and verbiage related to the logo and event space on wristbands at events. Brad Clark motioned to approve wristband implementation. Emily Lessner seconded. Motion carried.

F. Review and approve: PT Event Staff position

A draft job description was presented for a part-time event employee to assist with set-up, event needs, and clean up. Kyle Krueger motioned to approve the position. Ald. Jonathan Lampe seconded. Motion carried.

G. Review and approve: Tent/Driving Permit – Riverfest 2024

Questions arose regarding the current permits required for tent/locating and parking/vehicle information and if these would be required for each or as a whole for the Riverfest event. The permits will be reviewed. Brad Clark motioned to table until the February meeting. Jennifer Clayton seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. Parks Updates – Inclusive Playground at Riverside Park

Mayor McFarland presented a site plan drafted along with a draft for fundraising in order to create an accessible play and park space for all. Next steps will include creating a campaign committee.

ii. Senior & Community Center Updates

New furniture was purchased for the upstairs and downstairs hallways to create an updated look as well as improve safety concerns. Policy and facility use agreements as well as an updated room rental form are being created.

B. Update on programming:

i. Recreation programming

This item was unintentionally skipped.

ii. Town Square Programming

This item was unintentionally skipped.

iii. Senior and enrichment programming

The annual holiday party sold out and was very successful. The soup fundraiser will occur this Thursday.

iv. Aquatics programming

This item was unintentionally skipped.

7. Adjournment – Next meeting date February 19, 2024

Ald. Jonathan Lampe motioned to adjourn the meeting. Brian Konz seconded. Motion carried.

**Watertown Senior Center
Advisory Board Minutes
December 19, 2023**

1. Call to Order

The Senior Center Advisory Board met in person on December 19, 2023, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Justin Munzel, Beth Beckett, Betty Jimenez, Kerry Kneser, and Cathie Wallen. Not present was Kimberly Henze, Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve the October Minutes

Beth Beckett motioned to approve the minutes from October 17, 2023. Cathie Wallen 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. Appoint Kerry Kneser to the Senior Center Advisory Board as the Program Committee Chair

Cathie Wallen motioned to approve the appointment. Beth Beckett seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

A raffle license is still being explored as well as upcoming grants. The soup fundraiser will occur on January 18, 2024 and hope to have more soup donations. Bake sales will likely occur at the April, August, and November elections.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet is being developed and will be available soon.

c. Update Community Services Committee on Projects/Efforts

Joy Tree saw over 40 referrals this year! The Second Harvest Foodbank barrel also collected over 100lbs of food. The office may need assistance with taking tax appointments on January 15. Perhaps we could have barrel donations for assisted living locations?

d. Update Program Committee on Program Attendance & New Programs

Veteran's Day event went very well with over 70 people attending. Halloween was fun to celebrate with a potluck and costume contest. The holiday party will occur this Thursday and are looking for volunteers. Representatives from the Dodge County and Jefferson County ADRCs were present to discuss moving the monthly Memory Cafes to the Center along with several webinar watch parties. Wellness Wednesdays is a new support group beginning in January.

7. Director's Report

a. Updates

A reminder to donate funds for Teddi's funeral if interested. New furniture for the hall was presented and decided on. Board members were encouraged to create an account with the National Council on Aging and attend webinars if interested.

8. Adjournment

Next meeting is scheduled for Tuesday, February 20, 2024 at 9:00 am. Betty Jimenez motioned to adjourn. Beth Beckett seconded. Motion carried.

Key Talking Points

Tobacco-free parks and recreation areas protect our kids.

- Secondhand smoke is a known human carcinogen and there is no safe level of exposure. Secondhand smoke levels in outdoor public places can reach levels as high as those found in indoor facilities where smoking is permitted.¹
- Secondhand smoke odor is detectable at 23 feet from the source and irritation levels began 13 feet from the source. Tobacco-free policies ensure kids and families don't have to worry about being exposed to this deadly toxin in the spaces they play.
- Tobacco-free policies help prevent youth tobacco use, particularly by establishing tobacco-free community norms and by providing adults the opportunity to be tobacco-free role models throughout the community.²

Parks are established to promote healthy activities.

- Tobacco-free policies support park areas' mission to promote community wellness.
- In addition to preventing secondhand smoke exposure, outdoor tobacco-free policies help smokers who are trying to quit, by eliminating the sight and smell of tobacco smoke.

Tobacco-free outdoor spaces protect Wisconsin's lakes and wildlife.

- Cigarette butts are the most commonly discarded piece of waste worldwide and about 65% of cigarettes on average is littered. It is estimated that 1.69 billion pounds of cigarette butts end up as toxic trash each year.³
- Taxpayers and local authorities currently bear the costs of cleaning up the cigarette butt waste. Wisconsin is known for its beautiful lakes and world-class fishing. Cigarette butts wash into storm drains, which flow into creeks and other bodies of water. The butts leach harmful chemicals into the water. In one study, a single cigarette filter in a liter of water killed half the fish living there.
- Cigarette butts can take over 10 years to begin to breakdown and can be eaten by animals who think they are food.⁴ Children may also ingest the cigarette butts that are discarded on the ground.⁵

Policies provide consistency among community athletic fields and groups.

- Most community sporting events are held at either city or school athletic facilities, and most school districts prohibit tobacco use on their entire grounds.
- Many community athletic associations have tobacco-free policies but use city recreation facilities and would benefit from a city-wide policy.

¹ CARB. (2003). "Technical Support Document for the Proposed Identification of Environmental Tobacco Smoke as a Toxic Air Contaminant: Part A," Technical Report. California Environmental Protection Agency, California Air Resources Board, Office of Environmental Health Hazard Assessment, Chapter 5, pp. V6-V19.

² Perry, C. (1999). *Creating Health Behavior Change: How to Develop Community-Wide Programs for Youth*. Thousand Oaks, CA: Sage Publications

³ Carlozo LR. Cigarettes: 1.7 billion pounds of trash. *Chicago Tribune*. 2008 Jun 18

⁴ Register, K. "Underwater Naturalist" *Bulletin of the American Littoral Society*, Volume 25, Number 2, August 2000.

⁵ E Slaughter et al. 2011. "Toxicity of cigarette butts, and their chemical components, to marine and freshwater fish." *Tobacco Control* Vol 20 (Supplemental Issue 1) p. i25-i29. Available at: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3088407/>

Frequently Asked Questions

Question: Is it legal to create tobacco-free parks?

Answer: Yes, local governments have the legal right to adopt laws to protect residents' health and safety. This authority enables communities to adopt smoke-free laws to reduce exposure to harmful secondhand tobacco smoke.

Question: Is there really a need for tobacco-free outdoor policies?

Answer: Yes, these policies are similar to those prohibiting alcohol and litter or requiring that pets be leashed. Tobacco-free outdoor policies protect the environment and the health and safety of people using recreational areas. Additionally, with the rising use of electronic smoking devices, it is important to cover all tobacco products in outdoor spaces to protect the health of those around us.

Question: Is this something that my community wants?

Answer: More and more cities and communities are going tobacco-free.

Here in Wisconsin, workplaces have been smoke-free since 2010 and people expect tobacco-free environments. Based on recent statewide data, 77% of Wisconsinites favor the smoke-free air laws in our state.

Question: Do tobacco-free outdoor policies keep tobacco users from using recreation areas?

Answer: People go to recreation areas to exercise or relax, not to use tobacco. Tobacco users work, shop, travel, and reside in tobacco-free places every day. Perhaps more importantly, 86% of Wisconsin adults don't smoke cigarettes, and the vast majority of nonsmokers want to enjoy recreation areas

Question: How do we enforce tobacco-free policies?

Answer: Tobacco-free parks are relatively easy to enforce because these laws are, for the most part, self-enforcing, meaning that people "police" themselves and cooperate with the law. Beyond that, it is important to provide "tobacco-free" signage and inform the media as well as reaching out to the community to inform residents of the change.

References:

"Behavioral Risk Factor Survey System", Centers for Disease Control.

["Support for Smokefree Parks,"](#) ChangeLabSolutions.

["Tobacco Free Outdoors – Frequently Asked Questions,"](#) Tobacco Free New York State.

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

**SPONSOR: XXXXXXXXXXXX
FROM: XXXXXXXXXXXXXXXX**

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

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

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

(1) DESIGNATED AREA

- (a) An area designated by Park, Recreation, & Forestry Commission within each public park where smoking is permitted and which shall meet the following criteria:
 - a. The designated area must be clearly designated and marked with smoking permitted signs.
 - b. The area must be at least 20 feet from any picnic areas, sports fields or improvements used for recreational activity, food vendors, lines for recreational activities in the recreational area, any structure or any heating and air condition intakes or vents.
 - c. The area cannot be capable of being completely enclosed.
 - d. The agreement or special event permit between the City and a private entity permits the designation of a smoking area.

(2) PERSON IN CHARGE

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

(3) PROHIBITED PLACE

- (a) Any place or location in the City of Watertown as described in § 101.123(2)(a), (d) and (e), Wis. Stats.
- (b) Within a City Park, unless within a Designated Area.

(4) SMOKING

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

- (ia) A lighted cigar.
- (iib) A lighted cigarette.
- (iiie) A lighted pipe.
- (ivd) Any other lighted smoking equipment.

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

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

SECTION 3. This ordinance shall take effect and be in force March 1st 2024.

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

ADOPTED _____

CITY CLERK

APPROVED _____

MAYOR



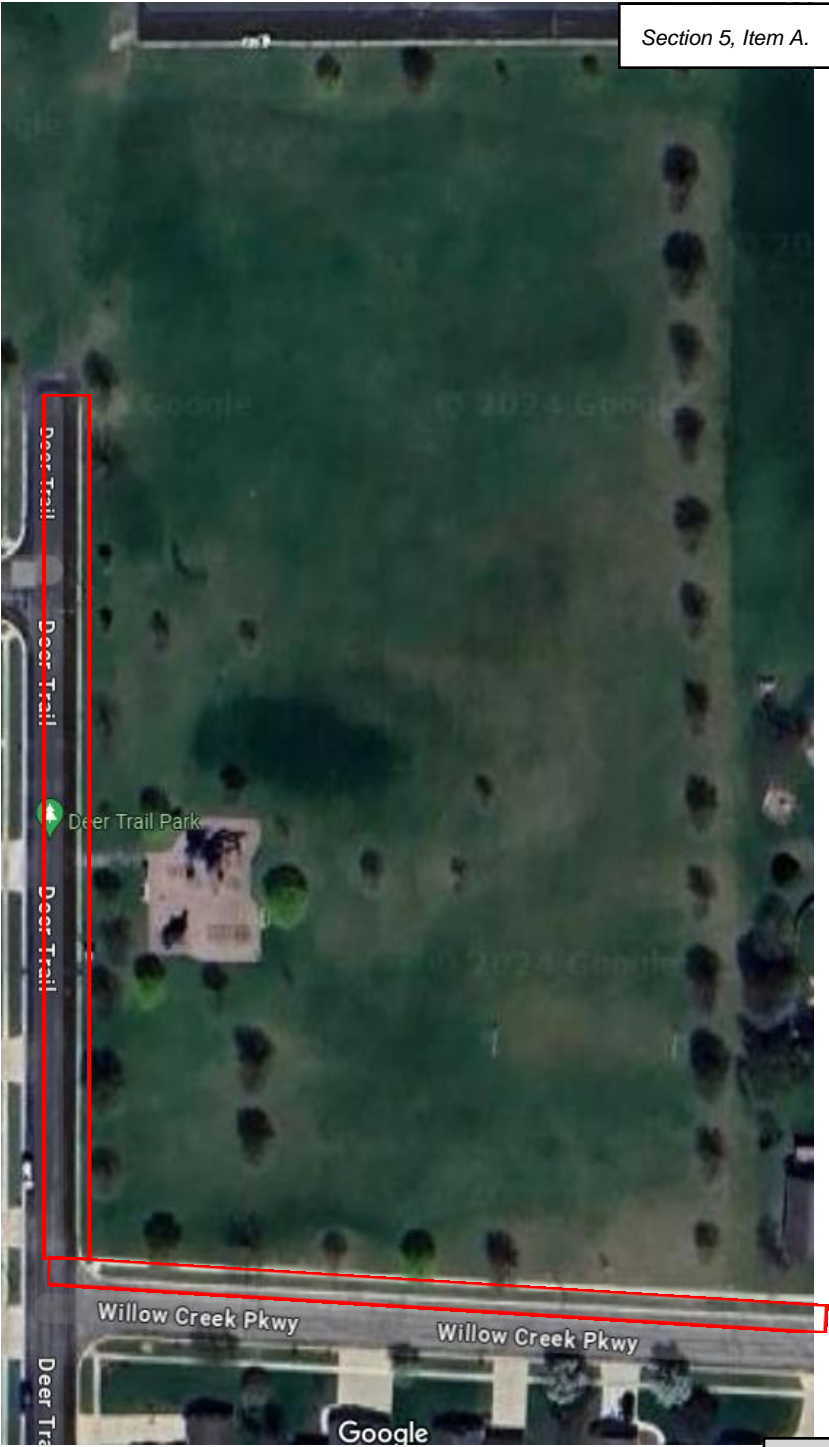
Proposed smoking area

Clark Park



Proposed smoking area

Deer Trail Park





Proposed smoking area

Dog Park



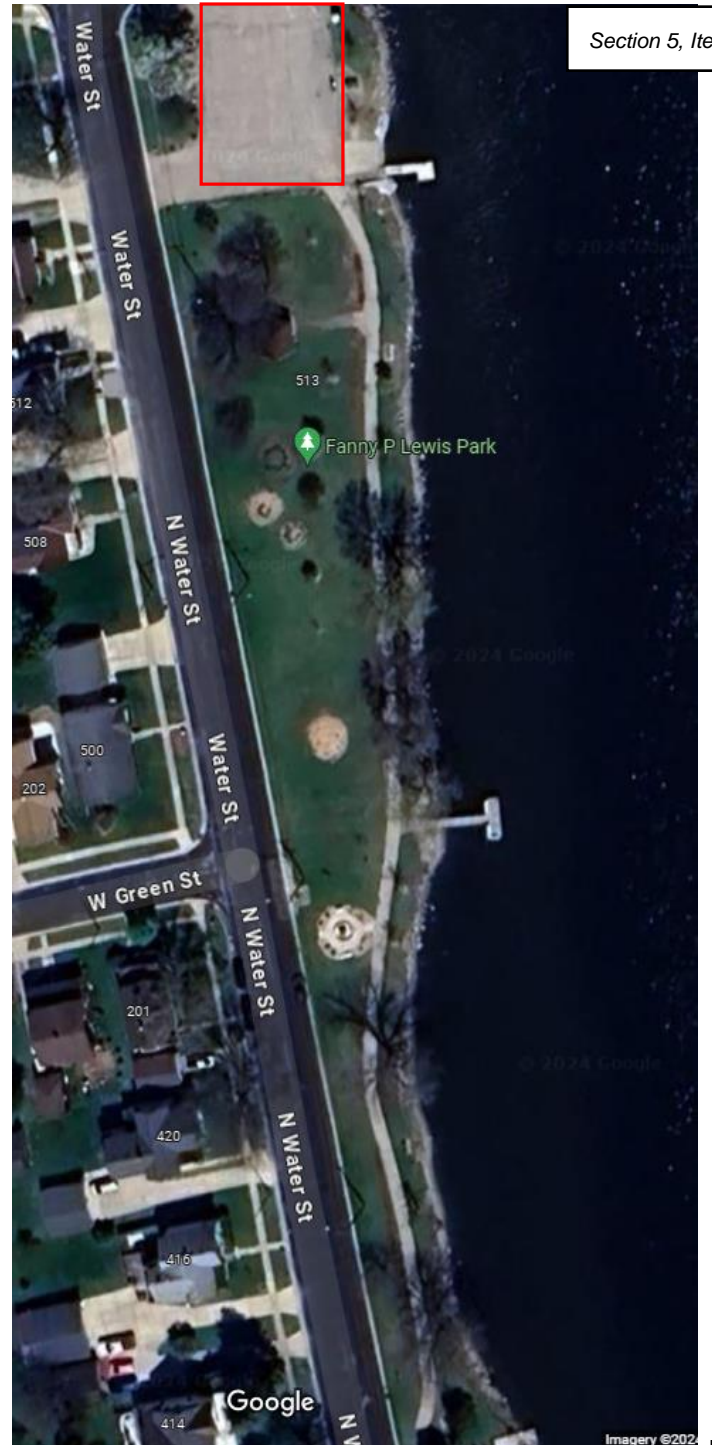
Proposed smoking area

Brandenstein Park



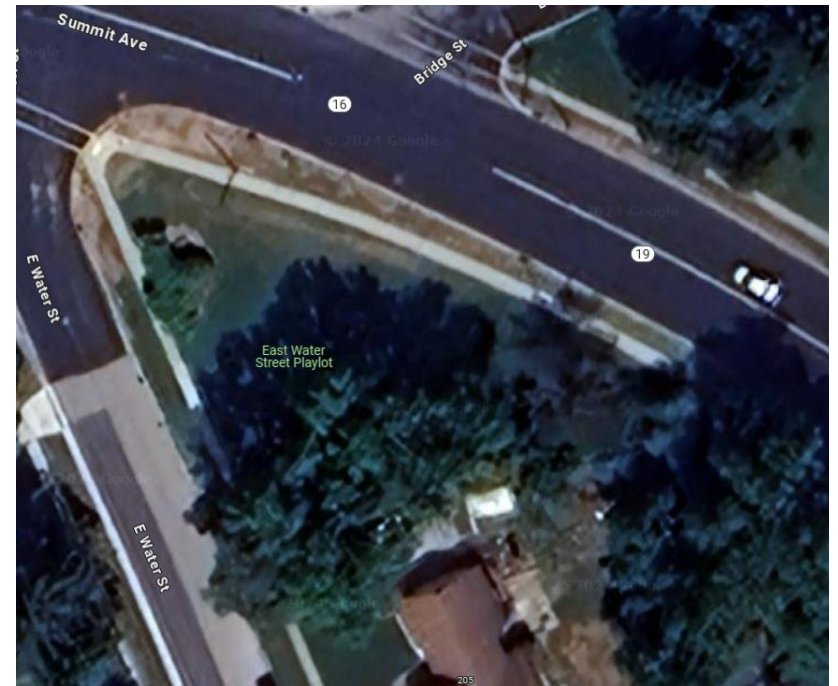
Proposed smoking area

Brandt Quirk Park



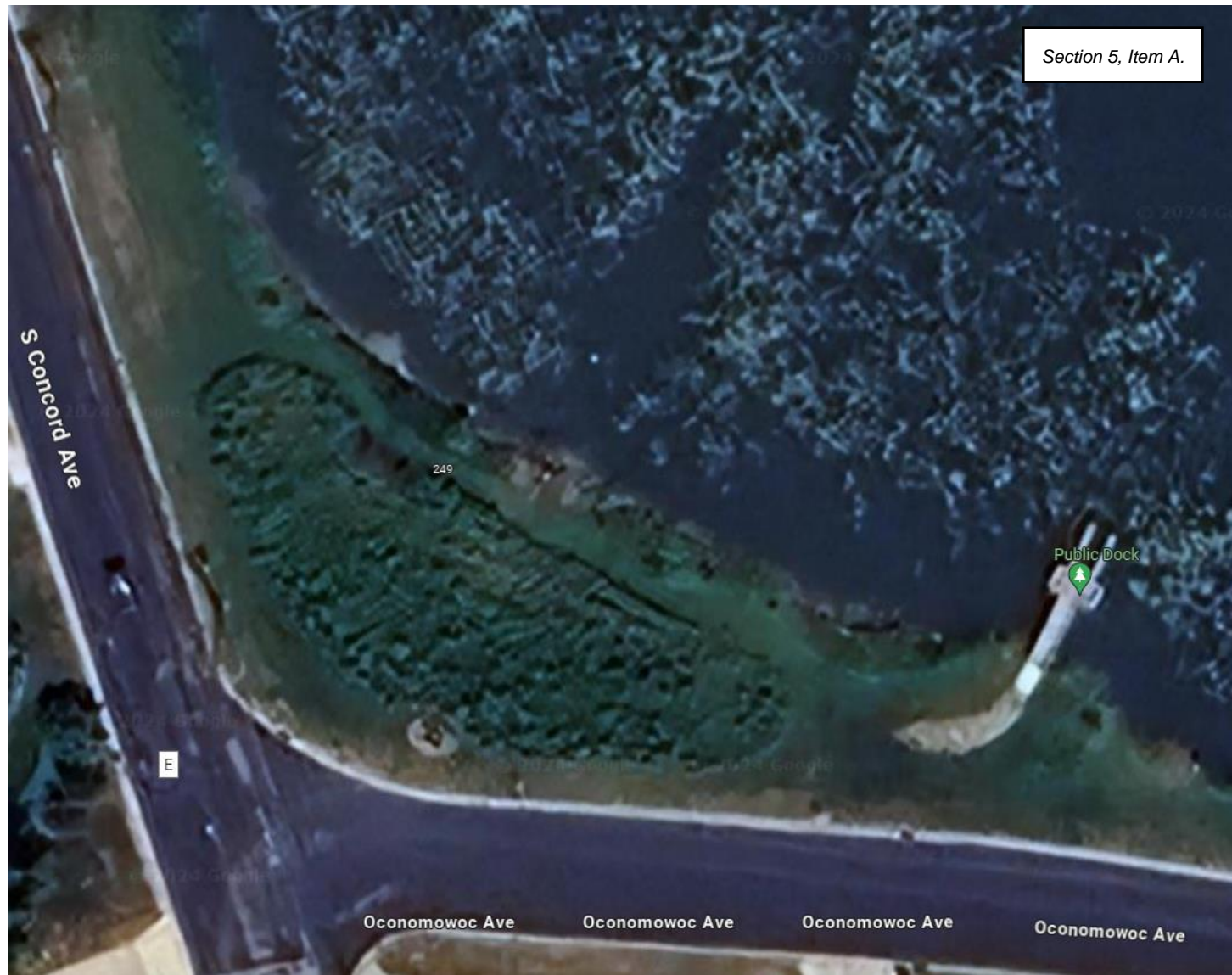
Proposed smoking area

Fannie P Lewis Park



Proposed smoking area

East Water Park



Proposed smoking area

Grinwald Park

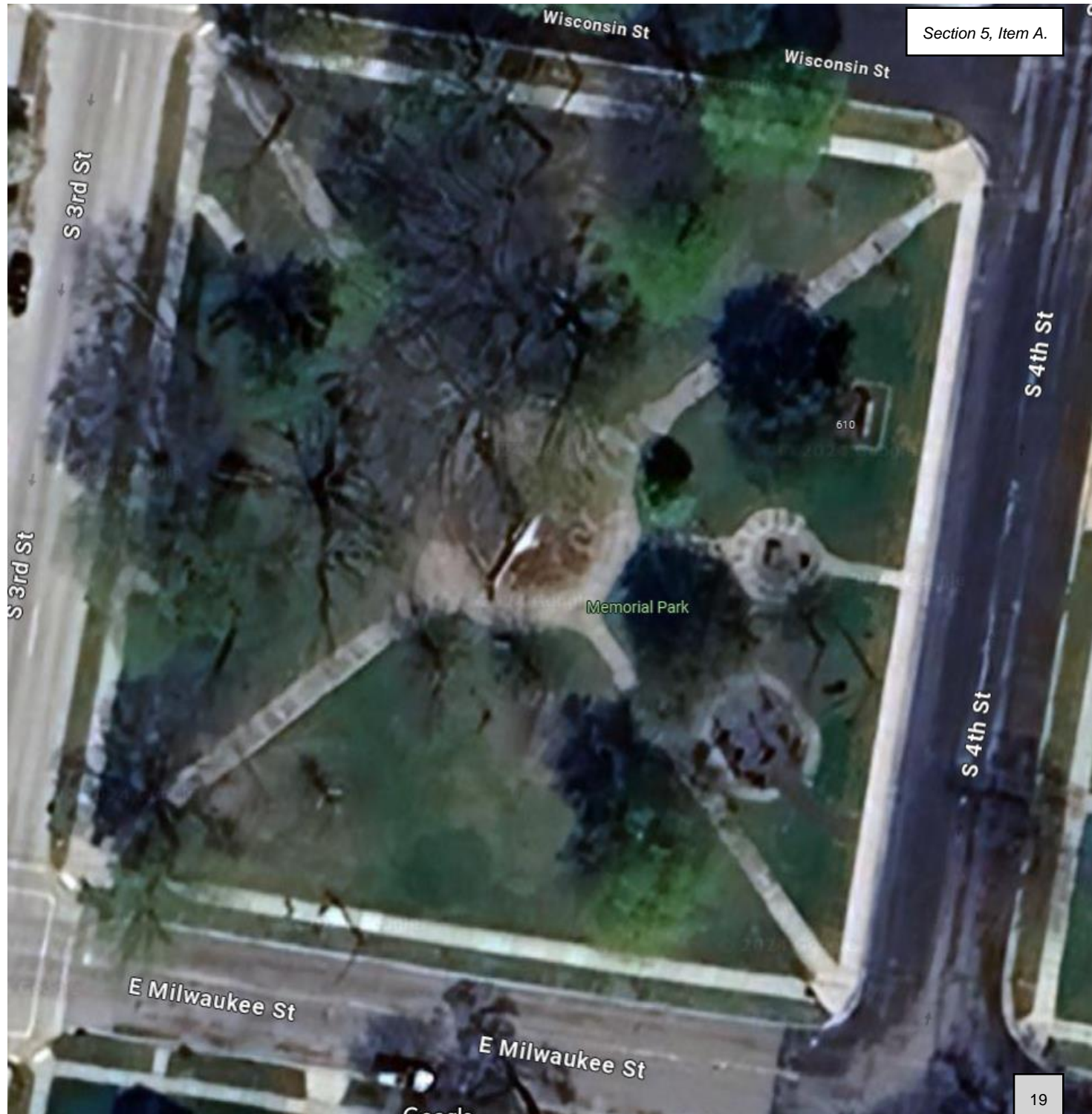


Section 5, Item A.



Proposed smoking area

Lincoln Park



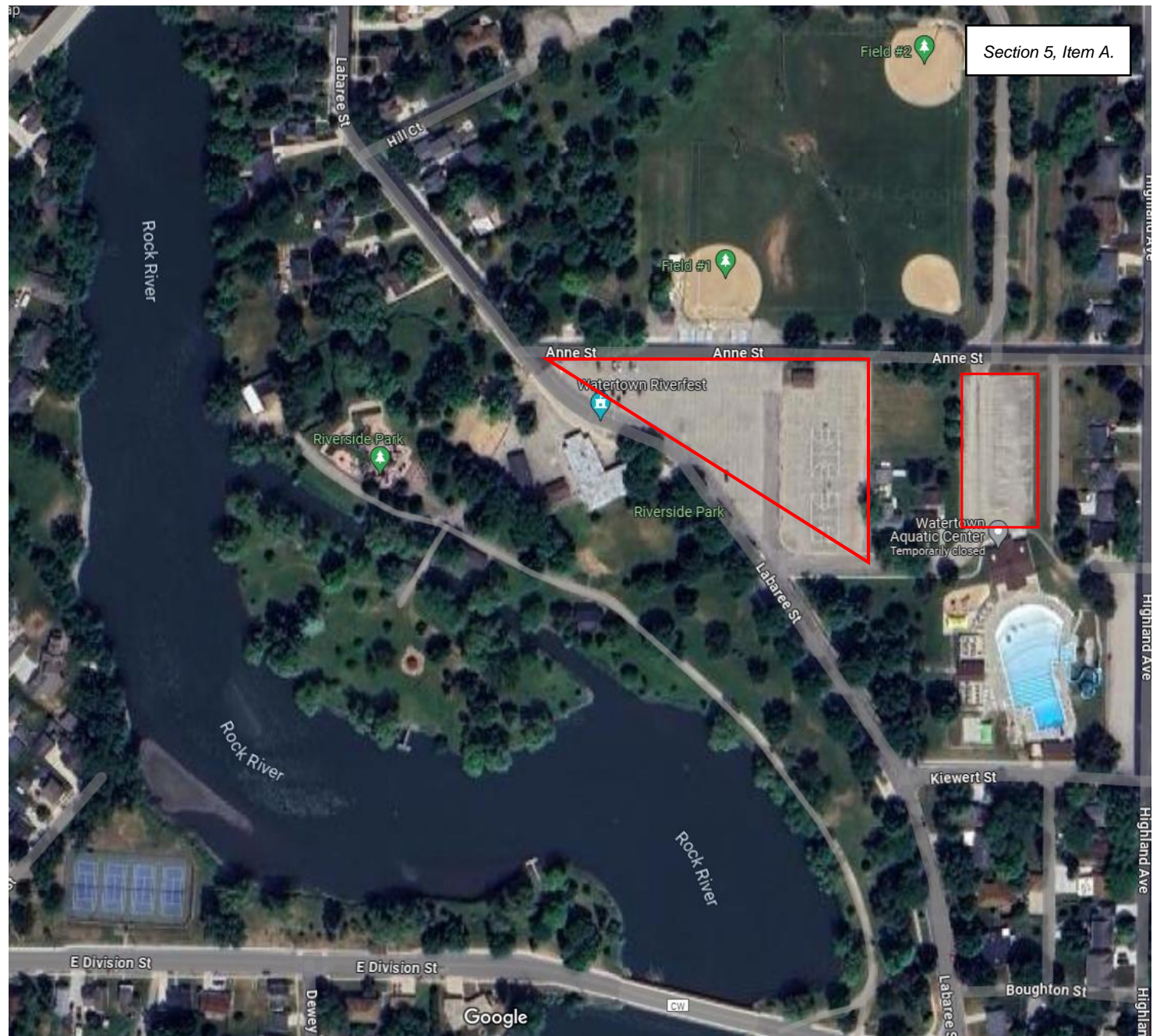
Proposed smoking area

Memorial Park



Proposed smoking area

Interurban Trailhead Park



Proposed smoking area

Riverside Park – Main and AC



Proposed smoking area

Reflection Park





Section 5, Item A.



Proposed smoking area

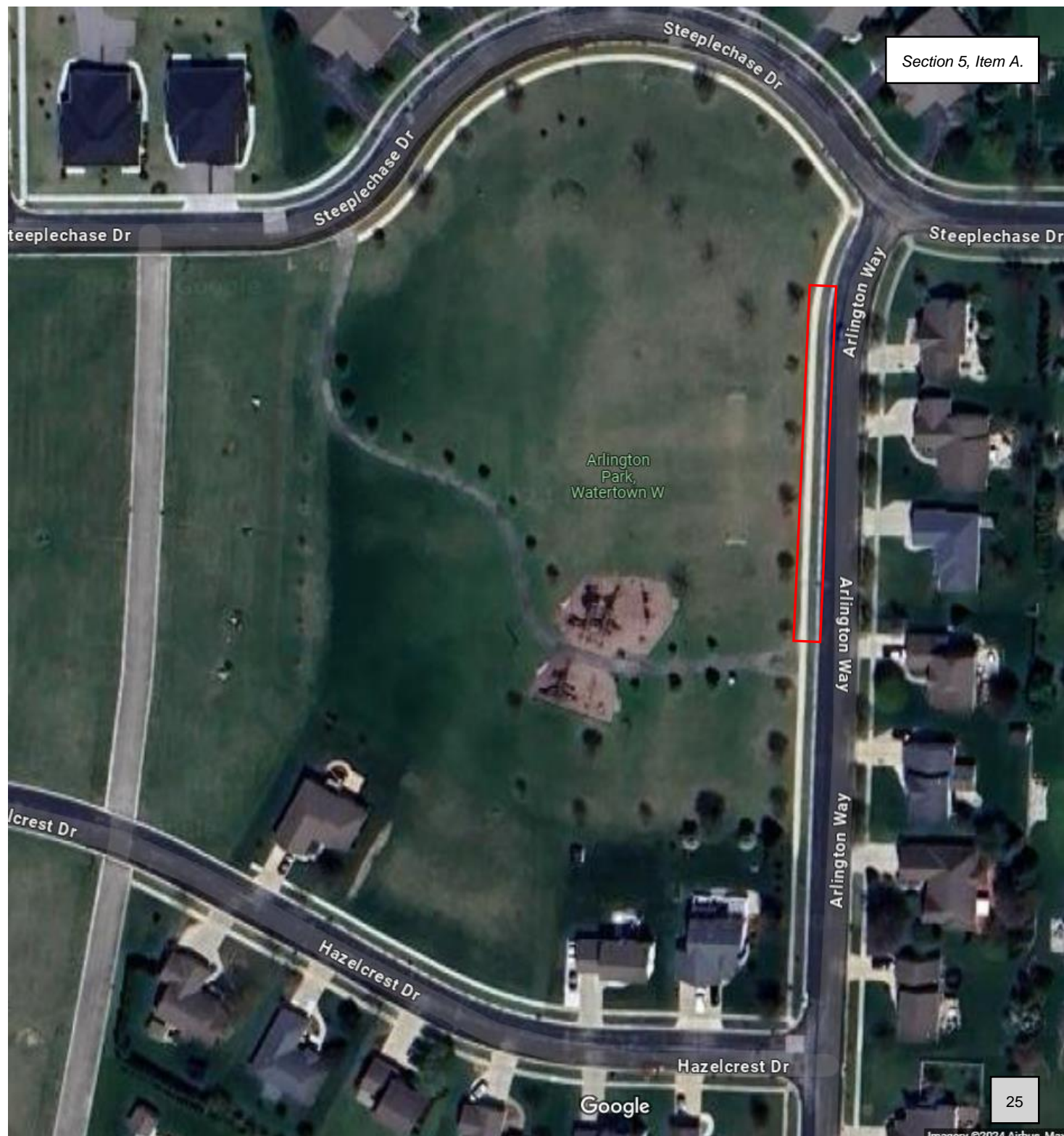
Mary Rose Park



Proposed smoking area

Riverside Park – Volleyball





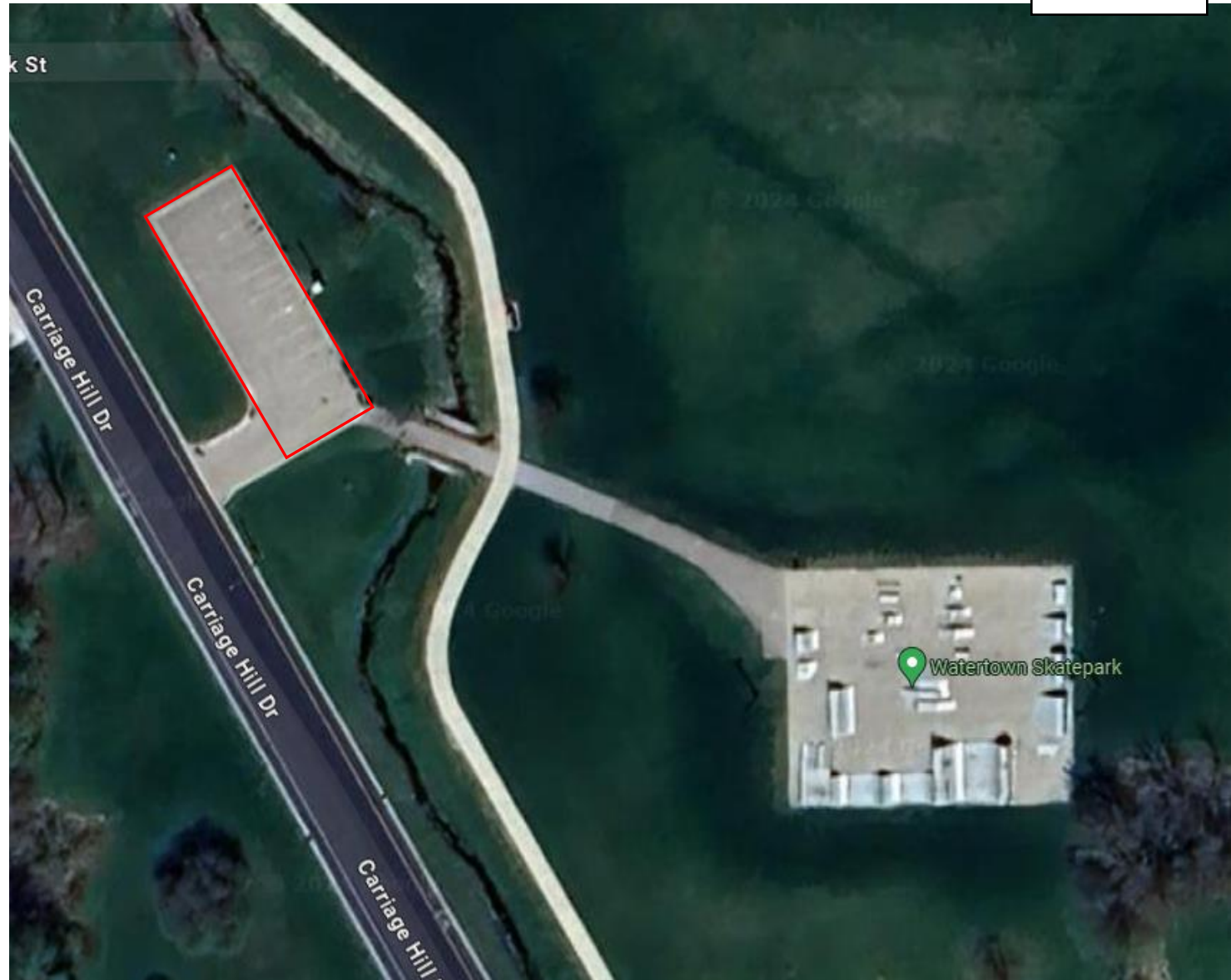
Proposed smoking area

Grinwald Park



Proposed smoking area

Grinwald Park



Proposed smoking area

Skate Park



Proposed smoking area

Tivoli Park





Proposed smoking area

South Water "Carp" Park

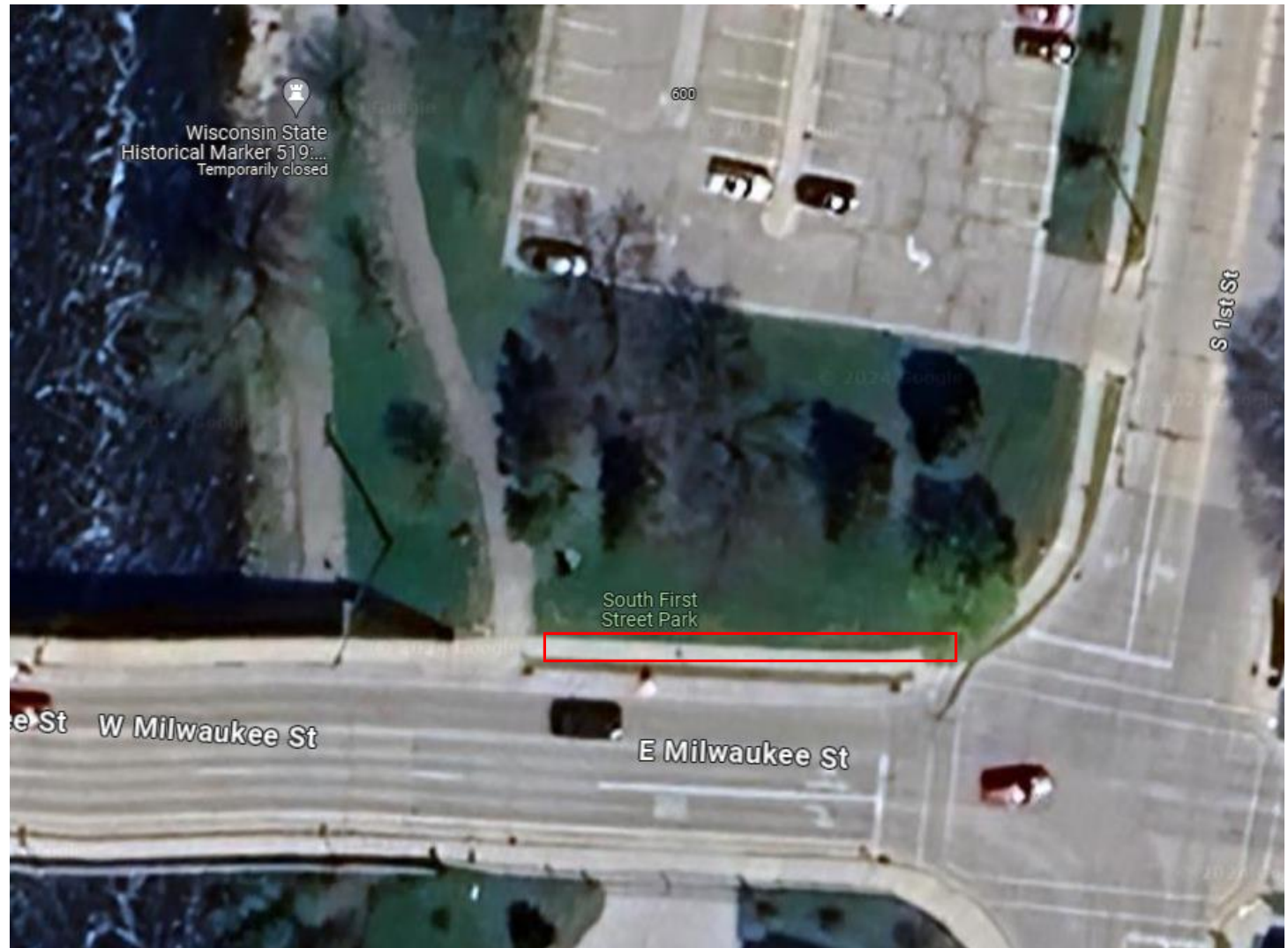


Section 5, Item A.



Proposed smoking area

Timothy Johnson Park



Proposed smoking area

South 1st St Park



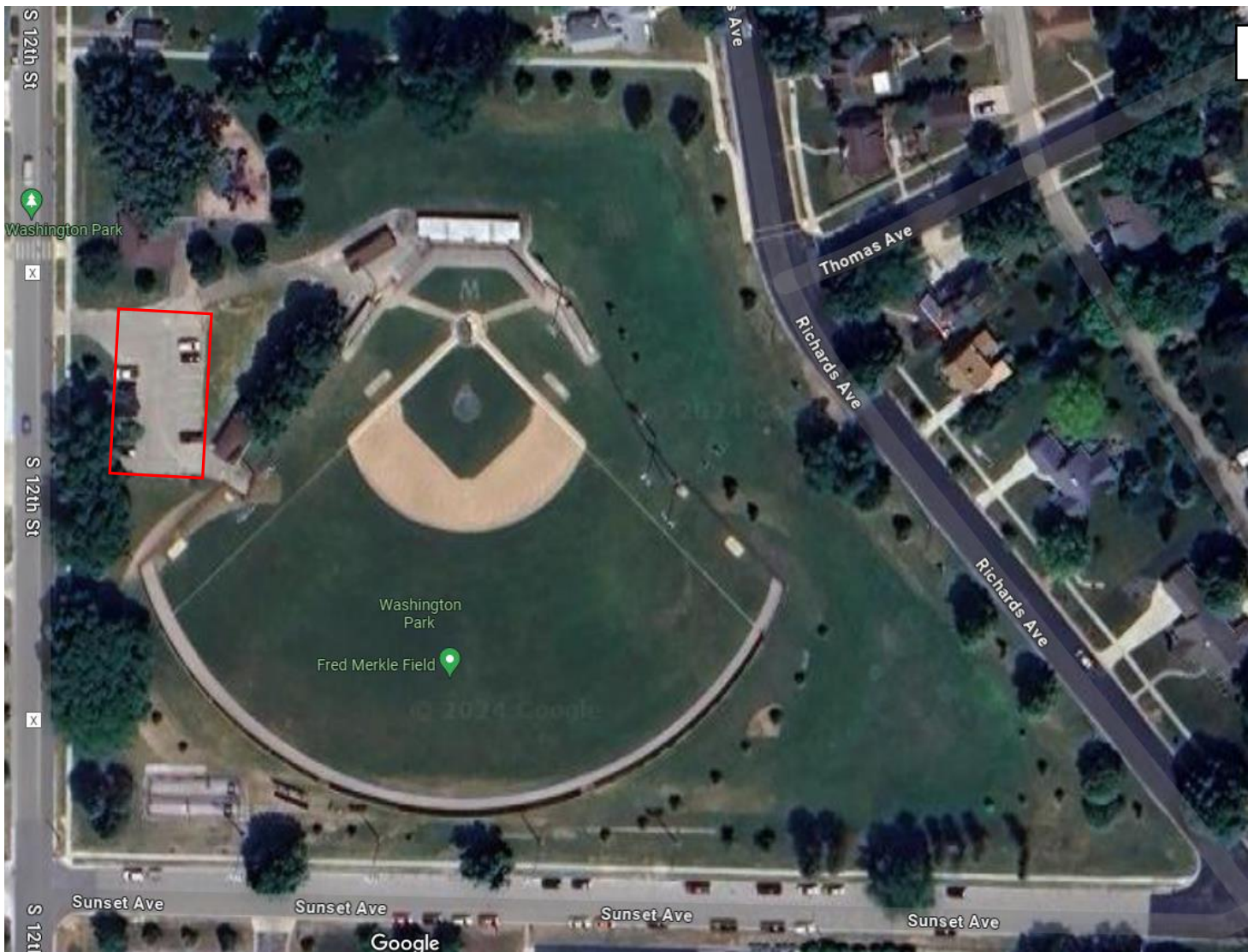
Proposed smoking area

Schaller Park



Proposed smoking area

Union Park



Proposed smoking area

Washington Park

**RESOLUTION TO
UPDATE THE WORLD MIGRATORY BIRD DAY RESOLUTION FROM
MARCH 6, 2018**

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

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and,

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and,

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and,

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and,

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and,

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations; and,

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and,

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun; and,

WHEREAS, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and,

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

Does hereby resolve and proclaim the second Saturday in May as World Migratory Bird Day in the City of Watertown, and urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

(Type meeting date) Exhibit #XXXX

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

Values

Safety: We take a proactive approach to ensure the safety of our patrons, participants, and staff through stringent adherence to safety protocols, regular training and maintenance of equipment and facilities.

Access to all: We ensure that all residents, regardless of age, ability, income, or background, have equitable access to high-quality facilities, services, and recreation opportunities, promoting inclusivity and diversity.

Professionalism: We commit to fostering a collaborative and supportive team culture, encouraging teamwork, communication, and mutual respect across all sections of the Parks, Recreation and Forestry department and all departments of the City of Watertown.

Community Service: We actively engage with the community by offering educational opportunities, events, and exceptional customer service by creating a welcoming environment and offering a positive experience for all guests.

Fun and Enjoyment: We create an enjoyable and enriching experience for all users, promoting recreation, relaxation, and enjoyment of activities while maintaining a responsible and safe environment.