



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

**MONDAY, NOVEMBER 17, 2025 AT 4:30 PM**

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

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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. Parks, Recreation, and Forestry minutes from October 20, 2025
- B. Senior Center Advisory Board minutes from October 21, 2025

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

- A. Review and take action: Monthly 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: Outlet Diamond 1 Brandt Quirk
- B. Review and take action: Boy Scout Troop 43 fee request
- C. Review and take action: 2026 pool pass fees
- D. Review and take action: Facility use agreement - Storm
- E. Review and take action: Water access policy
- F. Review and take action: Chamberland tiles
- G. Review and take action: Softball program fees
- H. Review and take action: Hepp Heights - Edge Field Park-Loos Homes Park dedication

### **6. DIRECTOR'S REPORT**

- A. Project updates
- B. Programming updates

### **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](mailto: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, October 20, 2025

#### 1. **Call to Order**

The Watertown Parks, Recreation & Forestry Commission met in person and virtually on October 20, 2025. The meeting was called to order by Kerry Kneser at 4:30 p.m.

Members present: Kerry Kneser, Julie Chapman, Kyle Krueger, Emily Lessner (online), Jennifer Clayton, Brad Clark, Jarrod Folkman, Stephanie Juhl, Kristine Butteris, Andrea Draeger, Jeff Doyle, Robert Stocks.

Not present: Jonathan Lampe.

Julie Chapman motioned to move item K (Budget Clarification) to the beginning of the agenda, and Kyle Krueger seconded,. Motion carried.

#### **K. Review and Discuss: Budget Clarification**

Kerry raised a question regarding the purpose and role of the Parks, Recreation & Forestry (PRF) Commission. Discussion followed regarding the current condition of the park shop and the proposed 2029 replacement facility. Kerry expressed concern that the current building poses safety and morale issues, citing poor ventilation, water leakage, inadequate lighting, insulation, and limited space.

Kristine explained that deferred maintenance and equipment needs often appear in the budget, but are delayed or removed for future years. Mayor Robert Stocks stated that the Finance Committee voted to remove the proposed \$400,000 park shop building from the 2026 budget to prioritize payroll, wage adjustments, and insurance. Kristine noted that a comparable new building with a wash bay would cost approximately \$600,000, while temporary repairs through 2029 would cost around \$123,500.

Kerry expressed that the former “Bentzin Family Town Square” (BFTS) programming commission had dissolved and discussed concerns raised by alderpersons that the Events Programming Coordinator was not meeting intended funding expectations. Stephanie Juhl shared that since May 2023, the department has generated \$121,600 in grants and sponsorships and exceeded revenue goals for the past two years.

The proposed part-time recreation coordinator position, which may support aquatics operations in the winter, was not denied. The aquatics manager position has been reduced to part-time/seasonal. Kristine stated that the Events Programmer position was moved from Fund 1 to a future fund, and the department will not be able to rehire a full-time aquatics manager or park crew member following recent and upcoming vacancies. Jarrod Folkman announced he will be leaving the department on October 31, 2025 for a new position, also leaving a vacancy for the Recreation Programmer position.

#### 2. **Review and Approval of Minutes**

Kyle Krueger motioned to approve the September 15, 2025, Parks, Recreation & Forestry Commission minutes. Brad Clark seconded. Motion carried.

3. **Review and Approval of Financial Reports**

Discussion noted higher overtime costs in aquatics due to covering shifts without a full-time manager. Brad Clark motioned to approve the August 2025 financial reports. Julie Chapman seconded. Motion carried.

4. **Citizens to Be Heard**

There were none.

5. **Business**

**A. Review and Take Action: Meridian Barrier Rental Fees**

Kristine explained that new 700-pound metal barriers with gates were purchased to prevent traffic from entering special event areas. The proposed rental fee is \$275 per set, requiring about two staff and two hours to transport and set up. Discussion included whether usage should require Public Safety approval. The Commission agreed that staff trained in barrier deployment should handle set up. Kyle Krueger motioned to approve the meridian barrier rental fees. Jennifer Clayton seconded. Motion carried.

**B. Review and Take Action: 2026 Fees and Charges**

Kristine presented proposed 2026 fee changes, including planned increases to athletic field rentals for 2027. Brad Clark motioned to approve the proposed fees and charges. Kyle Krueger seconded. Motion carried.

**C. Review and Take Action: 2026 Facility Reservation Policies**

Kristine reviewed changes and additions to existing policies.

Kyle Krueger motioned to approve the proposed facility reservation policies. Jennifer Clayton seconded. Motion carried.

**D. Review and Take Action: 2026 Room and Park Rental Applications**

Kristine and Andrea worked with Dale to update room and amenity details.

Kyle Krueger motioned to approve the updated room and park rental applications. Jennifer Clayton seconded. Motion carried.

**E. Review and Take Action: 2026 Pool Admission Fees**

Kristine presented background on pool fee changes and pass options. The memo incorrectly listed the daily admission fee as \$5 (current fee is \$4). Kyle expressed concern about increasing pass rates given pool closures and recommended reviewing 2025 sales data before making changes. The Commission agreed to table the discussion until November for further evaluation.

Brad Clark motioned to table the item. Kyle Krueger seconded. Motion carried.

**F. Review and Take Action: 2026 Seasonal Wages**

Kristine proposed increasing starting seasonal wages to \$12/hour and adjusting others to remain competitive. Kyle noted the department has historically offered low seasonal wages.

Kyle Krueger motioned to approve the 2026 seasonal wages. Julie Chapman seconded. Motion carried.

**G. Review and Take Action: 2026 General Registration Form**

Kristine presented a redesigned registration form featuring a QR code linking to RecDesk instead of offering registration forms for each program and activity.

Brad Clark motioned to approve the new registration form. Jennifer Clayton seconded. Motion carried.

#### **H. Review and Discuss: Tiles at Chamberland Park**

Kristine reported that decorative tiles are deteriorating and asked for feedback on next steps. Kyle suggested creating new artwork or a mosaic. Brad recommended photographing the current tiles for historical preservation. The item will return next month for formal action.

#### **I. Review and Discuss: Removal of Park Sandboxes**

Kristine reported that seven sandboxes across the parks are being considered for removal due to animal activity and maintenance. The commission supported removal.

#### **J. Review and Discuss: Safety Issue – Park View and Hall Street**

Kristine shared that twelve trees on private property encroaching into the right-of-way will be removed to improve safety and sightlines.

### **6. Director's Report**

#### **A. Project Updates**

Park restrooms are being winterized. The access fence at Brandt-Quirk Park has been completed.

#### **B. Programming Updates**

**Recreation Programming:** Boo Bash will be held in partnership with downtown Pumpkin Palooza, featuring over 40 vendors. The Tree Lighting Ceremony is scheduled for November 15. The Holiday Train will visit on December 10, with food vendors and donation opportunities. Kerry commended Stephanie for her continued work in planning community events.

**Senior and Community Center Programming:** Recent and upcoming programs include the Monster Mash Bash, Veterans Day event, and fall break enrichment. The Patio Party raised over \$900. Generations of Joy will raise funds and provide decorations for the Center, with a Holiday Open House on December 3. Additional upcoming Senior Center activities include Norwegian Dancers, Maranatha Handchimes, and a January Badger Talk. Fundraisers such as the Brat Fry, Cookie Box, and January Soup Sale will continue. Funds have been raised for toilet replacements, which will be installed soon.

### **7. Adjournment**

Brad Clark motioned to adjourn the meeting at 6:09 p.m. Kyle Krueger seconded. Motion carried.

**Next meeting date:** November 17, 2025.



**Watertown Senior Center  
Advisory Board Minutes  
October 21, 2025**

**1. Call to Order**

The Senior Center Advisory Board met in person on October 21, 2025. The meeting was called to order by Andrea Draeger at 9:08 a.m.

Present: Jennifer Johnson, Dawn Justman, Betty Jimenez, Lynn Fredrick, John Wanke, Peggy Brow, Andrea Draeger.

Not present: Mara O'Brien.

**2. Review and Approve Minutes**

Dawn Justman motioned to approve the August 19, 2025 minutes as written. Betty Jimenez seconded. Motion carried.

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

Discussion took place regarding the bake sale proceeds from the Patio Party. Andrea will follow up on where those funds were allocated. Betty Jimenez motioned to approve the August financial report as presented. John Wanke seconded. Motion carried.

**4. Citizens to Be Heard**

There were none.

**5. Business**

**A. Review and take action: funds for raised toilets**

Quotes for new toilets were discussed. Peggy Brown approved the lowest quote option. Dawn Justman seconded. Motion carried.

**B. Review and discuss: End of 2025 and 2026 event and fundraiser calendar**

The group reviewed the end of 2025 and 2026 event and fundraiser calendar. Discussion included discontinuing the movie license or offering concession sales during adult/family movie nights. Quarterly birthday parties will move to Wednesdays next year, and the Patio Party may be added to the annual event list.

**C. Review and take action: senior center concession sales**

Discussion occurred regarding concessions being sold from the office rather than the vending machine. A donated or purchased refrigerator will be used for beverages. Dawn Justman motioned to approve selling concessions out of the office. John Wanke seconded. Motion carried.

**6. Chairperson's Committee Reports**

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

The Patio Party and Dedication held on September 24 and the Brat Fry held on September 13 were both successful. Upcoming fundraisers include 50/50 raffles (to be finalized in December for the Holiday Party and January Bingo proceeds), cookie boxes (baking on December 13 and assembly potentially on December 13 or 16 after

the meeting), and a soup sale on January 22 to include drinks and desserts. The soup sale may move to the Snack Shop or Conley kitchen or replace senior dining for the day. Scrip gift cards are available for purchase at the Reception Desk, with plans to increase online advertising during the holidays. Greeting cards are available for purchase; all other cards, such as sympathy cards, must be approved by the office. The Generations of Joy sponsorship program is ongoing, with an open house on December 3. A joint department effort will be made to create a 2026 sponsorship letter and press release.

#### **B. Update Membership Committee on Current Memberships and Renewals**

A new sign-in system using recreation software and barcode fobs/tags is being explored. Membership coupons for new members are available through the Watertown Chamber of Commerce. Membership renewal letters will go out in October. The board also discussed prorating memberships in 2026 so that those joining in October or later will roll over into the following year. A review will be conducted to evaluate the value of memberships, considering both direct and indirect costs, to guide future membership fee discussions.

#### **C. Update Community Services Committee on Projects and Efforts**

The Second Harvest Foodbank donation barrel will be placed out for the month of November. The Halloween Candy Exchange, “Sweets for Swims,” will allow one free pool admission for every pound of candy donated. A press release will be issued. A donated quilt will be raffled off at the AM VETS Veterans Day event on November 10. Betty Jimenez will prepare flower boutonnieres for veterans, and we will post the raffle will begin at 8:00 a.m. Additional drives such as food, school supplies, and assisted living supplies were discussed. These will be added to the newsletter and promoted through Facebook and Instagram.

#### **D. Update Program Committee on Program Attendance and New Programs**

The cookie class will be scheduled for November 28. The stamping group will continue, with interest in possibly expanding into a handmade card-making group. The cribbage league and family tournament are going well. Senior play day has been moved to Fridays. Yahtzee attendance has been low, so the program will now run on Mondays. Gold Star Self Defense classes will return in December at the Police Department. Peggy Brown will ask about a quiet bingo machine at Thursday Bingo. Upcoming events include:

- November Birthday Party – November 18
- Veterans Day – November 10 (hors d’oeuvres)
- Generations of Joy decorating – November
- Holiday Open House – December 3
- Holiday Party – December 17 (lasagna)
- Handchimes and Norwegian Dancers – December
- Family Holiday Craft and Wrap event – December 12 (volunteers needed for snacks, crafts, and wrapping)
- Family Bingos – October 24, November 26, and December 29

**7. Director's Report**

Building updates the installation of pool table lights. Handicap bathroom doors were discussed for review.

Active shooter training for volunteers will be scheduled at a later date.

The newsletter will be sent to the board for review before publishing if available.

A new volunteer application form has been developed.

A smaller "Free Table" will be obtained for the center.

Betty, Dawn, and student volunteers will assist with the Veterans Day event.

The Holiday Party will feature a bake sale coordinated by Betty and Josie, with student volunteers also assisting. Santa may be available at the event.

**8. Adjournment**

Peggy Brown motioned to adjourn. John Wanke seconded. Motion carried. The meeting was adjourned at 11:23 a.m.

**Watertown Parks and Recreation Department**

**Financial Report**

Section 3, Item A.

**Prelim Oct 2025**

<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	\$ 96,601.80	\$ 82,000.00	\$ (14,601.80)
01-446211	Rec Dept Taxable Revenue	28,911.38	\$ 40,000.00	\$ 11,088.62
01-446212	Rec Concession Revenue	513.00	500.00	\$ (13.00)
01-446220	Net Ticket Sales	878.20	100.00	\$ (778.20)
01-446230	Aquatic Center Revenue	129,923.80	130,000.00	\$ 76.20
01-446232	Indoor Pool Non Taxable Revenue	21,047.83	23,000.00	\$ 1,952.17
01-446233	Indoor Pool Taxable Revenue	7,385.80	10,000.00	\$ 2,614.20
01-446234	Senior Center Revenue	452.58	300.00	\$ (152.58)
01-446235	Senior Center Memberships	3,649.66	3,000.00	\$ (649.66)
01-446236	Senior Center Rental Fees	14,058.21	18,000.00	\$ 3,941.79
01-446264	Park Rental	22,504.46	30,000.00	\$ 7,495.54
01-446266	Misc Park Revenue	9,813.33	10,000.00	\$ 186.67
<b>Grand Total Revenue</b>		<b>\$ 335,740.05</b>	<b>\$ 346,900.00</b>	<b>\$ 11,159.95</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	\$ 295,672.41	\$ 402,906.00	\$ 107,233.59
01-552014	Overtime	65.58	520.00	454.42
01-552016	Part-time Salaries	8,047.50	13,418.00	5,370.50
01-552017	Contract Services	11,889.02	15,550.00	3,660.98
01-552018	Supplies & Expenses	3,417.12	7,045.00	3,627.88
01-552019	Advertisement	347.89	1,000.00	652.11
01-552020	Repairs	8,214.61	4,000.00	(4,214.61)
01-552021	Contribution to Town Square	58,950.00	78,600.00	19,650.00
01-552022	Dues, fees, subs	1,893.33	3,100.00	1,206.67
01-552023	Training	1,235.00	1,175.00	(60.00)
01-552024	Travel	1,396.97	1,885.00	488.03
01-552026	Maintenance Supplies	1,599.82	4,000.00	2,400.18
01-552028	Fuel	3,343.55	5,000.00	1,656.45
01-552030	Electric	12,014.08	16,000.00	3,985.92
01-552031	Water	1,555.88	1,825.00	269.12
01-552032	Telephone	2,522.53	4,250.00	1,727.47
01-552033	Wisconsin Retirement	18,942.72	26,803.00	7,860.28
01-552034	Social Security	17,014.06	25,844.00	8,829.94
01-552035	Medicare	3,979.19	6,044.00	2,064.81
01-552036	Health Insurance	43,800.00	60,580.00	16,780.00
01-552037	Life Insurance	501.46	567.00	65.54
01-552038	Dental Insurance	2,671.92	3,715.00	1,043.08
01-552042	Mileage	14.00	800.00	786.00
01-552060	Capital Outlay	-	-	-
<b>Total Administration</b>		<b>\$ 499,088.64</b>	<b>\$ 684,627.00</b>	<b>\$ 185,538.36</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00
01-552116	Part-time Salaries	44,426.87	40,524.00	(3,902.87)
01-552117	Contract Sports Services	23,875.40	21,564.00	(2,311.40)
01-552118	Supplies & Expenses	20,360.22	25,000.00	4,639.78
01-552134	Social Security	3,132.99	2,544.00	(588.99)

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	
01-552135	Medicare	732.89	595.00	(137.89)
01-552160	Capital Outlay	-	2,000.00	2,000.00
<b>Total Recreation</b>		<b>\$ 92,528.37</b>	<b>\$ 92,735.00</b>	<b>\$ 206.63</b>
<b>Aquatic Center</b>				
01-552214	Aq Ctr Overtime	\$ 3,684.23	\$ 2,030.00	\$ (1,654.23)
01-552216	Part-time Salaries	101,405.39	101,833.00	427.61
01-552217	Svc Contracts/Licenses	4,164.33	2,500.00	(1,664.33)
01-552218	Supplies & Expenses	5,195.66	4,500.00	(695.66)
01-552220	Repairs	12,678.63	12,445.00	(233.63)
01-552223	Training	1,789.48	500.00	(1,289.48)
01-552228	Fuel	5,584.34	4,500.00	(1,084.34)
01-552230	Electric	13,597.68	19,000.00	5,402.32
01-552231	Water	10,661.30	14,500.00	3,838.70
01-552232	Telephone	895.59	500.00	(395.59)
01-552234	Social Security	6,512.40	6,440.00	(72.40)
01-552235	Medicare	1,523.03	1,506.00	(17.03)
01-552240	Chemicals	25,506.12	26,000.00	493.88
01-552244	Uniforms	2,355.42	2,500.00	144.58
01-552246	Concessions Supplies	23,578.72	25,000.00	1,421.28
01-552260	Capital Outlay	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 219,132.32</b>	<b>\$ 223,754.00</b>	<b>\$ 4,621.68</b>
05-552270	Capital Projects	-	-	-
<b>Indoor Pool</b>				
01-552314	Indoor Pool Overtime	\$ 1,731.42	\$ 500.00	\$ (1,231.42)
01-552316	Part-time Salaries	39,486.39	39,205.00	(281.39)
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	3,908.97	10,000.00	6,091.03
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	2,555.56	2,462.00	(93.56)
01-552335	Medicare	597.67	576.00	(21.67)
<b>Total Indoor Pool</b>		<b>\$ 48,280.01</b>	<b>\$ 67,668.00</b>	<b>\$ 19,387.99</b>
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 859,029.34</b>	<b>\$ 1,068,784.00</b>	<b>\$ 209,754.66</b>
<b>Reserve Accounts</b>				
		YTD Expenses	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (5,869.51)	\$ 29,978.45	\$ 35,847.96
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
24-581121	BQ Baseball	\$ 2,871.88	\$ 7,000.00	\$ 4,128.12
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			\$ -

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ (2,384.00)	\$ 5,969.65	\$ 8,353.65
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (1,419.27)	\$ 15,276.42	\$ 16,695.69
07-581113	Park Dedication Fees (land purchase)	\$ (17,289.00)	\$ 68,961.00	\$ 86,250.00
07-581115	Park Improvements	\$ (120,935.22)	\$ 51,500.00	\$ 172,435.22

Section 3, Item A.

**Watertown Parks and Recreation Department**  
**Financial Report**  
**Prelim Oct**

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance
Park					
01-554110	Salaries	\$	356,899.61	\$	489,791.00 \$ 132,891.39
01-554112	Longevity		-	\$	2,106.00 \$ 2,106.00
01-554114	Overtime		5,833.20		11,500.00 \$ 5,666.80
01-554116	Part-time Salaries		25,148.23		32,480.00 \$ 7,331.77
01-554118	Supplies & Expenses		37,864.76		37,000.00 \$ (864.76)
01-554120	Repairs		16,794.99		18,000.00 \$ 1,205.01
01-554126	Goose Control		-		2,500.00 \$ 2,500.00
01-554128	Fuel		1,726.58		4,000.00 \$ 2,273.42
01-554130	Electric		32,824.81		35,000.00 \$ 2,175.19
01-554131	Water		39,851.54		43,000.00 \$ 3,148.46
01-554132	Telephone		822.87		1,100.00 \$ 277.13
01-554133	Wisconsin Retirement		25,373.07		35,054.00 \$ 9,680.93
01-554134	Social Security		22,963.80		33,285.00 \$ 10,321.20
01-554135	Medicare		5,370.51		7,784.00 \$ 2,413.49
01-554136	Health Insurance		130,560.00		161,266.00 \$ 30,706.00
01-554137	Life Insurance		1,576.49		1,901.00 \$ 324.51
01-554138	Dental Insurance		6,440.00		9,008.00 \$ 2,568.00
01-554140	Gasoline		21,919.21		30,000.00 \$ 8,080.79
01-554141	Fertilizers & Herbicides		4,405.20		6,500.00 \$ 2,094.80
01-554142	Equipment Repairs		20,774.79		28,000.00 \$ 7,225.21
01-554144	Washington Park Lights		3,012.21		2,010.00 \$ (1,002.21)
01-554148	Water Bubblers		878.26		2,000.00 \$ 1,121.74
01-554150	Staff Training		3,230.10		4,300.00 \$ 1,069.90
01-554159	Safety Equipment		2,487.90		3,000.00 \$ 512.10
01-554160	Capitial Outlay		431.00		4,000.00 \$ 3,569.00
Total Park		\$	767,189.13	\$	1,004,585.00 \$ 237,395.87
05-554170	Capital Projects	\$	1,036,209.00	\$	1,036,209.00
Forestry					
01-561110	Salaries	\$	111,576.05	\$	118,759.00 \$ 7,182.95
01-561112	Longevity		-		-
01-561118	Supplies & Expense		1,559.87		5,500.00 \$ 3,940.13
01-561119	UF Grant Exp: Tree/Ash Inje		13,347.14		14,160.00 812.86
01-561120	Repairs		1,772.27		3,000.00 1,227.73
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		7,754.60		8,254.00 499.40
01-561134	Social Security		6,375.17		7,448.00 1,072.83
01-561135	Medicare		1,471.13		1,722.00 \$ 250.87
01-561136	Health Insurance		34,560.00		46,076.00 11,516.00
01-561137	Life Insurance		96.00		129.00 33.00
01-561138	Dental Insurance		1,656.00		2,252.00 596.00
01-561160	Capital Outlay		-		5,000.00 5,000.00
Total Forestry		\$	181,741.23	\$	217,900.00 \$ 36,158.77
05-561170	Capital Projects		-		- \$ -

# Watertown Parks and Recreation Department

## Financial Report

Section 3, Item A.

**Prelin oct 2025**

Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 22,775.00	\$ 10,000.00	\$ (12,775.00)
26-446211	TS Revenue - Taxable	\$ 7,701.00	\$ 15,000.00	\$ 7,299.00
26-446250	Contributions FR General Fund	\$ 78,600.00	78,600.00	\$ -
26-446266	TS Future Fund Contributions			\$ -
<b>Grand Total Revenue</b>		<b>\$ 109,076.00</b>	<b>\$ 103,600.00</b>	<b>\$ (5,476.00)</b>
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
26-554310	Salaries	66,824.80	\$ 68,266.00	\$ 1,441.20
26-554316	Part-time Salaries	-	-	\$ -
26-554318	Supplies	1,656.14	7,650.00	\$ 5,993.86
26-554319	Advertising	3,655.24	3,400.00	\$ (255.24)
26-554320	Repair/Maintenance	20,406.02	17,300.00	\$ (3,106.02)
26-554330	Electricity	1,803.34	1,952.00	\$ 148.66
26-554331	Water	5,610.68	25,000.00	\$ 19,389.32
26-554333	Wisconsin Retirement	3,923.32	4,744.00	\$ 820.68
26-554334	Social Security	3,431.56	4,232.00	\$ 800.44
26-554335	Medicare	802.53	990.00	\$ 187.47
26-554336	Health Insurance	7,800.00	9,386.00	\$ 1,586.00
26-554337	Life Insurance	335.98	361.00	\$ 25.02
26-554338	Dental Insurance	298.80	366.00	\$ 67.20
26-554341	Event Expenses	35,201.64	40,000.00	\$ 4,798.36
26-554360	Capital Outlay	-	10,000.00	\$ 10,000.00
<b>Grand Total</b>		<b>\$ 151,750.05</b>	<b>\$ 193,647.00</b>	<b>\$ 41,896.95</b>



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 11/17/2025

Subject: Outlet Diamond One Brandt Quirk

### Background

The Watertown High School Softball Coach and United Electric would like to place an outlet at the backstop of Diamond One at the Brandt Quirk Softball Complex.

They will need to dredge a line for electrical running from the outfield through to the exterior of the backstop.

### Budget Goal

Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

### Financial Impact

This project will be completely paid by the Watertown Softball Team.

### Recommendation

It is my recommendation that we move forward with this project as it will provide a better use of the field for the Watertown Softball team.

Motion: Approve addition of one outlet to the backstop exterior of diamond one at Brandt Quirk Softball Complex.

October 29, 2025

Dear Parks, Recreation, and Forestry Commission,

I am writing on behalf of Watertown Boy Scout Troop 43. We respectfully request consideration for a reduction in reservation fees for use of Conley Hall at the Watertown Senior & Community Center for a 75<sup>th</sup> Anniversary event open to the public on February 15, 2026, from 1 p.m. – 4 p.m.

On May 2, 2025, Bonnie Leu, a member of the Troop 43 75<sup>th</sup> Anniversary Event Committee, reserved and paid a \$550 fee for Conley Hall. The Committee now realizes, with Boy Scouts being a nonprofit organization, there may be a reduced fee available for this reservation.

With this event being open to the public, the reduction in fees would assist Troop 43 in reallocating funds to provide a more successful and memorable event.

Thank you for your time and consideration.

Sincerely,



Nikki Zimmerman  
Treasurer  
Watertown Boy Scout Troop 43

## 2025 ROOM RENTAL APPLICATION

Choose One: Single Event ☒ Multiple Event (# of meetings, days/times: Second Tuesday of every month)

Name of Organization: Boy Scouts Troop 43 Event Type: \_\_\_\_\_

Contact Person: Matt Schlatter - Scoutmaster Phone: 920-988-9619

Address: 916 South Street City: Watertown State: WI Zip: 53094

Email: Schlatter519@gmail.com Number of People: 10-15

Date of Reservation: 1/14, 2/11, 3/11, 4/8, 5/13, 6/10, 7/8 Time: 6pm to 8pm

Signature: 8/12, 9/9, 10/14, 11/11, 12/9 Today's Date: \_\_\_\_\_

<input type="checkbox"/> Park & Rec/Senior Center Groups/Watertown Govt (Class 1)	<b>Free</b>	
<input checked="" type="checkbox"/> Community Groups Administrative Fee (Class 2)	<b>\$50 Annual Fee</b>	
<input type="checkbox"/> Facility Use Agreement (Classes 2 or 3, by approval)	(Annual Max: 24 Meetings, 48 Hours)	
<input checked="" type="checkbox"/> Security Deposit (required with room rental) (Classes 2 & 3)	<b>Resident</b> <b>\$200</b>	<b>Non-Resident</b> <b>\$300</b>
<b>Room/Occupancy</b>	<b>Description</b>	<b>Private Group (Class 3) Per Hour*</b>
<b>Upper Level</b>		
Conley Hall (192)	12-8' tables, 8 round tables, 100 chairs	\$40.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	\$50.00
Brandenstein (24)	6 round tables, 24 chairs (no food allowed)	\$20.00
Wisconsin (21)	6 square tables, 1 conference table, 21 chairs (no food allowed)	\$20.00
<b>Lower Level</b>		
Terrace (150)	3-8' tables, 32 chairs, refrigerator, microwave	\$30.00
Watertown (24)	6 square tables, 24 chairs (no food allowed)	\$20.00

### General Purpose of Organization:

☐ Civic Improvement      ☐ Recreation  
☐ Educational      ☐ Religious  
☐ Fundraising      ☐ Service Club  
☐ Hobby Club      ☐ Social Club  
☐ Private Gathering      ☐ Theater/Arts/Music  
☐ Business Meeting

### Equipment/Additional Fees:

☐ Projection Screen (\$5.00)  
☐ Dry Erase Board (\$5.00)  
☐ Easel (\$5.00)  
☐ Portable Podium & Microphone (\$10.00)  
☐ TV/VCR/DVD (\$15.00)  
☐ Amplified Music (\$30.00)

### OFFICE USE ONLY:

### \*TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES

Security Deposit: \$ 200-  
 Room Rental Total: \$ 50-  
 Equipment/Fees: \$ 0  
 Grand Total: \$ 250-

Paid by: Cash ☒ Check # 2131  
☐ Credit Card (attach receipt)  
 Office Initials: AMS Date Paid: 12/27/24  
 Date Security Deposit Returned: \_\_\_\_\_

Entered on  
Computer





THE CITY OF  
**WATERTOWN**

**WATERTOWN SENIOR & COMMUNITY**

Watertown, Parks, Recreation, & Forestry

Section 5, Item B.

514 S. First St.  
Watertown, WI 53094  
920-262-8080

## 2025 ROOM RENTAL APPLICATION

Choose One: 1 Single Event \_\_\_\_\_ Multiple Event (# of meetings, days/times: \_\_\_\_\_)

Name of Organization: Boy Scout 75<sup>th</sup> Anniversary Event Type: Reunion

Contact Person: Bonnie Len Phone: 920-988 6689

Address: 1400 Evergreen Dr #7 City: Watertown State: WI Zip: 53098

Email: dblen@charter.net Number of People: 100 +

Date of Reservation: Feb 15 2026 Time: 10am to 6pm

Signature: Bonnie Len Today's Date: May 2 2025

<input type="checkbox"/>	Park & Rec/Senior Center Groups/Watertown Govt (Class 1)	Free	
<input type="checkbox"/>	Community Groups Administrative Fee (Class 2)	\$50 Annual Fee	
<input type="checkbox"/>	Facility Use Agreement (Classes 2 or 3, by approval)	(Annual Max: 24 Meetings, 48 Hours)	
<input checked="" type="checkbox"/>	Security Deposit (required with room rental) (Classes 2 & 3)	<b>Resident</b> \$200	<b>Non-Resident</b> \$300
Room/Occupancy	Description	Private Group (Class 3) Per Hour*	Private Group (Class 3) Per Hour*
<b>Upper Level</b>			
Conley Hall (192)	12-8' tables, 8 round tables, 100 chairs	\$40.00	\$60.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	7 x \$50.00	\$75.00
Brandenstein (24)	6 round tables, 24 chairs (no food allowed)	\$20.00	\$30.00
Wisconsin (21)	6 square tables, 1 conference table, 21 chairs (no food allowed)	\$20.00	\$30.00
<b>Lower Level</b>			
Terrace (150)	3-8' tables, 32 chairs, refrigerator, microwave	\$30.00	\$45.00
Watertown (24)	6 square tables, 24 chairs (no food allowed)	\$20.00	\$30.00

**General Purpose of Organization:**

☐ Civic Improvement      ☐ Recreation  
☐ Educational      ☐ Religious  
☐ Fundraising      ☐ Service Club  
☐ Hobby Club      ☐ Social Club  
☐ Private Gathering      ☐ Theater/Arts/Music  
☐ Business Meeting

**Equipment/Additional Fees:**

☐ Projection Screen (\$5.00)  
☐ Dry Erase Board (\$5.00)  
☐ Easel (\$5.00)  
☐ Portable Podium & Microphone (\$10.00)  
☐ TV/VCR/DVD (\$15.00)  
☐ Amplified Music (\$30.00)

**OFFICE USE ONLY:**

**\*TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES**

Security Deposit: \$ 200.00  
 Room Rental Total: \$ 350.00  
 Equipment/Fees: \$ \_\_\_\_\_  
 Grand Total: \$ 550.00

Paid by: ☐ Cash ☐ Check # \_\_\_\_\_  
☒ Credit Card (attach receipt)

Office Initials: ML Date Paid: 5/2/25  
 Date Security Deposit Returned: \_\_\_\_\_



Payment Receipt

Watertown Parks & Recreation Department  
514 South First Street  
Watertown, WI 53094  
920-262-8080

Print Date: 5/2/2025 8:24 AM

Payer: **General Patron**  
99 Main Street  
East Hartford, CT 06108

Payment Note: (R-\*\*\*\*tCV7nZ)

Total Amount Paid: **\$567.01**

Payment ID: 18719

Regular Fees: **\$550.00**

Date: Friday, May 2, 2025

Sales Tax: **\$0.00**

Convenience Fee: **\$17.01**

Payment Method: **RecDesk Credit Card CP \*\*\*\*\*6203**

<u>Description</u>	<u>Registrant</u>	<u>Amount</u>
Sr Ctr Deposits		\$200.00
Room Rental		\$350.00

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Department

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

Date: 11/17/2025

Subject: Aquatics Fees

### Background

We will be increasing our fees for our Aquatics Passes. Last year we sold 399 individual, adult, senior, and family passes at both the indoor, outdoor and combination passes. There were 1344 total passes sold. Total revenue for the pool membership passes was \$37,365. Last meeting we increase daily passes from \$4 to \$5 and non-resident from \$5 to \$7.50.

### Budget Goal

Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

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

### Financial Impact

Growing our pass sales will help us close the gap on pool expenses and support sustainable operations.

### Recommendation

We have created three increase options for your consideration. Please see attached sheet.

Options:

Motion 1: Approve a pass increase of 10%

Motion 2: Approve a pass increase of 17%

Motion 3: Approve a pass increase of 33%

COMBINATION YEARLY PASS								
PASSES	CITY RESIDENT				NON-CITY RESIDENT			
	2025	10%	17%	33%	2025	10%	17%	33%
Individual Youth (2-17)	\$70.00	\$77.00	\$81.90	\$93.10	\$105.00	\$115.50	\$122.85	\$139.65
Individual Adult (18-64)	\$100.00	\$110.00	\$117.00	\$133.00	\$150.00	\$165.00	\$175.50	\$199.50
Individual Senior (65+)	\$70.00	\$77.00	\$81.90	\$93.10	\$105.00	\$115.50	\$122.85	\$139.65
Family	\$210.00	\$231.00	\$245.70	\$279.30	\$315.00	\$346.50	\$368.55	\$418.95

AQUATIC CENTER								
	CITY RESIDENT				NON-CITY RESIDENT			
	2025	10%	17%	33%	2025	10%	17%	3%
Individual Youth (2-17)	\$30.00	\$33.00	\$35.10	\$39.90	\$45.00	\$49.50	\$52.65	\$59.85
Individual Adult (18-64)	\$50.00	\$55.00	\$58.50	\$66.50	\$75.00	\$82.50	\$87.75	\$99.75
Individual Senior (65+)	\$30.00	\$33.00	\$35.10	\$39.90	\$45.00	\$49.50	\$52.65	\$59.85
Family	\$100.00	\$110.00	\$117.00	\$133.00	\$150.00	\$165.00	\$175.50	\$199.50

INDOOR POOL								
	CITY RESIDENT				NON-CITY RESIDENT			
	2025	10%	17%	33%	2025	10%	17%	33%
Individual Youth (2-17)	\$50.00	\$55.00	\$58.50	\$66.50	\$70.00	\$82.50	\$87.75	\$99.75
Individual Adult (18-64)	\$70.00	\$77.00	\$81.90	\$93.10	\$105.00	\$115.50	\$122.85	\$139.65
Individual Senior (65+)	\$50.00	\$55.00	\$58.50	\$66.50	\$70.00	\$82.50	\$87.75	\$99.75
Family	\$130.00	\$143.00	\$152.10	\$172.90	\$195.00	\$214.50	\$228.15	\$259.35



# Revenue By Program

\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Registrants	Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Refunds	Expenses
<b>All Programs</b>	<b>\$37,365.00</b>	<b>\$37,365.00</b>	<b>\$6,525.00</b>	<b>\$4,785.00</b>	<b>\$26,189.00</b>	<b>\$26,189.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66.00</b>	<b>(\$200.00)</b>	<b>\$0.00</b>
2025 Pool Pass - Combination - Family												
19	\$4,025.00	\$4,025.00	\$440.00	\$210.00	\$3,375.00	\$3,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Combination - Individual Adult												
13	\$1,400.00	\$1,400.00	\$60.00	\$220.00	\$1,120.00	\$1,120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Combination - Individual Senior												
11	\$805.00	\$805.00	\$0.00	\$525.00	\$280.00	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Combination - Individual Youth												
3	\$210.00	\$210.00	\$0.00	\$0.00	\$210.00	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Indoor Pool - Family												
7	\$1,060.00	\$1,060.00	\$0.00	\$260.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Indoor Pool - Individual Adult												
20	\$1,535.00	\$1,535.00	\$70.00	\$70.00	\$1,395.00	\$1,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Indoor Pool - Individual Senior												
6	\$340.00	\$340.00	\$120.00	\$50.00	\$170.00	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Indoor Pool - Individual Youth												
2	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Outdoor Pool - Family												
232	\$24,717.50	\$24,717.50	\$5,140.00	\$2,895.00	\$16,816.50	\$16,816.50	\$0.00	\$0.00	\$0.00	\$66.00	(\$200.00)	\$0.00
2025 Pool Pass - Outdoor Pool - Individual Adult												
23	\$1,200.00	\$1,200.00	\$200.00	\$225.00	\$775.00	\$775.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Outdoor Pool - Individual Senior												
28	\$900.00	\$900.00	\$270.00	\$240.00	\$390.00	\$390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2025 Pool Pass - Outdoor Pool - Individual Youth												
35	\$1,072.50	\$1,072.50	\$225.00	\$90.00	\$757.50	\$757.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

### 2026 Condition of Facility Use Agreement

Organization Name	Watertown Youth Baseball Association
Contact Name	Nathan Wegner
Contact Phone #	920-988-1474
Contact Email	wybasepresident@gmail.com

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.”

#### CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

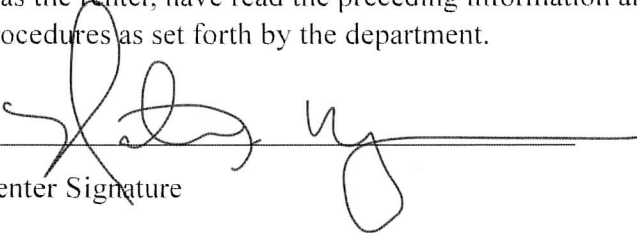
Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, 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.

**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 insureds 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.

<p align="center"><b><u>AGREEMENT</u></b></p>	
<p>I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.</p>	
 _____ Renter Signature	<u>10/10/2025</u> _____ Date
<p>Approved by agent of the department.</p>	
_____ Signature	_____ Date



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

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

### 2026 Club Facility Use Contract

Organization Name	Watertown Youth Baseball Association
Contact Name	Nathan Wegner
Contact Phone #	920-988-1474
Contact Email	wyba.president@gmail.com
Event Dates	April to July 2026, Tournaments - May 9-10, June 6-7, June 13-14, June 20-21
Event Location	Brandt/Quirk and Washington Park June 27-28, July 11-12, July 16-19, July 23-26

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 maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous 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. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 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.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is necessary, a Driving/Parking Permit is required.

6. Advertising/Banners - 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.
7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.  
  
To turn on:  
Press OFF/ON to turn on.  
It will ask "Scoreboard" press 1 regardless of field your on, then press enter  
It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.  
  
When games are done put pad in correct shelf and plug charger in.
8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.  
  
Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.  
Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.  
  
When games are done turn switches with key to OFF. Please return key to storage panel.
9. Field 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. Check with the department for any uses of irrigation and field equipment.

**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

## **CONCESSIONS**

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

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

- 3. Team dugouts
- 4. Concession Stand
- 5. Restrooms
- 6. Covered Shelter
- 7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
- 8. Playground

**Grinwald Park:**

- 1. 2 full-size soccer fields
- 2. 1 portable toilet
- 3. Playground
- 4. Small bleachers

**Clark**

- 1. 2 tennis courts
- 2. 1 diamond
- 3. 1 basketball court
- 4. 1 volleyball court
- 5. 1 soccer field
- 6. Playground
- 7. Restrooms
- 8. 2 Covered Shelters

**Union**

- 1. 1 basketball court
- 2. Playground
- 3. Restrooms
- 4. 1 Covered Shelter

**Lincoln**

- 1. 1 basketball court
- 2. 1 diamond
- 3. 1 volleyball court
- 4. Playground
- 5. Restrooms
- 6. 1 Covered Shelter

**Timothy Johnson**

- 1. 1 basketball court
- 2. 1 diamond
- 3. 1 soccer field
- 4. Playground
- 5. Restrooms
- 6. 1 Covered Shelter

**Brandt/Quirk Park Field Dimensions**

**Diamond 0**

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

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.

Renter Signature [Signature] Date 10/10/2025

Approved by agent of the department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE

☒ Contract ☐ Banner Permit  
☐ Concession Permit ☐ Condition of Facility Use

## 2024

WYBA	\$17,700		Thunder	\$6,000
	(\$1,000)	pd 5/20/25 resurfacing		(\$6,000) pd 4/7/25 resurfacing
		resurfacing		
		BQ restroom counters		

## 2025

WYBA	\$14,150	BQ upgrades	Thunder	\$6,150
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<b>TOTAL</b>	<b>\$30,850</b>			<b>\$6,150</b>
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# 2026 FACILITY RESERVATION POLICIES

Revised 10/20/25

## **PARK RESERVATIONS :**

**WHEN:** Requests for shelter reservations begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Shelters are available for reservations from May 1 to October 15.

**EARLY** All new early reservations, except for Gazebo weddings, must be approved by the Park, Recreation, and Forestry Commission. Approval for an early park reservations will occur every 5 years beginning in 2025.

**RESERVATIONS:** Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. Park reservation and additional fees are due at the time of submission. If additional equipment or services are needed, they will be billed at the time of the event, or after the event when there is a special event permit. Each group is to coordinate with staff to formalize arrangements 30 days before the event. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.

**OTHER PARK RESERVATIONS:** Parks not listed on the Park Reservation Application form may be reserved. If the park contains a shelter or gazebo the rate on the Application form applies. If the park does not contain a shelter, the lowest listed reservation rate on the Application form will apply, in accordance with the day of the week and resident status. Wedding reservations are accepted for the Riverside Park Island Gazebo and other locations.

Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application.

**FEES:** All reservations should be paid at the time of making the reservations.

**NON RESIDENT:** Any person or organization located outside the city limits are considered non-residents and charged appropriately according to the current Fee Schedule.

**EXTRA EQUIP:** Extra equipment may be available for rent. See the current Fee Schedule for availability and fees.

**DRIVING/PARKING:** No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstruct activities occurring on park grounds. Only one permit is required for a public event which multiple vehicles will be driven or parked on park grounds. The authorized



person will be liable and responsible for all vehicles and associated damage at a public event. A copy of the permit will be retained by the Department. Section 5, Item E. also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.

**TENT/INFLATABLES:**

Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall under this category. One-time \$25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

**WATER ACCESS:**

If water access is requested during a park rental the department will contact the water department to install a temporary meter. Requests must be made at least 14 days in advance. A refundable deposit, non-refundable fee, and usage fees (based on the current metered rate) apply. Cancellations must be made at least 14 days prior to the reservation to receive a refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

**FIELD RESERVE:**

Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. **Reservations for the Riverside softball diamonds will not be accepted until April 1.**

**SMOKING:**

No person may smoke in or at any prohibited place or location. Prohibited place: within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating, per 410-56 Smoking in prohibited places.

**CONCESSIONS  
IN PARKS:**

Sale of merchandise without a concession permit prohibited. No person, firm, corporation or association shall sell or give away any merchandise of any kind in any park or playground without a concession permit, per section 398-20 Concession permits in parks.

Application for permit. Each person, firm or corporation desiring to apply for a permit as a concessionaire to sell or give away merchandise in any park or playground shall file an application with the Director of the Park, Recreation and Forestry Department on a form approved and provided by the Director.

Fees. Each concessionaire shall pay a fee. The concessionaire's fee for any concessionaire will be published in the Fees and Charges Policy held by the Parks, Recreation, and Forestry Department.

**RESERVATION INFORMATION**

**Shelters:**

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell —Permission required from the Parks, Recreation, and Forestry Director.**

- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires from the Parks, Recreation, and Forestry Director. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge.
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed with a driving permit, Upper Pavilion Kitchen, and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code).
- Must comply with Chap. 398 as well as any state or federal law.

#### **Park/Shelter Hours:**

- Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms open April 15-October 15.
- Shelters are available for rental from May 1-October 15. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

#### **Permits:**

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (200+ public event, 300+ private event), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - If water access is requested during a park rental, a water access form is required. The department will contact the water department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit, unless a Special Event permit is issued. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and cover

any and all liability or obligations which may result from the operations by the applicant's employees, contractors or subcontractors, and including workers' compensation coverage in accordance with the City of Chicago Stats. The certificate shall provide that the company 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. [Amended 7-6-2021 by Ord. No. 21-26]

**Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.**

**Refunds:**

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

**Non-Emergency:**

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

**WEDDINGS:**

RESERVATIONS:	Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid at the time of reservation.
DECORATIONS:	Decorations are permitted. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. It is the responsibility of the renting party to clean up the wedding area.
DANCE FLOOR USE:	The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

**BANDSHELL:**

WEEKEND & HOLIDAY:	Weekend and Holiday reservations will only be accepted in combination with rental of the Lower Pavilion and Dance Floor.
WEEKDAY:	Weekday reservations may be made without reserving the Dance Floor and Lower Pavilion if neither of these facilities has been rented.
APPROVAL:	The Director must approve all bandshell rentals.
PERMITS:	An Amplified Music Permit must be completed for all outside amplified music in the parks. No music after 10:00 pm.

**FIELD RESERVATIONS:**

DIAMONDS:	Reservation requests can be made beginning January 1 and throughout the
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year, dependent on Park & Rec programs and scheduled tournaments. Facility Use Agreements are required and fees in accordance with the current fee schedule.

Section 5, Item E.

**SOCCKER/FOOTBALL:** Reservation requests can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled games. Facility Use Agreements are required and fees in accordance with the current fee schedule.

### **FACILITY INFORMATION:**

**PLAYGROUNDS:** All playground equipment will be closed during the winter months when the resilient surfacing has the potential to freeze and create a safety hazard. Playgrounds will be opened and made ready for play shortly after the resilient surfacing is no longer frozen. Open April 15-October 15 of each year.

**RESTROOMS:** Open April 15-October 15 of each year from 7am-9pm daily.

### **AQUATIC CENTER:**

**RESERVATIONS:** Reservations may be made at the Park & Rec office during regular hours of operation. The facility is available for rent/parties during regular hours of operation of the Aquatic Center throughout the week during the summer season. Reservations must be made 2 weeks prior to the anticipated rental date.

**FEES:** Fees are to be paid at the time of reservation.

**TO CANCEL:** Cancellations are to be made at least 14 days prior to the rental date to receive a refund. Refunds will not be given due to weather if the Aquatic Center remains open. If the Aquatic Center closes due to weather, reservations may be rescheduled for an alternate date.

### **INDOOR POOL:**

**RESERVATIONS:** All reservations are to be made through the Park & Rec Office.

### **SENIOR & COMMUNITY CENTER:**

**RESERVATIONS:** All reservations are to be made through the Senior & Community Center in accordance with the Senior & Community Center policies and application.

City of Watertown Parks, Recreation, & Forestry Department  
514 South First Street, Watertown, WI 53094, 920-262-8080

# Park Reservation Application

**Event:** ☐ Private ☐ Public (Pending Approval) ☐ Early  
**Type of Event:** ☐ Birthday ☐ Graduation ☐ Reunion ☐ Wedding ☐ Other: \_\_\_\_\_  
**Description of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Number of people:** \_\_\_\_\_ **Time:** \_\_\_\_\_ to \_\_\_\_\_  
**Alcohol:** ☐ Served/Sold ☐ N/A **Charging Admission:** ☐ Yes ☐ No

**Name of Person in Charge:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Park Facilities Rental Fees (fees include tax) <i>must call to reserve entire park</i>				
Shelter/Capacity	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
<b>Riverside (excluding Volleyball Shelter, Courts &amp; Diamonds)</b>	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key needed for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+)	\$150.00	\$225.00	\$225.00	\$337.50
<b>Director Approval Needed</b> *Key needed				
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Island Shelter w/ Driving Permit (90)	\$50.00	\$75.00	\$75.00	\$112.50
Island Bandshell, Gazebo w/ Driving Permit (90)	\$60.00	\$90.00	\$90.00	\$135.00
Volleyball Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
<b>Clark Park</b>	\$150.00	\$225.00	\$225.00	\$337.50
Clark Park – Shelter (Franklin St) (75)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park – Lion's Shelter (Clark St) (50)	\$50.00	\$75.00	\$75.00	\$112.50
<b>Lincoln Park</b>	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
<b>Union Park</b>	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
<b>Timothy Johnson Park</b>	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
<b>Brandenstein Park</b>	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
<b>Bentzin Family Town Square</b>	\$100.00	\$150.00	\$150.00	\$225.00
<b>Other:</b> _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals		
Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger's Hotline (\$25)		
Driving Permit (Free)		
Water Access (\$100 deposit, \$20 fee, + usage)		
Other (Concession Permit, orange boards, etc.)		

**For Office Use Only:**

**Park Rental Total:** \$ \_\_\_\_\_  
**Additional Total:** \$ \_\_\_\_\_  
**Grand Total:** \$ \_\_\_\_\_

**Paid by:** ☐ Cash ☐ Check # \_\_\_\_\_  
☐ Credit Card (attach receipt)  
**Office Initials:** \_\_\_\_\_

PARKS, RECREATION, & FORESTRY DEPARTMENT  
514 South First Street, Watertown, WI 53094, 920-262-8080

## Park Reservation Information

### Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell** – Permission required from the Parks, Recreation, and Forestry Director.
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge.
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed for Upper Pavilion Kitchen and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code). Must comply with Chap. 398 as well as any state or federal law."

### Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms open April 15-October 15.
- Shelters are available for rental from May 1<sup>st</sup> to October 15<sup>th</sup>. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

### Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (300+), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - The department will contact the water department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, 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 applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company 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. [Amended 7-6-2021 by Ord. No. 21-26]

**Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.**

### Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

### Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 11/17/2025

Subject: Tiles at Chamberland

### Background

Chamberland Playground was developed in the mid to late 1990's as a community build project. Each member created a tile to show dedication to the build. Those tiles were suspended on multiple towers in front of the play space. Over the years, tiles have fallen off the towers, and many have broken from the fall. Some tiles still remain on the towers, but it will not be long before the rest fall and break.

We have kept the broken tiles over the years, however with sharp edges we do not feel comfortable people looking to find their tiles from years past.

### Budget Goal

Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

Maintains a safe and healthy community, with an eye toward future needs and trends

### Financial Impact

Depending on the direction, there could be some financial impact.

### Recommendation

I would like to provide a few options for these tiles. These tiles could definitely create an artistic feature at Riverside. A wall to mimic the historic wall with Riverside in the broken tiles as a mosaic feature.

Option 1: Remove the remaining tiles intact and put out a press release for pick up of only the intact tiles. Discard the broken tiles. Remove towers.

# MEMO

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Option 2: Remove the remaining tiles intact and put out a press release for pickup of only the intact tiles. Keep broken tiles to incorporate at some point at Riverside Park as a memorial to Chamberland. Remove towers.

Option 3: Remove the remaining tiles intact and keep to be transformed into a memorial for Chamberland. Remove towers.

Motion: Approve Option (1, 2, or 3)



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 11/17/2025

Subject: Program Fees – adjustments, increases, and cuts

### Background

In 2024, Andrea and I attended a workshop based on Financial Sustainability. This was a very informative workshop in the sense of learning how to improve fees for programs to decrease the subsidy of some programs.

Since that workshop, we have looked at the programs and below are our findings. (Jarrod's numbers)

Adult Softball –

- Registration Fees = \$375/team, 12 team league = \$4,500
  - o Administrative Costs = \$4,016
  - o Weekly costs = \$5,940
- To break even, we would need to increase team fees by approx.. \$500
- Before Jarrod's departure, we had a meeting with a few of the softball team managers to review costs and potential increases.
  - o They were in favor of a \$10/player fee or a potential increase of team fees
    - \$10/player fee = \$120 additional per team
      - \$495/team = \$5,940 revenue
      - Shortfall of \$4,016
    - Increase team fee = \$100 additional per team
      - \$475/team = \$5,700 revenue
      - Shortfall of \$4,256
  - o We suggested a \$20/player fee and an increase of team fees
    - \$20/play fee = \$240 additional per team
    - Increase team fee = \$125 additional per team
      - \$740/team = \$8,880 revenue
      - Shortfall of \$1,076

# MEMO

- We also discussed the option of removing the assistant umpire which would save \$126/game = \$1,260
  - o \$1,260- \$1,076 = \$184 in the black.

## Youth Baseball Leagues

- We would need to increase the fees \$5/ participant and set the minimum number at 45 in order to run the league.
- Spring Starter Clinics – We will need a minimum of 25 participants and increase the fee from \$20 to \$25 to break even.
- 4K Little Sluggers – We won't be able to breakeven on this program however it is a vital step in the progression of children in learning baseball.

## Youth Kickball League

- This is run like a program currently. We could decrease cost by running it as a league and having volunteer coaches. This is a four week program that as it currently stands we will not be able to break even.
  - o Change – run as a league – minimum of 40 player at \$40/player. +\$112
  - o Change – run as is – increase fee to \$40/player. +\$56.

Open Gym – We currently offer a drop in option. We will be looking to run punch cards at \$40 for the winter season January to March. We would need to sell 20 punch cards in order to break even.

Fitness Classes – We will have to increase our minimum numbers and follow those to breakeven as well as increase our fees by \$5.

## Programs operating in the negative

- Kart Park
- Silver Creek Ice Rink

## Additional Programs to discuss next meeting:

- Swim Lessons
- Day Camp

## Budget Goal

1. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
2. Maintains a safe and healthy community, with an eye toward future needs and trends

# MEMO

## Financial Impact

Depending on the route taken will depend on the financial impact.

## Recommendation

We would like a recommendation on fees for the next year. These fees will increase incrementally with increase in wages or facility fees. After these adjustments are made, we will be looking at an average of a 3% increase each year.

Motion: Approve increased fees for recreational programs.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 11/17/2025

Subject:

### Background

The Hepp Heights Subdivision Phase I was built in 1953 as the first major development in Watertown.

Hepp Heights Phase III Edge Field was brought before common council in November of 2023. With this subdivision is an addition of park space with .98 acreage.

Loos Homes is now in charge of this project and would like to dedicate this designated land to the City of Watertown.

### Budget Goal

- Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

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

- Maintains a safe and healthy community, with an eye toward future needs and trends

### Financial Impact

There are parkland dedication fees that can be used to purchase amenities for this property. This property will be maintained by the parks crews until all other parks are updated and then we will work on park development of this property.

### Recommendation

The Parks, Recreation, and Forestry Department is looking for a positive recommendation to move this resolution on to Plan Commission.

Motion: Provide a positive recommendation to Plan Commission for the dedication of the Hepp Heights Subdivision Edge Field Park.