



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, MARCH 17, 2025 AT 4:30 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Parks, Recreation, and Forestry minutes from February 17, 2025

B. Review and approve: Senior Center Advisory Board minutes from February 18, 2025

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: January 2025 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: Quilters on the Rock classification

B. Review and take action: downed trees process

C. Review and discuss: earth and arbor day city and school involvement

D. Review and take action: town square available commission position

6. DIRECTOR'S REPORT

A. Project updates - parks: tennis courts

B. Project updates - parks: vandalism at riverside

C. Project updates - parks: restrooms

D. Project updates - forestry

E. Project updates - aquatics

F. Project updates - town square: budget modification

G. Project updates - senior & community center: front door options and generator

H. Update on programming - recreation

I. Update on programming - town square

J. Update on programming - senior and enrichment

K. Update on programming - aquatics

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at 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, February 17, 2025

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on February 17, 2025. The meeting was called to order by Kyle Krueger. Members present: Ald. Jonathan Lampe, Brad Clark, Kyle Krueger, Julie Chapman, Jennifer Clayton, Emily Lessner, Kerry Kneser. Also present: Kristine Butteris, Andrea Draeger, Ali Nicholson, and Jarrod Folkman.

2. Review and approval of minutes:

Ald. Jonathan Lampe motioned to approve the January 20, 2025 Parks Recreation and Forestry minutes as written. Brad Clark seconded. Motion carried.

3. Review and approval of financial reports

Kerry Kneser motioned to approve the preliminary 2024 year end financial reports. Jennifer Clayton seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take action: condition of facility use agreement proposed expenses

Condition of facility use agreements were drafted for the softball clubs Storm and Thunder in order to utilize their donations for facility improvements in lieu of regular rental fees. It was acknowledged there was a typo in the memo; the remaining amount should \$1,800. The upgrade suggestion from Thunder for field resurfacing as presented, and the upgrade suggestion from Storm will be decided at a later date, though will align with the proposed projects outlined in the agreement. Ald. Jonathan Lampe motioned to approve the condition of facility use agreements. Brad Clark seconded. Motion carried.

B. Review and take possible action: park, recreation, and forestry commission chair

Kerry Kneser was nominated as chair of the park, recreation and forestry commission and may agree to act as representative for the plan commission as well. Ald. Jonathan Lampe motioned to approve Kerry Kneser as chair. Jennifer Clayton seconded. Motion carried.

C. Review and discuss: Town Square commission position

Kristine Butteris explained the need for a representative from this commission to be part of the Town Square commission, according to the governing ordinance. The position will assist with programming ideas, sponsorships, and space needs. Any interest should be directed to Kristine. The date and time of the meetings may be able to be adjusted for schedules. Ald. Jonathan Lampe motioned to table the appointment until the March meeting. Kerry Kneser seconded. Motion carried.

D. Review and discuss: senior and community center door opener

The main entrance to the building has experienced failing doors due to high winds and motor and closure failures. Options for addressing include: monitoring the situation and fix as needed, installing a new door opener system on the west door, keep the doors as is and lock during storms and install an opener on another door for ADA access. Additional ideas included: installing sliding doors, relocating the doors to the east side of the entrance, and installing wind blocks. Kristine will review bring viable options back to this commission.

6. Director's Report:**A. Project updates: parks**

The Brandt-Quirk tennis courts were damaged with recent high winds which tore up the surface. Quotes are being prepared for resurfacing with warranty and insurance options. There have been several instances of vandalism at Riverside Park, including 24 panels of glass broken at the pavilion and five glass blocks at the Aquatic Center. The Riverside master plan RFPs will be coming back and interest in volunteering to review as a panel can be directed to Kristine. There is a page on our city website which includes a survey for the parks and open spaces plan.

B. Project updates: forestry

There will not be a grant available this year due to good maintenance care by our crew. The Finance committee did approve the budget adjustment to accommodate the purchase of trees and training.

C. Project updates: aquatics**D. Project updates: town square****E. Project updates: senior & community center**

The elevator stopped working last week and repairs were needed. Due to the age of the equipment, it will be difficult to continue to find parts and replacement was recommended. Quotes will be prepared for next year's budget. The generator is scheduled to arrive at the end of February, though no updates have been given. The restroom partitions are mostly installed.

F. Update on programming: recreation

New soccer and baseball clinics will be offered this year to offer refreshers for those programs. We are working on gearing up for spring and summer programming. The city connection is a good resource for citizens to view all upcoming programming, as well as the new website when it is live. We will also be looking into a seasonal program guide in the future.

G. Update on programming: town square

The lucky leprechaun event will be held March 16.

H. Update on programming: senior and enrichment

A Valentine's Day party was held last week with the senior center. We will continue to include seasonal/holiday event and programming ideas when possible. Planning for spring break and family nights is underway and will be advertised by the end of the month.

I. Update on programming: aquatics

Some lessons were postponed this winter due to weather. The indoor pool maintenance shutdown will begin April 14.

Ald. Jonathan Lampe provided additional information including revisions to the five year plan in May and suggestions to have information and quotes available for plans and proposals within the next five years by then.

7. Adjournment – Next meeting date March 17, 2025

Brad Clark motioned to adjourn the meeting. Ald. Jonathan Lampe seconded. Motion carried.

**Watertown Senior Center
Advisory Board Minutes
February 18, 2025**

1. Call to Order

The Senior Center Advisory Board met in person on February 18, 2025, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Cathie Wallen, Kathleen Gillingham, Dawn Justman. Not present: Mara O'Brien, Jammie Belstner, Peggy Brown.

2. Review and Approve the December Minutes

Betty Jimenez motioned to approve the December 10, 2024 minutes as written. Cathie Wallen seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Kathleen Gillingham motioned to approve the December financial report as written. Dawn Justman seconded. Motion carried.

4. Citizens to be Heard

There were none.

5. Business

A. Review and take possible action: birthday and new member meals

Meal voucher cost would increase from \$5.80 to \$8.50 per meal. Discussion occurred whether or not to continue the birthday cards and meal vouchers, and if new members should receive a meal voucher. Discussion also occurred regarding a change to quarterly birthday parties in place of the meal vouchers. Betty Jimenez motioned to approve discontinuation of all meal vouchers and replace with quarterly birthday parties. Dawn Justman seconded. Motion carried.

B. Review and take possible action: purchase dart ball supplies

The current dart ball supplies are on loan. Discussion occurred whether or not to purchase a senior and community center-owned set for roughly \$500 for a board, stand, and darts. Kathleen Gillingham motioned to approve the dart ball purchase. Cathie Wallen seconded. Motion carried.

C. Review and take action: popcorn machine replacement

It was suggested by the popcorn maker and custodian to replace the current popcorn machine due to failing seals and kettle. A new machine about the same size would cost roughly \$1,000. Up to 10% of that cost may be charged to a recreation account for shared use. Cathie Wallen motioned to approve the purchase of a new popcorn machine. Betty Jimenez seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

The bake sale was turned into a holiday cookie box, which ran December 17-19 and raised over \$700. The soup sale occurred on January 16, 2025 and raised about \$450; proceeds will go to a new fitness room tv and support building art. Green Bay Pack Grant will be worked on soon. New scrip cards are available and will earn roughly 3-12% back for the center. We now have a raffle license and

will begin 50/50 raffles on bingo days starting in March; we may also conduct basket raffles as well. While we will continue to gather donations for the patio furniture, we will move forward with purchases the main items this spring.

- b. Update Membership Committee on Current Memberships and Renewals**
Regular meet and greets will be scheduled for next year as the last was a great success. We will work to revamp the newsletter and add bios for board members each month, pictures of programs, etc. to advertise for new members.
- c. Update Community Services Committee on Projects/Efforts**
The suggestion box held a suggestion to create a “spread kindness” effort. Additional ideas for product drives were discussed.
- d. Update Program Committee on Program Attendance & New Programs**
New ideas for 2025 were discussed to assist with potential rebranding efforts.

7. Director’s Report

a. Updates

New bathroom partitions are being ordered and will be installed in the spring, along with new ADA bars in the ADA stalls. The generator will not be installed until this spring. The PA system is installed and we are working on training and utilizing. Board elections will be coming up in March and April; members up for election were asked to submit their desire to run again by March 14. A recap of the holiday party included all ran well; next year we will only have one ticket for the event for both the meal and entertainment.

8. Adjournment

Next meeting is scheduled for Tuesday, April 15, 2025 at 9:00 am. Betty Jimenez motioned to adjourn. Cathie Wallen seconded. Motion carried.

Watertown Parks and Recreation Department				
Financial Report				
End of Month January 2025				
Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 3,588.06	\$ 82,000.00	\$ 78,411.94
01-446211	Rec Dept Taxable Revenue	365.00	\$ 40,000.00	\$ 39,635.00
01-446212	Rec Concession Revenue	-	500.00	\$ 500.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	735.00	130,000.00	\$ 129,265.00
01-446232	Indoor Pool Non Taxable Revenue	686.50	23,000.00	\$ 22,313.50
01-446233	Indoor Pool Taxable Revenue	2,682.00	10,000.00	\$ 7,318.00
01-446234	Senior Center Revenue	56.50	300.00	\$ 243.50
01-446235	Senior Center Memberships	930.75	3,000.00	\$ 2,069.25
01-446236	Senior Center Rental Fees	710.00	18,000.00	\$ 17,290.00
01-446264	Park Rental	2,992.50	30,000.00	\$ 27,007.50
01-446266	Misc Park Revenue	8,000.00	10,000.00	\$ 2,000.00
Grand Total Revenue		\$ 20,746.31	\$ 346,900.00	\$ 326,153.69
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 22,949.80	\$ 402,906.00	\$ 379,956.20
01-552014	Overtime	-	520.00	520.00
01-552016	Part-time Salaries	(18,000.00)	13,418.00	31,418.00
01-552017	Contract Services	6,075.00	15,550.00	9,475.00
01-552018	Supplies & Expenses	1,315.68	7,045.00	5,729.32
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	90.39	4,000.00	3,909.61
01-552021	Contribution to Town Square	-	78,600.00	78,600.00
01-552022	Dues, fees, subs	840.00	3,100.00	2,260.00
01-552023	Training	1,215.00	1,175.00	(40.00)
01-552024	Travel	516.33	1,885.00	1,368.67
01-552026	Maintenance Supplies	126.47	4,000.00	3,873.53
01-552028	Fuel	1,249.73	5,000.00	3,750.27
01-552030	Electric	1,443.25	16,000.00	14,556.75
01-552031	Water	320.36	1,825.00	1,504.64
01-552032	Telephone	18.81	4,250.00	4,231.19
01-552033	Wisconsin Retirement	1,544.23	26,803.00	25,258.77
01-552034	Social Security	1,363.93	25,844.00	24,480.07
01-552035	Medicare	318.99	6,044.00	5,725.01
01-552036	Health Insurance	5,040.00	60,580.00	55,540.00
01-552037	Life Insurance	46.40	567.00	520.60
01-552038	Dental Insurance	303.52	3,715.00	3,411.48
01-552042	Mileage	-	800.00	800.00
01-552060	Capital Outlay	-	-	-
Total Administration		\$ 26,777.89	\$ 684,627.00	\$ 657,849.11
Recreation				
01-552114	Rec Overtime	\$ -	\$ 508.00	\$ 508.00
01-552116	Part-time Salaries	2,137.87	40,524.00	38,386.13
01-552117	Contract Sports Services	-	21,564.00	21,564.00
01-552118	Supplies & Expenses	810.77	25,000.00	24,189.23
01-552134	Social Security	132.58	2,544.00	2,411.42
01-552135	Medicare	31.00	595.00	564.00
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		\$ 3,112.22	\$ 92,735.00	\$ 89,622.78
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ -	\$ 2,030.00	\$ 2,030.00
01-552216	Part-time Salaries	(27.82)	101,833.00	101,860.82
01-552217	Svc Contracts/Licenses	850.00	2,500.00	1,650.00
01-552218	Supplies & Expenses	297.98	4,500.00	4,202.02
01-552220	Repairs	20.00	12,445.00	12,425.00
01-552223	Training	-	500.00	500.00
01-552228	Fuel	39.79	4,500.00	4,460.21

Section 3, Item A.

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
01-552230	Electric	256.58	19,000.00	18,743.42
01-552231	Water	1,082.52	14,500.00	13,417.48
01-552232	Telephone	56.43	500.00	443.57
01-552234	Social Security	-	6,440.00	6,440.00
01-552235	Medicare	-	1,506.00	1,506.00
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	63.97	2,500.00	2,436.03
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		\$ 2,639.45	\$ 223,754.00	\$ 221,114.55
05-552270	Capital Projects	-	-	-

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ -	\$ 500.00	\$ 500.00
01-552316	Part-time Salaries	3,018.86	39,205.00	36,186.14
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	1,196.55	10,000.00	8,803.45
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	187.19	2,462.00	2,274.81
01-552335	Medicare	43.79	576.00	532.21
Total Indoor Pool		\$ 4,446.39	\$ 67,668.00	\$ 63,221.61
Total Parks & Rec Budget		\$ 36,975.95	\$ 1,068,784.00	\$ 1,031,808.05
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (4,584.89)	\$ 29,978.45	\$ 34,563.34
01-271970	Senior Center Security Deposits	\$ -	\$ -	
01-581121	BQ Baseball	\$ -	\$ -	
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ -	\$ 22,374.20	\$ 22,374.20
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-552070	Quarry Study	\$ -	\$ 3,809.50	\$ 3,809.50
05-552470	Sr Ctr Retaining Wall			
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ -	\$ (33,988.35)	\$ (33,988.35)
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (4,500.00)	\$ 15,276.42	\$ 19,776.42
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ 4,690.09	\$ 51,500.00	\$ 46,809.91

Section 3, Item A.

Watertown Parks and Recreation Department
Financial Report
Jan-25

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance
Park					
01-554110	Salaries	\$	28,185.14	\$	489,791.00 \$ 461,605.86
01-554112	Longevity		-	\$	2,106.00 \$ 2,106.00
01-554114	Overtime		160.92		11,500.00 \$ 11,339.08
01-554116	Part-time Salaries		0.00		32,480.00 \$ 32,480.00
01-554118	Supplies & Expenses		466.38		37,000.00 \$ 36,533.62
01-554120	Repairs		450.00		18,000.00 \$ 17,550.00
01-554126	Goose Control		-		- \$ -
01-554128	Fuel		445.06		4,000.00 \$ 3,554.94
01-554130	Electric		3,259.71		35,000.00 \$ 31,740.29
01-554131	Water		5,560.84		43,000.00 \$ 37,439.16
01-554132	Telephone		18.81		1,100.00 \$ 1,081.19
01-554133	Wisconsin Retirement		1,970.06		35,054.00 \$ 33,083.94
01-554134	Social Security		1,664.01		33,285.00 \$ 31,620.99
01-554135	Medicare		389.15		7,784.00 \$ 7,394.85
01-554136	Health Insurance		13,440.00		161,266.00 \$ 147,826.00
01-554137	Life Insurance		155.20		1,901.00 \$ 1,745.80
01-554138	Dental Insurance		736.00		9,008.00 \$ 8,272.00
01-554140	Gasoline		1,908.36		30,000.00 \$ 28,091.64
01-554141	Fertilizers & Herbicides		275.75		6,500.00 \$ 6,224.25
01-554142	Equipment Repairs		3,865.81		28,000.00 \$ 24,134.19
01-554144	Washington Park Lights		527.87		2,010.00 \$ 1,482.13
01-554148	Water Bubblers		92.52		2,000.00 \$ 1,907.48
01-554150	Staff Training		-		4,300.00 \$ 4,300.00
01-554159	Safety Equipment		-		3,000.00 \$ 3,000.00
01-554160	Capitall Outlay		-		4,000.00 \$ 4,000.00
Total Park		\$	63,571.59	\$	1,002,085.00 \$ 938,513.41
05-554170	Capital Projects	\$	1,036,209.00	\$	1,036,209.00
Forestry					
01-561110	Salaries	\$	6,852.00	\$	118,759.00 \$ 111,907.00
01-561112	Longevity		-		- \$ -
01-561118	Supplies & Expense		196.24		5,500.00 \$ 5,303.76
01-561119	UF Grant Exp: Tree/Ash Inje		0.00		25,000.00 25,000.00
01-561120	Repairs		0.00		3,000.00 3,000.00
01-561124	Cont. Education Forester Cert		895.00		1,600.00 705.00
01-561126	Annual Bucket Truck Inspection		0.00		4,000.00 4,000.00
01-561133	Wisconsin Retirement		476.22		8,254.00 7,777.78
01-561134	Social Security		459.74		7,448.00 6,988.26
01-561135	Medicare		87.64		1,722.00 \$ 1,634.36
01-561136	Health Insurance		3,840.00		46,076.00 42,236.00
01-561137	Life Insurance		10.54		129.00 118.46
01-561138	Dental Insurance		184.00		2,252.00 2,068.00
01-561160	Capital Outlay		-		5,000.00 5,000.00
Total Forestry		\$	13,001.38	\$	228,740.00 \$ 215,738.62
05-561170	Capital Projects		-		- \$ -

Watertown Parks and Recreation Department				
Financial Report				
End of Month January 2025				
Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ -	\$ 10,000.00	\$ 10,000.00
26-446211	TS Revenue - Taxable	\$ -	\$ 15,000.00	\$ 15,000.00
26-446250	Contributions FR General Fund	\$ -	78,600.00	\$ 78,600.00
26-446266	TS Future Fund Contributions	\$ -	50,000.00	\$ 50,000.00
Grand Total Revenue		\$ -	\$ 153,600.00	\$ 153,600.00
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
26-554310	Salaries	3,938.40	\$ 68,266.00	\$ 64,327.60
26-554316	Part-time Salaries	-	-	-
26-554318	Supplies	167.42	7,650.00	\$ 7,482.58
26-554319	Advertising	-	3,400.00	\$ 3,400.00
26-554320	Repair/Maintenance	48.93	17,300.00	\$ 17,251.07
26-554330	Electricity	453.04	1,952.00	\$ 1,498.96
26-554331	Water	189.41	25,000.00	\$ 24,810.59
26-554333	Wisconsin Retirement	273.72	4,744.00	\$ 4,470.28
26-554334	Social Security	238.72	4,232.00	\$ 3,993.28
26-554335	Medicare	55.83	990.00	\$ 934.17
26-554336	Health Insurance	780.00	9,386.00	\$ 8,606.00
26-554337	Life Insurance	29.48	361.00	\$ 331.52
26-554338	Dental Insurance	29.88	366.00	\$ 336.12
26-554341	Event Expenses	-	40,000.00	\$ 40,000.00
26-554360	Capital Outlay	-	10,000.00	\$ 10,000.00
Grand Total		\$ 6,204.83	\$ 193,647.00	\$ 187,442.17

Section 3, Item A.

QUILTERS ON THE ROCK BY LAWS

Article 1. NAME

The name of the organization shall be 'QUILTERS ON THE ROCK' here after known as the Guild.

Article 2. MISSION STATEMENT

The mission of the guild shall be to preserve, promote, teach, and learn the art of quilting and related textile arts. It shall encourage member's talents, provide fellowship, and share this with the community.

Article 3. MEMBERSHIP

A. Membership dues are payable at the beginning of each fiscal year (January 1 through December 31). Dues are \$20.00 annually and should be paid by January 31st. New members joining after June 1st shall pay prorated dues of \$10.00. Dues are non-refundable.

B. Dues may be changed with the approval of the majority of the members.

C. Guests are welcome to attend 2 meetings within one year term. Attendance at a 3rd meeting requires paid membership.

D. Members who attend are entitled to vote on issues presented.

E. New members shall receive a current copy of the by-laws and a membership list, which may not be used for commercial purposes.

Article 4. MEETINGS

The regular meeting of the Guild will be on the second Saturday of each month at a time and place agreed upon by the majority of the membership.

Article 5. OFFICERS

The officers of the Guild shall be the Co-residents, , Secretary and Treasurer. Officers shall take office on January 1.

Article 6. DUTIES OF OFFICERS

A. Co-Presidents – will share the following duties: preside at meetings, prepare an agenda for each meeting () and shall appoint ad hoc committees as needed. Shall make the decision to cancel a meeting if necessary. Be the Guild contact persons for other guilds and organizations and communicate any new mail/notices received in the last month to the Guild. This position will be a two year commitment. One new co-president will be elected each year.

B..

C. Secretary – will take the minutes at all Guild meetings and make them available to all members and keep them as a historical record. Will be the chair of the Nomination Committee. Position is a one year term with optin to volunteer for extension of term.

D. Treasurer – shall receive, bank, disperse and keep a record of all monies of the guild and prepare a monthly statement to be made available to the membership. Each January will present the prior year's total income and expenses for members' approval. Shall share new member pertinent information to the Membership committee for maintenance of the membership list. Position is a one year term with optin to volunteer for extension of term.

Article 7. COMMITTEES

Members are encouraged to volunteer for necessary committees to aid and maintain our workers as needed. Ad hoc committee appointed by the President will serve only for the time required to accomplish the purpose of the committee. The standing committees are Program, Comfort Quilts, Quilts of Valor, Membership, Corresponding Secretary, Guild Historian, Nominating and Challenge. Article 8. DUTIES OF THE STANDING COMMITTEES

Programs –A committee of three individuals will be set yearly. The committee will plan and administer programs for the upcoming Guild year, beginning with the January meeting and ending with the December meeting. Provide information on upcoming programs to the Co- Presidents, Secretary, and for publication on designated internet and social media websites. Prepare letter of confirmation and follow up on speakers as needed. Make arrangement for payment of speakers. Should keep records of programs to pass on to subsequent program committees.

Nominating – chaired by the Secretary, Will provide a list of proposed candidates to the membership at the October meeting and conduct the election of officers at the November meeting. A committee will be designated yearly.

Membership-To be chaired by a volunteer. Will greet and share guild information with new members. Will maintain a membership list and provide it to the membership.

Comfort Quilts – To be chaired by a volunteer. Will gather items to be distributed to designated charitable organizations.

Quilts of Valor- To be chaired by a volunteer. Will gather quilts following guidelines as outlined by the Quilts of Valor Organization and assist in awarding the quilts.

Corresponding Secretary – To be chaired by a volunteer. Send appropriate get well, thank you, sympathy and missing you greetings. Send a sympathy gift of approximately \$25 to member in the event of the death of a spouse or child when notified by a Guild member.

Guild Historian – To be chaired by a volunteer. Record guild events with pictures and by collecting newspaper clippings. Maintain the Guild Album until end of term. Album should be passed on to the next historian.

Challenge – To be chaired by a volunteer. Shall coordinate guild challenges as determined by members.

Article 9 AMENDMENT OF BY LAWS

By laws may be reviewed and amended annually. Bylaw amendments may be passed if approved by 2/3 vote of the members in attendance. If bylaw amendments are passed, members will be provided with a copy of the amended bylaws.

Article 10 DISSOLUTION OF ORGANIZATION

The membership may vote to dissolve the guild at any general meeting by a simple majority vote, providing that a motion to dissolve has been submitted in writing at the previous general meeting. The board will decide where to distribute the assets with the provision that it selects a charity that benefits women.

Quilters on the Rock Organized 1994

Amended 2009

Amended 2010

Amended 2013

Amended 2015

Amended 2023

Amended 2024

February 10, 2025

To whom it may concern;

On behalf of the Quilters on the Rock, a Watertown a quilt guild, we are requesting the Quilters on the Rock be considered a Class 2 group allowing us to use your facility on the second Saturday of every month to meet for \$50.00 a year, a more reasonable cost for our budget. Originally this group met at the Senior Center in Watertown.

The Quilters on the Rock guild has been in existence for thirty years with the mission to preserve, promote, teach, and learn the art of quilting and related textile arts, encourage member's talents, provide fellowship, and share this with the community. There are several ways that the guild has shared its talents with the Watertown community. The guild has awarded a number of quilts to Veterans in Watertown, as part of our membership in the Quilts of Valor Foundation, honoring these veterans for their sacrifice to our country. In addition we provide quilts to Haus of Peace, Cornerstone of Grace, Mary's Room, Rainbow Hospice and Watertown Family Connections to name a few.

Our membership is approximately 30 members. Membership is open to anyone with an interest in quilting. While we do have members pay dues, \$20.00 yearly, this money is used to purchase materials for the quilts we donate, to provide members with programs to expand the members' talents and to pay for a space to meet. Currently the cost of our meeting space has increased, which challenges our budget and the ability to meet our mission, the reason for our request.

Thank you for your consideration of our request.

Co-Presidents

Mary Beth Mess-920-248-1967

Charleen Andracek-414-759-5038

Attached-Bylaws for Quilters on the Rock

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger, Director of Senior & Enrichment Services/Office Manager

Date: 3/17/2025

Subject: Review and take possible action: Quilters on the Rock classification

Background

The facility use change in our policies in 2025 deemed Quilters on the Rock a class 3 organization as a private group which charges their members fees. They are requesting a reclassification to class 2 based on their mission to preserve, promote, teach, and learn the art of quilting as well as their donation of quilts to organizations. Quilters on the Rock is requesting a reclassification to class 2 in order to remain a community resource and opportunity for citizens to give back. See letter attachment for more details.

Budget Goal

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

Financial Impact

Potentially reduced rental revenue from \$30/hour to \$50/year.

Recommendation

Quilters on the Rock is requesting a reclassification to class two in order to remain a community resource and opportunity for citizens to give back. If so, it is recommended they alter their membership fees to donation-based offerings.

Motion: Reclassify Quilters on the Rock to class two or remain at class three.

2025 Operational Goals

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

MEMO

Present a budget that (in no particular order):

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

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: March 17, 2025

Subject: Process for Downed Trees Proposal

Background

During Forestry's busy season, we are responsible for the removal of 100 plus trees within the community for various reasons including dead, dying or disease. We also remove undesirable trees in undesirable locations as well as homeowner request with a suitable reason.

When trees come down in the terrace area, we ask the property owner if they would like the logs. If they do not, we chip up branches and smaller logs and then take the rest of the 20" or larger pieces to the yard waste site for public to use. This size log is too big for the chipper and often too large for homeowners to manage. When we remove trees on public property we do the same as with the terrace trees.

We are looking to create a process for selling 20" or larger logs of desirable trees only as they would otherwise go to yard waste and rot. This comes as a potential revenue source for the forestry department and the City.

Desirable Tree List

Black Walnut

Catalpa

Cherry

Sugar Maple

Norway Maple

Honeylocust

Green Ash

White Ash

MEMO

Basswood

Apple varieties

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

No negative financial impact. Additional revenue for the city.

Recommendation

We would like a positive recommendation from the Parks, Recreation, and Forestry Commission to move forward with creating a Downed Trees Policy so that the Forestry Department and the City can gain potential income on tree logs that would otherwise rot after removal.

Motion: to have the Parks, Recreation, and Forestry Department draft a Downed Trees Policy for sale of desirable logs of 20" or larger.

2025 Operational Goals

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

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing

MEMO

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

MEMO

Parks, Recreation, and Forestry Department

To: Finance Committee

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

Date: 3/5/2025

Subject: Fund 26 Budget Modification

Background

During the fundraising for the Bentzin Family Town Square, there were pledges made over a certain number of years. The last year of all pledged amounts was 2024. In the budgeting process for 2025, the \$50,000 that was in contributions was an error and was received in 2024.

Budget Goal

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

Financial Impact

There will be a \$20,000 difference which will be a reduction to the fund balance.

Recommendation

We recommend adding \$28,000 in non-taxable revenue to 26-44-62-10 and \$2,000 in taxable revenue to 26-44-62-11 and removing \$50,000 in future fund contributions in 26-44-62-66.

Motion: to accept the budget modifications to the TS Future Fund.