



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

**MONDAY, SEPTEMBER 16, 2024 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

**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

- [A.](#) Park, recreation, and forestry meeting minutes from August 19, 2024
- [B.](#) Senior Center Advisory Board minutes from August 20, 2024

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

- [A.](#) Review and approve: July financial reports

**4. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**5. BUSINESS**

- [A.](#) Review and take action: 2025 facility reservation policy, early park reservation list, and park reservation application
- [B.](#) Review and take action: updated 2025 fees and charges schedule
- [C.](#) Review and take action: updated 2025 facility use contracts
- D. Review and discuss: indoor pool swimming schedule

**6. DIRECTOR'S REPORT**

- A. Project Updates: parks, forestry, aquatics, town square, senior and community center
- B. Update on programming: recreation
- C. Update on programming: senior and enrichment
- D. Update on programming: town square

**7. ADJOURNMENT**

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

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

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, August 19, 2024

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on August 19, 2024. The meeting was called to order by Brian Konz. Members present: Brian Konz, Julie Chapman, Ald. Jonathan Lampe, Jennifer Clayton, Emily Lessner, Brad Clark. Not present: Kyle Krueger. Also present: Emily McFarland, Kristine Butteris, Andrea Draeger, Jarrod Folkman, Stephanie Juhl, Ali Nicholson, and many members of the public.

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

Brad Clark motioned to approve the July 15, 2024 Parks Recreation and Forestry minutes as written. Jennifer Clayton, seconded. Motion carried.

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

Emily Lessner motioned to approve the June 2024 financial reports. Brad Clark seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and take potential action: Inclusive Park update and communication materials

Mayor Emily McFarland announced the beginning of the fundraising campaign for the inclusive park and will proceed with additional formal processes for approval and financial aspects. She presented renderings and video and will be available on the city website under the park, recreation, and forestry department tab. A grant received from the Greater Watertown Community Health Foundation for Parkitecture plans. Timeline – fundraising August-December, bid in January, approvals and contracts in February-March, contract signed in April and preconstruction meetings, and construction through next fall. There will also be an option to donate on website. The renderings include a complete renovation of the former playground area near the volleyball courts and shelter at Riverside Park to include new restrooms and 1/3 mile walking path. She described additional amenities and features of the park as well including inclusivity, completely fenced in, etc. A fundraising committee has been established. Questions and comments included: the potential to include another storybook trail along the walking path, a communication board in the sensory-friendly area, incorporating brail, incorporating metal in addition to plastic slides due to concerns for people living with hearing loss, and the plan for maintenance costs in the future – which will be included in the city budget. Emily Lessner motioned to approve proceeding with fundraising efforts for the inclusive park. Jennifer Clayton seconded. Motion carried.

##### B. Review and take possible action: rental fee reduction for Dodge County Republican Party

Ald. Jonathan Lampe motioned to table the decision until more information is available. Brad Clark seconded. Motion carried.

##### C. Review and take possible action: invoice waiver for Kluz rental

The Kluz family rented the lower and dance floor pavilion on July 20, 2024. Staff found tables were not returned to their original location after the rental, and the renter was billed according to the fee schedule for staff time for a total of \$200. The renter was in attendance and indicated they did not move tables during their rental. There was found to not be ample proof of a violation.

**D. Review and take action: smoking in parks ordinance**

The Parks, Recreation, and Forestry Department along with the Health Department are seeking review and a recommendation for Common Council to approve the revised smoking ordinance 410- 56(A). It is requested this ordinance have one adjustment made to the proposed revision where 50 feet will be struck and replaced with 25 feet. According to UW Population Health Sciences, July 2019, secondhand smoke is detected at 23 feet from the source and irritation levels begin at 13 feet from the source. It is recommended to extend to 25 feet. Among all the health concerns with smoking, Parks is also affected by the remnants of a cigarette. It takes approximately 10 years for cigarette butts to begin breaking down. Ald. Jonathan Lampe motioned to approve the revised recommended ordinance. Julie Chapman seconded. Motion carried.

Brad Clark motioned to amend the previous revision to the original request and keep the 50 feet perimeter. Emily Lessner seconded. Motion carried.

**E. Review and take action: Heron View signage**

Sustain Jefferson has been maintaining the Heron View parkland area on the corner of Concord Ave and Oconomowoc Ave and would like information posted. They will be supplying the signage and put in the existing kiosk. Julie Chapman motioned to approve the posting of the sign. Jennifer Clayton seconded. Motion carried.

**F. Review and take action: 2025 fee schedule**

The updated fee schedule includes clarification of field prep, Kart Park rental, field rental, and concession in park permit fees. More changes will need to be made with recommendations for non-profit rates to be included. Jennifer Clayton motioned to table this item until the September meeting. Brad Clark seconded. Motion carried.

**G. Review and take action: 2025 facility use contracts**

Jennifer Clayton motioned to table this item until the September meeting. Brad Clark seconded. Motion carried.

**6. Director's Report:**

**A. Parks Updates**

The Riverside restrooms are nearing completion. The Riverfest event went well and will be billed according to the resolution and special event specifications. The park shop is getting a blacktopped yard.

**B. Forestry**

The team will be applying for two forestry grants for catastrophic event and Arbor Day Foundation.

**C. Aquatics**

The aquatic center closed yesterday for the season. The filtration system will be upgraded within the next month with Carico Aquatics.

**D. Programming - recreation**

We are rolling out of summer programming and into fall. We are also working with day camp and Kart Park staff for evaluation and feedback; no major issues or incidents occurred. Adult softball, volleyball, basketball, several youth programs will be starting for the fall and working to get staff hired and oriented.

**E. Programming – town square**

Food truck Mondays and Thursday night markets continue. We are evaluating the impact and attendances for next year. The YMCA summer events, Share the Love, are continuing and there are three concerts left for the season. Battle of the badges will occur next Sunday.

**F. Programming – senior & enrichment**

Senior Citizen Day was celebrated on August 21. The next upcoming events are Veteran's Day and Holiday Party. We are engaging new catering, entertainment, and sponsorship opportunities. The annual rummage sale and other fundraisers are being planned. Enrichment – family bingos will be planned for school breaks, and fall fitness and other classes are being planned.

**G. Programming – aquatics**

Attendance at the aquatic center was estimated at 22,000. The flick n float event had 200 people and may plan for the year-end bash every year. Will be working to offer prereq classes this fall for new lifeguards. Fall swim lesson classes are nearly full.

**7. Adjournment – Next meeting date September 16, 2024**

Brian Konz motioned to adjourn the meeting. Brad Clark seconded. Motion carried.

## Watertown Senior Center Advisory Board Minutes August 20, 2024

### 1. Call to Order

The Senior Center Advisory Board met in person on August 20, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Cathie Wallen, Kathleen Gillingham, Jolene Lucas, and Mara O'Brien. Also present was Andrea Draeger.

### 2. Review and Approve the June Minutes

Betty Jimenez motioned to approve the June 18, 2024 minutes as written. Cathie Wallen seconded. Motion carried.

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

Kathleen Gillingham motioned to approve the June financial report as written. Cathie Wallen seconded. Motion carried.

### 4. Citizens to be Heard

There were none.

### 5. Business

#### a. Review and take action: appoint new board members

Dawn Justman was appointed to the Senior Center advisory board. Mara O'Brien motioned to approve the appointment. Kathleen Gillingham seconded. Motion carried.

#### b. Review and take action: appoint committee chairpersons

The following chairpersons were appointed as follows:

- Chairperson/President – Cathie Wallen
- Vice Chairperson/president – Betty Jimenez
- Fundraising Committee – Betty Jimenez and Dawn Justman
- Program Committee – vacant
- Membership Committee – Kathleen Gillingham
- Community Services – Cathie Wallen and Mara O'Brien

Meetings will be scheduled with each committee before the next advisory board meeting. Jolene Lucas motioned to approve the appointments. Kathleen Gillingham seconded. Motion carried.

### 6. Chairperson's Committee Report

#### a. Update Fundraising Committee on Current Efforts

The annual rummage sale was discussed along with volunteer needs, hours of donations, hours of the sale, etc. Coffee and donuts will be for sale as well this year. The next bake sale will be at the November election.

#### b. Update Membership Committee on Current Memberships and Renewals

A new member packet has been finished and are available at the reception desk. Regular meet and greets will also be scheduled.

**c. Update Community Services Committee on Projects/Efforts**

The suggestion box held a suggestion to create a “spread kindness” effort. Cathie will follow up with ideas.

**d. Update Program Committee on Program Attendance & New Programs**

Senior Citizen Day is tomorrow with donations from Marco’s Pizza, Los Perez Supermarket, and Farm & Fleet. The speaker and announcement system will be replaced in the future; in the meantime we will use a portable speaker for programming. New programs/presentations will include brain health, tech series, potential for computer literacy, exploitation and scams, etc.

**7. Director’s Report**

**a. Updates**

We have old bingo cards which will need a new home.

**8. Adjournment**

Next meeting is scheduled for Tuesday, October 15, 2024 at 9:00 am. Jolene Lucas motioned to adjourn. Cathie Wallen seconded. Motion carried.

## Watertown Parks and Recreation Department

## Financial Report

Section 3, Item A.

End of Month July 2024

Revenue Account #	Description	Year to Date Revenue	Year to Date Budget	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 62,005.87	\$ 46,980.00	\$ 81,000.00	\$ 18,994.13
01-446211	Rec Dept Taxable Revenue	25,942.02	\$ 26,100.00	\$ 45,000.00	\$ 19,057.98
01-446212	Rec Concession Revenue	111.00	\$ 580.00	1,000.00	\$ 889.00
01-446220	Net Ticket Sales	(18.50)	\$ 232.00	400.00	\$ 418.50
01-446230	Aquatic Center Revenue	100,435.80	\$ 81,780.00	141,000.00	\$ 40,564.20
01-446232	Indoor Pool Non Taxable Revenue	16,513.25	\$ 15,080.00	26,000.00	\$ 9,486.75
01-446233	Indoor Pool Taxable Revenue	6,067.61	\$ 6,380.00	11,000.00	\$ 4,932.39
01-446234	Senior Center Revenue	124.42	\$ 232.00	400.00	\$ 275.58
01-446235	Senior Center Memberships	1,576.63	\$ 2,900.00	5,000.00	\$ 3,423.37
01-446236	Senior Center Rental Fees	12,921.12	\$ 9,860.00	17,000.00	\$ 4,078.88
01-446264	Park Rental	24,093.97	\$ 17,980.00	31,000.00	\$ 6,906.03
01-446266	Misc Park Revenue	6,448.45	\$ 13,050.00	22,500.00	\$ 16,051.55
<b>Grand Total Revenue</b>		<b>\$ 256,221.64</b>	<b>\$ 221,154.00</b>	<b>\$ 381,300.00</b>	<b>\$ 125,078.36</b>
Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Balance
<b>Administration</b>					
01-552010	Salaries	\$ 231,909.71	\$ 215,753.62	\$ 371,989.00	\$ 140,079.29
01-552014	Overtime	-	\$ 290.00	500.00	500.00
01-552016	Part-time Salaries	1,822.75	\$ 7,656.00	13,200.00	11,377.25
01-552017	Contract Services	11,803.50	\$ 8,178.00	14,100.00	2,296.50
01-552018	Supplies & Expenses	5,372.03	\$ 4,292.00	7,400.00	2,027.97
01-552019	Advertisement	-	\$ 1,160.00	2,000.00	2,000.00
01-552020	Repairs	2,512.28	\$ 2,030.00	3,500.00	987.72
01-552021	Contribution to Town Square	37,650.00	\$ 43,674.00	75,300.00	37,650.00
01-552022	Dues, fees, subs	2,473.28	\$ 1,612.40	2,780.00	306.72
01-552023	Training	-	\$ 34.80	60.00	60.00
01-552024	Travel	2,162.63	\$ 1,740.00	3,000.00	837.37
01-552026	Maintenance Supplies	3,276.40	\$ 2,088.00	3,600.00	323.60
01-552028	Fuel	2,789.51	\$ 3,480.00	6,000.00	3,210.49
01-552030	Electric	9,522.25	\$ 8,990.00	15,500.00	5,977.75
01-552031	Water	833.20	\$ 1,160.00	2,000.00	1,166.80
01-552032	Telephone	2,175.39	\$ 2,465.00	4,250.00	2,074.61
01-552033	Wisconsin Retirement	15,554.75	\$ 14,225.66	24,527.00	8,972.25
01-552034	Social Security	14,045.80	\$ 13,870.12	23,914.00	9,868.20
01-552035	Medicare	3,285.05	\$ 3,243.94	5,593.00	2,307.95
01-552036	Health Insurance	35,067.40	\$ 38,202.86	65,867.00	30,799.60
01-552037	Life Insurance	410.00	\$ 269.12	464.00	54.00
01-552038	Dental Insurance	2,214.28	\$ 2,384.96	4,112.00	1,897.72
01-552042	Mileage	490.42	\$ 464.00	800.00	309.58
01-552060	Capital Outlay	4,217.97	\$ 5,800.00	10,000.00	5,782.03
<b>Total Administration</b>		<b>\$ 389,588.60</b>	<b>\$ 383,064.48</b>	<b>\$ 660,456.00</b>	<b>\$ 270,867.40</b>
<b>Recreation</b>					
01-552114	Rec Overtime	\$ -	\$ 290.00	\$ 500.00	\$ 500.00
01-552116	Part-time Salaries	36,316.56	\$ 23,156.50	39,925.00	3,608.44
01-552117	Contract Sports Services	8,368.80	\$ 10,767.12	18,564.00	10,195.20
01-552118	Supplies & Expenses	10,114.10	\$ 17,980.00	31,000.00	20,885.90
01-552134	Social Security	2,262.33	\$ 2,144.26	3,697.00	1,434.67
01-552135	Medicare	529.19	\$ 501.70	865.00	335.81
01-552160	Capital Outlay	-	\$ 2,320.00	4,000.00	4,000.00
<b>Total Recreation</b>		<b>\$ 57,590.98</b>	<b>\$ 57,159.58</b>	<b>\$ 98,551.00</b>	<b>\$ 40,960.02</b>
<b>Aquatic Center</b>					
01-552214	Aq Ctr Overtime	\$ 1,169.64	\$ 1,160.00	\$ 2,000.00	\$ 830.36
01-552216	Part-time Salaries	80,071.12	\$ 58,190.24	100,328.00	20,256.88
01-552217	Svc Contracts/Licenses	3,199.67	\$ 2,030.00	3,500.00	300.33
01-552218	Supplies & Expenses	4,244.71	\$ 2,610.00	4,500.00	255.29
01-552220	Repairs	10,250.72	\$ 6,960.00	12,000.00	1,749.28
01-552223	Training	1,115.36	\$ 870.00	1,500.00	384.64
01-552228	Fuel	2,125.63	\$ 4,930.00	8,500.00	6,374.37

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Bal
01-552230	Electric	10,041.28	\$ 9,570.00	16,500.00	6,456.72
01-552231	Water	6,006.55	\$ 10,440.00	18,000.00	11,993.45
01-552232	Telephone	381.36	\$ 290.00	500.00	118.64
01-552234	Social Security	5,037.02	\$ 3,967.20	6,840.00	1,802.98
01-552235	Medicare	1,177.99	\$ 928.00	1,600.00	422.01
01-552240	Chemicals	20,589.53	\$ 15,080.00	26,000.00	5,410.47
01-552244	Uniforms	1,970.88	\$ 1,276.00	2,200.00	229.12
01-552246	Concessions Supplies	22,054.13	\$ 12,180.00	21,000.00	(1,054.13)
01-552260	Capital Outlay	-	\$ 3,480.00	6,000.00	6,000.00
<b>Total Aquatic Center</b>		<b>\$ 169,435.59</b>	<b>\$ 130,481.44</b>	<b>\$ 224,968.00</b>	<b>\$ 61,532.41</b>
05-552270	Capital Projects	-	\$ 126,428.40	217,980.00	217,980.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Balance
Section 3, Item A.					
<b>Indoor Pool</b>					
01-552314	Indoor Pool Overtime	\$ 129.37	\$ 580.00	\$ 1,000.00	\$ 870.63
01-552316	Part-time Salaries	25,982.37	\$ 22,403.08	38,626.00	12,643.63
01-552317	WUSD Maintenance Staff	-	-	-	-
01-552318	Supplies & Expenses	7,878.40	\$ 5,800.00	10,000.00	2,121.60
01-552320	Repairs	409.81	\$ 870.00	1,500.00	1,090.19
01-552328	Fuel	-	\$ 4,350.00	7,500.00	7,500.00
01-552330	Electric	-	\$ 8,990.00	15,500.00	15,500.00
01-552331	Water	-	\$ 3,190.00	5,500.00	5,500.00
01-552332	Telephone	-	\$ 203.00	350.00	350.00
01-552334	Social Security	1,618.93	\$ 2,269.54	3,913.00	2,294.07
01-552335	Medicare	378.67	\$ 530.70	915.00	536.33
<b>Total Indoor Pool</b>		<b>\$ 36,397.55</b>	<b>\$ 49,186.32</b>	<b>\$ 84,804.00</b>	<b>\$ 48,406.45</b>
<b>Total Recreation Budget</b>		<b>\$ 653,012.72</b>	<b>\$ 619,891.82</b>	<b>\$ 1,068,779.00</b>	<b>\$ 415,766.28</b>
<b>Reserve Accounts</b>					
<b>YTD Expenses</b>			<b>Beginning Balance</b>		<b>Balance</b>
24-581107	Senior Center Fundraising	\$ 4,740.09		\$ 26,428.00	\$ 25,072.55
01-271970	Senior Center Security Deposits	\$ -		\$ -	\$ -
01-581121	BQ Baseball	\$ -		\$ -	\$ -
01-581137	River Walkway Repairs	\$ -		\$ -	\$ -
01-581139	InterUrban Trail	\$ -		\$ -	\$ -
01-581140	Bike Trail	\$ -		\$ -	\$ -
05-552070	Quarry Study	\$ 41,190.50		\$ 45,000.00	\$ 3,809.50
05-552470	Sr Ctr Retaining Wall	\$ 61,870.36		\$ -	\$ (61,870.36)
05-581104	Chamberland Improvements	\$ -		\$ -	\$ -
05-581106	Park Facility Improvements	\$ 2,732.75		\$ 5,969.65	\$ 3,236.90
05-581110	Roeseler Will/Forestry Donation	\$ 8,046.48		\$ 80,595.13	\$ 72,548.65
05-581118	Heron View Park (micro park)	\$ -		\$ -	\$ -
05-581120	Park Expansion & Improvements	\$ 462.92		\$ 16,350.91	\$ 16,319.64
07-581113	Park Dedication Fees (land purchase)	\$ -		\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ -		\$ 51,500.00	\$ 51,500.00

**Watertown Parks and Recreation Department**  
**Financial Report**  
**Jul-24**

Expense Account #	Description	Year to Date Expense	Year to Date Budget	Budgeted Amount	Balance
<b>Park</b>					
01-554110	Salaries	\$ 258,417.79	\$ 272,901.60	\$ 470,520.00	\$ 212,102.21
01-554112	Longevity	-	\$ 1,222.64	\$ 2,108.00	\$ 2,108.00
01-554114	Overtime	5,079.32	\$ 6,960.00	12,000.00	\$ 6,920.68
01-554116	Part-time Salaries	18,755.75	\$ 18,560.00	32,000.00	\$ 13,244.25
01-554118	Supplies & Expenses	29,086.92	\$ 21,460.00	37,000.00	\$ 7,913.08
01-554120	Repairs	14,973.93	\$ 10,440.00	18,000.00	\$ 3,026.07
01-554126	Goose Control	-	\$ 1,450.00	2,500.00	\$ 2,500.00
01-554128	Fuel	1,213.02	\$ 2,900.00	5,000.00	\$ 3,786.98
01-554130	Electric	19,473.66	\$ 21,460.00	37,000.00	\$ 17,526.34
01-554131	Water	23,780.41	\$ 29,000.00	50,000.00	\$ 26,219.59
01-554132	Telephone	627.21	\$ 638.00	1,100.00	\$ 472.79
01-554133	Wisconsin Retirement	18,216.87	\$ 19,634.74	33,853.00	\$ 15,636.13
01-554134	Social Security	16,801.53	\$ 18,793.74	32,403.00	\$ 15,601.47
01-554135	Medicare	3,929.46	\$ 4,395.24	7,578.00	\$ 3,648.54
01-554136	Health Insurance	82,163.36	\$ 89,977.14	155,133.00	\$ 72,969.64
01-554137	Life Insurance	969.53	\$ 995.86	1,717.00	\$ 747.47
01-554138	Dental Insurance	4,876.00	\$ 5,122.56	8,832.00	\$ 3,956.00
01-554140	Gasoline	18,984.35	\$ 18,850.00	32,500.00	\$ 13,515.65
01-554141	Fertilizers & Herbicides	2,960.00	\$ 5,800.00	10,000.00	\$ 7,040.00
01-554142	Equipment Repairs	20,471.70	\$ 16,240.00	28,000.00	\$ 7,528.30
01-554144	Washington Park Lights	1,678.35	\$ 2,320.00	4,000.00	\$ 2,321.65
01-554148	Water Bubblers	887.05	\$ 1,160.00	2,000.00	\$ 1,112.95
01-554150	Staff Training	1,175.50	\$ 870.00	1,500.00	\$ 324.50
01-554159	Safety Equipment	2,139.72	\$ 1,740.00	3,000.00	\$ 860.28
01-554160	Capital Outlay	8,183.07	\$ 5,771.00	9,950.00	\$ 1,766.93
<b>Total Park</b>		<b>\$ 554,844.50</b>	<b>\$ 578,662.52</b>	<b>\$ 997,694.00</b>	<b>\$ 442,849.50</b>
05-554170	Capital Projects	<b>\$ 210,000.00</b>	<b>\$ 121,800.00</b>	<b>\$ 210,000.00</b>	
<b>Forestry</b>					
01-561110	Salaries	\$ 50,555.83	\$ 69,368.00	\$ 119,600.00	\$ 69,044.17
01-561112	Longevity	27.30	\$ 305.66	527.00	499.70
01-561118	Supplies & Expense	3,524.43	\$ 2,320.00	4,000.00	\$ 475.57
01-561119	UF Grant Exp: Tree/Ash Inje	17,568.88	\$ 14,500.00	25,000.00	7,431.12
01-561120	Repairs	1,179.28	\$ 1,740.00	3,000.00	1,820.72
01-561124	Cont. Education Forester Cert	340.24	\$ 928.00	1,600.00	1,259.76
01-561126	Annual Bucket Truck Inspection	0.00	\$ 2,320.00	4,000.00	4,000.00
01-561133	Wisconsin Retirement	3,530.64	\$ 4,807.04	8,288.00	4,757.36
01-561134	Social Security	2,600.53	\$ 4,319.84	7,448.00	4,847.47
01-561135	Medicare	608.18	\$ 1,010.36	1,742.00	\$ 1,133.82
01-561136	Health Insurance	19,647.76	\$ 25,707.92	44,324.00	24,676.24
01-561137	Life Insurance	82.19	\$ 286.52	494.00	411.81
01-561138	Dental Insurance	1,012.00	\$ 1,280.64	2,208.00	1,196.00
01-561160	Capital Outlay	1,799.11	\$ 4,814.00	8,300.00	6,500.89
<b>Total Forestry</b>		<b>\$ 102,476.37</b>	<b>\$ 133,707.98</b>	<b>\$ 230,531.00</b>	<b>\$ 128,054.63</b>
05-561170	Capital Projects	-	\$ -	-	\$ -

## Watertown Parks and Recreation Department

## Financial Report

Section 3, Item A.

End of Month JULY 2024

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 19,945.00	\$ 200.00	\$ 1,200.00	\$ (18,745.00)
26-446211	TS Revenue - Taxable	\$ 12,440.00	\$ 4,083.34	\$ 24,500.00	\$ 12,060.00
26-446250	Contributions FR General Fund	\$ 37,650.00	\$ 12,550.03	75,300.00	\$ 37,650.00
26-446266	TS Future Fund Contributions	\$ 50,000.00	\$ 19,000.04	114,000.00	\$ 64,000.00
<b>Grand Total Revenue</b>		<b>\$ 120,035.00</b>	<b>\$ 35,833.41</b>	<b>\$ 215,000.00</b>	<b>\$ 94,965.00</b>
Expense		Year to Date		Budgeted	
Account #	Description	Expenses		Amount	Balance
26-554310	Salaries	-	10,913.02	\$ 65,478.00	\$ 65,478.00
26-554316	Part-time Salaries	-	-	-	-
26-554318	Supplies	9,230.68	-	-	\$ (9,230.68)
26-554319	Advertising	-	1,166.67	7,000.00	\$ 7,000.00
26-554320	Repair/Maintenance	19,624.61	2,050.00	12,300.00	\$ (7,324.61)
26-554330	Electricity	1,015.25	433.33	2,600.00	\$ 1,584.75
26-554331	Water	3,037.80	7,124.01	42,744.00	\$ 39,706.20
26-554333	Wisconsin Retirement	-	753.00	4,518.00	\$ 4,518.00
26-554334	Social Security	-	676.67	4,060.00	\$ 4,060.00
26-554335	Medicare	-	158.17	949.00	\$ 949.00
26-554336	Health Insurance	-	-	-	\$ -
26-554337	Life Insurance	-	49.17	295.00	\$ 295.00
26-554338	Dental Insurance	-	-	-	\$ -
26-554341	Event Expenses	41,495.26	7,387.51	44,325.00	\$ 2,829.74
26-554360	Capital Outlay	-	1,666.67	10,000.00	\$ 10,000.00
<b>Grand Total</b>		<b>\$ 74,403.60</b>	<b>32,378.23</b>	<b>\$ 194,269.00</b>	<b>\$ 119,865.40</b>

Early	Organization	Contact/Phone	Dates Requested
	Jig Jog 1108 Western Ave Watertown, WI 53094	Jeff Allen 920-248-1897 jeffallen@charter.net	moved to library in 2023
X	AmVets, Post 35 Easter Egg Hunt 701 N. Church St Watertown, WI 53094	Al Zabel - 701 N Church st., 920-605- 0078	March 23, 2024
X	Stream monitoring training	Maureen, maureenm@cityofwat ertown.org	May 4, 2024
	Midwest Masters Disc Golf Tourny 807 N. Church St Watertown, WI 53098	John Luetzow 920-206-9323 920-342-9324 iflingplastic@gmail.c om	May 8-9, 2024
X	American Legion Council Memorial Day Celebration	Kirk Grill 920-285-9214 kirk.grill@yahoo.com	May 27, 2024
X	Trinity St. Lukes Picnic 801 S. 5th St Watertown, WI 53094	Phil Gustafson 920-261-3615 pgustafson@tslwels.o rg	May 28, 2024
X	Trinity St. Lukes Picnic (2) 801 S. 5th St Watertown, WI 53094	Phil Gustafson 920-261-3615 pgustafson@tslwels.o rg	May 29, 2024
X	Rock River Rescue Carp Tournament 506 S. 5th St Watertown, WI 53094	Bill Wyrwa 920-262-9224 wyrwa@charter.net	June 1, 2024
	St Marks Picnic 615 Jones St Watertown, WI 53094	Fred Uttech  920-262-8501 fred.uttech@smlswate rtown.com	June 4, 2024
X	Lincoln School End of School Picnic	Mark Getz 920-262-1465 getzm@watertown.k1 2.wi.us	June 7, 2024

X	Waste Water Treatment Plant Vendor Fair 800 Hoffmann Dr Watertown, WI 53094	Peter Hartz, Donna, dchristian@cityofwatertown.org 262-4085	June 6, 2024
X	St Johns Picnic 304 N. 6th St Watertown, WI 53094	Dean Sellnow 920-261-4392	June 9, 2024
	Elks Club - Flag Day Celebration 117 N. First St Watertown, WI 53094	Terri Breese terri.breese@elks666.org	Sun, June 12, 2022 (Sunday before Flag Day)
X	Tour D'Goose 515 S. First St Watertown, WI 53094	Carol Quest 262-8090 cquest@cityofwatertown.org Jeanetta Westenberg 988-2163 Rita Brafford 988-9224	June 22, 2024
	Chamber of Commerce Community/Vendor Fair	Bonnie Hertel 920-261-6320 bonnie@watertownchamber.com	June 24, 2023
X	American Legion Post #189 4th of July Celebration PO Box 22 Watertown, WI 53094	Tom Brennecke, Roger Herbert 920-248-5924, 920-253-7373 tebrennecke@gmail.com	July 3 & 4, 2024
X	Lights & Sirens Family Center 415 S. 8th St Watertown, WI 53094	Stacy Schroeder 920-261-6660 slschroeder@cityofwatertown.org	July 9, 2024
X	Riverfest	Jonathan Lampe 920-248-0656 president@watertownriverfest.com	August 7-11, 2024
X	Kids Fest 1014 Labaree St Watertown, WI 53098	Michael Oberbrunner 262-442-5889 mikeoberbrunner@gmail.com	August 24, 2024

	Octagon House Ice Cream Social 919 Charles St Watertown, WI 53094	Linda Werth 920-261-2796	September 17, 2023
X	Run Turkey Run	Sarah Sullivan 920-285-3071 therunturkeyrun@gmail.com	November 28, 2024
X	St Lukes - Live Nativity 303 Clark St Watertown, WI 53094	Linda Redfield 920-342-6302 jlredfield@gmail.com	

Facilities Requested	Time Requested	Equipment Requested	Completed
Senior Center WI/Brandenstein		600 ppl amplified sound	
UK, DF, Cel	6a-3p	Restrooms opened, regular reservation	
River Shelter			
BQ Disc Golf Course Dog Walk Area Soccer Field	<b>Just for info in the park system</b>		na
Veterans Memorial Park Senior Center Parking Lot		60 Benches 20 folding chairs graves/fence/grass	
Clark Park (whole park)	8a-4p	na, just regular park reservation form	
UP, Leg, Cel	8a-4p	na, just regular park reservation form	
River Shelter	6a-6p	extra trash cans? & DP	
UP, LK, DF, Cel, BS	6a-4p	30 benches, AM, Digger's 8 Driving permits	
Lincoln Park		Extra picnic tables	

UK, LK, DF	6a-4p	key pickup at office, nothing else needed	
UK, LK, DF, Cel, BS	all day	no special setup reg reservation amplified sound permit	
Veterans Park <b>no charge</b>	12-4p	Benches trash cans	
UK setup day UK, Cel, stop at IU Trailhead	night before set up 4a-6p	Amplified sound	
Moved to Downtown area	all day	benches	
UK, LK, Cel, Riv	8a-11p	10 picnic tables, AM, 10 driving permits, screens, 12 trash cans	1015
UK, LK, DF, Cel, BS	11a-9p	na	
all Riverside Park	all day	crew	
UP, Leg, Cel, Riv	9a-4p		

Octagon House	1-4p	benches (100), trash cans (5)	
UK, LK, DF	5a-1p		
NA	8a	Saw Horses Park Benches Snow Fence	

Sent to Crew	Cost
	NC
	NC
na	NC
	NC
n/a	\$150
n/a	\$100
	NC
	\$520
	NC

	NC
n/a	\$405
	NC
	\$180
	\$66
5, only charge \$500 per commission mtg 4/23	
	NC
	??
	??

	NC
	NC
	??

# FACILITY RESERVATION POLICIES

Revised 9/16/24

## 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 RESERVATIONS:** 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.** 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, or if the entire park was reserved.

**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 person will be liable and responsible for all vehicles and associated damages for a public event. A copy of the permit will be retained by the Department. A copy will 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.

**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.**

## **RULES:**

### **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 – Must get permission from the Park Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental will need to get permission from the Park 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. **Confetti is prohibited.**
- 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.
- **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.
- **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.
- 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 (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 Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **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.

### **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. 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.

Section 5, Item A.

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

SOCCER/FOOTBALL: Reservations 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 8am-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 Aquatic Manager.

### **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) (must call to reserve entire park)				
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)	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150)	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) <i>Director Approval Needed</i>	\$150.00	\$225.00	\$225.00	\$337.50
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>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)		
Other		

**For Office Use Only:**

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

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

## PARKS, RECREATION, &amp; 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 – Must get permission from the Park Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental will need to get permission from the Park 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. **Confetti is prohibited.**
- 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.
- **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.
- **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.
- 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 (200+ public event, 300+ private event), a special event permit may be needed. Contact the City Clerk's office 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
- **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, & Forestry

To: Parks, Recreation, & Forestry Commission

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

Date: 9/16/2024

Subject: Facility Reservation Policy, Early Park Reservation List, and Park Reservation Application

## Background

Facility Reservations Policy was created to set guidelines for park shelter reservations.

The park reservation application was designed to keep track of reservations as they come into the department in early January and throughout the year.

Early park reservations are something that the department offers to event coordinators with which would like to continue their event on the same day each year.

## Budget Goal

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

## Financial Impact

Reservations generate approximately \$46,000.00 in revenue for the department

## Recommendation

We recommend approval of the updates to each form.

Facility Reservation Policy –

Reservations

Early- reapproval of early park reservations every 5 years starting in 2025.

Reservations- Additional equipment billing information added

Rules

# MEMO

Permits – Special Event information updated  
Concession in parks information updated  
Update to additional rental items

## Park Reservation Application –

Added Early to the top portion of the page to eliminate additional forms.

Added permit adds from the facility reservation policy to Park Reservation information.

## Early Park Reservations –

Updating when the groups hosting events in parks yearly will need to be reapproved by the commission.

## 2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health

# MEMO

## Parks, Recreation, & Forestry

To: Parks, Recreation, & Forestry Commission

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

Date: 9/16/2024

Subject: Fees and Charges Policy

### Background

The fees and charges policy was published to give the citizens a set fee for programs, admissions, rentals, equipment, events and services as well as concessions in parks and personnel.

### Budget Goal

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

### Financial Impact

This policy impacts our revenues throughout the department.

### Recommendation

We recommend approval of the updates to the fees and charges policy. (note: there will be changes throughout the 2025 year, however, those changes will be implemented in the 2026 year.)

Changes: 3. Rental Fees, A.

Including non-profit under Resident Status and for-profit will reside under non-resident.

4. Special Events and Services, C. Park Department Personnel, A.

Adding Noxious Weeds from Ordinance into fees.

Multiple changes to the Fee Schedule for Additional Equipment Rentals.

# MEMO

## 2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health

## WATERTOWN PARKS & RECREATION DEPARTMENT FEES AND CHARGES POLICY

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
  - A. Participants of recreational and educational programs shall be charged a fee to cover all operational costs, **including maintenance and administrative costs.**
    - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
  - B. **Nonresident Program Fees** - Nonresidents will pay 50% more than residents.  
**Resident Status** - a person has resident status when that person's principal residence is located within the city limits of Watertown.
  - D. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
  - E. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
  - F. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.
  - G. **Refunds of Program Fees** – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
  - H. **Facility Improvement Fee** - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** – Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
  - A. **Daily Admission Fees** - Nonresidents will pay 50% more than residents.

- B. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee **in the event the Department must close the Aquatic Center.**
- C. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.
3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.
- A. All rental rates will be based on the following categories. See each facility's applications for rental policies and specific rates:
1. Department-sponsored programs/activities and functions of Watertown municipal government
  2. Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown. Non-profit organizations will pay resident rate.
  3. Nonresident Status - nonresidents will pay 50% more than residents. For-profit organizations will pay nonresident rate.
- B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior & Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession in Parks Permit, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
- Watertown Public Schools
4. **Special Events and Services**
- A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. PLANNING ASSISTANCE - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).

**C. PARK DEPARTMENT PERSONNEL**

- i. The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m.to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.  
  
Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.
- ii. Noxious weeds, grasses, and brush/snow removal ordinance violations: -  
The fee for mowing or removal of noxious weeds, grasses or brush by the City's Weed Commissioner or Weed Commissioner's designee shall be no less than \$500 in each instance of any such expended labor. Any time spent on a property in excess of three hours shall be billed at the rate of \$250 per hour.  
  
All sidewalks shall be removed of snow and ice within 24 hours after snow has stopped falling. Failure to remove or cover the snow and ice as specified will submit the owner to the forfeitures and responsible for an itemized report of all sums for removal of snow and ice by the department.

**D. PARK USE SUSPENSION APPEAL**

Any person considering him or herself aggrieved by all or any part of a park use suspension may appeal such action in writing within 72 hours of issuance of written notice of park use suspension. Any such written appeal shall be filed with the City Clerk along with an administrative filing fee of \$35.00.

**5. Concession in Parks Fees**

- A. Merchant Concessionaire – \$25.00/day – Any concessionaire not using a park shelter or facility which is selling pre-packaged goods and/or merchandise.
- B. Non-Intoxicating Beverage Concessionaire – \$75.00/day or \$300/year – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
- C. Intoxicating Beverage Concessionaire – \$250.00/day – Any concessionaire either using or not using a park shelter or facility which is selling intoxicating beverage merchandise for consumption.

Adopted by Commission November 6, 1995  
 Revised by Commission December 6, 2004  
 Revised by Commission December 4, 2014  
 Revised by Commission October 2016  
 Revised by Commission October 2017  
 Approved by Commission December 2018  
 Approved by Commission October 2023  
 Approved by Commission January 2024  
 Approved by Commission September 2024

## FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS

**(Revised 8/19/24 starting 2025)**

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.  
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.  
\$20.00 per standard
3. **Bleachers - portable type**  
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.  
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** - \$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea  
**Note: Requests for moving/removing chairs, tables, benches, etc. from their original location in any capacity will be subject to rental fees.**
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00  
**Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.**
10. **Volleyball/Tennis Court Rentals**  
\$10/court/day for city residents  
\$15/court/day for non-city residents
11. **Ball Diamonds**  
\$150/diamond/day **weekday prepped** (\$50 rental/**weekend day**) - **resident rate**  
\$225/diamond/day **weekday prepped** (\$75 rental/**weekend day**) - **non-resident rate**  
~~\$75/diamond/day for city based private schools (\$25 rental)~~
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**  
~~\$100~~ **\$75/field/game - resident rate**  
**\$112.50/field/game - non-resident rate**
15. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
16. **Amplified Sound Permit** - \$30.00
17. **Tent Permit/Locate** - \$25.00
18. **Soccer: Goals** - \$30.00/set, **Soccer Flags** - \$5/set
19. **Additional Recreation Equipment (balls, nets, pickleball, etc.)** - \$10/piece

20. **Kart Park Rental**  
\$200/2 hours, \$300/3 hours, \$350/4 hours – resident rate  
\$300/2 hours, \$450/3 hours, \$525/4 hours – non-resident rate
21. **Portable Restroom Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.

## **Watertown Parks, Recreation, and Forestry Department**

514 S. First Street / Watertown, WI 53094

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

### **2025 General Facility Use Contract**

<b>Organization Name</b>	
<b>Contact Name</b>	
<b>Contact Phone #</b>	
<b>Contact Email</b>	
<b>Event Dates</b>	
<b>Event Location</b>	

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 prepared facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays, or Friday for a Saturday start (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will remove bagged refuse and recyclables from the premises daily. The department will also 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. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
2. 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.

All contracts and schedules are due by January 1, 2025 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.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability.

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

Additional supplies and equipment the department agrees to provide 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. Any additional fees must be paid within **30 days** after reservation.

## CONCESSIONS

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

## CLEANING

1. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
2. Bagged Garbage – All refuse should be bagged in bags provided by the department. Full bags should be left in a designated, central spot at each location determined by department staff and renter, for pick up by department staff.
3. Concession Stand and Equipment – The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day the stand and equipment should be cleaned to a standard at which it was when opened. Grease from food preparation should never be disposed of in any drains in the building or anywhere else on the premises. All doors should be locked prior to leaving the facility.
4. Bathrooms – The department will provide clean bathrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace, on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

## WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission

4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

## **ACCESS**

The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.

The renter may charge for specific tournament or event parking at Brandt-Quirk Park, provided the general public is able to access the lot and park for free and the soccer complex parking is also available for public parking.

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

## **GENERAL 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.

Restrooms at certain locations may have use capacity limits. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

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.

## **FACILITIES & AMENITIES AVAILABLE**

### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

**Riverside Park:**

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

**Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
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. 1 diamond
3. Playground
4. Restrooms
5. 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

### **Diamond 1**

Bases: 50, 60, 65, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

### **Diamond 2**

Bases: 60, 65, 70  
 Pitching: 40, 43, 46, 50  
 215' outfield fence/down the line

### **Diamond 3**

Bases: 50, 60, 65, 70, 80  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

### **Diamond 4**

Bases: 50, 60, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

### **Diamond 5**

Bases: 50, 60, 65, 70  
 Pitching: 35, 40, 43, 46, 50  
 215' outfield fence/down the line

## **Riverside Park Field Dimensions**

### **Diamond 1**

Bases: 60, 70, 80  
 Pitching: 40, 43, 46, 50, 54  
 275' outfield fence/down the line; 290' to center

### **Diamond 2**

Bases: 60, 70, 80  
 Pitching: 40, 43, 46, 50, 54  
 275' outfield fence/down the line; 290' to center

**Diamond 3**

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

**Washington Park Dimensions**

**Diamond**

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

## INDEMNIFICATION

Section 5, Item C.

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

\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

## **Watertown Parks, Recreation, and Forestry Department**

514 S. First Street / Watertown, WI 53094

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

### **2025 Club Facility Use Contract**

<b>Organization Name</b>	
<b>Contact Name</b>	
<b>Contact Phone #</b>	
<b>Contact Email</b>	
<b>Event Dates</b>	
<b>Event Location</b>	

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 prepared facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays, or Friday for a Saturday start (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will remove bagged refuse and recyclables from the premises daily. The department will also 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. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
2. 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.

All contracts and schedules are due by October 1, 2024 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.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability.

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

Additional supplies and equipment the department agrees to provide 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. Any additional fees must be paid within **30 days** after reservation.

### Condition of Facility Use:

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which 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.

## CONCESSIONS

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

## CLEANING

1. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
2. Bagged Garbage – All refuse should be bagged in bags provided by the department. Full bags should be left in a designated, central spot at each location determined by department staff and renter, for pick up by department staff.
3. Concession Stand and Equipment – The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day the stand and equipment should be cleaned to a standard at which it was when opened. Grease from food preparation should never be disposed of in any drains in the building or anywhere else on the premises. All doors should be locked prior to leaving the facility.
4. Bathrooms – The department will provide clean bathrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace, on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

## WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any

damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

1. Disperse standing water onto any grass areas
2. Rake saturated dirt off the playing surface
3. Use any power equipment on the fields without permission
4. Attempt to use any type of flammable substance to aid the drying
5. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

## **ACCESS**

The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.

The renter may charge for specific tournament or event parking at Brandt-Quirk Park, provided the general public is able to access the lot and park for free and the soccer complex parking is also available for public parking.

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

## **GENERAL 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.

Restrooms at certain locations may have use capacity limits. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

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.

## **FACILITIES & AMENITIES AVAILABLE**

### **Brandt-Quirk Park:**

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms

8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

**Riverside Park:**

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts
5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts

**Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
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 bleacher

**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. 1 diamond
3. Playground
4. Restrooms
5. 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
- 7.

## Brandt/Quirk Park Field Dimensions

### Diamond 0

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

### Diamond 1

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 2

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 3

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 4

Bases: 50, 60, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### Diamond 5

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## Riverside Park Field Dimensions

### Diamond 1

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

**Diamond 2**

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

**Diamond 3**

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

**Washington Park Dimensions**

**Diamond**

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

## INDEMNIFICATION

Section 5, Item C.

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

\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

\_\_\_ Condition of Facility Use Agreement

	# Games	# Practices	Other (Specify)	Section 5, Item C.
Date/Times				



**Watertown Parks, Recreation, and Forestry Department**

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

**2025 Condition of Facility Use Agreement**

Organization Name	
Contact Name	
Contact Phone #	
Contact Email	

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.

## **POTENTIAL FACILITY UPGRADES**

Section 5, Item C.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

## **UPGRADE SUGGESTION & DONATION AMOUNT**

**Upgrade Suggestion:** \_\_\_\_\_

**(Please attach any supporting documentation, quotes, etc.)**

**Donation Amount:** \_\_\_\_\_

**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.

**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

\_\_\_\_\_

Date

Approved by agent of the department.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# MEMO

## Parks, Recreation, & Forestry

To: Parks, Recreation, & Forestry Commission

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

Date: 9/16/2024

Subject: Facility Use Contract

### Background

The Facility Use Contract is a new contract for all partnering organizations that the Parks, Recreation, and Forestry department works with throughout the year. The first year of implementation was 2024.

### Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance

### Financial Impact

This contract has revenue benefits as well as in kind donation opportunities.

### Recommendation

We recommend approval of the updates to the Facility Use Contract, both General and Club. (note: there will be changes throughout the 2025 year, however, those changes will be implemented in the 2026 year.)

Services – acknowledging the unwritten rule of field preparation during the week (M-F) versus the weekend preparation.

Scheduling - Set exact dates contracts and information are due.

Cancellations - Updated the cancellation section to mimic our refund and return policy.

Fees - Set exact timelines for payments.

Weather Conditions and Playability - set who will be evaluating diamonds for play on what days as well as responsibilities if a diamond should be damaged.

Access - Update to emergency contacts

# MEMO

General Maintenance - Included needs for additional restrooms if tournament is over facility capacity.

Facilities and Amenities Available – Updates to amenities at each park location.

## 2024 Operational Goals

2. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
3. Supports employee retention and growth, and also works to address critical staffing areas
4. Invests in the assessment, strategic planning and maintenance of our city buildings
5. Promotes and fosters innovative approaches for community development and growth
6. Maintains a safe and healthy community, and expands community education on safety and health