



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, MARCH 16, 2026 AT 4:30 PM

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and take action: Parks, Recreation, and Forestry minutes from February 16, 2026

B. Review and take action: Senior Center Advisory Board minutes from February 17, 2026

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and take action: Current 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 discuss: Future of Bentzin Family Town Square

B. Review and discuss: Indoor and outdoor pools

C. Review and discuss: Office closure on election days

D. Review and discuss: Pickle ball options

E. Review and discuss: Recreation scholarship fund

F. Review and take action: 1514 Oconomowoc Ave lease agreement

G. Review and take possible action: Bentzin Family Town Square commission ordinance

H. Review and take possible action: Building rentals on holidays

I. Review and take possible action: Facility use contract updates

J. Review and take possible action: Fee schedules, park reservation application, Town Square additional park reservation

6. DIRECTOR'S REPORT

A. Project Updates

B. Programming Updates

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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

PARKS, RECREATION & FORESTRY COMMISSION

Monday, February 16, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time. The following members were present: Jennifer Clayton, Julie Chapman, Kyle Krueger, Kerry Kneser, Ald. Jonathan Lampe, Emily Lessner. Also present: Andrea Draeger, Kristine Butteris, Hunter Karnitz, Ryan Thurow.

1. Call to order.

The meeting was called to order at 4:33 p.m.

2. Review and approval of minutes.

Jennifer Clayton moved to approve the minutes as presented, seconded by Julie Chapman, and carried by unanimous voice vote.

3. Review and approval of financial reports.

Julie Chapman moved to approve the financial reports as presented, seconded by Jennifer Clayton. Motion carried by unanimous voice vote.

4. Citizens to be heard.

None.

5. Business.

A. Review and recommend: World Migratory Bird Day.

Andrea provided an overview of the proposed World Migratory Bird Day event as part of the Bird City designation. Discussion followed regarding the event details and programming. Julie Chapman moved to recommend approval of the World Migratory Bird Day resolution, seconded by Kyle Krueger, and carried by unanimous voice vote.

B. Review and discuss: Center rentals on holidays.

Staff initiated discussion regarding whether private rentals should be allowed at the Center on holidays. Commissioners discussed how often the facility had been rented on holidays over the past five years, the potential need for a building supervisor, and whether the supervisor would need to remain onsite for the duration of a rental. Additional discussion included the possibility of establishing a four- or eight-hour minimum rental timeframe. Staff will return at the next meeting with two policy options for the Commission to review and consider.

6. Director's Report

A. Project Updates.

Ryan was introduced in his dual role as Parks Project Supervisor and City Forester. Ryan will assume primary responsibility for department projects until a new director is hired. The Riverside Park Master Plan is currently on hold. Hunter will serve in an interim capacity covering aquatics and recreation programming. Andrea will oversee senior services, enrichment programming, and office operations.

Staff also reported that the Candlelight Hike scheduled for the upcoming Saturday was canceled. Kerry will be meeting with Kristine and staff regarding transition items. Commissioners also acknowledged that Kristine's last day with the

department will be Friday, February 20, and appreciation was expressed for her service by Kerry, Jonathan, and Kyle.

Forestry Updates

Staff provided updates on forestry-related activities and ongoing work.

B. Update on Programming.

Andrea Draeger provided updates related to the Senior and Community Center and current programs and activities, as well as a recap from the successful soup fundraising event.

7. Adjournment.

Ald. Jonathan Lampe moved to adjourn at 5:26 p.m., seconded by Kyle Krueger, and carried by unanimous voice vote. Next meeting date: March 16, 2026.

Respectfully submitted,
Andrea Draeger
Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

SENIOR CENTER ADVISORY BOARD

Tuesday, February 17, 2026
9:00 a.m.

The Senior Center Advisory Board met on the above date and time. The following members were present: Betty Jimenez, Dawn Justman, Peggy Brown and John Wanke. Also present: Andrea Draeger.

1. **Call to order.**

The meeting was called to order at 9:05 a.m.

2. **Review and approve minutes dated December 16, 2025.**

Betty Jimenez moved to approve the minutes as presented, seconded by Peggy Brown, and carried by unanimous voice vote.

3. **Review and approve the monthly financial report.**

John Wanke moved to approve the 2025 year-end and January financial reports as presented, seconded by Dawn Justman, and carried by unanimous voice vote.

4. **Citizens to be heard.**

None.

5. **Chairperson's committee reports**

Update from the Fundraising Committee on current efforts.

The board reviewed the annual fundraising and event list. Upcoming fundraisers include 50/50 raffles, with proceeds planned for projects such as flower pots, the Veterans Day party, the holiday party, and fobs/tags for members. A recap of recent fundraising efforts was provided, including the cookie boxes and soup sale, which generated approximately double the amount raised last year due to increased fundraising activities. The board discussed raising the soup sale price to \$5 next year.

Additional discussion included potential use of a locked refrigerator in the snack shop area, a possible brat fry on June 12, and sharing sponsorship letters with board members. Members discussed coordinating with potential sponsors who may also support Bentzin Family Town Square events. Sponsorship letters and a press release were sent out, along with emails requesting bingo sponsors.

Update from the Membership Committee on memberships and renewals.

The committee discussed exploring a new system for member check-in using recreation software and fobs or tags with barcodes that could be scanned when entering the building. The board discussed whether members would be willing to purchase the fobs or tags.

Membership coupons are still available at the Chamber for new members, along with scholarship information for those needing assistance. The board also discussed the possibility of hosting a spring open house and coordinating it with the June brat fry.

Additional discussion included the potential for prorated memberships beginning in October, allowing memberships purchased late in the year to roll over into the following year. Staff also plans to calculate the value of membership by reviewing direct and indirect costs in order to evaluate future membership fee structures and better communicate the value of membership.

Update from the Community Services Committee on projects and efforts.

The board discussed additional community drives that could be coordinated with assisted living facilities or other community organizations, potentially in the spring. Possible donation drives

could include food items, school supplies, or items for the humane society. Volunteers could assist with delivering donated items.

John will contact the humane society and food pantry and expressed interest in organizing tours of these facilities when donations are delivered. The board also discussed connecting new members with John to assist with volunteer efforts.

Update from the Program Committee on program attendance and new programs and events.

The committee discussed highlighting programs both on the hall bulletin board and in the newsletter, potentially featuring one program each month.

Yahtzee attendance has been low, and the board discussed moving the activity to Mondays or discontinuing it if participation does not improve. The Gold Star Self-Defense class for women will run again in March. The board also discussed the recent active shooter training and noted that if offered again, it would be helpful to include more information specific to the Senior Center building and the needs of senior participants. Additional program discussions included a potential Cinco de Mayo party, the upcoming birthday party, and implementing a \$5 guest fee beginning in May since there is not a sponsor this year (birthday participants would still attend free). Upcoming activities also include spring break programming, four family nights, and four day trips.

The board discussed possible partnerships for programs such as a UW–Madison Badger Talk presentation or musical performance, as well as a technology program through the library focused on topics such as ordering books online or using digital resources.

The board approved using the poster board in the hall to feature Senior Center activities. Photos from the recent brunch will be displayed in April, and the birthday party will be featured in March.

The possibility of creating a baking committee was discussed, which could meet Monday, Wednesday, and Friday afternoons or on weekends when the facility is not rented.

The board requested an update on snack and soda sales performance in the office area and asked whether attendance at movie showings is currently being tracked.

The board requested that staff review the bylaws to determine whether only members may vote in board elections and to consider potential revisions to the bylaws in 2027. The board also discussed reaching out to Jammie Beltsner and recruiting an additional member-at-large.

6. Director’s report.

An update was given regarding building-related items and facility updates.

7. Adjournment.

Peggy Brown moved to adjourn at 10:39 a.m., seconded by John Wanke, and carried by unanimous voice vote.

Next meeting date: Tuesday, March 17, 2026.

Respectfully submitted,
Andrea Draeger
Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Watertown Parks and Recreation Department

Financial Report

End of Month February 2026

Section 3, Item A.

Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 15,871.40	\$ 86,000.00	\$ 70,128.60
01-446211	Rec Dept Taxable Revenue	1,183.00	\$ 53,600.00	\$ 52,417.00
01-446212	Rec Concession Revenue	-	600.00	\$ 600.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	1,870.00	130,000.00	\$ 128,130.00
01-446232	Indoor Pool Non Taxable Revenue	1,220.00	22,000.00	\$ 20,780.00
01-446233	Indoor Pool Taxable Revenue	2,254.50	9,000.00	\$ 6,745.50
01-446234	Senior Center Revenue	62.25	300.00	\$ 237.75
01-446235	Senior Center Memberships	1,003.50	3,000.00	\$ 1,996.50
01-446236	Senior Center Rental Fees	3,950.00	18,000.00	\$ 14,050.00
01-446264	Park Rental	5,569.66	30,000.00	\$ 24,430.34
01-446266	Misc Park Revenue	604.28	9,000.00	\$ 8,395.72
26-446210	TS Revenue - Nontaxable	4,000.00	20,000.00	\$ 16,000.00
26-446250	TS Revenue - Taxable	(50.00)	15,000.00	\$ 15,050.00
Grand Total Revenue		\$ 33,588.59	\$ 396,600.00	\$ 359,061.41
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
Administration				
01-552010	Salaries	\$ 52,058.05	\$ 338,274.00	\$ 286,215.95
01-552014	Overtime	-	540.00	540.00
01-552016	Part-time Salaries	1,320.00	13,955.00	12,635.00
01-552017	Contract Services	7,564.23	15,550.00	7,985.77
01-552018	Supplies & Expenses	423.64	5,000.00	4,576.36
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	100.14	6,000.00	5,899.86
01-552021	Contribution to Town Square	-	-	-
01-552022	Dues, fees, subs	990.00	3,100.00	2,110.00
01-552023	Training	340.00	1,200.00	860.00
01-552024	Travel	375.00	2,000.00	1,625.00
01-552026	Maintenance Supplies	(32.56)	4,000.00	4,032.56
01-552028	Fuel	-	5,000.00	5,000.00
01-552030	Electric	-	15,000.00	15,000.00
01-552031	Water	238.47	2,080.00	1,841.53
01-552032	Telephone	55.09	4,665.00	4,609.91
01-552033	Wisconsin Retirement	3,582.51	30,508.00	26,925.49
01-552034	Social Security	3,211.60	27,136.00	23,924.40
01-552035	Medicare	751.11	6,346.00	5,594.89
01-552036	Health Insurance	9,652.02	65,772.00	56,119.98
01-552037	Life Insurance	100.76	668.00	567.24
01-552038	Dental Insurance	608.48	3,816.00	3,207.52
01-552042	Mileage	-	1,000.00	1,000.00
01-552060	Capital Outlay	-	5,858.00	5,858.00
Total Administration		\$ 81,338.54	\$ 558,468.00	\$ 477,129.46
Recreation				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	3,707.25	80,731.00	77,023.75
01-552117	Contract Sports Services	-	22,344.00	22,344.00
01-552118	Supplies & Expenses	954.80	25,000.00	24,045.20
01-552134	Social Security	229.89	3,565.00	3,335.11
01-552135	Medicare	53.77	834.00	780.23
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		\$ 4,945.71	\$ 134,474.00	\$ 129,528.29
05-55-24-70	Senior Center Capital Projects	\$ -	\$ 158,474.00	\$ 158,474.00
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ -	\$ 3,500.00	\$ 3,500.00
01-552216	Part-time Salaries	23.63	121,568.00	121,544.37
01-552217	Svc Contracts/Licenses	65.00	2,950.00	2,885.00
01-552218	Supplies & Expenses	282.26	4,500.00	4,217.74
01-552220	Repairs	-	12,445.00	12,445.00
01-552223	Training	-	1,000.00	1,000.00
01-552228	Fuel	-	4,000.00	4,000.00
01-552230	Electric	-	18,000.00	18,000.00
01-552231	Water	676.24	14,500.00	13,823.76
01-552232	Telephone	165.27	600.00	434.73
01-552234	Social Security	1.47	6,448.00	6,446.53

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
01-552235	Medicare	0.34	1,508.00	1,507.66
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	-	2,500.00	2,500.00
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		\$ 1,214.21	\$ 244,519.00	\$ 243,304.79
05-552270	Capital Projects	-	18,500.00	18,500.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses		Budgeted Amount	Balance
Indoor Pool					
01-552314	Indoor Pool Overtime	\$ -	\$ 1,000.00	\$ 1,000.00	
01-552316	Part-time Salaries	9,720.84	40,773.00	31,052.16	
01-552317	WUSD Maintenance Staff	-	17,500.00	17,500.00	
01-552318	Supplies & Expenses	225.20	9,000.00	8,774.80	
01-552320	Repairs	-	500.00	500.00	
01-552328	Fuel	180.00	3,750.00	3,570.00	
01-552330	Electric	-	7,750.00	7,750.00	
01-552331	Water	-	2,750.00	2,750.00	
01-552332	Telephone	-	-	-	
01-552334	Social Security	602.70	2,590.00	1,987.30	
01-552335	Medicare	140.95	606.00	465.05	
Total Indoor Pool		\$ 10,869.69	\$ 86,219.00	\$ 75,349.31	
Bentzin Family Town Square					
26-554310	Salaries	\$ 4,873.77	\$ 70,179.00	\$ 65,305.23	
26-554316	Part-time Salaries	-	-	-	
26-554318	Supplies	-	5,000.00	5,000.00	
26-554319	Advertising	-	4,000.00	4,000.00	
26-554320	Repairs/Maintenance	2,000.00	17,300.00	15,300.00	
26-554330	Electric	-	2,300.00	2,300.00	
26-554331	Water	-	7,500.00	7,500.00	
26-554333	Wisconsin Retirement	351.23	5,053.00	4,701.77	
26-554334	Social Security	298.04	4,351.00	4,052.96	
26-554335	Medicare	69.70	1,018.00	948.30	
26-554336	Health Insurance	849.27	10,188.00	9,338.73	
26-554337	Life Insurance	31.82	390.00	358.18	
26-554338	Dental Insurance	31.37	372.00	340.63	
26-554341	Event Expenses	-	40,000.00	40,000.00	
26-554360	Capital Outlay	-	-	-	
Total BFTS		\$ 8,505.20	\$ 167,651.00	\$ 159,145.80	
Total Parks & Rec Budget		\$ 106,873.35	\$ 1,191,331.00	\$ 1,084,457.65	
Reserve Accounts					
		YTD Expenses	Beginning Balance	Balance	
26-446215	Park Donations	\$ (1,020.00)	\$ 0.00	\$ 1,020.00	
24-561119	Urban Forestry Grant	\$ -	\$ 25,000.00	\$ 25,000.00	
24-581107	Senior Center Fundraising	\$ (585.14)	\$ 37,750.40	\$ 38,335.54	
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -	
01-581121	BQ Baseball	\$ -	\$ 4,128.12	\$ 4,128.12	
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00	
01-581139	InterUrban Trail	\$ -	\$ -	\$ -	
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00	
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57	
05-581106	Park Facility Improvements	\$ -	\$ 8,353.65	\$ 8,353.65	
05-581110	Roeseler Will/Forestry Donation	\$ -	\$ 76,694.71	\$ 76,694.71	
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05	
05-581120	Park Expansion & Improvements	\$ -	\$ 16,772.74	\$ 16,772.74	
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 86,250.00	\$ 86,250.00	
07-581115	Park Improvements	\$ -	\$ 162,295.22	\$ 162,295.22	

**Watertown Parks and Recreation Department
Financial Report
Feb-26**

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
Park				
01-554110	Salaries	\$ (32,319.32)	\$ 422,202.00	\$ 454,521.32
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00
01-554114	Overtime	2,142.60	11,960.00	\$ 9,817.40
01-554116	Part-time Salaries	0.00	33,779.00	\$ 33,779.00
01-554118	Supplies & Expenses	1,262.78	40,000.00	\$ 38,737.22
01-554120	Repairs	1,104.48	18,000.00	\$ 16,895.52
01-554126	Goose Control	-	-	\$ -
01-554128	Fuel	-	3,000.00	\$ 3,000.00
01-554130	Electric	-	37,000.00	\$ 37,000.00
01-554131	Water	1,736.79	51,000.00	\$ 49,263.21
01-554132	Telephone	55.09	1,432.00	\$ 1,376.91
01-554133	Wisconsin Retirement	4,573.70	38,158.00	\$ 33,584.30
01-554134	Social Security	3,694.10	34,952.00	\$ 31,257.90
01-554135	Medicare	863.93	8,174.00	\$ 7,310.07
01-554136	Health Insurance	27,104.74	200,160.00	\$ 173,055.26
01-554137	Life Insurance	212.90	2,100.00	\$ 1,887.10
01-554138	Dental Insurance	1,255.80	9,312.00	\$ 8,056.20
01-554140	Gasoline	3,377.53	30,000.00	\$ 26,622.47
01-554141	Fertilizers & Herbicides	-	6,500.00	\$ 6,500.00
01-554142	Equipment Repairs	11,715.41	28,000.00	\$ 16,284.59
01-554144	Washington Park Lights	-	2,500.00	\$ 2,500.00
01-554148	Water Bubblers	-	2,000.00	\$ 2,000.00
01-554150	Staff Training	942.31	4,500.00	\$ 3,557.69
01-554159	Safety Equipment	313.50	3,000.00	\$ 2,686.50
01-554160	Capital Outlay	-	4,000.00	\$ 4,000.00
Total Park		\$ 28,036.34	\$ 993,835.00	\$ 965,798.66
05-554170	Capital Projects	\$ 3,400.00	\$ 490,500.00	\$ 487,100.00
Forestry				
01-561110	Salaries	\$ 17,756.10	\$ 134,680.00	\$ 116,923.90
01-561112	Longevity	-	-	-
01-561118	Supplies & Expense	0.00	12,300.00	\$ 12,300.00
01-561120	Repairs	80.45	3,000.00	2,919.55
01-561124	Cont. Education Forester Cert	1,218.00	1,600.00	382.00
01-561126	Annual Bucket Truck Inspection	0.00	5,000.00	5,000.00
01-561133	Wisconsin Retirement	1,278.44	9,697.00	8,418.56
01-561134	Social Security	1,008.13	8,350.00	7,341.87
01-561135	Medicare	235.77	1,953.00	\$ 1,717.23
01-561136	Health Insurance	6,254.94	50,040.00	43,785.06
01-561137	Life Insurance	21.84	134.00	112.16
01-561138	Dental Insurance	289.80	2,327.00	2,037.20
01-561160	Capital Outlay	-	-	-
Total Forestry		\$ 28,143.47	\$ 229,081.00	\$ 200,937.53
05-561170	Capital Projects	-	6,500.00	\$ 6,500.00

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: discuss indoor and outdoor pools

Background

The department currently operates both indoor and outdoor aquatic facilities that provide recreational swimming, programming, lessons, and community access. Operational procedures and protocols are in place to support safe and efficient pool operations, including staffing, lifeguard coverage, facility maintenance, and daily operations.

As operations have evolved due to staffing availability, it may be helpful to review current practices and protocols. This discussion will provide an opportunity for staff to share an overview of how the indoor and outdoor pools are currently operating, including scheduling, staffing practices, procedures, and general operational guidelines.

The purpose of this agenda item is to provide the Committee with an overview of current indoor and outdoor pool operations and allow for discussion or feedback regarding existing protocols.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

Financial Impact

There is no financial impact associated with this discussion item.

Recommendation

No recommendations.

No action required.

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: office closure on election days

Background

The Senior & Community Center serves as an official polling location during local, state, and federal elections. On high-volume election days, the building experiences significantly increased traffic related to voting activities, including voters, election officials, and required polling operations.

Due to the increased activity and space required for polling operations, it can be challenging to safely and efficiently accommodate both voting operations and regular public office traffic at the same time. Staff have found that maintaining normal public office operations during high-volume election days can create congestion, limit available parking, and impact the overall voting process.

To better support election operations and maintain an orderly voting environment, staff are proposing that the office be closed to in-person public visits on high-volume election days when the facility is serving as a polling location. During these times, staff would remain available by phone, email, and other remote communication methods to continue providing assistance and responding to inquiries.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.



MEMO

Financial Impact

There is no anticipated financial impact associated with closing the office to in-person public visits on high-volume election days.

Recommendation

No action is needed.

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: discuss recreation scholarship fund

Background

The department offers a Recreation Scholarship Fund intended to assist individuals and families who may otherwise be unable to participate in recreation programs due to financial constraints. The scholarship program helps provide equitable access to recreational opportunities by reducing financial barriers for community members. Currently, there is roughly \$1,500 in this fund.

Scholarships may be applied toward eligible recreation programs and activities offered through the department. The program is designed to support participation in youth, family, and community recreation opportunities that promote health, wellness, and community engagement. Currently, recreation programs receive a 50% discount and pool passes & day camp receive a 25% discount.

In order to sustain and potentially expand the Recreation Scholarship Fund, the department is seeking sponsorships or donations from individuals, organizations, and local businesses interested in supporting community access to recreation programs.

The purpose of this agenda item is to provide the Committee with an overview of the Recreation Scholarship Fund and discuss potential opportunities to secure sponsorships or donations to help support the program.

Budget Goal

4. Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.



MEMO

Financial Impact

The Recreation Scholarship Fund is supported through donations and sponsorships. Additional contributions would increase the department’s ability to provide financial assistance to community members participating in recreation programs.

Recommendation

No recommendations.

No action required.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Kneser and Commission Members

From: Andrew Beyer, P.E., Public Works Director

Date: March 12, 2026

Subject: Park, Recreation, and Forestry Commission Meeting of March 16, 2026

Review and take possible action: 1514 Oconomowoc Avenue Lease Agreement

Background

A resident adjacent to City owned property at 1514 Oconomowoc Avenue (Kolata Park) has requested permission to utilize a portion of the property for vegetable cultivation. The request involves the use of an open field area within the approximately 10 acre parcel.

The proposed lease area is approximately one acre in size and is located within the field portion of the property, set back roughly 15 feet from the property line. A map delineating the lease area is included as Exhibit A to the agreement.

Through discussions with City staff, the resident indicated that the area would be used for gardening and vegetable cultivation. As part of the arrangement, the lessee would maintain the leased area, which would reduce the need for routine mowing by City staff in that portion of the park property.

The City Attorney's Office has prepared a lease agreement outlining the terms and conditions for the use of the property, including insurance requirements and limitations on use. The potential lessee has indicated that they are able to meet the insurance coverage limits required under the agreement and would obtain the necessary coverage once the lease agreement has been finalized through the Committee and Common Council approval process.

The Park, Recreation, and Forestry Commission is asked to review the proposed lease agreement and provide a recommendation to the Finance Committee & Common Council regarding approval.

Budget Goal

2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities

Financial Impact

The proposed lease would allow a portion of the field at Kolata Park to be maintained by the lessee for gardening and vegetable cultivation. As a result, the City would see a minor reduction in operational costs associated with routine mowing and maintenance of that portion of the property. No City funds are required to implement the agreement, and the lease does not obligate the City to provide improvements or ongoing maintenance within the leased area.

Recommendation

Staff recommends that the Park, Recreation, and Forestry Commission review the proposed lease agreement for the use of a portion of the property at 1514 Oconomowoc Avenue for vegetable cultivation and provide a recommendation to the Finance Committee & Common Council regarding approval of the agreement.

Attachments:

- Draft Lease Agreement

**LEASE AGREEMENT BETWEEN
THE CITY OF WATERTOWN
AND
TIMOTHY MIELKE**

This Lease Agreement (“Agreement”) is made by and between the City of Watertown, a Wisconsin municipal corporation, (“City”) and Timothy Mielke (“Mielke”).

WHEREAS, City owns property located at 1514 Oconomowoc Avenue, Watertown, WI, (the “Leased Premises”), which is currently zoned Single Family Residential and is vacant; and

WHEREAS, Mielke has expressed interest in leasing a portion of the Leased Premises for personal recreational and gardening purposes; and

NOW, THEREFORE, BE IT RESOLVED, that City and Mielke mutually agree on the following terms and conditions for use of the site.

1. Premises & Use.

- a. In consideration of the covenants contained herein and other valuable consideration, the City hereby leases to Mielke the Leased Premises as shown in Exhibit A.
- b. Mielke shall limit his use of the Leased Premises to his personal recreational and gardening purposes.
- c. Mielke shall not utilize the Leased Premises for any commercial or other business endeavor, or for any other purpose not set forth in this Agreement without the express written consent of the City.

2. Rents. In lieu of rent payments, Mielke shall mow the Leased Premises and ensure full compliance with all City ordinances, state and federal laws for the Leased Premises. This includes, but is not limited to, the following City ordinances:

- Weeds
- Exterior Property Maintenance

3. Mielke’s Obligations.

- a. Mielke shall permit City or its duly authorized agents to enter upon the Leased Premises at all times for any reason.
- b. The Leased Premises shall be maintained in a neat, clean, and attractive condition at all times.
- c. Mielke shall not permit the Leased Premises to be used for any immoral or unlawful purpose or purpose that will injury the reputation of the City. Mielke’s use of the Leased Premises shall not extend to any other public property.

4. City’s Obligations.

- a. City shall not be liable for any damage to any property of Mielke, at any time, that is stored or kept on the Leased Premises.
- b. City shall have the right to dispose of any property left on the Leased Premises, without liability, thirty (30) days after Mielke vacates or abandons the Leased Premises, in accordance with the laws of Wisconsin.

5. **Term of Lease.** Mielke shall have and hold said Leased Premises for a term of one (1) year, commencing on the 1st day of April, 2026, and expiring on the 31st day of March, 2027, subject to the renewal term set out below. This Agreement will renew on a one (1) year basis upon the same terms for five (5) additional renewals. Any party wishing not to renew this lease shall give notice of such intention in writing to the other party on or at least ninety (90) days prior to the expiration of the lease term.
6. **Insurance.** Mielke shall provide proof of insurance with general liability coverage of \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate; umbrella liability of \$2,000,000.00 per occurrence and aggregate. A certificate naming City as an additional insured shall be provided to City annually.
7. **Indemnification.** Mielke shall be liable to and hereby agrees to indemnify, defend and hold harmless the City, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from Mielke's acts or omissions in the performance of this Agreement, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.
8. **Revocation of Lease.**
 - a. This Agreement shall be revocable if Mielke neglects or fails to perform or observe any of the covenants of this Agreement. If City learns of any such defect, City shall provide written notice to Mielke that specifies the defect. Mielke shall have thirty (30) days after City has given written notice to cure such defect.
 - b. After any revocation, Mielke shall immediately quit and surrender possession of the Leased Premises.
 - c. After any revocation, City shall have the right to re-enter and take possession of the Leased Premises forthwith. Neither City nor its agents or employees, shall be liable for any damages because of such revocation.
9. **No Assignment or Sublease.** The rights provided to Mielke under this Agreement may not be assigned, transferred, subleased, hypothecated, or otherwise disposed of, nor shall the control of the Leased Premises or any interest therein, or any part thereof, be granted by Mielke to any other person or entity.
10. **Third Party Beneficiary.** This Agreement including, but not limited to, indemnification provisions, is for the benefit of the Parties only and does not create, nor is it intended to create any benefit or liability to third parties.
11. **Relationship of the Parties.** It is understood that this is an Agreement by and between independent contractor(s) and is not intended to, and will not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of independent contractor.
12. **Notices.** All notices, statements, demands, requests, consents, approvals, authorizations, appointments or designations hereunder by either Party to the other will be in writing and will

be deemed given and served upon the Party if delivered personally or via U.S. mail, addressed as follows:

To City:
City of Watertown
City Clerk
106 Jones Street
Watertown, WI 53094

With copies to:
City of Watertown
Director of Public Works/City Engineer
106 Jones Street
Watertown, WI 53094
abeyer@watertownwi.gov

City of Watertown
Director of Parks, Recreation and Forestry
514 South 1st Street
Watertown, WI 53094
kbutteris@watertownwi.gov

To Mielke:
Timothy Mielke
435 East Water Street
Watertown, WI 53094

- 13. **Non-Waiver.** The failure of any Party to insist upon the strict performance of any of the terms, conditions or covenants in this Agreement will not be deemed a waiver of any right or remedy that any Party may have and will not be deemed a waiver of any right or remedy for a subsequent breach or default of the terms, conditions or covenants herein contained.
- 14. **Authority.** The Parties each warrant and represent to the other that they have the full legal authority to enter into this Agreement.
- 15. **Entire Agreement.** This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between City and Mielke. There are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than as herein set forth. No alteration, amendment, change, or addition to this Agreement shall be binding upon the Parties unless in writing and signed by both Parties.
- 16. **Jurisdiction and Venue.** Any action at law or in equity brought under this Agreement for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of

competent jurisdiction in Jefferson County, Wisconsin, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

- 17. **Paragraph Headings.** Paragraph headings as used herein are for convenience only and will not be deemed to be a part of such paragraphs and will not be construed to change the meaning thereof.
- 18. **Limitation of Municipal Liability.** Nothing contained within this Agreement is intended to be a waiver or estoppel of Watertown or its insurer, to rely upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80, Wis. Stats. To the extent that indemnification is available and enforceable, City or its insurer, shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.
- 19. **Counterparts.** This Agreement may be executed in two (2) or more counterparts, each of which is deemed to be an original.
- 20. **Severability.** If any term of this Agreement is held unenforceable by a court having jurisdiction, then to the extent the unenforceable term can be severed from the remainder of this Agreement without affecting the enforceability of the remainder of this Agreement or substantially frustrating its purpose, it will be so severed, and the remainder of this Agreement will remain in effect and enforceable.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day, and year first written below.

Dated this _____ day of _____, 2026.

CITY OF WATERTOWN

BY: _____
Robert Stocks, Mayor







Dated this _____ day of _____, 2026.


Timothy Mielke

EXHIBIT A
MAP OF LEASED PREMISES

Section 5, Item F.



	Municipal Boundary		Addresses
	Parcels Boundaries		Address Labels
	Common Areas		Parcel Acreage



THE CITY OF WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1:1,110 Printed on: February 22
 SCALE BAR = 1" Author:

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: Bentzin Family Town Square Commission Ordinance

Background

In July 2025, this committee reviewed the structure and role of the Bentzin Family Town Square Commission and approved moving forward with dissolving the commission.

The commission was originally created to assist with the development and activation of Bentzin Family Town Square. Since that time, the operational needs and administrative oversight of the space have evolved, and staff have assumed the primary responsibilities for coordinating programming, facility use, and event management within the Town Square.

The purpose of this agenda item is for this committee to review the formal ordinance language repealing the Bentzin Family Town Square Commission ordinance. Following review and any potential action, the ordinance repeal would be forwarded to the Common Council for consideration and final approval.

Budget Goal

1. Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.



MEMO

Financial Impact

There is no anticipated financial impact associated with the repeal of the Bentzin Family Town Square Commission ordinance. Administrative oversight and coordination of Bentzin Family Town Square activities are currently managed through existing staff responsibilities. However, pending any implications for the Property Management Agreement with the Redevelopment Authority.

Recommendation

The Parks, Recreation, and Forestry Department recommends the committee reviews the proposed ordinance repealing the Bentzin Family Town Square Commission ordinance and, if appropriate, recommend approval of the repeal to Common Council.

Motion: Move to recommend approval of the ordinance repealing the Bentzin Family Town Square Commission and forward the ordinance to Common Council for consideration.

**ORDINANCE TO
REPEAL ARTICLE XIII TOWN SQUARE PROGRAMMING
COMMISSION OF CHAPTER 24 OF THE CITY OF WATERTOWN
GENERAL ORDINANCES**

**SPONSOR: ALD. JONATHAN LAMPE
FROM: PARK, RECREATION & FORESTRY COMMISSION**

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

SECTION 1. Article XIII Town Square Programming Commission of Chapter 24 is hereby repealed.

~~§24-25 Membership.~~

~~The Town Square Programing Commission shall consist of seven voting members and shall be staffed by the Director of Parks and Recreation and the Programming Events Coordinator who shall be non-voting members of the Commission. All members shall be appointed by the Mayor, with the approval of the Common Council. One member shall be designated by the Watertown Chamber of Commeree, one member shall be designated by the Watertown Redevelopment Authority, one member shall be designated by the Watertown Tourism Commission, one member shall be designated by the Watertown Main Street Program, the remaining three members shall be selected by the Mayor with approval of the Common Council provided that one member on the Commission shall be an Alderperson, one member shall be a member of the Parks and Recreation Commission, and one member shall reside within the boundaries of the Watertown Unified School District.~~

~~§ 24-26 Terms of office.~~

~~The terms of office for each member of the Commission shall be three years, except that the Aldermanic member of the Commission shall be appointed annually by the Mayor. All terms shall commence effective May 1 of the year of appointment. Except that the initial members of the Commission shall serve reduced terms as follows:~~

- ~~A. The designees from the Watertown Chamber of Commerce and Watertown Redevelopment Authority shall serve an initial term of May 1, 2023 to May 1, 2024;~~
- ~~B. The designee from Watertown Tourism Commission and the Mayor's appointment of a member of the Parks and Recreation Commission shall serve an initial term of May 1, 2023 to May 1, 2025; and~~
- ~~C. The designee from Watertown Main Street Program and the Mayor's appointment of a member who resides within the boundaries of the Watertown Unified School District shall serve an initial term of May 1, 2023 to May 1, 2026.~~

~~§ 24-27 Duties.~~

~~The duties of the Commission shall be as follows:~~

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. 26-XX

- A. ~~Solicit community input regarding programs the community would be interested in seeing held at the Bentzin Family Town Square.~~
- B. ~~Provide guidance to the Programming Events Coordinator regarding types of entertainment bookings and event programming the City is interested in seeing held at the Bentzin Family Town Square.~~
- C. ~~The Commission shall exercise broad responsibility for the maintenance and improvement of the Bentzin Family Town Square to better serve the City.~~
- D. ~~The Commission is authorized to create and appoint advisory groups to make studies and to disseminate information on all of its activities. Such groups shall serve without compensation.~~
- E. ~~The Commission shall transmit to the Common Council a report annually highlighting the activities at the Bentzin Family Town Square, and also such additional reports as the Commission deems in the public interest.~~

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

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	<i>First meeting date</i>		<i>Second meeting date</i>	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED Type second meeting date

CITY CLERK

APPROVED Type second meeting date

MAYOR

Town Square Programming Commission Minutes

Section 5, Item G.

Wednesday, July 16, 2025

12:00pm

The Town Square Programming Commission met at the above date and time. The following members were present: Peacy, Kauffman, Bartz, Zimmerman, Broere, Kneser, Schneekloth. Also present: Juhl, Butteris.

1. **Call to order.** Zimmerman called the meeting to order at 12:04 p.m.
2. **Review & approve minutes dated June 18, 2025.** Broere moved to approve the minutes as presented, seconded by Peacy, and carried by unanimous voice vote.
3. **Review & approve financial report dated month ending May 31, 2025.** Bartz moved to approve the minutes as presented, seconded by Kauffman, and carried by unanimous voice vote.
4. Citizens to be heard John Kattish present
5. **Review and take possible action: sunseting the Town Square Programming Commission.** The decision to sunset the commission effective August 1, 2025, pending approval from city council came about from a discussion brought by city officials and leaders to start the process of enveloping the town square into the Parks, Recreation and Forestry Commission as all other parks in the community are currently. The discussion was to make the current commission more of a collaboration type team, still including Tourism, Chamber, Main Street Program and community, city committees and city council representations. The meetings would take place 3 times per year to discuss in more of an informal setting, discussing program ideas and collaboration opportunities from the community and other organizations. This would benefit the group by having brainstorming collaboration letting topics “free flow”.

A couple of options were discussed:

Discussion to keep the commission until it expires in May 2026 was discouraged by Zimmerman since the group currently feels the meetings would have the most beneficial use of time in the new format discussed above. He stated why wait if we can make these meetings more beneficial now.

Discussion to make the commission more of an advisory committee was brought to the table. Again, the conversation went to the fact that a more structured meeting format is not necessarily what the current commission wants for productivity of the members. The advisory committee would be in the same format as the current commission with less frequency.

Question from Kattish, as an attending citizen was will the sponsorships and donations to the town square still be held separately in a fund and not combined with the general fund.

Bartz stated the current ordinance does not reference sunseting or the transition into the Parks Commission after May 2026.

After much discussion the motion to sunset the Town Square Programming Commission effective August 1, 2025, was brought by Zimmerman, seconded by Broere, and carried by a unanimous voice vote

6. Event Coordinators Report for July 2025

Still looking for a beverage sponsor for the Packer game and a couple more T-shirt sponsors for the Glo-Motion Family Fun Run. Summary of past events since the last meeting. Updates on new grants and sponsorships, new events, and maintenance updates since last meeting.

7. **Adjournment.** Broere moved to adjourn at 12:49 p.m., seconded by Kauffman and carried by a unanimous voice vote.

Respectfully submitted,

Stephanie Juhl, Programming Event Coordinator

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: building rentals on holidays

Background

The Senior & Community Center occasionally receive requests for private rentals on recognized holidays (an average of four per year over the last five years). Historically, the department has canceled all department programming on holidays to allow for building closure and staff observance of the holiday.

At this time, there is not a clearly defined policy regarding whether private rentals should be permitted on holidays when department programming is canceled. Establishing a clear policy would provide consistent guidance for staff, renters, and the public when holiday rental requests are received.

If rentals are permitted on holidays, the Committee may wish to consider whether rental rates should remain the same or be increased to reflect holiday usage, whether a building supervisor must be present (weekend rentals are generally staffed, though not always), and whether a minimum rental timeframe should apply.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.



MEMO

Financial Impact

Allowing private rentals on holidays may provide additional rental revenue. However, revenue would need to be balanced with staffing availability and operational considerations, particularly if a building supervisor is required. Adjustments to holiday rental rates or minimum rental timeframes may help offset potential staffing costs.

Recommendation

The Parks, Recreation, and Forestry Department recommends the Committee reviews the options for holiday rentals and provide direction on whether private building rentals should be permitted on holidays, including any requirements related to staffing, rental rates, and minimum rental timeframes.

Option 1:

Allow private rentals on holidays at either the current rental rates or an increased holiday rate, with the option to require a building supervisor or only if available.

Option 2:

Allow private rentals on holidays at either the current rental rates or an increased holiday rate, with a required minimum rental timeframe (such as four or eight hours) and the option to require a building supervisor or only if available.

Option 3:

Do not allow private rentals on holidays.

Motion: Move to direct staff to establish a policy regarding private building rentals on holidays based on the option selected by the Committee.

2026 ROOM RENTAL APPLICATION

Choose One: ___ Single Event ___ Multiple Event (# of meetings, days/times: _____)

Name of Organization: _____ Event Type: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Number of People: _____

Date of Reservation: _____ Time: _____ to _____

Signature: _____ Today's Date: _____

<input type="checkbox"/> Park & Rec/Senior Center/Watertown Govt (Class 1)		Free	
<input type="checkbox"/> Community Groups Administrative Fee (Class 2)		\$50 Annual Fee	
<input type="checkbox"/> Facility Use Agreement (Classes 2 or 3, by approval)		(Annual Max: 24 Meetings, 48 Hours)	
<input type="checkbox"/> Security Deposit (required with room rental) (Classes 2 & 3)		Resident	Non-Resident
		\$200	\$300
Room/Occupancy	Description	Private Group (Class 3) Per Hour*	Private Group (Class 3) Per Hour*
Upper Level			
Conley Hall (192)	12-8' tables, 10 round tables, 100 chairs	\$40.00	\$60.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	\$50.00	\$75.00
Brandenstein (24)	6 round tables, 24 chairs (no food)	\$20.00	\$30.00
Wisconsin (21)	12 rectangle tables, 21 chairs (no food)	\$20.00	\$30.00
Snack Shop (20)	5 round tables, 20 chairs	\$20.00	\$30.00
Lower Level			
Terrace (150)	4-8' tables, 32 chairs, refrigerator, microwave	\$30.00	\$45.00
Watertown (20)	4 square tables, 16 chairs (no food)	\$20.00	\$30.00
Meeting Rm 1 (8)	Conference table, 8 chairs	\$10.00	\$15.00

Equipment/Permits:

___ Projection Screen (\$5.00)
___ Easel (\$5.00)
___ Portable Podium (\$10.00)
___ TV (cable not provided) (\$15.00)
___ Amplified Music Permit (\$30.00)

Presentation Questions:

1. What is the topic?
2. Room/equipment requirements?

OFFICE USE ONLY:

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

Security Deposit: \$ _____
Room Rental Total: \$ _____
Equipment/Permit: \$ _____
Grand Total: \$ _____

Paid by: ___ Cash ___ Check # _____
___ Credit Card (attach receipt)

Office Initials: _____ Date Paid: _____
Date Security Deposit Returned: _____

Activities of city recreation must take priority for use of the facility. In an effort to obtain maximum use for this facility, we schedule more city recreation than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. If a group is necessary to cancel, the contact person will be notified not less than two weeks in advance, so that other arrangements can be made.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and lock at the end of rental time.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – A half hour rental period will automatically be added to each room rental for the purpose of cleaning, beyond the rental time period. Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the building.
5. **Excessive Cleaning/Damages** - Excessive trash, more than two bags, will result in loss of the security deposit. Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge in addition to the security deposit.
6. **Special Services/Equipment** - Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the facility or parts thereof.
7. **Security of Building** – The renter is responsible for the security of the building and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The renter (person to whom the Room Rental Application is issued) must remain on the premises until the rental end time.
8. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
9. **Decorations** – Decorations may be hung using painter’s tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
10. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, napkins, towels, dish soap, etc. are supplied by the Center.
11. **Prohibited Items** – Alcohol, smoking (also within 25 ft of the building), drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.
12. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
13. **Storage** - Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you.
14. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a \$30.00 permit fee.
15. **Cancellations/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.) No refunds are given for unused reserved time. Any group who has scheduled room use and does not arrive (“no show”), without 24 hours advance notice to the Department, will forfeit the security deposit due to lack of supervision and security in the building. **Please call Park Director for any after-hours cancellations at 920-342-0403.**
16. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department’s non-emergency number at 920-261-6660.
17. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: facility use contract updates

Background

The committee had reviewed and approved the current facility use contract in summer 2025. City staff have identified the need to update and clarify certain provisions to ensure consistent expectations for individuals and organizations renting City facilities. In particular, staff have identified the parking policy section as an area that would benefit from clearer language and updated requirements.

Updating this section of the contract will also help provide consistent guidance to staff and facility users, reduce confusion for event organizers, and better support safe and efficient use of parking during events and rentals. The purpose of this agenda item is for this committee to review the potential updates to the facility use contract, with particular focus on the parking policy language, and provide direction.

An additional consideration related to the parking policy language would be to revisit the applicable City Code provisions to ensure adherence to and consistency with this code.

Section 398 - 18

B.

Standards for issuance of a use permit shall include the following findings:

(1)

That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park or recreation area.

(2)

That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

Financial Impact

The financial impact is expected to be minimal. Updating the facility use contract and parking policy will primarily improve clarity and consistency for facility users. Clearer parking expectations may also help reduce staff time spent addressing event-related parking issues.

Recommendation

The Parks, Recreation, and Forestry Department recommends the Committee review the potential updates to the facility use contract, including the parking policy provisions, and provide direction or approve the updates to ensure consistent expectations for facility renters

Motion: Move to approve the proposed updates to the facility use contract, including revisions to the parking policy, as presented by staff.



Watertown Parks, Recreation, and Forestry Department

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

2026 General Facility Use Contract

Organization Name	
Contact Name	
Contact Phone #	
Contact Email	
Event Dates	
Event Location	

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

SERVICES

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

SCHEDULING

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

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

Hours of Use: Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

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. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

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.

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.

ACCESS/MAINTENANCE

1. Keys - 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.
2. 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.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms 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 and restock 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.

Restrooms at certain locations may have capacity limits for usage. 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.)
5. Driving/Parking - 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 (with clear signage) and the soccer complex parking is also available for public parking. If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

Charging for parking at any other park: is not allowed/subject to director approval/other

6. Advertising/Banners - No form of advertising may be sold to be hung, staked, disp etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

7. Scorepad (Brandt-Quirk) – Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

8. Lighting (Brandt-Quirk) – Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.

Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

9. Field Maintenance -

At the end of the renter’s event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher’s mound. Check with the department for any uses of irrigation and field equipment.

In an emergency, members of the Park & Rec Department may be contacted:

1. Kristine Butteris – 920-342-0403
2. Recreation Manager – 920-342-3853
3. Andrea Draeger – 920-567-8157

CONCESSIONS

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

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

WEATHER CONDITIONS AND PLAYABILITY

Section 5, Item 1.

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:

10. Disperse standing water onto any grass areas
11. Rake saturated dirt off the playing surface
12. Use any power equipment on the fields without permission
13. Attempt to use any type of flammable substance to aid the drying
14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
15. Use more than 2 bags of surface per diamond (need for additional may mean the diamond is in an unplayable condition)

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

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. Playground
3. Restrooms
4. 1 Covered Shelter

Lincoln

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

Timothy Johnson

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

Brandt/Quirk Park Field Dimensions

Diamond 0

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

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, 65, 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

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 City shall be listed as an additional insured.** 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

- | | |
|--|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Banner Permit |
| <input type="checkbox"/> Concession Permit | <input type="checkbox"/> Condition of Facility Use |

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: Fees and Charges updates

Background

Every year we update fees and charges for our facility rentals and additional amenities. We did bring these to commission at the October and January meeting for updates and approvals.

We would like to review and potentially update the fees and charges as well as the park reservation application and Bentzin Family Town Square additional information sheet to confirm standard pricing and clear charges, including the meridian barriers, for all facility rentals and users.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

Financial Impact

The financial impact is expected to be minimal. Reviewing the current fees and charges, park rental application, and the Bentzin Family Town Square additional information document will help ensure consistent pricing, clearly defined charges for all facility users, including the use of meridian barriers, and accurate information for applicants. Any updates may improve cost recovery for equipment use, staff time, and event support.

Recommendation

The Parks, Recreation, and Forestry Department is recommending a review the current facility rental fee structure, park rental application, and the Bentzin Family Town Square additional information document, including charges related to meridian barriers, and provide direction on any updates needed to ensure consistent information, transparent pricing, and appropriate cost recovery for facility rentals and park use.



MEMO

Motion: Approve discussed updates for the 2026 Fees and Charges, Park Rental Application, and/or Bentzin Family Town Square additional information sheet for the Parks, Recreation, and Forestry Department.

WATERTOWN PARKS & RECREATION DEPARTMENT 2026 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 \$12.00 for residents and \$18.00 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. Programs and League Games – charged as Programs per appropriate rate. Practices – will not be charged
 3. 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.
 4. 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. 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 – Any concessionaire either using or not using a park shelter or facility which is selling non-intoxicating beverage or food merchandise for consumption.
 - i. Concession Stand - \$75/event or \$300/year
 - ii. Food Truck - \$35/day or \$300/year
- 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, September 2024
 Revised by Commission April, June 2025
 Approved by Commission October 2025
 Revised by Commission January 2026

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT/RENTALS
(Revised 1/19/26 starting 2026)

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. **Meridian Barriers** - \$275/event
11. **Volleyball/Tennis Court Rentals**
\$10/court/day - resident rate
\$15/court/day - non-resident rate
12. **Ball Diamonds** (games only, no charge for practices)
\$150/diamond/day weekday prepped (\$50 rental/weekend day) - resident rate
\$225/diamond/day weekday prepped (\$75 rental/weekend day) - non-resident rate
13. **Diamond Dry Compound** - based on market costs.
14. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
15. **Football & Soccer Fields Rental/ Disc Golf Course** (games only, no charge for practices)
\$75/field/day- resident rate
\$112.50/field/day - non-resident rate
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer: Goals** - \$30.00/set, **Soccer Flags** - \$5/set
20. **Portable Restroom Rental** – based on market costs.
21. **Paper & Cleaning Products** – based on market costs.
22. **Water Access** - \$100 deposit, \$20 fee, and usage based on current rate.
23. **Bentzin Family Town Square**
- Electrical fee – \$25/event
- Interactive Water Feature (turn on/off) fee - \$25/event

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

Park Reservation Application

Event: ___ Private ___ Public (Pending Approval) ___ Early
Type of Event: ___ Birthday ___ Graduation ___ Reunion ___ Wedding ___ Other: _____
Description of Event: _____

Date of Event: _____ **Number of people:** _____ **Time:** _____ to _____
Alcohol: ___ Served/Sold ___ N/A **Charging Admission:** ___ Yes ___ No

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

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

Signature: _____ **Date:** _____

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

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

For Office Use Only:

Park Rental Total:	\$ _____
Additional Total:	\$ _____
Grand Total:	\$ _____

Paid by: ___ Cash ___ Check # _____
___ Credit Card (attach receipt)
Office Initials: _____

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

Park Reservation Information

Shelters:

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

Park/Shelter Hours:

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

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (300+), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - The department will contact the water department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk’s office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant’s employees, agents, contractors or subcontractors, and including workers’ compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors, and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. [Amended 7-6-2021 by Ord. No. 21-26]

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

Refunds:

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

Non-Emergency:

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



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

Bentzin Family Town Square Additional Park Reservation Information

Electrical:

- Please provide specific power requirements on the rental application.
- Standard outlets are available for regular use.
- Renters must provide their own extension cords, cord covers and power strips, ensuring they meet safety standards.
- Food truck and cam electrical boxes are secured and not accessible to the renter. A convenience fee of \$25 per hour will be charged if access is needed.

Interactive Water Feature:

- The feature is open seasonally and operates independently from private events. A convenience fee of \$25 per hour will be charged if feature is requested to be turned off.
- Request to turn off the interactive water feature must be noted on the rental application.

Road Closure:

- Requests to close a road for an event require the setup and removal of safety barriers by park crew. A barrier service fee of \$275 per day applies to all road closures.
- Requests to close a road must be noted on the rental application.