



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, JUNE 17, 2024 AT 4:30 PM

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

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

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and approve: Parks, Recreation, and Forestry minutes from May 20, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: financial reports from April 2024

4. CITIZENS TO BE HEARD

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

5. BUSINESS

A. Review and take action: Senior Center Advisory Board By-Laws

B. Review and take action: Kart Park leases

C. Review and discuss: rental of Kart Park

D. Review and take action: smoking in parks ordinance

E. Review and take possible action: fee reduction for Windmill tournament

F. Review and take possible action: seasonal wage increases

G. Review and take action: bandshell concrete pad

6. DIRECTOR'S REPORT

A. Project Updates: parks and weed ordinance complaints

B. Project updates: forestry

C. Project updates: aquatics

D. Project updates: town square

E. Project updates: senior and community center

F. Programming updates: recreation

G. Programming updates: town square

H. Programming updates: senior and enrichment

I. Programming updates: aquatics

7. ADJOURNMENT

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

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, May 20, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on May 20, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Emily Lessner, and Kyle Krueger. Not present was: Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ian Pilak, and Steve Zillmer.

2. Review and approval of minutes:

Emily Lessner motioned to approve the April 15, 2024 Parks Recreation and Forestry minutes, April 16, 2024 and May 14, 2024 Senior Center Advisory Board minutes as written. Julie Chapman seconded. Motion carried.

3. Review and approval of financial reports

Kyle Krueger motioned to approve the March 2024 financial reports. Emily Lessner seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and take possible action: Concession Agreement Kayak Rentals

The same company and type of agreement established with the bike rental system at the Interurban Trailhead will be utilized for a kayak rental station at Riverside Park, thanks for a Leadership Watertown project. The department will receive all commission in order to give discounts to citizens. The department's responsibility will be the concrete pad and signage. Brad Clark motioned to approve the concession agreement for kayak rentals. Emily Lessner seconded. Motion carried.

B. Review and discuss: Riverside Park Streambank Restoration

Kristine discussed the restoration of the streambanks at Riverside Park from the parking lot bridge through the park. It is being funded from grants through the Stormwater Department and Jefferson County.

C. Review and take action: 2024 Senior Center Rental Application

Andrea described changes to the application, including increased security deposit fees and new rental guidelines, as approved by the Senior Center advisory board. Emily Lessner motioned to approve the 2024 Senior Center Rental Application pending removal of the line regarding the alcohol policy. Julie Chapman seconded. Motion carried.

D. Review and take action: 2024 Policies Governing the Use of the Senior & Community Center

Andrea described changes to the policies, including specifying class information, member rules, and program leader guidelines, as approved by the Senior Center advisory board. Kyle Krueger motioned to approve the 2024 policies governing the use of the Senior & Community Center. Brad Clark seconded. Motion carried.

E. Review and take action: 2024 Senior & Community Center Alcohol Policy

Kristine discussed that the Senior & Community Center and property falls within the city ordinance 410-52 Possession of alcohol beverages on public ways, thus this policy cannot be approved. Ald. Jonathan Lampe motioned to table the Senior & Community Center Alcohol Policy until the ordinance may be amended. Julie Chapman seconded. Motion carried.

F. Review and discuss: Pickleball courts at Riverside

Kristine led a discussion regarding the potential to convert tennis courts at Riverside Park into permanent pickleball courts. Right now the pickleball courts are temporary and nets only accessible to a certain group. Riverside makes the most sense as there are already lights and not as large as Brandt-Quirk. The commission would like to see leagues and lessons for pickleball to generate revenue. The potential for hybrid courts with both pickleball and tennis was discussed. Implementing a master plan for Riverside Park would be helpful in making this decision.

G. Review and take action: fee reduction for the August 25 family fun day

Steve Zillmer was present to ask for a fee reduction with American Legion from the \$75 concession in park fee to \$25 as they are a new event at the square. Ald. Jonathan Lampe motioned to approve the fee reduction to \$25. Emily Lessner seconded. Motion carried.

H. Review and discuss: Riverside bandshell project

Kristine requested feedback for bandshell options, with the recommendation to place a concrete pad as a landing pad for ramp due to rain. The Riverfest committee would cover the cost for it to be installed before August. Approval will be sought at the June meeting.

I. Review and take action: fee reduction for Protect WI Waterways booth

A letter was presented from the city's Stormwater Project Manager in support of the participation in the evening farmer's market and reduce the concession in park permit fee. Ald. Jonathan Lampe motioned to reduce the permit fee as requested. Kyle Krueger seconded. Motion carried.

J. Review and take action: Buchholtz memorial bench

This memorial bench was previously approved. The location will be past the stream at the entrance of the dog-walking path. Brad Clark motioned to approve the location of the bench. Emily Lessner seconded. Motion carried.

K. Review and take action: rental agreement between city and ADRC

Andrea described the rental agreement with the Aging and Disability Resource Center (ADRC) of Jefferson County regarding the senior dining program. Kyle Krueger motioned to approve the rental agreement. Emily Lessner seconded. Motion carried.

6. Director's Report:**A. Parks Updates – Tivoli Island RFP**

Work is moving forward with engineering and stormwater to prevent island deterioration.

B. CPSI – Eric Gutzdorf

Eric will be certified as a playground safety inspector and will be first.

C. Riverside Park Creek restoration

This information was already covered.

D. Bud Fowler Monument at Washington Park

The monument is being worked on being placed.

E. Forestry/Parks

Trees are being planted, mowing has started.

The smoking ordinance will need to be tweaked again to designate 20 feet around playgrounds and buildings, and will be going back through common council tomorrow.

A UTV ordinance will be coming to the city on June 5. The RDA is working on a riverwalk plan and recommendations, with a public session on June 12.

F. Aquatics

No updates.

G. Town Square

It was asked to provide support at the common council meeting tomorrow night due to approval process for a license for Brewfinity at the square. Due to cost and requirements needed it is not feasible for many organizations to operate.

H. Senior & Community Center – retaining wall

The retaining wall is finished with landscaping to be completed soon.

I. Programming: Recreation

Jarrod Folkman was hired as the recreation program manager and began May 1.

J. Programming: Town Square

The next big music event is June 8. A calendar of events for the summer was provided.

K. Programming: Senior & Enrichment

The annual volunteer recognition event will be held tomorrow, with the luncheon supporting through fundraisers with Pizza Ranch.

L. Programming: Aquatics

The aquatic center is filled and water clarity is looking good. Staff are doing a great job getting everything set up. Almost all the summer swim lesson classes are filled. Summer calendars for the pools are posted on the website and printed.

Committee appointments were given; Brad Clark, Emily Lessner, Julie Chapman, and Jennifer Clayton will be reappointed.

7. Adjournment – Next meeting date June 17, 2024

Julie Chapman motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

Watertown Parks and Recreation Department
Financial Report
Apr-24

Expense Account #	Description	Year to Date Expense	Year to Date Budget	Budgeted Amount	Balance
Park					
01-554110	Salaries	\$ 132,325.31	\$ 117,630.00	\$ 470,520.00	\$ 338,194.69
01-554112	Longevity	-	\$ 527.00	\$ 2,108.00	\$ 2,108.00
01-554114	Overtime	1,831.23	\$ 3,000.00	12,000.00	\$ 10,168.77
01-554116	Part-time Salaries	0.00	\$ 8,000.00	32,000.00	\$ 32,000.00
01-554118	Supplies & Expenses	9,862.39	\$ 9,250.00	37,000.00	\$ 27,137.61
01-554120	Repairs	4,170.56	\$ 4,500.00	18,000.00	\$ 13,829.44
01-554126	Goose Control	-	\$ 625.00	2,500.00	\$ 2,500.00
01-554128	Fuel	1,037.96	\$ 1,250.00	5,000.00	\$ 3,962.04
01-554130	Electric	7,553.58	\$ 9,250.00	37,000.00	\$ 29,446.42
01-554131	Water	10,773.06	\$ 12,500.00	50,000.00	\$ 39,226.94
01-554132	Telephone	295.92	\$ 275.00	1,100.00	\$ 804.08
01-554133	Wisconsin Retirement	9,252.00	\$ 8,463.25	33,853.00	\$ 24,601.00
01-554134	Social Security	7,935.52	\$ 8,100.75	32,403.00	\$ 24,467.48
01-554135	Medicare	1,855.93	\$ 1,894.50	7,578.00	\$ 5,722.07
01-554136	Health Insurance	44,654.00	\$ 38,783.25	155,133.00	\$ 110,479.00
01-554137	Life Insurance	541.07	\$ 429.25	1,717.00	\$ 1,175.93
01-554138	Dental Insurance	2,668.00	\$ 2,208.00	8,832.00	\$ 6,164.00
01-554140	Gasoline	7,960.77	\$ 8,125.00	32,500.00	\$ 24,539.23
01-554141	Fertilizers & Herbicides	-	\$ 2,500.00	10,000.00	\$ 10,000.00
01-554142	Equipment Repairs	14,405.89	\$ 7,000.00	28,000.00	\$ 13,594.11
01-554144	Washington Park Lights	268.01	\$ 1,000.00	4,000.00	\$ 3,731.99
01-554148	Water Bubblers	357.74	\$ 500.00	2,000.00	\$ 1,642.26
01-554150	Staff Training	1,175.50	\$ 375.00	1,500.00	\$ 324.50
01-554159	Safety Equipment	1,303.56	\$ 750.00	3,000.00	\$ 1,696.44
01-554160	Capital Outlay	6,824.10	\$ 2,487.50	9,950.00	\$ 3,125.90
Total Park		\$ 267,052.10	\$ 249,423.50	\$ 997,694.00	\$ 730,641.90
05-554170	Capital Projects	\$ 210,000.00	\$ 52,500.00	\$ 210,000.00	
Forestry					
01-561110	Salaries	\$ 20,464.17	\$ 29,900.00	\$ 119,600.00	\$ 99,135.83
01-561112	Longevity	27.30	\$ 131.75	527.00	499.70
01-561118	Supplies & Expense	2,180.19	\$ 1,000.00	4,000.00	\$ 1,819.81
01-561119	UF Grant Exp: Tree/Ash Inje	14,645.38	\$ 6,250.00	25,000.00	10,354.62
01-561120	Repairs	677.29	\$ 750.00	3,000.00	2,322.71
01-561124	Cont. Education Forester Cert	310.70	\$ 400.00	1,600.00	1,289.30
01-561126	Annual Bucket Truck Inspection	0.00	\$ 1,000.00	4,000.00	4,000.00
01-561133	Wisconsin Retirement	1,413.91	\$ 2,072.00	8,288.00	6,874.09
01-561134	Social Security	1,090.87	\$ 1,862.00	7,448.00	6,357.13
01-561135	Medicare	255.11	\$ 435.50	1,742.00	\$ 1,486.89
01-561136	Health Insurance	8,930.80	\$ 11,081.00	44,324.00	35,393.20
01-561137	Life Insurance	55.55	\$ 123.50	494.00	438.45
01-561138	Dental Insurance	460.00	\$ 552.00	2,208.00	1,748.00
01-561160	Capital Outlay	1,799.11	\$ 2,075.00	8,300.00	6,500.89
Total Forestry		\$ 52,310.38	\$ 57,632.75	\$ 230,531.00	\$ 178,220.62
05-561170	Capital Projects	-	\$ -	-	\$ -

Watertown Parks and Recreation Department

Financial Report

End of Month APRIL 2024

Section 3, Item A.

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 41,658.49	\$ 20,250.00	\$ 81,000.00	\$ 39,341.51
01-446211	Rec Dept Taxable Revenue	10,142.76	\$ 11,250.00	\$ 45,000.00	\$ 34,857.24
01-446212	Rec Concession Revenue	111.00	\$ 250.00	1,000.00	\$ 889.00
01-446220	Net Ticket Sales	-	\$ 100.00	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	4,578.20	\$ 35,250.00	141,000.00	\$ 136,421.80
01-446232	Indoor Pool Non Taxable Revenue	9,300.50	\$ 6,500.00	26,000.00	\$ 16,699.50
01-446233	Indoor Pool Taxable Revenue	3,987.69	\$ 2,750.00	11,000.00	\$ 7,012.31
01-446234	Senior Center Revenue	78.33	\$ 100.00	400.00	\$ 321.67
01-446235	Senior Center Memberships	1,298.33	\$ 1,250.00	5,000.00	\$ 3,701.67
01-446236	Senior Center Rental Fees	7,756.23	\$ 4,250.00	17,000.00	\$ 9,243.77
01-446264	Park Rental	11,750.47	\$ 7,750.00	31,000.00	\$ 19,249.53
01-446266	Misc Park Revenue	5,036.01	\$ 5,625.00	22,500.00	\$ 17,463.99
Grand Total Revenue		\$ 95,698.01	\$ 95,325.00	\$ 381,300.00	\$ 285,601.99
Expense		Year to Date	Year to Date	Budgeted	
Account #	Description	Expenses	Budget	Amount	Balance
Administration					
01-552010	Salaries	\$ 111,838.19	\$ 92,997.25	\$ 371,989.00	\$ 260,150.81
01-552014	Overtime	-	\$ 125.00	500.00	500.00
01-552016	Part-time Salaries	4,462.75	\$ 3,300.00	13,200.00	8,737.25
01-552017	Contract Services	7,853.48	\$ 3,525.00	14,100.00	6,246.52
01-552018	Supplies & Expenses	3,174.11	\$ 1,850.00	7,400.00	4,225.89
01-552019	Advertisement	-	\$ 500.00	2,000.00	2,000.00
01-552020	Repairs	869.82	\$ 875.00	3,500.00	2,630.18
01-552021	Contribution to Town Square	(18,825.00)	\$ 18,825.00	75,300.00	94,125.00
01-552022	Dues, fees, subs	1,929.58	\$ 695.00	2,780.00	850.42
01-552023	Training	-	\$ 15.00	60.00	60.00
01-552024	Travel	2,027.63	\$ 750.00	3,000.00	972.37
01-552026	Maintenance Supplies	1,948.64	\$ 900.00	3,600.00	1,651.36
01-552028	Fuel	2,429.62	\$ 1,500.00	6,000.00	3,570.38
01-552030	Electric	4,337.74	\$ 3,875.00	15,500.00	11,162.26
01-552031	Water	320.36	\$ 500.00	2,000.00	1,679.64
01-552032	Telephone	1,459.02	\$ 1,062.50	4,250.00	2,790.98
01-552033	Wisconsin Retirement	7,705.94	\$ 6,131.75	24,527.00	16,821.06
01-552034	Social Security	6,994.70	\$ 5,978.50	23,914.00	16,919.30
01-552035	Medicare	1,635.94	\$ 1,398.25	5,593.00	3,957.06
01-552036	Health Insurance	18,790.72	\$ 16,466.75	65,867.00	47,076.28
01-552037	Life Insurance	219.96	\$ 116.00	464.00	244.04
01-552038	Dental Insurance	1,214.08	\$ 1,028.00	4,112.00	2,897.92
01-552042	Mileage	350.08	\$ 200.00	800.00	449.92
01-552060	Capital Outlay	2,620.97	\$ 2,500.00	10,000.00	7,379.03
Total Administration		\$ 163,358.33	\$ 165,114.00	\$ 660,456.00	\$ 497,097.67
Recreation					
01-552114	Rec Overtime	\$ -	\$ 125.00	\$ 500.00	\$ 500.00
01-552116	Part-time Salaries	7,650.65	\$ 9,981.25	39,925.00	32,274.35
01-552117	Contract Sports Services	7,648.80	\$ 4,641.00	18,564.00	10,915.20
01-552118	Supplies & Expenses	5,584.89	\$ 7,750.00	31,000.00	25,415.11
01-552134	Social Security	474.40	\$ 924.25	3,697.00	3,222.60
01-552135	Medicare	110.97	\$ 216.25	865.00	754.03
01-552160	Capital Outlay	-	\$ 1,000.00	4,000.00	4,000.00
Total Recreation		\$ 21,469.71	\$ 24,637.75	\$ 98,551.00	\$ 77,081.29
Aquatic Center					
01-552214	Aq Ctr Overtime	\$ -	\$ 500.00	\$ 2,000.00	\$ 2,000.00
01-552216	Part-time Salaries	(181.69)	\$ 25,082.00	100,328.00	100,509.69
01-552217	Svc Contracts/Licenses	209.67	\$ 875.00	3,500.00	3,290.33
01-552218	Supplies & Expenses	2,255.21	\$ 1,125.00	4,500.00	2,244.79
01-552220	Repairs	5,538.00	\$ 3,000.00	12,000.00	6,462.00
01-552223	Training	-	\$ 375.00	1,500.00	1,500.00
01-552228	Fuel	104.69	\$ 2,125.00	8,500.00	8,395.31
01-552230	Electric	2,120.73	\$ 4,125.00	16,500.00	14,379.27
01-552231	Water	1,082.52	\$ 4,500.00	18,000.00	16,917.48
01-552232	Telephone	217.92	\$ 125.00	500.00	282.08
01-552234	Social Security	(11.26)	\$ 1,710.00	6,840.00	6,851.26
01-552235	Medicare	(2.63)	\$ 400.00	1,600.00	1,602.63
01-552240	Chemicals	-	\$ 6,500.00	26,000.00	26,000.00
01-552244	Uniforms	917.10	\$ 550.00	2,200.00	1,282.90

Expense		Year to Date	Year to Date	Budgeted		Section 3, Item A.
Account #	Description	Expenses	Budget	Amount	B	
01-552246	Concessions Supplies	-	\$ 5,250.00	21,000.00	21,0	
01-552260	Capital Outlay	-	\$ 1,500.00	6,000.00	6,000.00	
Total Aquatic Center		\$ 12,250.26	\$ 56,242.00	\$ 224,968.00	\$ 218,717.74	
05-552270	Capital Projects	-	\$ 54,495.00	217,980.00	217,980.00	

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount	Balance
Indoor Pool					
01-552314	Indoor Pool Overtime	\$ -	\$ 250.00	\$ 1,000.00	\$ 1,000.00
01-552316	Part-time Salaries	12,942.73	\$ 9,656.50	38,626.00	25,683.27
01-552317	WUSD Maintenance Staff	-	\$ -	-	-
01-552318	Supplies & Expenses	6,290.43	\$ 2,500.00	10,000.00	3,709.57
01-552320	Repairs	-	\$ 375.00	1,500.00	1,500.00
01-552328	Fuel	-	\$ 1,875.00	7,500.00	7,500.00
01-552330	Electric	-	\$ 3,875.00	15,500.00	15,500.00
01-552331	Water	-	\$ 1,375.00	5,500.00	5,500.00
01-552332	Telephone	-	\$ 87.50	350.00	350.00
01-552334	Social Security	802.43	\$ 978.25	3,913.00	3,110.57
01-552335	Medicare	187.70	\$ 228.75	915.00	727.30
Total Indoor Pool		\$ 20,223.29	\$ 21,201.00	\$ 84,804.00	\$ 64,580.71
Total Parks & Rec Budget		\$ 217,301.59		\$ 1,068,779.00	\$ 851,477.41
Reserve Accounts					
			Beginning		
YTD Expenses			Balance	Balance	
24-581107	Senior Center Fundraising	\$ 4,740.09		\$ 25,220.92	\$ 26,289.80
01-271970	Senior Center Security Deposits	\$ -		\$ -	\$ -
01-581121	BQ Baseball	\$ -		\$ -	\$ -
01-581137	River Walkway Repairs	\$ -		\$ -	\$ -
01-581139	InterUrban Trail	\$ -		\$ -	\$ -
01-581140	Bike Trail	\$ -		\$ -	\$ -
05-552070	Quarry Study	\$ -		\$ 45,000.00	\$ 45,000.00
05-552470	Sr Ctr Retaining Wall	\$ -		\$ -	\$ -
05-581104	Chamberland Improvements	\$ -		\$ -	\$ -
05-581106	Park Facility Improvements	\$ -		\$ 5,969.65	\$ 5,969.65
05-581110	Roeseler Will/Forestry Donation	\$ 4,703.98		\$ 80,595.13	\$ 75,891.15
05-581118	Heron View Park (micro park)	\$ -		\$ -	\$ -
05-581120	Park Expansion & Improvements	\$ 462.92		\$ 16,350.91	\$ 17,186.55
07-581113	Park Dedication Fees (land purchase)	\$ -		\$ 94,503.32	\$ 94,503.32
07-581115	Park Improvements	\$ -		\$ 51,500.00	\$ 51,500.00

Section 3, Item A.

Watertown Parks and Recreation Department

Financial Report

Section 3, Item A.

End of Month April 2024

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 6,475.00	\$ 200.00	\$ 1,200.00	\$ (5,275.00)
26-446211	TS Revenue - Taxable	\$ 5,625.00	\$ 4,083.34	\$ 24,500.00	\$ 18,875.00
26-446250	Contributions FR General Fund	\$ (18,825.00)	\$ 12,550.03	75,300.00	\$ 94,125.00
26-446266	TS Future Fund Contributions	\$ -	\$ 19,000.04	114,000.00	\$ 114,000.00
Grand Total Revenue		\$ (6,725.00)	\$ 35,833.41	\$ 215,000.00	\$ 221,725.00
Expense		Year to Date		Budgeted	
Account #	Description	Expenses		Amount	Balance
26-554310	Salaries	-	10,913.02	\$ 65,478.00	\$ 65,478.00
26-554316	Part-time Salaries	-	-	-	\$ -
26-554318	Supplies	7,849.23	-	-	\$ (7,849.23)
26-554319	Advertising	-	1,166.67	7,000.00	\$ 7,000.00
26-554320	Repair/Maintenance	9,611.57	2,050.00	12,300.00	\$ 2,688.43
26-554330	Electricity	718.54	433.33	2,600.00	\$ 1,881.46
26-554331	Water	1,120.32	7,124.01	42,744.00	\$ 41,623.68
26-554333	Wisconsin Retirement	-	753.00	4,518.00	\$ 4,518.00
26-554334	Social Security	-	676.67	4,060.00	\$ 4,060.00
26-554335	Medicare	-	158.17	949.00	\$ 949.00
26-554336	Health Insurance	-	-	-	\$ -
26-554337	Life Insurance	-	49.17	295.00	\$ 295.00
26-554338	Dental Insurance	-	-	-	\$ -
26-554341	Event Expenses	9,220.56	7,387.51	44,325.00	\$ 35,104.44
26-554360	Capital Outlay	-	1,666.67	10,000.00	\$ 10,000.00
Grand Total		\$ 28,520.22	32,378.23	\$ 194,269.00	\$ 165,748.78

Watertown Senior Center Advisory Board By-Laws



December 2, 1987
Commission accepted 2/88
Revised and Commission Accepted 4/88
Revised and Commission Accepted 5/91
Revised and Commission Accepted 6/92
Revised and Commission Accepted 5/93
Revised and Commission Accepted 12/97
Revised and Commission Accepted 5/00
Revised and Commission Accepted 7/03
Revised and Commission Accepted 6/07
Revised and Commission Accepted 8/10
Revised and Commission Accepted 8/12
Revised and Commission Accepted 6/15

WATERTOWN SENIOR CENTER ADVISORY BOARD BY-LAWS

ARTICLE I- NAME

The name of the organization shall be the Watertown Senior Center Advisory Board.

ARTICLE II- PURPOSE/MISSION STATEMENT

The Purpose/Mission Statement of this organization shall be to promote a more productive life for the senior citizens of Watertown and surrounding areas by providing a place where seniors can be actively involved in educational, recreation, and community affairs and where they can have access to services for the elderly.

ARTICLE III- OPERATION- ADMINISTRATION

Section 1. This organization shall be operated and administered by the City of Watertown Parks and Recreation Department under the direction of the Park, Recreation and Forestry Commission.

Section 2. This organization shall have an on-site Director to organize, supervise, and promote the activities for the center. The Senior Center Director shall be responsible for the scheduling of all day to day operation, organization and implementation of all programs, coordinating facility use for groups and individuals, and also the keeping of records. The Senior Center Director shall be the Parks and Recreation Department representative to the Senior Center Advisory Board and shall be directly responsible to the Director of the Parks and Recreation Department. The Senior Center Director shall keep abreast of all current trends, programs, services and funding availability, and in effect, shall be the city's expert on matters concerning seniors in Watertown.

ARTICLE IV- ADVISORY BOARD

Section 1. This organization shall have an Advisory Board consisting of seven members. Five of whom shall be active members of the center and are elected by ballot and approved at the Annual Members meeting in May by Senior Center members. Two shall represent the community at large and shall be appointed by the Advisory Board at the Annual Members Meeting.

Section 2. The role of the Advisory Board shall be to promote the philosophy and goals of its members.

Section 3. Responsibilities of the Advisory Board shall be:

- A.** Through a consensus of the Board, present collectively the viewpoint of the elderly and/or Center to the community and the Parks and Recreation Department through the Director of the center. (Guidance)
- B.** Assist in raising funds for the Center. (Resource Development)
- C.** Aid in volunteer recruitment. (Resource Development)
- D.** Develop ways by which the Center can contribute to the community at large. (Community Service)
- E.** Help in promoting the Center to senior citizens, particularly older persons with the greatest economic, health, or social needs. (Outreach)
- F.** Develop written long and short-term program goals for the center. (Program Planning)
- G.** Develop regular written assessment of the Center's programs and activities. (Evaluation)

Section 4. The Advisory Board shall meet bi-monthly on a set day, time and location with the approval of the majority of the Advisory Board **unless there are no immediate decisions to be made.**

Section 5. The quorum of the Board shall be four.

Section 6. Board terms shall be: All five members of the board shall serve two year terms on a rotation basis of 3 members expiring in one year and then 2 members expiring the next year. Community at Large representative shall serve at least a one year term.

Section 7. Officers of the Board shall consist of a Chairperson and Vice-Chairperson.

Section 8. Officers shall be elected by the advisory board at the-next scheduled meeting of the Advisory Board following the Annual Members meeting and shall begin the day officers are elected.

Section 9. The outgoing Chairperson of the Board, if no longer a member of the Board, may serve as an ex-officio, non-voting member of the Board for the following year.

Section 10. Board members shall be automatically dropped from the Board after accumulating 3 unexcused absences from the Advisory Board meeting in a one year time frame.

Section 11. In March of each year, notice of open positions will be posted at the center and in other media designated by the Director. Members and staff of the center will solicit candidates to run for any open positions on the board. Active members may cast their Ballots beginning the end of March until the date designated before the Annual members meeting. Ballots will then be tallied and winners announced at the Annual Members meeting in May. A motion will be made and seconded to approve winning nominees.

Section 12. When Board vacancies occur between Annual Meetings, appointments are to be made within two months by the Senior Center Advisory Board upon recommendations made by the Director of the Senior and Community Center.

Section 13. The Advisory Board shall have the following standing committees:

A. Membership Committee - The goal of this committee is to increase new members, to encourage regular attendance, and have contact with inactive members.

B. Program Committee - The goal is to provide activities in areas such as: education, health, nutrition, advocacy, creative arts, recreation, and inter-generational.

C. Fundraising Committee - The goal is to raise money for the purpose of instructional supplies, furnishings, renovations or educational materials, program supplies, etc., for the Watertown Senior & Community Center.

D. Community Services - The goal is to encourage involvement in and with the community to create more public awareness and goodwill.

Sub-Section 1. The Chairperson of each committee shall be appointed by the Chairperson of the Advisory Board with the approval of the Advisory Board.

Sub-Section 2. Members of each committee shall be appointed by the Chairperson of that committee.

Sub-Section 3. Each committee member shall serve at least a one year term to ensure a spread of responsibility throughout the membership. It is desirable to add a new committee member each year.

Section 14. The Watertown Senior Center Advisory Board shall at all times function in a way as to promote the best interest of Senior Citizens within the limits of and recommendations of the

ARTICLE V - MEMBERSHIP

Section 1. Membership to this organization shall be open to persons 50 years old and over, residents of Watertown and surrounding areas. If a married couple requests membership but only one is 50 years or older, the younger spouse will be eligible for membership.

Section 2. Any individual under 50 years of age who is a member of the Advisory Board shall be an honorary member.

Section 3. Any individual under 50 years of age who has been an honorary member of the Advisory Board may become a member.

ARTICLE VI - MEMBERSHIP FEES

Section 1. An annual membership fee, to be recommended by the Senior Center Advisory Board and approved by the Park, Recreation, and Forestry Commission is asked of seniors in Watertown and surrounding areas. Members living outside the Watertown city limits will be charged at a rate of 50% higher than city residents.

ARTICLE VII - AMENDMENTS

Section 1. Amendments may be recommended to the Advisory Board by any Center participant and shall be submitted to and approved by the Senior Center Advisory Board no later than March.

Section 2. By-laws shall be amended only at the Annual Members meeting by approval of two-thirds majority of the members present.

Section 3. Upon approval of the by-laws at the Annual Members meeting, the by-laws will then be presented to the Park, Recreation and Forestry Commission for final approval.

Section 4. By-laws shall be reviewed and evaluated every three years by the Advisory Board.

Article VIII - DISSOLUTION OF ORGANIZATION

Section 1. In the event of the dissolution of this organization, and in the event that no successor organization is created as a result of such dissolution, the Advisory Board shall distribute all fundraising monies that may exist at that time to such organization(s) operated exclusively for charitable, educational, or service provision purposes, as the Advisory Board shall determine. It is further specified that such fundraising money may not be distributed in any manner that would benefit any individual member of the organization.

LEASE AGREEMENT

This Lease Agreement (the “Lease”) is entered by and between HARRY E and MARY S. GIBSON, ARNATT, GIBSON ETAL (“Lessor”) and THE CITY OF WATERTOWN, a Wisconsin Municipal Corporation (“Lessee”) as of the date last signatory hereto executes same.

WITNESSETH:

WHEREAS, Lessee desires to lease from Lessor and Lessor desires to lease to Lessee, upon the terms and conditions hereinafter set forth, a certain parcel of real property owned by Lessor, located in the City of Watertown, County of Jefferson, Wisconsin, described on Exhibit “A” attached hereto and incorporated by reference.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. **The Property.** Lessor agrees to lease to Lessee, any and all parts of the property (the “Property”) as described under Exhibit “A” owned by Lessor. Lessor makes no representations or warranties whatsoever as to the condition of the Property or its suitability for residential or any other purpose and Lessee accepts the Property **“AS-IS WITH NO EXPRESS OR IMPLIED WARRANTIES”** at the Commencement Date of this Lease or at any other time thereafter.

2. **Rent.** Lessee shall pay Lessor one dollar and zero cents (\$1.00).

3. **Permitted Uses.** Lessee shall use the Property only for the Watertown Park and Recreation Department’s Kart Park program and in conformity with applicable zoning and local governmental regulations or controls. Lessor shall retain a superior right at all times to regulate the manner of the continued use of the property to the extent necessary to protect Lessor’s interests in its contemplated use for property. Any non-conformity by Lessee relative to the foregoing exercise of rights shall be cause for termination hereunder.

4. **Commencement Date and Term.** The tenancy under this Lease shall commence effective **June 1, 2024 through August 31, 2024** unless terminated in writing upon thirty (30) days notice to the non-terminating party pursuant to this Lease. **This lease shall automatically renew each year for up to 5 years for the period from June 1 through August 31 of each year, unless either party provides written notice terminating this agreement at least thirty (30) days prior to June 1.**

Deleted: 0

5. **Assignment of Leases.** Lessee understands and represents under this Lease that the only parties leasing of property are THE CITY OF WATERTOWN. This Lease Agreement prohibits the assigning, subcontracting, or subleasing of the Property to third parties. The Lease shall be exclusively personal to THE CITY OF WATERTOWN and shall not run with the land. No other leases affect the Property at this time. All assignment, subcontracting or subleasing the Property to third parties is prohibited.

6. **Indemnification.** Lessee shall defend and indemnify Lessor and save it harmless from and against any and all liability, damages, costs, or expenses, including attorney’s fees, arising from any act, omission or negligence of Lessee or his contractors, licensees, agents, servants, employees, guests, invitees, or visitors on or about the Property. Lessor shall not be liable for any casualty, fire, general or other form of loss or damage to person or property sustained by Lessee, or other persons, which may be caused by any

other person or entity, by theft, or by vandalism, or by any act or neglect of any other person or entity, or by any other cause of whatsoever nature.

7. **Notices.** Any notice or election herein required or permitted to be given or served by any party hereto upon the other shall be in writing and delivered by a national courier service such as Federal Express or sent by United States certified or registered mail, postage prepaid, addressed as follows:

If to Lessor:
HARRY E. AND MARY S. GIBSON
N9634 Boje Court
Watertown, WI 53094

If to Lessee:
KRISTINE BUTTERIS
Director of Parks & Recreation
CITY OF WATERTOWN
514 South First Street
Watertown, WI 53094
Tel (920) 262-8080
kbutteris@cityofwatertown.org

With a copy to:
STEVEN CHESEBRO
City Attorney
CITY OF WATERTOWN
106 Jones Street
Watertown, WI 53094
Tel (920) 262-4033
schesebro@cityofwatertown.org

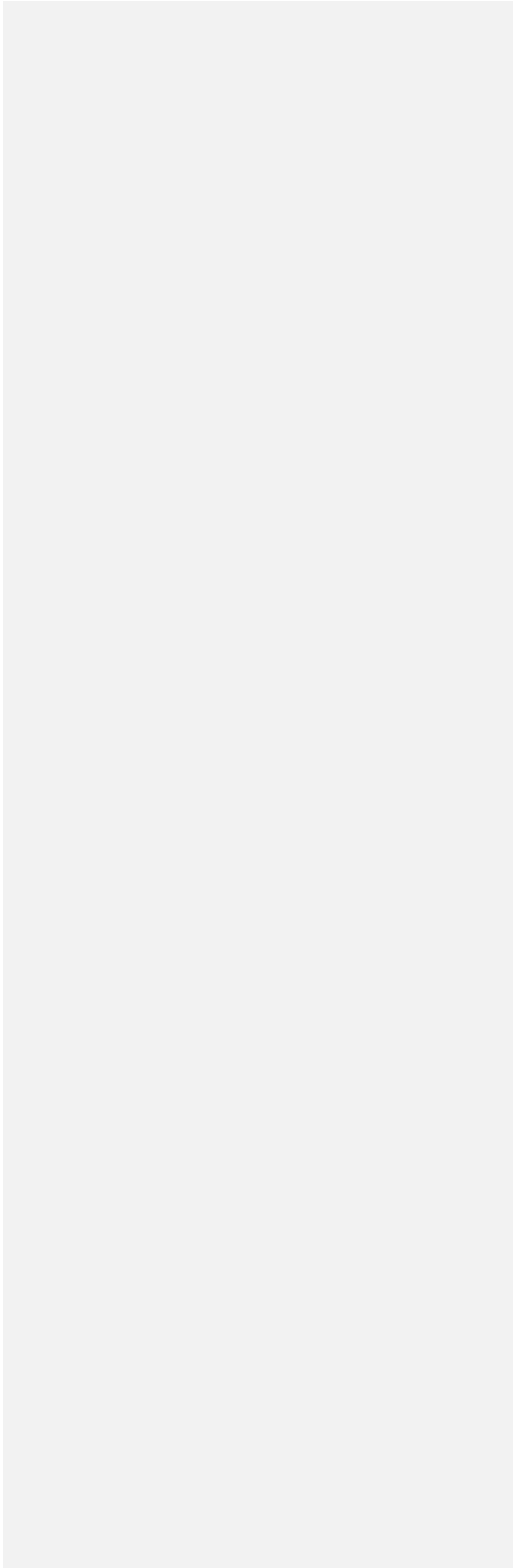
or to such other address as any party may from time to time designate by notice in writing to the other parties delivered in accordance with this Section. Any such notice if mailed as provided herein shall be deemed to have been given or served on the date mailed and shall be deemed to have been received upon the expiration of two (2) business days after the date of mailing or upon actual receipt by the receiving party. Any notice delivered by courier shall be deemed to have been given or served upon the party to whom delivered upon the delivery date. The refusal to accept delivery by any party or the inability to deliver any communication because of a changed address of which no notice has been given in accordance with this Section shall constitute delivery.

8. **Waiver.** The failure of either party to exercise any right given hereunder or to insist upon strict compliance with any term, condition or covenant specified herein, shall not constitute a waiver of such party's right to exercise such right or to demand strict compliance with such term, condition, or covenant.

9. **Severability.** The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

10. **Amendment.** Neither this Agreement nor any provision hereof may be changed, amended, modified, waived, or discharged either orally or by any course of dealing, but only by an instrument in writing signed by the party against whom enforcement of the change, amendment, modification, waiver, or discharge is sought.

[SIGNATURE PAGE TO FOLLOW]



IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

LESSOR:

BY: _____
Harry E. Gibson, Manager of the Property

Acceptance

Agreement executed and accepted this ____ day of _____ 2024.

LESSEE: CITY OF WATERTOWN, a Wisconsin Municipal Corporation

BY: _____
Emily McFarland, Mayor

Acceptance

Agreement executed and accepted this ____ day of _____ 2024.

[END OF DOCUMENT]

This instrument drafted by:
Steven Chesebro
City Attorney
WI State Bar No. 1074496

EXHIBIT “A”

The Property

The highlighted portion in red on the attached map of parcel.

Parcel Number: 291-0815-0311-020

Parcel Address: 1149 Boughton Street, Watertown, WI 53094

Brief Legal Description:

Lot 3, CSM 4644-24-007, Doc 1159001. Also and subject to esmt in Doc 1337775.

LEASE AGREEMENT

This Lease Agreement (the “**Lease**”) is entered by and between CITY OF WATERTOWN HOUSING AUTHORITY (“**Lessor**”) and THE CITY OF WATERTOWN, a Wisconsin Municipal Corporation (“**Lessee**”) as of the date last signatory hereto executes same.

WITNESSETH:

WHEREAS, Lessee desires to lease from Lessor and Lessor desires to lease to Lessee, upon the terms and conditions hereinafter set forth, a certain parcel of real property owned by Lessor, located in the City of Watertown, County of Jefferson, Wisconsin, described on Exhibit “A” attached hereto and incorporated by reference.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. **The Property.** Lessor agrees to lease to Lessee, any and all parts of the property (the “Property”) as described under Exhibit “A” owned by Lessor. Lessor makes no representations or warranties whatsoever as to the condition of the Property or its suitability for residential or any other purpose and Lessee accepts the Property “**AS-IS WITH NO EXPRESS OR IMPLIED WARRANTIES**” at the Commencement Date of this Lease or at any other time thereafter.

2. **Rent.** Lessee shall pay Lessor one dollar and zero cents (\$1.00).

3. **Permitted Uses.** Lessee shall use the Property only for the Watertown Park and Recreation Department’s Kart Park program and in conformity with applicable zoning and local governmental regulations or controls. Lessor shall retain a superior right at all times to regulate the manner of the continued use of the property to the extent necessary to protect Lessor’s interests in its contemplated use for property. Any non-conformity by Lessee relative to the foregoing exercise of rights shall be cause for termination hereunder.

4. **Commencement Date and Term.** The tenancy under this Lease shall commence effective **June 1, 2024 through August 31, 2024** unless terminated in writing upon thirty (30) days notice to the non-terminating party pursuant to this Lease. **This lease shall automatically renew each year for up to 5 years for the period from June 1 through August 31 of each year, unless either party provides written notice terminating this agreement at least thirty (30) days prior to June 1.**

Deleted: 0

5. **Assignment of Leases.** Lessee understands and represents under this Lease that the only parties leasing of property are THE CITY OF WATERTOWN. This Lease Agreement prohibits the assigning, subcontracting, or subleasing of the Property to third parties. The Lease shall be exclusively personal to THE CITY OF WATERTOWN and shall not run with the land. No other leases affect the Property at this time. All assignment, subcontracting or subleasing the Property to third parties is prohibited.

6. **Indemnification.** Lessee shall defend and indemnify Lessor and save it harmless from and against any and all liability, damages, costs, or expenses, including attorney’s fees, arising from any act, omission or negligence of Lessee or his contractors, licensees, agents, servants, employees, guests, invitees, or visitors on or about the Property. Lessor shall not be liable for any casualty, fire, general or other form of loss or damage to person or property sustained by Lessee, or other persons, which may be caused by any

other person or entity, by theft, or by vandalism, or by any act or neglect of any other person or entity, or by any other cause of whatsoever nature.

7. **Notices.** Any notice or election herein required or permitted to be given or served by any party hereto upon the other shall be in writing and delivered by a national courier service such as Federal Express or sent by United States certified or registered mail, postage prepaid, addressed as follows:

If to Lessor:
TAMMY KASTEN
Executive Director
CITY OF WATERTOWN HOUSING AUTHORITY
201 North Water Street
Watertown, WI 53094

If to Lessee:
KRISTINE BUTTERIS
Director of Parks & Recreation
CITY OF WATERTOWN
514 South First Street
Watertown, WI 53094
Tel (920) 262-8080
kbutteris@cityofwatertown.org

With a copy to:
STEVEN CHESEBRO
City Attorney
CITY OF WATERTOWN
106 Jones Street
Watertown, WI 53094
Tel (920) 262-4033
schesebro@cityofwatertown.org

or to such other address as any party may from time to time designate by notice in writing to the other parties delivered in accordance with this Section. Any such notice if mailed as provided herein shall be deemed to have been given or served on the date mailed and shall be deemed to have been received upon the expiration of two (2) business days after the date of mailing or upon actual receipt by the receiving party. Any notice delivered by courier shall be deemed to have been given or served upon the party to whom delivered upon the delivery date. The refusal to accept delivery by any party or the inability to deliver any communication because of a changed address of which no notice has been given in accordance with this Section shall constitute delivery.

8. **Waiver.** The failure of either party to exercise any right given hereunder or to insist upon strict compliance with any term, condition or covenant specified herein, shall not constitute a waiver of such party's right to exercise such right or to demand strict compliance with such term, condition, or covenant.

9. **Severability.** The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

10. **Amendment.** Neither this Agreement nor any provision hereof may be changed, amended, modified, waived, or discharged either orally or by any course of dealing, but only by an instrument in

writing signed by the party against whom enforcement of the change, amendment, modification, waiver, or discharge is sought.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

LESSOR: CITY OF WATERTOWN HOUSING AUTHORITY

BY: _____
Tammy Kasten, Executive Director

Acceptance

Agreement executed and accepted this ____ day of _____ 2024.

LESSEE: CITY OF WATERTOWN, a Wisconsin Municipal Corporation

BY: _____
Emily McFarland, Mayor

Acceptance

Agreement executed and accepted this ____ day of _____ 2024.

[END OF DOCUMENT]

This instrument drafted by:
Steven Chesebro
City Attorney
WI State Bar No. 1074496

EXHIBIT “A”

The Property

The highlighted portion in red on the attached map of parcel.

Parcel Number: 291-0815-0522-005

Parcel Address: 1124 Clement Street, Watertown, WI 53094

Brief Legal Description:

Lots 1, 2, 3, 4 & 5, Blk 2, Charles F. Griswold’s Add. Also vac Griswold St adj. ex S30ft. ex com NE/C Lot 5, Blk 2, Charles F. Griswold’s Add, S324.75ft, W108ft, N324.75ft, E108ft to POB (low-income housing).

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

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

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

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

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

(1) DESIGNATED AREA

- (a) An area within public Parks and Recreation Areas where smoking is permitted, and which shall meet the following criteria:
 - a. The area must be at least 50 feet from any of the following:
 - i. Playground
 - ii. Structure
 - iii. Sports field/complex
 - iv. Picnic areas
 - v. Disc golf courses
 - vi. Piers/kayak launches
 - vii. Community Gardens
 - viii. Dog-walk areas
 - ix. heating and air condition intakes or vents
 - b. The agreement or special event permit between the City and a private entity permits the designation of a smoking area.

(2) PERSON IN CHARGE

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

(3) PROHIBITED PLACE

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

(4) SMOKING

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

- (ia) A lighted cigar.

- (iib) A lighted cigarette.
- (iiie) A lighted pipe.
- (ive) Any other lighted smoking equipment.

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

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

SECTION 3. This ordinance shall take effect and be in force June 18th 2024.

DATE:	May 21, 2024		June 4, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
VACANT				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED June 4, 2024

CITY CLERK

APPROVED June 4, 2024

MAYOR

Watertown Park & Rec Commission:

I am writing you to request a waiver of field rental fees for the use of the Brandt-Quirk Park baseball/softball fields on August 2-4, 2024.

The Windmill league supports girls' fastpitch softball teams from throughout Southcentral Wisconsin. Players range in age from 7 to 17 years old. This year, a total of 104 community-based teams are participating in the league, with a large number of them representing community rec level programs.

Watertown Girls' Fastpitch has hosted the Windmill League end-of-year tournament for over 20 years. In the past, we have not been charged for field rentals for this tournament. This event brings 70-80 teams, along with families, to the City of Watertown over three days.

We would like to continue to host the tournament for the Windmill League. However, Watertown Girls' Fastpitch cannot absorb the cost of field rentals to host the tournament on behalf of the Windmill League. On behalf of the Watertown Girls' Fastpitch Board, I ask you to waive the field rental fees for August 2-4, 2024.

Respectfully,

Steve Schroeder
Watertown Girls' Fastpitch
Board Member

Watertown Parks and Recreation Commission

June 12, 2024

Dear Committee Members,

The Windmill League has supported girl youth softball development in communities across southern Wisconsin for over 20 years by providing an affordable option for league play along with an end of season tournament to celebrate the growth and improvement achieved by all levels of athletes that participate in the league.

Over the course of the last 20 years, we have developed a relationship with Watertown Fastpitch and accepted their offer to host the Windmill Softball JO (Junior Olympic) end of season tournament. Many of the teams represent recreational programs in Dodge, Jefferson, Waukesha and Rock counties on limited budgets.

Watertown Park and Recreation along with Watertown Fastpitch has helped us offer this tournament at an affordable price by donating the use of the fields and concessions in exchange for the proceeds of the concessions to go back to the Watertown program.

We humbly request that the commission waive the facilities rental fees to help us continue to have an affordable tournament for the recreational teams in the surrounding communities.

Sincerely

Barb Walters

Barb Walters

Co-Director of the Windmill League



THE CITY OF
WATERTOWN

MEMO

TO: Parks, Recreation, and Forestry Commission
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: May 29, 2024
RE: Part-time wage increases

Commission Members,

As we were hiring part-time employees for the summer 2024 season, it became clear that our wages have not been increased in some time nor are we at a competitive rate of surrounding communities.

I am asking that we increase all positions by \$1.00 to \$3.00 depending on the position.

The below positions would move from \$10.00 to \$13.00

Assistant Day Camp Counselors
Assistant Coach
Interns
Scorekeepers

The below positions would move from \$13.00 to \$15.00

Attendants
Office Aide
Park Maintenance

The below positions would move from \$14.00 to \$15.00

Coach

The below positions would move from \$16.00 to \$18.00

Field Supervisor

The below positions would move from \$20.00 to \$21.00

Camp Director
Instructor
Program Supervisor

The below positions would move from \$21.00 to \$30.00

Referee/Official

106 Jones Street • P.O. Box 477 • Watertown, WI 53094-0477 • Phone 920.262.4060 • Fax: 920.262.4042

Opportunity Runs Through It

Umpire

The below positions would move from \$25.00 to \$35.00

Umpire – Fastpitch

These changes would keep us in line with the surrounding areas.