



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

**MONDAY, DECEMBER 16, 2024 AT 4:30 PM**

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

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

### **1. CALL TO ORDER**

### **2. REVIEW AND APPROVAL OF MINUTES**

A. Park and Rec minutes from November 18, 2024

B. Park and Rec minutes from November 22, 2024

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

A. Review and approve: October financial reports

### **4. CITIZENS TO BE HEARD**

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

### **5. BUSINESS**

A. Review and take action: Claire's Creations facility use agreement

B. Review and take action: memorial bench

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

A. Project update: parks

B. Project update: forestry

C. Project update: aquatics

D. Project update: town square

E. Project update: senior and community center - paging system

F. Programming update: recreation

G. Programming update: town square

H. Programming update: senior and enrichment

I. Programming update: aquatics

### **7. ADJOURNMENT**

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

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

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, November 18, 2024

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on November 18, 2024. The meeting was called to order by Brian Konz. Members present: Brian Konz, Kyle Krueger, Ald. Jonathan Lampe, Julie Chapman, Brad Clark. Not present: Jennifer Clayton and Emily Lessner. Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Ali Nicholson, and Jarrod Folkman.

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

Julie Chapman motioned to approve the October 21, 2024 Parks Recreation and Forestry minutes as written. Brad Clark seconded. Motion carried.

Julie Chapman motioned to approve the October 15, 2024 Senior Center Advisory Board minutes as written. Brad Clark seconded. Motion carried.

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

Brad Clark motioned to approve the September 2024 financial reports. Kyle Krueger seconded. Motion carried.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### A. Review and take action: 2025 aquatic center rentals

Ali Nicholson discussed updated documents for 2025, including new rental guidelines for hours, rental rates (to reflect direct and indirect costs for operating, etc.) in order to maintain the aquatic revenue budget and continue to offer rental options. In the past, a flat rate was offered, which did not cover a significant portion of operating costs for lifeguards, cleaning, maintenance, etc.

Kyle Krueger motioned to approve the 2025 rental documents. Ald. Jonathan Lampe seconded. Motion carried.

##### B. Review and recommend: lake Victoria plant management

Kristine Butteris discussed letters from citizens requesting city assistance in the treatment of Lake Victoria for health and safety purposes. It is also stated in the letter that treatment of lake weeds and algae would be a benefit to both the 10 homeowners along Lake Victoria and community benefit as there is public access to the area. Treatment of the lake doesn't affect the city access path in a positive or negative manner. Majority of public use of Lake Victoria is for fishing which treatment would undermine. It was recommended that the city not assist in the treatment of Lake Victoria due to limited recreational use by the community and hinderance of use if treatment occurred. Treatment is also not currently within city budget. This request will be tabled.

##### C. Review and take action: weather cancellation policy

Due to recent changes within the Senior and Community Center's designation as a heating and cooling center and shelter, the weather cancellation policy was altered to simply a cancellation policy. The updated policy now includes all cancellation policies, including program cancellations when the building is enacted as a warming or cooling center or shelter and family assistance center along with clearer guidelines for program cancellations and building closures due to

weather. Ald. Jonathan Lampe motioned to approve the cancellation policies. seconded. Motion carried.

Section 2, Item A.

**D. Review and recommend: RFP for parks and open spaces plan**

The timeline for approval of an RFP for the parks and open spaces plan will be adjusted this week as many were submitted last Friday. The commissioners were asked to assist with grading the RFP options. A special meeting will be arranged for this week to approve the selection.

**6. Director's Report:**

**A. Parks Updates**

The Riverside restrooms are not completed at this time as there are issues with the standards of construction.

**B. Forestry Updates**

A 2025 Urban Forestry grant was not awarded to Watertown due to needs from other communities. There will be a plan for equipment and tree purchases next year.

**C. Aquatics Projects Updates**

There is cracking with the small slide, though should be covered under warranty.

**D. Senior & Community Center Projects Updates**

The generator will likely not be installed until spring. The paging system fell into disrepair and are working to replace with health ARPA funds.

**E. Programming - recreation**

We are in the middle of fall programming, including adult volleyball, men's basketball, little dunkers, wrestling, etc. Mid-season feedback was gathered with good results. There may be a potential for winter soccer clinics and open gym. We are also working on cost analysis to remain competitive and cover costs.

**F. Programming – town square**

The tree lighting occurred last weekend with good turnout. Coming up is jingle bell on the rock, the holiday train, and stuff the bus event.

**G. Programming – senior & enrichment**

The radio club will be reclassified as class one per Chiefs Brower and Reynen. The December newsletter is printed – the holiday party is coming up as well as a cookie box and soup fundraiser. There was a good turnout for the Veteran's Day event with support from Glenn's catering. Winter break enrichment is being planned.

**H. Programming – aquatics**

Water aerobics is going well and winter registration is still available for January sessions. We are halfway through this session of swim lessons. 2025 pool passes will be available in early December. The next lifeguarding class will be available over winter break.

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

Kyle Krueger motioned to adjourn the meeting. Julie Chapman seconded. Motion carried.

## **PARKS, RECREATION & FORESTRY COMMISSION - SPECIAL**

### **MINUTES**

Friday, November 22, 2024

#### **1. Call to order**

The Watertown Parks, Recreation & Forestry Commission met in person on November 22, 2024. The meeting was called to order by Brad Clark. Members present: Emily Lessner, Kyle Krueger, Ald. Jonathan Lampe, Julie Chapman, Brad Clark. Not present: Brian Kon, Jennifer Clayton. Also present: Kristine Butteris.

#### **2. Business**

##### **A. Review and Approve: RFP for Parks and Open Spaces Plan**

Kristine Butteris discussed all proposals and listed the top three (HKGi, Rinka, and MSA) from the review committee consisting of Kristine, Jonathan, and Kyle with use of the RFP Evaluation Form. HKGi came in the first spot based on the average of all of our scores. Scores based on Quality, Approach, and Organization. Cost was not taken into consideration.

Kyle Krueger motioned to approve the HKGi proposal. Julie Chapman seconded. Motion carried.

#### **3. Adjournment**

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

**Watertown Parks and Recreation Department**

**Financial Report**

Section 3, Item A.

**End of Month Oct 2024**

Revenue		Year to Date	Year to Date	Budgeted	Revised	
Account #	Description	Revenue	Budget	Amount	Budgeted	Balance
					Amount	
01-446210	Rec Dept Non Taxable Revenue	\$ 82,669.14	\$ 67,230.00	\$ 81,000.00		\$ (1,669.14)
01-446211	Rec Dept Taxable Revenue	32,715.37	\$ 37,350.00	\$ 45,000.00		\$ 12,284.63
01-446212	Rec Concession Revenue	111.00	\$ 830.00	1,000.00		\$ 889.00
01-446220	Net Ticket Sales	951.75	\$ 332.00	400.00		\$ (551.75)
01-446230	Aquatic Center Revenue	122,236.61	\$ 117,030.00	141,000.00		\$ 18,763.39
01-446232	Indoor Pool Non Taxable Revenue	18,730.50	\$ 21,580.00	26,000.00		\$ 7,269.50
01-446233	Indoor Pool Taxable Revenue	6,911.87	\$ 9,130.00	11,000.00		\$ 4,088.13
01-446234	Senior Center Revenue	184.77	\$ 332.00	400.00		\$ 215.23
01-446235	Senior Center Memberships	2,053.44	\$ 4,150.00	5,000.00		\$ 2,946.56
01-446236	Senior Center Rental Fees	17,152.97	\$ 14,110.00	17,000.00		\$ (152.97)
01-446264	Park Rental	37,472.66	\$ 25,730.00	31,000.00		\$ (6,472.66)
01-446266	Misc Park Revenue	7,552.29	\$ 18,675.00	22,500.00		\$ 14,947.71
<b>Grand Total Revenue</b>		<b>\$ 328,742.37</b>	<b>\$ 316,479.00</b>	<b>\$ 381,300.00</b>		<b>\$ 52,557.63</b>
Expense		Year to Date	Year to Date	Budgeted		
Account #	Description	Expenses	Budget	Amount		Balance
<b>Administration</b>						
01-552010	Salaries	\$ 282,418.40	\$ 308,750.87	\$ 371,989.00		\$ 89,570.60
01-552014	Overtime	471.83	\$ 415.00	500.00		28.17
01-552016	Part-time Salaries	4,143.25	\$ 10,956.00	13,200.00		9,056.75
01-552017	Contract Services	13,109.37	\$ 11,703.00	14,100.00		990.63
01-552018	Supplies & Expenses	5,967.41	\$ 6,142.00	7,400.00		1,432.59
01-552019	Advertisement	-	\$ 1,660.00	2,000.00		2,000.00
01-552020	Repairs	2,712.40	\$ 2,905.00	3,500.00		787.60
01-552021	Contribution to Town Square	56,475.00	\$ 62,499.00	75,300.00		18,825.00
01-552022	Dues, fees, subs	2,501.28	\$ 2,307.40	2,780.00		278.72
01-552023	Training	-	\$ 49.80	60.00		60.00
01-552024	Travel	2,824.53	\$ 2,490.00	3,000.00		175.47
01-552026	Maintenance Supplies	5,213.74	\$ 2,988.00	3,600.00		(1,613.74)
01-552028	Fuel	2,960.48	\$ 4,980.00	6,000.00		3,039.52
01-552030	Electric	15,375.58	\$ 12,865.00	15,500.00		124.42
01-552031	Water	1,349.84	\$ 1,660.00	2,000.00		650.16
01-552032	Telephone	3,616.31	\$ 3,527.50	4,250.00		633.69
01-552033	Wisconsin Retirement	22,338.27	\$ 20,357.41	24,527.00		2,188.73
01-552034	Social Security	20,251.00	\$ 19,848.62	23,914.00		3,663.00
01-552035	Medicare	4,736.30	\$ 4,642.19	5,593.00		856.70
01-552036	Health Insurance	50,616.20	\$ 54,669.61	65,867.00		15,250.80
01-552037	Life Insurance	637.64	\$ 385.12	464.00		(173.64)
01-552038	Dental Insurance	3,184.60	\$ 3,412.96	4,112.00		927.40
01-552042	Mileage	767.13	\$ 664.00	800.00		32.87
01-552060	Capital Outlay	8,184.03	\$ 8,300.00	10,000.00		1,815.97
<b>Total Administration</b>		<b>\$ 509,854.59</b>	<b>\$ 548,178.48</b>	<b>\$ 660,456.00</b>		<b>\$ 150,601.41</b>
<b>Recreation</b>						
01-552114	Rec Overtime	\$ -	\$ 415.00	\$ 500.00	\$ 100.00	\$ 100.00
01-552116	Part-time Salaries	55,669.06	\$ 33,137.75	39,925.00	59,925.00	4,255.40
01-552117	Contract Sports Services	21,961.60	\$ 15,408.12	18,564.00		(3,397.60)
01-552118	Supplies & Expenses	13,984.00	\$ 25,730.00	31,000.00	15,921.00	1,937.00
01-552134	Social Security	3,462.21	\$ 3,068.51	3,697.00		234.79
01-552135	Medicare	809.89	\$ 717.95	865.00		55.11
01-552160	Capital Outlay	-	\$ 3,320.00	4,000.00	-	4,000.00
<b>Total Recreation</b>		<b>\$ 95,886.76</b>	<b>\$ 81,797.33</b>	<b>\$ 98,551.00</b>		<b>\$ 7,184.70</b>
<b>Aquatic Center</b>						
01-552214	Aq Ctr Overtime	\$ 1,413.77	\$ 1,660.00	\$ 2,000.00		\$ 586.23
01-552216	Part-time Salaries	116,213.09	\$ 83,272.24	100,328.00		(15,885.09)
01-552217	Svc Contracts/Licenses	3,199.67	\$ 2,905.00	3,500.00		300.33
01-552218	Supplies & Expenses	3,014.68	\$ 3,735.00	4,500.00		1,485.32
01-552220	Repairs	11,897.06	\$ 9,960.00	12,000.00		102.94
01-552223	Training	1,308.35	\$ 1,245.00	1,500.00		191.65

Expense Account #	Description	Year to Date Expenses	Year to Date Budget	Budgeted Amount		
01-552228	Fuel	3,414.54	\$ 7,055.00	8,500.00		5,085.46
01-552230	Electric	17,243.19	\$ 13,695.00	16,500.00		(743.19)
01-552231	Water	12,035.68	\$ 14,940.00	18,000.00		5,964.32
01-552232	Telephone	544.80	\$ 415.00	500.00		(44.80)
01-552234	Social Security	7,292.98	\$ 5,677.20	6,840.00		(452.98)
01-552235	Medicare	1,705.56	\$ 1,328.00	1,600.00		(105.56)
01-552240	Chemicals	27,724.93	\$ 21,580.00	26,000.00		(1,724.93)
01-552244	Uniforms	1,970.88	\$ 1,826.00	2,200.00		229.12
01-552246	Concessions Supplies	25,204.73	\$ 17,430.00	21,000.00		(4,204.73)
01-552260	Capital Outlay	-	\$ 4,980.00	6,000.00		6,000.00
<b>Total Aquatic Center</b>		<b>\$ 234,183.91</b>	<b>\$ 186,723.44</b>	<b>\$ 224,968.00</b>		<b>\$ (3,215.91)</b>
05-552270	Capital Projects	-	\$ 180,923.40	217,980.00		217,980.00

Section 3, Item A.

Expense Account #		Year to Date Expenses	Year to Date Budget	Budgeted Amount		Section 3, Item A.
Description						
Indoor Pool						
01-552314	Indoor Pool Overtime	\$ 260.63	\$ 830.00	\$ 1,000.00	\$ 500.00	\$ 239.37
01-552316	Part-time Salaries	36,528.91	\$ 32,059.58	38,626.00		2,097.09
01-552317	WUSD Maintenance Staff	-	\$ -	-		-
01-552318	Supplies & Expenses	8,855.76	\$ 8,300.00	10,000.00	9,000.00	144.24
01-552320	Repairs	409.81	\$ 1,245.00	1,500.00	496.00	86.19
01-552328	Fuel	-	\$ 6,225.00	7,500.00	5,000.00	5,000.00
01-552330	Electric	-	\$ 12,865.00	15,500.00	10,000.00	10,000.00
01-552331	Water	-	\$ 4,565.00	5,500.00	2,000.00	2,000.00
01-552332	Telephone	-	\$ 290.50	350.00		350.00
01-552334	Social Security	2,280.97	\$ 3,247.79	3,913.00		1,632.03
01-552335	Medicare	533.49	\$ 759.45	915.00		381.51
Total Indoor Pool		\$ 48,869.57	\$ 70,387.32	\$ 84,804.00		\$ 21,930.43
			\$ -			
Total Recreation Budget		\$ 888,794.83	\$ 887,086.57	\$ 1,068,779.00		\$ 179,984.17
Reserve Accounts						
YTD Expenses			Beginning Balance		Balance	
24-581107	Senior Center Fundraising	\$ 4,740.09		\$ 26,428.00		\$ 25,072.55
01-271970	Senior Center Security Deposits	\$ -		\$ -		\$ -
01-581121	BQ Baseball	\$ -		\$ -		\$ -
01-581137	River Walkway Repairs	\$ -		\$ -		\$ -
01-581139	InterUrban Trail	\$ -		\$ -		\$ -
01-581140	Bike Trail	\$ -		\$ -		\$ -
05-552070	Quarry Study	\$ 41,190.50		\$ 45,000.00		\$ 3,809.50
05-552470	Sr Ctr Retaining Wall	\$ (13,580.75)		\$ -		\$ 13,580.75
05-581104	Chamberland Improvements	\$ -		\$ -		\$ -
05-581106	Park Facility Improvements	\$ 2,732.75		\$ 5,969.65		\$ 3,236.90
05-581110	Roeseler Will/Forestry Donation	\$ 8,046.48		\$ 80,595.13		\$ 72,548.65
05-581118	Heron View Park (micro park)	\$ -		\$ -		\$ -
05-581120	Park Expansion & Improvements	\$ 462.92		\$ 16,350.91		\$ 16,319.64
07-581113	Park Dedication Fees (land purchase)	\$ -		\$ 94,503.32		\$ 94,503.32
07-581115	Park Improvements	\$ -		\$ 51,500.00		\$ 51,500.00

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

Expense Account #	Description	Year to Date Expense	Year to Date Budget	Budgeted Amount	Balance
<b>Park</b>					
01-554110	Salaries	\$ 366,998.63	\$ 391,943.16	\$ 470,520.00	\$ 103,521.37
01-554112	Longevity	-	\$ 1,755.96	\$ 2,108.00	\$ 2,108.00
01-554114	Overtime	6,850.49	\$ 9,996.00	12,000.00	\$ 5,149.51
01-554116	Part-time Salaries	25,597.00	\$ 26,656.00	32,000.00	\$ 6,403.00
01-554118	Supplies & Expenses	37,735.43	\$ 30,821.00	37,000.00	<b>\$ (735.43)</b>
01-554120	Repairs	16,130.03	\$ 14,994.00	18,000.00	\$ 1,869.97
01-554126	Goose Control	-	\$ 2,082.50	2,500.00	\$ 2,500.00
01-554128	Fuel	1,306.90	\$ 4,165.00	5,000.00	\$ 3,693.10
01-554130	Electric	33,721.24	\$ 30,821.00	37,000.00	\$ 3,278.76
01-554131	Water	36,480.02	\$ 41,650.00	50,000.00	\$ 13,519.98
01-554132	Telephone	879.15	\$ 916.30	1,100.00	\$ 220.85
01-554133	Wisconsin Retirement	25,831.14	\$ 28,199.55	33,853.00	\$ 8,021.86
01-554134	Social Security	23,717.56	\$ 26,991.70	32,403.00	\$ 8,685.44
01-554135	Medicare	5,546.92	\$ 6,312.47	7,578.00	\$ 2,031.08
01-554136	Health Insurance	119,672.72	\$ 129,225.79	155,133.00	\$ 35,460.28
01-554137	Life Insurance	1,435.19	\$ 1,430.26	1,717.00	\$ 281.81
01-554138	Dental Insurance	7,084.00	\$ 7,357.06	8,832.00	\$ 1,748.00
01-554140	Gasoline	25,470.90	\$ 27,072.50	32,500.00	\$ 7,029.10
01-554141	Fertilizers & Herbicides	5,862.16	\$ 8,330.00	10,000.00	\$ 4,137.84
01-554142	Equipment Repairs	27,487.06	\$ 23,324.00	28,000.00	\$ 512.94
01-554144	Washington Park Lights	2,710.32	\$ 3,332.00	4,000.00	\$ 1,289.68
01-554148	Water Bubblers	1,559.00	\$ 1,666.00	2,000.00	\$ 441.00
01-554150	Staff Training	1,300.50	\$ 1,249.50	1,500.00	\$ 199.50
01-554159	Safety Equipment	2,571.72	\$ 2,499.00	3,000.00	\$ 428.28
01-554160	Capital Outlay	8,183.07	\$ 8,288.35	9,950.00	\$ 1,766.93
<b>Total Park</b>		<b>\$ 784,131.15</b>	<b>\$ 831,079.10</b>	<b>\$ 997,694.00</b>	<b>\$ 213,562.85</b>
05-554170	Capital Projects				
<b>Forestry</b>					
01-561110	Salaries	\$ 76,850.23	\$ 99,626.80	\$ 119,600.00	\$ 42,749.77
01-561112	Longevity	27.30	\$ 438.99	527.00	499.70
01-561118	Supplies & Expense	4,186.30	\$ 3,332.00	4,000.00	<b>\$ (186.30)</b>
01-561119	UF Grant Exp: Tree/Ash Inje	25,241.88	\$ 20,825.00	25,000.00	<b>(241.88)</b>
01-561120	Repairs	1,934.36	\$ 2,499.00	3,000.00	1,065.64
01-561124	Cont. Education Forester Cert	395.10	\$ 1,332.80	1,600.00	1,204.90
01-561126	Annual Bucket Truck Inspection	1,090.00	\$ 3,332.00	4,000.00	2,910.00
01-561133	Wisconsin Retirement	5,344.98	\$ 6,903.90	8,288.00	2,943.02
01-561134	Social Security	3,845.83	\$ 6,204.18	7,448.00	3,602.17
01-561135	Medicare	899.42	\$ 1,451.09	1,742.00	\$ 842.58
01-561136	Health Insurance	30,334.72	\$ 36,921.89	44,324.00	13,989.28
01-561137	Life Insurance	113.81	\$ 411.50	494.00	380.19
01-561138	Dental Insurance	1,564.00	\$ 1,839.26	2,208.00	644.00
01-561160	Capital Outlay	1,799.11	\$ 6,913.90	8,300.00	6,500.89
<b>Total Forestry</b>		<b>\$ 153,627.04</b>	<b>\$ 192,032.32</b>	<b>\$ 230,531.00</b>	<b>\$ 76,903.96</b>
05-561170	Capital Projects	-	\$ -	-	\$ -



## Watertown Parks and Recreation Department

## Financial Report

Section 3, Item A.

End of Month OCT 2024

Revenue		Year to Date	Year to Date	Budgeted	
Account #	Description	Revenue	Budget	Amount	Balance
26-446210	TS Revenue - Nontaxable	\$ 23,845.00	\$ 999.60	\$ 1,200.00	\$ (22,645.00)
26-446211	TS Revenue - Taxable	\$ 14,790.00	\$ 20,408.50	\$ 24,500.00	\$ 9,710.00
26-446250	Contributions FR General Fund	\$ 56,475.00	\$ 62,724.90	75,300.00	\$ 18,825.00
26-446266	TS Future Fund Contributions	\$ 50,000.00	\$ 94,962.00	114,000.00	\$ 64,000.00
<b>Grand Total Revenue</b>		<b>\$ 145,110.00</b>	<b>\$ 179,095.00</b>	<b>\$ 215,000.00</b>	<b>\$ 69,890.00</b>
Expense		Year to Date		Budgeted	
Account #	Description	Expenses		Amount	Balance
26-554310	Salaries	52,886.40	54,543.17	\$ 65,478.00	\$ 12,591.60
26-554316	Part-time Salaries	-	-	-	\$ -
26-554318	Supplies	(380.29)	-	-	\$ 380.29
26-554319	Advertising	214.09	5,831.00	7,000.00	\$ 6,785.91
26-554320	Repair/Maintenance	22,855.97	10,245.90	12,300.00	\$ (10,555.97)
26-554330	Electricity	1,352.31	2,165.80	2,600.00	\$ 1,247.69
26-554331	Water	5,789.87	35,605.75	42,744.00	\$ 36,954.13
26-554333	Wisconsin Retirement	173.77	3,763.49	4,518.00	\$ 4,344.23
26-554334	Social Security	153.37	3,381.98	4,060.00	\$ 3,906.63
26-554335	Medicare	35.87	790.52	949.00	\$ 913.13
26-554336	Health Insurance	727.88	-	-	\$ (727.88)
26-554337	Life Insurance	-	245.74	295.00	\$ 295.00
26-554338	Dental Insurance	29.88	-	-	\$ (29.88)
26-554341	Event Expenses	49,965.41	36,922.73	44,325.00	\$ (5,640.41)
26-554360	Capital Outlay	7,992.14	8,330.00	10,000.00	\$ 2,007.86
<b>Grand Total</b>		<b>\$ 141,796.67</b>	<b>161,826.08</b>	<b>\$ 194,269.00</b>	<b>\$ 52,472.33</b>

Dec 10, 2024

WTTN Senior + Community Center

Concerning Room Rentals:

Claire's Creations (Sewing) has been notified of the room rental fee of \$50.

I (Claire) was asked if there was anyone who could/would be able to do sewing for Senior Center. I said I would.

I come in the 2nd + 4<sup>th</sup> Tuesday of every month, 9-11 am. I take all this home to do.

Many of the people who use this service are ones that use the center, and/or come to the Center. This also brings in new people also.

I don't need a big area for this room.

People use the restroom to try on for measuring sometimes.

The room is clean when I leave.

I am requesting a no charge for room rental and security deposit.

I can not afford the fee and the security deposit. I would have to stop this service.

I do pay a member's fee.

Claire Heine

# MEMO

## Parks, Recreation, and Forestry Department

To: Finance Committee

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

Date: 12/11/2024

Subject: Claire's Creations Facility Use Agreement

### Background

A facility use agreement was drafted and presented to Claire's Creations, new for rentals in 2025. This facility use change does include a \$50 administrative fee and security deposit as Claire's Creations was deemed a class 2 organization by this commission previously. Claire's Creations provides mending services to area seniors for small fees, based on the work. Claire's Creations is requesting a reduction or waiving of these fees in order to remain an affordable service to the community. See letter attachment for more details.

### Budget Goal

#4. Promotes and fosters innovative approaches for community development and growth

### Financial Impact

Previously no fees were paid, so only the loss of potential \$50 new revenue.

### Recommendation

Claire's Creations is requesting a reduction or waiving of these fees in order to remain an affordable service to the community.

### 2024 Operational Goals

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

City of Watertown  
Park and Recreation Department  
Memorial Donation Application

Date of Application: 12/2/2024 Type of Memorial: TREE ☐ BENCH ☒ OTHER ☐

Donor's Name: THOMAS RADTKE

Donor's Address: 319 S. CONCORD AVE City: WATERTOWN

State: VT Zip: 53094 Phone #: 920-261-3364 (HOME)  
920-285-4057 (CELL)

Name of person/group honored by memorial: KAREN RADTKE

Location: PARK: RIVERSIDE PARK Location: ON ISLAND ON S.E. SIDE  
CLOSE TO RIVER, WOULD LIKE TO  
DESIGNATE IF POSSIBLE

Street Address: \_\_\_\_\_

Tree ☒ Bench (circle one): ☒ NEW or REPLACEMENT

Plaque Wordage: T.B.D.

Donor Signature: Thomas J Radtke Date: 12/2/2024

**OFFICE USE ONLY**

Date of Commission meeting: \_\_\_\_\_ (circle one) APPROVED DENIED

Reason for denial: \_\_\_\_\_

If this is a replacement bench, original donor name, address, phone number:

\_\_\_\_\_

\_\_\_\_\_

Date notified: \_\_\_\_\_

Is the original donor interested in replacing or restoring the bench? YES ☐ NO ☐

If they are not repairing the bench, do they want the plaque returned? YES ☐ NO ☐

Where should the plaque be mailed? \_\_\_\_\_

If no, date of disposal of the deteriorated bench: \_\_\_\_\_

Total Payment Due: \_\_\_\_\_ (circle one) CASH CHECK # \_\_\_\_\_

Date the bench was ordered: \_\_\_\_\_ Date plaque was ordered: \_\_\_\_\_







# MEMO

## Parks, Recreation, and Forestry Department

To: Finance Committee

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

Date: 12/10/2024

Subject: Acceptance of Earl and Eugenia Quirk Foundation Grant

### Background

In early May, the Earl and Eugenia Quirk Foundation extended an opportunity to the Parks, Recreation, and Forestry Department to apply for a grant in the 2024 season for 2025 use. As we continue to improve our waterways and uses, we applied for a grant in the amount of \$4,500.00 for a kayak rental program at the Bentzin Family Town Square.

### Budget Goal

#4. Promotes and fosters innovative approaches for community development and growth

### Financial Impact

No Financial Impact

### Recommendation

We are asking the Finance Committee to accept this grant in order to place a kayak rental system at the Bentzin Family Town Square.

### 2024 Operational Goals

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