



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, DECEMBER 19, 2022 AT 4:30 PM

514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Park and Rec Commission meeting minutes from November 21, 2022

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approval of the September 2022 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 approve: Resident/Non-Resident admission fees for Aquatic Center

B. Review and approve: new Facility/Room Rental Fees

6. DIRECTOR'S REPORT

A. Park status and project updates: Aquatic Center updates

B. Park status and project updates: Washington Park fence update

C. Park status and project updates: Riverside restroom bids

D. Senior and Community Center updates

E. Update on Programming: recreation programming

F. Update on Programming: senior and enrichment programming

G. Update on Programming: aquatics

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@CityofWatertown.org, 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

MINUTES

Monday, November 21, 2022

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met virtually and in person on November 21, 2022. The meeting was called to order by Brian Konz. Members present were: Brian Konz, Jennifer Clayton, Brad Clark, Emily Lessner, Julie Chapman, Ald. William Licht, and Kyle Krueger. Also present were: Kristine Butteris, Jeff Doyle, and Andrea Draeger.

2. Review and approval of October minutes

Brian Konz motioned to approve the October 17, 2022 Parks, Recreation & Forestry Commission meeting minutes as written. Jennifer Clayton seconded. Motion carried.

Ald. William Licht motioned to approve the October 18, 2022 Senior Center Advisory Board meeting minutes as written. Emily Lessner seconded. Motion carried.

3. Review and Approval of the July and August Financial Reports

Brian Konz motioned to approve the July and August financial reports as written. Ald. William Licht seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

a. Review and approve advertising and hiring of Programming Event Coordinator for the Bentzin Family Town Square

Kristine Butteris discussed the proposed memo and job description. Half the position will be focused on event planning and the other half on recreation programming. This position is to be approved by Common Council on November 29, 2022 and advertised in December. Brian Konz motioned to approve the position as stated for advertising. Jennifer Clayton seconded. Motion carried.

b. Review and approve down payment for slide repair

Kristine Butteris discussed a resolution for the requested down payment for slide repair work to be done in the spring (\$48,000), with the total cost of \$137,000, down from the original quote of \$225,000. Julie Chapman motioned to approve the invoice for the slide repair down payment. Ald. William Licht seconded. Motion carried.

c. Review and approve purchase of parks truck

Jeff Doyle reviewed the amount of \$38,000 budgeted for a new truck with a plow and salter. Will have to transfer \$4,000 from the Park Equipment Repair budget in order to purchase. Brian Konz motioned to approve the purchase of the truck. Emily Lessner seconded. Motion carried.

d. Discuss Resident/NR admission fees for Aquatic Center

More information is required for this discussion. Brian Konz motioned to table this item until the December meeting. Ald. William Licht seconded. Motion carried.

e. Review and approve new PT-Seasonal wages

Kristine Butteris presented a table with current wages and updates for 2023. All wages will start at a minimum of \$10/hr and all instructors at \$20/hr. This moves the average for part-time seasonal wages from \$14.52 to \$15.17, not including the Aquatic Center. We believe we should be able to hire all needed employees for 2023 within the proposed budget. Ald. William Licht motioned to update the part-time seasonal wages for 2023. Brian Konz seconded. Motion carried.

f. Review and approve new Facility Rental Fees

More information is required for this discussion. Brian Konz motioned to table this item until the December meeting. Ald. William Licht seconded. Motion carried.

g. Discuss and approve alcohol policy for Senior & Community Center

Kristine Butteris and Andrea Draeger discussed the current policy held by the Senior and Community Center, which does not allow alcohol in the building. There are no ordinances prohibiting alcohol in the building, so it is being proposed to change the Senior and Community Center policy to include the permittance of alcohol in the building, with stipulations such as no glass containers, and following all legal requirements. Brian Konz motioned to approve taking action to change the policy to include the permittance of alcohol. Julie Chapman seconded. Motion carried.

6. Director's Report

Senior/Community Center has set a few workdays at the office to allow for focus on programming.

a. Parks status and project updates

i. Riverside restroom and stone walls updates

Riverside Restrooms - A change order for work at the Riverside restrooms was shown.

Stone Walls were discussed but more information will be provided after the finance meeting.

ii. Aquatic Center Updates – made candidate selection and pool pass prices

Ali Nicholson was selected as Aquatic & Recreation Manager and will be approved for hire at the finance committee meeting tonight. Pool pass prices was tabled and will be discussed at the December meeting.

iii. Washington Park fence update

An update will be available at the December meeting

b. Senior and Community Center building updates

i. Window repair – a rock was thrown through a window in the snack shop. The vandal has been caught and we are seeking restitution, though the window will be fixed soon.

ii. Basement flooring repair – We reached out to various companies after the September rain event. One found a seam with leaking and wants to start with filling. All agree we will need at least one more sump pump which will likely be in the 2024 budget.

c. Budget Meeting Updates

The City Budget will be finalized at the November 29, 2022 Common Council meeting.

d. Update on Programming:

i. Recreation

Winter and spring programming will be released on December 5, 2022, including plans for soccer clinics, archery, intermural basketball, skating and snowshoe rentals, etc. All dance and fitness classes are continuing as well as a babysitting course which was full due to increased social media advertising and paid ads. Youth soccer and football have wrapped up and wrestling, little dunker's basketball, adult volleyball, and men's basketball have begun.

ii. Senior & Enrichment Programming

Senior Center Veteran's Day event is planned for November 10, 2022 and Holiday Party for December 15, 2022. All regular Senior Center programming continues. Many enrichment activities are being planned for Thanksgiving break including family bingo, gingerbread day, stuffing and cranberry taste testing, go for a ride day, and red mitten day, all open to families and seniors. There is potential for activities like this for winter break as well, with another family bingo event already planned.

The 2nd Annual Tree Lighting Ceremony was held last Thursday and was a great success. About 30 ornaments were purchased for the tree, hot chocolate and cookies were donated by local businesses, and the WHS carolers were present. The Holiday Train will be coming through on December 9 with additional activities and concessions planned by our department.

iii. Aquatics Update

No update at this time.

e. Review of issues and concerns of commissioners

There were none.

7. Adjournment – Next meeting date: December 19, 2022

Brian Konz motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.

Watertown Parks and Recreation Department
Financial Report
End of Month September 2022

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
Park				
01-554110	Salaries	\$ 304,578.62	\$ 398,286.00	\$ 93,707.38
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00
01-554114	Overtime	7,554.45	18,000.00	\$ 10,445.55
01-554116	Part-time Salaries	23,435.75	30,000.00	\$ 6,564.25
01-554118	Supplies & Expenses	34,882.20	31,000.00	\$ (3,882.20)
01-554120	Repairs	13,402.21	20,000.00	\$ 6,597.79
01-554126	Goose Control	-	-	\$ -
01-554128	Fuel	208.48	400.00	\$ 191.52
01-554130	Electric	20,504.51	32,000.00	\$ 11,495.49
01-554131	Water	25,355.91	42,000.00	\$ 16,644.09
01-554133	Wisconsin Retirement	20,491.39	27,195.00	\$ 6,703.61
01-554134	Social Security	20,098.81	27,800.00	\$ 7,701.19
01-554135	Medicare	4,700.61	6,502.00	\$ 1,801.39
01-554136	Health Insurance	81,897.48	109,197.00	\$ 27,299.52
01-554137	Life Insurance	1,032.21	1,392.00	\$ 359.79
01-554138	Dental Insurance	5,236.92	6,982.00	\$ 1,745.08
01-554140	Gasoline	33,354.26	26,000.00	\$ (7,354.26)
01-554141	Fertilizers & Herbicides	5,414.18	12,500.00	\$ 7,085.82
01-554142	Equipment Repairs	16,177.60	25,000.00	\$ 8,822.40
01-554144	Washington Park Lights	4,243.70	4,000.00	\$ (243.70)
01-554148	Water Bubblers	1,536.71	1,000.00	\$ (536.71)
01-554150	Staff Training	-	100.00	\$ 100.00
01-554159	Safety Equipment	4,146.83	4,500.00	\$ 353.17
01-554160	Capital Outlay	15,367.23	32,500.00	\$ 17,132.77
Total Park		\$ 643,620.06	\$ 858,460.00	\$ 214,839.94
05-554170	Capital Projects	\$ 47,595.00	\$ 797,809.00	\$ 750,214.00
Park Garage				
01-554220	Repairs & Supplies	\$ 2,501.14	\$ 5,000.00	\$ 2,498.86
01-554228	Fuel	5,059.37	3,000.00	(2,059.37)
01-554230	Electric	2,871.84	4,500.00	1,628.16
01-554231	Water	5,143.49	6,300.00	1,156.51
01-554232	Telephone	711.80	1,000.00	288.20
01-554260	Capital Outlay	-	-	-
Total Park Garage		\$ 16,287.64	\$ 19,800.00	\$ 3,512.36
Forestry				
01-561110	Salaries	\$ 84,439.65	\$ 110,560.00	\$ 26,120.35
01-561112	Longevity	-	527.00	527.00
01-561118	Supplies & Expense	1,666.69	3,866.00	\$ 2,199.31
01-561119	UF Grant Exp: Tree/Ash Inje	28,752.18	25,000.00	(3,752.18)
01-561120	Repairs	129.45	4,000.00	3,870.55

01-561124	Cont. Education Forester Cert	777.12	1,200.00	422.88
01-561126	Annual Bucket Truck Inspection	3,173.16	4,000.00	826.84
01-561133	Wisconsin Retirement	5,488.57	7,221.00	1,732.43
01-561134	Social Security	4,781.76	6,887.00	2,105.24
01-561135	Medicare	1,118.21	1,611.00	\$ 492.79
01-561136	Health Insurance	27,299.16	36,399.00	9,099.84
01-561137	Life Insurance	315.51	419.00	103.49
01-561138	Dental Insurance	1,656.00	2,208.00	552.00
01-561160	Capital Outlay	1,449.35	1,500.00	50.65
Total Forestry		\$ 161,046.81	\$ 205,398.00	\$ 44,351.19
05-561170	Capital Projects	-	-	\$ -

Watertown Parks and Recreation Department				
Financial Report				
End of Month September 2022				
Revenue Account #	Description	Year to Date Revenue		Budgeted Amount
				Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 68,031.11	\$ 80,000.00	\$ 11,968.89
01-446211	Rec Dept Taxable Revenue	40,853.53	\$ 40,000.00	\$ (853.53)
01-446212	Rec Concession Revenue	-	1,000.00	\$ 1,000.00
01-446220	Net Ticket Sales	-	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	117,242.64	140,000.00	\$ 22,757.36
01-446232	Indoor Pool Non Taxable Revenue	15,760.87	25,000.00	\$ 9,239.13
01-446233	Indoor Pool Taxable Revenue	9,529.38	10,000.00	\$ 470.62
01-446234	Senior Center Revenue	114.52	300.00	\$ 185.48
01-446235	Senior Center Memberships	1,911.89	3,000.00	\$ 1,088.11
01-446236	Senior Center Rental Fees	11,923.04	10,000.00	\$ (1,923.04)
01-446264	Park Rental	29,206.56	30,000.00	\$ 793.44
01-446266	Misc Park Revenue	14,209.02	25,000.00	\$ 10,790.98
Grand Total Revenue		\$ 308,782.56	\$ 364,700.00	\$ 55,917.44
Expense Account #	Description	Year to Date Expenses		Budgeted Amount
				Balance
Administration				
01-552010	Salaries	\$ 114,716.92	\$ 144,594.00	\$ 29,877.08
01-552017	Annual Recreation Software Fees	-	5,300.00	5,300.00
01-552018	Supplies & Expenses	3,690.84	5,000.00	1,309.16
01-552022	Dues, fees, subs	415.52	1,120.00	704.48
01-552024	Travel	494.18	1,000.00	505.82
01-552032	Telephone	1,851.58	3,150.00	1,298.42
01-552033	Wisconsin Retirement	6,530.37	9,399.00	2,868.63
01-552034	Social Security	6,617.43	8,965.00	2,347.57
01-552035	Medicare	1,547.60	2,097.00	549.40
01-552036	Health Insurance	24,265.92	36,399.00	12,133.08
01-552037	Life Insurance	123.08	184.00	60.92
01-552038	Dental Insurance	1,564.00	2,208.00	644.00
01-552042	Mileage	757.48	650.00	(107.48)
01-552060	Capital Outlay	-	-	-
Total Administration		\$ 162,574.92	\$ 220,066.00	\$ 57,491.08
Recreation				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	44,930.43	55,000.00	10,069.57
01-552117	Contract Sports Services	14,022.80	18,000.00	3,977.20
01-552118	Supplies & Expenses	22,541.39	30,000.00	7,458.61
01-552134	Social Security	2,785.76	3,410.00	624.24
01-552135	Medicare	651.68	798.00	146.32
01-552160	Capital Outlay	-	5,000.00	5,000.00
Total Recreation		\$ 84,932.06	\$ 112,208.00	\$ 27,275.94
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ 1,721.09	\$ -	\$ (1,721.09)
01-552216	Part-time Salaries	80,489.48	104,634.00	24,144.52
01-552217	Svc Contracts/Licenses	3,356.00	3,500.00	144.00
01-552218	Supplies & Expenses	2,775.51	4,500.00	1,724.49
01-552220	Repairs	21,514.20	18,000.00	(3,514.20)
01-552228	Fuel	9,546.74	5,500.00	(4,046.74)
01-552230	Electric	11,355.43	16,500.00	5,144.57
01-552231	Water	10,954.14	17,500.00	6,545.86
01-552232	Telephone	516.60	300.00	(216.60)
01-552234	Social Security	6,487.00	6,487.00	-
01-552235	Medicare	127.14	1,517.00	1,389.86
01-552240	Chemicals	30,674.92	31,000.00	325.08
01-552244	Uniforms	(3,969.92)	2,200.00	6,169.92
01-552246	Concessions Supplies	24,210.30	25,000.00	789.70
Total Aquatic Center		\$ 199,758.63	\$ 236,638.00	\$ 5,089.07
05-552270	Capital Projects	17,887.50	20,000.00	2,112.50

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ 1,128.85	\$ 500.00	\$ (628.85)
01-552316	Part-time Salaries	26,558.04	60,000.00	33,441.96
01-552317	WUSD Maintenance Staff	17,587.17	60,000.00	42,412.83
01-552318	Supplies & Expenses	5,172.59	12,000.00	6,827.41
01-552320	Repairs	405.00	2,500.00	2,095.00
01-552328	Fuel	5,479.34	7,500.00	2,020.66
01-552330	Electric	8,616.77	15,500.00	6,883.23
01-552331	Water	2,713.32	5,500.00	2,786.68
01-552332	Telephone	-	350.00	350.00
01-552334	Social Security	1,716.70	3,751.00	2,034.30
01-552335	Medicare	401.57	877.00	475.43
Total Indoor Pool		\$ 69,779.35	\$ 168,478.00	\$ 98,698.65
Senior Center				
01-552410	Salaries	\$ 110,148.86	\$ 144,051.00	\$ 33,902.14
01-552412	Longevity	-	-	-
01-552414	Overtime	265.22	400.00	134.78
01-552416	Part-time Salaries	7,655.01	10,200.00	2,544.99
01-552417	Contract Services	5,238.36	8,700.00	3,461.64
01-552418	Supplies & Expenses	1,302.50	3,000.00	1,697.50
01-552420	Repairs	3,167.88	5,000.00	1,832.12
01-552422	Dues, fees, subs	190.00	425.00	235.00
01-552426	Maintenance Supplies	3,166.99	3,600.00	433.01
01-552428	Fuel	4,548.97	5,000.00	451.03
01-552430	Electric	10,109.73	17,500.00	7,390.27
01-552431	Water	1,251.04	1,650.00	398.96
01-552433	Wisconsin Retirement	7,176.95	9,389.00	2,212.05
01-552434	Social Security	6,920.53	9,588.00	2,667.47
01-552435	Medicare	1,618.56	2,242.00	623.44
01-552436	Health Insurance	25,891.20	35,086.00	9,194.80
01-552437	Life Insurance	230.67	311.00	80.33
01-552438	Dental Insurance	1,457.64	1,944.00	486.36
01-552460	Capital Outlay	6,500.00	6,500.00	-
Total Senior Center		\$ 196,840.11	\$ 264,586.00	\$ 67,745.89
Total Parks & Rec Budget		\$ 713,885.07	\$ 1,001,976.00	\$ 288,090.93
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
01-581107	Senior Center Fundraising	\$ 524.29	\$ 25,220.92	\$ 24,696.63
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
01-581121	BQ Baseball	\$ -	\$ -	\$ -
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ 22,374.20	\$ 22,374.20	\$ -
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ -	\$ 12,629.71	\$ 12,629.71
05-581110	Forestry Donation	\$ (1,788.11)	\$ 91,805.02	\$ 93,593.13
05-581118	Heron View Park (micro park)	\$ 312.00	\$ 6,759.05	\$ 6,447.05
05-581120	Park Expansion & Improvements	\$ 4,438.14	\$ 57,853.71	\$ 53,415.57
07-581113	Park Dedication Fees (land purchase)	\$ 925.00	\$ 95,428.32	\$ 94,503.32
07-581115	Park Improvements	\$ 1,139.33	\$ 61,759.72	\$ 60,620.39

Section 3, Item A.