



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

**MONDAY, JULY 17, 2023 AT 4:30 PM**

**514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL**

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

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

- A. Review and approve minutes from the Parks, Recreation, and Forestry meeting on June 19, 2023

### **3. REVIEW AND APPROVAL OF 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: 2024 facility use policies
- B. Review and approve: 2024 fee schedule
- C. Review and approve: increased seasonal wages
- D. Review and approve: 2023-2025 Concession Contracts
- E. Review and approve: donation plaque for the Riverside Park wall
- F. Review and discuss: partnership with Town of Ixonia – Soccer
- G. Review and discuss: resident/non-resident for ages 4-17

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

- A. Project updates: Parks Updates - Riverside Restrooms
- B. Project Updates: Parks Updates - Riverside Park Wall
- C. Project Updates: Park Updates - Reflection Park
- D. Project Updates: Park Updates - All-Inclusive Park
- E. Project Updates: Senior & Community Center parking lot/original entrance
- F. Update on Programming - Recreation
- G. Update on Programming - Town Square
- H. Update on Programming - Senior & Enrichment
- I. 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@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

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

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, June 19, 2023

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on June 19, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, and Emily Lessner. Not present were: Kyle Krueger, Brad Clark, and Jennifer Clayton. Also present were: Kristine Butteris, Andrea Draeger, Jacie Schmidt, and Stephanie Juhl.

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

Emily Lessner motioned to approve the May 15, 2023 Parks, Recreation & Forestry Commission meeting minutes as written. Julie Chapman seconded. Motion carried.

Ald. Jonathan Lampe motioned to approve the February 21, 2023 Senior Center Advisory Board meeting minutes as written. Julie Chapman seconded. Motion carried.

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

There were none at this time.

#### 4. Citizens to be heard

There were none.

#### 5. Business

##### a. Review and prioritize remaining sections of Riverside Park Wall and Bridges

Discussion occurred to prioritize the Riverside park wall and bridges. Section 9 may be completed if there is additional funding. Julie Chapman motioned to approve prioritizing the park wall and bridges in the order they were presented. Emily Lessner seconded. Motion carried.

#### 6. Director's Report:

##### a. Project updates:

##### i. Aquatic Center updates

There continues to be a lifeguard shortage. The concrete work from last year is heaving again and the department has been in contact with the contractor to fix it. The fiberglass on the slide is being repaired again, though the issue is solely cosmetic. Seasonal wage changes will be considered later this summer.

##### ii. Parks Updates –

a. **Town Square** – Stephanie Juhl gave an update on the grand opening, which occurred on May 20. The weather and attendance was good and the vendors were pleased. More electrical is needed and restrooms are still an issue.

b. **Riverside Restrooms update** – The restrooms are being scaled back to 8 stalls on each side. A revised draft should be available by the end of the month.

##### iii. Recreation Updates – none at this time

iv. **Senior & Community Center Updates** – the parking lot construction began last week and is scheduled to be completed in 4-6 weeks. The original entrance will also be replaced this summer.

**v. Forestry Updates**

Tree planting is almost complete for the year.

Section 2, Item A.

**b. Update on programming:**

**i. Recreation programming**

Day Camp officially began last week and reached capacity at 48 children. Kart Park also began last week and family fun nights are also planned. Fall programming will be planned and advertised soon.

**ii. Town Square Programming**

The summer concert series will be begin this week with concerts on Thursday and Saturday. The community choice event is still TBD. The commission for the Town Square will begin on July 17, though programming will continue in the meantime.

**iii. Senior and enrichment programming**

Andrea reviewed the volunteer recognition event and annual meeting, which was held on May 16. The senior citizen day event will be held on August 21. Summer enrichment is limited as increased responsibilities around park events, tournaments, and additional payroll begin.

**iv. Aquatics update**

New water fitness classes are coming up along with the potential for additional.

**7. Adjournment – Next meeting date July 17, 2023**

Ald. Jonathan Lampe, motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.