



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, MARCH 18, 2024 AT 4:30 PM

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

In Person or Virtually at: <https://meet.goto.com/WatertownParkRec>

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- [A.](#) Review and approve minutes from the February 19, 2024 Parks, Recreation, and Forestry meeting.
- [B.](#) Review and approve minutes from the March 11, 2024 Parks, Recreation, and Forestry meeting
- [C.](#) Review and approve minutes from the February 20, 2024 Senior Center Advisory Board meeting

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

- [A.](#) Review and approve financial reports: final 2023 year end

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 potentially approve: fee reductions for TOPS room rental
- B. Review and potentially approve: fee reductions for Thunder girls fastpitch field rentals
- C. Review and potentially approve: fee reductions for Thursday night market farmers
- [D.](#) Review and approve: draft park policies for tent and driving/parking permits
- E. Review and potentially approve: increasing the wage for Building Supervisor/Attendant
- F. Review and discuss: smoking in parks policy
- G. Review and approve: park memorial bench for Bill Buchholtz and Colin Strebe
- H. Review and potentially approve: bollards for Bentzin Family Town Square

6. DIRECTOR'S REPORT

- A. Project Updates: Park Updates - Riverside Restrooms
- B. Project Updates: Park Updates - Aquatic Filtration System
- C. Project Updates: Senior & Community Center - Retaining Wall, Security, Old Entrance
- D. Update on Programming: Recreation
- E. Update on Programming: Town Square
- F. Update on Programming: Senior & Enrichment
- 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@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, February 19, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on February 19, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Kyle Krueger and Jennifer Clayton. Not present was: Emily Lessner. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ian Pilak, and Stephanie Juhl.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the January 15, 2024 Parks Recreation and Forestry minutes as written. Kyle Krueger seconded. Motion carried.

Kyle Krueger motioned to approve the December 19, 2023 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Jennifer Clayton motioned to approve the preliminary 2023 year end financial reports. Kyle Krueger seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

A. Review and approve: Ord to Amend Section 410-569A) Smoking in Prohibited Places 11-14-23 Edits from BOH.

The Board of Health crafted this ordinance and asked the Park, Recreation, and Forestry Department to determine locations and approve. Discussion occurred regarding issues with enforcement and feasibility. Discussion also occurred regarding which body should approve, with the Board of Health being more favorable. Brian Konz proposed confirming the correct locations with the health department and determining how the signs for such would be financed. More information should be presented at the next meeting. Julie Chapman motioned to table until March. Kyle Krueger seconded. Motion carried.

B. Review and approve: updated resolution for World Migratory Bird Day.

An updated resolution from 2018 is required to maintain Bird City status. Jennifer Clayton motioned approve the updated resolution. Kyle Krueger seconded. Motion carried.

C. Review and approve: Riverfest tent and driving permits

Riverfest would like to set up 12 large tents. There is not currently a written policy for tents and the current driving/parkin permit does not accommodate for large events and multiple vehicles in a park. It was asked that department staff create a policy for a tent permit and update the driving/parking permit. Kyle Krueger motioned to approve the creation of these permits. Jennifer Clayton seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. **Parks Updates – Riverside Restrooms**

The bids have been submitted.

i. **Senior & Community Center Updates**

The terrace wall is out for bid. Offices will need to be shifted outside of the current office area to accommodate more staff, thus shifting around programming space and current room rentals and associated agreements.

B. Update on programming:

i. **Recreation programming**

This item was skipped.

ii. **Town Square Programming**

Common Council tabled the resolution regarding city employees as bartenders indefinitely, which has put the square in a difficult position for generating revenue. The St. Patrick's Day event will occur on the 17th in partnership with the library.

iii. **Senior and enrichment programming**

The soup sale raised \$450. Educational seminars are coming up as well as new social groups: Wellness Wednesdays and Breakfast Bunch. We are working on updating our policies and rules of conduct as well as creating a new member welcome folder. We are working with the media manager to update our materials and newsletter.

Spring Break is coming up with various school-aged recreation activities. Snowball shenanigans was well received.

iv. **Aquatics programming**

New aquatic staffing values were presented. Winter swim lessons are ending this month.

7. Adjournment – Next meeting date March 18, 2024

Jennifer Clayton motioned to adjourn the meeting. Kyle Krueger seconded. Motion carried.

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, March 11, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person and online on March 11, 2024. The meeting was called to order by Brian Konz. Members present were: Kyle Krueger, Brian Konz, Julie Chapman, Brad Clark. Not present was: Ald. Jonathan Lampe, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Andrea Draeger, and Jeff Doyle.

2. Business

A. Review and take possible action: bid for aquatic center filtration system.

Two bids were presented for Badger and Carrico Aquatics and the department would like to accept the Carrico Aquatics bid due to it being under budget and we have a current working relationship with the company. The filtration system will change to a sand system with is more user friendly and healthier. Kyle Krueger motioned to approve the Carrico Aquatic filtration system bid. Brad Clark seconded. Motion carried.

3. Adjournment – Next meeting date March 18, 2024

Kyle Krueger motioned to adjourn the meeting. Brad Clark seconded. Motion carried.

**Watertown Senior Center
Advisory Board Minutes
February 20, 2024**

1. Call to Order

The Senior Center Advisory Board met in person on February 20, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Justin Munzel, Beth Beckett, Betty Jimenez, Kerry Kneser, and Cathie Wallen. Not present was Kimberly Henze, Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve the December Minutes

Kerry Kneser motioned to approve the minutes from December 19, 2023. Betty Jimenez seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Beth Beckett motioned to approve the preliminary 2023 year end financial reports. Cathie Wallen seconded. Motion carried.

4. Citizens to be Heard

None.

5. Business

a. Review and discuss: Senior Center Advisory Board By-Laws

Potential changes to section 10 and 13D were discussed. The board would like to be able to select the section they wish to chair after elections each year.

Additional revisions are due to the director by March 15, 2024 to discuss at the April board meeting.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

A raffle license is still being explored as well as upcoming grants. The soup fundraiser occurred on January 18, 2024 and raised \$450. Bake sales will likely occur at the April, August, and November elections. It was suggested to make sure thank you letters are sent to bingo and other sponsors and to acknowledge them at the annual meeting in May, invite to senior citizen day, add to newsletter, etc.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet is being developed and will be available soon. Renewals and new memberships are growing.

c. Update Community Services Committee on Projects/Efforts

AARP tax appointments have started. Andrea followed up on barrel donations for assisted living locations with lists of potential items. A volunteer is needed to go through books.

d. Update Program Committee on Program Attendance & New Programs

Breakfast Bunch as seen new folks turning into new members. Wellness Wednesdays are going well.

7. Director's Report

a. Updates

The Senior Care Fair is set for May 1 and will need assistance with managing vendors and donors. The volunteer awards event is set for May 21 with ideas needed for entertainment and catering options. The hall furniture has arrived and been put together. The next board election is coming up in April, please let us know your intentions for running.

8. Adjournment

Next meeting is scheduled for Tuesday, April 16, 2024 at 9:00 am. Kerry Kneser motioned to adjourn. Beth Beckett seconded. Motion carried.

Watertown Parks and Recreation Department				
Financial Report				
FINAL 2023 Year End				
Revenue Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 79,132.74	\$ 80,000.00	\$ 867.26
01-446211	Rec Dept Taxable Revenue	46,697.50	40,000.00	\$ (6,697.50)
01-446212	Rec Concession Revenue	1,796.25	1,000.00	\$ (796.25)
01-446220	Net Ticket Sales	-	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	118,138.21	140,000.00	\$ 21,861.79
01-446232	Indoor Pool Non Taxable Revenue	34,261.86	25,000.00	\$ (9,261.86)
01-446233	Indoor Pool Taxable Revenue	10,246.95	10,000.00	\$ (246.95)
01-446234	Senior Center Revenue	251.66	400.00	\$ 148.34
01-446235	Senior Center Memberships	5,546.29	3,500.00	\$ (2,046.29)
01-446236	Senior Center Rental Fees	17,801.02	12,000.00	\$ (5,801.02)
01-446264	Park Rental	32,061.01	30,000.00	\$ (2,061.01)
01-446266	Misc Park Revenue	6,911.23	25,000.00	\$ 18,088.77
Grand Total Revenue		\$ 352,844.72	\$ 367,300.00	\$ 14,455.28
Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 316,927.85	\$ 347,750.00	\$ 30,822.15
01-552014	Overtime	751.11	800.00	(41.61)
01-552016	Part-time Salaries	11,167.44	12,200.00	1,032.56
01-552017	Contract Services	16,965.57	15,300.00	(1,665.57)
01-552018	Supplies & Expenses	10,412.68	11,000.00	587.32
01-552019	Advertisement	1,877.73	2,000.00	122.27
01-552020	Repairs	5,014.68	5,000.00	(14.68)
01-552022	Dues, fees, subs	1,617.13	1,445.00	(172.13)
01-552024	Travel	1,980.26	2,500.00	519.74
01-552028	Fuel	4,948.63	5,000.00	51.37
01-552030	Electric	18,531.81	20,000.00	1,468.19
01-552031	Water	1,744.88	2,000.00	255.12
01-552032	Telephone	3,655.80	4,250.00	594.20
01-552033	Wisconsin Retirement	22,718.77	23,674.00	955.23
01-552034	Social Security	21,007.48	22,342.00	1,334.52
01-552035	Medicare	4,912.92	5,225.00	312.08
01-552036	Health Insurance	82,315.28	90,424.00	8,108.72
01-552037	Life Insurance	558.03	540.00	(18.03)
01-552038	Dental Insurance	4,653.80	4,980.00	326.20
01-552042	Mileage	676.25	800.00	123.75
01-552060	Capital Outlay	23,315.58	24,700.00	1,384.42
Total Administration		\$ 555,753.68	\$ 601,930.00	\$ 46,085.82
Recreation				
01-552114	Rec Overtime	\$ 534.75	\$ 600.00	\$ 65.25
01-552116	Part-time Salaries	76,120.94	77,525.00	1,404.06
01-552117	Contract Sports Services	22,443.00	18,200.00	(4,243.00)
01-552118	Supplies & Expenses	32,443.17	31,000.00	(1,443.17)
	Wisconsin Retirement	314.84	400.00	85.16
01-552134	Social Security	4,742.17	4,861.00	118.83
01-552135	Medicare	1,109.22	1,110.00	0.78
01-552160	Capital Outlay	-	6,500.00	6,500.00
Total Recreation		\$ 137,708.09	\$ 140,196.00	\$ 2,487.91
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ 556.45	\$ 600.00	\$ 43.55
01-552216	Part-time Salaries	87,916.49	88,203.50	287.01
01-552217	Svc Contracts/Licenses	4,385.00	4,500.00	115.00
01-552218	Supplies & Expenses	5,282.20	5,500.00	217.80
01-552220	Repairs	10,848.46	13,000.00	2,151.54
01-552228	Fuel	5,413.31	5,850.00	436.69
01-552230	Electric	17,459.82	16,500.00	(959.82)
01-552231	Water	14,733.94	16,000.00	1,266.06
01-552232	Telephone	653.76	650.00	(3.76)

Section 3, Item A.

Expense		Year to Date	Budgeted		Section 3, Item A.
Account #	Description	Expenses	Amount	Balance	
01-552234	Social Security	5,486.02	6,585.00	1,098.98	
01-552235	Medicare	1,283.04	1,540.00	256.96	
01-552240	Chemicals	23,047.38	26,000.00	2,952.62	
01-552244	Uniforms	2,197.50	2,200.00	2.50	
01-552246	Concessions Supplies	27,546.24	27,600.00	53.76	
01-552260	Capital Outlay	8,504.39	21,700.00	13,195.61	
Total Aquatic Center		\$ 206,809.61	\$ 214,728.50	\$ 21,114.50	
05-552270	Capital Projects	144,159.50	137,600.00	(6,559.50)	

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ 532.61	\$ 500.00	\$ (32.61)
01-552316	Part-time Salaries	37,178.29	40,900.00	3,721.71
01-552317	WUSD Maintenance Staff	-	-	-
01-552318	Supplies & Expenses	10,325.53	10,000.00	(325.53)
01-552320	Repairs	495.00	-	(495.00)
01-552328	Fuel	-	-	-
01-552330	Electric	-	-	-
01-552331	Water	-	-	-
01-552332	Telephone	-	-	-
01-552334	Social Security	2,338.20	2,807.00	468.80
01-552335	Medicare	546.77	640.00	93.23
Total Indoor Pool		\$ 51,416.40	\$ 54,847.00	\$ 3,430.60
	Total Parks & Rec Budget	\$ 951,687.78	\$ 1,011,701.50	\$ 60,013.72
Reserve Accounts				
		YTD Expenses/Revenue	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (1,207.08)	\$ 25,220.92	\$ 26,428.00
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
05-552070	Quarry Study	\$ 80,000.00	\$ 80,000.00	\$ -
05-552470	Sr Ctr Retaining Wall	\$ 75,000.00	\$ 75,000.00	\$ -
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ (48,887.29)	\$ 12,629.71	\$ 61,517.00
05-581118	Heron View Park (micro park)	\$ 312.05	\$ 6,759.05	\$ 6,447.00
05-581120	Park Expansion & Improvements	\$ 17,414.52	\$ 32,937.52	\$ 15,523.00
07-581113	Park Dedication Fees (land purchase)	\$ (28,515.31)	\$ 65,987.69	\$ 94,503.00
07-581115	Park Improvements	\$ (34,258.28)	\$ 14,337.72	\$ 48,596.00

Section 3, Item A.

Watertown Parks and Recreation Department
Financial Report
FINAL 2023 Year End

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
Park				
01-554110	Salaries	\$ 433,417.08	\$ 454,044.00	\$ 20,626.92
01-554112	Longevity	2,106.00	\$ 2,108.00	\$ 2.00
01-554114	Overtime	13,871.48	15,000.00	\$ 1,128.52
01-554116	Part-time Salaries	27,470.75	30,000.00	\$ 2,529.25
01-554118	Supplies & Expenses	39,698.14	41,000.00	\$ 1,301.86
01-554120	Repairs	22,005.84	19,500.00	\$ (2,505.84)
01-554126	Goose Control	-	-	
01-554128	Fuel	5,362.55	5,100.00	\$ (262.55)
01-554130	Electric	40,574.80	36,900.00	\$ (3,674.80)
01-554131	Water	45,636.36	49,000.00	\$ 3,363.64
01-554132	Telephone	1,186.21	1,100.00	\$ (86.21)
01-554133	Wisconsin Retirement	30,590.61	32,242.00	\$ 1,651.39
01-554134	Social Security	28,238.30	31,257.00	\$ 3,018.70
01-554135	Medicare	6,604.19	7,310.00	\$ 705.81
01-554136	Health Insurance	119,910.44	135,369.00	\$ 15,458.56
01-554137	Life Insurance	1,548.02	1,518.00	\$ (30.02)
01-554138	Dental Insurance	7,628.92	8,086.00	\$ 457.08
01-554140	Gasoline	30,961.99	30,000.00	\$ (961.99)
01-554141	Fertilizers & Herbicides	5,458.22	9,500.00	\$ 4,041.78
01-554142	Equipment Repairs	30,615.77	31,500.00	\$ 884.23
01-554144	Washington Park Lights	3,685.51	4,000.00	\$ 314.49
01-554148	Water Bubblers	1,707.22	2,000.00	\$ 292.78
01-554150	Staff Training	42.70	750.00	\$ 707.30
01-554159	Safety Equipment	7,674.52	8,000.00	\$ 325.48
01-554160	Capital Outlay	13,095.98	17,550.00	\$ 4,454.02
Total Park		\$ 919,091.60	\$ 972,834.00	\$ 53,742.40
05-554170	Capital Projects	\$ 296,133.88	\$ 888,600.00	\$ 592,466.12
Forestry				
01-561110	Salaries	\$ 118,875.61	\$ 114,816.00	\$ (4,059.61)
01-561112	Longevity	538.20	527.00	(11.20)
01-561118	Supplies & Expense	3,504.51	3,866.00	\$ 361.49
01-561119	UF Grant Exp: Tree/Ash Inje	25,041.85	25,000.00	(41.85)
01-561120	Repairs	4,500.86	4,250.00	(250.86)
01-561124	Cont. Education Forester Cert	440.00	700.00	260.00
01-561126	Annual Bucket Truck Inspection	1,763.59	2,000.00	236.41
01-561133	Wisconsin Retirement	8,125.66	7,844.00	(281.66)
01-561134	Social Security	6,831.70	7,152.00	320.30
01-561135	Medicare	1,597.78	1,672.00	\$ 74.22
01-561136	Health Insurance	38,676.96	38,677.00	0.04
01-561137	Life Insurance	441.90	448.00	6.10
01-561138	Dental Insurance	2,208.00	2,208.00	-
01-561160	Capital Outlay	8,082.00	8,150.00	68.00
Total Forestry		\$ 220,628.62	\$ 217,310.00	\$ (3,318.62)
05-561170	Capital Projects	-	-	\$ -

PARK RESERVATION & MAINTENANCE POLICIES
Revised 11/20/23

PARK RESERVATIONS : Facilities are open from May 1 to October 15.

WHEN:	Requests for shelter reservations begin at 8 am on the first working day in January of each year on a first-come, first-served basis.
EARLY RESERVATIONS:	All early reservations, except for the Gazebo weddings, must be approved by the PR&F Commission. Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. No fees are required at this time, each group is to make an appointment with dept staff to formalize arrangements and determine appropriate fees. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.
FEES:	All reservations, other than large celebrations fees, should be paid at the time of making the reservations. Phone reservations must be paid within 5 business days, or we will not guarantee the reservation.
NON RESIDENT FEES:	Any person or organization located outside the city limits are considered non-residents and charged appropriately.
EXTRA EQUIP:	Extra picnic equipment is made available for a fee. See the Park Equipment Rental List in the park reservation book for availability.
DRIVING/PARKING:	No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe and responsible operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstruct activities occurring on park grounds. Only one permit is required for a public event in which multiple vehicles will be driven or parked on park grounds. The authorized person will be liable and responsible for all vehicles and associated damages for a public event. A copy of the permit will be retained by the Department. A copy will also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.
TENT/INFLATABLES:	Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall

Commented [AD1]: See the current Fee Schedule list for availability.

under this category. One-time \$25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

TO CANCEL: Cancellations are to be made at least 14 days prior to the rental date to receive a refund.

WEDDINGS:

WHERE: Wedding reservations are accepted for the Riverside Park Island Gazebo.

RESERVATIONS: Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid within 10 days of making the reservation or we will not guarantee the reservation.

SEATING: The department will provide one bench for every (3) people, these are 6 foot benches.

DECORATIONS: Decorations are permitted. It is the responsibility of the renting party to clean up the wedding area.

DANCE FLOOR USE: The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

BANDSHELL:

WEEKEND & HOLIDAY: Weekend and Holiday reservations, will only be accepted in combination with rental of the Lower Pavilion.

WEEKDAY: Weekday reservations may be made without reserving either the Upper or Lower Pavilion, if neither of these facilities has been rented.

APPROVAL: The Director or Assist. Director must approve all bandshell rentals.

PERMITS: An **Amplified Music Permit** must be completed for all outside amplified music in the parks. **No music after 10:00 pm.**

BALL DIA. RESERVATIONS:

SOFTBALL PRACTICE: Reservations will be accepted beginning on Monday of each week.

YTH BASEBALL Reservations can be made during the current week as well as one week in advance.

& SOFTBALL :

PICNIC RESERVE: People making shelter reservations, may also reserve a ball diamond

Commented [AD2]: The entire year or just 365 days in advance?

Commented [KB3R2]: 365 days in advance

Commented [AD4]: No longer included?

Commented [KB5R4]: Correct

Commented [AD6]: Any details needed on this? Disclaimer to charging for extra cleaning?

Commented [KB7R6]: No Confetti, yes disclaimer to extra fee if excessive cleaning is needed.

Commented [MS8R6]: Added to rules

Commented [AD9]: We aren't doing this, should we be?

Commented [KB10R9]: Yes, we should.

Commented [MS11R9]: Added to the form front/back

Commented [AD12]: Do we follow this?

Commented [KB13R12]: We do not. Do you think the office could handle this?

Commented [MS14R12]: We had the "designated" person from each club group enter their stuff in as there are so many practices/games and rescheduling that it was hard to keep up at times. Once we get in the programmer he/she could work on it or admin/intern, too.

for up to 2 hours. **Reservations for the Riverside Park softball diamonds will not be accepted until April 1.**

SOFTBALL, BASEBALL AND VOLLEYBALL TOURNAMENTS:

TOURNAMENTS: All reservations to be approved by the **Director or Assistant Director**

AQUATIC CENTER:

RESERVATIONS: Reservations may be made at the PR & F Dept office or at the Aquatic Center. The facility is available for rental from 7:00 to 10:00 pm throughout the week. Reservations must be made 2 weeks prior to the anticipated rental date. All requests are referred to the Aquatic Supervisor.

FEES: Fees are to be paid at the time of reservation. Phone reservations must return the reservation form with the necessary payment within 10 days.

TO CANCEL: Cancellations are to be made at least **7** days prior to the rental date to receive a refund.

INDOOR POOL:

RESERVATIONS: All reservations are to be made through the Aquatic and Recreation Supervisor.

PLAYGROUND MANAGEMENT:

OPENING/CLOSING: All playground equipment will be closed during the winter months when the resiliant surfacing has the potential to freeze and create a safety hazard. (Approximate closing date November 15th) Playgrounds will be opened and made ready for play shortly after the resiliant surfacing is no longer frozen. (Approximate opening date is April 1st).

Commented [AD15]: This doesn't apply anymore? They would have to rent separately, or rent the whole park?

Commented [KB16R15]: This can be removed. It would be a separate rental.

Commented [AD17]: With a signed facility use agreement.

Commented [AD18]: Update times, etc.

Commented [KB19R18]: Yes to times and also reservations can be made anytime but refund policies is the same for park rentals. If they decide not to come due to weather but we stay open, they do not get a refund. If we close due to weather, they can pick another available date. We should ask Ali if she wants to do rentals outside of regular hours. I don't think we should until we have the staff to do that but I would like her opinion.

Commented [AD20]: No?

Commented [KB21R20]: Correct

Commented [AD22]: 14?

Commented [KB23R22]: Correct

CITY OF WATERTOWN PARK, RECREATION AND FORESTRY DEPARTMENT

DRIVING/PARKING PERMIT



Section 5, Item D.

This Permit Authorizes _____
(Name of Responsible Person and Address)

to drive/park motor vehicle(s) on City Park Grounds at _____ Park
on _____, 20__ from _____ AM/PM to _____ AM/PM. The authorized vehicle description,
covered by this Permit is as follows: Year: _____, Make: _____, Model: _____,
Color: _____, License #: _____.

Only one permit is needed for public events in which multiple vehicles are operating or parked on Park Grounds, and no specific vehicle information is required to be submitted. As the Permit Holder, I accept full responsibility for the safe and responsible operation of the vehicle(s) while on Park Grounds. It is understood that the vehicle(s) will be accompanied by a walking escort at all times while driving on Park Grounds and, if necessary, I will take care to park my vehicle so that it does not obstruct activities on the Park Grounds. **Vehicles are not allowed to be driven or parked on any grassy area within the park system, except for authorized public events.**

Client Signature

Date

Dept Authorized Signature

Date

**THIS PERMIT IS TO BE PROMINENTLY DISPLAYED ON THE VEHICLE AT ALL TIMES IT IS
OPERATING OR PARKED ON PARK GROUNDS OTHER THAN PUBLIC STREETS OR PARKING
AREAS. A COPY WILL BE RETAINED BY THE DEPARTMENT WITH THE RENTAL APPLICATION.**

(Revised 2/22/2024)

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Client Signature Date

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(Revised 2/22/2024)