



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, AUGUST 21, 2023 AT 4:30 PM

514 S. FIRST STREET, FIRST FLOOR, CONLEY HALL

Monday, August 21, 2023 at 4:30 p.m.

514 S. First Street, Conley Hall

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

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<https://meet.goto.com/WatertownParkRec>

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- [A.](#) Review and approval of the Park, Recreation, and Forestry minutes from July 17, 2023
- [B.](#) Review and approval of the Senior Center Advisory Board meeting minutes from June 20, 2023

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

- A. Review and approval of the June 2023 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 discuss: River Launch Access – Yes! Watertown
- [B.](#) Review and possible approval: Luther Preparatory School field use and fees
- C. Review and discuss: General Facility Use Agreement with concession, parking, and banner contracts
- D. Review and discuss: Condition of Facility Use Agreement
- E. Review and discuss: 2024 Fee Schedule

6. DIRECTOR'S REPORT

- A. Project Updates: Parks - Riverside Stone Wall, Stream Restoration, All-Inclusive Park
- B. Project Updates: Parks - Reflection Park
- C. Project Updates: Senior & Community Center - Parking Lot, 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, July 17, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on July 17, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Kyle Krueger, Brad Clark, and Jennifer Clayton. Not present was: Emily Lessner. Also present were: Kristine Butteris, Andrea Draeger, Jacie Schmidt, Ali Nicholson, Jeff Doyle, Steven Chesebro, and Stephanie Juhl.

2. Review and approval of minutes:

Kyle Krueger motioned to approve the June 19, 2023 Parks, Recreation & Forestry Commission 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

A representative from American Legion Post 189 was present to express their appreciation of the department's support of the 4th of July events this year.

5. Business**a. Review and approve the 2024 facility use policies**

In a meeting earlier this year it was discussed to develop an agreement to ensure expectations and fees are clear for all facility use rentals. Efforts will be made to update and revise the facility use contract to present at the August meeting. Ald. Jonathan Lampe motioned to table the approval of the 2024 facility use policies. Kyle Krueger seconded. Motion carried.

b. Review and approve the 2024 fee schedule

Efforts will be made to update and revise the fee schedule to present at the August meeting. Julie Chapman motioned to table the approval of the 2024 fee schedule. Brad Clark seconded. Motion carried.

c. Review and approve the increased seasonal wages for 2024

Kristine presented an increase for aquatic seasonal wages as well as a few recreation positions of \$2.00/hour in order to remain competitive. She also proposed a \$1.00/hour increment increase each year worked with the city instead of the current \$0.25/hour. Kyle Krueger motioned to table the approval of the 2024 fee schedule. Brian Konz seconded. Motion carried.

d. Review and approve 2023-2025 concession contracts

Efforts will be made to update and revise the concession contracts to present at the August meeting. Julie Chapman motioned to table the approval of the 2023-2025 concession contracts. Brad Clark seconded. Motion carried.

e. Review and approve a donation plaque for the Riverside Park Wall

Kristine presented a proposal from the 1987-2022 Riverfest Committee which donated \$160,000 to assist with the wall project to install a plaque. Brad Clark motioned to approve the Riverside Park Wall plaque. Julie Chapman seconded. Motion carried.

f. **Review and discuss partnership with Town of Ixonia - Soccer**

Kristine presented a proposal from Town of Ixonia soccer program to form a partnership which could grow our program and assist a neighboring town who is unable to support a program on their own. Kyle Krueger motioned to approve the Town of Ixonia partnership. Ald. Jonathan Lampe, seconded. Motion carried.

g. **Review and discuss resident/non-resident fees for ages 4-17**

Kristine presented a proposal to eliminate youth non-resident fees in order to help make it more affordable for all. Kyle Krueger motioned to not approve eliminating non-resident fees for youth. Ald. Jonathan Lampe seconded. Motion not carried. Ald. Jonathan Lampe recommended only extending the elimination of non-resident fees for youth to the Town of Ixonia Soccer program as a pilot program. Julie Chapman amended the previous motion. Kyle Krueger seconded. Motion carried.

6. **Director's Report:**

A. **Project updates:**

i. **Parks Updates –**

- a. **Riverside Restrooms update** – The restrooms will be taken to bid in January 2024. Building, Safety, and Zoning Department will notify us if there are any changes before then.

- II. **Riverside Park Wall** – A memo was presented which states the Engineering Department has been working with the Watertown Area Community Foundation to assist with the remaining fund areas, and \$160,000 will be provided give the plaque is provided, among other conditions.

- III. **Reflection Park** – the park is completed except for benches, a pergola, and charging stations.

- IV. **All-Inclusive Park** – Mayor McFarland received a grant for renderings and will have a capital campaign for funding.

- V. **Senior & Community Center** – the parking lot and sidewalk concrete will be worked on this week with a completion date set for the end of July. The original entrance will be rebricked and contain one door.

B. **Update on programming:**

i. **Recreation programming**

Day Camp has been well attended and is going well. Softball and baseball is being organized by Joe Jurgella. Fall programming is being planned with registration already live for adult volleyball, soccer, flag football, and kickball.

ii. **Town Square Programming**

The first commission meeting was held today. The summer concert series is continuing and will end on August 26.

iii. **Senior and enrichment programming**

A building supervisor has been hired in order to maintain building security and cleanliness during after-business hour activities and private rentals. New advisory board members were selected in June. We are currently working on fall and winter enrichment programming.

iv. Aquatics programming

Section 2, Item A.

Summer programming is going well. Fall swim lesson sessions will be ~~live next week~~ for registration. We are looking at future lifeguard, instructor, and aqua fitness classes.

7. Adjournment – Next meeting date August 21, 2023

Jennifer Clayton motioned to adjourn the meeting. Brad Clark seconded. Motion carried.

**Watertown Senior Center
Advisory Board Minutes
June 20, 2023**

1. Call to Order

The Senior Center Advisory Board met in person on June 20, 2023, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Beth Beckett, Kathleen Gillingham, Betty Jimenez, Teddi Flahive, Cathie Wallen, and Kimberly Henze. Not present was Justin Munzel. Also present was Andrea Draeger and Kerry Kneser.

2. Review and Approve the April Minutes

Beth Beckett motioned to approve the minutes from the April 18, 2023. Kathleen Gillingham seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Beth Beckett motioned to approve the April 2023 financial report. Kathleen Gillingham seconded. Motion carried.

4. Citizens to be Heard

Kerry Kneser expressed his appreciation of having been part of the advisory board and looks forward to acting as a volunteer in the future.

5. Business

a. Review and possible action on half purchase of Conley Hall camera and installation

A new camera for the purpose of building security was proposed for half the amount at a cost of approximately \$675 to be paid from the fundraising account. Teddi Flahive motioned to approve the purchase of the camera. Betty Jimenez seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

Upcoming events include the annual rummage sale which will encompass the book sale this year. A general overview of fundraising activities was discussed, with more discussion to occur with the committee chairs in the near future.

b. Update Membership Committee on Current Memberships and Renewals

We have seen many new members at the center since the beginning of the year. A new member packet is being developed and will be available soon. A general overview of membership activities was discussed, with more discussion to occur with the committee chair in the near future.

c. Update Community Services Committee on Projects/Efforts

Most recently we have collected can tabs and shoes for a local church. Discussion occurred around continuing food and school supply drives. A general overview of community service activities was discussed, with more discussion to occur with the committee chair in the near future.

d. Update Program Committee on Program Attendance & New Programs

New programs and activities are always welcome (considering pickleball, disc golf, etc.) It was mentioned to have a suggestion box at the front desk. A general overview of programming activities was discussed, with more discussion to occur with the committee chair in the near future.

7. Director's Report**a. Update on Upcoming Events**

The Senior Care Fair in May was a great success, and will occur again next year. Andrea gave an update on the parking lot construction, which began last week and will continue through the summer. National Senior Citizen Day will be celebrated again this year on Monday, August 21.

b. Update on 2023 Advisory Board Election

Committee assignments are as follows:

President: Beth Beckett

Fundraising: Beth & Cathie

Membership: Kathleen

Community Services: Betty

Program: Teddi

8. Adjournment

Next meeting is scheduled for Tuesday, August 15 at 9:00 am. Betty Jimenez motioned to adjourn. Beth Beckett seconded. Motion carried.



LUTHER PREPARATORY SCHOOL

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Kristine Butteris

Director of Parks, Recreation, & Forestry

Greetings from Luther Preparatory School,

My name is Justin Gregorius and I am the Athletic Director at Luther Preparatory School here in Watertown. I'm writing to you today to request a waiver for fees pertaining to using Grinwald Park for our WIAA interscholastic soccer team.

Luther Preparatory School has had the privilege of partnering with Watertown Parks and Recreation for the past 25 years in multiple ways; from our soccer teams utilizing Grinwald Park to our tennis teams utilizing Riverside's tennis courts.

We have been grateful for this affiliation between the city of Watertown and Luther Preparatory School. Much like we work with the Watertown Police Department to use our track and facilities, free of charge, to enhance their training for their professional development.

Thank you for taking the time to consider this partnership between our establishments to help our youth grow and mature both physically and mentally.

Sincerely,

Justin Gregorius

Luther Preparatory School Athletic Director