



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, OCTOBER 21, 2024 AT 4:30 PM

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

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, Rec and Forestry minutes from September 16, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: August 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: 2025 Senior & Community Center reservation policy, rental application, and classification list

B. Review and take action: increase part time building supervisor wage

C. Review and take action: parks and open spaces plan RFP

6. DIRECTOR'S REPORT

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, September 16 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on September 16, 2024. The meeting was called to order by Brian Konz. Members present: Brian Konz, Kyle Krueger, Ald. Jonathan Lampe, Jennifer Clayton, Emily Lessner, Brad Clark. Not present: Julie Chapman. Also present: Kristine Butteris, Andrea Draeger, Jeff Doyle, Ali Nicholson.

2. Review and approval of minutes:

Brad Clark motioned to approve the August 19, 2024 Parks Recreation and Forestry minutes as written. Jennifer Clayton, seconded. Motion carried.

Brad Clark motioned to approve the August 20, 2024 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

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

4. Citizens to be heard

A citizen from the Mary Knoll subdivision expressed their concerns with dogs off leash and not on designated walking trails at Brandt-Quirk Park, along with frustration with perceived lack of enforcement of this ordinance.

5. Business

Agenda item D was moved to the beginning due to citizens present.

D. Review and discuss: indoor pool swimming

Erin O'Neil and Ann Gifford were present to inquire about indoor pool schedule revisions and the potential to increase time slots for lap swimming. Kristine explained the need for swimming lessons, water exercise classes, partnership with the swim team and school district, etc. which limits the time available for other options, such as lap swimming. It was requested for Ali to work additional hours in the early morning or during the day in order to offer additional programming, which was turned down due to scheduling conflicts. Suggestions were also made to have more communication regarding schedule changes as well as promotion for open swim, classes, etc.

A. Review and take action: 2025 facility reservation policy, early park reservation list, and park reservation application

Updates to the 2025 facility reservation policies were highlighted, including the addition to obtain commission approval for early park reservation applicants every five years. The 2025 park shelter rental application was also reviewed. Ald. Jonathan Lampe motioned to approve the 2025 facility reservation documents. Kyle Krueger seconded. Motion carried.

B. Review and take action: updated 2025 fees and charges schedule

The 2025 fees and charges schedule has been updated to include non-profits within resident rates and for-profit groups within non-resident rates. Kyle Krueger motioned to approve the updated 2025 fees and charges schedule. Brad Clark seconded. Motion carried.

C. Review and take action: updated 2025 facility use contracts

The contracts have been updated to include additional information regarding field prep, emergency contacts, restroom capacity, cancellation policies, etc. Brad Clark motioned to approve the 2025 facility use contracts. Jennifer Clayton seconded. Motion carried.

6. Director's Report:**A. Parks Updates**

The Riverside restrooms are nearing completion. Rip rap work is occurring at Tivoli Island and the Senior & Community Center. The streambank project at Riverside Park is continuing to dredge invasive species and prevent erosion. Dots are being painted on trees which are marked for removal by forestry.

B. Aquatics

The filtration system is mostly complete. The playground has been taken down and expected to be turned into a green space with potential yard games next year.

C. Programming - recreation

Soccer has started and football will begin soon.

D. Programming – town square

The Boo Bash will occur on October 26 and are looking for more vendors.

E. Programming – senior & enrichment

The next upcoming events are Veteran's Day and Holiday Party. The generator will be installed soon along with a new speaker and paging system. Our annual rummage sale raised almost \$2,000. Upcoming school break enrichment is being planned, including family bingo dates.

7. Adjournment – Next meeting date October 21, 2024

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

MEMO

(Park, Recreation, and Forestry)

To: Parks, Recreation, & Forestry Commission

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

Date: October 16, 2024

Subject: 2025 Senior & Community Center rental policies and documents

Background

The Senior and Community Center is updating its policies and rental procedures for 2025 in order to align with recently updated park reservation policies and rental procedures. These policies require an updated rental application form for 2025. They also require a shift in rental classification groups for current and future building rentals.

Budget Goal

Invests in the assessment, strategic planning and maintenance of our city buildings.

Financial Impact

The department can expect increased revenue due to increased administrative fees as well as several groups shifting from class 1 to class 2 or 3, which may help offset additional custodial and administrative costs.

Recommendation

We ask the commission to approve these updated policies and associated rental procedures to align with department rental policies.

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

MEMO

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

POLICIES GOVERNING USE OF THE SENIOR & COMMUNITY CENTER

PURPOSE

The Watertown Senior & Community Center is a public facility which is designated to help meet the recreational, social, and cultural needs of the community. As much as possible, this facility will be made available for city recreational programming and meetings of community groups and organizations. Revenue generated by facility rentals is used to offset operational expenses.

The center is designated for senior citizen activities and services as well as community programs. Senior programming has priority Monday through Friday, from 8 a.m. to 4 p.m. However, occasional use of the center for senior programming may take place after hours and weekends. Use of the facilities by groups other than the seniors during this time period will be based on availability.

Activities of city recreation must take priority for use of the facility. In an effort to obtain maximum use for this facility, we schedule groups other than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. Should it become necessary to cancel, the contact person will be notified not less than two weeks in advance, so that other arrangements can be made.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

CLASSIFICATIONS

Preference in scheduling will be given to **class 1**, subject to the approval of the Director of Parks and Recreation. Cancellation of activities of a lesser classification may be necessary to accommodate the functions of a higher class.

- Class 1. **Programs of, and provided through, the Parks and Recreation Department, and functions of the Watertown municipal government (e.g. elections).**
2. **Community groups or organizations which have purposes related to public improvement, including non-profit groups.***
3. **Private groups, including political and religious services/gatherings, those which charge fees, and for-profit organizations.***

ROOM RENTAL FEES

All rentals are based on a per-hour use, including set-up & clean up, and are updated annually according to the Room Rental Application. Taxes are included in fees. Fees and security deposit must be paid at the time of reservation. Resident and non-resident fees apply. Any proposal for reclassification or waiving of fees must be presented to, and approved by, the Parks, Recreation, and Forestry Commission.

- **CLASS 1 is exempt from all rental fees and security deposits.**
- **CLASS 2 must pay an annual fee of \$50 for administrative and custodial costs as well as a security deposit. Groups are approved for a specific use (i.e. monthly meetings) and limited to 24 uses per year, not to exceed 48 hours total. Any other use may be subject to fees: party, dances, dinners, fundraisers, special events, etc.***
- **CLASS 3 is subject to regular, per-hour fees and security deposits according to the Room Rental Application.***

***Note: Certain Class 2 and 3 renters may be required to sign a Facility Use Agreement and may be subject to different and/or additional rental fees.**

SECURITY DEPOSIT

Security deposits for city residents and non-city residents is required by groups except for **class 1** for of cleaning and damages, **and will be refunded in accordance with the policies and department fee schedule**. Non-city residents will pay a 50% higher security deposit. If damages exceed the deposit amount, the renter will be billed for the additional costs with payment due within 30 days from invoice date.

Section 5, Item A.

ROOM RENTAL APPLICATIONS/FACILITY USE AGREEMENTS

Room Rental Applications are available at the Senior & Community Center office or online. Groups falling into CLASSES 2-3 are required to complete the Room Rental Application.

1. Application by groups for permission to use a room on a regularly scheduled basis should be submitted by November 1 for the upcoming year.
2. Groups and organizations wanting to use a room on random occasions should submit an application as soon as possible, **and can be reserved up to one year in advance. Reservations are based on room and staff availability.**
3. Applications will be issued to adults only. There must be at least one adult for every 10 minors.
4. Rent and security deposit must accompany the application.
5. The Parks, Recreation, and Forestry Commission reserves the right to limit the number of rentals or reservations for which each person, group or organization may request/apply each year.
6. **A Facility Use Agreement will be required for any organization or group in class 2-3 which requires long-term or extensive use of the facility or storage of items or equipment.**

ROOM USE RULES

1. **Hours of Rental** – Rentals may be requested from 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and automatically lock 15 minutes after your scheduled event.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the building. Excessive trash will result in loss of the security deposit. Custodian is not available on the weekend. Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge.
5. **Special Services/Equipment** - Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the facility or parts thereof.
6. **Security of Building** – The renter is responsible for the security of the building and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The renter (person to whom the Room Rental Application is issued) must remain on the premises until the rental end time.
7. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
8. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, or tacking to walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
9. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, napkins, towels, dish soap, etc. are supplied by the Center.
10. **Prohibited Items** – Smoking, drugs, alcohol, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.

11. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
12. **Storage** - Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you.
13. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a \$30.00 permit fee.
14. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.) No refunds are given for unused reserved time. Any group who has scheduled room use and does not arrive (“no show”), without 24 hours advance notice to the Department, will forfeit the security deposit due to lack of supervision and security in the building.
15. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department’s non-emergency number at 920-261-6660.
16. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

SENIOR & COMMUNITY CENTER POLICIES

The Senior Center Advisory Board is additionally organized and governed by the Senior Center Advisory Board By-Laws. The By-Laws also set Senior Center membership eligibility. Membership and other fees are set by the Parks, Recreation, and Forestry Commission through the Fees & Charges Policy.

RULES OF CONDUCT

Watertown Senior & Community Center rules of conduct are for the benefit of Center participants and staff. The Center welcomes everyone to enjoy these facilities. It is the policy of the center to provide an environment that is safe, pleasant, and comfortable for all participants. Because the Center is owned and operated by the City of Watertown, behavioral activity must be regulated to protect the rights of citizen users and protect the City of Watertown from legal action.

The Senior & Community Center will not tolerate aggressive and abusive behavior, including:

1. Physical threats of harm or assault.
2. Verbal harassment or threat of harm.
3. Abusive or foul language.
4. Sexual harassment and inappropriate sexual behavior.
5. Failure to respond to staff instructions.

Additionally:

1. Participants will not promote racism, ageism, or any other type of discrimination against others.
2. Participants will display good sportsmanship.
3. Participants will settle personal discrepancies among themselves, unless threats of harm to self or others are made. In this case, staff will determine if the police should be called.
4. Participants will act in a nonaggressive and nondisruptive manner, be honest, trustworthy, courteous, and will have patience and understanding for other participants living with aging challenges.
5. Participants must maintain acceptable habits of personal hygiene and cleanliness.
6. Participants must be able to toilet themselves, feed themselves, and be oriented to their current surroundings, unless a caregiver is present (see caregiver policy).
7. Participants will be held responsible for any damage or loss resulting from the negligence of users.
8. Participants will avoid unnecessary noise which might disturb other groups using the facility.
9. Gambling is prohibited.
10. Smoking, illegal drugs, and weapons are prohibited.
11. Individuals under the influence of intoxicating beverages are not permitted.
12. Any activities involving children shall have adult supervision.
13. Only service animals and police canines are allowed inside the building.
14. Any crime, misdemeanor, or violation of City Ordinance is prohibited.

WEATHER CANCELLATIONS

The Senior & Community Center will cancel all scheduled activities and programs for days and/or time periods the Watertown Unified School District closes school. The building will remain open regular business hours as a designated warming shelter. Office staff may or may not be available for in-person services. Program leaders may also use discretion when cancelling activities and programs, with approval from the Director of the Parks, Recreation, and Forestry Department.

VOLUNTEERS

All potential volunteers are required to submit a volunteer application. All volunteers over the age of 18 must pass a background check before they begin volunteering.

GUEST & CAREGIVER POLICY

“Guest” is defined as anyone age 50 or older and is not a current member of the center and who wishes to participate in any senior program or activity (e.g. bingo, sheepshead, euchre). “Guests” can participate in any senior program or activity the first time at no charge. Guests who participate in any future senior program or activity will then be charged a \$1.00 activity fee or asked to join the center at the current membership rate.

“Caregiver” is defined as anyone who assists a member, or someone eligible to be a member, with participation in a senior program or activity. “Caregivers” can assist a member, or someone eligible to be a member, with participation in any senior program or activity at no charge. The “Caregivers” role is strictly to assist the member, not to participate as an individual. “Caregivers” cannot participate in any senior program or activity on their own merit. Example: “Caregivers” can help members play their bingo cards and assist with marking cards. “Caregivers” can help members play their cards during other card games such as sheepshead or euchre.

GUIDELINES FOR PROGRAM LEADERS

1. The Director will make determinations regarding the ability of all program and activity leaders to lead and can appoint or remove a leader from their role.
2. Each program leader must follow, and has the ability to enforce, the above Senior & Community Center Rules of Conduct and ask participants to leave the program if not in compliance.
3. Each program leader must make unbiased decisions and determine fairness.
4. Each program leader must determine standards of game play for each game type and must follow the same standards if multiple leaders oversee the same game type.

Individuals who fail to comply with these rules will be told to leave the building or the police will be summoned. If recurrence, further discipline shall result.

Discipline shall proceed from one level to the next higher level.

1. Verbal warning
2. Written warning
3. Suspension from the Center facilities for 30 days
4. Membership revoked and will not be renewed

To dispute a decision, you may attend a Watertown Park & Recreation Commission meeting to state your case. At least one week advance notification is required.

Park & Recreation Commission approved 5/20/2024

2025 ROOM RENTAL APPLICATION

Choose One: _____ Single Event _____ Multiple Event (# of meetings, days/times: _____)

Name of Organization: _____ Event Type: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Number of People: _____

Date of Reservation: _____ Time: _____ to _____

Signature: _____ Today's Date: _____

<input type="checkbox"/> Park & Rec/Senior Center Groups/Watertown Govt (Class 1)		Free	
<input type="checkbox"/> Community Groups Administrative Fee (Class 2)		\$50 Annual Fee	
<input type="checkbox"/> Facility Use Agreement (Classes 2 or 3, by approval)		(Annual Max: 24 Meetings, 48 Hours)	
<input type="checkbox"/> Security Deposit (required with room rental) (Classes 2 & 3)		Resident	Non-Resident
		\$200	\$300
Room/Occupancy	Description	Private Group (Class 3) Per Hour*	Private Group (Class 3) Per Hour*
Upper Level			
Conley Hall (192)	12-8' tables, 8 round tables, 100 chairs	\$40.00	\$60.00
Conley Hall & Kitchen	Stove, Refrigerator (no other items)	\$50.00	\$75.00
Brandenstein (24)	6 round tables, 24 chairs (no food allowed)	\$20.00	\$30.00
Wisconsin (21)	6 square tables, 1 conference table, 21 chairs (no food allowed)	\$20.00	\$30.00
Lower Level			
Terrace (150)	3-8' tables, 32 chairs, refrigerator, microwave	\$30.00	\$45.00
Watertown (24)	6 square tables, 24 chairs (no food allowed)	\$20.00	\$30.00

General Purpose of Organization:

☐ Civic Improvement ☐ Recreation
☐ Educational ☐ Religious
☐ Fundraising ☐ Service Club
☐ Hobby Club ☐ Social Club
☐ Private Gathering ☐ Theater/Arts/Music
☐ Business Meeting

Equipment/Additional Fees:

☐ Projection Screen (\$5.00)
☐ Dry Erase Board (\$5.00)
☐ Easel (\$5.00)
☐ Portable Podium & Microphone (\$10.00)
☐ TV/VCR/DVD (\$15.00)
☐ Amplified Music (\$30.00)

OFFICE USE ONLY:

***TAX INCLUDED FOR ROOM RENTAL & EQUIPMENT FEES**

Security Deposit: \$ _____
Room Rental Total: \$ _____
Equipment/Fees: \$ _____
Grand Total: \$ _____

Paid by: ☐ Cash ☐ Check # _____
 ☐ Credit Card (attach receipt)
Office Initials: _____ **Date Paid:** _____
Date Security Deposit Returned: _____

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LIABILITY:

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

Senior Center Groups

Name	Contact	Email	Phone	Classification	Meets				Approved Storage ?	Facility Use agreement (3 years)	Letter Type Sent	What do for Community?
					Weekly	Monthly	Quarterly	Varies				
Scrabble	No Leader			1	X				Y		-	
Bunco	Rae Metzger	center member		1	X				Y		-	
Jefferson County Benefit Specialist			920-674-8734	1			X				-	meet with clients
Dodge County Benefit Specialist			800-924-6407	1		X					-	meet with clients
Bridge		center member		1	X				Y		-	
Euchre	Phyllis Krahn	center member		1	X				Y		-	
Blood Pressure	Hospital			1	X						-	free blood pressure screenings
Begin Bridge	Hank	center member		1	2X				Y		-	
Movies	Office			1			X		Y		-	
Wizard	Harry Lenius/Te	center member		1	X				Y		-	
500	Phyllis Krahn	center member		1	X				Y		-	
Sheepshead	Richard Schoem	center member		1	2X				Y		-	
Watercolor Club	Varla Bishop	vjbishop02@gmail.com	920-988-7805	1	X						-	
Woodcarvers	Bill Mullen	center member	920-261-1511	1	X						-	
Wii Bowling	Josie Kubly (President)			1	X				Y		-	
Coffee with Cop	office			1				X			-	meet with community to discuss things
Mayor Meet Up	Office			1				X			-	meet with community to discuss things
Bingo	Office			1	X				Y		-	
Hand & Foot	Phyllis Krahn	center member		1	X				Y		-	
Public Euchre-Thursdays	Joyce Bahr	joyceb062444@live.com	262-569-0265	1	X				Y		-	
Public Euchre -Sundays	Phyllis Krahn	center member		1	X				Y		-	
Massage	Jade TerMaat	jtermaatmt@gmail.com	262-271-5834	1							D	massage appointments with cost
Claire's Mending	Claire Hein	center member		1			X				D	mending appointments with cost
Caring Crafters	Jean Osterhaus	center member	920-342-7713	2			X		Y		B	knit/crochet items for various community organizations (i.e. scarfs, hats, mittens for Christmas neighbors, hats for babies, prayer shawls, chemo caps, etc
ARC Blood Drive	Roxie Berra	roxanne.berra@redcross.org	608-287-8775	2				X			B	blood drive for community
Versiti Blood Drive	Katlynn Cahill	kcahill@versiti.org		2				X			B	blood drive for community
Book Club	Jamie-Library			1		X					-	book discussion for community
Hearing Screenings	Melissa Koehler	melissa.koehler@elite.com	920-261-7024	1		X					-	free hearing screenings for community

Grief & Support Group	Rev. Ray Bezans	RBezanson@Commonheart.us		1		X					-	support for community needing help with grief
Foot Clinic	Ann York	annslinger10@yahoo.com	920-382-9219	1			X				D	foot/nail appointments with cost
AARP Tax Prep	Pat Stuehler		920-699-3464	1	X				Y		-	free tax prep for anyone, also files on behalf of client, only storage during program?
Memory Screening-Dodge	Rob Giesel		920-386-4308	1		X					-	free memory screenings for anyone
Memory Screening-Jefferso	Tonya Runyard		920-675-4035	1		X					-	free memory screenings for anyone
Travel Shows	Office			1				X			-	
DOT events				1				X			-	
Asst Presentations	Office			1				X			-	
Walk Watertown	Gary Fisk	gafisk@charter.net	262-269-2984	1	X						-	free community walk
Wttn Amateur Radio Club	Dennis Berg	eomicharen@charter.net	920-342-0063	2		X					B	radio club that may be part of emergency communications for the city of Watertown, chief tesch said not formal arrangement in 2023
Senior Dining	Patti Hills		920-728-1210	2	5X				Y	2024	D	senior dining program, suggested cost
ADRC (Memory Cafes, Watc	Robert Giesel,	rgiesel@co.dodge.wi.us , TonyaR@jefferson.com		1		X					-	Dementia-related activity and support groups
Family Aid	Patti Hills		920-285-3063	2	X						B	free voucher for food, other supplies available in storage - no storage as of May 2024
Family Aid Board Meetings	Jennie Fox	jennielfox@gmail.com		2				X			B	
Richwood Rangers 4H	Christine Siedsc	csiedschlag@att.net	920-261-9678	2		X					A	4H meeting
Meal of Hope	Gene Schmidt	cwnnashville@gmail.com	920-342-2032	2		X					B	free meal for the community
Wttn All Breed Community	Lori Fort-Hoerig	loridoglover@yahoo.com	920-261-7165	2		X					A	meeting
Wttn Baseball	Nick Walter	wbybapresident@gmail.com	262-490-3412	2				X			B	meeting place for board meetings/coaches for teams
Wttn Soccer Club	TJ Jobke	president@watertown.org	608-692-1354	2		X					B	meeting place for board meetings
Drumlin Area Land Trust			262-582-3020	2							B	
Boy Scout/Girl Scout Troops				2							A	
TOPS (Taking Off Pounds Se	Karen Keeser		920-699-2264	2	X				Y		A	senior weight loss program, should be class 3 - approved by commission to be class 2 in 2024
Community Bible Study	Connie Mundt	singaspalm@yahoo.com	920-342-3833	3	X						C	
Chapel	Larry S		920-342-4855	3					Y		E	
Come Dance With Us	Randy E		920-262-0511	3							E	
Knitwits	Ellen Tucker	ellengib@yahoo.com	920-261-0151	3			X				F	move from 2-3, though offer to be senior center program?
Political meetings/events				3				X			-	

Salvation Army											G	remove storage?

WITH ALL SEND NEW POLICY DOCUMENT

- A stay at class 2, but notify increase admin fee
- B moving from class 1 to class 2 (new fees)
- C moving from class 2 to class 3 (new fees)
- D senior center partner program, but want facility use agreement
- E previous class 4-7, now at class 3 (same rental fees)
- F custom
- G custom

MEMO

(Park, Recreation, and Forestry)

To: Parks, Recreation, & Forestry Commission

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

Date: October 16, 2024

Subject: Part-time wage increase, building supervisor

Background

As we were hiring part-time employees this season, it became clear that our wages have not been increased in some time nor are we at a competitive rate of surrounding communities. The building supervisor position would move from \$13.00 to \$15.00. These changes would keep us in line with the surrounding areas.

Budget Goal

Supports employee retention and growth, and also works to address critical staffing areas

Financial Impact

The overall budget will not be impacted as the number of hours per week allocated for this position will be reduced to account for the wage increase.

Recommendation

We ask the commission to approve this wage increase in order to hire a qualified and reliable building supervisor.

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

MEMO

5. Maintains a safe and healthy community, and expands community education on safety and health

City of Watertown, WI

Request for Proposal (RFP): Park and Open Spaces Plan

Issue Date: October 22, 2024

Proposal Due Date: November 12, 2024

Contact Information:

Kristine Butteris

Director of Parks, Recreation, and Forestry

kbutteris@watertownwi.gov

920-262-8080

1. Introduction

The City of Watertown's Parks, Recreation and Forestry Department is seeking a qualified firm to assist with updating its current 5 Year Park and Open Space Plan, (2019-2024). A copy of the current plan is available upon request. The 5 Year Park and Open Space Plan is included in the city's Master Plan and will assess the existing park system and strategize on ways to preserve, enhance and expand the park system. The City of Watertown, WI, invites qualified firms or consultants to submit proposals of a plan that will guide the future growth, development, and management of parks, recreational facilities, trails, and open spaces to meet the current and future needs of the community.

The Firm selected will work closely with the Parks, Recreation and Forestry Commission, staff and representatives of Common Council to develop a five-year plan that is both visionary and achievable with an emphasis on maintenance. The timeline for plan development includes beginning work in November 2024 and providing a finished plan document ready for Commission and Common Council review no later than June 2025.

2. Project Background

The City of Watertown boasts a diverse range of parks and recreational spaces that play a vital role in the community's quality of life. However, as the city continues to grow, there is a need for a strategic, forward-thinking approach to park and open space management.

The Park and Open Spaces Plan will:

- **Identify** areas for improvement and expansion.
 - **Develop** strategies to meet long-term recreational needs.
 - **Enhance** connectivity between parks and natural spaces.
 - **Promote** environmental sustainability and community well-being.
-

3. Scope of Work

The selected consultant will be responsible for delivering a comprehensive Park and Open Spaces Plan that includes, but is not limited to, the following components:

a. Community Engagement

- Facilitate public meetings, focus groups, and surveys to gather input from residents, stakeholders, and community organizations.
- Engage with city staff, elected officials, and key stakeholders to align goals and objectives.

b. Needs Assessment

- Identify current and future recreational needs of the community based on demographic trends, population growth, and changing recreational patterns.
- Analyze park access and equity, ensuring all residents have adequate access to parks and green spaces.

c. Recommendations and Strategies

- Develop recommendations for the enhancement and expansion of recreational facilities as well as development of parks and trails.
- Propose strategies for improved connectivity between parks, trails, and natural areas.
- Address environmental sustainability, including habitat preservation, stormwater management, and green infrastructure.

d. Funding and Implementation Plan

- Provide a phased implementation plan with actionable steps and realistic timelines including the City of Watertown Bike and Pedestrian Network findings as well as the Rock River Corridor Study, Downtown/Main Street Task Force plans and initiatives, 2024 city-wide Flood Control Plan (Washington Park, Grinwald Park, etc.), Site-specific maintenance and/or vegetation plans, Riverside Park: Dodge County plan required 10 year commitment to maintaining the streambanks, native plants, Fannie Lewis Park (riprap and plantings), Interurban Trail Trailhead, and Town Square.
- Identify potential funding sources, including grants, partnerships, and other financial mechanisms to support future development.

4. Proposal Requirements

Interested firms or consultants should submit a detailed proposal that includes the following:

1. **Firm Overview**

A brief history of the firm, including relevant experience with park and open space planning in similar communities.

2. **Project Team**

Information on the project team, including key personnel and their qualifications. Include resumes for team members who will be directly involved in the project.

3. **Approach and Methodology**

A detailed description of the approach and methodology to be used in completing the project, including how public input will be gathered and integrated into the plan.

4. **Project Schedule**

Provide a proposed timeline for the completion of the project, including major milestones and deliverables.

5. **Project Budget**

A detailed budget proposal, including a breakdown of costs for each phase of the project and any additional expenses.

6. **References**

Provide at least three references from similar projects completed in the past five years.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Qualifications and Experience:** Demonstrated expertise in park and open space planning.
- **Approach and Methodology:** Clarity, creativity, and feasibility of the proposed approach.
- **Community Engagement:** Demonstrated ability to effectively engage the public and stakeholders.
- **Cost and Budget:** Reasonableness of the proposed budget in relation to the scope of work.
- **Timeline:** Ability to complete the project within the specified timeframe.

6. Submission Instructions

Proposals must be submitted no later than November 12th by 4:30 p.m. Submissions can be sent via email to kbutteris@watertownwi.gov or mailed to:

City of Watertown – Parks, Recreation, & Forestry Department
514 S. First St.
Watertown, WI 53094
Attn: Kristine Butteris

Late submissions will not be accepted.

7. General Terms and Conditions

- The City of Watertown reserves the right to reject any and all proposals.
 - The city is not responsible for any costs incurred in the preparation of proposals.
 - All work produced as part of this project will become the property of the City of Watertown.
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For additional information or questions regarding this RFP, please contact:

[Insert Contact Information]

We look forward to reviewing your proposal and partnering to develop a vibrant and sustainable Park and Open Spaces Plan for the City of Watertown.