



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, FEBRUARY 16, 2026 AT 4:30 PM

514 S. FIRST STREET, WATERTOWN, WI 53094 - LOWER LEVEL, TERRACE ROOM

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Parks, Recreation, and Forestry Minutes from January 19, 2026

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve 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 recommend: World migratory bird day

B. Review and discuss: Center rentals on holidays

6. DIRECTOR'S REPORT

A. Project updates

B. Programming Updates

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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, January 19, 2026

1. Call to Order

The Watertown Parks, Recreation & Forestry Commission met in person and virtually on January 19, 2026. The meeting was called to order by Kerry Kneser at 4:36 p.m. **Commission Members Present:** Kerry Kneser, Ald. Jonathan Lampe, Jennifer Clayton, Julie Chapman, Kristine Butteris, Andrea Draeger, Hunter Karnitz, Ryan Thurow. **Absent:** Brad Clark, Kyle Krueger, Emily Lessner.

2. Review and Approval of Minutes

November Minutes from November 17, 2025 – Motion to approve by Julie Chapman, second by Jennifer Clayton. Motion carried.

December Minutes from December 15, 2025 – Motion to approve by Julie Chapman, second by Jennifer Clayton. Motion carried.

Senior Center Advisory Board Minutes from December 16, 2025– Motion to approve by Ald. Jonathan Lampe, second by Julie Chapman. Motion carried.

3. Review and Approval of Financial Reports

Preliminary Year-End financial reports – Motion to approve by Ald. Jonathan Lampe, second by Jennifer Clayton. Motion carried.

4. Citizens to Be Heard

There were none.

5. Business

A. Review and discuss: Emerald Ash Borer (EAB) Update

Ryan Thurow, City Forester, provided an update on Emerald Ash Borer (EAB). EAB was first discovered in 2002 and in Watertown in 2013. EAB suffocates and kills ash trees. The City originally had approximately 1,000 ash trees (about one-sixth of the total tree population). A proactive approach was taken with removals, treatment of selected trees, and forestry grant applications. Seventy-four ash trees remain, with 60 currently being treated. Alternative strategies discussed included additional removals and conducting injections in-house. The City is pursuing grants to address canopy loss and support planting efforts using a “*right tree, right spot*” program. The goal is 30% canopy cover, with some areas currently lacking coverage. Tree value and community benefits were discussed as part of the presentation.

B. Review and take action: Fees and charges policy updates

Kristine Butteris reviewed the current update to the Fees and Charges schedule for 2026 again to include a few new fees for the Bentzin Family Town Square private reservations. These additional fees are for electrical use as well as interactive water feature uses. Ald. Jonathan Lampe motioned to approve a \$25 flat fee for each use, approving as written but changing hourly references to event-based references. Second by Julie Chapman. Motion carried.

C. Review and take action: Facility Use Agreements

Watertown Fastpitch Softball agreement – Motion to approve by Ald. Jonathan Lampe, second by Julie Chapman. Motion carried.

Outlawz Softball agreement– Motion to approve by Ald. Jonathan Lampe, second by Julie Chapman. Motion carried.

Soccer Agreement – Motion to approve the contract for named individuals and any organization for which they act as an agent in the future. Motion by Ald. Jonathan Lampe, second by Kerry Kneser. Motion carried.

D. Review and take action: Pool Passes for city employees

A request was made to table discussion until April in order to obtain additional information. Motion to table by Kerry Kneser, second by Julie Chapman. Motion carried.

6. Project Updates

• Parks Updates:

Hunter Kartnitz introduced as the new Recreation Program Manager.

A tennis court bid approved; work will be scheduled between May–July.

A new park has been approved in the Hepp Heights Subdivision; development will occur after updates to existing park parcels are completed.

The department is reviewing options for pickleball facilities.

The current main focus is development of the all-inclusive park.

Staffing updates: openings will soon include one part-time permanent position, a full-time seasonal aquatics manager, and seasonal staff.

7. Programming Updates

• Senior & Community Center Updates:

Andrea Draeger reviewed recent programming including a Badger Talk and several seminar presentations. The annual Soup Fundraiser will be on January 22. A sponsor for quarterly birthday parties was requested.

Discussion also included a winter break enrichment recap and planning for spring break activities.

8. Adjournment

Motion to adjourn by Julie Chapman, second by Jennifer Clayton.
Meeting adjourned at 5:26 p.m.

Next Meeting: Monday, February 16, 2026

Watertown Parks and Recreation Department

Financial Report

End of Month January 2026

Section 3, Item A.

Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 5,333.00	\$ 86,000.00	\$ 80,667.00
01-446211	Rec Dept Taxable Revenue	800.00	\$ 53,600.00	\$ 52,800.00
01-446212	Rec Concession Revenue	-	600.00	\$ 600.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	1,036.00	130,000.00	\$ 128,964.00
01-446232	Indoor Pool Non Taxable Revenue	1,220.00	22,000.00	\$ 20,780.00
01-446233	Indoor Pool Taxable Revenue	1,650.50	9,000.00	\$ 7,349.50
01-446234	Senior Center Revenue	19.50	300.00	\$ 280.50
01-446235	Senior Center Memberships	571.50	3,000.00	\$ 2,428.50
01-446236	Senior Center Rental Fees	2,717.50	18,000.00	\$ 15,282.50
01-446264	Park Rental	2,275.00	30,000.00	\$ 27,725.00
01-446266	Misc Park Revenue	329.28	9,000.00	\$ 8,670.72
26-446210	TS Revenue - Nontaxable	-	20,000.00	\$ 20,000.00
26-446250	TS Revenue - Taxable	-	15,000.00	\$ 15,000.00
Grand Total Revenue		\$ 15,952.28	\$ 396,600.00	\$ 380,647.72
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 24,729.87	\$ 338,274.00	\$ 313,544.13
01-552014	Overtime	-	540.00	540.00
01-552016	Part-time Salaries	367.50	13,955.00	13,587.50
01-552017	Contract Services	6,368.50	15,550.00	9,181.50
01-552018	Supplies & Expenses	586.58	5,000.00	4,413.42
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	11.79	6,000.00	5,988.21
01-552021	Contribution to Town Square	-	-	-
01-552022	Dues, fees, subs	929.00	3,100.00	2,171.00
01-552023	Training	340.00	1,200.00	860.00
01-552024	Travel	-	2,000.00	2,000.00
01-552026	Maintenance Supplies	-	4,000.00	4,000.00
01-552028	Fuel	-	5,000.00	5,000.00
01-552030	Electric	-	15,000.00	15,000.00
01-552031	Water	238.47	2,080.00	1,841.53
01-552032	Telephone	-	4,665.00	4,665.00
01-552033	Wisconsin Retirement	1,701.63	30,508.00	28,806.37
01-552034	Social Security	1,520.73	27,136.00	25,615.27
01-552035	Medicare	355.65	6,346.00	5,990.35
01-552036	Health Insurance	61,988.48	65,772.00	3,783.52
01-552037	Life Insurance	50.38	668.00	617.62
01-552038	Dental Insurance	255.94	3,816.00	3,560.06
01-552042	Mileage	-	1,000.00	1,000.00
01-552060	Capital Outlay	-	5,858.00	5,858.00
Total Administration		\$ 99,444.52	\$ 558,468.00	\$ 459,023.48
Recreation				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	1,327.50	80,731.00	79,403.50
01-552117	Contract Sports Services	-	22,344.00	22,344.00
01-552118	Supplies & Expenses	168.50	25,000.00	24,831.50
01-552134	Social Security	82.33	3,565.00	3,482.67
01-552135	Medicare	19.25	834.00	814.75
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		\$ 1,597.58	\$ 134,474.00	\$ 132,876.42
05-55-24-70	Senior Center Capital Projects	\$ -	\$ 158,474.00	\$ 158,474.00
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ -	\$ 3,500.00	\$ 3,500.00
01-552216	Part-time Salaries	23.63	121,568.00	121,544.37
01-552217	Svc Contracts/Licenses	65.00	2,950.00	2,885.00
01-552218	Supplies & Expenses	47.46	4,500.00	4,452.54

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
01-552220	Repairs	-	12,445.00	12,445.00
01-552223	Training	-	1,000.00	1,000.00
01-552228	Fuel	-	4,000.00	4,000.00
01-552230	Electric	-	18,000.00	18,000.00
01-552231	Water	676.24	14,500.00	13,823.76
01-552232	Telephone	165.27	600.00	434.73
01-552234	Social Security	1.47	6,448.00	6,446.53
01-552235	Medicare	0.34	1,508.00	1,507.66
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	-	2,500.00	2,500.00
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		\$ 979.41	\$ 244,519.00	\$ 243,539.59
05-552270	Capital Projects	-	18,500.00	18,500.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ -	\$ 1,000.00	\$ 1,000.00
01-552316	Part-time Salaries	5,245.89	40,773.00	35,527.11
01-552317	WUSD Maintenance Staff	-	17,500.00	17,500.00
01-552318	Supplies & Expenses	225.20	9,000.00	8,774.80
01-552320	Repairs	-	500.00	500.00
01-552328	Fuel	-	3,750.00	3,750.00
01-552330	Electric	-	7,750.00	7,750.00
01-552331	Water	-	2,750.00	2,750.00
01-552332	Telephone	-	-	-
01-552334	Social Security	325.26	2,590.00	2,264.74
01-552335	Medicare	76.07	606.00	529.93
Total Indoor Pool		\$ 5,872.42	\$ 86,219.00	\$ 80,346.58
Bentzin Family Town Square				
26-554310	Salaries	\$ 4,873.77	\$ 70,179.00	\$ 65,305.23
26-554316	Part-time Salaries	-	-	-
26-554318	Supplies	-	5,000.00	5,000.00
26-554319	Advertising	-	4,000.00	4,000.00
26-554320	Repairs/Maintenance	-	17,300.00	17,300.00
26-554330	Electric	-	2,300.00	2,300.00
26-554331	Water	-	7,500.00	7,500.00
26-554333	Wisconsin Retirement	151.23	5,053.00	4,901.77
26-554334	Social Security	298.04	4,351.00	4,052.96
26-554335	Medicare	69.70	1,018.00	948.30
26-554336	Health Insurance	849.27	10,188.00	9,338.73
26-554337	Life Insurance	31.82	390.00	358.18
26-554338	Dental Insurance	31.37	372.00	340.63
26-554341	Event Expenses	-	40,000.00	40,000.00
26-554360	Capital Outlay	-	-	-
Total BFTS		\$ 6,305.20	\$ 167,651.00	\$ 161,345.80
Total Parks & Rec Budget		\$ 114,199.13	\$ 1,191,331.00	\$ 1,077,131.87
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
24-561119	Urban Forestry Grant	\$ -	\$ 25,000.00	\$ 25,000.00
24-581107	Senior Center Fundraising	\$ (1,509.21)	\$ 37,750.40	\$ 39,259.61
01-271970	Senior Center Security Deposits	\$ -	\$ -	\$ -
01-581121	BQ Baseball	\$ -	\$ 4,128.12	\$ 4,128.12
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ -	\$ -	\$ -
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ -	\$ 8,353.65	\$ 8,353.65
05-581110	Roeseler Will/Forestry Donation	\$ -	\$ 76,694.71	\$ 76,694.71
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ -	\$ 16,772.74	\$ 16,772.74
07-581113	Park Dedication Fees (land purchase)	\$ -	\$ 86,250.00	\$ 86,250.00
07-581115	Park Improvements	\$ -	\$ 162,295.22	\$ 162,295.22

Watertown Parks and Recreation Department
Financial Report
Jan-26

Expense Account #	Description	Year to Date Expense		Budgeted Amount		Balance
Park						
01-554110	Salaries	\$	30,005.48	\$	422,202.00	\$ 392,196.52
01-554112	Longevity		-	\$	2,106.00	\$ 2,106.00
01-554114	Overtime		1,896.78		11,960.00	\$ 10,063.22
01-554116	Part-time Salaries		0.00		33,779.00	\$ 33,779.00
01-554118	Supplies & Expenses		838.13		40,000.00	\$ 39,161.87
01-554120	Repairs		648.88		18,000.00	\$ 17,351.12
01-554126	Goose Control		-		-	\$ -
01-554128	Fuel		-		3,000.00	\$ 3,000.00
01-554130	Electric		-		37,000.00	\$ 37,000.00
01-554131	Water		-		51,000.00	\$ 51,000.00
01-554132	Telephone		55.09		1,432.00	\$ 1,376.91
01-554133	Wisconsin Retirement		2,296.97		38,158.00	\$ 35,861.03
01-554134	Social Security		1,866.28		34,952.00	\$ 33,085.72
01-554135	Medicare		436.46		8,174.00	\$ 7,737.54
01-554136	Health Insurance		12,509.88		200,160.00	\$ 187,650.12
01-554137	Life Insurance		120.96		2,100.00	\$ 1,979.04
01-554138	Dental Insurance		579.60		9,312.00	\$ 8,732.40
01-554140	Gasoline		-		30,000.00	\$ 30,000.00
01-554141	Fertilizers & Herbicides		-		6,500.00	\$ 6,500.00
01-554142	Equipment Repairs		4,448.70		28,000.00	\$ 23,551.30
01-554144	Washington Park Lights		-		2,500.00	\$ 2,500.00
01-554148	Water Bubblers		-		2,000.00	\$ 2,000.00
01-554150	Staff Training		350.00		4,500.00	\$ 4,150.00
01-554159	Safety Equipment		1,960.87		3,000.00	\$ 1,039.13
01-554160	Capitla Outlay		-		4,000.00	\$ 4,000.00
Total Park		\$	58,014.08	\$	993,835.00	
05-554170	Capital Projects	\$	-	\$	490,500.00	\$ 490,500.00
Forestry						
01-561110	Salaries	\$	10,248.09	\$	134,680.00	\$ 124,431.91
01-561112	Longevity		-		-	-
01-561118	Supplies & Expense		0.00		12,300.00	\$ 12,300.00
01-561120	Repairs		80.45		3,000.00	2,919.55
01-561124	Cont. Education Forester Cert		1,029.66		1,600.00	570.34
01-561126	Annual Bucket Truck Inspection		0.00		5,000.00	5,000.00
01-561133	Wisconsin Retirement		737.86		9,697.00	8,959.14
01-561134	Social Security		580.05		8,350.00	7,769.95
01-561135	Medicare		135.66		1,953.00	\$ 1,817.34
01-561136	Health Insurance		4,169.96		50,040.00	45,870.04
01-561137	Life Insurance		10.92		134.00	123.08
01-561138	Dental Insurance		193.20		2,327.00	2,133.80
01-561160	Capital Outlay		-		-	-
Total Forestry		\$	17,185.85	\$	229,081.00	
05-561170	Capital Projects		-		6,500.00	\$ 6,500.00

RESOLUTION TO ESTABLISH WORLD MIGRATORY BIRD DAY

SPONSOR: ALD. JONATHAN LAMPE
FROM: PARKS, RECREATION, AND FORESTRY COMMISSION

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities and,

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring and,

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide and,

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes and,

WHEREAS, public awareness and concern are crucial components of migratory bird conservation and,

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations and,

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S. and,

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun and,

WHEREAS, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants and,

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

Does hereby resolve and proclaim the second Saturday in May as World Migratory Bird Day in the City of Watertown, and urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR