



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

**MONDAY, APRIL 20, 2026 AT 4:30 PM**

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

---

**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

A. Approve minutes from March 16, 2026

**3. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

A. Review and take action: 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: BFTS concert series update

B. Review and discuss: Basketball court for Deer Trail or Grinwald park

C. Review and discuss: Brandt-Quirk restrooms

D. Review and take action: Part-time employee task list

E. Review and take action: Employee pool passes

F. Review and take action: Banner application update - for community partners to display advertising banners at designated Parks & Recreation facilities

G. Review and take action: Facility use agreements - Storm/WYBA

H. Review and take action: Facility use agreements - Cardinals Baseball Organization

I. Review and take action: Facility use agreements - Watertown Tennis Association

J. Review and take action: Facility use agreements - Thunder

K. Review and take action: Facility use agreements - Clyman Cannery

**6. DIRECTOR'S REPORT**

A. Project Updates - Parks and Forestry trees, storm impact, capital purchases

B. Project Updates - Senior & Community Center elevator modernization, front door replacement, generator fence, storm impact

C. Programming Updates - Senior Center upcoming programs and events, enrichment family nights and community day trips and spring break recap, upcoming recreation programs, upcoming aquatic programs and facility 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](mailto: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

Monday, March 16, 2026 at 4:30 p.m.

The Parks, Recreation & Forestry Commission met on the above date and time. The following members were present: Jennifer Clayton, Julie Chapman, Kyle Krueger, Kerry Kneser, Ald. Jonathan Lampe, Emily Lessner, Brad Clark, as well as Andrea Draeger, Ryan Thurow, Hunter Karnitz, Robert Stocks, Andrew Beyer, and several members of the public.

### 1. Call to order

The meeting was called to order at 4:30 p.m.

### 2. Review and approval of minutes

Emily Lessner moved to approve the February Parks, Recreation, and Forestry Commission and Senior Center Advisory Board minutes as presented, seconded by Julie Chapman, and carried by unanimous voice vote.

### 3. Review and approval of financial reports

Brad Clark moved to approve the financial reports as presented, seconded by Kyle Krueger, and carried by unanimous voice vote.

### 4. Citizens to be heard

William Oswald addressed the Commission regarding pickleball courts, providing background information, cost estimates, requests for the city, and potential locations. He referenced previous discussions with staff and consultants and discussed possible timelines.

A member of the public (**Tom McGarvey, unconfirmed**) spoke regarding the current dog park and its limitations. He indicated interest in forming an ad hoc committee to explore development of a new dog park and noted prior discussions with council members and staff.

Ald. Ken Berg addressed the Commission regarding Bentzin Family Town Square (BFTS), encouraging Commission involvement in maintenance and programming efforts and offering support from a council perspective.

### 5. Business

#### F. Review and take action: 1514 Oconomowoc Avenue lease agreement

Kerry Kneser requested to move this item to the beginning of Business with item D. next.

Kyle Krueger moved to reorder the agenda, seconded by Ald. Jonathan Lampe, and carried by unanimous voice vote.

Andrew Beyer presented information regarding a proposed lease agreement for a resident adjacent to Kolata Park. The agreement was drafted by the City Attorney and would proceed to the Finance Committee and then to the Common Council via resolution if approved. Ald. Jonathan Lampe moved to recommend approval of the lease agreement to the Finance Committee, seconded by Brad Clark, and carried by unanimous voice vote.

#### D. Review and discuss: Pickleball

The Commission discussed the growing popularity of pickleball and reviewed information provided by staff and the public. Discussion included potential locations such as Riverside

Park, Brandt-Quirk Park, Washington Park, and the Quarry area, as well as considerations related to noise, fundraising, and maintenance responsibilities. Commissioners also discussed the benefit of forming a local pickleball group. Staff will bring additional information regarding site feasibility and next steps to a future meeting.

**A. Review and discuss: Future of Bentzin Family Town Square (BFTS)**

Kerry Kneser initiated discussion regarding the future of BFTS, including current programming commitments, the absence of a programming coordinator, and the financial status of the Future Fund. It was noted that maintenance costs—particularly related to the water feature—are significant and that the fund may be depleted within approximately two to two and a half years.

Mayor Stocks provided additional financial context and discussed potential options, including reducing maintenance costs, modifying or removing the water feature, and forming a nonprofit or “friends” group.

Ald. Jonathan Lampe also provided historical context, which began with the Redevelopment Authority to include a building at the site location to create a funding source for the park. An original three-year plan was created to establish the programming position, commission, and future fund, with the goal of fundraising to sustain maintenance and programming.

Representatives from the Main Street Program presented a proposal to coordinate the night markets and 4–5 concerts in 2026, requesting \$10,000 from the Future Fund and waiver of associated fees with an MOU. Potential sponsorship structure and future programming partnerships were discussed. The Commission expressed general support for continuing programming and exploring partnerships with a recommendation to move forward with collaboration with the Main Street Program.

**B. Review and discuss: Indoor and outdoor pools**

Discussion was held regarding interim communication and oversight of aquatics operations. Staff provided updates on addressing recent concerns and improving coordination.

**C. Review and discuss: Office closure on election days**

Staff provided information regarding facility operations on election days as a polling location. The Mayor has indicated the Parks, Recreation, and Forestry office may close to the public on election days, while still available for online and phone customer service.

**E. Review and discuss: Recreation scholarship fund**

Staff provided updates on ongoing fundraising efforts and sponsorship outreach to increase the fund balance of the recreation scholarship fund as well as all sponsorship opportunities with the department. Commissioners discussed methods of recognizing sponsors.

**G. Review and take possible action: Bentzin Family Town Square Commission ordinance**

Kerry Kneser reviewed the need to formally repeal the BFTS Commission ordinance after the commission was voted to sunset in 2025. Brad Clark moved to recommend forwarding the repeal to the Common Council, seconded by Ald. Jonathan Lampe, and carried by unanimous voice vote.

**H. Review and take possible action: Building rentals on holidays**

The Commission discussed allowing rentals on City holidays and the requirement for staffing. Kyle Krueger moved to approve the option allowing rentals with required building supervisor oversight unless it is an established renter, seconded by Jennifer Clayton, and carried by unanimous voice vote.

**I. Review and take possible action: facility use contract updates**

Discussion was held regarding consistency in parking policies across park facilities and the need for clear language regarding allowable restrictions and emergency access. Staff will draft updated policy language for review by the city attorney and update facility use contracts when approved.

**J. Review and take possible action: fee schedule, park reservation application, town square additional park reservation**

The Commission reviewed proposed updates to fee schedules, including park reservations and BFTS-related fees. Discussion included integrating all BFTS rentals into the current park reservation application and rules, equipment fees (including Meridian barriers), and vendor fair fees. Ald. Jonathan Lampe moved to approve the fee updates as outlined, seconded by Kyle Krueger, and carried by unanimous voice vote.

**6. Director's Report****7. Project Updates**

A. Staff provided updates on current and upcoming projects, including tennis court improvements and have contracted with Poblocki for tennis courts repairs, ADA upgrades at multiple parks, facility improvements, and storm damage repairs. Union Park is scheduled to receive a new playground. The Fannie P. Lewis parking lot and boat launch is looking to be redesigned this year along with the path this year. Brandenstein will have a ADA sidewalk poured around the bathroom and connect to the sidewalk. Rock River Ridge will be graded back to preexisting grade by the Greater Watertown Area Health Foundation. Quotes for shop improvements for electrical and HVAC are being collected.

Forestry operations include contracted removal of hazardous trees. Cut N Go will be at Oak Hill Cemetery From March 25-31 tentatively for Tree Removals. Oak Hill will be closed at this time to the public.

**B. Update on Programming**

Hunter Karnitz reported on recreation programming, including current soccer programs and upcoming summer registration beginning on March 23. Andrea Draeger provided updates on senior and enrichment programming, including upcoming seasonal events, senior center volunteer event, senior care fair, and new seminars, as well as community initiatives, including spring break, family fun nights, and community day trips.

Staff also discussed upcoming aquatics planning for aquatic center opening and swimming lessons, and the indoor pool closure in April. Community events such as park clean-up days and Arbor Day tree planting are planned for April. Ryan Thurow reported on Rooted in Watertown, Right Tree Right Spot, and Living Lands & Waters trees programs which are set to open for registration in April.

**7. Adjournment**

Ald. Jonathan Lampe moved to adjourn at 6:51 p.m., seconded by Brad Clark, and carried by unanimous voice vote. Next meeting date: April 20, 2026.

Respectfully submitted,  
Andrea Draeger  
Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

**Watertown Parks and Recreation Department**

**Financial Report**

**End of Month March 2026**

Section 3, Item A.

Revenue		Year to Date	Budgeted	
Account #	Description	Revenue	Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 30,471.51	\$ 86,000.00	\$ 55,528.49
01-446211	Rec Dept Taxable Revenue	3,156.29	\$ 53,600.00	\$ 50,443.71
01-446212	Rec Concession Revenue	-	600.00	\$ 600.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	4,645.49	130,000.00	\$ 125,354.51
01-446232	Indoor Pool Non Taxable Revenue	12,200.00	22,000.00	\$ 9,800.00
01-446233	Indoor Pool Taxable Revenue	3,269.18	9,000.00	\$ 5,730.82
01-446234	Senior Center Revenue	85.18	300.00	\$ 214.82
01-446235	Senior Center Memberships	1,126.73	3,000.00	\$ 1,873.27
01-446236	Senior Center Rental Fees	5,949.25	18,000.00	\$ 12,050.75
01-446264	Park Rental	10,447.16	30,000.00	\$ 19,552.84
01-446266	Misc Park Revenue	4,337.11	9,000.00	\$ 4,662.89
26-446210	TS Revenue - Nontaxable	4,700.00	20,000.00	\$ 15,300.00
26-446250	TS Revenue - Taxable	260.00	15,000.00	\$ 14,740.00
<b>Grand Total Revenue</b>		<b>\$ 75,687.90</b>	<b>\$ 396,600.00</b>	<b>\$ 315,952.10</b>
Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
<b>Administration</b>				
01-552010	Salaries	\$ 68,322.71	\$ 338,274.00	\$ 269,951.29
01-552014	Overtime	-	540.00	540.00
01-552016	Part-time Salaries	2,217.00	13,955.00	11,738.00
01-552017	Contract Services	8,118.00	15,550.00	7,432.00
01-552018	Supplies & Expenses	648.77	5,000.00	4,351.23
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	147.68	6,000.00	5,852.32
01-552021	Contribution to Town Square	-	-	-
01-552022	Dues, fees, subs	1,242.66	3,100.00	1,857.34
01-552023	Training	519.00	1,200.00	681.00
01-552024	Travel	375.00	2,000.00	1,625.00
01-552026	Maintenance Supplies	241.85	4,000.00	3,758.15
01-552028	Fuel	-	5,000.00	5,000.00
01-552030	Electric	-	15,000.00	15,000.00
01-552031	Water	487.48	2,080.00	1,592.52
01-552032	Telephone	558.64	4,665.00	4,106.36
01-552033	Wisconsin Retirement	4,550.98	30,508.00	25,957.02
01-552034	Social Security	4,231.49	27,136.00	22,904.51
01-552035	Medicare	989.63	6,346.00	5,356.37
01-552036	Health Insurance	15,520.52	65,772.00	50,251.48
01-552037	Life Insurance	147.28	668.00	520.72
01-552038	Dental Insurance	864.42	3,816.00	2,951.58
01-552042	Mileage	-	1,000.00	1,000.00
01-552060	Capital Outlay	-	5,858.00	5,858.00
<b>Total Administration</b>		<b>\$ 109,183.11</b>	<b>\$ 558,468.00</b>	<b>\$ 449,284.89</b>
<b>Recreation</b>				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	5,075.25	80,731.00	75,655.75
01-552117	Contract Sports Services	3,268.80	22,344.00	19,075.20
01-552118	Supplies & Expenses	7,331.60	25,000.00	17,668.40
01-552134	Social Security	314.73	3,565.00	3,250.27
01-552135	Medicare	73.62	834.00	760.38
01-552160	Capital Outlay	-	2,000.00	2,000.00
<b>Total Recreation</b>		<b>\$ 16,064.00</b>	<b>\$ 134,474.00</b>	<b>\$ 118,410.00</b>
05-55-24-70	Senior Center Capital Projects	\$ -	\$ 158,474.00	\$ 158,474.00
<b>Aquatic Center</b>				
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	282.67	2,950.00	2,667.33
01-552218	Supplies & Expenses	282.26	4,500.00	4,217.74
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	1,380.60	14,500.00	13,119.40
01-552232	Telephone	555.87	600.00	44.13
01-552234	Social Security	1.47	6,448.00	6,446.53

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
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	-	-	-
<b>Total Aquatic Center</b>		<b>\$ 2,526.84</b>	<b>\$ 244,519.00</b>	<b>\$ 241,992.16</b>
05-552270	Capital Projects	-	18,500.00	18,500.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses		Budgeted Amount	Balance
<b>Indoor Pool</b>					
01-552314	Indoor Pool Overtime	\$ -	\$ 1,000.00	\$ 1,000.00	
01-552316	Part-time Salaries	12,320.61	40,773.00	28,452.39	
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	763.90	2,590.00	1,826.10	
01-552335	Medicare	178.64	606.00	427.36	
<b>Total Indoor Pool</b>		<b>\$ 13,488.35</b>	<b>\$ 86,219.00</b>	<b>\$ 72,730.65</b>	
<b>Bentzin Family Town Square</b>					
26-554310	Salaries	\$ 1,949.51	\$ 70,179.00	\$ 68,229.49	
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	2,000.00	17,300.00	15,300.00	
26-554330	Electric	-	2,300.00	2,300.00	
26-554331	Water	549.49	7,500.00	6,950.51	
26-554333	Wisconsin Retirement	60.49	5,053.00	4,992.51	
26-554334	Social Security	119.22	4,351.00	4,231.78	
26-554335	Medicare	27.88	1,018.00	990.12	
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	152.67	40,000.00	39,847.33	
26-554360	Capital Outlay	-	-	-	
<b>Total BFTS</b>		<b>\$ 5,771.72</b>	<b>\$ 167,651.00</b>	<b>\$ 161,879.28</b>	
<b>Total Parks &amp; Rec Budget</b>		<b>\$ 147,034.02</b>	<b>\$ 1,191,331.00</b>	<b>\$ 1,044,296.98</b>	
<b>Reserve Accounts</b>					
		<b>YTD Expenses</b>	<b>Beginning Balance</b>	<b>Balance</b>	
26-446215	Park Donations	\$ (1,020.00)	\$ 0.00	\$ 1,020.00	
24-561119	Urban Forestry Grant	\$ -	\$ 25,000.00	\$ 25,000.00	
24-581107	Senior Center Fundraising	\$ (3,966.82)	\$ 37,750.40	\$ 41,717.22	
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	\$ (2,630.00)	\$ 16,772.74	\$ 19,402.74	
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**  
**Mar-26**

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
<b>Park</b>				
01-554110	Salaries	\$ 86,569.07	\$ 422,202.00	\$ 335,632.93
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00
01-554114	Overtime	1,867.93	11,960.00	\$ 10,092.07
01-554116	Part-time Salaries	0.00	33,779.00	\$ 33,779.00
01-554118	Supplies & Expenses	10,112.87	40,000.00	\$ 29,887.13
01-554120	Repairs	1,104.48	18,000.00	\$ 16,895.52
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	9,565.43	51,000.00	\$ 41,434.57
01-554132	Telephone	191.74	1,432.00	\$ 1,240.26
01-554133	Wisconsin Retirement	6,367.50	38,158.00	\$ 31,790.50
01-554134	Social Security	5,122.66	34,952.00	\$ 29,829.34
01-554135	Medicare	1,198.02	8,174.00	\$ 6,975.98
01-554136	Health Insurance	41,699.60	200,160.00	\$ 158,460.40
01-554137	Life Insurance	311.56	2,100.00	\$ 1,788.44
01-554138	Dental Insurance	1,932.00	9,312.00	\$ 7,380.00
01-554140	Gasoline	3,377.53	30,000.00	\$ 26,622.47
01-554141	Fertilizers & Herbicides	-	6,500.00	\$ 6,500.00
01-554142	Equipment Repairs	13,208.71	28,000.00	\$ 14,791.29
01-554144	Washington Park Lights	-	2,500.00	\$ 2,500.00
01-554148	Water Bubblers	212.12	2,000.00	\$ 1,787.88
01-554150	Staff Training	942.31	4,500.00	\$ 3,557.69
01-554159	Safety Equipment	1,033.92	3,000.00	\$ 1,966.08
01-554160	Capital Outlay	-	4,000.00	\$ 4,000.00
<b>Total Park</b>		<b>\$ 184,817.45</b>	<b>\$ 993,835.00</b>	<b>\$ 809,017.55</b>
05-554170	Capital Projects	\$ 4,521.49	\$ 490,500.00	\$ 485,978.51
<b>Forestry</b>				
01-561110	Salaries	\$ 19,371.25	\$ 134,680.00	\$ 115,308.75
01-561112	Longevity	-	-	-
01-561118	Supplies & Expense	63.98	12,300.00	\$ 12,236.02
01-561120	Repairs	236.76	3,000.00	2,763.24
01-561124	Cont. Education Forester Cert	1,218.00	1,600.00	382.00
01-561126	Annual Bucket Truck Inspection	0.00	5,000.00	5,000.00
01-561133	Wisconsin Retirement	1,394.74	9,697.00	8,302.26
01-561134	Social Security	836.07	8,350.00	7,513.93
01-561135	Medicare	195.53	1,953.00	\$ 1,757.47
01-561136	Health Insurance	6,254.94	50,040.00	43,785.06
01-561137	Life Insurance	21.84	134.00	112.16
01-561138	Dental Insurance	289.80	2,327.00	2,037.20
01-561160	Capital Outlay	-	-	-
<b>Total Forestry</b>		<b>\$ 29,882.91</b>	<b>\$ 229,081.00</b>	<b>\$ 199,198.09</b>
05-561170	Capital Projects	-	6,500.00	\$ 6,500.00

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Brandt-Quirk Restrooms

### Background

The Brandt-Quirk baseball complex restrooms are receiving an upgrade through agreements with the Storm organization. Currently, the restrooms have not been completed by the beginning of the season and temporary hand-washing stations will be placed near the restrooms.

### Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Additional costs for temporary facilities will be incurred.

### Recommendation

There are only updates and discussion for this agenda item.

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: part-time employee task list

### Background

The Parks, Recreation, and Forestry Department is requesting the addition of two positions to the part-time employee task list. Both positions were approved as part of the 2026 budget and reflect adjustments made to support operational and programming needs.

One position is being added in response to increased demand for recreation programs and services, allowing the department to maintain service levels and expand offerings to meet community needs.

The second position is being added as a seasonal role following the removal of a full-time aquatics position and to provide staffing flexibility while continuing to support aquatic programming and facility operations during peak seasonal demand.

### Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

These positions will be part-time and utilized based on operational need. Any associated costs will be managed within the department's approved budget and/or seasonal staffing allocations.

### Recommendation

It is recommended that approval be granted to add these two positions to the Parks & Recreation Department's part-time employee task list.

Motion: approve the recreation and aquatics positions outlined to the department task list.

Task - Recreation	Pay Code	Pay Rate	Account	Activity	Task - Indoor Aquatics
Assistant	1-4	\$ 12.00	01-55-21-16	Baseball - Youth	Trainer Instructor - Year 1
Youth Referee/Umpire	1-4	\$ 16.00	01-55-21-16	Baseball - Little Sluggers	Trainer Instructor - Year 2
Attendant	1-4	\$ 14.00	01-55-21-16	Basketball - Adult	Trainer Instructor - Year 3
Building Supervisor		\$15.00	01-55-20-16	Basketball - Intermurals	Trainer Instructor - Year 4
Camp Director	1-4	\$ 20.00	01-55-21-16	Basketball - Little Dunkers	Head Guard - Year 1
Field Supervisor	1-4	\$ 16.00	01-55-21-16	Building Attendant	Head Guard - Year 2
Intern	1-4	\$ 10.00	01-55-21-16	Concessions	Head Guard - Year 3
Instructor	1-4	\$ 25.00	01-55-21-16	Day Camp	Head Guard - Year 4
Park Maintenance	1-4	\$ 16.00	01-55-41-16	Football - Youth	Manager - Year 1
Program Supervisor	1-4	\$ 20.00	01-55-21-16	Kayak Attendant	Manager - Year 2
Assistant Umpire	1-4	\$ 21.00	01-55-21-16	Kickball - Adult	Manager - Year 3
Umpire	1-4	\$ 30.00	01-55-21-16	Kickball - Youth	Manager - Year 4
Scorekeeper	1-4	\$ 12.00	01-55-21-16	Recreation - Kart Park	Lifeguard - Year 1
Recreation Program Assistant		\$19.39	01-55-21-16	Recreation - Fitness	Lifeguard - Year 2
				Recreation - Enrichment	Lifeguard - Year 3
				Recreation - Programs	Lifeguard - Year 4
				Parks - Seasonal	Swim Instructor (Non-WSI) - Year 1
				Soccer - League	Swim Instructor (Non-WSI) - Year 2
				Soccer - Little Kickers	Swim Instructor (Non-WSI) - Year 3
				Softball - Men	Swim Instructor (Non-WSI) - Year 4
				Softball - Coed	Swim Instructor (WSI) - Year 1
				Softball - Fast Pitch	Swim Instructor (WSI) - Year 2
				Volleyball - Coed	Swim Instructor (WSI) - Year 3
				Volleyball - Men	Swim Instructor (WSI) - Year 4
				Volleyball - Women	Private Instructor (WSI) - Year 1
					Private Instructor (WSI) - Year 2
					Private Instructor (WSI) - Year 3
					Private Instructor (WSI) - Year 4
					Exercise Instructor

Pay Code	Pay Rate	Account		Task - Outdoor Aquatics	Pay Code	Pay Rate	Account
1-4	\$ 20.00	01-55-23-16		Head Guard - Year 1	1-4	\$ 13.50	01-55-22-16
1-4	\$ 21.00	01-55-23-16		Head Guard - Year 2	1-4	\$ 14.50	01-55-22-16
1-4	\$ 22.00	01-55-23-16		Head Guard - Year 3	1-4	\$ 15.50	01-55-22-16
1-4	\$ 23.00	01-55-23-16		Head Guard - Year 4	1-4	\$ 16.50	01-55-22-16
1-4	\$ 13.50	01-55-23-16		Manager - Year 1	1-4	\$ 15.50	01-55-22-16
1-4	\$ 14.50	01-55-23-16		Manager - Year 2	1-4	\$ 16.50	01-55-22-16
1-4	\$ 15.50	01-55-23-16		Manager - Year 3	1-4	\$ 17.50	01-55-22-16
1-4	\$ 16.50	01-55-23-16		Manager - Year 4	1-4	\$ 18.50	01-55-22-16
1-4	\$ 15.50	01-55-23-16		Lifeguard - Year 1	1-4	\$ 12.50	01-55-22-16
1-4	\$ 16.50	01-55-23-16		Lifeguard - Year 2	1-4	\$ 13.50	01-55-22-16
1-4	\$ 17.50	01-55-23-16		Lifeguard - Year 3	1-4	\$ 14.50	01-55-22-16
1-4	\$ 18.50	01-55-23-16		Lifeguard - Year 4	1-4	\$ 15.50	01-55-22-16
1-4	\$ 12.50	01-55-23-16		Concessions - Year 1	1-4	\$ 9.00	01-55-22-16
1-4	\$ 13.50	01-55-23-16		Concessions - Year 2	1-4	\$ 10.00	01-55-22-16
1-4	\$ 14.50	01-55-23-16		Concessions - Year 3	1-4	\$ 11.00	01-55-22-16
1-4	\$ 15.50	01-55-23-16		Concessions - Year 4	1-4	\$ 12.00	01-55-22-16
1-4	\$ 13.00	01-55-23-16		Concessions (Lead) - Year 1	1-4	\$ 11.50	01-55-22-16
1-4	\$ 14.00	01-55-23-16		Concessions (Lead) - Year 2	1-4	\$ 12.50	01-55-22-16
1-4	\$ 15.00	01-55-23-16		Concessions (Lead) - Year 3	1-4	\$ 13.50	01-55-22-16
1-4	\$ 16.00	01-55-23-16		Concessions (Lead) - Year 4	1-4	\$ 14.50	01-55-22-16
1-4	\$ 14.00	01-55-23-16		Front Desk - Year 1	1-4	\$ 9.00	01-55-22-16
1-4	\$ 15.00	01-55-23-16		Front Desk - Year 2	1-4	\$ 10.00	01-55-22-16
1-4	\$ 16.00	01-55-23-16		Front Desk - Year 3	1-4	\$ 11.00	01-55-22-16
1-4	\$ 17.00	01-55-23-16		Front Desk - Year 4	1-4	\$ 12.00	01-55-22-16
1-4	\$ 21.25	01-55-23-16		Pool Maintenance - Year 1	1-4	\$ 13.00	01-55-22-16
1-4	\$ 22.25	01-55-23-16		Pool Maintenance - Year 2	1-4	\$ 14.00	01-55-22-16
1-4	\$ 23.25	01-55-23-16		Pool Maintenance - Year 3	1-4	\$ 15.00	01-55-22-16
1-4	\$ 24.25	01-55-23-16		Pool Maintenance - Year 4	1-4	\$ 16.00	01-55-22-16
1-4	\$25.00	01-55-23-16		Slide Attendant - Year 1	1-4	\$ 9.00	01-55-22-16
				Slide Attendant - Year 2	1-4	\$ 10.00	01-55-22-16
				Slide Attendant - Year 3	1-4	\$ 11.00	01-55-22-16
				Slide Attendant - Year 4	1-4	\$ 12.00	01-55-22-16

<b>Task</b>	<b>Activity</b>	<b>Pay Code</b>	<b>Pay Rate</b>	<b>Account</b>
Baseball - Youth	Assistant	1-4	\$ 10.00	01-55-21-16
Baseball - Youth League	Little Sluggers Assistant Coach	1-4	\$ 10.00	01-55-21-16
Basketball - Adult	Assistant Referee	1-4	\$ 16.00	01-55-21-16
Basketball - Intermurals	Building Attendant	1-4	\$ 10.00	01-55-21-16
Basketball - Youth	Little Dunkers Camp Director	1-4	\$ 20.00	01-55-21-16
Concessions	Coach	1-4	\$ 14.00	01-55-21-16
Day Camp	Field Supervisor	1-4	\$ 16.00	01-55-21-16
Football - Youth	Intern	1-4	\$ 10.00	01-55-21-16
Kickball - Adult	Instructor	1-4	\$ 20.00	01-55-21-16
Kickball - Youth	Office Aide	1-4	\$ 12.00	01-55-20-16
Recreation	Kart Park Park Maintenance	1-4	\$ 13.00	01-55-41-16
	Fitness Program Supervisor	1-4	\$ 20.00	01-55-21-16
	Enrichment Referee/Official	1-4	\$ 21.00	01-55-21-16
	Programs Umpire	1-4	\$ 21.00	01-55-21-16
Parks - Seasonal	Umpire - Fastpitch	1-4	\$ 25.00	01-55-21-16
Soccer - League	Scorekeeper	1-4	\$ 10.00	01-55-21-16
Soccer - Youth	Little Kickers			
Softball - Men				
Softball - Coed				
Softball - Fast Pitch				
Volleyball - Coed				
Volleyball - Men				
Volleyball - Women				

<b>Task - Aquatics</b>	<b>Activity</b>	<b>Pay Code</b>	<b>Pay Rate</b>	<b>Account</b>
Instructor	Aquatic Trainer	1-4	\$ 20.00	01-55-23-16
Head Guard		1-4	\$ 12.50	01-55-23-16
Manager		1-4	\$ 13.75	01-55-23-16
Lifeguard		1-4	\$ 11.50	01-55-23-16
Swim Instructor - Non-WSI		1-4	\$ 12.50	01-55-23-16
Swim Instructor - WSI		1-4	\$ 13.50	01-55-23-16
Concessions		1-4	\$ 8.50	01-55-23-16
Concessions - Lead		1-4	\$ 11.00	01-55-23-16
Front Desk		1-4	\$ 8.50	01-55-23-16
Pool Maintenance		1-4	\$ 13.00	01-55-23-16
Slide Attendant		1-4	\$ 8.50	01-55-23-16

Increase \$1.00/year \$14.00 for 2024

Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4  
Increase by .25/.50/.75 each additional year through year 4



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: employee pool passes

### Background

Mayor Stocks has proposed the implementation of providing pool passes for City employees. This initiative is intended to support employee wellness, encourage use of City recreational amenities, and promote a positive workplace culture.

### Budget Goal

- 6. Strengthen employee trust and retention by fostering a workplace culture of respect, service, and responsiveness to internal and community needs.

### Financial Impact

The financial impact is expected to be minimal, as the program would utilize existing facility capacity. Any potential revenue loss from discounted or complimentary passes is offset by the overall benefit of increased community engagement and employee wellness, as well as revenue from concession use, etc.

### Recommendation

Staff recommends consideration of the following options for City employee pool passes:

#### Option 1: Discounted Pass Structure

- Offer City employees a discounted rate on pool passes
  - Individual Pass: Reduced rate
  - Family Pass: Reduced rate



# MEMO

## Option 2: Complimentary Pass Structure

- Provide City employees with complimentary pool passes
  - Individual Pass: No cost
  - Family Pass: No cost

## Option 3: Hybrid Structure

- Provide a complimentary individual pool pass to City employees
- Offer a discounted rate for family pool passes

Motion: approve the recommended option.



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: banner application

### Background

The Parks, Recreation, and Forestry Department is proposing the use of an updated banner application for community partners to display advertising banners at designated Parks & Recreation facilities.

Historically, banners have been installed by local organizations; however, a formal application process previously in place was not consistently utilized. In an effort to improve consistency, transparency, and oversight, the application has been updated with review and input from the City Attorney.

At this time, a comprehensive review of a broader banner policy is pending through the City Attorney’s Office. The updated application is intended to serve as an interim administrative tool to guide banner requests and ensure appropriate use of City facilities.

### Budget Goal

- 2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Previously, fees were not consistently collected for banners. A proposed \$100 fee per banner would be implemented, with total revenue pending the number of banners installed.

### Recommendation

Staff recommends approval of the updated Banner Application for use on an interim basis, pending completion of the full banner policy review by the City Attorney’s Office.

Motion: approve the updated Banner Application for interim use, pending completion of a comprehensive banner policy review by the City Attorney’s Office.



## 2026 Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

# Advertising Banner/Flag Application

Please return the completed application with payment and artwork attached to the above address.

Sponsoring Organization \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

### General Banner Information

Banners must adhere to the following specifications:

1. Banner dimensions of 7' by 7' (Washington, Riverside, Brandt-Quirk) or department approval.
2. Must be constructed of approved perforated material.
3. Available grommets along the top side every 12" and along the bottom side every 12" with at least 3 grommets along the length.
4. Submit artwork/logo including all information to be printed on the banner/flag.
5. The approved group must coordinate the installation and removal of the banner/flag advertisement with the department. The department will not store banners/flags.

Website \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Message \_\_\_\_\_

Locations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of City Representative Date

\_\_\_\_\_  
 Signature of Approved Group Contact Date

<b>Office Use:</b> Banner \$50 x _____ Banners = \$ _____ Total      Received By: _____
---

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Facility use agreements – Storm/WYBA

### Background

Every year we renew the facility use agreements with organizations that use our facilities throughout the year. The previous contact who signed the agreement with Storm/WYBA is no longer with the organization. A new facility use contract and condition of facility use agreement have been signed by the current contact.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

These rentals help to cover the cost of field preparations and maintenance.

### Recommendation

The Parks, Recreation, and Forestry Department recommend approval of the Facility Use Agreements for Storm/WYBA.

Motion: To Approve the Facility Use agreement for Storm/WYBA.



**Watertown Parks, Recreation, and Forestry Department**  
514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

**2026 Condition of Facility Use Agreement**

<b>Organization Name</b>	Watertown Youth Baseball Association
<b>Contact Name</b>	Brad Walter
<b>Contact Phone #</b>	920-285-1743
<b>Contact Email</b>	wyba.president@gmail.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

**CONDITION OF FACILITY USE**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule.

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

*Paul Wata*

4-16-26

Renter Signature

Date

Approved by agent of the department.

Signature

Date



**Watertown Parks, Recreation, and Forestry Department**  
514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

**2026 General Facility Use Contract**

Organization Name	Watertown Youth Baseball Association
Contact Name	Brad Walter
Contact Phone #	920-285-1743
Contact Email	wyba.president@gmail.com
Event Dates	April to July 2026 / Tournaments @ BQ - May 9-10 June 6-7 July 11-12 Games & Practices
Event Location	Brandt Quirk and Washington Park / Tournament @ Washington June 13-14

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as "the renter" or "renters," and the Watertown Parks, Recreation, and Forestry Department referred to as "the department."

**SERVICES**

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department's staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

**SCHEDULING**

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department's administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be

Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**INSURANCE**

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

Dan Valt  
Renter Signature

4-16-26  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

- Contract
- Concession Permit

- Banner Permit
- Condition of Facility Use

# PARKS, RECREATION, & FORESTRY DEPARTMENT

920-262-8080



Concession Stands/Building: BQ, Riverside, Washington \$75/Event or \$300/Year  
Mobile Food Trucks: \$35/Event or \$300/Year

### Application for Concessions Permit

pd 300 wk# 2259  
4/16/26

NAME: Tracie Manke WYBA VP

ADDRESS: 1415 Stoneridge Dr Watertown WI 53098

PHONE NUMBER: 414-403-9286

EMAIL ADDRESS: Traciemanke@gmail.com

LOCATION APPLICANT PROPOSES TO SELL OR GIVE AWAY MERCHANDISE: BQ

DATE AND TIME OF EVENT AND/OR DURATION OF PERMIT REQUESTED: Spring / Summer 2026

DESCRIPTION OF ANY CITY OWNED FACILITIES APPLICANT PROPOSES TO USE FOR CONCESSION SALES: Water Frig Cooler Freezer

DESCRIPTION OF EQUIPMENT WHICH THE CONCESSIONAIRE PLANS TO USE, INCLUDING NOT ONLY FOOD PREPARATION AND SERVING EQUIPMENT, BUT ALSO ANY CART OR BUILDING PROPOSED TO BE USED IN THE CONCESSION OPERATION:  
All equipment inside stand.

### ARTICLES OF MERCHANDISE PROPOSED TO BE SOLD OR GIVEN AWAY:

Product:	Cost:
<u>Water</u>	\$ _____
<u>Gatorade</u>	\$ _____
<u>Hot Dogs</u>	\$ _____
<u>Brats</u>	\$ _____
<u>Candy</u>	\$ _____
<u>Chips</u>	\$ _____
<u>Nacho's</u>	\$ _____
<u>Pretzel's</u>	\$ _____
<u>Popcorn</u>	\$ _____
<u>Burgers</u>	\$ _____
<u>Soda</u>	\$ _____
<u>Sunflower Seeds</u>	\$ _____

Please forward copy of food license and temp "B" permit to Event Coordinator.

Entered on Computer

**Indemnification:**

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising from my operation of concessions.*

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

Signature: Jacie Monke WYBA VP

Date: 4.13.26

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Facility use agreements – Cardinals

### Background

Every year we renew the facility use agreements with organizations that use our facilities throughout the year. The Cardinals organization has not rented facilities from the department in several years; therefore, this agreement represents a new facility use arrangement. The current agreement, including applicable fees and conditions of use, has been reviewed and signed by the organization’s designated representative.

The organization is also requesting consideration of a reduction or waiver of applicable fees, specifically the seasonal concession permit fee of \$300. A reduction or waiver of any fees related to facility or field usage has not been offered to other organizations.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Facility rental revenues contribute toward offsetting the costs of field preparation, maintenance, and ongoing upkeep of Parks & Recreation facilities. A reduction or waiver of fees would decrease cost recovery for these services.

### Recommendation

Recommendation for approval of the facility use agreement with the Cardinals organization, including the applicable rental terms and conditions as presented.

Motion to approve the facility use agreements with the Cardinals organization as presented, including applicable fees and conditions of use.

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

Organization Name	Watertown Cardinals Bball Org.
Contact Name	Aaron Roeseler
Contact Phone #	920-265-5547
Contact Email	aaron.roeseler@gmail.com
Event Dates	See website (www.wttn Cardinals.com)
Event Location	Washington Park

8 games  
(2 week day)

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be

Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**INSURANCE**

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

*[Signature]*  
Renter Signature

3/27/20  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

Contract

Banner Permit

Concession Permit

Condition of Facility Use



8 games  
2 weekdays

# 2026 Game Schedule

Watertown Cardinals - Rock River League

Date	Opponent	Location	Time	Result
Sun, 5/3/26	Helenville Rebels	Home Watertown - Washington Park	1:00 PM	-
Sat, 5/9/26	Milton Crescents	Home Watertown - Washington Park	1:00 PM	-
Sun, 5/17/26	Neosho Rockets	Home Watertown - Washington Park	1:00 PM	-

Date	Opponent	Location	Time	Res	Section 5, Item H.
Sat, 5/23/26	@ Farmington Flames	Away Farmington - Ball Park	1:00 PM	-	
Sun, 5/31/26	Rubicon Red Sox	Home Watertown - Washington Park	1:00 PM	-	
Sun, 6/7/26	@ Johnson Creek Pioneers	Away Johnson Creek - Firemen's Park	1:00 PM	-	
Fri, 6/12/26	Clyman Canners	Home Watertown - Washington Park	7:30 PM	-	
Sun, 6/14/26	@ Lebanon Whitetails	Away Lebanon - Fireman's Park	1:00 PM	-	
Sun, 6/21/26	@ Helenville Rebels	Away Helenville - Fireman's Park	1:00 PM	-	
Fri, 6/26/26	Lebanon Whitetails	Home Watertown - Washington Park	7:30 PM	-	
Sun, 6/28/26	@ Neosho Rockets	Away Neosho - Village Park	1:00 PM	-	
Sat, 7/11/26	@ Rubicon Red Sox	Away Rubicon - St.	1:00 PM	-	

Section 5, Item H.

Date	Opponent	Location	Time	Result
		Johns Park		
Sun, 7/12/26	Farmington Flames	Home Watertown - Washington Park	1:00 PM	-
Fri, 7/17/26	@ Milton Crescents	Away Milton - Schilberg Park	7:30 PM	-
Sun, 7/26/26	@ Clyman Canners	Away Clyman - Fireman's Park	1:00 PM	-
Sat, 8/1/26	Johnson Creek Pioneers	Home Watertown - Washington Park	1:00 PM	-

## Never Miss a Game!

Subscribe to our schedule or follow us on social media for game updates and reminders.

 Email for Updates

 Support the Team



# Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

## 2026 Condition of Facility Use Agreement

Organization Name	Watertown Cardinals Baseball Org
Contact Name	Aaron Roeseler
Contact Phone #	920-285-5547
Contact Email	aaron.roeseler@gmail.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

### CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

# POTENTIAL FACILITY UPGRADES

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

## UPGRADE SUGGESTION & DONATION AMOUNT

Upgrade Suggestion: 1

(Please attach any supporting documentation, quotes, etc.)

Donation Amount: \$350 - 600

- 2 weekday games = \$300  
- 6 weekend games = \$300

\$600

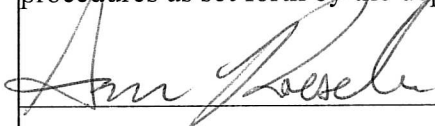
**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

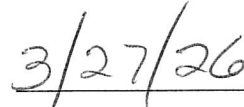
In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
\_\_\_\_\_

Renter Signature

  
\_\_\_\_\_

Date

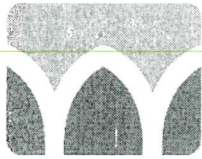
Approved by agent of the department.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



THE CITY OF  
**WATERTOWN**

**PARKS, RECREATION &  
FORESTRY DEPARTMENT**

Section 5, Item H.

920-262-8080

Concession Stands/Building: BQ, Riverside,  
Washington \$75/Event or \$300/Year  
Mobile Food Trucks: \$35/Event or \$300/Year

*pd 3/3/20*

Application for Concessions Permit

NAME: Aaron Roeseler

ADDRESS: 1011 Carr St. Watertown, WI 53094

PHONE NUMBER: 920-285-5547

EMAIL ADDRESS: aaron.roeseler@gmail.com

LOCATION APPLICANT PROPOSES TO SELL OR GIVE AWAY  
MERCHANDISE: Washington Park

DATE AND TIME OF EVENT AND/OR DURATION OF PERMIT  
REQUESTED: Summer - Sundays in the Summer (see wtncardinals.com for HOME GAMES)

DESCRIPTION OF ANY CITY OWNED FACILITIES APPLICANT PROPOSES TO USE FOR CONCESSION  
SALES: The building we plan on using is light tan w/ dark tan trim. It is adjacent to the bleachers and is in walking distance from the ball diamond.

DESCRIPTION OF EQUIPMENT WHICH THE CONCESSIONAIRE PLANS TO USE, INCLUDING NOT ONLY FOOD PREPARATION AND SERVING EQUIPMENT, BUT ALSO ANY CART OR BUILDING PROPOSED TO BE USED IN THE CONCESSION OPERATION:  
Any help/equipment available!

ARTICLES OF MERCHANISE PROPOSED TO BE SOLD OR GIVEN AWAY:

Product:	Cost:
<u>Brats</u>	<u>\$ TBD</u>
<u>Burgers</u>	<u>\$ TBD</u>
<u>Hot dogs</u>	<u>\$ TBD</u>
<u>Candy</u>	<u>\$ TBD</u>
<u>Chips</u>	<u>\$ TBD</u>
<u>Beer</u>	<u>\$ TBD</u>
<u>Gratade</u>	<u>\$ TBD</u>
<u>Water</u>	<u>\$ TBD</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

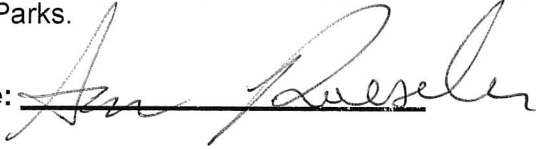
Please forward copy of food license and temp "B" permit to Event Coordinator.

**Indemnification:**

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising* from my operation of concessions.

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

Signature: 

Date: 3/31/26



THE CITY OF

# WATERTOWN

## 2026 Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### Advertising Banner/Flag Application

Please return the completed application with payment and artwork attached to the above address.

Sponsoring Organization WTH Cardinals Baseball Organization  
 Contact Aaron Roselle  
 Address 1011 Corn St.  
 Telephone 920-285-5547  
 Email Address aaron.roselle@gmail.com

#### General Banner Information

Banners must adhere to the following specifications:

1. Banner dimensions of 7' by 7' (Washington, Riverside, Brandt-Quirk) or department approval.
2. Must be constructed of approved perforated material.
3. Available grommets along the top side every 12" and along the bottom side every 12" with at least 3 grommets along the length.
4. Submit artwork/logo including all information to be printed on the banner/flag.
5. The approved group must coordinate the installation and removal of the banner/flag advertisement with the department. The department will not store banners/flags.

Website www.wthncardinals.com  
 Email wthncards@gmail.com  
 Phone 920-285-5547  
 Message "THE CARDINALS ARE BACK!"

Locations:  
① Main location @ Washington Park (6' x 3')  
② Boulevard Area adjacent to the Boulevard near where (4' x 3')  
the main Washington Park sign is located

Signature of City Representative  
[Signature]  
 Signature of Approved Group Contact

Date  
4/6/26  
 Date

**Office Use:** Banner \$50 x 2 Banners = \$ 100 Total Received By: AD

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Facility use agreements – Watertown Tennis Association

### Background

Facility use agreements are being executed annually for organizations utilizing Parks & Recreation facilities. The Watertown Tennis Association has utilized department facilities in previous years; however, a formal facility use agreement had not been presented or executed with the organization prior to this year. As part of a department-wide effort to ensure consistency and standardization across all user groups, a formal facility use agreement is now being implemented for the Watertown Tennis Association. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The Tennis Association is also requesting consideration of a reduction or waiver of applicable facility rental fees.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Facility rental revenues contribute toward offsetting the costs of field preparation, maintenance, and ongoing upkeep of Parks & Recreation facilities. A reduction or waiver of fees would decrease cost recovery for these services.

### Recommendation

Recommendation for approval of the facility use agreement with the Watertown Tennis Association, including the applicable rental terms and conditions as presented.

Motion to approve the facility use agreements with the Cardinals organization as presented, including applicable fees and conditions of use.

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

<b>Organization Name</b>	Watertown Tennis Association
<b>Contact Name</b>	Dan Leija
<b>Contact Phone #</b>	
<b>Contact Email</b>	<a href="mailto:Dan_leija@yahoo.com">Dan_leija@yahoo.com</a>
<b>Event Dates</b>	5/6/2026-8/26/2026 (Wednesdays) – 11 dates 6/16/2026-8/11/2026 (Tuesdays) – 9 dates 8/9/2026 Tournament
<b>Event Location</b>	BQ Tennis Courts (or Riverside if BQ unavailable)

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions,

equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

**CANCELLATIONS**

The department should be notified of any and all reservation cancellations, unrelated to weather, at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

**FEES**

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year’s reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

**Condition of Facility Use:**

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

- **10 Tennis Court Rental for \$10.00 for 17 Dates = \$1700.00**
- **4 Tennis Court Rental for \$10.00 for 9 Dates = \$360.00**
- **10 Tennis Court Rental (tournament) for \$10.00 for 1 Date = \$100.00**

**Total Owed = \$2160.00**

**ACCESS/MAINTENANCE**

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day’s games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.

Restrooms at certain locations may have capacity limits for usage. If game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)

- 5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking. Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setup must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

- 6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

- 7. Scorepad (Brandt-Quirk) – Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

- 8. Lighting (Brandt-Quirk) – Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.  
Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.  
Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

- 9. Field Maintenance - At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

- 1. Parks Supervisor – 920-390-9208
- 2. Recreation Manager – 920-342-3853
- 3. Office Manager – 920-567-8157

## CONCESSIONS

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment which is left in the concession stand after the renter's use. Grease from food preparation must be taken with the concessions operator. All doors should be locked prior to leaving the facility. Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

## WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

10. Disperse standing water onto any grass areas
11. Rake saturated dirt off the playing surface
12. Use any power equipment on the fields without permission
13. Attempt to use any type of flammable substance to aid the drying
14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

## FACILITIES & AMENITIES AVAILABLE

### Brandt-Quirk Park:

1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
3. 5 full-size, 9 multi-size soccer fields
4. 10 tennis courts
5. 21-hole disc golf
6. Concession Stands (1 baseball, 1 soccer)
7. Men's and Women's Restrooms
8. 3 Small Covered Shelters
9. Picnic tables and garbage/recycling/charcoal cans
10. Playground
11. Bleachers at 5 diamonds, none at field 0
12. Sun Protection at dugouts

### Riverside Park:

1. 2 lighted softball fields (see attached)
2. 1 youth field
3. 4 tennis courts
4. 8 pickleball courts

5. 7 volleyball courts
6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
7. Concession Stand
8. Playground
9. Restrooms located within walking distance
10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
11. Covered shelter and restrooms at volleyball courts
12. Grills

### **Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

### **Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

### **Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms
8. 2 Covered Shelters

### **Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

### **Lincoln**

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

### **Timothy Johnson**

1. 1 basketball court
2. 1 diamond

- 3. 1 soccer field
- 4. Playground
- 5. Restrooms
- 6. 1 Covered Shelter

## **Brandt/Quirk Park Field Dimensions**

### **Diamond 0**

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

### **Diamond 1**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### **Diamond 2**

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

### **Diamond 3**

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### **Diamond 4**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

### **Diamond 5**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

## **Riverside Park Field Dimensions**

### **Diamond 1**

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### **Diamond 2**

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

### **Diamond 3**

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

## **Washington Park Dimensions**

**Diamond**

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**INSURANCE**

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

\_\_\_ Contract

\_\_\_ Banner Permit

\_\_\_ Concession Permit

\_\_\_ Condition of Facility Use



## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 Condition of Facility Use Agreement

<b>Organization Name</b>	Watertown Tennis Association
<b>Contact Name</b>	Dan Leija
<b>Contact Phone #</b>	
<b>Contact Email</b>	Dan_Leija@yahoo.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

## POTENTIAL FACILITY UPGRADES

Section 5, Item 1.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

### UPGRADE SUGGESTION & DONATION AMOUNT

**Upgrade Suggestion:** \_\_\_\_\_ **Potential:** BQ tennis court resurfacing \_\_\_\_\_

**(Please attach any supporting documentation, quotes, etc.)**

**Donation Amount:** \_\_\_\_\_ **\$1800 equivalent** \_\_\_\_\_

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Facility use agreements – Thunder

### Background

Every year we renew the facility use agreements with organizations that use our facilities throughout the year. The previous contact who signed the agreement with Thunder is no longer with the organization. A new facility use contract and condition of facility use agreement have been signed by the current contact.

### Budget Goal

2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

These rentals help to cover the cost of field preparations and maintenance.

### Recommendation

The Parks, Recreation, and Forestry Department recommend approval of the Facility Use Agreements for Thunder.

Motion: To Approve the Facility Use agreement for Thunder.



# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 4/20/2026

Subject: Facility use agreements – Clyman Cannery

### Background

Every year we renew the facility use agreements with organizations that use our facilities throughout the year. The Clyman Cannery organization has not rented facilities from the department in several years; therefore, this agreement represents a new facility use arrangement. The current agreement, including applicable fees and conditions of use, has been reviewed by the organization’s designated representative.

### Budget Goal

- 2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

### Financial Impact

Facility rental revenues contribute toward offsetting the costs of field preparation, maintenance, and ongoing upkeep of Parks & Recreation facilities.

### Recommendation

Recommendation for approval of the facility use agreement with the Clyman Cannery organization, including the applicable rental terms and conditions as presented.

Motion to approve the facility use agreements with the Clyman Cannery organization as presented, including applicable fees and conditions of use.

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094

920-262-8080 office / 920-262-8087 fax

### 2026 Condition of Facility Use Agreement

Organization Name	Clyman Diamond Club, Inc.
Contact Name	Kyle Krueger
Contact Phone #	920-342-9100
Contact Email	clymancamers@gmail.com

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### CONDITION OF FACILITY USE

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department wherein regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

Donation funds and their uses must be agreed upon within this agreement by both the department and renter, and may or may not be equal to the actual sum of the regular rental fees which would be waived.

Additional supplies and equipment the department agrees to provide during facility use, including during practices, games, and tournaments, will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter’s events will be billed to the renter in accordance with the Fee Schedule.

## POTENTIAL FACILITY UPGRADES

Section 5, Item K.

All donation funds will be utilized for diamond/field/court/complex maintenance and upgrades. The list below includes upgrades noted by the department and current renters which may be purchased using donation funds.

1. BQ/Washington – restroom restoration
2. BQ/Washington - irrigation
3. BQ/Washington/Riverside - lighting
4. BQ/Washington – concession stand renovation
5. BQ/Washington – playground renovation
6. BQ/Washington – diamond restoration
7. BQ/Washington – batting cages
8. BQ – fences
9. BQ – restroom at field 0
10. BQ – drainage between diamonds

### UPGRADE SUGGESTION & DONATION AMOUNT

Upgrade Suggestion: BQ/Washington diamond restoration

(Please attach any supporting documentation, quotes, etc.)

Donation Amount: \_\_\_\_\_

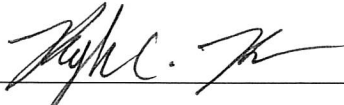
**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insureds on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
\_\_\_\_\_  
Renter Signature

3/31/20  
\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### 2026 General Facility Use Contract

Organization Name	Clyman Diamond Club, Inc
Contact Name	Kyle Krueger
Contact Phone #	920-342-9100
Contact Email	clymancanners@gmail.com
Event Dates	5/19, 6/16, 7/1
Event Location	Washington Park Diamond

This contract applies to all renters of diamond/field/court/complex facilities in the city of Watertown; and whereas the organization name listed above will be hereinafter referred to as “the renter” or “renters,” and the Watertown Parks, Recreation, and Forestry Department referred to as “the department.”

#### SERVICES

The department will provide a clean and maintained facility including restrooms and refuse containers. Ball diamonds, courts, and fields must be prepared and marked by the department’s staff on weekdays (games and tournaments only). The renter will be responsible for their own preparation on all other weekend days & holidays, if applicable. The department will provide initial trash can liners, soap, paper towels, and toilet paper.

#### SCHEDULING

Programs and events sponsored by the department will have priority when scheduling. Other tournaments and events may be scheduled using this contract starting September 1 for the following year according to the following criteria:

1. Parks and Recreation programs and events.
2. Watertown Unified School district programs and events.
3. Previous renters in good standing will have an opportunity to schedule on the same dates they used the previous year.
4. New renters deemed to be appropriate for the use of these facilities by the department’s administration.

**Hours of Use:** Park hours are 5 am to 11 pm. Ball games should not be scheduled prior to 8 AM and should end by 10 PM.

Contracts and reservations dates for previous renters must be submitted by November 1, 2025. Dates will be open to new renters on November 1. All contracts and schedules are due by January 1, 2026 for facility use in the following season. Specific facility use details (times, dimensions, equipment, etc.) are **due 30 days prior to the reservation**. All other reservations will be subject to availability on a first-come, first-served basis. Rain dates may not be prescheduled.

## CANCELLATIONS

The department should be notified of any and all reservation cancellations, unrelated to v at least 14 days prior to the reservation. Rescheduling and scheduling new reservations will be completed by the department when notified by the Renter and is subject to availability. Any cancellations by the renter within 14 days of a reservation, including due to weather, and more than 10 cancellations over 14 days in advance of a reservation will be billed according to the Fee Schedule

## FEES

Fees are determined by the department Fee Schedule and are subject to change at any time. Fees associated with the reservation (including, but not limited to, field rental, concession stand rental, and supplies) must be paid within 30 days after the reservation. Failure to do so will result in forfeiture of the next year's reservation.

Additional supplies and equipment the department agrees to provide will be charged to the renter. Also, any additional cost of cleanup required by the department due to the operation of the renter's events will be billed to the renter in accordance with the Fee Schedule. Any additional fees must be paid within **30 days** after reservation.

### Condition of Facility Use:

A Condition of Facility Use Agreement may be signed by the renter indicating donations to the department in which regular rental fees are waived. Agreements are to be approved by the Park, Recreation, and Forestry Director and Commission before facility use contracts will be accepted for the following year.

## ACCESS/MAINTENANCE

1. Keys - The department will provide the keys necessary to access any areas needed for the operation of the event(s). The renter should make arrangements to pick up keys at least two days in advance of the event(s). All keys must be returned to the office or placed in the drop box located at the front of the main entry doors at 514 S. First St. by the next business day.
2. Litter/Grounds – The renter is responsible for keeping the diamonds/fields/courts/complex litter free and should do a complete litter pick up at the end of each day's games.
3. Bagged Garbage – All refuse should be bagged in bags provided by the department. Bags should be left in a designated spot at each location for pick up by department staff. At Brandt-Quirk, bags should be placed in the Department truck.
4. Restrooms – The department will provide clean restrooms at the start of each day. The department will also provide initial trash can liners, soap, paper towels, and toilet paper which the renter will replace and restock on an as-needed basis, at additional cost. The cleanup of unexpected messes during the course of the day should be cleaned by the renter.  
  
Restrooms at certain locations may have capacity limits for usage. If your game/tournament/event is expected to or does exceed the capacity limit, portable toilet rentals will be required at the renter's expense. (e.g. if all diamonds/fields are in use at one time, at least two portable toilets will be required.)
5. Driving/Parking - The renter may charge for specific tournament or event parking only at Brandt-Quirk Park, provided the general public is able to access the lot and park for free (with clear signage) and the soccer complex parking is also available for public parking.

Renters must not use vehicles, barricades, or other obstructions that block or restrict traffic flow. All access points must remain open and passable, and any temporary setups must be easily movable to allow immediate access for emergency vehicles.

If utilizing an ATV for field preparation, or any other use of a vehicle in the park is needed, a Driving/Parking Permit is required.

- 6. Advertising/Banners - No form of advertising may be sold to be hung, staked, displayed, etc. on the premises of any diamond/field/court/complex without permission from the department through a Banner Permit.

- 7. Scorepad (Brandt-Quirk) –  
Scorepads are in the east side storage room in the rack. When removing a scorepad, unplug the charger. Follow the instructions on the bottom of the pad to turn on. Instruction sheet is also in the shelf or on the breaker panel if any help is needed.

To turn on:

Press OFF/ON to turn on.

It will ask "Scoreboard" press 1 regardless of field your on, then press enter

It will ask "Use last setup" press Yes, then enter. Scorepad and scoreboard will now be working.

When games are done put pad in correct shelf and plug charger in.

- 8. Lighting (Brandt-Quirk) –  
Keys for the lights are in the east side storage room. There is a red paddle on a key set that is hanging on the small breaker box to the left of the scorepad rack.

Diamond lights 1 and 2 are controlled from the panel behind field 5 outfield fence. When keying, turn the key to "ON". Lights should start to light up.

Diamonds 2, 3 & 4 the control panel is between diamonds 3 and 4. When keying, turn the key to "ON". Lights should start to light up.

When games are done turn switches with key to OFF. Please return key to storage panel.

- 9. Field Maintenance -  
At the end of the renter's event(s), the renter is required to rake dirt into depressions around home plate and the pitching rubber and any other areas as needed. At Washington Park, at the end of the event(s), and after any field maintenance, tarps must be placed and secured over home plate and pitcher's mound. Check with the department for any uses of irrigation and field equipment.

**In an emergency, members of the Park & Rec Department may be contacted:**

- 1. Parks Supervisor – 920-390-9208
- 2. Recreation Manager – 920-342-3853
- 3. Office Manager – 920-567-8157

**CONCESSIONS**

If the renter is interested in providing or selling concessions, please use the Concession in Parks Permit; rental fees apply.

The concession stand should be kept reasonably clean during the hours of operation by the concessions operator. At the end of each day or week the stand and equipment should be cleaned to a standard at which it was when opened, and left as found at the end of the tournament, and product removed. The department and other renters are not liable for any product or equipment

which is left in the concession stand after the renter's use. Grease from food preparation taken with the concessions operator. All doors should be locked prior to leaving the Renters are responsible for any equipment or stand damages which may occur during their reservation. A list of equipment available at each stand is available by request.

### WEATHER CONDITIONS AND PLAYABILITY

The department will evaluate conditions and make final decisions regarding the playability of the diamonds/fields/complex during times of adverse weather conditions on weekdays until 3pm. Evaluations and playability after 3pm on weekdays and weekends will be handled by the program/event coordinator; if play does occur, the renter will accept all responsibility for any damage which may occur. Fields are rented and billed rain or shine.

The renter may hand rake or use an approved drying agent but should never:

- 10. Disperse standing water onto any grass areas
- 11. Rake saturated dirt off the playing surface
- 12. Use any power equipment on the fields without permission
- 13. Attempt to use any type of flammable substance to aid the drying
- 14. Use any other tactics that could jeopardize the continued quality and contour of the playing surfaces or facility
- 15. Use more than 2 bags of turface per diamond (need for additional may mean the diamond is in an unplayable condition)

In a large weather event (e.g. flooding, tornado, etc.), the department will determine playability and accept responsibility for the condition of the fields.

### FACILITIES & AMENITIES AVAILABLE

#### Brandt-Quirk Park:

- 1. 5 lighted and 1 unlit youth baseball diamonds (see attached)
- 2. Remote controlled baseball scoreboards for fields 1-5, no scoreboard for at field 0
- 3. 5 full-size, 9 multi-size soccer fields
- 4. 10 tennis courts
- 5. 21-hole disc golf
- 6. Concession Stands (1 baseball, 1 soccer)
- 7. Men's and Women's Restrooms
- 8. 3 Small Covered Shelters
- 9. Picnic tables and garbage/recycling/charcoal cans
- 10. Playground
- 11. Bleachers at 5 diamonds, none at field 0
- 12. Sun Protection at dugouts

#### Riverside Park:

- 1. 2 lighted softball fields (see attached)
- 2. 1 youth field
- 3. 4 tennis courts
- 4. 8 pickleball courts
- 5. 7 volleyball courts
- 6. Scoreboards at Diamonds 1 and 2; no scoreboard at diamond 3
- 7. Concession Stand
- 8. Playground
- 9. Restrooms located within walking distance
- 10. Bleachers at Diamond 1; terraced seating at Diamonds 2 and 3
- 11. Covered shelter and restrooms at volleyball courts
- 12. Grills

**Washington Park**

1. 1 lighted hardball field (see attached)
2. Remote controlled scoreboard
3. Team dugouts
4. Concession Stand
5. Restrooms
6. Covered Shelter
7. Bleachers, picnic tables, benches, garbage/recycling/charcoal cans
8. Playground

**Grinwald Park:**

1. 2 full-size soccer fields
2. 1 portable toilet
3. Playground
4. Small bleachers

**Clark**

1. 2 tennis courts
2. 1 diamond
3. 1 basketball court
4. 1 volleyball court
5. 1 soccer field
6. Playground
7. Restrooms
8. 2 Covered Shelters

**Union**

1. 1 basketball court
2. Playground
3. Restrooms
4. 1 Covered Shelter

**Lincoln**

1. 1 basketball court
2. 1 diamond
3. 1 volleyball court
4. Playground
5. Restrooms
6. 1 Covered Shelter

**Timothy Johnson**

1. 1 basketball court
2. 1 diamond
3. 1 soccer field
4. Playground
5. Restrooms
6. 1 Covered Shelter

**Brandt/Quirk Park Field Dimensions**

**Diamond 0**

Bases: 50, 60  
Pitching: 35, 40, 43, 46  
150' outfield fence/down the line

**Diamond 1**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

**Diamond 2**

Bases: 60, 65, 70  
Pitching: 40, 43, 46, 50  
215' outfield fence/down the line

**Diamond 3**

Bases: 50, 60, 65, 70, 80  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

**Diamond 4**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

**Diamond 5**

Bases: 50, 60, 65, 70  
Pitching: 35, 40, 43, 46, 50  
215' outfield fence/down the line

**Riverside Park Field Dimensions**

**Diamond 1**

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

**Diamond 2**

Bases: 60, 70, 80  
Pitching: 40, 43, 46, 50, 54  
275' outfield fence/down the line; 290' to center

**Diamond 3**

Bases: 50, 60  
Pitching: 35, 40, 46  
140' outfield fence/down the line; 180' to center

**Washington Park Dimensions**

**Diamond**

Bases: 60  
Pitching: 90  
375' outfield fence/down the line; 325' to center

**INDEMNIFICATION**

Neither the Commission, the City of Watertown, or the Director of the Park and Recreation Department, nor his/her agents shall be liable, and Renter waives all claims for damages to persons or property sustained by the Renter or any occupant of the premises resulting from an accident occurring in or about the Premises resulting from the disrepair of any part of the Premises or resulting from an act or negligence of any tenant occupant, or any other person, including the Commission's agent.

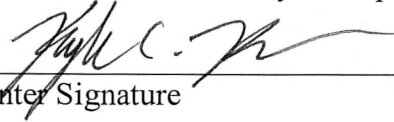
In addition to, and not to the exclusion or prejudice of, any provisions of this Agreement or documents incorporated herein by reference, the Renter shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering, and other expenses relating to the defense of any claim asserted or imposed upon the municipality, its officers, agents, employees and independent contractors growing out of this Agreement by any party or parties. The Renter shall also name as additional insured on its general liability insurance the City, its officers, agents, employees, and any independent contractors hired by the City. The Renter shall provide evidence of the same upon request by the City.

**INSURANCE**

The Renter shall provide a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the Renter its employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The City shall be listed as an additional insured. The certificate shall provide that the insurance provider will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

**AGREEMENT**

I, as the renter, have read the preceding information and agree to abide by the policies and procedures as set forth by the department.

  
\_\_\_\_\_  
Renter Signature

3/3/26  
\_\_\_\_\_  
Date

Approved by agent of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE**

Contract

Banner Permit

Concession Permit

Condition of Facility Use

COI



**Indemnification:**

I agree to defend, indemnify and hold harmless the City of Watertown, its officers, employees and agents from and against *all actions, losses, damages, liability, costs and expenses of every type and description, including, but not limited to, attorney fees, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the permittee or the permittee's agents, officers or employees, directly or indirectly arising* from my operation of concessions.

I certify that I am the person who made and signed this application for a Concessions in City Parks Permit and that all statements made herein are true and correct.

I further acknowledge receipt of a copy of the Municipal Code for the City of Watertown in regards to Concession Permits in Parks.

Signature: 

Date: 4/14/26

## Chapter 398. Parks and Recreation

### Article II. Park Permits

#### § 398-20. Concession permits in parks.

[Amended by Ord. No. 10-26]

A.

Scope. The provisions of this section shall apply to all public parks and recreation areas owned and controlled by the City of Watertown.

B.

Sale of merchandise without a concession permit prohibited. No person, firm, corporation or association shall sell or give away any merchandise of any kind in any park or playground without a concession permit, as provided in this section. This section shall not apply to the following situations:

(1)

The person, club, organization, group or corporation has obtained a temporary retail Class "B" fermented malted beverage ("picnic") license, temporary retail Class "B" wine cooler license or special events license pursuant to § 220-3B(2) or F or Chapter 428, Article II.

(2)

The person, club, organization, group or corporation has obtained a Park Event Permit pursuant to § 398-18.

(3)

A person, firm, corporation or association that has the permission of the group that holds a license or permit as listed above in Subsection B(1) or (2). (Note: A transient merchant license may still be needed.)

C.

Application for permit. Each person, firm or corporation desiring to apply for a permit as a concessionaire to sell or give away merchandise in any park or playground shall file an application with the Director of the Park, Recreation and Forestry Department on a form approved and provided by the Director. The application shall contain the following information:

(1)

The name, address and telephone number of the applicant.

(2)

The location where the applicant proposes to sell or give away merchandise.

(3)

The articles of merchandise proposed to be sold or given away.

(4)

The place and time of event or length or duration of the permit.

(5)

A description of any buildings or equipment owned by the City desired to be used by the concessionaire.

(6)

The equipment which the concessionaire plans to use, including not only food-preparation and food-serving equipment but also any cart or building proposed to be used in the operation.

(7)

The prices proposed to be charged for the various items of merchandise, food or beverages.



THE CITY OF

# WATERTOWN

Section 5, Item K.

## 2026 Watertown Parks, Recreation, and Forestry Department

514 S. First Street / Watertown, WI 53094  
920-262-8080 office / 920-262-8087 fax

### Advertising Banner/Flag Application

Please return the completed application with payment and artwork attached to the above address.

Sponsoring Organization Clyman Diamond Club, Inc.  
 Contact Kyle Krueger  
 Address 722 Oakwood Ln. Watertown, WI 53094  
 Telephone 920-342-9100  
 Email Address clymancanners@gmail.com

#### General Banner Information

Banners must adhere to the following specifications:

1. Banner dimensions of 7' by 7' (Washington, Riverside, Brandt-Quirk) or department approval.
2. Must be constructed of approved perforated material.
3. Available grommets along the top side every 12" and along the bottom side every 12" with at least 3 grommets along the length.
4. Submit artwork/logo including all information to be printed on the banner/flag.
5. The approved group must coordinate the installation and removal of the banner/flag advertisement with the department. The department will not store banners/flags.

Website \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Message \_\_\_\_\_

Locations: Not applicable - no banners or signage will be displayed during our request dates.

Signature of City Representative \_\_\_\_\_  
[Signature]  
 Signature of Approved Group Contact \_\_\_\_\_

Date \_\_\_\_\_  
4/14/26  
 Date \_\_\_\_\_

**Office Use:** Banner \$50 x \_\_\_\_\_ Banners = \$ \_\_\_\_\_ Total Received By: \_\_\_\_\_



