



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, JUNE 15, 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. Parks, Recreation, and Forestry minutes from June 1, 2026

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Preliminary financial reports from April 2026

4. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

5. BUSINESS

A. Review and take action: Elect president and secretary

B. Review and take action: Updated fees and schedule policy

C. Review and take action: 2026 YMCA facility use agreement and waiver of fees

D. Review and take action: Acceptance of mosquito spray donation

E. Review and take action: Webster elementary school donation

F. Review and take action: Watertown volleyball facility use contract and waiver of fees

G. Review and take action: Facility use agreement - Tennis association

H. Review and take action: Facility use agreement - Can you hear me now

I. Review and take action: 2026 park rental application and waiver of fees - Watertown municipal band

J. Review and take action: 2026 park rental application and waiver of fees - Bread & Roses community meal program

K. Review and take action: 2026 park rental application and waiver of fees - Watertown Family Connections

L. Review and take action: 2026 park rental application and waiver of fees - Sandwiches in the park

M. Review and take action: 2026 waiver of fees for Bentzin town square rental - August 9, 2026

N. Review and take action: 2026 summer hangout special event & waiver of fees

O. Review and take action: Fannie P. Lewis Park Improvements from Watertown Leadership Class of 2026

6. DIRECTOR'S REPORT

A. Parks and forestry program and maintenance updates

B. Recreation program updates

C. Senior Center and enrichment program and building project updates

7. ADJOURNMENT

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

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

PARKS, RECREATION & FORESTRY COMMISSION
Monday, June 1, 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, Kerry Kneser, Emily Lessner, Dana Davis, and Brad Clark. Absent: Kyle Krueger and Julie Chapman. Also present were Andrea Draeger, Hunter Karnitz, Ryan Schmidt, and Ryan Thurow, along with members of the public.

1. Call to Order

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

A motion was made by Dana Davis, seconded by Kerry Kneser, to move the election of officers to the beginning of the meeting. Motion carried by unanimous voice vote.

A. Review and take action: elect president and secretary

Jennifer Clayton moved to extend Kerry Kneser's term as Commission President for one additional month, seconded by Emily Lessner, and carried by unanimous voice vote.

Kerry Kneser moved to nominate Dana Davis as Commission Secretary for purposes of recording backup minutes when requested, seconded by Brad Clark, and carried by unanimous voice vote.

2. Review and Approval of Minutes

Jennifer Clayton moved to approve the April 20, 2026 Parks, Recreation & Forestry Commission minutes and April 21, 2026 Senior Center Advisory Board minutes as presented, seconded by Dana Davis, and carried by unanimous voice vote.

3. Review and Approval of Financial Reports

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

Discussion included a request from Dana Davis to include percentage-to-budget information in future financial reports.

4. Citizens to be Heard

Steve [Last Name unavailable], representing the Watertown Tennis Association, addressed the Commission regarding newly implemented facility use agreements and rental fees. He stated the organization was unaware of the requirements and expressed concern that the fees create an excessive burden on the association and would be unfair to charge them for rental of tennis courts as the city has not done so in the past. He noted the organization has historically contributed significant donations and improvements to the tennis facilities, including resurfacing projects, tarp covers, benches, a storage shed, etc. though was unable to provide dollar amounts beyond court resurfacing.

Meg Scullin, representing Watertown Volleyball, Inc., addressed the Commission regarding the facility use agreement and fees. She explained the nonprofit organization has served the community for more than 40 years and provides equipment and maintenance support for the volleyball courts, including lights, nets, balls, and mosquito repellent. She stated the

organization was unaware of the fees until shortly before registration deadlines and estimated that the proposed fees would exceed \$3,000.

Stefanie Broere thanked department staff for their assistance and communication regarding processes necessary to support Main Street programming and the continuation of community events this year.

Kim Schooley, representing the YMCA, explained the organization does not have sufficient green space for many of its programs and understands that facility use generates costs. She requested consideration of reduced facility rental fees to help maintain affordable programming opportunities for participants with the YMCA as part of their facility use agreement this year.

5. Business

B. Review and take action: Revised banner application

Andrea Draeger reviewed proposed revisions to the temporary banner permit application, including the removal of Brandt-Quirk Park as an approved banner location, and pending further review of the banner policy by the city attorney.

Brad Clark moved to approve the revised temporary banner permit application as presented, seconded by Dana Davis, and carried by unanimous voice vote.

C. Review and take action: YMCA Facility Use Contract and waiver of fees

The Commission discussed the YMCA facility use agreement and associated fees. Kerry Kneser reviewed previous efforts to maintain consistency among facility users. Ryan Schmidt discussed the importance of maintaining objective fee structures while exploring potential future revisions, including nonprofit classifications and fee adjustments within the Fees and Charges Schedule.

Commissioners discussed balancing revenue generation with the department's mission of providing community recreation opportunities. Brad Clark suggested evaluating fee caps and alternative fee structures. Dana Davis noted the need to generate revenue while continuing to support community recreation programming.

Brad Clark moved to table the YMCA Facility Use Agreement until a revised fee structure could be reviewed by the next meeting, seconded by Kerry Kneser, and carried by unanimous voice vote.

D. Review and take action: Outlawz Concession Permit and waiver of fees

Commissioners reviewed the Outlawz facility use agreement, concession permit, and request for fee reduction.

Kerry Kneser moved to approve the concession in parks permit and deny the request for reduced fees, pending any applicable future revisions to the department's fee structure, seconded by Dana Davis, and carried by unanimous voice vote.

E. Review and take action: Thunder Facility Use Contract

Andrea Draeger reviewed the updated facility use agreement reflecting a new organizational contact.

Dana Davis moved to approve the agreement, seconded by Brad Clark, and carried by unanimous voice vote.

F. Review and take action: Luther Preparatory School Facility Use Contract

Brad Clark moved to approve the facility use agreement, seconded by Kerry Kneser, and carried by unanimous voice vote.

G Review and take action: Farmington Flames Facility Use Contract

Jennifer Clayton moved to approve the facility use agreement, seconded by Emily Lessner, and carried by unanimous voice vote.

H. Review and take action: Trinity St. Luke's Facility Use Contract

Dana Davis moved to approve the facility use agreement, seconded by Brad Clark, and carried by unanimous voice vote.

I. Review and take action: Gomez Soccer Facility Use Contract

The Commission reviewed the proposed agreement for the Gomez Soccer program, which utilizes facilities for multiple age groups and programs. Total applicable fees were reviewed. Staff also discussed communications involving the Mayor and City Attorney regarding prior soccer programming at Grinwald Park.

Jennifer Clayton moved to approve the facility use agreement as presented, seconded by Brad Clark, and carried by unanimous voice vote.

J. Review and take action: Watertown Youth Tennis Facility Use Contract

Kerry Kneser moved to approve the facility use agreement as presented, seconded by Jennifer Clayton, and carried by unanimous voice vote.

6. Director's Report

A. Director introduction, CIP budget items, aquatic and staffing updates

Ryan Schmidt introduced himself as the new Director of Parks, Recreation & Forestry.

He provided updates regarding Capital Improvement Plan priorities currently being reviewed by Finance and the Mayor.

Aquatic Center preparations continue for the June 13 opening. Maura Prochaska has been hired as LTE Aquatics Manager in place of a full-time aquatics position. Recruitment efforts have included multiple hiring open houses, and seasonal staff training is scheduled to begin the following evening.

B. Parks and forestry program and maintenance updates

Parks and Forestry staff reported approximately 40 trees were planted through the Rooted in Watertown initiative. An additional 75 trees will be planted through a Wisconsin DNR grant, and staff are collaborating with the Rock River Coalition and RMS on a grant opportunity to plant an additional 20 trees. The Right Tree, Right Spot program successfully distributed all 50 available trees.

Aquatic Center improvements include installation of a new diving board and handrails for the large slide. The Brandt-Quirk tennis court reconstruction project is anticipated to begin in June and conclude in July.

C. Recreation program updates

Hunter Karnitz provided recreation programming updates. Spring soccer has concluded, while adult softball continues. Yoga at Bentzin Family Town Square began the previous weekend. Day Camp, summer volleyball, youth baseball, and water aerobics programs are beginning, and additional summer fitness classes are being added.

D. Senior Center and enrichment program and building project updates

Staff provided updates on Senior & Community Center building and enrichment programming. Recent projects included work to be completed related to the elevator, front entrance door, and generator fence (completed). Staff also recapped the Senior Care Fair, Ties & Tiaras event, Volunteer Recognition Program event, and World Migratory Bird Day event.

Upcoming events include the Senior Center Cookout Fundraiser on June 26, Kids Fest on July 12, and National Senior Citizen Day on August 19.

7. Adjournment

Jennifer Clayton moved to adjourn the meeting at 5:41 p.m., seconded by Emily Lessner, and carried by unanimous voice vote.

Next meeting date: June 15, 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 April 2026

Section 3, Item A.

Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 41,198.40	\$ 86,000.00	\$ 44,801.60
01-446211	Rec Dept Taxable Revenue	9,503.30	\$ 53,600.00	\$ 44,096.70
01-446212	Rec Concession Revenue	300.00	600.00	\$ 300.00
01-446220	Net Ticket Sales	-	100.00	\$ 100.00
01-446230	Aquatic Center Revenue	6,708.48	130,000.00	\$ 123,291.52
01-446232	Indoor Pool Non Taxable Revenue	13,925.00	22,000.00	\$ 8,075.00
01-446233	Indoor Pool Taxable Revenue	3,458.76	9,000.00	\$ 5,541.24
01-446234	Senior Center Revenue	114.93	300.00	\$ 185.07
01-446235	Senior Center Memberships	1,177.04	3,000.00	\$ 1,822.96
01-446236	Senior Center Rental Fees	5,876.72	18,000.00	\$ 12,123.28
01-446264	Park Rental	12,304.57	30,000.00	\$ 17,695.43
01-446266	Misc Park Revenue	5,837.11	9,000.00	\$ 3,162.89
26-446210	TS Revenue - Nontaxable	(36,800.00)	20,000.00	\$ 56,800.00
26-446250	TS Revenue - Taxable	260.00	15,000.00	\$ 14,740.00
Grand Total Revenue		\$ 100,404.31	\$ 396,600.00	\$ 332,735.69
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 88,349.43	\$ 338,274.00	\$ 249,924.57
01-552014	Overtime	-	540.00	540.00
01-552016	Part-time Salaries	3,139.50	13,955.00	10,815.50
01-552017	Contract Services	8,608.80	15,550.00	6,941.20
01-552018	Supplies & Expenses	716.74	5,000.00	4,283.26
01-552019	Advertisement	-	1,000.00	1,000.00
01-552020	Repairs	247.73	6,000.00	5,752.27
01-552021	Contribution to Town Square	-	-	-
01-552022	Dues, fees, subs	1,598.66	3,100.00	1,501.34
01-552023	Training	529.00	1,200.00	671.00
01-552024	Travel	375.00	2,000.00	1,625.00
01-552026	Maintenance Supplies	507.62	4,000.00	3,492.38
01-552028	Fuel	1,527.01	5,000.00	3,472.99
01-552030	Electric	1,569.97	15,000.00	13,430.03
01-552031	Water	744.07	2,080.00	1,335.93
01-552032	Telephone	765.06	4,665.00	3,899.94
01-552033	Wisconsin Retirement	5,893.76	30,508.00	24,614.24
01-552034	Social Security	5,471.66	27,136.00	21,664.34
01-552035	Medicare	1,279.68	6,346.00	5,066.32
01-552036	Health Insurance	21,389.02	65,772.00	44,382.98
01-552037	Life Insurance	193.80	668.00	474.20
01-552038	Dental Insurance	1,120.36	3,816.00	2,695.64
01-552042	Mileage	-	1,000.00	1,000.00
01-552060	Capital Outlay	-	5,858.00	5,858.00
Total Administration		\$ 144,026.87	\$ 558,468.00	\$ 414,441.13
Recreation				
01-552114	Rec Overtime	\$ -	\$ -	\$ -
01-552116	Part-time Salaries	6,870.85	80,731.00	73,860.15
01-552117	Contract Sports Services	6,278.40	22,344.00	16,065.60
01-552118	Supplies & Expenses	8,532.41	25,000.00	16,467.59
01-552134	Social Security	426.06	3,565.00	3,138.94
01-552135	Medicare	99.67	834.00	734.33
01-552160	Capital Outlay	-	2,000.00	2,000.00
Total Recreation		\$ 22,207.39	\$ 134,474.00	\$ 112,266.61
05-55-24-70	Senior Center Capital Projects	\$ -	\$ 158,474.00	\$ 158,474.00
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ -	\$ 3,500.00	\$ 3,500.00
01-552216	Part-time Salaries	33.63	121,568.00	121,534.37
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

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
01-552220	Repairs	-	12,445.00	12,445.00
01-552223	Training	-	1,000.00	1,000.00
01-552228	Fuel	35.59	4,000.00	3,964.41
01-552230	Electric	667.08	18,000.00	17,332.92
01-552231	Water	2,084.08	14,500.00	12,415.92
01-552232	Telephone	576.54	600.00	23.46
01-552234	Social Security	1.47	6,448.00	6,446.53
01-552235	Medicare	0.34	1,508.00	1,507.66
01-552240	Chemicals	-	26,000.00	26,000.00
01-552244	Uniforms	-	2,500.00	2,500.00
01-552246	Concessions Supplies	-	25,000.00	25,000.00
01-552260	Capital Outlay	-	-	-
Total Aquatic Center		\$ 3,963.66	\$ 244,519.00	\$ 240,555.34
05-552270	Capital Projects	-	18,500.00	18,500.00

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ -	\$ 1,000.00	\$ 1,000.00
01-552316	Part-time Salaries	15,758.25	40,773.00	25,014.75
01-552317	WUSD Maintenance Staff	-	17,500.00	17,500.00
01-552318	Supplies & Expenses	376.96	9,000.00	8,623.04
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	977.07	2,590.00	1,612.93
01-552335	Medicare	228.51	606.00	377.49
Total Indoor Pool		\$ 17,340.79	\$ 86,219.00	\$ 68,878.21
Bentzin Family Town Square				
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	2,160.55	17,300.00	15,139.45
26-554330	Electric	224.35	2,300.00	2,075.65
26-554331	Water	827.91	7,500.00	6,672.09
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	10,923.67	40,000.00	29,076.33
26-554360	Capital Outlay	-	-	-
Total BFTS		\$ 17,206.04	\$ 167,651.00	\$ 150,444.96
Total Parks & Rec Budget		\$ 204,744.75	\$ 1,191,331.00	\$ 986,586.25
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
26-446215	Park Donations	\$ (1,020.00)	\$ 0.00	\$ 1,020.00
24-561119	Urban Forestry Grant	\$ 15,626.60	\$ 25,000.00	\$ 9,373.40
24-581107	Senior Center Fundraising	\$ (3,830.40)	\$ 37,750.40	\$ 41,580.80
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	\$ 1,198.00	\$ 76,694.71	\$ 75,496.71
05-581118	Heron View Park (micro park)	\$ -	\$ 6,392.05	\$ 6,392.05
05-581120	Park Expansion & Improvements	\$ (2,680.00)	\$ 16,772.74	\$ 19,452.74
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
Apr-26**

Expense Account #	Description	Year to Date Expense	Budgeted Amount	Balance
Park				
01-554110	Salaries	\$ 123,700.28	\$ 422,202.00	\$ 298,501.72
01-554112	Longevity	-	\$ 2,106.00	\$ 2,106.00
01-554114	Overtime	2,116.86	11,960.00	\$ 9,843.14
01-554116	Part-time Salaries	0.00	33,779.00	\$ 33,779.00
01-554118	Supplies & Expenses	14,908.29	40,000.00	\$ 25,091.71
01-554120	Repairs	2,065.31	18,000.00	\$ 15,934.69
01-554126	Goose Control	-	-	\$ -
01-554128	Fuel	665.07	3,000.00	\$ 2,334.93
01-554130	Electric	2,492.83	37,000.00	\$ 34,507.17
01-554131	Water	14,420.64	51,000.00	\$ 36,579.36
01-554132	Telephone	223.73	1,432.00	\$ 1,208.27
01-554133	Wisconsin Retirement	9,058.89	38,158.00	\$ 29,099.11
01-554134	Social Security	7,282.29	34,952.00	\$ 27,669.71
01-554135	Medicare	1,703.09	8,174.00	\$ 6,470.91
01-554136	Health Insurance	58,379.44	200,160.00	\$ 141,780.56
01-554137	Life Insurance	410.22	2,100.00	\$ 1,689.78
01-554138	Dental Insurance	2,704.80	9,312.00	\$ 6,607.20
01-554140	Gasoline	5,749.48	30,000.00	\$ 24,250.52
01-554141	Fertilizers & Herbicides	937.50	6,500.00	\$ 5,562.50
01-554142	Equipment Repairs	14,756.66	28,000.00	\$ 13,243.34
01-554144	Washington Park Lights	56.95	2,500.00	\$ 2,443.05
01-554148	Water Bubblers	319.08	2,000.00	\$ 1,680.92
01-554150	Staff Training	942.31	4,500.00	\$ 3,557.69
01-554159	Safety Equipment	1,535.01	3,000.00	\$ 1,464.99
01-554160	Capital Outlay	-	4,000.00	\$ 4,000.00
Total Park		\$ 264,428.73	\$ 993,835.00	\$ 729,406.27
05-554170	Capital Projects	\$ 4,521.49	\$ 490,500.00	\$ 485,978.51
Forestry				
01-561110	Salaries	\$ 24,027.25	\$ 134,680.00	\$ 110,652.75
01-561112	Longevity	-	-	-
01-561118	Supplies & Expense	127.96	12,300.00	\$ 12,172.04
01-561120	Repairs	236.76	3,000.00	2,763.24
01-561124	Cont. Education Forester Cert	1,588.00	1,600.00	12.00
01-561126	Annual Bucket Truck Inspection	0.00	5,000.00	5,000.00
01-561133	Wisconsin Retirement	1,729.98	9,697.00	7,967.02
01-561134	Social Security	1,375.23	8,350.00	6,974.77
01-561135	Medicare	321.61	1,953.00	\$ 1,631.39
01-561136	Health Insurance	10,424.90	50,040.00	39,615.10
01-561137	Life Insurance	30.24	134.00	103.76
01-561138	Dental Insurance	483.00	2,327.00	1,844.00
01-561160	Capital Outlay	-	-	-
Total Forestry		\$ 40,344.93	\$ 229,081.00	\$ 188,736.07
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: 5/18/2026

Subject: 2026 YMCA facility use agreement and waiver of fees

Background

Facility use agreements are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The YMCA is also requesting consideration of a reduction or waiver of applicable facility rental fees. In 2025, the commission approved a reduction of their fees to 30% of the total proposed.

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 YMCA with potential reduction in fees.

Motion to approve the facility use agreements with the YMCA organization as presented, including approved applicable fees.

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	Schultz Family YMCA
Contact Name	Kim Schooley / Caleb Gross
Contact Phone #	(262) 468-0489 / (920) 262-8555
Contact Email	kschooley@glcymca.org / cgross@glcymca.org
Event Dates	Attached
Event Location	Attached

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

FEEES

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, unless the program spans a season and may be billed after the season is complete. Failure to do so will result in forfeiture of the next year's reservation. Any cancellations by the renter within 14 days of a reservation, including due to weather, will be billed according to the Fee Schedule.

Per the Parks, Recreation, and Forestry Commission meeting on April 21, 2025, a motion was approved to "charge fees only for game fields and not practices in 2025." The reservations for game fields include all program days (\$75/day) and league games (\$75/day). These reservations offer sole use of the open space and/or fields and basic maintenance of the fields. If additional fields are reserved or programs or games added to the schedule, this contract may be amended and fees charged in accordance with the Fee Schedule.

The use of fields in 2026 will include: spring and fall flag football, track & field, various camp programs, and may include additional programs and games as scheduled.

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 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

4/1/2020
Date

Approved by agent of the department.

Signature

Date

OFFICE USE

Section 5, Item C.

___ Contract

___ Banner Permit

___ Concession Permit

___ Condition of Facility Use

Summer	Flag Football Camp	07/06-07/09	Member - \$40; Community Particip
	Baseball Camp	07/13-07/16	Member - \$40; Community Particip
	Sports of All Sorts Camp	07/27-07/30	Member - \$40; Community Particip
	Soccer Camp	08/03-08/06	Member - \$40; Community Particip
Fall 1	Flag Football League	09/03-10/26	Member - \$50; Community Particip

M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,Tu,W,Th/2:00p-4:00p	Deer Trail Park	2 hours per day; 4 days
M,W,Th/5:00p-7:00p - Practices; Tuesday/5:00p-8:00p - Games	Deer Trail Park/Clark Park	1 evening practice per week per team; 1 game per team per week; 8 weeks of games

8 kids	Our flag football camp emphasizes basic to advanced skills instruction and practice in the areas of passing, receiving and defense. Campers will learn the rules of football as well as team concepts and sportsmanship. This camp is ideal for any youth flag football player	\$ 300.00
8 kids	Our baseball camp emphasizes basic to advanced skills instruction and practice in the areas of batting, fielding, throwing and base running. Campers will learn the rules of baseball as well as team concepts and sportsmanship. This camp is ideal for any youth	\$ 300.00
8 kids	Our sports of all sorts camp is intended to give participants the opportunity to try out both traditional and non-traditional sports. Sports will include ultimate frisbee, dodgeball, wiffleball, relay races, and more! For boys and girls, entering grades 1st-8th.	\$ 300.00
8 kids	Our soccer camp emphasizes basic to advanced skills instruction and practice in the areas of shooting, ball control, passing, and defense. Campers will learn the rules of soccer as well as team concepts and sportsmanship. This camp is ideal for any youth soccer	\$ 300.00
60 kids	These leagues are all about learning and growing. Building a solid foundation in a supportive environment is the focus, and all games are played with heavily modified rules designed to support the success of players as they learn about being a part of a team and get a solid grasp of the fundamental skills. Practices held one evening per week at local parks in	\$ 600.00
		\$ 1,800.00

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: Mosquito spray donation

Background

Watertown Volleyball, Inc. has donated mosquito repellent spray service at the volleyball courts at Riverside Park. The organization has been a longstanding community partner and has historically contributed equipment, facility improvements, and other resources that enhance recreational opportunities within the community.

Budget Goal

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

Financial Impact

There is no financial impact associated with accepting this donation. The mosquito repellent spray will be utilized to improve the experience of participants and visitors at park and recreation facilities.

Recommendation

The Parks, Recreation & Forestry Department recommends acceptance of the mosquito repellent donation from Watertown Volleyball, Inc. and extends its appreciation for the organization's continued support of community recreation facilities and programs.

Motion

Accept the donation of mosquito repellent products from Watertown Volleyball, Inc.

MOSQUITOSQUAD™



Treatment Approval Form

Mosquito Squad is North America's leader in mosquito and tick control. Our customized treatments eliminate pests and are applied by our professional state licensed applicators. In order to achieve maximum results for our customer, we would like to extend the areas to which we apply our treatment into areas on your property. This form is a formal request for your consent to treat into your property as described below. Please complete the information below and return it to our office.

Customer Name:

City of Watertown - Parks, Recreation, + Forestry

Customer Treatment Address:

1004 Hill St., WATERTOWN, WI 53098

By signing this form, you are giving your ongoing authorization to treat at the property listed below. Treatment will be applied to foliage on the abutting perimeter of property, to yard turf or as otherwise designated by approved mapped areas. This also gives authorization for pre & post application treatment information to be sent via email. If you would wish to change this method or would like any other specific application information regarding the treatments including product used or copy of label, they are available upon request.

Location Address:

1004 Hill St., Watertown, WI 53098

Phone Number:

(920) 262-8080

Date:

Email: (used for treatment information only)

kbutteris@watertownwi.gov

Authorization Granted By: (please print)

KRISTINE BUTTERIS

Authorization Granted By: (please sign)

Kristine Butters

If you would to extend this coverage and enjoy a pest free yard like your neighbor, let us know! We'd be happy to put a quote together for you.

Should you have any questions, please contact our office.

Thank you for helping us in our mission to *Fight the Bite!*

Mosquito Squad

19450 Janacek Court Brookfield, WI 53045
waukeshacounty@mosquitosquad.com 262-784-9480.

10:44 5G UC 88

←

Transaction Receipt from Mosquito Squad of Waukesha County for \$668.00 (USD)

A Auto-Receipt 8:21 AM
To You

Order Information

Description: Goods or Services
Invoice Number: 1144641636
Customer ID: 6358201

Billing Information **Shipping Information**

Megan Scullin
409 Terry Lane
Watertown, WI 53094
meredithdegner@hotmail.com

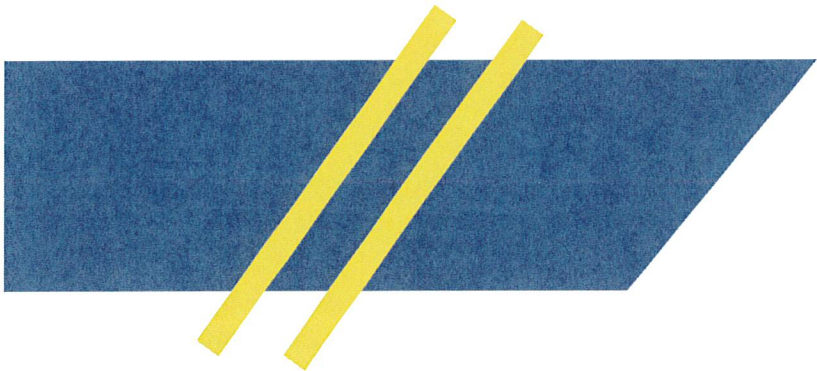
Total: \$668.00 (USD)

Payment Information

Date/Time: 25-May-2026 8:20:57 CDT
Transaction ID: 81625219514
Payment Method: MasterCard xxxx7984
Transaction Type: Purchase
Auth Code: 723318

Merchant Contact Information

Mosquito Squad of Waukesha County
Waukesha, WI 53186
US
waukeshacounty@mosquitosquad.com



WEBSTER

ELEMENTARY SCHOOL

June 1, 2026

Webster Can Drive
634 S 12th Street
Watertown, WI 53094

Greetings!

Webster Elementary School in the Watertown Unified School District has raised money for local environmental causes for over 30 years! Each year during the week of Earth Day, we hold a school-wide can drive, where students and their families donate aluminum cans from around the area. We recycle our cans with Lueck Metal Recycling, and all money raised is donated to local causes who care for our environment.

This year we have chosen to donate a portion of our raised funds to you! We are grateful for the work that you do to make our community a more sustainable, well-taken care of, beautiful place to live. We hope this donation strengthens your work, and invigorates your mission to continue to do the excellent work you do for all of us in the Watertown Area!

100% Every Day! It's the Wildcat Way!

Betsy Gerike
Can Drive Coordinator
3rd Grade Teacher





MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 Watertown Volleyball, Inc facility use contract and waiver of fees

Background

Facility use agreements are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

In addition, Watertown Volleyball, Inc. has requested consideration of a reduction or waiver of applicable facility use fees. During the June 1, 2026 Commission meeting, representatives outlined previous donations and investments made toward the volleyball courts and related amenities. The organization also indicated they did not receive sufficient notice of the new facility use contract requirements and associated fees to allow for adjustments to participant registration fees for the current season.

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 contract with Watertown Volleyball, Inc with potential reduction in fees.

Motion to approve the facility use agreements with Watertown Volleyball, Inc as presented, including approved applicable fees.

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 Watertown Tennis Association facility use contract and waiver of fees

Background

Facility use agreements are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

In addition, Watertown Tennis Association has requested consideration of a reduction or waiver of applicable facility use fees. During the June 1, 2026 Commission meeting, representatives outlined previous donations and investments made toward the tennis courts and related amenities. The organization also indicated they did not receive sufficient notice of the new facility use contract requirements and associated fees to allow for adjustments to participant registration fees for the current season.

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 contract with Watertown Tennis Association with potential reduction in fees.

Motion to approve the facility use agreements with Watertown Tennis Association as presented, including approved applicable fees.

RENTAL AGREEMENT

This Rental Agreement made this 27 day of May by and between the CITY OF WATERTOWN SENIOR AND COMMUNITY CENTER, hereinafter referred to as "Landlord", and the CAN YOU HEAR ME NOW hereinafter referred to as "Tenant" and collectively referred to herein as the "Parties".

In consideration of, the Landlord renting certain premises to the Tenant and other valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties agree as follows:

PROPERTY

The Landlord agrees to rent to the Tenant the following described premises located at 514 South First Street, Watertown, Wisconsin. Hereinafter known as the "Premises".

1. The nonexclusive use of a designated and agreed upon room, restrooms, entrances, and hallways necessary to access said areas of the premises for providing services.
2. The Tenant and persons attending the Tenant services shall be allowed the nonexclusive use of the front (south) parking lot associated with the facility during the times that services are provided.

TERM

This agreement shall be for a three (3) year term commencing on June 1, 2026 and terminating on December 31, 2028.

Renewal this agreement shall automatically renew for a period of two (2) years unless either party provides notice to the other party at least ninety (90) days prior to the termination date.

This agreement may be terminated by either party early by providing written notice of intention to terminate the agreement at least ninety (90) days prior to the new termination date.

RENT

Subject to the provisions of this Agreement, the rent for the Premises shall be determined by the Landlord, in accordance with the Fees and Charges Policy, for each year the Premises are used. The Tenant will pay the rent yearly on the first day of each year and every year of the term of this Agreement to the Landlord at 514 South First Street, Watertown, WI 53094 or at such other place as the Landlord may later designate.

PROPERTY USE

The Landlord is renting the Premises to the Tenant and the Tenant is hereby agreeing to rent the Premises for the following use and purpose.

The use of a designated and agreed upon room, restrooms, entrances and hallways necessary to access said areas of the SCC located at 514 South First Street, Watertown, WI 53094 (hereinafter referred to as the "Facility") for providing services on agreed upon dates, excluding holidays, at various and agreed upon times. All users must not arrive before the designated

arrival time and leave the facility by the designated departure time as the space is reserved for other programming or rentals.

The Landlord may use and occupy the premises so as to not interfere with the Tenant services at the scheduled times and dates unless notice of Landlord's need for the space is provided to the Tenant at least one week in advance of a date that Landlord's use may interfere with Tenant services.

Tenant contact persons will be notified as soon as feasible of emergency maintenance problems that will result in said facilities being unavailable.

The Landlord can authorize the use of its facilities for other groups other than the days and times listed for the Tenant's use. Other groups may occupy other rooms at the same time and days listed for the Tenant's use, and shall not interfere with each other.

Equipment specifically for the use of the Tenant shall not be stored on the premises other than the days and times listed for the Tenant's use.

Tenant shall comply with all rules, regulations, and laws of any governmental authority with respect to use and occupancy. Tenant shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Tenant allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Tenant shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.

The Parties will comply with standards of health, sanitation, fire, and safety as required by law.

Any change in use or purpose of the Premises other than as described above shall be upon prior written consent of Landlord only.

OBLIGATIONS OF LANDLORD

The Landlord assumes all responsibility for furnishing and payment of the following:

1. All the various utilities provided to the facility including heat, air conditioning, gas, water, and sewer, which the Tenant agrees not to waste.
2. Adequate custodial services of restroom facilities, entrance, hallway, pest control, as well as maintaining the grounds, the exterior of the buildings, (including snow/ice removal), the interior of the building (except the cleaning specifically stated herein provided by the Tenant).

The Landlord will accept and keep appointment records for the Tenant in accordance with the agreed upon dates and times available.

If the facility is used or rented by another person or agency and is not left in the exact condition in which it was rented, when Tenant staff arrives on agreed upon days of the week the facility is leased, and they have to clean the premises in order to provide services, the Landlord agrees that persons or entities using the facility and leaving it in unkept condition (or the Landlord if the other persons fail to do so) will make immediate settlement to the Tenant for any such cleaning, loss, breakage, etc. and vice versa.

OBLIGATIONS OF TENANT

The Tenant shall be primarily responsible for all minor repairs and maintenance of the Premises, particularly those items which need immediate attention and which the Tenant, or their employees, can do and perform on their own, and the Tenant shall properly maintain the Premises in a good, safe, and clean condition. The Tenant shall properly and promptly remove all rubbish and hazardous waste and see that the same are properly disposed of according to all local, state, or federal laws, rules, regulations, or ordinances.

The Tenant shall, during the term of this Agreement, and in the renewal thereof, at its sole expense, keep the interior of the Premises in as good a condition and repair as it is at the date of this Agreement, reasonable wear and use excepted. Furthermore, the Tenant shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or local authorities and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the Premises. Tenant shall also be responsible for the cost, if any, which would be incurred to bring the contemplated operation and business activity into compliance with any law or regulation of a federal, state, or local authority.

Tenant assumes all responsibility for furnishing and payment of the following:

1. All materials and supplies necessary to carry out their services.
2. For each day Tenant is providing services, Tenant is to clean up the facility after using the facility, including but not limited to clean countertops, tables, surfaces, and appliances, remove garbage to dumpster, and clean floors. These areas will be left in a neat, clean, and sanitary condition in substantially as clean of condition as the facility was in immediately prior to Tenant's use.

Tenant will promptly report to the Landlord in writing any equipment, supplies or contents which are broken or missing so that the Landlord may take appropriate action within a reasonable period of time thereafter.

INSURANCE

The Tenant and the Landlord shall each obtain and maintain adequate commercial general liability insurance as well as property insurance covering their equipment/personal property. Landlord shall maintain adequate property damage and liability coverage for the Facility.

The Tenant shall provide proof of insurance with general liability coverage of \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate; umbrella liability of \$2,000,000.00 per occurrence and aggregate. A certificate naming City as an additional insured shall be provided to City annually.

The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss.

SUBLET/ASSIGNMENT

The Tenant may not transfer or assign this Agreement, or any right or interest hereunder or sublet said rented Premises or any part thereof without first obtaining the prior written consent and approval of the Landlord.

This Agreement may not be assigned in whole or in part to another without the prior written consent of the other party.

CONDITION OF PREMISES/INSPECTION BY TENANT

The Tenant has had the opportunity to inspect the Premises and acknowledges with its signature on this Agreement that the Premises are in good condition and comply in all respects with the requirements of this Agreement. Furthermore, the Landlord makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Landlord shall not be liable for any latent or patent defect therein. Furthermore, the Tenant represents that Tenant has inspected the Premises and is renting and will take possession of the Premises with all current fixtures present in their “as is” condition as of the date hereof.

RIGHT OF ENTRY

It is agreed and understood that the Landlord and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Landlord under the terms of this Agreement or as may be deemed necessary with respect to the inspection, maintenance or repair of the building.

LIMITATION OF MUNICIPAL LIABILITY

Nothing contained within this Agreement is intended to be a waiver or estoppel of Watertown or its insurer, to rely upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80, Wis. Stats. To the extent that indemnification is available and enforceable, City or its insurer, shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.

INDEMNIFICATION

Tenant shall be liable to and hereby agrees to indemnify, defend and hold harmless the City, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from Tenant's acts or omissions in the performance of this Agreement, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.

REVOCACTION

This Agreement shall be revocable if Tenant neglects or fails to perform or observe any of the covenants of this Agreement. If City learns of any such defect, City shall provide written notice to Tenant that specifies the defect. Tenant shall have thirty (30) days after City has given written notice to cure such defect. After any revocation, Tenant shall immediately quit and surrender possession of the Premises. After any revocation, City shall have the right to re-enter and take possession of the Premises forthwith. Neither City nor its agents or employees, shall be liable for any damages because of such revocation.

GOVERNING LAW

This Agreement shall be governed by the laws of the State of Wisconsin.

NOTICES

Payments and notices shall be addressed to the following:

Landlord
City of Watertown
Attention: City Clerk
106 Jones Stret
Watertown, WI 53094

With copies to:
City of Watertown Senior and Community Center
Attention: Ryan Schmidt, Director
514 South First Street
Watertown, WI 53094
(920) 262-8080
Email: rschmidt@watertownwi.gov

Tenant
Amy Williamson DBA Can You Hear Me Now

AMENDMENT

This Agreement sets forth the entire understanding and agreement between the parties relating to the subject of this Agreement and may be amended only by a written document executed by both Parties.

BINDING EFFECT

This Agreement and any amendments thereto shall be binding upon the Landlord and the Tenant and/or their respective successors, heirs, assigns, executors, and administrators.

THIRD PARTY BENEFICIARY

This Agreement including, but not limited to, indemnification provisions, is for the benefit of the Parties only and does not create, nor is it intended to create any benefit or liability to third parties.

RELATIONSHIP OF PARTIES

It is understood that this is an Agreement by and between independent contractor(s) and is not intended to, and will not be construed to, create the relationship of agent, servant, employee,

partnership, joint venture or association, or any other relationship whatsoever other than that of independent contractor.

MISCELLANEOUS TERMS

The Tenant will obey all rules and regulations of the Landlord regarding the Premises. A copy of the Rules and Regulations are attached hereto and incorporated by reference as Exhibit B.

EMERGENCY PREPAREDNESS

Fire Safety, and evacuation procedures.

1. The Landlord agrees to post fire evacuation routes and have properly functioning smoke and carbon monoxide detectors in place.
2. The Landlord agrees to post "Shelter here" signage in the event of high winds.
3. The Tenant agrees to review fire evacuation and shelter procedures with staff and participants at least annually.

SEVERABILITY

If any term of this Agreement is held unenforceable by a court having jurisdiction, then to the extent the unenforceable term can be severed from the remainder of this Agreement without affecting the enforceability of the remainder of this Agreement or substantially frustrating its purpose, it will be so severed, and the remainder of this Agreement will remain in effect and enforceable.

NON-WAIVER

The failure of any Party to insist upon the strict performance of any of the terms, conditions or covenants in this Agreement will not be deemed a waiver of any right or remedy that any Party may have and will not be deemed a waiver of any right or remedy for a subsequent breach or default of the terms, conditions or covenants herein contained.

AUTHORITY

The Parties each warrant and represent to the other that they have the full legal authority to enter into this Agreement.

ENTIRE AGREEMENT

This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between Landlord and Tenant. There are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than as herein set forth. No alteration, amendment, change, or addition to this Agreement shall be binding upon the Parties unless in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the date first above written. Each of the undersigned signatories hereby represents and warrants that he or she has the authority to bind the entity on whose behalf he or she is entering into this lease.

LANDLORD

CITY OF WATERTOWN

BY: _____

TENANT

AMY WILLIAMSON DBA CAN YOU YEAR ME NOW

BY: _____

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 park rental application & waiver of fees – Watertown municipal band

Background

Park reservation applications are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The Watertown Municipal Band has submitted a park reservation form for four events scheduled during the 2026 season. The total applicable rental fees, including the required amplified music permits, are \$630.

The Watertown Municipal Band is requesting a waiver of these fees due to the community-focused nature of its performances. The concerts are free and open to the public and provide cultural and recreational opportunities for residents and visitors throughout the summer season.

Budget Goal

1. 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 facility preparation, maintenance, utilities, and ongoing upkeep of Parks & Recreation facilities. Waiving the applicable fees would result in a loss of \$630 in anticipated revenue, though has not been charged in the past.

Recommendation

Staff recommends approval of the park reservation application for the Watertown Municipal Band and requests Commission consideration of waiving the applicable rental and amplified music permit fees due to the public benefit and community nature of the events.

MEMO

Motion

Motion to approve the facility use agreement with the Watertown Municipal Band and waive the applicable facility rental and amplified music permit fees totaling \$630 or charge applicable fees.

City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Park Reservation Application

Event: Private Public (Pending Approval) Early
 Type of Event: Birthday Graduation Reunion Wedding Other: City Band Concerts
 Description of Event: _____

Date of Event: attached schedule Number of people: 40-50 Time: 6:30 to 8:30
 Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: Stacy Jones Phone: 920-261-2908
 Address: 615 Labarre St. City: Wttn State: WI Zip: 53088
 Email: cosmojones1@gmail.com

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).
 Signature: [Signature] Date: May 27, 2026

Park Facilities Rental Fees (fees include tax) must call to reserve entire park

Shelter/Capacity	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key needed for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshe (150+) Director Approval Needed *Key needed	\$150.00	\$225.00	\$225.00	\$337.50
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Island Shelter w/ Driving Permit (90)	\$50.00	\$75.00	\$75.00	\$112.50
Island Bandshell, Gazebo w/ Driving Permit (90)	\$60.00	\$90.00	\$90.00	\$135.00
Volleyball Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park	\$150.00	\$225.00	\$225.00	\$337.50
Clark Park – Shelter (Franklin St) (75)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park – Lion’s Shelter (Clark St) (50)	\$50.00	\$75.00	\$75.00	\$112.50
Lincoln Park	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square	\$100.00	\$150.00	\$150.00	\$225.00
Other:	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals

Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger’s Hotline (\$25)		
Driving Permit (Free)	3	0
Water Access (\$100 deposit, \$20 fee, + usage)		
Other (Concession Permit, orange boards, etc.)		

For Office Use Only:

Park Rental Total: \$ NIC
 Additional Total: \$ _____
 Grand Total: \$ _____

Paid by: Cash Check # _____
 Credit Card (attach receipt)
 Office Initials: [Signature]

PARKS, RECREATION, & FORESTRY DEPARTMENT
 514 South First Street, Watertown, WI 53094, 920-262-8080

Park Reservation Information

Shelters:

- The person signing the park reservation form is responsible and held liable for the group's actions. This includes any injuries and all park and/or facility damage.
- **Bandshell** – Permission required from the Parks, Recreation, and Forestry Director.
- **You are renting the shelter ONLY. Anything needed outside this shelter rental requires permission from the Parks, Recreation, and Forestry Director. If permission is not obtained, you will be responsible for any outstanding fees.**
- The shelter is expected to be left in the same condition the renter found it. If you are aware there may be a maintenance problem such as heavy trash accumulation during your event, please contact the Park & Rec. office prior to your event.
- The Parks & Recreation Department may impose additional fees and restrict future use for any excessive cleaning beyond our normal cleaning timeframe. An additional fee for excessive cleaning - \$100/hour with 2-hour minimum charge.
- **Keys** - Can be picked up from the Police Department on the day of your reservation. Take yellow form with you to Police Dept. A \$20.00 deposit is required for any key pickup and will be refunded when the key is returned. Keys are needed for Upper Pavilion Kitchen and Lower Pavilion/Dance Floor rentals.
- **Electrical** – To prevent an overload, please do not plug in more than one appliance per outlet box.
- **Prohibited** – Pets and glass are not permitted in the parks. Decorations may be hung using painter's tape. Taping, hanging, tacking, nailing, or drilling into walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited. No person may smoke in or at any prohibited place or location - within 25 feet of the following public park and recreation areas, except as specified by agreement or special event permit between the City and a private entity: Playgrounds; Enclosed, open-air and temporary structures, Sports fields, courts, and complexes; Picnic areas; Disc golf courses; Piers/kayak launches; Community gardens; Dog-walk areas; Heating and air-conditioning intakes or vents; Swimming pools and water features; Stages, performance areas and permanent and temporary event seating.
- **Indemnity** - The special event license application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a license for a special event." No license may be issued unless the applicant has agreed to the terms of this statement on the written application. (428-7 Special Events Code). Must comply with Chap. 398 as well as any state or federal law."

Park/Shelter Hours:

- Parks are open to the public from 5:00 am to 11:00 pm. Playgrounds and restrooms open April 15-October 15.
- Shelters are available for rental from May 1st to October 15th. Shelter rental times are between the hours of 8:00 am – 10:30 pm. Shelters must be cleaned and vacated by 11:00 pm.

Permits:

- **Special Event** – If you are having an event which includes alcohol, a road closure, or a significant amount of attendees (300+), a special event permit may be needed. Contact City Hall for more information.
- **Music** – All amplified music requires a permit for any sound system with speakers. No music after 10:00 pm. Cost - \$30.00
- **Driving/Parking** – No vehicles are allowed on restricted park or grass areas without a permit from the Parks & Recreation Department.
- **Tents/Inflatables** – If you would like to put a tent up on park property in addition to a park shelter rental, approval is required for location of tent. Cost - \$25.00
- **Water Access** - The department will contact the water department for a temporary meter. **Requests must be made at least 14 days in advance.** Cost - \$100 deposit, \$20 non-refundable rental fee, and additional usage fees.
- **Concession in Parks** – Permits are issued for merchant concessionaire, non-intoxicating beverage concessionaire, and intoxicating beverage concessionaire. No food, drink, or other concessions may be sold within a park without a permit. A **Malt Beverage License** must be obtained from the City Clerk's office if there are plans to sell any alcoholic beverages.
- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, 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 applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company 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. [Amended 7-6-2021 by Ord. No. 21-26]

Additional rental items are available on a first-come, first-served basis and subject to availability. See the current fee schedule for options and fees.

Refunds:

- Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.)

Non-Emergency:

- If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660. The department has maintenance personnel scheduled from 7:00 am – 3:30 pm all summer weekends and holidays.

POLICY AND GENERAL PERMIT FOR AMPLIFIED SOUND
IN THE PARK SYSTEM

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Director. Permission for amplification does not exempt a group from the City of Watertown Ordinance noise restrictions. Please be considerate of park neighbors and other park users.

AMPLIFIED SOUND IN PARKS PERMIT

1. Groups wishing to have amplified music or sound devices in any city park or recreation area must first receive permission from the Director of Parks, Recreation and Forestry.
2. **No outside amplified sound is allowed before the hour of 8:00 am or after the hours of 10 pm.** Low volume music from non-amplified, personal sound devices which is restricted to the immediate picnic area is exempt from this requirement. Failure to comply with obtaining the Permit or violating conditions of this Permit may result in citations and fines.
3. **There is \$30.00 charge for an Amplified Sound Permit.**

EVENT INFORMATION:

Contact Person: Steve Jones Phone # During Event: 920-253-7232
 Type of Event: City Concert Series Name of Park: Riverside Park
 Date of Event: schedule attached Time of Event: 6:30 - 8:30

TIME AMPLIFIED SOUND ALLOWED FROM 6:30 **TO** 8:30 *(about an hour actually)*

TYPE OF AMPLIFIED SOUND:

BAND NAME OF PERFORMING GROUP Watertown Municipal Band
 NUMBER IN GROUP _____ DJ SOUND SYSTEM PA SYSTEM KARAOKE
 OTHER _____

It is understood that the person in charge will control the noise level and keep the volume at a level which will not disrupt other activities within the park, or adjacent residential areas, and at a level which will not be loud and offensive. **Failure to comply with this requirement may result in citations and fines.**

The person permitted use of amplified sound agrees to provide full cooperation with Park and Police Department personnel should it be determined that the volume must be lowered or the music terminated.

Steve Jones May 27, '26
 Signature of Applicant Date
[Signature] 5/27/26
 Departments Authorizing Signature Date

Copies: 1 - Client 1 - Office 1 - Police Department

EXCERPTS FROM APPLICABLE CITY ORDINANCES:

Section 5, Item 1.

11.166 ADVERTISING, ASSEMBLAGES, ENTERTAINMENT. (3) Amplified Music Permit. No public address systems or sound amplification devices shall be used in any public park or public recreation area within the City of Watertown except as permitted by this Section. The Director may issue permits in accordance with this Section. A permit shall not exempt the holder from the provisions of Section 11.120 regulating loud and unnecessary noise.

(b) The Director may limit the hours of operation and location within any given park within the City of any such system or devices so as to insure the benefit of such system or devices to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other uses of the park or recreation area and those residing adjacent to such park. Only the hours of operation and location of such system or equipment may be regulated by this section. The hours of amplified sound shall be between the hours of 8:00 a.m. and 11:00 p.m., with the express provision that **private parties shall be designated closer to 9:00 p.m.** as a termination time, whereas more **community-oriented events sponsored by fraternal or non-profit organizations, religious or veterans organizations that have a wider community-based appeal shall be designated closer to 11:00 p.m.** as a termination time. The Director shall consider the applications in the order they are received on a "first come, first issued" basis.

11.120 LOUD AND UNNECESSARY NOISE. (1) No person shall make or cause to be made any noise disturbance within the City of such volume or nature as to annoy or disturb any other reasonable person of normal sensitivities. This section prohibits, but is not limited to, the following noise disturbances.



WATERTOWN MUNICIPAL BAND *2026* SCHEDULE

Tuesday, June 9th at 7:00 pm, Riverside Park

Tuesday, June 30th at 7:00 pm, Riverside Park
Also featuring the Lebanon Band.

Tuesday, July 14th at 7:00 pm, Riverside Park

Wednesday, July 15th 7:00 pm, Lebanon Fireman's Park

Tuesday, July 28th 7:00 pm, Riverside Park

All Tuesday Concerts are performed at the Riverside Park Bandshell at 7:00 p.m. In case of rain, concerts may be moved to the following tuesday.

**WATERTOWN
MUNICIPAL
BAND**

Watertown, WI

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 park rental application & waiver of fees – Bread & Roses community meal program

Background

Park reservation applications are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The department has drafted a park reservation form for the Bread & Roses community meal program scheduled during the 2026 season. The total applicable rental fees for 36 dates is \$1,680.

Bread & Roses is requesting a waiver of these fees due to the community-focused nature of its program. The youth meal program is free and open to the public throughout the summer season.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.

Financial Impact

Facility rental revenues contribute toward offsetting the costs of facility preparation, maintenance, utilities, and ongoing upkeep of Parks & Recreation facilities. Waiving the applicable fees would result in a loss of \$1,680 in anticipated revenue, though has not been charged in the past.

Recommendation

Staff recommends approval of the park reservation application for Bread & Roses and requests Commission consideration of waiving the applicable rental fees due to the public benefit and community nature of the program.



MEMO

Motion

Motion to approve the park reservation application with Bread & Roses and waive the applicable facility rental fees totaling \$1,680 or charge applicable fees.

See attached flyer for dates



City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Section 5, Item J.

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: _____

Sandwiches in the Parks

Date of Event: *Wednesdays* Number of people: _____ Time: _____ to _____

Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: *Kirsten Young* Phone: _____

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

Email: _____

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) *must call to reserve entire park*

Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key required for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
<u>Legion, Celebration (60)</u>	<u>\$50.00</u>	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) *Key required	\$150.00	\$225.00	\$225.00	\$337.50
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Island Shelter w/ Driving Permit (90)	\$50.00	\$75.00	\$75.00	\$112.50
Island Bandshell, Gazebo w/ Driving Permit (90)	\$60.00	\$90.00	\$90.00	\$135.00
Volleyball Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park	\$150.00	\$225.00	\$225.00	\$337.50
Clark Park – Shelter (Franklin St) (75)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park – Lion’s Shelter (Clark St) (50)	\$50.00	\$75.00	\$75.00	\$112.50
Lincoln Park	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square *additional rental info required	\$100.00	\$150.00	\$150.00	\$225.00
Other: _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals

Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger’s Hotline (\$25)		
Vendor Fair (\$50)		
Driving Permit (Free)		
Water Access (\$100 deposit, \$20 fee, + usage)		
Other – see equipment request form		

For Office Use Only:

Park Rental Total:	\$ <i>M/C</i>
Additional Total:	\$ _____
Grand Total:	\$ _____

Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
<input type="checkbox"/> Credit Card (attach receipt)
Office Initials: _____

see attached flyer for dates



City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Section 5, Item J.

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: Sandwiches in the Parks

Date of Event: Thursdays Number of people: _____ Time: _____ to _____

Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: Kirsten Young Phone: _____

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

Email: _____

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) <i>must call to reserve entire park</i>				
Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key required for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
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<u>Clark Park – Shelter (Franklin St) (75)</u>	<u>\$50.00</u>	\$75.00	\$75.00	\$112.50
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Lincoln Park	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square *additional rental info required	\$100.00	\$150.00	\$150.00	\$225.00
Other: _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals		
Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger’s Hotline (\$25)		
Vendor Fair (\$50)		
Driving Permit (Free)		
Water Access (\$100 deposit, \$20 fee, + usage)		
Other – see equipment request form		

For Office Use Only:

Park Rental Total: \$ NIC
 Additional Total: \$ _____
 Grand Total: \$ _____

Paid by: Cash Check # _____
 Credit Card (attach receipt)
 Office Initials: _____

see attached flyer for dates



City of Watertown Parks, Recreation, & Forestry Department
514 South First Street, Watertown, WI 53094, 920-262-8080

Section 5, Item J.

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: _____

Date of Event: Friday Number of people: _____ Time: _____ to _____

Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: Kirsten Young Phone: _____

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

Email: _____

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) <i>must call to reserve entire park</i>				
Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key required for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) *Key required	\$150.00	\$225.00	\$225.00	\$337.50
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Island Shelter w/ Driving Permit (90)	\$50.00	\$75.00	\$75.00	\$112.50
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Volleyball Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park	\$150.00	\$225.00	\$225.00	\$337.50
Clark Park – Shelter (Franklin St) (75)	\$50.00	\$75.00	\$75.00	\$112.50
Clark Park – Lion’s Shelter (Clark St) (50)	\$50.00	\$75.00	\$75.00	\$112.50
Lincoln Park	\$100.00	\$150.00	\$150.00	\$225.00
Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square *additional rental info required	\$100.00	\$150.00	\$150.00	\$225.00
Other: _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals		
Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger’s Hotline (\$25)		
Vendor Fair (\$50)		
Driving Permit (Free)		
Water Access (\$100 deposit, \$20 fee, + usage)		
Other – see equipment request form		

For Office Use Only:

Park Rental Total: \$ PLC
 Additional Total: \$ _____
 Grand Total: \$ _____

Paid by: Cash Check # _____
 Credit Card (attach receipt)
 Office Initials: _____

Summer Sandwiches in the Park

Who? - Families with children are invited to share a free picnic lunch with us. Young children should be accompanied by a responsible adult.

Where?

No lunch on Tuesday currently
Wednesday - Good Shepherd will be located at the Shelter in Riverside Park
Thursday - St. Luke's will be at the Clark Park Shelter
Friday - Ebenezer will be at the Timothy Johnson Park Shelter

What? During the summer break, every Wednesday, through Friday, a free bag lunch will be provided. Each lunch will have a high protein choice (such as ham, peanut butter, cheese or tuna), fruit, vegetables, a cookie and a beverage (water, juice, milk). Books for all ages are available to take home and keep.

When? Each day we will serve lunches from 11:30am to 12:30pm.

The program starts on June 9th and ends on August 28th.

We hope to see you in the park!

Eat with us and stay to enjoy the park and time together.

Food will be served rain or shine!

Lunches are provided by members of:

St Lukes Lutheran Church
301 Clark St, Watertown WI 920-261-2120
www.stlukewatertown.org
Ebenezer Moravian Church
N8095 High Rd, Watertown WI. 920-206-0222
www.ebenzermoravianchurch.org
Good Shepherd Lutheran Church
1611 E. Main St, Watertown WI. 920-261-2570
www.goodshepherdwi.org

Sándwiches de Verano en el Parque

¿Quién? - Las familias con niños están invitadas a compartir un almuerzo campestre gratuito con nosotros. Los niños pequeños deben ir acompañados de un adulto responsable.

¿Dónde? - Actualmente no hay almuerzo el martes.

Miércoles - El Buen Pastor estará ubicado en el Refugio de Riverside Park
Jueves: St. Luke's estará en el refugio Clark Park.
Viernes - Ebenezer estará en el refugio del parque Timothy Johnson

¿Qué? - Durante las vacaciones de verano, todos los miércoles a viernes, se proporcionará una bolsa de almuerzo gratuita. Cada almuerzo tendrá una opción rica en proteínas (como jamón, mantequilla de maní, queso o atún), frutas, verduras, una galleta y una bebida (agua, jugo, leche). Hay libros para todas las edades disponibles para llevar a casa y conservarlos.

¿Cuándo? - Cada día serviremos almuerzos de 11:30 am a 12:30 pm.

El programa comienza la semana del 9 de junio y finaliza la semana del 28 de agosto. ¡La comida se servirá tanto si llueve como si hace sol!

¡Esperamos verte en el parque!

Come con nosotros y quédate para disfrutar del parque y nuestro tiempo juntos.

Los almuerzos son proporcionados por miembros de:

Iglesia Luterana de San Lucas
301 Clark St, Watertown WI 920-261-2120
www.stlukewatertown.org
Iglesia Morava Ebenezer
N8095 High Rd, Watertown WI. 920-206-0222
www.ebenzermoravianchurch.org
Iglesia Luterana del Buen Pastor
1611 E. Main St, Watertown WI. 920-261-2570
www.goodshepherdwi.org

June 2, 2026

Watertown Parks and Recreation Department

Attn: Facility Rental Coordinator

824 S. First Street

Watertown, WI 53094

RE: Request for Fee Waiver for Bread & Roses Community Meal Program

I am writing on behalf of **Bread & Roses**, a local non-profit organization dedicated to serving the residents of Watertown. We are a registered **501(c)(3) (EIN:47-5543628) tax-exempt organization** committed to alleviating food insecurity and fostering community connection through our recurring meal programs.

We are writing to respectfully request a waiver of facility rental fees for the use of the upper pavilion at **Riverside Park** for our upcoming community outreach events. Our goal is to utilize this space to provide free, nutritious meals to community members on the following dates:

- **Thursday, June 18th**
- **Thursday, July 16th**
- **Thursday, August 27th**

As a non-profit organization, our financial resources are directed entirely toward the purchase of ingredients, operational supplies, and the logistics necessary to feed those in need within our city. The ability to utilize Riverside Park without the burden of rental fees would allow us to reallocate those funds directly into serving more individuals during these scheduled events.

We believe that our mission aligns closely with the city's goals of supporting community wellness and providing accessible resources for all citizens. We are happy to provide our 501(c)(3) determination letter or any additional documentation required to process this waiver request.

Thank you for your time, your commitment to the Watertown community, and your consideration of this request. We look forward to the possibility of partnering with you to make these meals a success.

Sincerely,

Nathaniel E. Derr

Secretary, Bread & Roses

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 park rental application & waiver of fees – Watertown Family Connections

Background

Park reservation applications are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

The department has created a draft park reservation form for the Watertown Family Connections play group program scheduled during the 2026 season. The total applicable rental fees for 20 dates is \$870.

Watertown Family Connections is requesting a waiver of these fees due to the community-focused nature of its program. The youth meal program is free and open to the public throughout the summer season.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.

Financial Impact

Facility rental revenues contribute toward offsetting the costs of facility preparation, maintenance, utilities, and ongoing upkeep of Parks & Recreation facilities. Waiving the applicable fees would result in a loss of \$870 in anticipated revenue, though has not been charged in the past.

Recommendation

Staff recommends approval of the park reservation application for Watertown Family Connections and requests Commission consideration of waiving the applicable rental fees due to the public benefit and community nature of the program.

MEMO

Motion

Motion to approve the park reservation application with Watertown Family Connections and waive the applicable facility rental fees totaling \$870 or charge applicable fees.

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: _____

Date of Event: June 9, 11, 16, 18, 23, 25 Number of people: _____ Time: 9a to 11a

Alcohol: Served/Sold 30 N/A Charging Admission: Yes No

Name of Person in Charge: With Family Connections - Stephanie Curtis Phone: 920-261-2450

Address: 100 S Water St City: With State: WI Zip: 53094

Email: info@watertownfamilyconnections.org

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) must call to reserve entire park

Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
Riverside (excluding Volleyball Shelter, Courts & Diamonds)	\$300.00	\$450.00	\$450.00	\$675.00
Upper Pavilion (90) *Key required for kitchen	\$50.00	\$75.00	\$75.00	\$112.50
Legion, Celebration (60)	\$50.00	\$75.00	\$75.00	\$112.50
Lower Pavilion, Dance Floor (150) *Key needed	\$100.00	\$150.00	\$150.00	\$225.00
Lower Pavilion, Dance Floor, Bandshell (150+) *Key required	\$150.00	\$225.00	\$225.00	\$337.50
River Shelter (36)	\$50.00	\$75.00	\$75.00	\$112.50
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Lincoln Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Union Park	\$100.00	\$150.00	\$150.00	\$225.00
Union Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Timothy Johnson Park	\$100.00	\$150.00	\$150.00	\$225.00
Timothy Johnson Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Brandenstein Park	\$100.00	\$150.00	\$150.00	\$225.00
Brandenstein Park Shelter (25)	\$40.00	\$60.00	\$60.00	\$90.00
Bentzin Family Town Square *additional rental info required	\$100.00	\$150.00	\$150.00	\$225.00
Other: _____	\$40.00	\$60.00	\$60.00	\$90.00

Additional Rentals

Item	Quantity	Total
Picnic Tables (\$10.00 each)		
Benches (\$4.00 each)		
Amplified Music Permit (\$30)		
Tent/Digger’s Hotline (\$25)		
Vendor Fair (\$50)		
Driving Permit (Free)		
Water Access (\$100 deposit, \$20 fee, + usage)		
Other – see equipment request form		

For Office Use Only:

Park Rental Total:	\$ _____
Additional Total:	\$ _____
Grand Total:	\$ _____

Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
<input type="checkbox"/> Credit Card (attach receipt)
Office Initials: _____

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: _____

With Family Connections

Date of Event: July 14, 16, 21, 23, 28, 30 Number of people: _____ Time: 9a to 11pm

Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: Stephanie Curtis Phone: 920-261-2450

Address: 100 S Water St City: Wthn State: WI Zip: 53094

Email: info@watertownfamilyconnections.org

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

Park Facilities Rental Fees (fees include tax) must call to reserve entire park

Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
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Union Park	\$100.00	\$150.00	\$150.00	\$225.00
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Park Rental Total:	\$ _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Additional Total:	\$ _____	<input type="checkbox"/> Credit Card (attach receipt)
Grand Total:	\$ _____	Office Initials: _____

Park Reservation Application

Event: Private Public (Pending Approval) Early

Type of Event: Birthday Graduation Reunion Wedding Other: _____

Description of Event: With Family Connections

Date of Event: Aug 4, 6, 11, 13, 18, 20, 25 Number of people: _____ Time: 9a to 11a

Alcohol: Served/Sold N/A Charging Admission: Yes No

Name of Person in Charge: Stephanie Curtis Phone: 920-261-2450

Address: 100 S Water St City: Wttn State: WI Zip: 53094

Email: info@watertownfamilyconnections.org

Signing this permit you will be held responsible & liable for all park use rules and facilities rented (see back for rules).

Signature: _____ Date: _____

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Shelter/Capacity <i>*Director approval required for entire park</i>	Resident Weekday	Non-Resident Weekday	Resident Weekend	Non-Resident Weekend
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Additional Rentals

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Other – see equipment request form		

For Office Use Only:

Park Rental Total:	\$ _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Additional Total:	\$ _____	<input type="checkbox"/> Credit Card (attach receipt)
Grand Total:	\$ _____	Office Initials: _____

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Ryan Schmidt – Director

Date: 6/15/2026

Subject: 2026 park rental application & waiver of fees – Sandwiches in the Park

Background

Park reservation applications are being executed annually for organizations utilizing Parks & Recreation facilities. This agreement establishes clear expectations regarding facility use, scheduling, and applicable terms and conditions for use of Parks & Recreation facilities.

This organization has created a park reservation form for the Sandwiches in the Parks program scheduled during the 2026 season. The total applicable rental fees for 37 dates is \$1680.

The churches involved are requesting a waiver of these fees due to the community-focused nature of its program. The youth meal program is free and open to the public throughout the summer season.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.

Financial Impact

Facility rental revenues contribute toward offsetting the costs of facility preparation, maintenance, utilities, and ongoing upkeep of Parks & Recreation facilities. Waiving the applicable fees would result in a loss of \$1680 in anticipated revenue, though has not been charged in the past.

Recommendation

Staff recommends approval of the park reservation application for Sandwiches in the Parks and requests Commission consideration of waiving the applicable rental fees due to the public benefit and community nature of the program.

Motion

Motion to approve the park reservation application with Sandwiches in the Parks and waive the applicable facility rental fees totaling \$1680 or charge applicable fees.

Summer Sandwiches in the Park

Who? - Families with children are invited to share a free picnic lunch with us. Young children should be accompanied by a responsible adult.

Where?

No lunch on Tuesday currently

Wednesday - Good Shepherd will be located at the Shelter in Riverside Park

Thursday - St. Luke's will be at the Clark Park Shelter

Friday - Ebenezer will be at the Timothy Johnson Park Shelter

What? During the summer break, every Wednesday, through Friday, a free bag lunch will be provided. Each lunch will have a high protein choice (such as ham, peanut butter, cheese or tuna), fruit, vegetables, a cookie and a beverage (water, juice, milk). Books for all ages are available to take home and keep.

When? Each day we will serve lunches from 11:30am to 12:30pm.

The program starts on June 9th and ends on August 28th.

We hope to see you in the park!

Eat with us and stay to enjoy the park and time together.

Food will be served rain or shine!

Lunches are provided by members of:

St Lukes Lutheran Church

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www.stlukewatertown.org

Ebenezer Moravian Church

N8095 High Rd, Watertown WI. 920-206-0222

www.ebenezermoravianchurch.org

Good Shepherd Lutheran Church

1611 E. Main St, Watertown WI. 920-261-2570

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Sándwiches de Verano en el Parque

¿Quién? - Las familias con niños están invitadas a compartir un almuerzo campestre gratuito con nosotros. Los niños pequeños deben ir acompañados de un adulto responsable.

¿Dónde? - Actualmente no hay almuerzo el martes.

Miércoles - El Buen Pastor estará ubicado en el Refugio de Riverside Park

Jueves: St. Luke's estará en el refugio Clark Park.

Viernes - Ebenezer estará en el refugio del parque Timothy Johnson

¿Qué? - Durante las vacaciones de verano, todos los miércoles a viernes, se proporcionará una bolsa de almuerzo gratuita. Cada almuerzo tendrá una opción rica en proteínas (como jamón, mantequilla de maní, queso o atún), frutas, verduras, una galleta y una bebida (agua, jugo, leche). Hay libros para todas las edades disponibles para llevar a casa y conservarlos.

¿Cuándo? - Cada día serviremos almuerzos de 11:30 am a 12:30 pm.

El programa comienza la semana del 9 de junio y finaliza la semana del 28 de agosto. ¡La comida se servirá tanto si llueve como si hace sol!

¡Esperamos verte en el parque!

Come con nosotros y quédate para disfrutar del parque y nuestro tiempo juntos.

Los almuerzos son proporcionados por miembros de:

Iglesia Luterana de San Lucas

301 Clark St, Watertown WI 920-261-2120

www.stlukewatertown.org

Iglesia Morava Ebenezer

N8095 High Rd, Watertown WI. 920-206-0222

www.ebenezermoravianchurch.org

Iglesia Luterana del Buen Pastor

1611 E. Main St, Watertown WI. 920-261-2570

www.goodshepherdwi.org

Dear Parks & Rec Department

Please grant us free use of the Parks and their shelters for the dates listed on our flyer. We have been granted free access to use the parks and their shelters for the past 4 years.

Our program was created to feed the hungry people of Watutown at the Parks to encourage family, Fellowship and enjoyment of our Parks.

Each church runs their own programs out of their locations listed on the flyer (at the bottom). We then transport our cold, balanced, and nutritious lunch to the Parks to share with Watutown. These 3 non-profit churches do it for free.

Thank you -
St. Duke's (Kirsten L. Young)
Godshepherd
Ebenezer Moravian

Summer Sandwiches In The Park



Jesus told Peter in John 21:15-17 "feed my lambs". He was talking spiritually but in the verses before Jesus feed them physically. Let us here at St. Luke's do the same by once again getting involved for the fifth summer in the program called "Summer Sandwiches in the Park". Last summer St. Luke's alone (3 other churches are involved also) served 785 lunches at a weekly cost of \$1.66 per person. Thanks be to God.

What is "Summer Sandwiches in the Park"? During the summer, each Wednesday, Thursday (that's our day!) and Friday free bag lunches will be provided at area parks. Each lunch will include a protein rich sandwich, fruit, veggies, cookie or granola bar, and a carton of milk. Water and 100% juice boxes will be available for those with milk allergies.

Every Thursday, St. Luke's will serve at the old Clark Park shelter from 11:30 am-12:30 pm beginning on June 11 until August 27. Lunches will be served rain or shine under the shelter - only canceled in case of severe weather warnings.

Volunteers will be needed and are a critical part of this ministry. We will need a team each Thursday from 9:30/10am-1pm, making, packing, serving, and cleaning up. We will be making many lunches per Thursday, serving for 12 weeks. This takes many hands to do. You will be rewarded with some great friendships and the joy of watching many families know that St. Luke's cares about them.

Starting MAY 10, we will begin collecting items needed:

- Thrivent cards-We usually use up to 4 cards a summer. If you can donate a card, please contact Kirsten Young before doing so.
- Walmart, Aldi, Pick n Save, or Piggly Wiggly, or Kraemer Cheese are places we can use gift cards for to purchase meats and other needs.
- Cash or check (made out to Kirsten Young) donations.
-

All of the above can be left in an envelope on Karen's desk in the church office.

- Prepackaged foods such as- granola bars, chips, cookies, applesauce cups/ fruit cups/ pudding cups, fruit snacks, rice crispy treats, and juice boxes. Please check the freshness dates to be sure they go thru the end of August. Food donations are being collected in an area marked Summer Sandwiches in the church kitchen or in the box by the volunteer board in the entryway of church.
- **YOU!** Please sign up to volunteer and serve Jesus's lambs on the bulletin board in the church entryway or contact Kirsten Young at kirstenlyoung@gmail.com or (608) 843-7291.

Thank you!

This sheet is what I post at my church to get donations. St. Luke's

Our Taste of Mission at St. Luke's--Summer Sandwiches 2021

The program ran every Thursday this summer from June 17 to August 26. There was no covid restrictions so we were able to serve at the old Clark Park shelter. Next year we'd like to try serving at the new shelter -right across from our church front doors. We will need more picnic tables there first.

We have made some new friends and were reunited with some old friends from last year too. Here are a few personal stories:

- One family from last year had 3 generations coming together on Thursdays to have lunch with us.
- Another family from last year was our Spanish speaking family. The grandma spoke no English but the kids were bilingual. This family ended up attending our soccer camp (vbs). The grandma and mom attended the whole camp, listening to the devotions and we even invited them for lunch.
- One Thursday we even had a few farmers who's farms were hit by the traumatic storms in our area this summer. They had no power and were very thankful to get a free meal. We sent them home with lunch and dinner.
- On another Thursday we had a group of campers from the Sheboygan area. They were looking for water for their campsite. Thinking they could get water from the park but the water is still shut off. So we offered them lunch instead and gave them a few places they could get fresh water. Along with a wonderful welcome to Watertown.
- Last we served an older man who had just lost his job and was looking for work. He was living out of his truck. We only served him once. But we have been praying for him since.

We served 467 lunches this summer. On average we served 43 people a week at the cost of \$89.53 a week which is \$2.25 per lunch.

We collected \$990 in donations and spent \$984.84. Unspent funds for next year are \$128.87. We had a one time cost of \$100 for the 5 yard signs we plan to use every year.

In the bags we put flyers every week. A few included were flyers for TSL school, soccer camp and pioneers.

Besides serving lunches we gave away free used books and new school supplies too.

Our volunteers ranged in age from 8-75. We had approximately 12 regular volunteers that rotated and show up to help every week.

Many donations were given by people in our church, both in Thrivent cards, food donations and cash.

Our bread was again donated by Brownsberry (thru the Loersch family). Johnsonville donated enough brats to serve them 3 Thursdays. The Watertown food pantry also donated some meat for one Thursday. Thank you again for the opportunity to show God's love by serving others in our community.

Respectfully yours, Kirsten Young.

"Summer Sandwiches in the Park" Program 2023

This year our program fed people every Thursday, from June 15 to August 24, 2023, for a total of 11 weeks. Lunch was served from 11:30-12:30pm at the old Clark Park shelter.

COST:

- Cash donations and gift cards: \$ 934.77
- 2 Thrivent cards: \$ 500.00
- Piggly Wiggly Church credit: \$ 66.69 *(note that these were the only funds used from outreach budget)*
- TOTAL SPENT: \$1,501.46**

There were 662 lunches served in 2023. St. Luke's served 11 weeks, averaged out to 61 lunches served a week at the cost of \$136.50 a week, or \$2.24 per lunch.

In 2022 we served 935, so we served 273 less lunches this year. Our cost per week last year was \$89.50 or \$1.05 per lunch. So, this year there was an increase of \$1.19 per lunch.

Some key factors in the higher cost this year are:

- we received less food donations,
- we received less cash donations,
- the economy, everything is more expensive.

Some possible solutions to offset increased costs in 2024:

- ask for 3 Thrivent cards instead of 2,
- provide STL members monthly updates as to what is needed while the program is running (June, July & August),
- encourage members to give year-round to the "Summer Sandwiches Fund" *(note when making gift)*,
- ask members to donate extra food. Examples would be deer meat (hamburger), extra turkey, or cases of dry foods given, looking for family members who work for companies that give employee discounts.

For 2024, St. Luke's has received a check for \$50 from Shared Community Mission Group, care of St. Paul's Episcopal Church on 413 S. Second street, here in Watertown. This was deposited in the Summer Sandwich Fund here at St. Luke's.

The 4 churches involved are applying for a grant from the city for \$900. This would help to offset weekly costs and allow us to purchase new yard signs to post around town. The yard signs would have ALL the park locations with serving time, that cost would be about \$250 for ten signs. The remainder of the \$900 would then be split amongst the four churches, maybe \$160. per church.

God did bless the program with some continuing relationships.

- * Linda Ruesink, along with Larry & Marlene Schlomer have been a great help with one of the families that we see every week. They are a Spanish speaking family that Linda knows through their son and her work as a translator at Shur's elementary school down the street from church. They are always happy to see each other and enjoy good conversation.
- * Our family of 3 generations that moved to Janesville did not visit us this summer. However, one of the children - a daughter is bringing her children periodically. When she does attend, we ask her how her family is doing in Janesville. This family was neighbors to Ruth Uttech when they lived here in Watertown.



June 10, 2026

Parks, Recreation, and Forestry Commission
City of Watertown, Wisconsin

On behalf of the Watertown Clergy Roundtable, I am requesting a waiver of the \$150 fee for use of the Bentzin Family Town Square on Sunday, August 9, 2026 at 9:30am.

Now in its fourth year, our event is an ecumenical, community worship service and fellowship time, which we have held annually at the Town Square. While we are still finalizing details, we anticipate that participating congregations will include: Ebenezer Moravian Church, First Congregational United Church of Christ, Immanuel Evangelical Lutheran Church, Living Water Presbyterian Church, St. Paul's Episcopal Church, and Watertown Seventh-Day Adventist Church.

As community congregations, we are all non-profit organizations who serve the people of the City of Watertown and the surrounding area every day. There is no charge for attending this event, and the congregations will not financially benefit from hosting it. Other than a very limited amount of electricity, there should be no cost to the City.

There will be an offering collected during the worship service for Bread Basket, a local non-profit that helps our community with food and other material needs.

We requested this date and the forms we needed to submit back in February and were asked by city staff to wait for changes in the fee schedule and forms — changes that were made after our initial request. We are happy to pay the \$30 sound amplification fee, complete required forms, and provide certification of insurance as we have in the past.

We look forward to receiving your decision.

Thank you for your service to our City!

Trevor Thom
Director of Congregational Life
Immanuel Evangelical Lutheran Church

MEMO

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

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

Date: 6/15/2026

Subject: 2026 summer hangout special event & waiver of fees

Background

The Summer Hangout event was held on June 4, 2026, at Bentzin Family Town Square. During the initial planning process, road closures utilizing Meridian barriers were not anticipated as part of the event setup. On June 3, 2026, the Public Safety & Welfare Committee reviewed and approved the event permit with the stipulation that Meridian barriers be utilized to close the roadway adjacent to the event area. As a result, barrier setup and associated costs were incurred after event planning and budgeting had already been completed. The event was organized as a free community activity intended to provide recreational opportunities for youth and families and support activity within the downtown area.

Budget Goal

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

Financial Impact

Meridian barrier fees (\$275/event) help offset staff time, equipment usage, setup, and removal costs associated with roadway closures. Waiving the applicable fees would reduce cost recovery for these services.

Recommendation

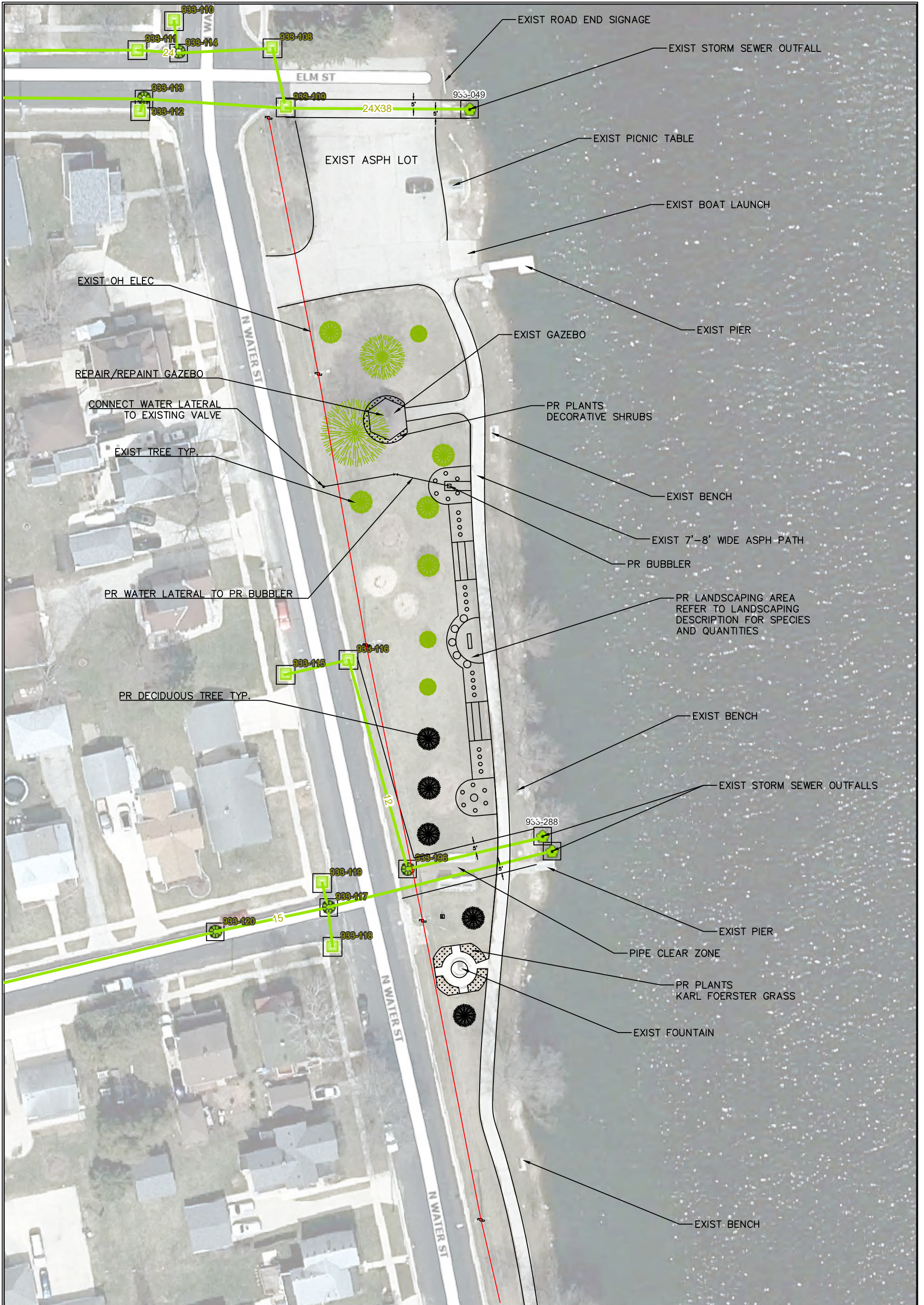
Staff recommends consideration of waiving the Meridian barrier fees associated with the June 4, 2026 Summer Hangout event, as the requirement for the barriers was added as a condition of event approval by the Public Safety & Welfare Committee after the event had already been planned.

MEMO

Motion

Motion to waive the applicable Meridian barrier fees associated with the June 4, 2026 Summer Hangout event or charge applicable fees.

Beautification of Fannie P. Lewis Park



1" = 50'

OVERALL SITE PLAN

The Leadership Watertown 2026 Class Project, Fannie P. Lewis Park Beautification, intends to restore and improve Fannie P. Lewis Park. The project scope is as follows:

- Repaint the existing gazebo
- Install a water bubbler in the park
- Install historic and nature related signage along the existing path
- Install low maintenance landscaping in the park
 - Karl Foerster grass around the existing fountain
 - Decorative shrubs around the existing gazebo
 - Assorted trees throughout the park
 - Dense, designed landscaping along the existing path, with a stone bench facing the water

It is anticipated that the project construction will take place in the Fall, once the city grant project to restore the shoreline is complete. Some components of the project, such as the gazebo painting and water bubbler installation, may occur sooner.

This project is funded through community donations and volunteer work.

Below is a list of items included in the designed landscaping:

Item	Name	Quantity	Units
A	Tautoni yew	16	EA
B	Karl Foerster Grass	24	EA
C	Calgary Carpet Juniper	12	EA
D	Jane Magnolia clump	2	EA
E	Mountbatten Juniper	5	EA
F	Clump Redbud	2	EA
G	Coneflower Pow Wow, Wild Berry	160	POT
H	Little Goldstar Black Eyed Susan	160	POT
I	Luxuriant Bleeding Heart	80	POT
J	Merrimac Patio Chips	3	CY
K	8 Foot Bench	1	EA
L	Bark Mulch	10	CY