



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, APRIL 15, 2024 AT 4:30 PM

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

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

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

- [A.](#) Review and approve the March 18, 2024 Parks, Recreation, and Forestry meeting minutes

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

- A. Review and approve the January 2024 financial reports

4. CITIZENS TO BE HEARD

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

5. BUSINESS

- A. Review and potentially approve: 4th of July event fee reduction
- B. Review and potentially approve: Windmill tournament fee reduction
- [C.](#) Review and potentially approve: Protect WI Waterways market fee reduction
- D. Review and approve: smoking in parks maps
- [E.](#) Review and approve: facility reservation policies
- F. Review and discuss: Riverside Park bandshell life
- G. Review and approve: Senior & Community Center generator quotes

6. DIRECTOR'S REPORT

- A. Project Updates - Parks: Riverside Restrooms
- B. Project Updates - Forestry
- C. Project Updates - Aquatics
- D. Project Updates - Town Square
- E. Project Updates - Senior & Community Center: retaining wall
- F. Update on Parks & Forestry
- G. Update on Programming: Recreation
- H. Update on Programming: Town Square
- I. Update on Programming: Senior & Enrichment
- J. Update on Programming: Aquatics

7. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, March 18, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on March 18, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Kyle Krueger, Emily Lessner, and Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ali Nicholson, Stephanie Juhl, Ian Pilak, and dozens of members of the public.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the February 19, 2024 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

Julie Chapman motioned to approve the March 11, 2024 Parks Recreation and Forestry minutes as written. Ald. Jonathan Lampe seconded. Motion carried.

Ald. Jonathan Lampe motioned to approve the February 20, 2024 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the final 2023 year-end financial reports, pending the finance audit. Brad Clark seconded. Motion carried.

4. Citizens to be heard

Betty Jimenez spoke on behalf of the TOPS organization summarizing the policy requirement to pay rental fees at the Senior & Community Center. They have met in the building for 12 years and have not paid rental fees, though have paid donations of what they can afford, usually amounting to \$50 twice per year. They do pay organizational fees and charge dues to members, which categorizes them as a class 4. They wish to be reclassified to a class 3 due to the health information provided and benefits to community citizens who participate.

5. Business

A. Review and potentially approve: fee reductions for TOPS room rental

Kristine summarized the current enforcement of the existing Senior & Community Center policies and fee structure. This requires the TOPS organization to pay a yearly \$200 security deposit and \$20/hr room rental fee. Becoming a class 3 instead of a class 4 would mean only paying a \$50 annual administrative fee. Discussion occurred regarding their fit to be a civic and public improvement group in order to be a class 3. Brad Clark motioned to reclassify TOPS as class 3 organization for 2024. Jennifer Clayton seconded. Motion carried.

B. Review and potentially approve: fee reductions for Thunder girls fastpitch field rentals

Steve Schroeder spoke on behalf of Thunder Girls Fastpitch and asked to waive the fees for their 2024 practices. They have never paid these rental fees before due to agreements with former directors due to Park & Rec teams being part of Windmill. Thunder will agree to pay for rental fees for games and tournaments, with a Condition of Facility Use Agreement, due to understanding the staff time, equipment, and materials needed to maintain the fields. Emily Lessner motioned to waive their practice rental fees for 2024. Ald. Jonathan Lampe seconded. Motion carried.

C. Review and potentially approve: fee reductions for Thursday night farmers

Stephanie Juhl spoke on behalf of potential farmers who may participate in the 2024 Thursday night market series at the Town Square. It was proposed to reduce the Concession in Parks \$25/market fee to \$0 to encourage qualified farmers to participate and who may not be able to afford the regular fee. This would also help to grow the program and eventually generate revenue with requiring the fees in the future once the market is established. Ald. Jonathan Lampe motioned to approve waiving the Concession in Parks permit fees for qualified farmers for the 2024 Thursday night market series. Julie Chapman seconded. Motion carried.

D. Review and approve: draft park policies for tent and driving/parking permits

Kristine and Andrea reviewed and drafted policies, after conducting research, for tent and driving/parking rules to include information about when and why a permit is needed. They also updated the driving/parking permit to include information for large events. Brad Clark motioned to approve the tent and driving/parking policies and permits. Emily Lessner seconded. Motion carried.

E. Review and potentially approve: increasing the wage for Building Supervisor/Attendant

It was proposed to raise the wage for Building Supervisor/Attendant from \$12/hr to \$13/hr in order to encourage more applicants to apply. This position is increasingly needed as more evening and weekend programs and rentals are taking place along with increased security concerns. The remaining budget for this position can accommodate this increase this year. Julie Chapman motioned to approve increasing the wage for Building Supervisor/Attendant. Jennifer Clayton seconded. Motion carried.

F. Review and discuss: smoking in parks policy

Carol Quest was present to answer questions and continue the discussion regarding the proposed smoking in parks policy. Since the last meeting, the city attorney met with several alderpeople to review the ordinance. This is a difficult policy to enforce, though there are residents who are requesting designated smoking areas, particularly away from playgrounds. Alderperson Blanke was present to discuss issues he sees with the ordinance and express concern for the policy as it is currently written as it may be difficult to pass if it is unenforceable. Potential ideas to encircle playgrounds with no smoking signs, etc. were discussed as alternatives to creating designated smoking areas. Direction was given to staff to review playground and bleacher/field areas and draw no-smoking areas to bring to the April meeting.

G. Review and approve: park memorial bench for Bill Buchholtz and Colin Strebe

Kristine proposed a memorial bench on the dog walking path at Brandt Quirk park for Bill Buchholtz and Colin Strebe from the June 2023 plane crash. This bench will be different than our standard as a family member wishes to build it themselves out of wood. The department will not be liable for the bench or any maintenance. Julie Chapman motioned to approve the memorial bench. Ald. Jonathan Lampe seconded. Motion carried.

H. Review and potentially approve: bollards for Bentzin Family Town Square

Stephanie presented quotes for 10-12 bollards to be installed at the Town Square in order to safely close the road for events. The quotes do not include installation, which will significantly add to the cost. This item will also go before the Public Safety and Welfare Committee and then will be decided from where funds will be taken. Ald. Jonathan Lampe motioned to approve the concept of installing bollards at the Town Square and proceed to next steps. Jennifer Clayton seconded. Motion carried.

6. Director's Report:

A. Project updates:

- i. **Parks Updates – Riverside Restrooms**
There will be a pre-construction meeting the first week in April and will break ground immediately after.
- ii. **Parks Updates – Aquatic Filtration System**
A quote was awarded last week with this committee's approval and work will begin this spring to install.
- iii. **Senior & Community Center Updates – Retaining Wall, Security, Old Entrance**
We are working with all evening and weekend groups for building security. Inside work is taking place with the old entrance renovation to create a small employee break area. The retaining wall is in severe disrepair though a bid has been returned and is within our budget; work will begin soon.

B. Update on programming:

- i. **Recreation programming**
The Recreation Programmer position has been posted and will end tomorrow. There are roughly 12 potential candidates to review. The Arborist position is also being interviewed this week. Youth soccer will begin in April. Summer recreation registration opened today, including day camp, kickball, adult softball, etc.
- ii. **Town Square Programming**
The summer concert series is set with a poster, and other events are being scheduled.
- iii. **Senior and enrichment programming**
The 2nd annual Senior Care Fair is happening on May 1. The senior center volunteer recognition program is happening May 21 with a new caterer. The ADRC is working with us for additional programming. We are working through our building updates and changes along with updating the policy document. Spring break activities will be happening next week.
- iv. **Aquatics programming**
Summer swim lesson options are viewable and will open for registration on April 8. A lifeguarding and water safety instructor class is happening over spring break. The indoor pool will be shut down for the month of April for annual maintenance; no programming will be available.

7. Adjournment – Next meeting date April 15, 2024

Brad Clark motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

To Whom It May Concern,

Protect Wisconsin Waterways is a local nonprofit organization committed to raising awareness about the importance of preserving and safeguarding our local waterways. The group is comprised of various municipalities along the Rock River Basin, which includes the City of Watertown and students from the University of Wisconsin-Whitewater.

As an organization deeply involved in the community, we have established partnerships with the local City of Watertown representatives (Maureen McBroom - Stormwater Project Manager of Watertown), and have actively participated in the morning farmers markets for several years. Our presence at these markets has allowed us to engage directly with the public, spreading awareness about stormwater pollution and informing community members about ways they can help protect the Rock River and other local waterways.

Given our longstanding involvement and collaborative efforts within the community, we request exemption from any potential waiver fees associated with attending the Watertown evening farmers markets. This exemption would enable us to continue our vital work in collaboration with the City of Watertown in educating the public about the importance of protecting our local waterways without facing financial barriers.

We appreciate your consideration of our request and look forward to continuing our partnership with the Watertown community in our shared mission of stormwater and keeping our local waterways clean. Please also note we do not sell anything at our booth - we are an educational exhibit only with interactive modules and activities.

Sincerely,
Ashlee Platta
Account Executive | Event Planning
UW-Whitewater Student (May 2025)

Protect Wisconsin Waterways




WATERTOWN SENIOR & COMMUNITY CENTER

 Watertown, Parks, Recreation, & Forestry Department
 514 S. First St.
 Watertown, WI 53094
 920-262-8080

FACILITY RESERVATION POLICIES

Revised 4/15/24

PARK RESERVATIONS :

WHEN: Requests for shelter reservations begin at 8:00 am on the first working day in January of each year on a first-come, first-served basis. Shelters are available for reservations from May 1 to October 15.

EARLY RESERVATIONS: All new early reservations, except for Gazebo weddings, must be approved by the Park, Recreation, and Forestry Commission. Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. Park reservation and additional fees are due at the time of submission. Each group is to coordinate with staff to formalize arrangements 30 days before the event. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.

OTHER PARK RESERVATIONS: Parks not listed on the Park Reservation Application form may be reserved. If the park contains a shelter or gazebo the rate on the Application form applies. If the park does not contain a shelter, the lowest listed reservation rate on the Application form will apply, in accordance with the day of the week and resident status. Wedding reservations are accepted for the Riverside Park Island Gazebo and other locations.

Parks are open to the public regardless of obtaining a Park Rental Application, besides the specific shelter listed on the Application, or if the entire park was reserved.

FEES: All reservations should be paid at the time of making the reservations.

NON RESIDENT: Any person or organization located outside the city limits are considered non-residents and charged appropriately according to the current Fee Schedule.

EXTRA EQUIP: Extra equipment may be available for rent. See the current Fee Schedule list for availability and fees.

DRIVING/PARKING: No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstruct activities occurring on park grounds. Only one permit is required for a public event in which multiple vehicles will be driven or parked on park grounds. The authorized person will be liable and responsible for all vehicles and associated damages for a

public event. A copy of the permit will be retained by the Department. Section 5, Item E.
also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.

TENT/INFLATABLES: Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall under this category. One-time \$25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

FIELD RESERVE: Fields and diamonds may only be reserved with a park shelter if the entire park is reserved and paid for. **Reservations for the Riverside softball diamonds will not be accepted until April 1.**

RULES:

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 – Must get permission from the Park Director.**
- **You are renting the shelter ONLY. Anything needed outside this shelter rental will need to get permission from the Park 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. **Confetti is prohibited.**
- 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.
- **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.
- **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.
- 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 that cannot be held completely within the confines of an existing park area a special event permit will be needed.
- **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.

- **Insurance** - Each applicant for a special event license that includes alcohol, more than 200 people, 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]

Malt Beverage License:

- Must obtain from the City Clerk's office if there are plans to sell any alcoholic beverages.

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.

WEDDINGS:

RESERVATIONS: Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid at the time of reservation.

DECORATIONS: Decorations are permitted. It is the responsibility of the renting party to clean up the wedding area.

DANCE FLOOR USE: The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

BANDSHELL:

WEEKEND & HOLIDAY: Weekend and Holiday reservations will only be accepted in combination with rental of the Lower Pavilion and Dance Floor.

WEEKDAY: Weekday reservations may be made without reserving the Dance Floor and Lower Pavilion, if neither of these facilities has been rented.

APPROVAL: The Director must approve all bandshell rentals.

PERMITS: An Amplified Music Permit must be completed for all outside amplified music in the parks. No music after 10:00 pm.

FIELD. RESERVATIONS:

DIAMONDS: Reservations can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled tournaments. Facility Use Agreements are required and fees in accordance with the current fee schedule.

SOCCER/FOOTBALL: Reservations can be made beginning January 1 and throughout the year, dependent on Park & Rec programs and scheduled games. Facility Use Agreements are required and fees in accordance with the current fee schedule.

FACILITY INFORMATION:

PLAYGROUNDS: All playground equipment will be closed during the winter months when the resilient surfacing has the potential to freeze and create a safety hazard. Playgrounds will be opened and made ready for play shortly after the resilient surfacing is no longer frozen. Open April 15-October 15 of each year.

RESTROOMS: Open April 15-October 15 of each year from 8am-9pm daily.

AQUATIC CENTER:

RESERVATIONS: Reservations may be made at the Park & Rec office during regular hours of operation. The facility is available for rent/parties during regular hours of operation of the Aquatic Center throughout the week during the summer season. Reservations must be made 2 weeks prior to the anticipated rental date.

FEES: Fees are to be paid at the time of reservation.

TO CANCEL: Cancellations are to be made at least 14 days prior to the rental date to receive a refund. Refunds will not be given due to weather if the Aquatic Center remains open. If the Aquatic Center closes due to weather, reservations may be rescheduled for an alternate date.

INDOOR POOL:

RESERVATIONS: All reservations are to be made through the Aquatic Manager.

SENIOR & COMMUNITY CENTER:

RESERVATIONS: All reservations are to be made through the Senior & Community Center in accordance with the Senior & Community Center policies and application.