



PARKS, RECREATION & FORESTRY COMMISSION MEETING AGENDA

MONDAY, OCTOBER 16, 2023 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: Park, Rec and Forestry minutes from September 18, 2023

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: August 2023 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 approve: 2024 fees and charges

B. Review and discuss: Non-Resident Volleyball Player Fee

C. Review and discuss: Am Vets Easter Egg Hunt Plaque

6. DIRECTOR'S REPORT

A. Parks updates - Restroom/Shelter Upgrades

B. Senior & Community Center Updates - Retaining Wall

C. Update on Programming - Recreation

D. Update on Programming - Town Square

E. Update on Programming - Senior and Enrichment

F. 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, September 18, 2023

1. Call to order

The Watertown Parks, Recreation & Forestry Commission in person on September, 2023. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Kyle Krueger, Brad Clark, Emily Lessner and Jennifer Clayton. Also present were: Kristine Butteris, Andrea Draeger, and Stephanie Juhl.

2. Review and approval of minutes:

Brad Clark motioned to approve the August 21, 2023 Parks, Recreation & Forestry Commission meeting minutes pending a few minor changes. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Ald. Jonathan Lampe motioned to approve the July financial reports. Brad Clark seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Business

Review and approve the placement of the Fred Merkle Monument at Washington Park

The monument is currently located at the Octagon House property and is proposed to be moved to Washington Park. Fred Merkle was a hall of fame baseball player born in Watertown. Kyle Krueger motioned to approve the placement of the monument at Washington Park. Julie Chapman seconded. Motion carried.

6. Director's Report:

A. Project updates:

i. Parks Updates –

a. **Stone Wall** – Work on the stone wall and bridge is occurring.

b. **Stream Restoration** – restoration is continuing with a section off Labaree St. between the bridges to help water flow. This is a collaboration with the Rock River Coalition and the Stormwater Dept.

c. **All Inclusive Park** – Preliminary plans have been reviewed along with renderings.

d. **Reflection Park** – The pergola, picnic table, and bench are in place. The pathway and sign will be erected soon.

ii. **Senior & Community Center** – The parking lot is mostly complete along with the original entrance and patio. An engineering firm has discussed options regarding the terrace wall include regrading, drainage, blocks, etc.) Furniture and art upgrades are being researched and we are hoping to accept sponsor and donation opportunities.

B. Update on programming:

i. Recreation programming

Soccer and flag football began last week and are running well. Adult softball and

volleyball will be starting soon. Winter programming is being planned.

Section 2, Item A.

- ii. **Town Square Programming**
There have been four events in the last three days due to new partnerships for events. Fall and 2024 programming are being planned.
 - iii. **Senior and enrichment programming**
Fall programming will include plans for fall foliage week and indoor plant week (fall leaf bingo, photo contest, terrarium workshop). Dance classes, music classes, art classes, and new fitness classes are being planned or are underway. Dartball has started up with the senior center. Upcoming holiday events will include Veteran's Day and a Holiday Party. New senior center initiatives this year include meet and greets, activities with Andrea, sheepshead with Megan, and Humana program in a box series of seminar topics. Our annual rummage sale broke a record with over \$1,900 raised. School break weeks are being planned with enrichment activities such as family bingo and puzzle contests.
 - iv. **Aquatics programming**
Fall swim lessons began last week. Aqua fitness classes, winter lessons, and lifeguard classes will be coming up.
7. **Adjournment – Next meeting date October 16, 2023**
Ald. Jonathan Lampe motioned to adjourn the meeting. Julie Chapman seconded. Motion carried.

Watertown Parks and Recreation Department

Financial Report

End of Month August 2023

Section 3, Item A.

Revenue				
Account #	Description	Year to Date Revenue	Budgeted Amount	Balance
01-446210	Rec Dept Non Taxable Revenue	\$ 59,709.80	\$ 80,000.00	\$ 20,290.20
01-446211	Rec Dept Taxable Revenue	39,468.27	\$ 40,000.00	\$ 531.73
01-446212	Rec Concession Revenue	366.00	1,000.00	\$ 634.00
01-446220	Net Ticket Sales	-	400.00	\$ 400.00
01-446230	Aquatic Center Revenue	117,454.48	140,000.00	\$ 22,545.52
01-446232	Indoor Pool Non Taxable Revenue	29,347.50	25,000.00	\$ (4,347.50)
01-446233	Indoor Pool Taxable Revenue	8,344.57	10,000.00	\$ 1,655.43
01-446234	Senior Center Revenue	91.67	400.00	\$ 308.33
01-446235	Senior Center Memberships	1,622.82	3,500.00	\$ 1,877.18
01-446236	Senior Center Rental Fees	13,819.43	12,000.00	\$ (1,819.43)
01-446264	Park Rental	25,780.53	30,000.00	\$ 4,219.47
01-446266	Misc Park Revenue	4,590.25	25,000.00	\$ 20,409.75
Grand Total Revenue		\$ 300,595.32	\$ 367,300.00	\$ 66,704.68
Expense				
Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Administration				
01-552010	Salaries	\$ 198,376.61	\$ 347,750.00	\$ 149,373.39
01-552014	Overtime	751.11	400.00	(351.11)
01-552016	Part-time Salaries	6,724.64	12,200.00	5,475.36
01-552017	Contract Services	10,720.94	14,300.00	3,579.06
01-552018	Supplies & Expenses	7,622.00	11,000.00	3,378.00
01-552019	Advertisement	1,735.49	2,000.00	264.51
01-552020	Repairs	4,958.16	5,000.00	41.84
01-552022	Dues, fees, subs	1,185.14	1,445.00	259.86
01-552024	Travel	1,148.56	3,000.00	1,851.44
01-552028	Fuel	4,032.34	-	(4,032.34)
01-552030	Electric	12,135.39	-	(12,135.39)
01-552031	Water	957.28	-	(957.28)
01-552032	Telephone	2,457.18	4,250.00	1,792.82
01-552033	Wisconsin Retirement	13,907.76	23,674.00	9,766.24
01-552034	Social Security	12,837.85	22,342.00	9,504.15
01-552035	Medicare	3,002.32	5,225.00	2,222.68
01-552036	Health Insurance	27,991.36	90,424.00	62,432.64
01-552037	Life Insurance	338.07	540.00	201.93
01-552038	Dental Insurance	2,159.24	4,980.00	2,820.76
01-552042	Mileage	410.07	800.00	389.93
01-552060	Capital Outlay	2,529.51	24,700.00	22,170.49
Total Administration		\$ 315,981.02	\$ 574,030.00	\$ 258,048.98
Recreation				
01-552114	Rec Overtime	\$ 534.75	\$ -	\$ (534.75)
01-552116	Part-time Salaries	62,155.34	55,825.00	(6,330.34)
01-552117	Contract Sports Services	12,252.60	18,200.00	5,947.40
01-552118	Supplies & Expenses	22,974.00	31,000.00	8,026.00
01-552133	Wisconsin Retirement	314.84	-	(314.84)
01-552134	Social Security	3,876.31	3,461.00	(415.31)
01-552135	Medicare	906.68	810.00	(96.68)
01-552160	Capital Outlay	-	6,500.00	6,500.00
Total Recreation		\$ 103,014.52	\$ 115,796.00	\$ 12,781.48
Aquatic Center				
01-552214	Aq Ctr Overtime	\$ 556.45	\$ -	\$ (556.45)
01-552216	Part-time Salaries	87,063.30	106,204.00	19,140.70
01-552217	Svc Contracts/Licenses	2,320.00	3,500.00	1,180.00
01-552218	Supplies & Expenses	5,190.22	4,500.00	(690.22)
01-552220	Repairs	2,730.97	18,000.00	15,269.03
01-552228	Fuel	4,781.70	7,250.00	2,468.30
01-552230	Electric	13,051.25	16,500.00	3,448.75
01-552231	Water	8,379.32	18,000.00	9,620.68
01-552232	Telephone	435.84	400.00	(35.84)
01-552234	Social Security	5,433.10	6,585.00	1,151.90
01-552235	Medicare	1,270.66	1,540.00	269.34
01-552240	Chemicals	16,737.10	41,000.00	24,262.90
01-552244	Uniforms	1,765.50	2,200.00	434.50
01-552246	Concessions Supplies	26,984.08	25,000.00	(1,984.08)
01-552260	Capital Outlay	8,504.39	21,700.00	13,195.61
Total Aquatic Center		\$ 176,699.49	\$ 250,679.00	\$ 87,175.12

Expense		Year to Date	Budgeted	
Account #	Description	Expenses	Amount	Balance
05-552270	Capital Projects	137,600.00	137,600.00	-

Section 3, Item A.

Expense Account #	Description	Year to Date Expenses	Budgeted Amount	Balance
Indoor Pool				
01-552314	Indoor Pool Overtime	\$ 532.61	\$ 500.00	\$ (32.61)
01-552316	Part-time Salaries	22,748.47	60,900.00	38,151.53
01-552317	WUSD Maintenance Staff	-	35,000.00	35,000.00
01-552318	Supplies & Expenses	4,914.89	12,000.00	7,085.11
01-552320	Repairs	-	2,500.00	2,500.00
01-552328	Fuel	-	7,500.00	7,500.00
01-552330	Electric	-	15,500.00	15,500.00
01-552331	Water	-	5,500.00	5,500.00
01-552332	Telephone	-	350.00	350.00
01-552334	Social Security	1,443.49	3,807.00	2,363.51
01-552335	Medicare	337.58	890.00	552.42
Total Indoor Pool		\$ 29,977.04	\$ 144,447.00	\$ 114,469.96
Total Parks & Rec Budget		\$ 625,672.07	\$ 1,084,952.00	\$ 459,279.93
Reserve Accounts				
		YTD Expenses	Beginning Balance	Balance
24-581107	Senior Center Fundraising	\$ (282.38)	\$ 25,220.92	\$ 25,503.30
01-271970	Senior Center Security Deposits	\$ (200.00)	\$ -	\$ 200.00
01-581121	BQ Baseball	\$ -	\$ -	\$ -
01-581137	River Walkway Repairs	\$ -	\$ 4,750.00	\$ 4,750.00
01-581139	InterUrban Trail	\$ -	\$ 22,374.20	\$ 22,374.20
01-581140	Bike Trail	\$ -	\$ 2,000.00	\$ 2,000.00
05-552070	Quarry Study	\$ 80,000.00	\$ 80,000.00	\$ -
05-552470	Sr Ctr Retaining Wall	\$ 75,000.00	\$ 75,000.00	\$ -
05-581104	Chamberland Improvements	\$ -	\$ 129.57	\$ 129.57
05-581106	Park Facility Improvements	\$ -	\$ 12,629.71	\$ 12,629.71
05-581118	Heron View Park (micro park)	\$ -	\$ 6,759.05	\$ 6,759.05
05-581120	Park Expansion & Improvements	\$ (1,500.00)	\$ 32,937.52	\$ 34,437.52
07-581113	Park Dedication Fees (land purchase)	\$ (5,128.00)	\$ 65,987.69	\$ 71,115.69
07-581115	Park Improvements	\$ (55,616.00)	\$ 14,337.72	\$ 69,953.72

Section 3, Item A.

Watertown Parks and Recreation Department
Financial Report
End of Month August 2023

Expense Account #	Description	Year to Date Expense		Budgeted Amount	Balance		
Park							
01-554110	Salaries	\$	277,692.95	\$	454,044.00	\$	176,351.05
01-554112	Longevity		-	\$	2,108.00	\$	2,108.00
01-554114	Overtime		8,671.98		18,000.00	\$	9,328.02
01-554116	Part-time Salaries		25,849.00		30,000.00	\$	4,151.00
01-554118	Supplies & Expenses		35,525.17		34,500.00	\$	(1,025.17)
01-554120	Repairs		7,703.37		23,500.00	\$	15,796.63
01-554126	Goose Control		-		-	\$	-
01-554128	Fuel		4,760.75		3,400.00	\$	(1,360.75)
01-554130	Electric		25,542.22		36,900.00	\$	11,357.78
01-554131	Water		27,809.57		49,000.00	\$	21,190.43
01-554132	Telephone		837.88		1,100.00	\$	262.12
01-554133	Wisconsin Retirement		19,472.79		32,242.00	\$	12,769.21
01-554134	Social Security		18,530.50		31,257.00	\$	12,726.50
01-554135	Medicare		4,333.80		7,310.00	\$	2,976.20
01-554136	Health Insurance		78,010.40		135,369.00	\$	57,358.60
01-554137	Life Insurance		1,006.95		1,518.00	\$	511.05
01-554138	Dental Insurance		4,868.92		8,086.00	\$	3,217.08
01-554140	Gasoline		19,271.28		30,000.00	\$	10,728.72
01-554141	Fertilizers & Herbicides		3,000.00		12,500.00	\$	9,500.00
01-554142	Equipment Repairs		20,091.17		27,500.00	\$	7,408.83
01-554144	Washington Park Lights		2,639.49		4,000.00	\$	1,360.51
01-554148	Water Bubblers		1,075.69		2,000.00	\$	924.31
01-554150	Staff Training		42.70		1,500.00	\$	1,457.30
01-554159	Safety Equipment		5,488.36		3,000.00	\$	(2,488.36)
01-554160	Capital Outlay		18,439.43		17,550.00	\$	(889.43)
Total Park		\$	610,664.37	\$	966,384.00	\$	355,719.63
05-554170	Capital Projects	\$	234,174.88	\$	888,600.00	\$	654,425.12
Forestry							
01-561110	Salaries	\$	73,732.32	\$	114,816.00	\$	41,083.68
01-561112	Longevity		-		527.00		527.00
01-561118	Supplies & Expense		1,991.81		3,866.00	\$	1,874.19
01-561119	UF Grant Exp: Tree/Ash Inje		22,321.85		25,000.00		2,678.15
01-561120	Repairs		2,224.16		4,000.00		1,775.84
01-561124	Cont. Education Forester Cert		440.00		1,200.00		760.00
01-561126	Annual Bucket Truck Inspection		0.00		4,000.00		4,000.00
01-561133	Wisconsin Retirement		5,013.82		7,844.00		2,830.18
01-561134	Social Security		4,187.44		7,152.00		2,964.56
01-561135	Medicare		979.36		1,672.00	\$	692.64
01-561136	Health Insurance		25,784.64		38,677.00		12,892.36
01-561137	Life Insurance		291.10		448.00		156.90

01-561138	Dental Insurance	1,472.00	2,208.00	736.00
01-561160	Capital Outlay	10,582.00	8,150.00	(2,432.00)
Total Forestry		\$ 149,020.50	\$ 219,560.00	\$ 70,539.50
05-561170	Capital Projects	-	-	\$ -

**WATERTOWN PARKS & RECREATION DEPARTMENT
FEES AND CHARGES POLICY**

Section 5, Item A.

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
 - A. Participants of recreational and educational programs shall be charged a fee to cover all operational cost in addition to a 20% maintenance and administrative fee.
 - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
 - D. **Nonresident Program Fees** - Nonresident will pay 50% more than residents. **Resident Status** - a person has resident status when that person's principal residence is located within the city limits of Watertown.
 - E. **Nonresident Player Fees** - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
 - F. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
 - G. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
 - G. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.
 - H. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
 - I. Facility Improvement Fee - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** - Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
 - A. **Daily Admission Fees** - ~~Additional nonresident fees will not be charged for daily admissions because of the difficulty of administration.~~ Nonresidents will pay 50% more than residents. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. Aquatic Passes - An additional nonresident fee will be charged for all season and yearly passes. Nonresidents will pay 50% more than residents.
~~* If passes are purchased prior to the first Monday in May, a \$5.00 discount will be applied.~~
~~* Halfway into the season passes will be reduced to half price.~~

3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All department-sponsored programs are exempt from rental fees.
- B. Rental Fee Payment - Payment is **due upon reservation**. ~~to be paid within five days of making the reservation or the reservation will be cancelled.~~ No refunds will be granted for **additional equipment and services which** have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least **14 days** prior to the reservation date. **No refunds will be given within 14 days of the reservation date.**
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior/Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession Contract, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
- Watertown Public Schools
 - ~~Sports Teams endorsed by the commission~~
 - ~~Senior Center Room Rentals, (See Policy Governing Use of the Senior and Community Center).~~

4. **Special Events and Services** - ~~See the Statement of Policy for Celebrations, Events and Special Services.~~

- A. **BASIC SERVICES** - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. **PLANNING ASSISTANCE** - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).

C. PARK DEPARTMENT PERSONNEL

Section 5, Item A.

The department regularly schedules 2 full-time employees for 2 hours every Saturday morning 7:00 a.m. to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.

Adopted by Commission November 6, 1995
Revised by Commission December 6, 2004
Revised by Commission December 4, 2014
Revised by Commission October 2016
Revised by Commission October 2017
Approved by Commission December 2018
Approved by Commission August 2023

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT
(Revised 8/21/23 starting 2024)

Section 5, Item A.

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.
\$20.00 per standard
3. **Bleachers - portable type**
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** - \$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Volleyball/Tennis Court Rentals**
\$10/court/day for city residents
\$15/court/day for non-city residents
11. **Ball Diamonds/**
\$150/diamond/day city based functions (\$50 rental – unprepped)
\$225/diamond/day non-city based functions (\$75 rental)
\$75/diamond/day for city based private schools (\$25 rental)
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**
\$100/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**

CR BQ \$150/day	NCR BQ \$225/day	Private BQ \$75/day
RS \$75/day	RS \$112.50/day	RS \$37.50/day
WP \$50/day	WP \$75/day	WP \$25/day
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer Goals:** \$30.00/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Toilet Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.